

# Getting Started in Community

Make the most of your Community experience online by taking these steps to allow others to find and connect with you, engage in meaningful conversations about the topics that matter to you, and build your presence in the online community.

## Log in:

If you have forgotten your login credentials or need assistance with your login information, please click [here](#).

## Profile Set-Up:

**Tell us about yourself:** Upload a profile picture and add some information to your profile so it is easier to find and connect with like-minded peers.

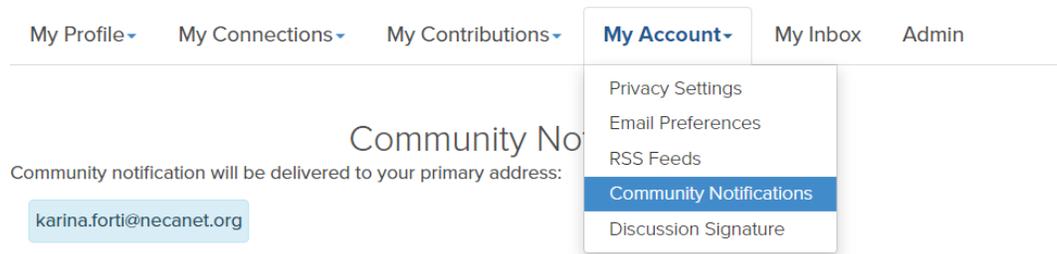
The screenshot shows a user profile page for Karina Forti. At the top left, there is a navigation bar with "Directory / Profile". The profile picture shows a woman with glasses. To the right of the picture, the name "Karina Forti" is displayed, along with "NECA" and a notification for "24 new messages". Below the name is a menu with "My Profile" (highlighted with a yellow arrow), "My Connections", "My Contributions", "My Account", "My Inbox", and "Admin". The main content area is titled "Bio" and contains a section for "Share information about yourself - your work life and personal interests" with an "Add" button. Below this are sections for "Education" (listing "University of Florida, Gainesville, Florida, United States, Bachelor of Science, 2019") and "Job History" (with a prompt to "Provide an overview of employment experience"). On the left side, there are sections for "National Staff", "Social Links" (with an "Add" button), and "Contact Details" (with a checkmark icon).

## Profile Settings

**Customize your profile settings:** While on your profile page, click on the tab for My Account. Here you can set up how you want to receive emails from the community, how much of your profile you want visible to other

members, design the signature area that appears under your discussion posts and more. If you have any questions about what a certain setting means, please email the Community Manager at [\[email\]](#) for help.

**Email Delivery Options:** Your frequency can be in the form of a daily or weekly digest—a single email each day summarizing the hottest topics in your community or stay informed in real time with instant alerts.



To receive specific community notifications at an address other than your primary, set override(s) where desired.

**Discussion Email:** ⓘ

You have no override email addresses for discussion emails. [add override addresses](#)

## Notification Settings

4 Communities Community Name /

Community	Discussion Email
<a href="#">Chapter Staff</a>	Real Time
<a href="#">Government Affairs</a>	Daily Digest
<a href="#">HL / NECA - Private Admin</a>	Daily Digest

**Build your contact list:** Select **Directory** from the top navigation bar to find colleagues belonging to **NECA**. Creating a contact list helps identify relationships and build searchable networks. Our **Advanced Search** offers further parameters for making connections.

## Join the Conversation

## Start New Thread

Post to community

Open Forum

Cross post to (optional)

No Additional Threads

Discussion subject

Automatically insert content preview for links

11pt Paragraph B I U S (+) [List icons] [Color icons] [Link icon] [Image icon] [Video icon] [Quote icon] [Link icon]

Signature Add Attachment

Post Schedule Save as Draft Cancel

### Posting a Message:

1. Select Participate Now on the top navigation bar. To publish a post, select the black “Post New Message” button.
2. You can upload attachments (attachments will automatically be added to the specified community library).
3. You can @mention **NECA** colleagues.
4. \*You can save a draft of the post. The system will also automatically start saving your message once you start adding content. You can schedule a post to go live at a certain time. To access your scheduled posts and drafts, go to Profile > My Contributions tab > List of Contributions.

NECA

24 new messages

My Profile - My Connections - **My Contributions -** My Account - My Inbox Admin

My Summary  
My Achievements  
**My List of Contributions**

1 to 20 of 26 total

View all items

#### RE: Meeting Agenda 5.5.2022

Posted By [Karina Forti](#) 05-05-2022 12:12

Found in Egroup: [HL / NECA - Private Admin](#) \ [view thread](#)

Hi Erin, Quick q! Do we need to put in the support ticket for the theme switch to Experience or were you going to do that?  
Thanks again for our call today! ----- Karina Forti NECA (202) 991-6300 -----

#### ELECTRI Culture Survey + KPI Report ⚡

Posted By [Karina Forti](#) 05-03-2022 11:52

Found in Egroup: [Open Forum](#) \ [view thread](#)

Enter To Win \$100! Complete the ELECTRI Culture Survey to help create a toolkit of shared practices that NECA members can use to strengthen company culture and sustainability by attracting high-level talent, improving customer & team member loyalty & increasing employee engagement. This survey will ...

#### RE: Operations Manager Salary

Posted By [Karina Forti](#) 05-03-2022 11:41

Found in Egroup: [Open Forum](#) \ [view thread](#)

Hi Gene, Yes, the ELECTRI KPI Report has been published. You can find it here! ----- Karina Forti NECA (202) 991-6300 -----

#### Home

Posted By [Karina Forti](#) 05-03-2022 10:52

Found in Microsite: [NECA Network](#)

The site home page

#### RE: Strategic Services Workshop 2022 (Roadmapping Session)

Posted By [Karina Forti](#) 04-27-2022 08:45

Found in Egroup: [HL / NECA - Private Admin](#) \ [view thread](#)

Thanks for the clarification! I will go ahead and submit a support ticket to Higher Logic ----- Karina Forti

## Reply to a Discussion:

**Reply:** Reply to the entire thread.

**Reply Privately:** Sends a private response to the member's community inbox.

**Mark As Inappropriate:** If a member's post clearly violates the Community Terms and Conditions, you can flag it to be reviewed by the IADR community management team.

## Share a Resource:

1. You can access the library by clicking on the **Resources Library** tab, in the top navigation bar.

## What now?

**Let us know you're here:** [Say hello](#) and share what you are hoping to gain by participating.

**Ask questions:** What do you want to know more about? Have a

question about anything from professional development to everyday problems? There's someone out there with the answer.

**Share ideas:** Is there a hot topic you want to discuss? How about a lesson you've learned that might help your fellow colleagues? Start a discussion thread to demonstrate your expertise on a topic.

**Give feedback:** Use your knowledge and experience to answer other members' questions. Just click **Reply** to the right of any discussion post, or comment underneath a library entry.