USER GUIDE
WELCOME.

It’s easy to get started.

The Chain is SPE’s online member community that allows you to connect, learn and share with over 20,000 plastics professionals around the world.

We’ve put together this quick guide to show you the basics to help you get the most out of your new member benefit.
LOGGING IN

You can get to THE CHAIN by visiting: thechain.4spe.org directly & clicking the LOGIN button at the top right-hand corner of the page.

NOTE: The Chain is integrated with the SPE member database. Please use your SPE username and password to login.
PROFILE.
Tell us about yourself.

We’ve used your information from our database to complete the basic parts of your new profile, including your name, organization and professional designations. You fill in the rest!
Don’t forget to upload a picture of yourself. Be funny or serious... just be you! This helps others in the community get to know you.

PEER SEARCH.

Make new friends, find old ones.

Ever walk into a room and realize you don’t know a single person there? Never let that happen again. Use our search to cut through the crowds of people and find the people who matter most.
SEARCH OPTIONS

Look for other members by name, company or email address by using the DIRECTORY link in the upper navigation. Or dig deeper by using the ADVANCED SEARCH function to look for people by areas of community type, location and so much more.

ADDING CONTACTS

Once you’ve found the person that you’re looking for, you can view their profile, send a message or add them as a contact.

BONUS: ANOTHER WAY TO ADD FRIENDS IS BY GOING TO THE MEMBER’S PROFILE PAGE & CLICKING “ADD AS CONTACT” BESIDE THEIR NAME.

You can see any pending friend requests in your profile under the tab CONTACT REQUESTS.
COMMUNITIES.

Go ahead, look around.

Use the COMMUNITIES link to see all the possible communities available for you to join. By default, it will show you the communities you already participate in.

You can change this to COMMUNITIES I CAN JOIN using the filter options near the top of the page.
TECH TALK
Where plastics professionals come together from around the world to discuss the latest technical issues and innovations within the plastics marketplace. No commercial posts please.

INDUSTRY EXCHANGE
Not everything we do is technical! Engage in the broad range of topics under discussion in the Industry Exchange. Pose questions on any topics outside of the ‘technical’ box, provide answers or comments from your experiences, or just simply give us your opinions.

LEADERSHIP LANE
Share advice and best practices for other volunteers, post information concerning your particular SPE group’s activities, or find the answer to your questions.

CAREER CENTRAL
Share advice and best practices for careers. Job postings are not welcome here, please visit Career Solutions to post jobs.

CAMPUS CONNECTION
Ask questions or provide answers to hot topics of interest for today’s engineering students.
JOINING.

Subscribe & personalize your experience.

Once you’ve looked around, subscribe to all the communities that interest you by clicking on the JOIN button.
Once you’ve looked around, subscribe to all the communities that interest you by clicking on the **JOIN** button.

*NOTE: If you don’t see a JOIN button on a community, you either already belong or the community is private.*

You’ll then be prompted to specify how you want your messages from the community’s discussion group to be delivered to you:

- **REAL TIME**
  Sends an email for each community post

- **DAILY DIGEST**
  Sends an email each morning with the previous day’s posts

- **NO EMAILS**
  Read & reply to posts through the community without email notifications

**MY SUBSCRIPTIONS:**
In your profile preferences you can change your delivery options, subscribe to additional communities or unsubscribe.
COMMUNICATE.

Participate in the conversation.

All communities feature integrated online discussion boards and email forums. To start a new discussion in one of your communities you can use the POST A MESSAGE button under COMMUNITIES or post directly from the HTML emails you receive using the POST MESSAGE link.
• **POST MESSAGE**
  Starts a new discussion thread

• **REPLY TO DISCUSSION**
  Sends your response to the entire group

• **REPLY TO SENDER**
  Send a private response to the author of the post

• **VIEW THREAD**
  See all the posts in a particular discussion in chronological order

• **RECOMMEND**
  The equivalent to “liking” someone’s post

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**WANT TO INCLUDE AN ATTACHMENT?**

1. Click the “Attach” button
2. Name your document
3. Browse and select the file to add
4. Click “Upload”

**NOTE:** We encourage you to tag your document to increase its “searchability” and to help other members find it in a snap.
FUN STUFF.

The more you engage, the more ribbons you earn.

The Chain allows you to earn as you go by collecting ribbons on your profile page. Some of these may also come from your membership type or committee so stay involved to earn exclusive ribbons!
If you go to your profile and look under the tab **MY CONTRIBUTIONS** and go to **ACHIEVEMENTS** you can see the ribbons. The ribbons that are grayed out can be achieved when you reach the specified goals.

**ENGAGEMENT STATUS**

- **PLATINUM** MVM
  User engagement points are over 6000
- **GOLD** MVM
  User engagement points are over 4000
- **Silver** MVM
  User engagement points are over 2000
- **BRONZE** MVM
  User engagement points are over 1000

**OTHER:**
- Blogger
- Newbie
- Speaker
- Committee Member
- Member Spotlight
We’re here to ensure that your experience is a success.

CONTACT SPE HEADQUARTERS WITH QUESTIONS OR CONCERNS BY EMAILING THECHAIN@4SPE.ORG