

# DiabetesPro Member Forum User Guide



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# Introduction

Thank you for joining the [DiabetesPro Forum](#), the American Diabetes Association's (ADA) new online community platform with communication and resource-sharing tools for Interest Group and WIN ADA (Women's Interprofessional Network) members.

This guide contains step-by-step instructions with screenshots to help you optimize your experience on the forum.

# How to Log In

All current ADA professional members who have a unique email address associated with their membership can log in to the forum.

1. Navigate to the website: <http://professional.diabetes.org/forum>
2. Click the “Log In to the DiabetesPro Forum!” button.
3. This will redirect you to ADA’s DiabetesPro website and ask you to “Authorize ADAHL to use your account”. Select “Yes, I authorize this request.” This will sign you in to the forum.
4. If you encounter issues logging in, please email [interestgroups@diabetes.org](mailto:interestgroups@diabetes.org).

# How to Join Interest Groups and WIN ADA

All members must join at least one Interest Group and/or WIN ADA (our Women's Interprofessional Network) on the forum in order to engage on the site. To do this:

1. Click the profile icon at the top right corner of the site. You will be directed to your profile page.
2. Under the "Interest Group 1", "Interest Group 2", and "WIN ADA" section dropdown menus, please select your preferred groups.
3. Within 1-2 hours, you will officially receive access to the group(s) you select, and start receiving email communications from the groups.
4. To view your group communities, click the "Discussion Forums" main menu bar tab, and select "My Interest Groups and Networks".
5. Click on the name of the group you wish to view. This will direct you to their community page. As noted in Step 3, it may take 1-2 hours for you to gain access to the groups.

# How to Join Interest Groups and WIN ADA

2. Click “Select an Interest Group” and “Join WIN ADA” to join the groups.

Interest Group 1

Select an Interest Group to join.

Select an Interest Group

Interest Group 2

Select an Interest Group to join.

Select an Interest Group

WIN ADA (Women's Interprofessional Network)

Join WIN ADA, our career development initiative for women clinicians, scientists, and educators.

Join WIN ADA (Yes/No)

Join WIN ADA

2. Select your preferred group from the dropdown menus.

Edit Interest Group 1

Note: Editing this will update your main profile as well as profile if applicable.

Diabetes In Youth

- Behavioral Medicine & Psychology
- Clinical Centers & Programs
- Diabetes & Cardiovascular Disease
- Diabetes In Primary Care
- Diabetes In Youth**
- Diabetes Self-Management Education & Support
- Diabetes Technology
- Exercise Physiology
- Foot Care
- Health Care Delivery & Quality Improvement
- Immunology, Immunogenetics, & Transplantation
- Islet Biology, Development, & Function
- Nutritional Science & Metabolism
- Pregnancy & Reproductive Health
- Public Health & Epidemiology
- Not Specified

American Diabetes Association

Diabetes

Home

Discussion Forums

Members

- My Interest Groups and Networks
- All Member Forums
- Community Navigator

4. Access your selected group(s) page by clicking “My Interest Groups and Networks”.

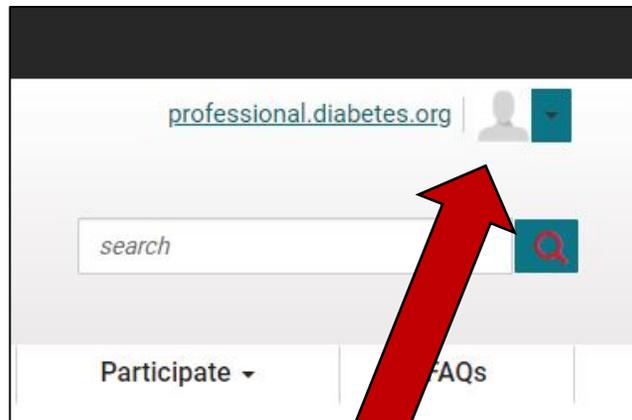
# How to Create a Profile

1. Click the profile icon at the top right corner of the website. This will direct you to your profile page.
2. Ensure your name and credentials are listed correctly. The information on your profile is the same as what is on your membership account. If this needs to be updated, please click the edit icon next to your name, and also update your information on your account at (<http://professional.diabetes.org/profile>).
3. Add a profile picture by clicking the “Actions” button on the left, and then “Change Picture”.
4. Complete the remaining profile sections, e.g., Current Committees/Advisory Groups, and Education.
5. Add links to your social media accounts, e.g. LinkedIn and Twitter, by clicking the “Actions” button next to “Social Links” at the bottom left side of the page.
6. To update your mailing address, email address, and phone number, click the edit icon next to “Contact Details”. This will direct you to your membership account login page. Changes made on your membership account will take 24 hours to refresh on the forum.

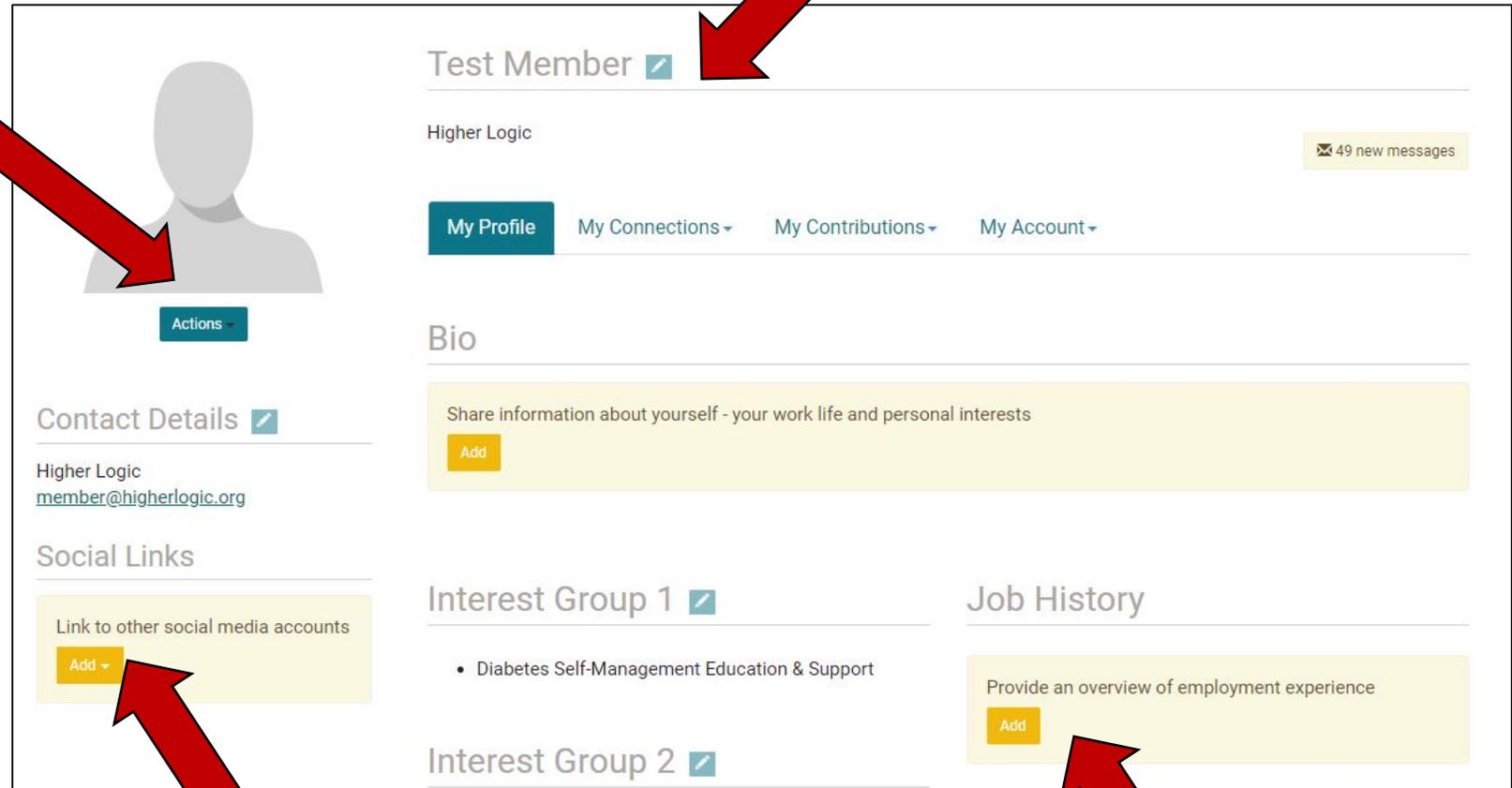
# How to Create a Profile

2. Ensure your name and credentials are correct. Click the “Edit” icon to adjust these.

3. Add a profile picture by clicking “Actions” and then “Change Picture”.



1. Click the profile icon at the top right corner to navigate to your profile page.



5. Add social media accounts here.

4. Complete additional profile sections.

# How to Update Community Email Notifications

The DiabetesPro Forum enables you to engage via email, rather than need to log in each time. All discussions that take place on the forum can be sent to you via email, and you can participate in the discussions via email. Members can receive three types of email notifications:

- **Real Time Notifications:** receive an email each time a member posts to the forum, or responds to a post on the forum you are following
- **Daily Digest:** receive one email each day with a summary of all posts shared in the past 24 hours
- **Weekly Digest:** receive one email each week with a summary of all posts shared in the past seven days

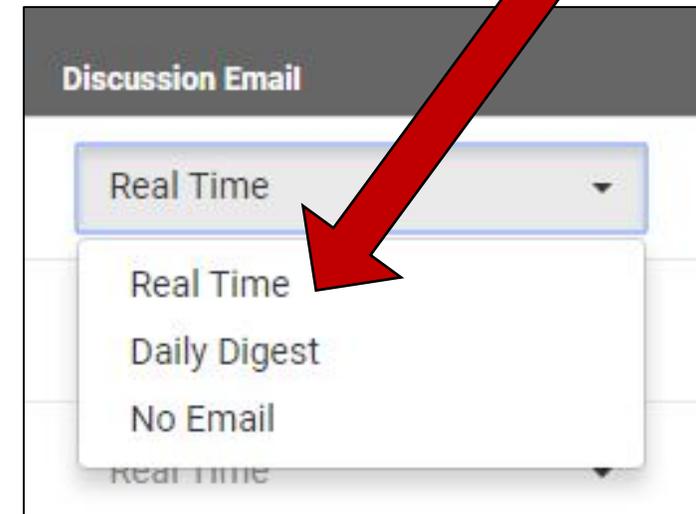
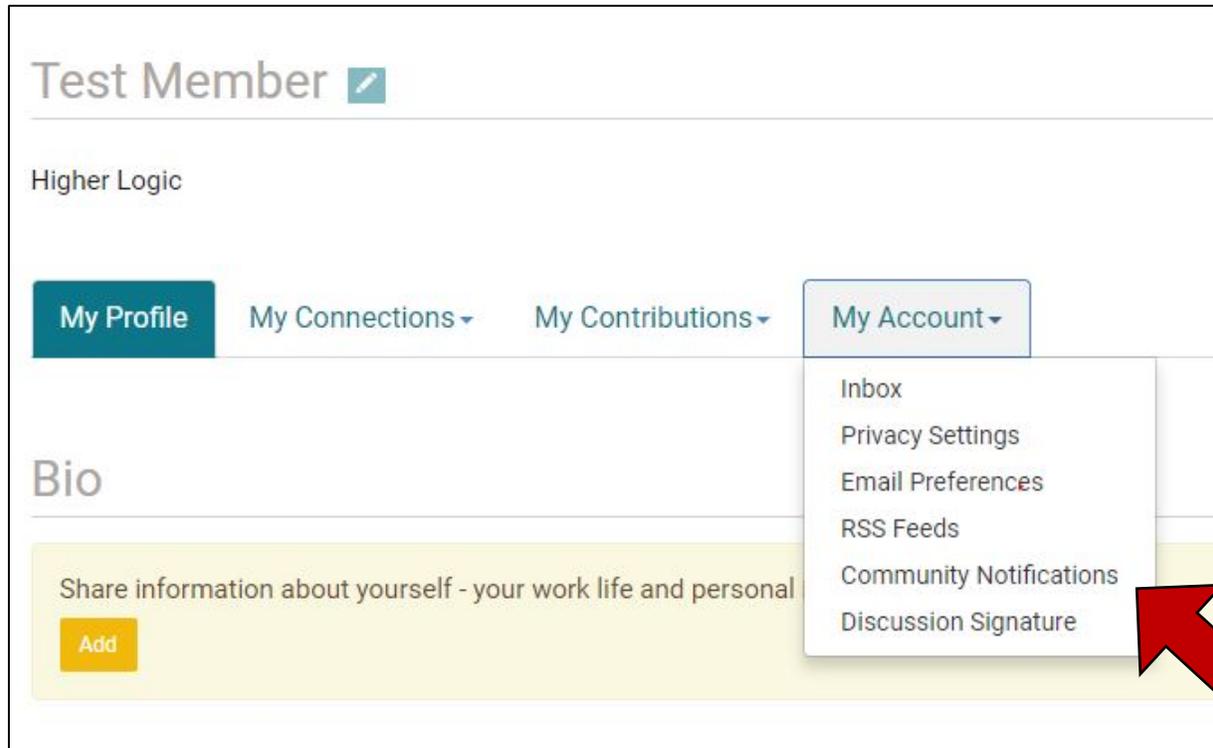
We highly recommend that members sign up for Real Time emails or Daily Digests to ensure that you can engage with your Interest Groups and Networks regularly.

## To update your email preferences:

1. Navigate to your profile by clicking your profile icon at the top right side of page.
2. Click on “My Account” and select “Community Notifications” from the dropdown menu.
3. Scroll down to “Notification Settings”.
4. Under “Discussion Email”, select either “Real Time” or “Daily Digest”.
  - If you select “Daily Digest”, you will have the option to check either the “Consolidated Daily Digest” or “Consolidated Weekly Digest” boxes.

# How to Update Community Email Notifications

4. Under “Discussion Email”, select either “Real Time” or “Daily Digest”.



2. Click on “My Account” and then “Community Notifications” to view/adjust your Interest Group/WIN ADA email settings.

# How to Post to a Discussion

Posting to a Discussion enables you to ask questions, share resources, and promote new scientific, educational, and clinical resources with other members in your Interest Groups/Networks.

1. Click on “Discussion Forums” in the main menu bar and select “My Interest Groups and Networks” from the dropdown menu.
2. Click on the name of the group you plan to share a message with.
3. Under “Latest Discussion Posts”, click on the yellow “Post to this Discussion” button. A message template should appear.
  - a) The “To” box should include the name of the group. Please leave this as is.
  - b) Do not select anything under “Cross-Post To”.
  - c) Enter a title for your message in the “Subject” box. Enter your message in the main text box.
  - d) To add a file attachment, click the “Attach” button at the bottom of the template and upload your file.
  - e) Enter your name and signature in the “Signature” box. You can create a default signature by clicking the “Edit Your Default Signature”.
4. When you are finished with your message, click “Send”. This will send your message via email to all members in your group and upload your post to the Interest Group/WIN ADA community page. Members will receive your message via email immediately or as a digest according to their own email settings.

# How to Post to a Discussion

3a-c. Ensure that your message is going to the correct group, and add a subject line and type in your message.

Public Health & Epidemiology [Settings](#)

The American Diabetes Association's Public Health & Epidemiology Interest Group provides information on diabetes and its complications, as well as health promotion and community health services to foster the application of epidemiologic methods to research on the etiology and pathogenesis of diabetes.

[Community Navigator](#)

[Community Home](#) [Discussion 1](#) [Library 12](#) [Events 0](#) [Members](#)

### Latest Discussion Posts [Post a Message](#)

**Welcome to the Public Health & Epidemiology Interest ...**  
By: [Sandra Albrecht, PhD, MPH](#), 9 days ago

Dear Public Health & Epidemiology Interest Group Members, Welcome to our community on the DiabetesPro Forum! My name is Sandra Albrecht and I am the Communications Director of this group. I wanted to personally thank you for being a member of ...

[View More](#)

Post a Message

To: [Public Health & Epidemiology Interest Group](#)

Cross Post To: [No Additional Discussions](#)

From: [ADA Membership](#)

Subject:

Automatically insert content preview for links

Edit | Insert | View | Styles

**B** *I* U ~~S~~ `{}`

3. In your selected Interest Group community, click the “Post a Message” button to create a Discussion post.

Signature

ADA Membership  
American Diabetes Association  
2451 Crystal Drive Suite 900  
Arlington VA, 22202

Attachment(s) [Attach](#)

[Send](#) [Cancel](#)

3d-4. Add your Signature in the “Signature” box; add attachments, and click “Send” when your message is finalized

# FAQs/Contact Us

Frequently Asked Questions can be found on the DiabetesPro Forum by clicking on the “FAQs” main menu bar tab.

The “Join the Conversation!” box on the homepage of the forum also includes direct links to your profile page, Interest Group/WIN ADA communities, the member directory, and the Discussion Post template.

**For additional questions or information, please email [interestgroups@diabetes.org](mailto:interestgroups@diabetes.org).**

We look forward to seeing you on the forum!

