AMPLIFY QUICK START GUIDE
A COMMUNITY PLATFORM FOR MUSIC EDUCATORS
Amplify, NAfME’s community platform, is an important benefit that allows members to connect with other music educators, participate in discussions, and share resources.

**GETTING STARTED**

Members will login with the secure and personalized “Auth0” password they may have already created for their NAfME account. Be sure to use your primary email address that NAfME maintains within its member database. Note: Those members whom did not create a personalized “Auth0” log in may use their member ID number as the password.

You are now ready to start participating through the Music Educators Central community or join the other available communities listed under the Communities tab within the main navigation bar. From the dropdown list of available communities, click the Join button to become part of that community.

**PROFILE**

Click on “My Profile” from the top right of the page. Take a moment to upload a photo, add a bio, education, and/or job history. Including your picture helps other music educators get to know you better and establish a sense of connection. You may also include links to any of your social media accounts from the profile section.

**SETTINGS**

From the profile page, skip over to the tab “My Account” tab and review the following settings:

**Privacy Settings** – This section allows you to control who can see what information in your profile. It is up to you to determine what you want to make visible to other NAfME members.
Community Notifications- This is an important setting to review since every new discussion post in the communities to which you belong generate a copy of the post in your primary e-mail account.

From here, you control the frequency of delivery of e-mails to your primary e-mail account (i.e. gmail, yahoo, aol, etc.).

Notification options:
- **Real time**: Receive e-mails as discussions are posted within your individual communities.
- **Daily Digest**: Receive one e-mail consolidating all of the previous day’s posts from your individual communities. (This is the recommended setting.)
- **No-Email**: You will need to read and respond to posts by directly accessing Amplify at community.nafme.org. This option means that you will not receive any notifications of new posts, discussions, or helpful resources within your e-mail account.

**EMAIL PREFERENCES SETTINGS**

In addition to community notification controls as outlined above, there are other message preferences you can set. These messages via NAFME Community Managers, Social (ex: contact requests from other members), and Promotional will be sent to your profile inbox and to your primary email address. You may select “no” to opt-out at this level also.
My Connections

To build a contact list, click on the “My Connections” tab to begin building your personal contact list. You will need to send a request to add someone to a contact list.

Add a discussion signature within “My Account” that will print across all of the discussions that you post. You can do so by clicking the the “Discussion Signature” drop down menu also under “My Account” tab.

START/POST A DISCUSSION

Within your community, click on the green “Add” button that takes you to the Post a Message page within a particular community. On that page, you can cross post the same message to one other relevant community.

If you have a resource to share within a community post, you may include it as an attachment within a discussion post.

1. Click the attach button
2. Browse to find the file
3. Click upload*
4. Add tags if so desired to enhance its searchability

Once your message is posted, your attachment will be automatically added to the library within a particular library. You may post directly to a library without posting a discussion, but best practices indicate that a discussion post generates continued dialog within a community. *(Links to videos can also be used within a discussion post or library, but the actual video cannot be uploaded within a post).

FINDING OTHER MUSIC EDUCATORS

Click on “Directory” in the navigation bar to search for peers. From the search results page, you can request to add someone to your network, or send a direct message.

Please also visit the Quick Start Video and the FAQ section on the Amplify site (community.nafme.org) for additional information on using NAfME’s community platform.