2018

An Introduction to the Audiology Community

FOR COUNCIL, COMMITTEE, AND SUBCOMMITTEE VOLUNTEERS

THE AMERICAN ACADEMY OF AUDIOLOGY

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Communities

As you are appointed to your volunteer opportunity, you will automatically be added not only as a member, but as a Community Admin to the respective community if you are in the Chair position. As a Community Admin you have certain rights that allow you to add Library files and organize a Library's Entries however needed, email members, and more.

Communities allow members to post Discussions, upload files, download files, and comment on Library Entries.

Email Community Members

A simple way to message all of the community members at once is through your council, committee, or subcommittee community. In order to do so, follow these quick steps:

1. From the community's Home page, click *Settings.*
2. Click *Email Community Members* in the resulting menu.
3. Once you're finished with your email, click the Preview Email Before Sending button to see how your members view the email.

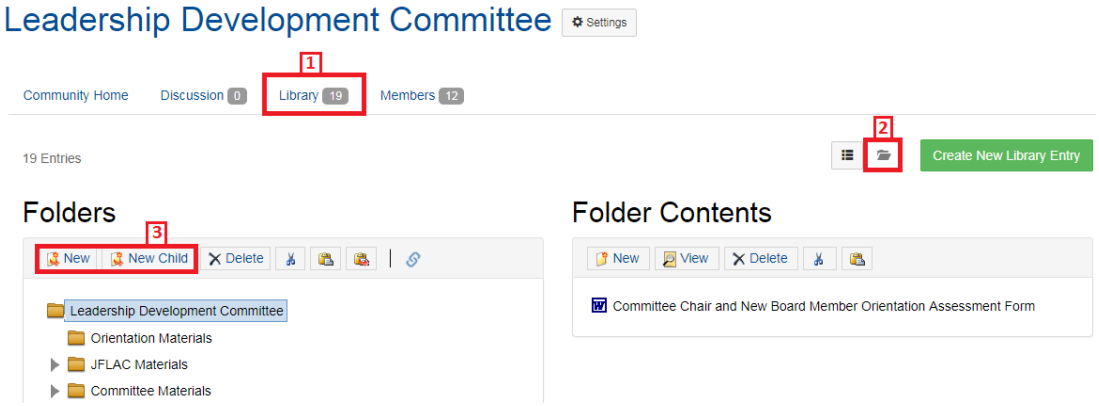
Library

Add Files

The most common place to upload files is from the *Library Tab*. You can think of Library Entries as containers for individual files; you can upload multiple files to a Library Entry. Click the green *Create New Library Entry* button at the top right of the screen.

After clicking *Create New Library Entry,* the *Create Entry Wizard* will guide you through the upload process. Add a title, description, pick which library your file will be stored, chose which folder, the entry type, and owner.

Create New Folders



1. Navigate to the desired Library to organize its Entries.
2. You can only create new folders in Folders in Folder View. Make sure to select this button.
3. Folders are displayed on the left, while their associated Entries are shown on the right. All Libraries have a base folder which defaults to the name of the community or Library, and any

additional folders created exist as children of this parent folder. Library Entries have a unique icon that looks like stacked paper.

Use the two buttons highlighted above, in number 3, to either create a new folder at the current level or nest a child folder underneath the selected folder. After adding a folder, you'll be able to rename it to whatever you want.

Discussion

Ways to Participate in Discussions

While Discussions are a great place to ask your own questions, they also give you an opportunity to share your knowledge, provide helpful advice, and answer questions posted by others. In Discussions, you can do all of this and more.

Posting a Message Online

To post a message online, navigate to the desired community and:

1. Click the *Discussion* tab.
2. Click *Post New Message.*
3. On the resulting page, write and configure your message using the available options.
4. When finished, click *Send* at the bottom of the page to post your message.

Whether you've posted your own message or replied to someone else's, you're free to edit your messages at any time. To do so, navigate to one of your messages and select *Edit* from the drop-down.

Replying to a Message

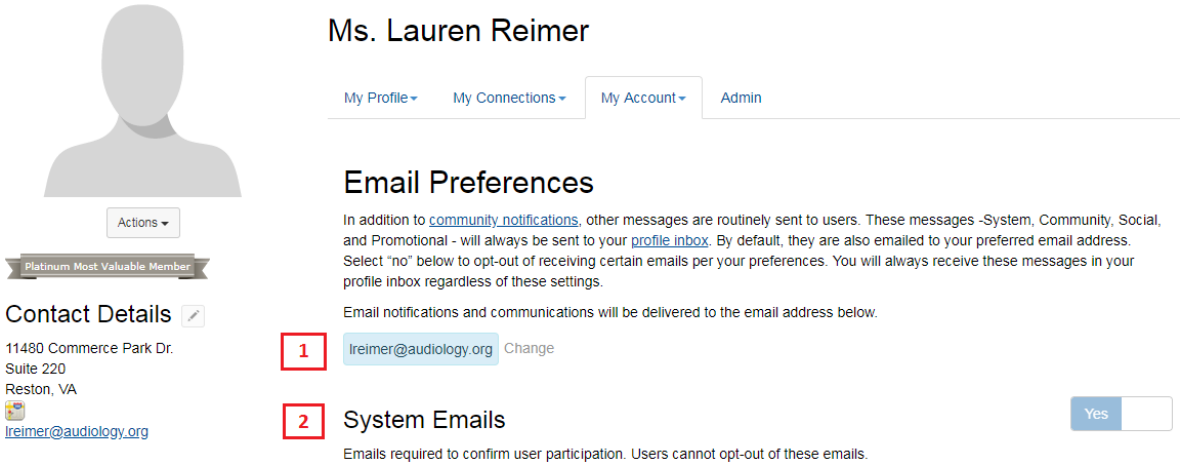
If you read a post and decide you want to contribute to the conversation, there are two ways to do so:

1. Click *Reply to Discussion* to post your response to the entire Discussion group.
2. Select *Reply to Sender* from the drop-down to respond *only* to the message's author.

Manage Your Account Preferences

Email Preferences

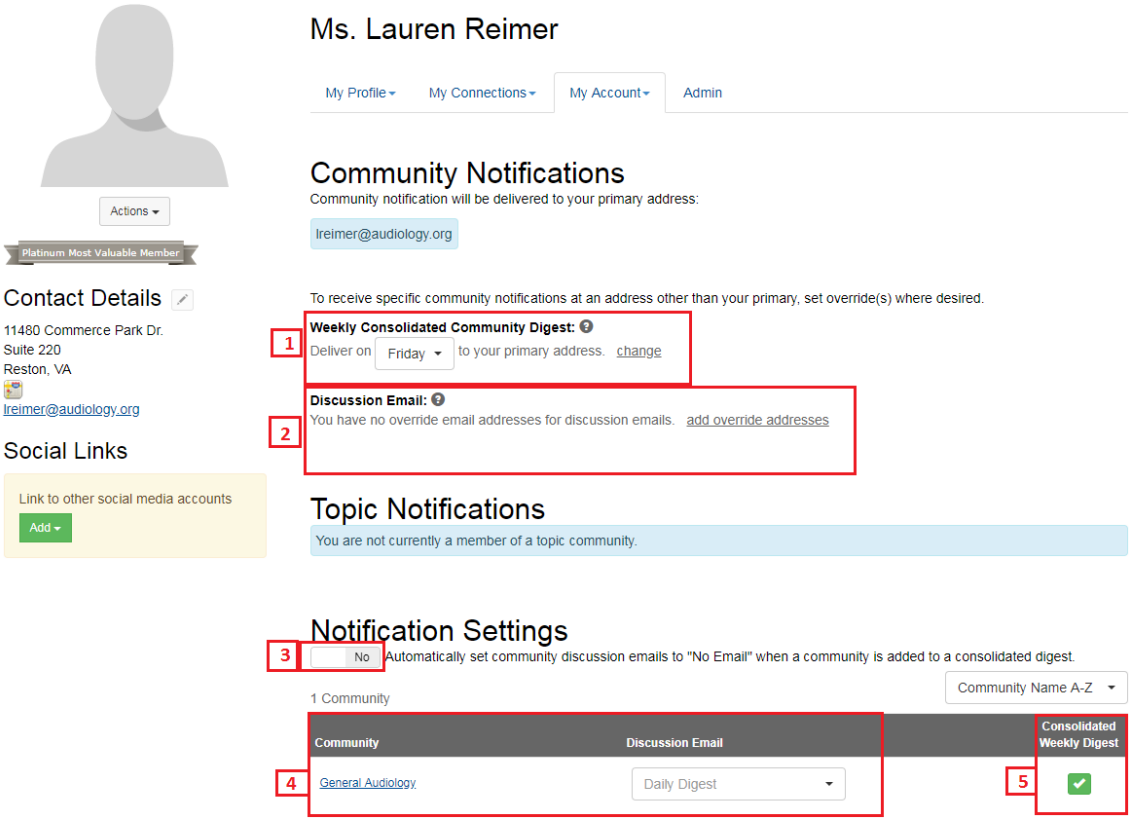
In addition to user messages and general notifications, you may also routinely receive email messages originating from the following categories: System, Community, Social, and Promotional (each category is described on this page). If you want to opt-out of receiving messages from any of these categories, *except* for System (which include important messages like password change notifications, event registrations, etc.), simply toggle their associated category to *NO*.



1. Click *Change* to update where these emails are delivered (by default, it's the email address you entered when creating your account).
2. Click *yes* or *no* to manage which communities you don't want to receive *any* emails from. Note that this refers generally to messages from Community Admins and/or community managers via Automation Rules and personal outreach; opting in or out of community discussion notifications is controlled on the *Community Notification* page.

Community Notifications

On this page, you can manage your community subscriptions, establish notification overrides, and create Consolidated Digests.



1. Here, you can set an override email address for both your daily and weekly consolidated digests.
2. Below, you can set up override email addresses for any desired community Discussions.
3. Toggling this option to YES automatically sets a community's Discussion subscription to *No Email* if that community is added to a Consolidated Digest. Be sure you understand the difference between Consolidated Digests and Discussion subscriptions before enabling this feature (see the note below).
4. Down here, you can manage the subscription type for each community you belong to.
5. And here, you can add and remove specific community Discussions into a Daily or Weekly Consolidated Digest by checking/unchecking their associated option. (Consolidated Digests must be enabled by admins, so if you don't have the option to create them, contact your support staff.)

The options for community Discussion emails are:

- Daily Consolidated Digest – a once a day email showing highlights of discussions of the communities of which you are a member.
- Real Time – daily emails that are sent as messages are posted on the Audiology Community.