aaspConnect

5 Tips to Get Started: A Guide for New Users

1 COMPLETE YOUR PROFILE

Your colleagues will want to know a little bit about you. Update your profile and upload your headshot! To access your profile page, select the drop-down arrow next to your headshot in the top right corner and click "Profile."

Tip: You can also update your privacy settings by selecting the "My Account" tab in your profile.

2 JOIN A COMMUNITY

Keep up with conversations on the topics of your choice. To view the full list of the communities available to you, select "All Communities" under "Communities" in the main navigation. Click the "Join" button next to the communities you wish to subscribe to regularly.

Tip: If you are subscribed to multiple communities, you can view/modify your settings. Navigate to your profile and select the "My Account" tab to access your "Email Preferences" and "Community Notifications" settings.

3 ENGAGE IN CONVERSATION

Join in the conversation by posting a message or responding to a discussion.

Navigate to the community you wish to post to and select "Discussions." Click the "Post New Message" button or select one of the email links, and respond to a discussion. If you are replying, you have the option to reply to the entire group, or just reply to the sender. Click the drop-down arrow on the "Reply" button to see all of your options.

Tip: You can also engage in conversation via email like you did on FundSvcs. Message the email address attached to the community discussion you wish to post to, or simply respond to one of the discussions sent to your inbox.* This email is also listed in the main community page underneath the community logo.

*Note: In order to be subscribed to the community or use the email functionality, you must accept aaspConnect's Code of Conduct upon joining.

4 NETWORK WITH OTHERS

Use the member directory to search for other aaspConnect users and send them a "Contact Request." You can search by name, organization, email, location, community, organization type, or other affiliated associations.

Tip: Have others requested you? Let's find out! Navigate to your profile and click on the "My Account" tab. Choose "Inbox" from the drop-down menu. On that page, select "Contact Requests." A number will appear if you have any pending contact requests. You can decide if you would like to accept, decline, or send the requestor a message.

5 EXPLORE OUR RESOURCES

We are proud to house and facilitate four distinct advancement services resource libraries:
1. Best Practices Library
2. Downloads Library
3. Member Surveys Library
4. Summit Presentations Library

Tip: If you are looking for a specific document or wish to search for documents related to a topic, use the search engine found at the top right corner of the aaspConnect website. This robust search engine allows you to filter by content type, community, author, keyword tags, and more!

COMMUNITY VS. DISCUSSION
A community is what you join so you can participate.

A discussion is how community members can communicate with each other. You can engage in conversation online or via email, similar to a listserv.

COMMUNITY LIBRARY VS. RESOURCE LIBRARY
Community libraries are unique to each community and are available for subscribed members to contribute. Resource libraries are non-collaborative and are facilitated by **aasp** volunteers & staff.

Need more help? Visit our Help/FAQs page:
connect.advserv.org/help-faqs