



# HOW TO MANAGE YOUR COMMUNITY NOTIFICATIONS

*NAIS Connect is an online community platform that helps you keep in touch with your colleagues. Independent school administrators, faculty, and staff from across the country are finding new ideas, exchanging advice about school processes, and sharing everyday tips. As part of the NAIS community, all individuals at your school have full access. We encourage you to join one – or several – communities and subscribe to the email digest for notification of new discussions.*

## HERE'S HOW TO GET STARTED

1

### VISIT

<http://connect.nais.org>  
and sign in using your  
NAIS website username  
and password.

2

### SELECT

the image box in the  
top right corner, then  
click "Profile."

3

### CLICK

"Community  
Notifications" on the  
"My Account" tab.

4

### UPDATE

the notification setting  
for each group.

*Daily digests are sent out each morning at 8 a.m. ET, and will include all new discussions from the previous day.*

Real-time notifications will be sent to you each time a new post is added to the group.

71%

NAIS member schools that participated in the NAIS Connect online communities last year



➔ [connect.nais.org](http://connect.nais.org)

CONNECT WITH NAIS!



If you have any questions, please contact us at (202) 973-9700 or [membership@nais.org](mailto:membership@nais.org)