

ASNCommunities

User Guide

Q: How do I log in to the ASN Communities?

A: Navigate to <http://community.asn-online.org> and click the “Sign In” button on the upper right hand corner of your screen. You will be redirected to the ASN website, and a login box will appear. Enter your ASN account email and password. You will be redirected to the Community after logging in, where you will be asked to read and accept the terms and conditions.

Q: How can I update my contact information?

A: Editing primary contact information must be done via the ASN website. (Visit www.asn-online.org > My ASN > Your Profile > Edit Profile).

Q: How do I edit my profile on the Communities?

A: Once you are logged in, you will see a silhouette with a downward facing arrow next to it in place of the Sign In button in the upper right corner. Clicking the arrow provides quick access to your Profile, Communities and Inbox. The “Profile” button opens a page where you can add a bio, education, and job history. There is also an option to transfer information from LinkedIn.

Q: How do I connect with other ASN members?

A: Click “Directory” in the main menu and select “Member Directory” from the dropdown. From this page you can search for Community members via Name, Email, Organization, or Location.

Q: How do I join a Community?

A: Click “Communities” in the main menu and select “All Communities” from the dropdown. Click “Join” for each Community you would like to be a part of.

Q: How do I start a new discussion?

A: Click “Participate” in the main menu and select “Post a Message” from the dropdown. You can select the community you would like to participate in, cross post to multiple communities at once, and add attachments to your message. *See Figure 1*

Q: How do I reply to a post?

A: First select the discussion post you would like to respond to from the Community page. Click “Reply to Discussion” to respond to the thread. *See Figure 2*

Q: What are my options for email subscriptions to Communities?

A: In your profile page under the “My Account” tab, click “Community Notifications”. Near the bottom of the page is a table that will list the Communities you are a part of. For each Community, you can select Daily Digest, Real Time or No Email options. You can also change the email address messages are sent to from each Community. *See Figure 3*

Q: How do I manage other emails coming from the Communities?

A: You can manage general emails from the ‘Email Preferences’ button on the ‘My Account’ tab on your profile page. Here you can filter emails related to contact requests, announcements, and comments. *See Figure 3*

Q: How do I interact via email?

A: You can respond to posts or start a new thread directly from your inbox. You can choose to receive an email is sent when new content has been added to a Community or discussion you are a part of, or a daily digest of activity in the Community. Clicking “Post New Message”, “Reply to Group”, or “Reply to Sender” in the email opens a new email for your response. The other options in the email will direct you to the Communities website. *See Figure 4*

Q: How do I upload resources to the library?

A: Click “Participate” in the main menu and select “Share a File” from the dropdown. You will be directed to a page where you can upload resources to specific libraries in a variety of formats.

Q: Can I view all discussion posts or resources on one page?

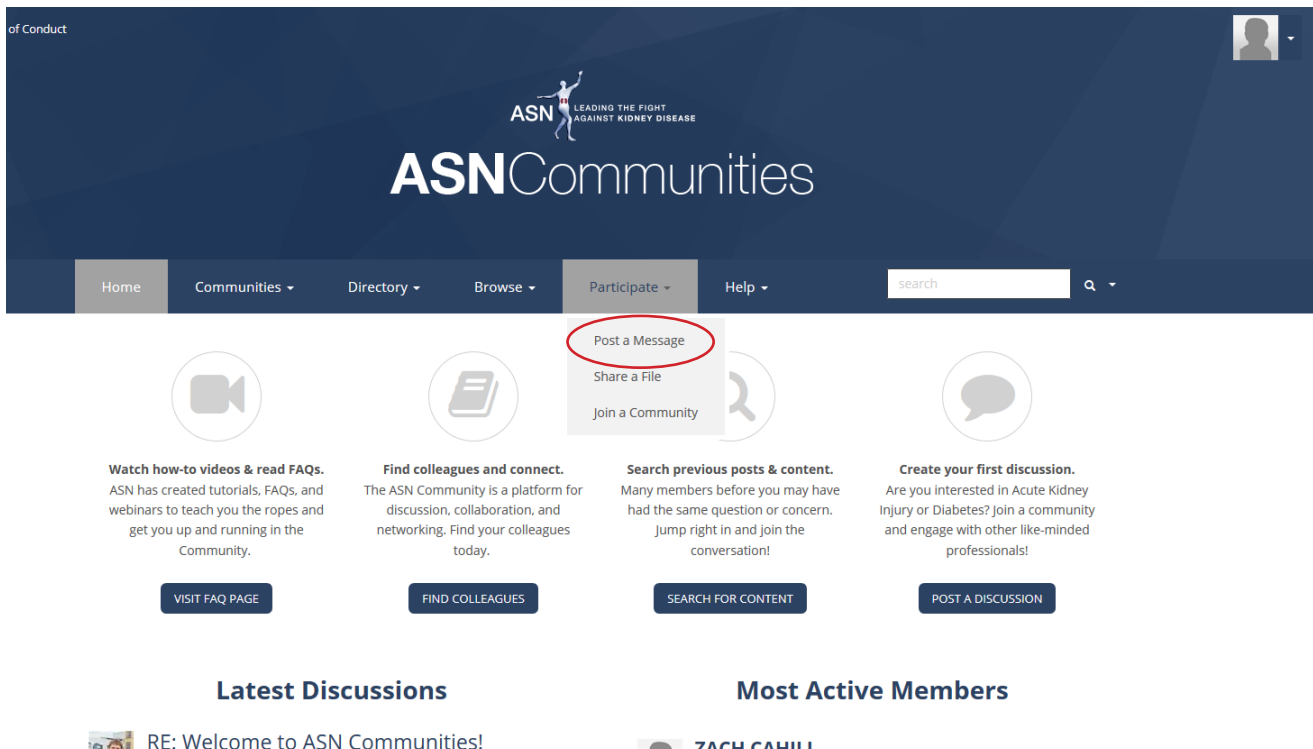
A: Click “Browse” in the main menu and select “Discussion Posts” to view all discussions, organized by thread, or “Library Entries” to access all the resources uploaded to the Communities.

Q: Where can I change the privacy settings on my account?

A: Under the “My Account” tab in your profile, select “Privacy Settings”. On this page you can change who can see various information in your profile.

Figure 1

Click “Participate” in the main menu and select “Post a Message” from the dropdown.



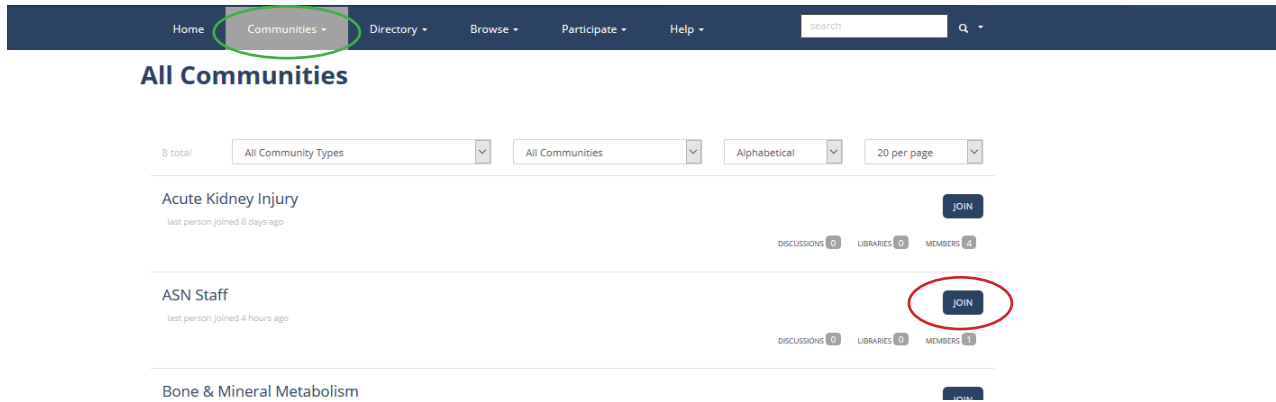
Select a Community in the “To” field and write your message

Post a Message

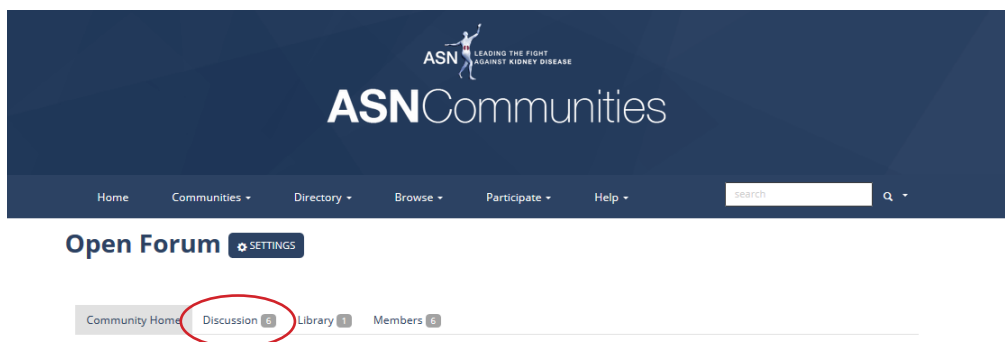
The screenshot shows the 'Post a Message' form. It includes fields for 'To' (SELECT DISCUSSION), 'Cross Post To' (NO ADDITIONAL DISCUSSIONS), 'From' (Test Member), and 'Subject'. There is a checkbox for 'Automatically insert content preview for links' which is checked. Below these fields is a rich text editor with a toolbar containing options like File, Edit, Insert, View, Format, Table, and Tools. The editor contains the letter 'p'. Below the editor is a 'Signature' section with a default signature 'Test Member Higher Logic' and an 'EDIT YOUR DEFAULT SIGNATURE' button. At the bottom, there is an 'Attachment(s)' section with an 'ATTACH' button, and 'SEND' and 'CANCEL' buttons.

Figure 2

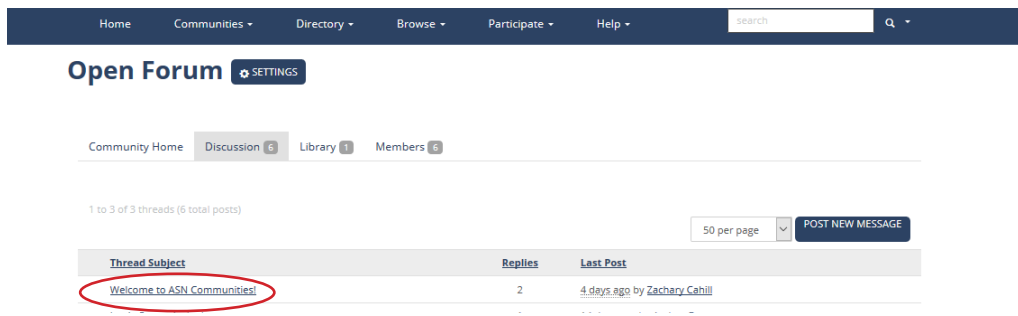
Click “Community” in the main menu and select your “All Communities”. Then, join/enter a community.



Click the “Discussion” tab.



Click on the discussion you would like to reply to.



Select “Reply to Discussion” to join the conversation.

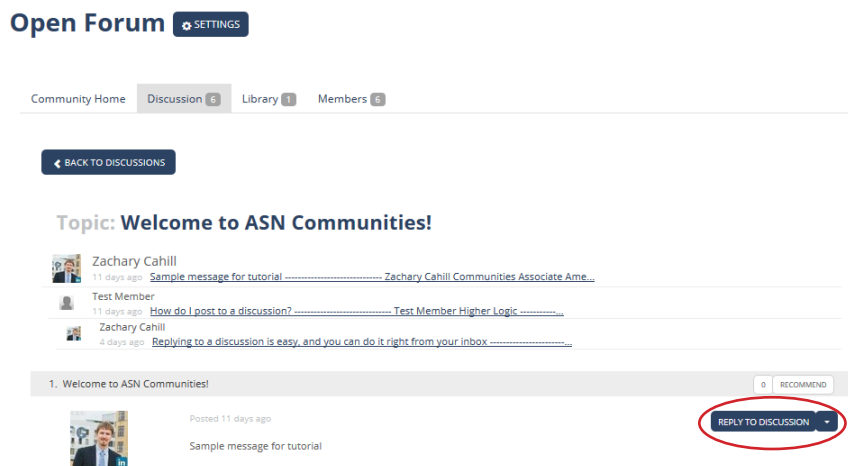
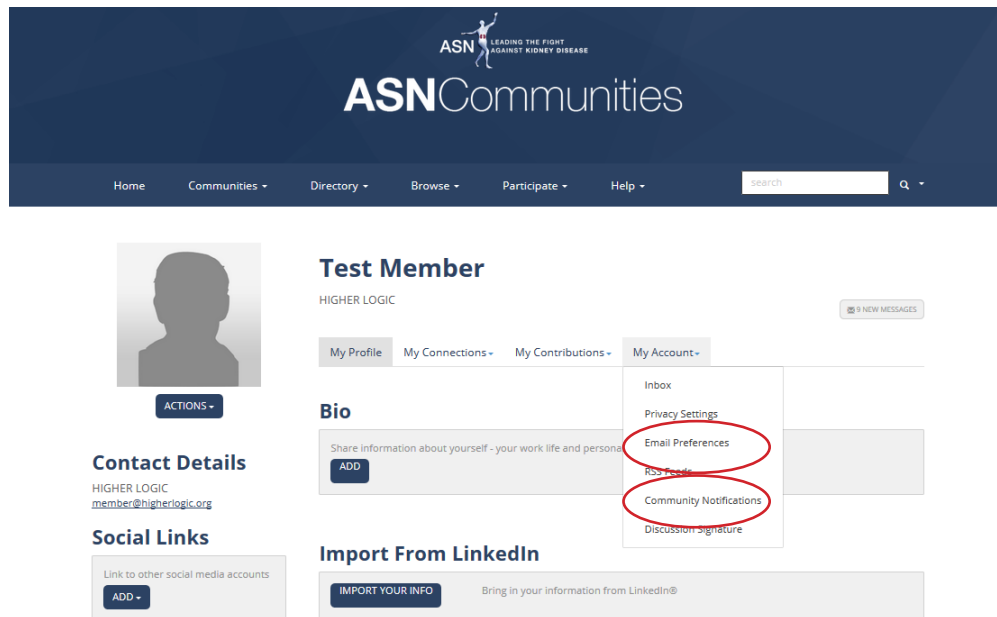
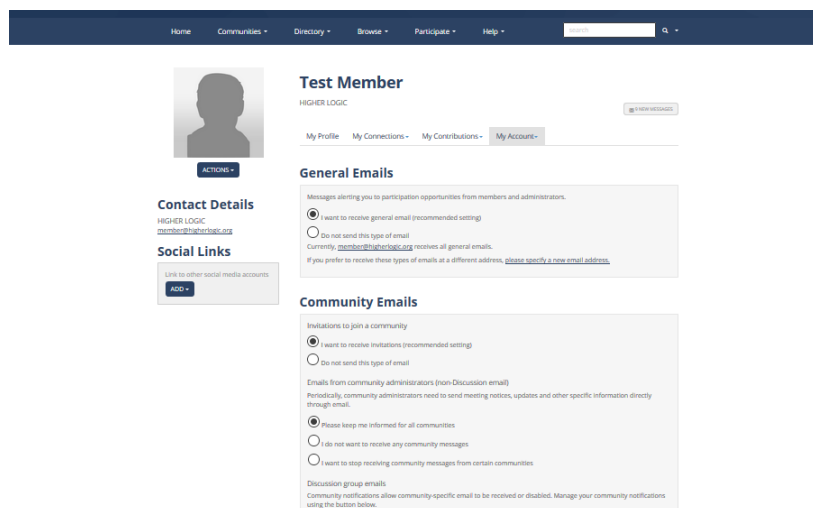


Figure 3

From your profile page, click “My Account”. Emails are managed from two places in your account.



“Email Preferences” determines which activities in the Communities will trigger an email.



“Community Notifications” allows you to edit the frequency and type of notifications you receive when there is activity in your subscribed communities.

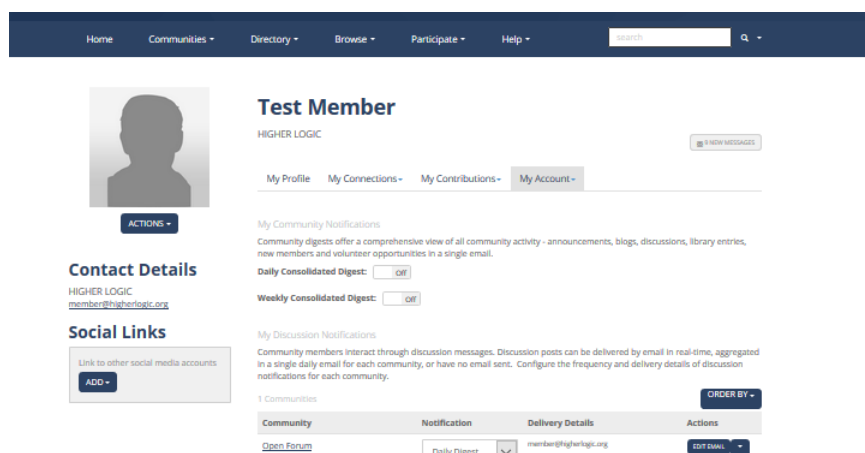



Figure 4


Links at the top of emails allow you to respond via email to discussion threads.

Mon 12/14/2015 1:46 PM

 American Society of Nephrology <DoNotReply@ConnectedCommunity.org>
Sample Discussion Message

To: Amber Garner

 If there are problems with how this message is displayed, click here to view it in a web browser.

 **ASN** LEADING THE FIGHT AGAINST KIDNEY DISEASE
ASNCommunities

Big Red Wagon

[Post New Message](#)

Re: Shall we test?

[Reply to Group](#) [Reply to Sender](#)

 Dec 14, 2015 1:40 PM
System

Cras vestibulum dolor libero, lobortis maximus turpis facilisis eu. Suspendisse laoreet tortor nec urna elementum mollis. Fusce pharetra pharetra nibh ac malesuada. Nullam aliquam, mi eu cursus venenatis, sapien tellus accumsan libero, id venenatis erat massa id sem. Donec tempor ligula ex, non facilisis dolor iaculis nec. Phasellus placerat blandit odio ac cursus. In at hendrerit mi. Aliquam laoreet, velit quis viverra mattis, nunc libero tempus nisl, eu vestibulum magna est id lectus. Nam et dignissim lectus. Vivamus dignissim nunc id tellus cursus fermentum. Duis suscipit, lacus vel tincidunt interdum, arcu risus facilisis elit, et fringilla urna mauris a justo. Praesent sodales erat vitae erat semper, eget elementum libero accumsan. Nulla vestibulum malesuada urna, quis pulvinar est bibendum a. Nulla facilisi.

System Admin
World Testing Organization
