



Welcome
to your new
member
profile +
community
feed.

Let's get started!



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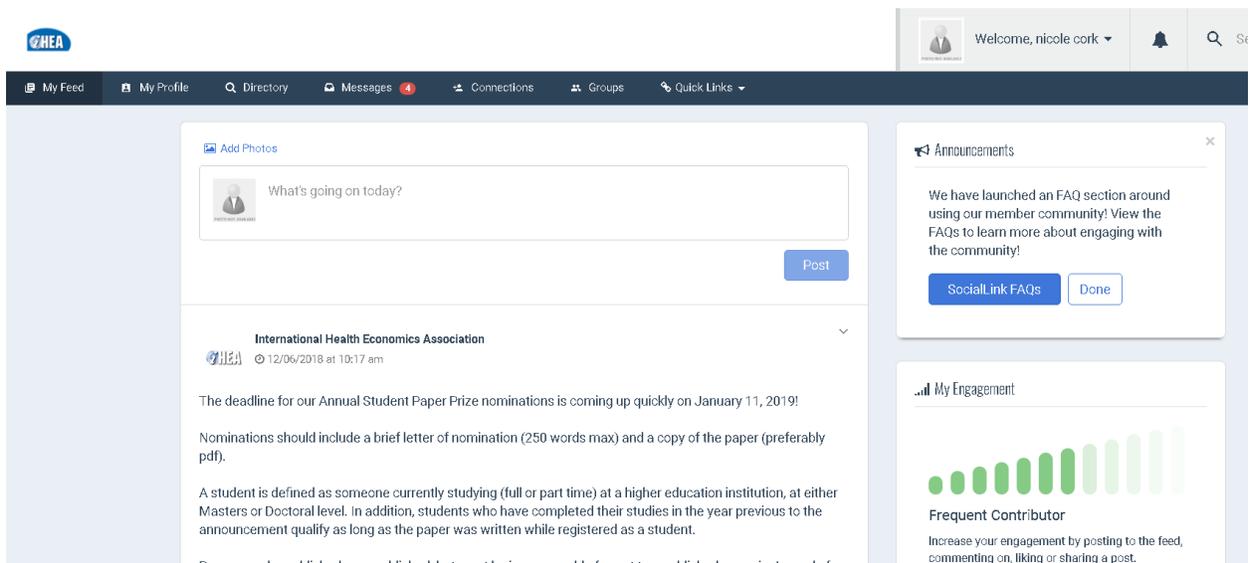


Overview of SocialLink Features

Web Version

The web version of SocialLink can be accessed by all members simply by logging in with their iHEA member credentials on the front end of the website (www.healtheconomics.org). You can reset your password at any time during this process or reach out to ihea@healtheconomics.org for further assistance.

Once you have entered your username and password you will be taken to the SocialLink homepage or 'Feed'.



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 iHEA members!

Feature	Using this Feature
My Feed	<p>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 iHEA members to see.</p> <p>Note: SocialLink <u>does not send you notifications</u> when there are new posts on the feed so we highly encourage all members to visit the feed often to engage with other members and post.</p>

	<p>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!</p>
My Profile	<p>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.</p>
Directory	<p>This is a directory of all iHEA members, so it is a great place to search for potential connections and colleagues around the world!</p> <p>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.</p> <p>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.</p> <p>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.</p>
Messages	<p>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.</p> <p>Note: You cannot respond to messages via email, so you will have to go back to your SocialLink</p>



	inbox to reply to messages you receive within SocialLink.
Connections	<p>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.</p> <p>We encourage all members to connect with each other!</p>
Groups	<p>This is where all of our Special Interest Groups reside! If you are a member of a SIG you will see it listed here under 'my groups' and all other available SIGs will appear on the right side under 'available groups'.</p> <p>If you would like to join a SIG, you can click on it under available groups and request to join. An administrator will then approve your entry into the group!</p> <p>Further details on group functionality will be shared in this manual.</p>
Quick Links	<p>This dropdown allows you to quickly access some key pages on the iHEA website including information on using SocialLink. If you have any suggestions on other pages we should be adding here please reach out to ihea@healtheconomics.org.</p>

Mobile Application

Our SocialLink member community also has a mobile application that is compatible with Apple and Android. To download the mobile app:

- Direct links: [Google play store](#) | [Apple store](#)
- **OR** search "SocialLink" in the app store on your mobile phone or other device and download.
- Once logged in it will ask you to confirm some of your personal preferences for the app – *you can always go back and adjust these later.*
- We encourage you to stay logged in to the app for easy access, however, if you do choose to sign out the app will remain on your mobile phone or other device. *If you have issues logging back in, clear the cache on your phone.*



The mobile application has limited functionality, in comparison with the web version, but it is still a great resource for connecting with members!

Feature	Using this Feature
Feed	This will display the same feed messages that the web based version does. You can also write feed messages within the app that all other members can view.
Community	This acts in the same way the 'directory' does online as it will allow you to search for members and request to connect with them.
Alerts	This will show you any upcoming events, posts and any new connections.
Profile	You can view your current profile here as well as update certain parts of your profile, including your picture.
Groups	You can view all groups that you are a part of here as well as those that are available for you to request to join! Note: Within the app you can only view the main group feed...for further group functionality, you have to use the web version.

SocialLink Groups



The SocialLink groups section is where our Special Interest Groups (SIGs) reside – if you are a member of a SIG this is where you will find it. Alternatively, if you are looking to join a SIG, you can do so within the groups section.

This section provides an:

- Overview of Groups; and
- Information on Group Communication Tools

Overview of Groups

The ‘Groups’ section was created to ensure that those with specific interests have a place to communicate and connect with each other. This is a place to connect, share ideas and have discussions with fellow group members. In order to most efficiently use the groups section, below is further information on effective ways to communicate with SIG members.

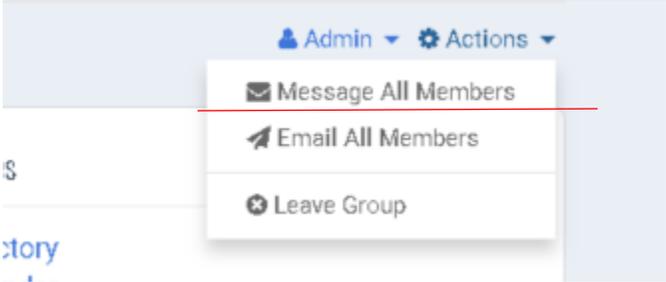
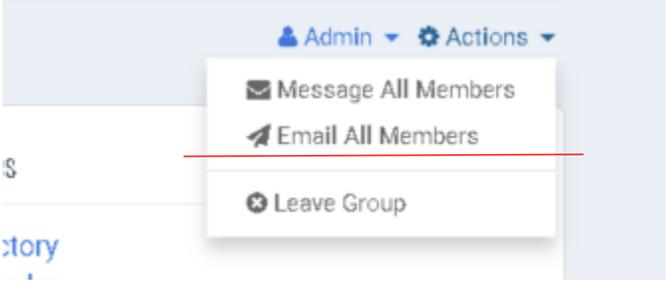
For information on accessing the groups section and the basics of its functionality, you can view our FAQ’s online [here](#) and our PDF guide [here](#).

Group Communication Tools

The follow functions/areas exist within SocialLink that will allow you to communicate with other SIG members. Please note these functions only exist within the **web version** of SocialLink for now.

Feature	Using this Feature	Settings for this Feature
Group Feed	<p>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.</p> <p>It is best to use this feed if you want to post something you want all group members to see or comment on. However, since group members don’t receive notifications when things are posted in the feed, you should consider nudging members to engage here.</p> <p>A summary of all recent contributions and comments will also appear in the group feed.</p>	<p>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 SIG members to check the group feed frequently to see if anything new has been posted.</p> <p>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!</p>

		
<p>Blogs</p>	<p>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.</p> <p>The best use of the blog feature is to share pieces of information/hot topics that other members would be interested in. Or, if you completed a piece of research that would be of interest to the group, this could be posted here as well.</p> <p>Members have the ability to 'comment' on blog posts.</p>	<p>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 – you can't subscribe to all blogs at once, you must subscribe to them individually for the time being.</p> <p>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!</p>
		
<p>Forums</p>	<p>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 submission of other sorts, this is the best place to do this.</p>	<p>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.</p> <p>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).</p> <p>If you have posted a new forum and want to draw member's attention to it, it is best to send a</p>

		group message or email to let members know!
		
<p>Messaging all members</p>	<p>Both admin and group members have the ability to 'message all members' who are part of a specific SIG. 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.</p> <p>This is the best way to notify all members of something important, as they will receive notifications in SocialLink and their personal email. It will also encourage people to use SocialLink, as they have to respond via their SocialLink inbox.</p>	<p>The message will go to all SIG members, however, they will only receive an email notification if they have this setting turned on in their profile.</p> <p>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.</p> <p>Administrators: We recommend that you let all SIG members know they should check off this box in their preferences to ensure the feature is most effective.</p>
		
<p>Emailing all members</p>	<p>Similar to the messaging function, both admin and group members have the ability to 'email all members' of a SIG.</p> <p>The difference between messaging and emailing all</p>	<p>When members receive this email it will show your personal email in the 'from' field, so people will be able to reply directly to you via email. If you don't want people to do this, it is best to mention that in the</p>

	<p>members is that this message goes directly into their personal email account that is associated with their membership account (not into their SocialLink inboxes).</p> <p>Administrators: We encourage you to use this as a way to send updates to the group on a weekly or monthly basis, depending on the work you are undertaking as a SIG. This is a good way to ensure that all SIG members are kept in the loop.</p>	<p>content of the email. If you are hoping they will respond within SocialLink, you will have to direct them to go to SocialLink and do this.</p>
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Frequently Asked Questions

Also available online [here](#).

GENERAL

How can I download the SocialLink mobile app?

Direct links: [Google play store](#) | [Apple store](#)

How can I gain access to SocialLink on my desktop?

It's easy! You simply have to login with your member credentials on the iHEA website! You will then be automatically taken to the SocialLink homepage. Don't remember your credentials? You can either directly reset your password online or email us at ihea@healthconomics.org.

Do I have to be a member to access SocialLink?

Yes, you have to be an iHEA member to access SocialLink - you can join online [here](#).

How do I connect with other members on SocialLink?

You can do this a couple of ways through your **desktop**:

1. You can connect with people through the member **directory**, found along the top bar of SocialLink. Once in here you can search for members - once you find the member(s) you are looking for, click their names to access their profile and click "**connect**" underneath their member photo. You can also directly message them here! **NOTE: Some members have connection requests turned off, so you may not be able to connect with them online.**
2. You can also search for people by clicking on "**connections**", found along the top bar in SocialLink. it will show you your current connect requests as well as available/suggested connections.

On the **mobile app** you can do this by selecting the connections icon as well - here you can check your connection requests, current connections and view all available connections.

I have received a message from another iHEA member - where can I access these and respond?

You can easily access these through the SocialLink platform by clicking on "**messages**", found along the top bar of SocialLink. In here you will see your inbox marked with read and unread messages. You can also send messages from here and adjust your preferences. **If you want to be notified by email when you receive a new message, you have to set your preferences to allow this!**

How do I update my member profile?

Desktop: Once signed in to SocialLink on your desktop, select "**Account + Settings**" and then "**Profile**". In this section you can update your account information as well as your public profile information. When you are finished updating the information, be sure to scroll down and select save changes!

Mobile app: N/A.

I want to post a message that all members will see - where is the best place to do this?

Desktop: You can do this directly on the SocialLink homepage feed! If you click on "my feed" in the top bar, you will be taken to the homepage feed that all members have access to. You will see all recent posts here. If you want to post something, simply put it in the box that says "what's going on today?" and click POST. This will then appear on the homepage, at the top! Posts are shown based on the most recent activity. Members will see this message when they login and access the group.



Mobile app: You can post on the homefeed directly in the app, by clicking "post" when you open the app. You can also upload a photo here!

Can I link my social media accounts to my SocialLink account?

Yes! This can be done in the "**Accounts + Settings**" section. Once in this section, select "**Information & Settings**" and then select "**manage social sign-on**". Here you can connect your social media accounts.

Mobile app: N/A.

I want to adjust the time I receive my weekly SocialLink updates - is this possible?

Yes! Weekly digest emails are automatically queued on Sunday night at midnight and begin sending out based on the time-zone identified for each member, with the goal of hitting your inbox around Monday morning at 6:00 AM local time. In order to select your preferred time-zone/local time, please go to the 'information & settings' section of your profile and scroll to the bottom of the 'preferences' page. You can select your time-zone here and then save the information! [Click here to view a video on this.](#)

Mobile app: N/A

SPECIAL INTEREST GROUPS (SIGs)/GROUP FUNCTIONALITY

Where can I find the Special Interests Groups on SocialLink?

These can be found by clicking on "groups", found along the top bar of SocialLink on the desktop version. On the mobile app, you can click the more/menu button and "groups" will appear on the list!

How can I join an iHEA Special Interest Group on SocialLink?

Desktop: You can do this, once logged in to SocialLink, by clicking on "**groups**", found along the top bar of SocialLink. Once in here you will see the groups you are currently a member of along the left side and then on the right bar, you will see the available groups that you can request to join! There will be a button underneath the available groups that says "**request invite**". This goes directly to the group administrator(s) who will accept your request!

Mobile app: Once in the group section on the mobile app (see previous question), simply toggle to "**available groups**".

Where can I adjust my settings to ensure that I receive communications from my group?

Desktop: Once signed in to SocialLink on your desktop, select "**Account + Settings**" and then "**Information & Settings**". In this section you can update your communication preferences and various other settings that allow you to communicate with other iHEA members! You can also control your forum settings and blog subscriptions in this section as well. **We highly recommend that you visit this section to check your settings!**

Mobile app: You can only adjust the above settings on your desktop, but you can adjust your push notification settings in the mobile app. You can do this by clicking on the menu/more button and then selecting "**push notifications**". This controls the alerts you receive on your phone or tablet.

FORUMS/BLOGS

I want to receive notifications when someone posts in a forum - how do I do this?

Desktop: In order to receive notifications, you have to "subscribe" to a forum. This can be done by clicking into the forum and then selecting "forum actions" and "subscribe to instant updates". You can then choose, within your profile settings, if you would like to receive instant updates each time something is posted, or a weekly digest that summarizes all posts. This has to be done for each forum you would like to subscribe to.