

Overview of the ASHS Online Community

Access SocialLink by signing in to [ASHS.org](https://www.ashs.org). You can use your ASHS login or you can link your member login to your Facebook or LinkedIn account.

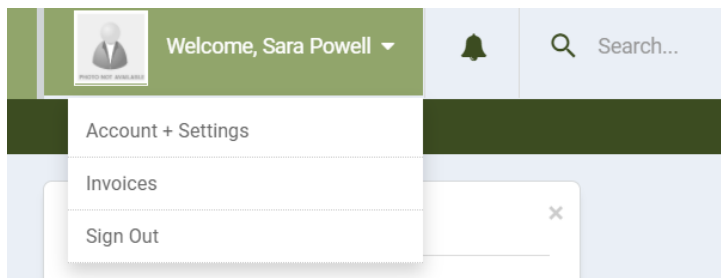
To Link your ASHS Account to Facebook or LinkedIn

When accessing the website, there will be two buttons that prompt you to login using either your Facebook or LinkedIn credentials. If you click on either of these options, it will begin the process of linking your Member Account to the other Social Network's account using the Email Address on your member account as a match criteria for both accounts. If the Email Address does not match, the ASHS website will require you to log into your member account manually first.

Once you have signed into your ASHS account, your member account will be linked to the other social network account. The next time you need to login, you can use the social sign on!

Manage your ASHS Account

To manage your account and see invoices go to the dropdown menu under “Welcome, Your Name”.



Under “Account and Settings” go to “Profile” to update your email address, mailing address, password, and professional information. When you are finished updating the information, be sure to scroll down and select save changes!

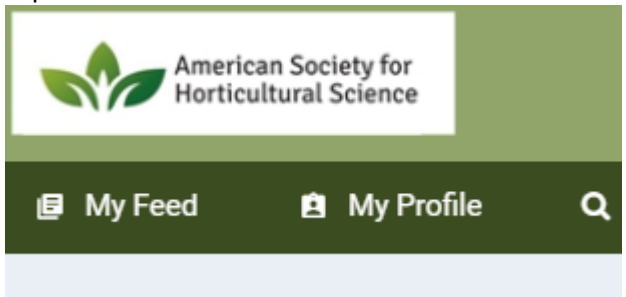
Go to “Information and Settings” to set your communication preferences and manage your account connections to Facebook or LinkedIn. At the top of the Information & Settings page, click on the "Manage Social Sign-On" option to view the current account connections.

SocialLink Features

Below are the features that are available to all members within SocialLink, as well as some information on how to best utilize these features to connect with other ASHS members.

Feature	Using this Feature
My Feed	The feed is the SocialLink homepage that all members see when they first log in. All members have the ability to post on this feed in the box at the top that says ‘what’s going on today?’. This is the best place to post information or discussions that you would like ALL ASHS members to see.

	Note: SocialLink does not send you notifications when there are new posts on the feed so visit the feed often to engage with other members and post. Your level of engagement will appear on the right side of the page, which indicates how often you contribute to SocialLink. The 'leading contributors' are listed under this – these are our top member contributors!
My Profile	This gives you access to view and edit your profile and member settings. We encourage all members to visit this section frequently to ensure their information is up to date.
Directory	This is a directory of all ASHS members, so it is a great place to search for potential connections and colleagues around the world! When you open the directory you will see that you can search members by their name, country and location in the basic search area. If you click on 'advanced search' you can perform more specific member searches. If you simply want to search all members, simply leave the criteria blank and select 'search'. All members will appear here alphabetically by last name. If you are interested in connecting with a member, simply click on their name. This will take you to their profile where you can request to connect with them or send them a message. Note: Some members have selected to not receive connection requests and messages from other members, so you won't be able to do this when you visit their profile. We encourage all members to leave this option on, so people can connect. This can be adjusted within the settings in your profile.
Messages	By clicking on your messages you are accessing your SocialLink 'inbox'. Here you will see all messages that you have received from groups that you are a member of, or from other members. You can also view the messages you have sent, or compose messages to send to others. If you click

	on the 'preferences' button you can adjust your messaging settings at any time. We encourage you to check off the box that says 'Email me when new messages arrive' so that you are aware when you receive messages. Note: You cannot respond to messages via email, so you will have to go back to your SocialLink inbox to reply to messages you receive within SocialLink.
Connections	This will show you all of your current member connections and will also display a list on the right side of available connections that you can connect with. If you click on 'manage connections' at the top of the page, a longer list of suggested connections will appear. We encourage members to connect with each other!
Groups	This is where all of our Professional Interest Groups and Committee pages reside! If you are a member of a group you will see it listed here under 'my groups' and all other available groups will appear on the right side under 'available groups'. If you would like to join a Professional Interest Group, you can click on it under available groups to join. See below for more information on Groups.
Quick Links	Access key pages of the ASHS website quickly using this dropdown menu. You can also go directly to the ASHS home page by clicking on our logo at the top left. 

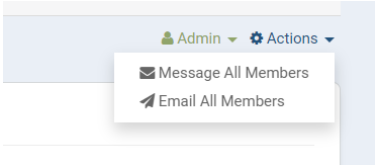
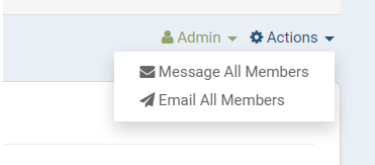
SocialLink Groups

The SocialLink groups section is where you will find the Professional Interest Group and committee pages. If you are looking to join a Professional Interest Group, you can do so within the groups section.

This is a place to connect, share ideas and have discussions with fellow group members. Professional Interest Group Officers and Committee Chairs have administrator privileges within their group.

Feature	Using this Feature	Settings for this Feature
Group Feed	This is a central feed that all group members see when they enter the group. You can post on the feed in the 'what's going on today?' box. It is best to use this feed if you want to post something you want all group members to see or comment on. However group members don't receive notifications when things are posted in the feed. A summary of all recent contributions and comments will also appear in the group feed.	Currently there is no setting that will allow members to receive notifications when other members post on the feed or comment on other posts. We encourage all group members to check the group feed frequently to see if anything new has been posted. Administrators: If you have posted a new comment or discussion here, it is best to then send an email or message out to all members notifying them that they should check the feed!
Directory	The directory lists all group members that are current ASHS members.	If your membership has lapsed, your profile will not be visible in the group directory until you renew your membership.
Calendar	Group members can view upcoming group events. Admin can post new events.	To notify members of a new event, select "send event notification" when you create the event. Members will receive an email notification.
Blogs	Admin and group members can add blog posts here for all group members to view. All new blog posts will also appear on the group feed. The best use of the blog feature is to share pieces of information/hot topics that	Group members can subscribe to receive notifications from the blog when a new post is added. In order to receive notifications when someone comments on a blog post, you must 'subscribe' to that specific blog. To subscribe click on the blog name and select "subscribe".

	other members would be interested in. Or, if you completed research that would be of interest to the group, this could be posted here as well. Members have the ability to ‘comment’ on blog posts.	If you have posted a new blog and want to draw member’s attention to it, it is best to send a group message or email to let members know!
Forums	Admin and group members can create forums for discussion around specific topics or areas of collaboration. If you are looking to generate discussion or collaborate with other members on an abstract submission or workshop, this is a good place to do this.	Members can subscribe to receive notifications from certain forums if they so choose. All members can post new forum topics and comment on existing forums. New forum activity appears on the group homepage. A group member must explicitly subscribe to each forum and/or topic they would like to receive notifications from. This can be done within the forum, under the ‘forum actions’ dropdown. Members can choose to receive instant updates each time something is posted, or a weekly digest that summarizes all activity (or both). If you have posted a new forum and want to draw member’s attention to it, it is best to send a group message or email to let members know!
Pages	Professional Interest Group and committee files (Annual reports, meeting minutes, committee work files) are saved under the “Pages” tab. All group members are able to view these files.	There is no notification when a new file is uploaded.

	Group administrators are able to upload new files.	
Message all members 	Both admin and group members have the ability to 'message all members' who are part of a specific group. If you are using this feature, the message will go directly into each members SocialLink inbox. They will also receive an email that includes the full content of the message, with a link that directs them back to SocialLink, as they can only respond via SocialLink. This is a good way to notify all members of something important, as they will receive notifications in SocialLink and their personal email. To respond you must do so via your SocialLink inbox.	The message will go to all group members, however, they will only receive an email notification if they have this setting turned on in their profile. To be sure you receive notifications when you receive a new message, click the 'email me when a new message arrives' under the preferences tab in your profile. Administrators: We recommend that you let all group members know they should check off this box in their preferences to ensure the feature is most effective.
Email all members 	Similar to the messaging function, both admin and group members have the ability to 'email all members' of a group. The difference between messaging and emailing all members is that this message goes directly into their personal email account that is associated with their membership account (not into their SocialLink inboxes).	When members receive this email it will show ASHS as the sender and on the top line of the email message it will say "This email is being sent by ASHS on behalf of Your Name / your email address". Members may reply to you directly by clicking on your email address in the message.
Photo Gallery	Share photos with your group.	Enable this notification to receive an email when a new photo is uploaded to your group.