

## How to Post a Discussion in Your Online Community

1. You can access the online community at [hub.awhonn.org](http://hub.awhonn.org).
2. Sign in using your AWHONN login information.
3. In the navigation header click on the tab labeled Communities. Select My Communities.



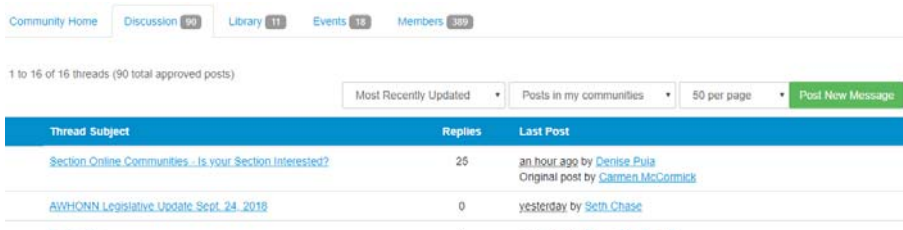
4. Go to your Section's online Community and click on the link.



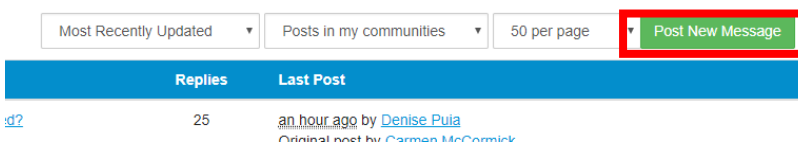
5. Click on the Discussion tab towards the top of the page.



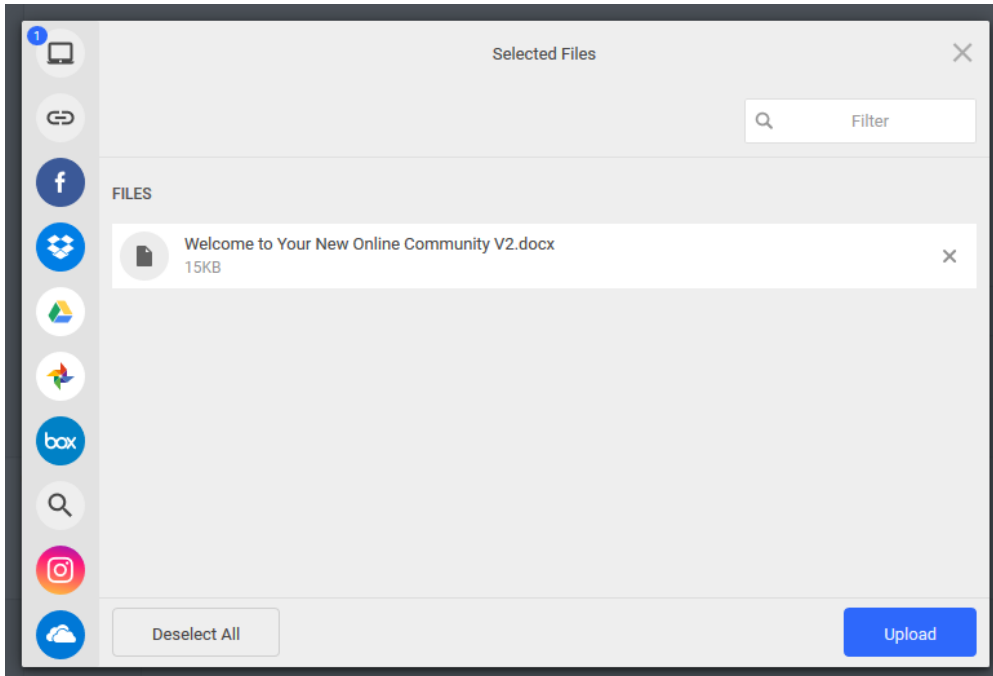
6. This will take you to the discussion board.



7. To start a new discussion thread, click on Post New Message.

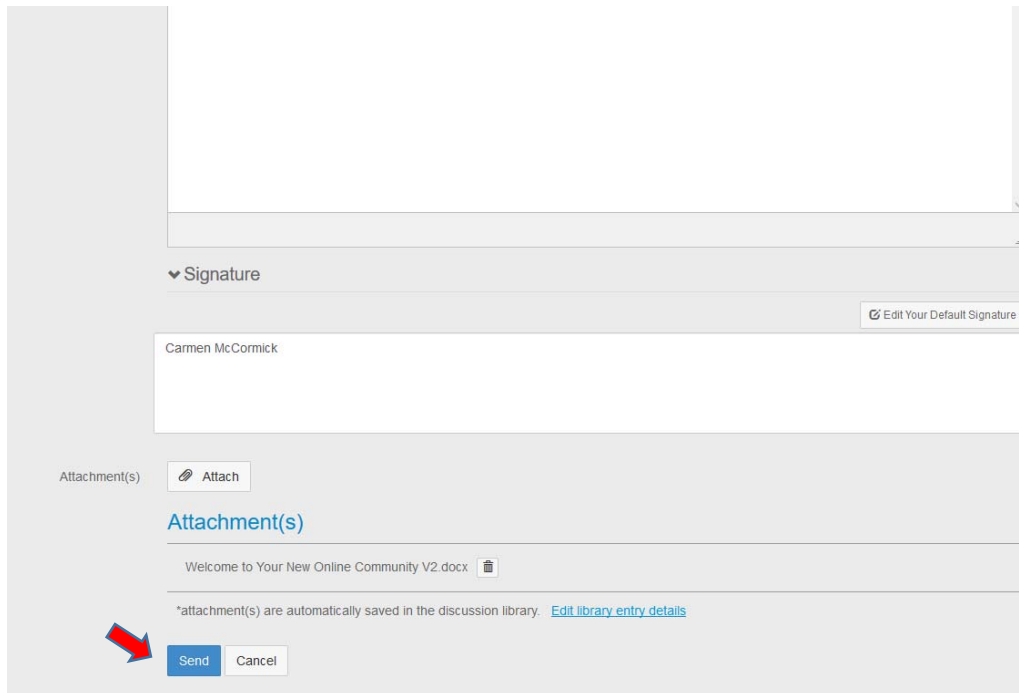






10. Click Upload once complete

11. Once you are done with entering your text, click on the Send button. You have now posted your discussion thread!



## How to Post to the Library in Your Online Community

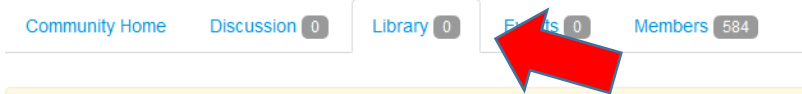
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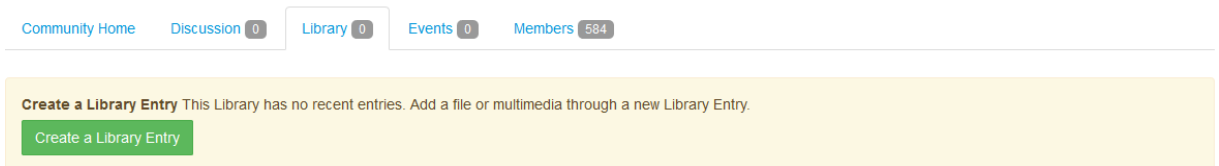
4. Go to your Section's online Community and click on the link.



5. Click on the Library tab towards the top of the page.



6. This will take you to the documents library.



7. To start a create a library entry, click on Create New Library Entry.



8. Fill in the boxes based on your requirements (definitions below):
  - a. Title\* – Document Title
  - b. Library\* - Select which library to post to (only applies to those that are a member of more than one community)
  - c. Description – Insert a brief description of what the document is regarding
  - d. Entry Type\* - Select the type of file being uploaded:
    - i. Copyright Licensed File(s) – Use this ONLY if you own the copyright to an entry and would like to add a creative commons license.
    - ii. Hyperlink
    - iii. Standard File Upload (most common) – Word, Excel, PowerPoint, PDF
    - iv. Webinar
    - v. YouTube Video

Entry Type: Select the type of library entry you will create \*

[Select Type]

[Select Type]  
Copyright Licensed File(s)  
Hyperlink  
Standard File Upload  
Webinar  
YouTube Video

Next Cancel

\*required field

### Add to a Library

Title\*

Library\* Webinar Recording (TEST)

Description

Edit - Insert - View - Styles -

B I U S (t) [List Icons] A - A - [List Icons] Ω [Image Icon] [Link Icon] [Unlink Icon] [Undo Icon] [Redo Icon]

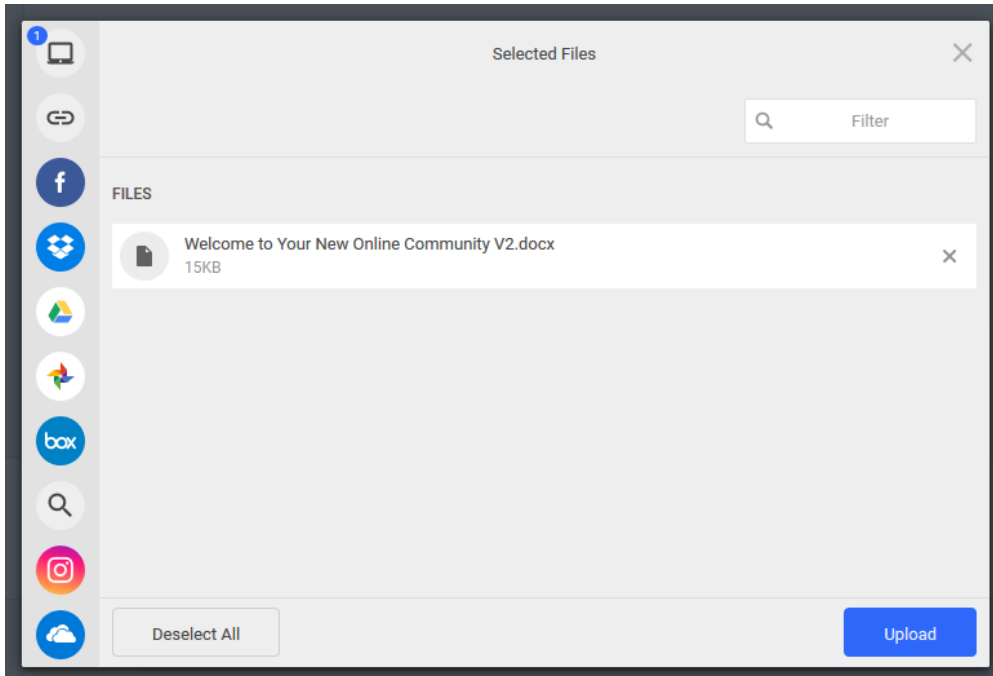
HTML

Entry Type: Select the type of library entry you will create \*

[Select Type]

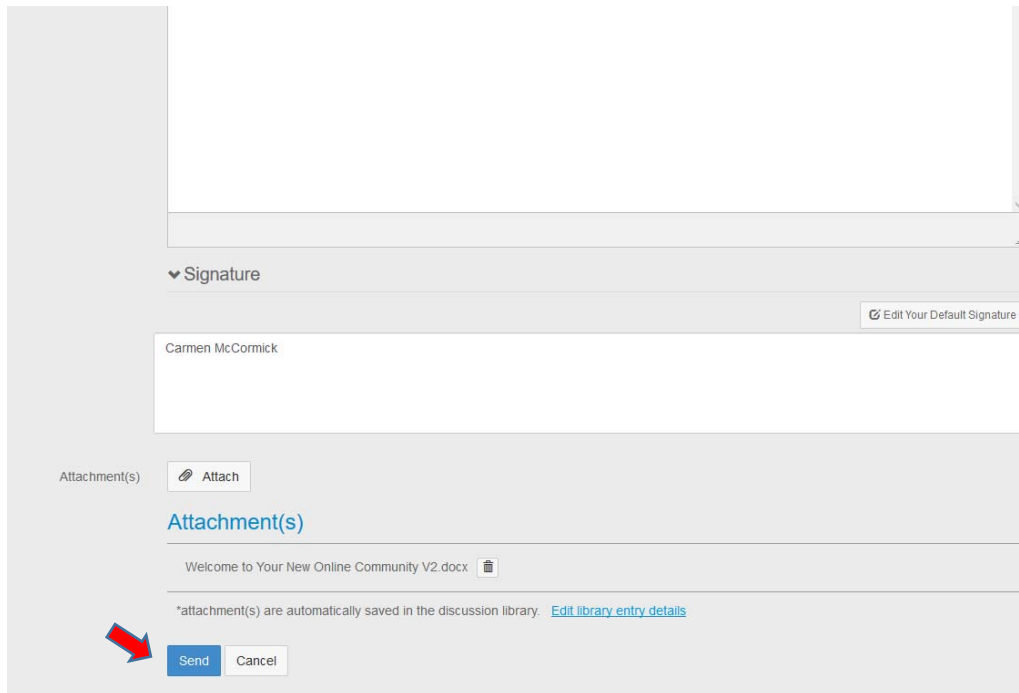
Next Cancel

9. To attach a document, click on the Attach button and a pop up screen will appear. Use the icons to select where to obtain the document from or drag and drop it from your computer.



10. Click Upload once complete

11. Once you are done with entering your text, click on the Send button. You have now posted your discussion thread!



## How to View Online Community Members

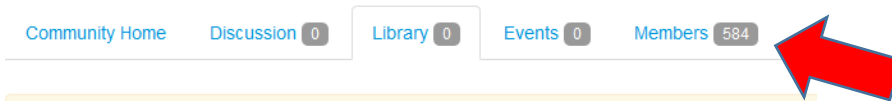
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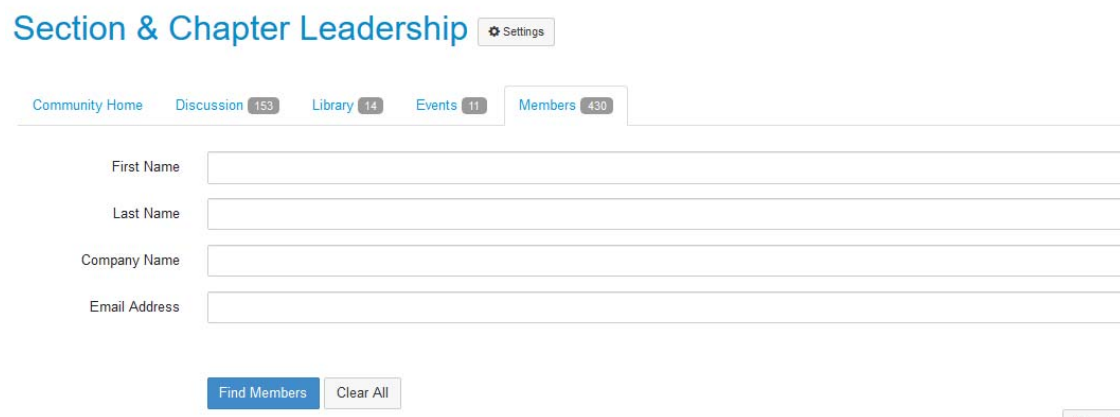
4. Go to your Section's Online Community and click on the link.



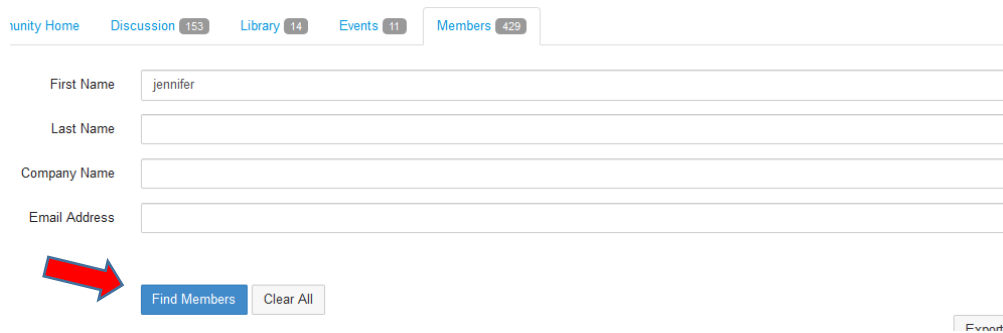
5. Click on the Members tab towards the top of the page.



6. This will take you to the member directory.

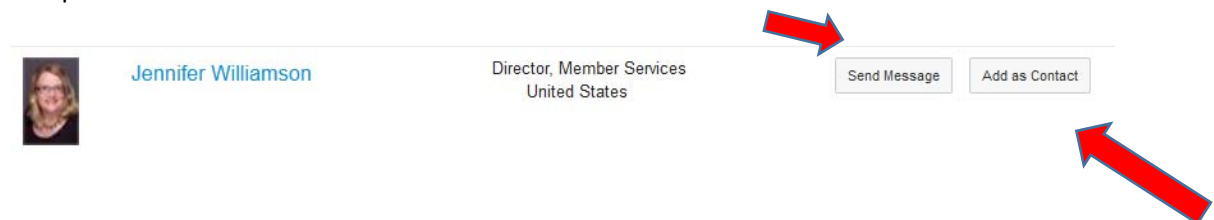


7. To search for a member, you can use any or all of the following fields:
  - a. First Name
  - b. Last Name
  - c. Company Name
  - d. Email Address
  
8. Once you have entered your search parameters, click the Find Member button.



The screenshot shows a navigation bar with tabs for 'Community Home', 'Discussion' (153), 'Library' (14), 'Events' (11), and 'Members' (429). Below the navigation bar are four search input fields: 'First Name' (containing 'jennifer'), 'Last Name', 'Company Name', and 'Email Address'. At the bottom of the search area are two buttons: 'Find Members' and 'Clear All'. A red arrow points to the 'Find Members' button. A small 'Export' button is visible on the right side of the search area.

9. If the individual is in a member of your Section Online Community, they will appear in the space below.
10. From the member record, you can add the person as a contact by clicking the Add as Contact button or send a message. You can build your online community contacts by inviting colleagues and peers.

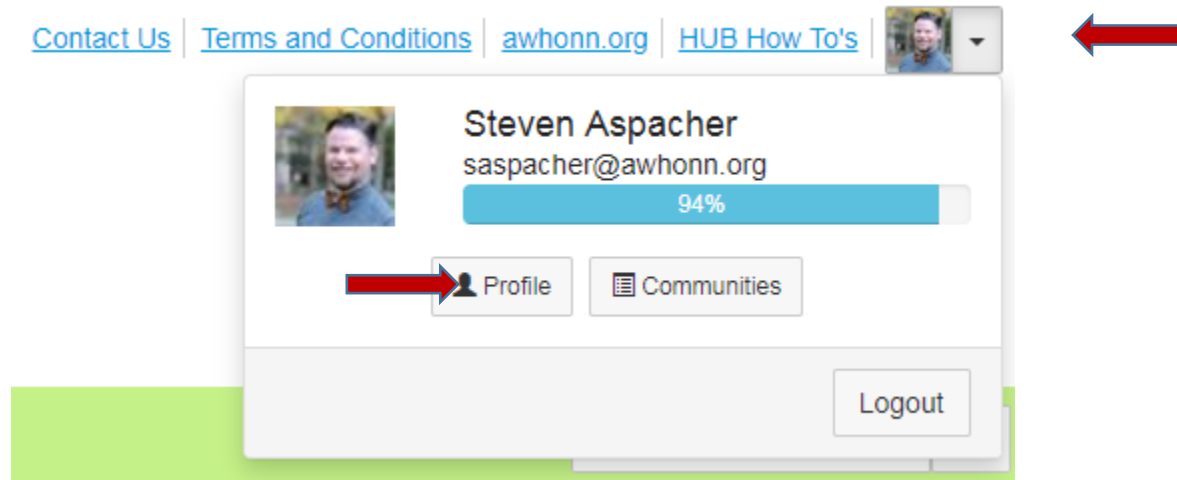


The screenshot shows a member profile card for Jennifer Williamson. On the left is a small profile picture. To the right of the picture is the name 'Jennifer Williamson' in blue text. Further right is her title and location: 'Director, Member Services' and 'United States'. On the far right of the card are two buttons: 'Send Message' and 'Add as Contact'. A red arrow points to the 'Send Message' button, and another red arrow points to the 'Add as Contact' button.

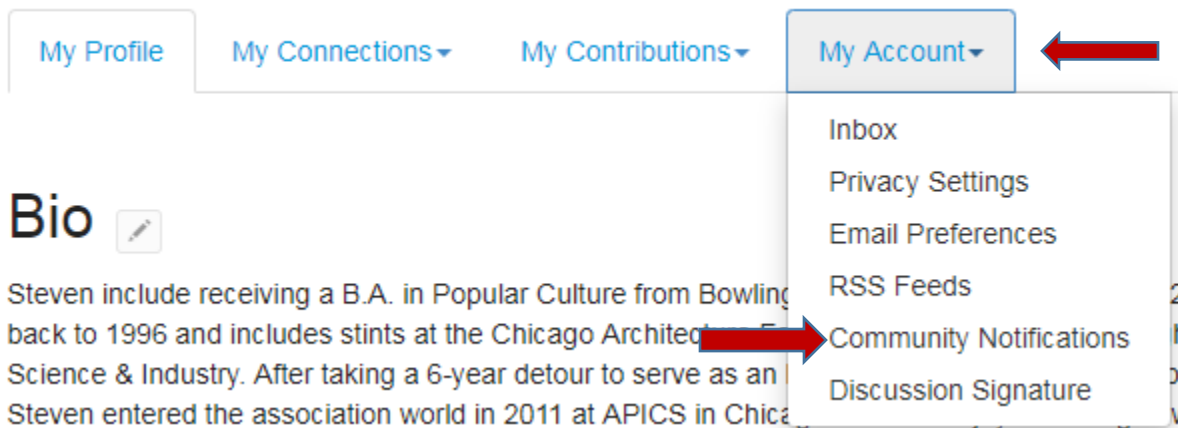


## How to Change your

1. Click on the down arrow next to your profile picture
2. Click on the Profile button underneath the progress bar



3. Click on the My Account Tab
4. Click on the Community Notifications option



5. Find the community whose notifications you would like to change
6. Click the drop down menu and select your preferred setting
  - a. Real Time = an email is sent every time an action takes place
  - b. Daily Digest = one email is sent including a summary of all actions taken place the previous day
  - c. No Email = no email notifications will be sent

# Notification Settings

28 Communities

Community	Discussion Email
<a href="#">2019 Roommate Match</a>	No Email
<a href="#">Arizona Section</a>	No Email
<a href="#">AWHONN Convention 2018</a>	No Email
<a href="#">AWHONN Student Members</a>	Real Time Daily Digest No Email
<a href="#">California Section</a>	No Email

