



# Communities User Guide

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## How do I log in to the ASN Communities?

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.

## What’s the difference between a post, a thread and a discussion?

A post is when you add to the conversation. A thread is composed of the initial post plus all responses to the post. A discussion is equivalent to a thread.

## How can I update my contact information?

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

## How do I edit my profile on the Communities?

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.

## How do I connect with other ASN members?

Select “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.

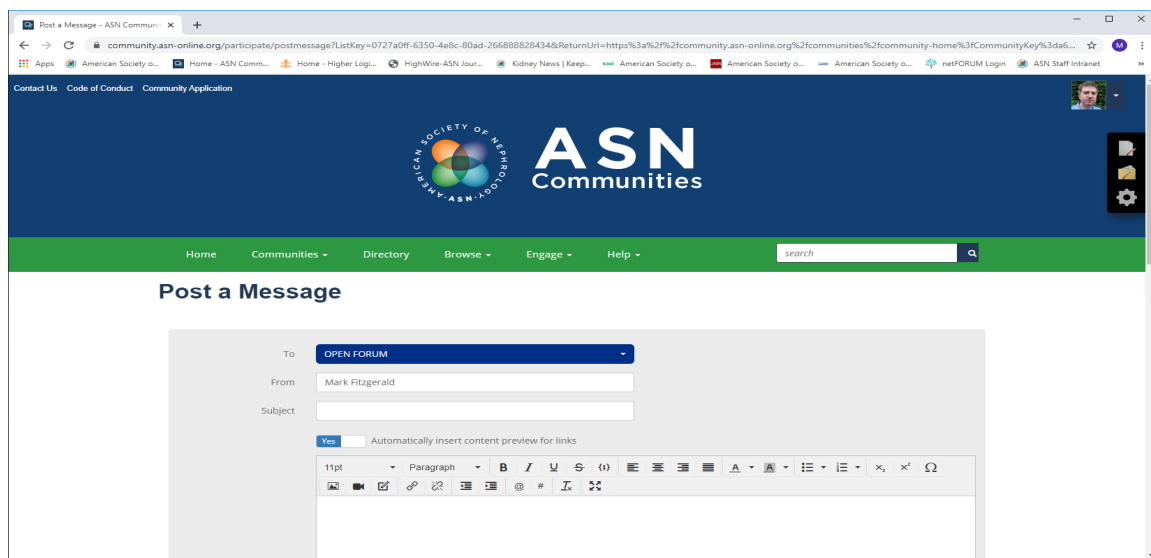
## How do I join a Community?

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.

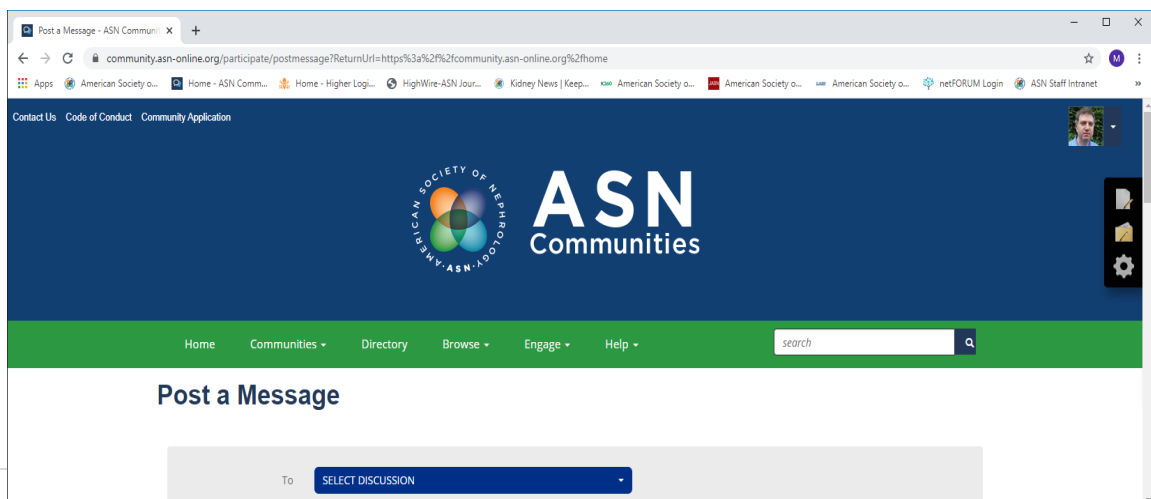
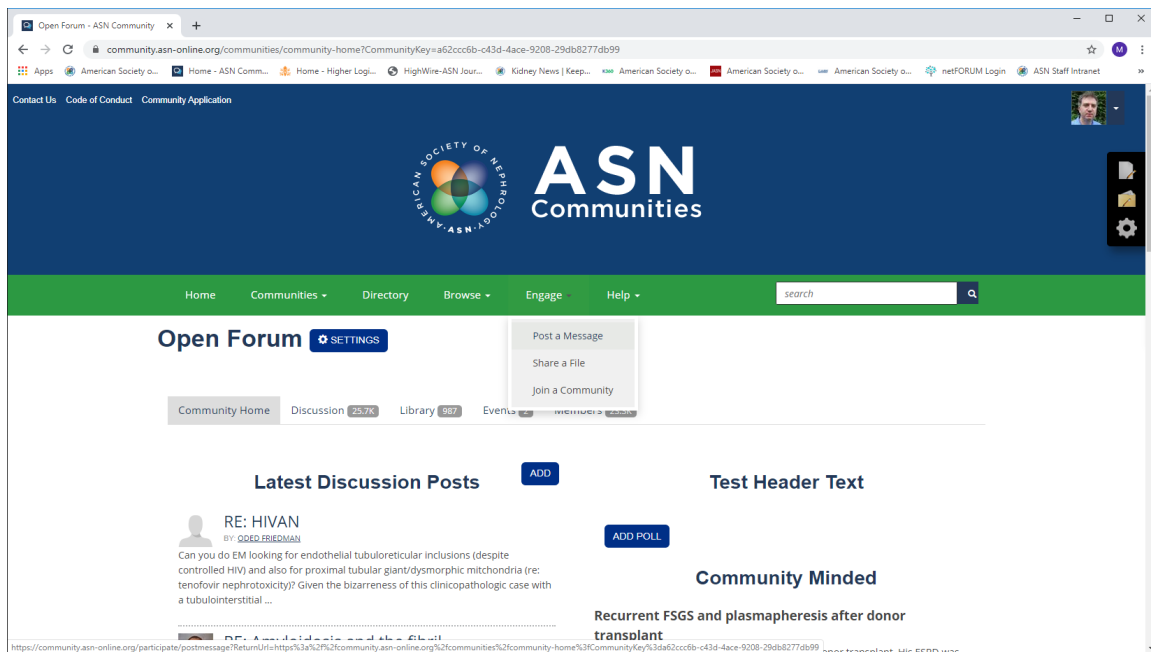
## How do I start a new discussion?

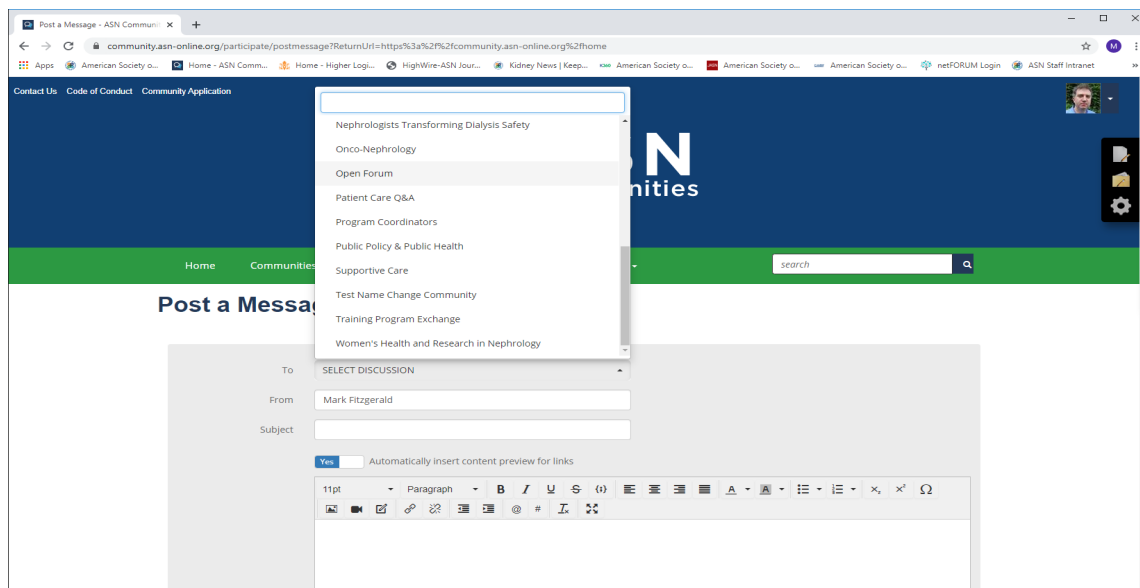
There are two ways you can start a new discussion.

- 1) Navigate to the Community to which you like to post your message. Click the “Add” button in the center of the page and follow the onscreen instructions.



2) Select “Engage” from the header navigation and then select “Post a Message” from the dropdown. On the resulting screen, select the desired Community under “Select Discussion”





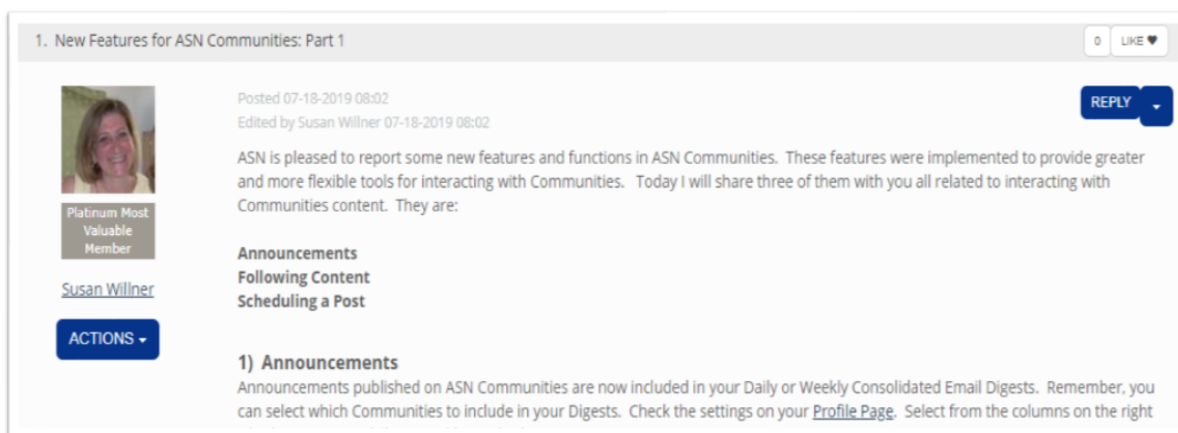
## How do I receive notifications for posts that I have made?

Whenever you originate a thread with a new post, you will automatically be “subscribed” to that thread. Therefore, whenever anyone responds in the thread, you will receive a real-time email notification of such.

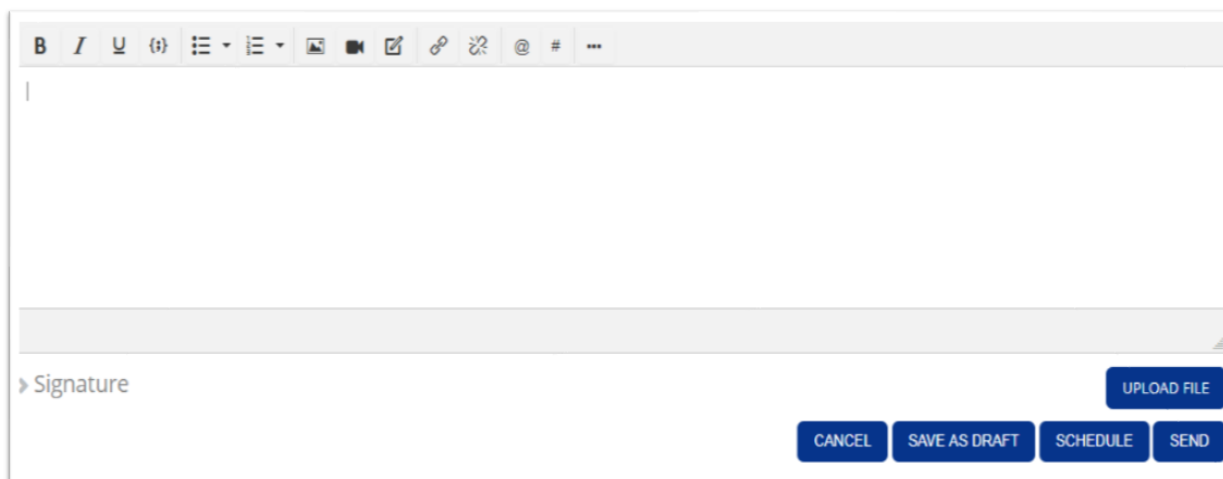
- If you *start a discussion*, you immediately get an email any time someone replies letting you know there has been a reply to your post.
- If you *reply to a discussion*, you immediately get an email any time anyone else replies.

## How do I reply online to a post?

Select the discussion post you would like to respond to from the Community page. The post will display. Click on the blue “Reply” button to immediately enter a reply. Alternatively, you can select the drop-down arrow on the “Reply” button and select “Reply Privately” to respond directly to the original poster via email.



After you click reply, a streamlined text editor will display immediately below the message. With the streamlined option you can quickly add and format text, add links to other web pages, and add bulleted lists. If you need to add an attachment, simply click the attachment link icon and upload the file.

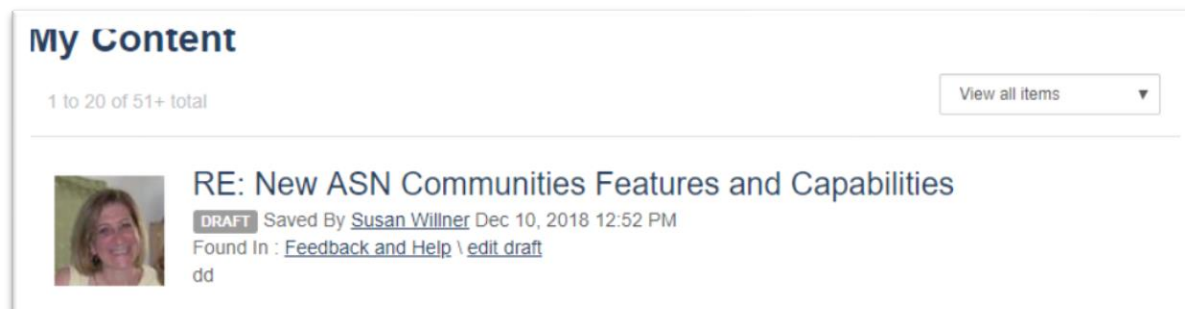
A screenshot of a streamlined text editor interface. At the top is a toolbar with icons for bold (B), italic (I), underline (U), link (G), bulleted list, numbered list, image, video, link, unlink, @, #, and a menu icon. Below the toolbar is a large text input area. At the bottom left, there is a 'Signature' label with a right-pointing arrow. At the bottom right, there are four buttons: 'CANCEL', 'SAVE AS DRAFT', 'SCHEDULE', and 'SEND'. Above the 'SEND' button is an 'UPLOAD FILE' button.

## Can I save a draft of my post and come back to it later?

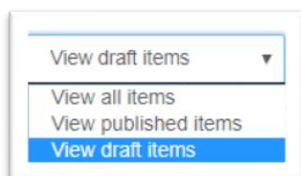
Yes, you can save drafts of your posts and replies. About every 30 seconds, the system will automatically save a copy of your post. You can also select the "Save as Draft" button located in the bottom right corner of the text editor.

## How do I find my draft messages?

Your draft messages are stored in your profile under the "My Contributions" option. Drafts will be noted as such.

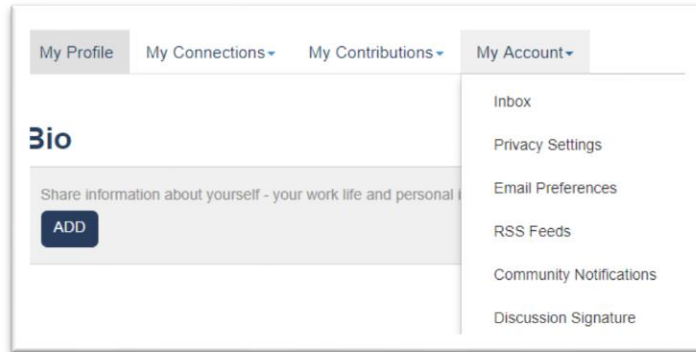
A screenshot of the 'My Content' page. The title 'My Content' is at the top left. Below it, it says '1 to 20 of 51+ total'. On the right, there is a 'View all items' button with a dropdown arrow. Below this is a list of content items. The first item is a draft message. It features a profile picture of a woman, the title 'RE: New ASN Communities Features and Capabilities', and the text 'DRAFT Saved By Susan Willner Dec 10, 2018 12:52 PM'. Below the title, it says 'Found In : Feedback and Help \ edit draft' and 'dd'.

You can also select "View My Drafts" from the drop down on the right side of the page and then select "View draft items." To complete your post, select, edit and submit the message.



## What are my options for email subscriptions to Communities?

In your profile page select "Community Notifications" from the My Account drop-down.

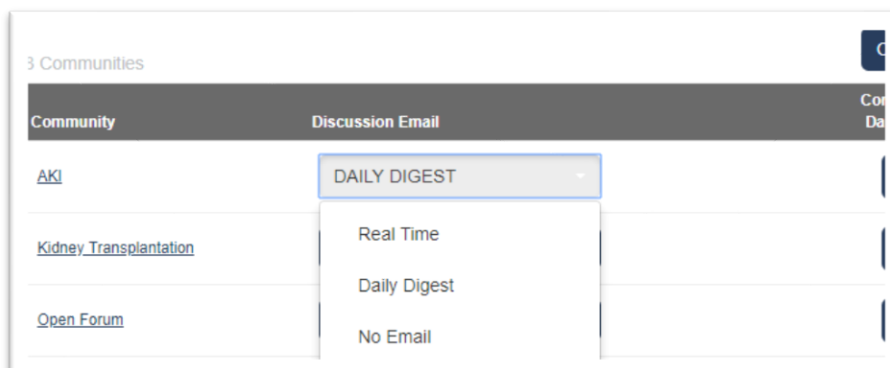


Scroll down the page and you will see a table that displays the options for each Community to which you belong.

Communities	
Community	Discussion Email
<a href="#">AKI</a>	DAILY DIGEST
<a href="#">Kidney Transplantation</a>	DAILY DIGEST
<a href="#">Open Forum</a>	DAILY DIGEST
<a href="#">Patient Care Q&amp;A</a>	DAILY DIGEST
<a href="#">Public Policy &amp; Public Health</a>	DAILY DIGEST

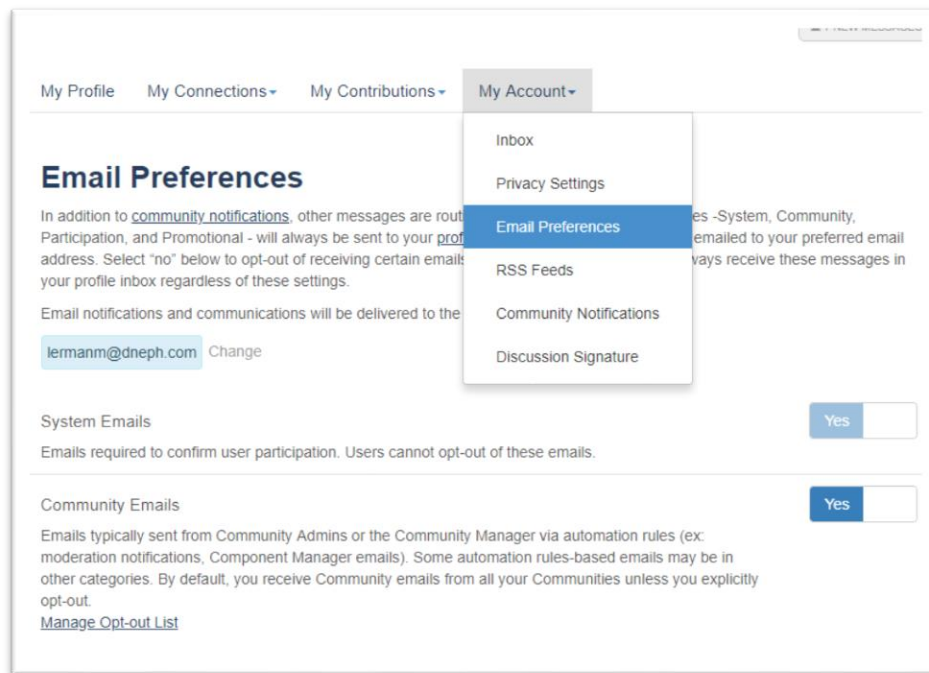
Select the blue "Daily Digest" bar to change your settings.

- Daily Digest – a once-a-day email sent that contains a summary of the conversations from the Community
- Real-Time – emails will be sent whenever someone posts to the Community
- No Email – if you wish to stop receiving email.



## How do I manage other emails coming from the Communities?

In addition to individual Community notifications, you may also receive other emails from ASN Communities. You can change these settings by selecting “Email Preferences” from the “My Account” drop-down on your profile page.



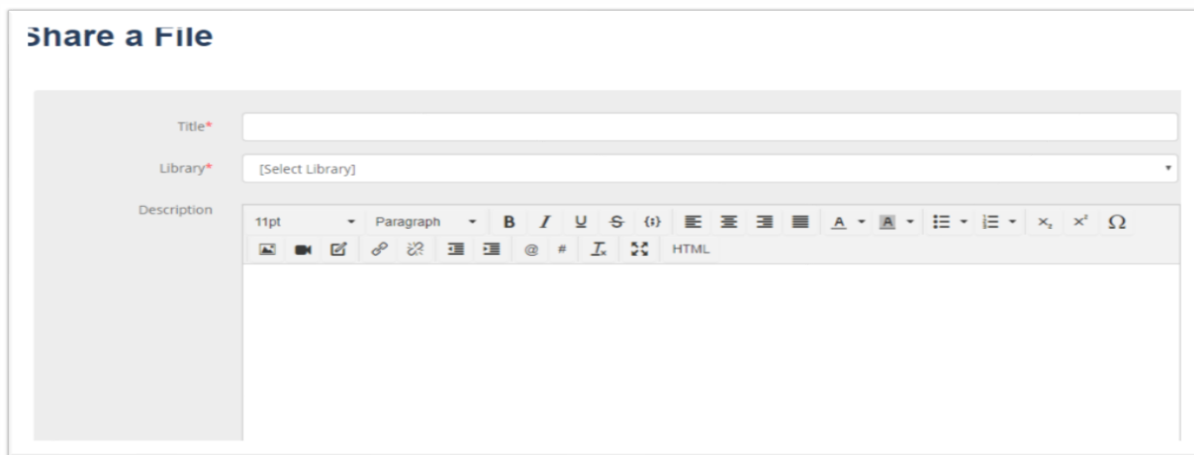
## How do I interact via email?

When you receive real-time emails, you can reply directly to the post from within the email. Select the “Reply Online” button to be connected to the thread so that you can reply. Alternatively, you can “Reply Via Email.” If you select “Reply via Email” your response will go directly to the individual and not to the greater Community.



## How do I upload resources to the library?

Click “Engage” 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.

A screenshot of a web form titled "Share a File". The form has a light gray background. On the left side, there is a vertical sidebar with three labels: "Title\*", "Library\*", and "Description". The "Title\*" label is next to a text input field. The "Library\*" label is next to a dropdown menu showing "[Select Library]". The "Description" label is next to a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, text color, background color), image insertion, video insertion, and a link icon. Below the toolbar is a large text area for the description. The form is enclosed in a thin gray border.

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

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.

## Where can I change the privacy settings on my account?

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.