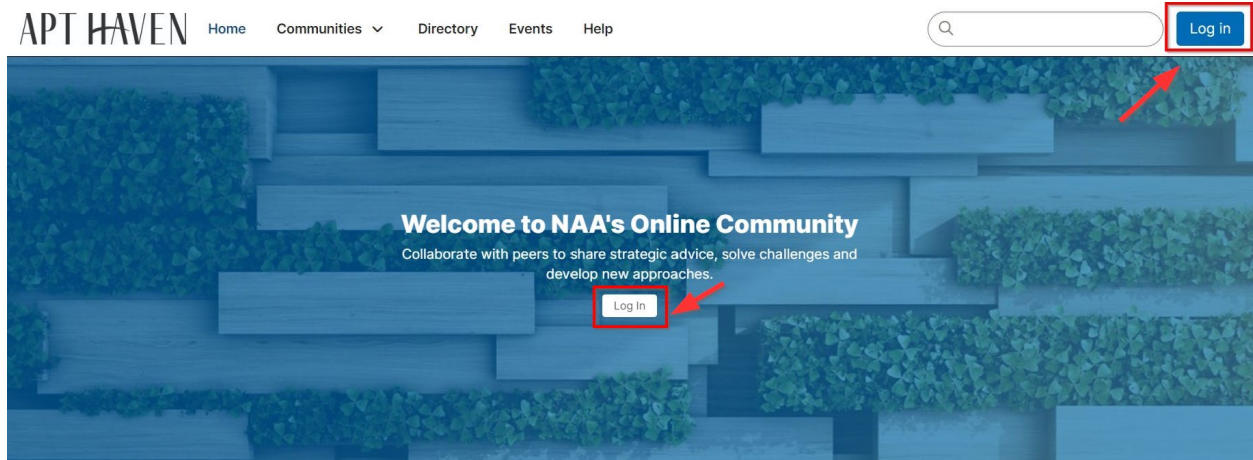


APT HAVEN

Navigating APT Haven: A Guide for Affiliates

Logging into APT Haven

Visit apthaven.naahq.org. Click “Log in” in the top right corner or the center of the page. You will use the same email address and password you use to sign into your main [NAA account](#).



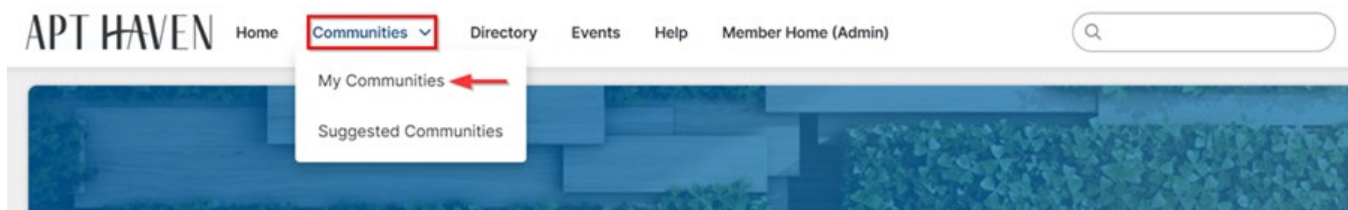
If you need help logging in to APT Haven, please contact [Linda Andreani](#) and [Alyra Donisvitch](#).

Find the Affiliate APT Haven Communities

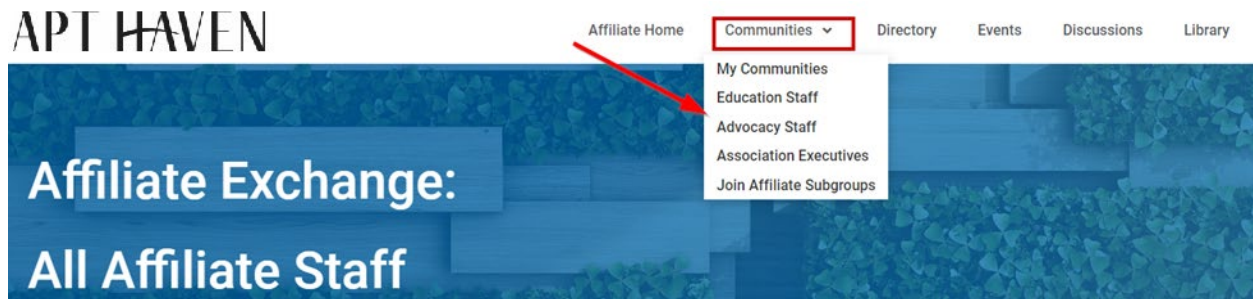
To navigate to the *Affiliate Exchange - All Affiliate Staff Community*, *Affiliates – Association Executives Community*, or other *affiliate subgroup communities*, you will need to do one of the following:

→ **Note:** Only Association Executives and approved NAA Staff can access *the Association Executives APT Haven Community*.

Option 1: When first logging in, you will be automatically taken to the APT Haven Homepage. From there, click on **My Communities** to view and access the different communities you belong to in APT Haven.



Option 2: If you have already navigated to one of the affiliate community groups (e.g., the *Affiliate Exchange - All Affiliate Staff Community*) but would like to **view a different affiliate community**, click on the **Communities** drop-down and select the affiliate subgroup you'd like to navigate to.



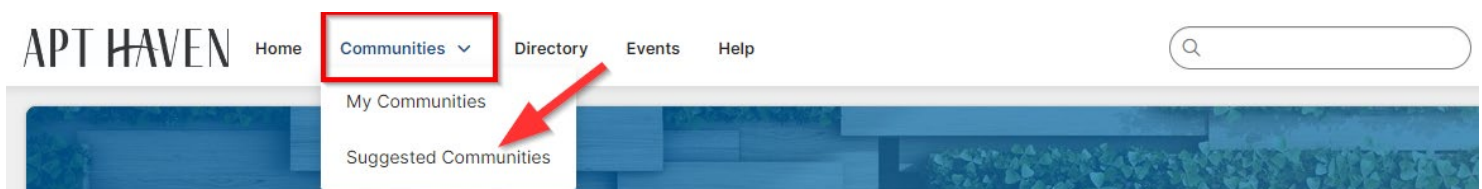
There are currently four communities for affiliate staff and AEs in APT Haven:

1. **Affiliate Exchange – All Affiliate Staff:** All affiliate staff and AEs are **automatically placed** in this community. In this community, affiliate staff and association executives can access resources for affiliates and engage in discussions with peers.
2. **Affiliates – Association Executives:** All association executives are **automatically placed** in this community. In this community, AEs can access resources and discussions customized for association executives.
3. **Affiliates – Advocacy Staff [Affiliate Subgroup]:** All affiliate staff and association executives can **join** this community. In this community, you can access advocacy resources for affiliate staff and engage in discussions with other members of the *Affiliates – Advocacy Staff Community*.
4. **Affiliates – Education Staff [Affiliate Subgroup]:** All affiliate staff and association executives can **join** this community. In this community, you can access all affiliate resources related to NAAEI and engage in discussions with other members of the *Affiliates - Education Staff Community*.

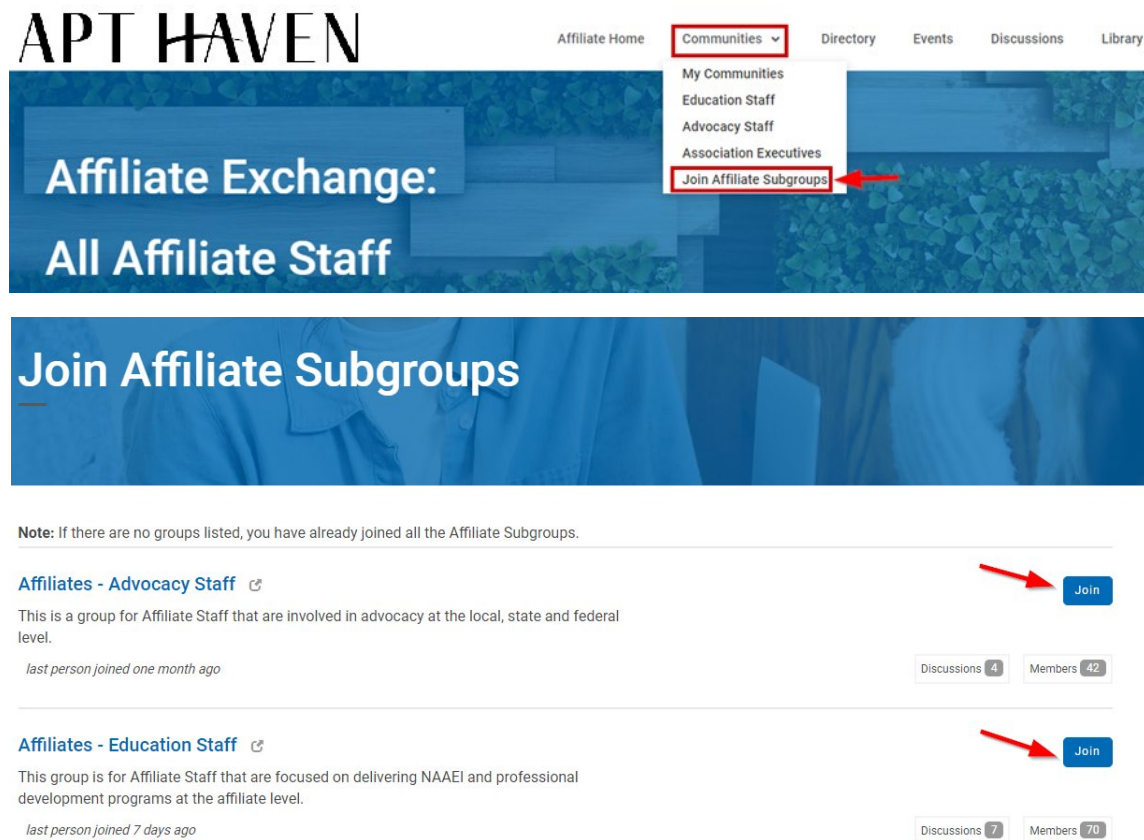
Join Affiliate Subgroup Communities

If you want to **join an affiliate subgroup community**, you will need to do one of the following:

Option 1. If you just logged in to APT Haven and are on the Homepage, click on the **Communities** drop-down and select **Suggested Communities**. You can join the Affiliate Subgroups from that page.



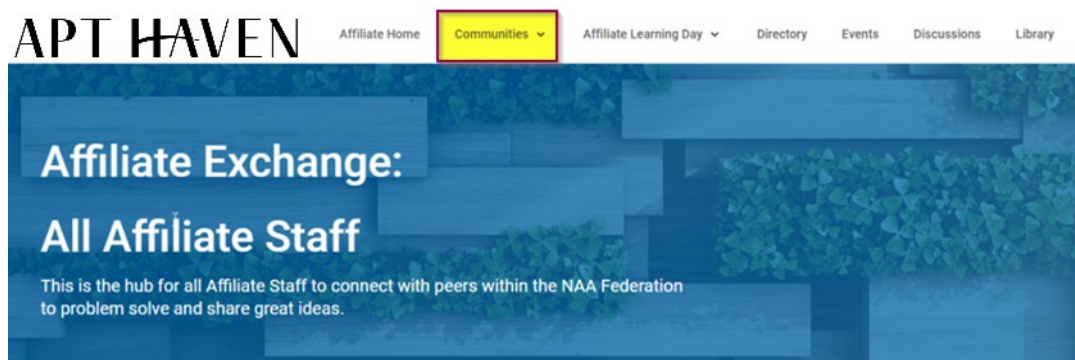
Option 2: If you have already navigated to one of the affiliate community groups (e.g., the *All Affiliate Staff Community*), click on the **Communities drop-down** and select **Join Affiliate Subgroups**. Then, click **Join** next to the subgroup you'd like to join.



What do the Affiliate Communities Offer?

From the homepage of each community, you'll be able to access the community's Library resources, connect with fellow community members through the Directory, engage in discussions, view upcoming events and update your profile/settings.

To switch between your communities, click the **Communities** drop-down and select the community you want to view.



→ **Please Note:** you must **sign in** to view content in your APT Haven Communities. In addition, you need to **join** the *Affiliates – Education Staff Community and Affiliates – Advocacy Staff Community* before you can access the content in those communities [see page 2-3].

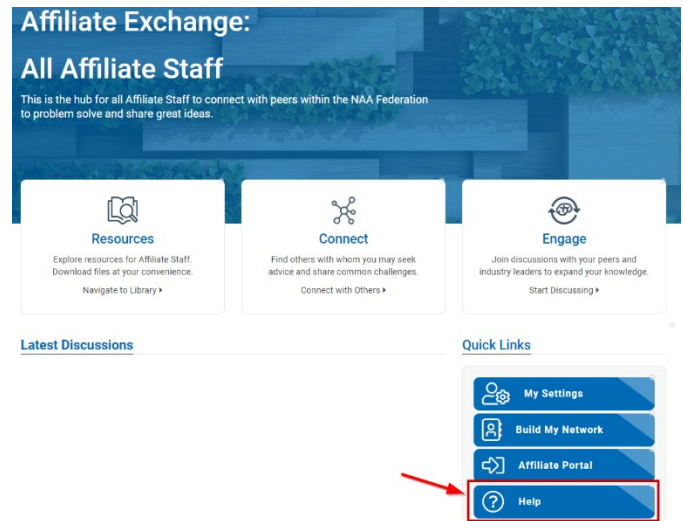
Get Help with APT Haven:

If you need help completing your profile, posting a message, setting email notifications, and such, go to the Help page.

There is a Help button under Quick Links on the homepage of each of the Affiliate Communities.

APT Haven Help Contact:

Alyra Donisvitch - adonisvitch@naahq.org



NAA Staff Contact Information

Affiliate Exchange – All Affiliate Staff Community

- Linda (LA) Andreani – landreani@naahq.org

Affiliates – Association Executives Community

- Linda (LA) Andreani – landreani@naahq.org

Affiliates – Advocacy Staff Community

- Ravi Ehrbeck-Malhotra – rmalhotra@naahq.org
- Jim Wilson – mjwilson@naahq.org

Affiliates – Education Staff Community

- Veronica Johnson – vjohnson@naahq.org
- Olivia Foroughi – oforoughi@naahq.org