



2018 National Conference



# AHMP Chapter Groups





# Chapter Group Management

- ❖ Administrative Rights / Access
  - Who has admin rights to each chapter group?
  - How are admin rights determined or assigned?
  - Who do chapters tell when they want to change their administrator(s)?
  - What can the administrators do or not do?





# Chapter Group Management

- ❖ Administrative Rights / Access
  - AHMP sets up administrative rights for each chapter.
  - Tell us who you want your administrator(s) to be. Email Amy Winter at [info@AHMPnet.org](mailto:info@AHMPnet.org)





# What can the admins do/not do?

## CAN do within the group

- Add documents
- Add calendar events
- Add photos
- Post in forums
- Start blogs
- Add and maintain members
- Message & email individuals within the group
- Create custom pages
- Etc.

## Can NOT do within the group

- Administrators can not change the officers that are listed for each chapter (requires “back end” adjustments by AHMP) on the YM platform).
- When you need updates, email [info@AHMPnet.org](mailto:info@AHMPnet.org).
- AHMP will update officer info each year when Annual Reports are received.





2018 National Conference



# Adding Chapter Events to your group page

\*If you want your event to appear on the site-wide “Community Calendar” & in the monthly AHMP e-newsletter, email [info@AHMPnet.org](mailto:info@AHMPnet.org) with the event details (the more info, the better).

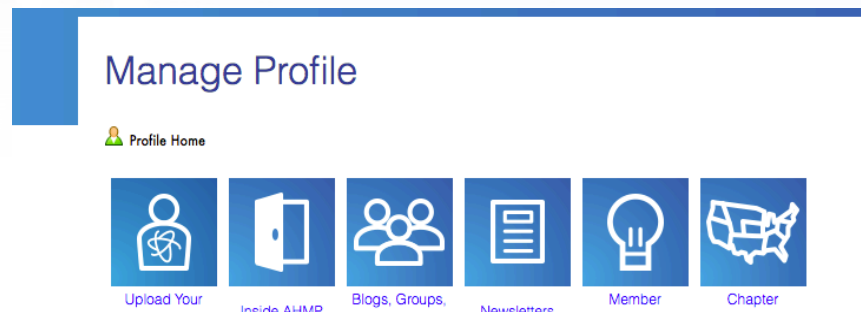






# Adding Chapter Events to your group page

Step 1) Log into your AHMP Account. Once logged in, click on Blogs, Groups, & Forums.



Step 2) Click the Group you would like to manage.

## Groups and Forum

### Blog

- [AHMP Member Blog](#)

### Groups

- [Membership](#)
  - [Young Professionals](#)
  - [General Membership Discussion](#)



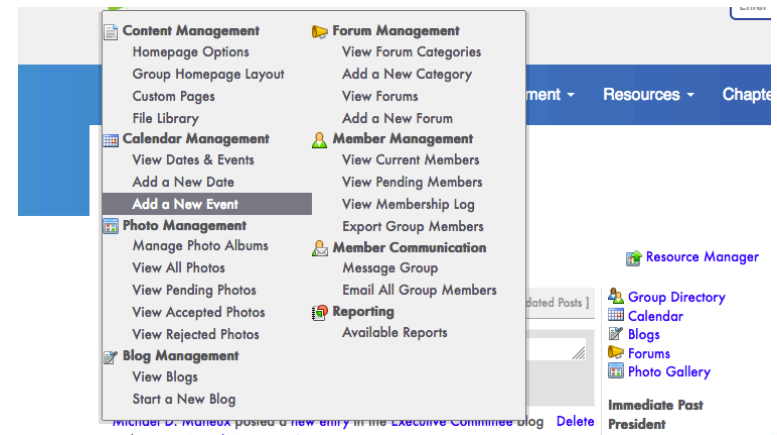


# Adding Chapter Events to your group page *(continued)*

Step 3) Select the Group Admin Options button



Step 4) Select the Add New Event button



\* If you would like your event to appear on the website, please email [info@AHMPnet.org](mailto:info@AHMPnet.org) with all the details for your event.





# Group Directory

- ❖ Individuals who hold both Chapter and AHMP National membership can request to be added to groups (*Chapter-only members do not have access to groups*).
- ❖ Once approved by AHMP, they will be visible in the Group Directory.

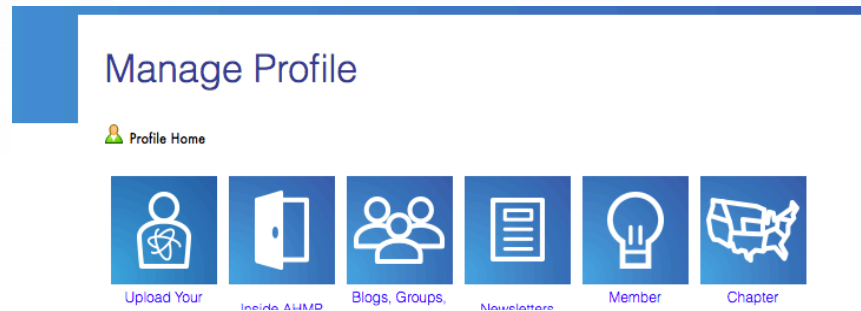






# How to be added to a Group

Step 1) Log into your AHMP Account. Once logged in, click on Blogs, Groups, & Forums.



Step 2) Click the Group you would like to join.

## Groups and Forum

### Blog

- [AHMP Member Blog](#)

### Groups

- [Membership](#)
  - [Young Professionals](#)
  - [General Membership Discussion](#)





# How to be added to a Group (*continued*)

Step 3) Select the Group you would like to join

Groups and Forum

## Blog

- [AHMP Member Blog](#)

## Groups

- Membership
  - [Young Professionals](#)
  - [General Membership Discussion](#)
- [Chapters](#)

Step 4) Select join group

## Membership: Young Professionals

[Group Pages](#) [Directory & Features](#) [Join Group](#)

Step 5) The system will ask you if you are sure you want to join.  
Click OK.

\*If you have questions, please email [info@AHMPnet.org](mailto:info@AHMPnet.org)





2018 National Conference



# Communications on the YM Platform & in Chapter Groups



\*If you have questions, please email [info@AHMPnet.org](mailto:info@AHMPnet.org)



# YM & Chapter Group Communications

There are 2 types of communication on the YM platform & in chapter groups:

- 1) Messaging
  - When logged into your AHMP account, you can send a message to another member. It's similar to instant messaging.
- 2) Emailing
  - When logged into your AHMP account, you can send an email from within YM to the individual of your choice. Similar to a regular email. Will be received in your email box.





2018 National Conference



# Differences Between Blogs and Forums



\*If you have questions, please email [info@AHMPnet.org](mailto:info@AHMPnet.org)





# Blog

Blogs are always organized so that the latest post is at the top of the page, regardless of the addition of comments. Blogs do not pull member head-shot images, but do link to the posting member's profile. Blogs also tend to be more anecdotal in tone, whereas forums tend to be more professional . . . but they don't necessarily have to be that way! Blogs can be an excellent way for chapter leaders to share thoughts on the chapter, recent & upcoming events, etc.





# Forum

Forums are threaded ongoing discussions. By default, the latest post will be moved automatically to the top of the list within a forum. However, this can be changed to sort by most recent forum topic. Replies within a forum topic are sorted chronologically so the most recent reply always appears at the bottom. Forums also allow for internal quoting and the member's head-shot profile photo is displayed in their forum posts. Forums are comparable to what are commonly known as listserves.





# Blog vs. Forum

## Blog:

- Latest post appears at the top
- Blogs do not pull member head-shot images
- Link to the posting member's profile
- More anecdotal in tone, but also can have a business / professional slant

## Forum:

- Threaded ongoing discussions
- Latest post will be moved automatically to the top
- Most recent reply always appear at the bottom
- Forums also allow for internal quoting
- Member head-shot profile photo is displayed in posts
- Professional in tone, but can be light-hearted too!





2018 National Conference



# Adding Documents/Files to Chapter Groups



\*If you have questions, please email [info@AHMPnet.org](mailto:info@AHMPnet.org)



# What types of Documents/Files can/should be added to Groups?

- Handouts from chapter events
  - Agendas & Minutes from Board meetings
  - Chapter budgets
  - Chapter bylaws
  - Chapter annual reports submitted to AHMP
  - Bank statements &/or other banking information
  - Chapter newsletters
  - Determination Letter from the IRS
  - IRS Form 990s
  - State-level documents
- ❖ Basically, anything & everything you want to add!

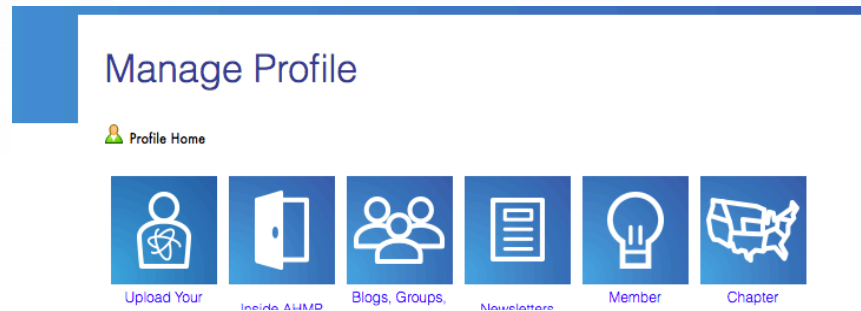






# How to add a document/file to a group

Step 1) Log into your AHMP Account. Once logged in, click on Blogs, Groups, & Forums.



Step 2) Click the Group you where would like to add the file or document.

## Groups and Forum

### Blog

- [AHMP Member Blog](#)

### Groups

- [Membership](#)
  - [Young Professionals](#)
  - [General Membership Discussion](#)



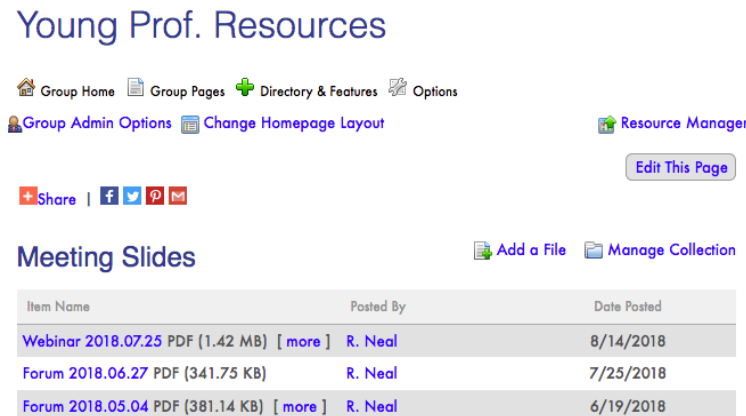


# How to add a document/file to a group *(continued)*

Step 3) Select the Group Pages



Step 4) Select add a file



\*If you have questions, please email [info@AHMPnet.org](mailto:info@AHMPnet.org)



# How to add a document/file to a group (*continued*)

Step 5) Add and upload your file

File Library For Membership: Young Professionals

[Group Home](#)

[Group Admin Options](#) [Change Homepage Layout](#)

[Resource Manager](#)

## Add a New Item to Collection: Meeting Slides

Item Type  File  URL

Name

Protected?  No  Yes

Yes, members must be signed in to access the file.

File to Upload  No file selected.

Description  (of 1000 characters remaining)

I agree with the terms of the [Upload Agreement](#).



\*If you have questions, please email [info@AHMPnet.org](mailto:info@AHMPnet.org)



# What types of Documents/Files can/should be added to Groups?

Please keep in mind:

Anything added in your group can be viewed and/or downloaded by any group member.





## In Summary . . .

- ❖ Chapter Groups are an easy & effective way to:
  - Engage & connect with your members, & for chapter members to interact with one another
  - Manage your chapter each year, & maintain archival documents for current & future leaders' reference

**Questions? Feedback?**

\*If you have questions, please email [info@AHMPnet.org](mailto:info@AHMPnet.org)

