

Dear member:

We are excited to announce an important transition that will modernize and enhance how we communicate and collaborate as an association. After careful evaluation, we have decided to transition from the Ink.org listserv to the League's website groups feature. This move will provide a more robust and user-friendly platform for discussions, information sharing, and networking.

Why the change?

The League's Community Forums will offer several advantages, including:

- **Improved Organization:** Topics and discussions will be easier to find and follow, thanks to categorized threads and search functionality.
- **Enhanced Features:** The Community Forum includes tools for sharing files, seeing the original author/poster, tracking replies, and still receiving a summary digest straight to your email.
- **Centralized Access:** The Community Forum is integrated with the League's website, providing one stop access to resources and updates.

What you Need to Do

1. **Login:** Visit the League's website and login to the Community Forum using your existing League credentials. If you do not have an account, check with your clerk to add you under the city's master account, or call the League directly for assistance.
2. **Explore the Community Forum:** Familiarize yourself with the platform. A detailed step-by-step guide is included in this document.
3. **Participate:** Start posting, replying, and engaging with your peers.

Need Help?

We understand changes like this can take some adjustment, and we are here to help! We are offering the following support:

- **FAQs:** Visit the League's FAQ page (<https://www.lkm.org/page/FAQ>) for quick answers to common questions, and help guides.
- **Help Desk:** Reach out to the League directly to ask questions and get assistance.
- **Live Webinars:** Should there be a demand, we will look to schedule a live training session to learn how to use the Community Forum effectively.

We appreciate your cooperation and enthusiasm as we make this transition. The League's Community Forum is designed to better serve your needs, foster dynamic conversations, and strengthen our connections. We look forward to seeing you on the Community Forums!

Check the following pages for a step-by-step overview of the Community Forums.

Sign into the League website using your personal credentials. (Not the main city account).

Personal credentials typically are your first initial and last name, all lowercase. If you do not remember your password, click to reset and follow the steps in your email.

Once logged in, it will open to your feed (shown below) aka “My Feed”. To return to the League homepage at any time, click the League logo in the top left corner of your screen.

“My Feed” will show an overview of latest posts, announcements, etc., with all posts from your affiliate groups coming together in this single feed.

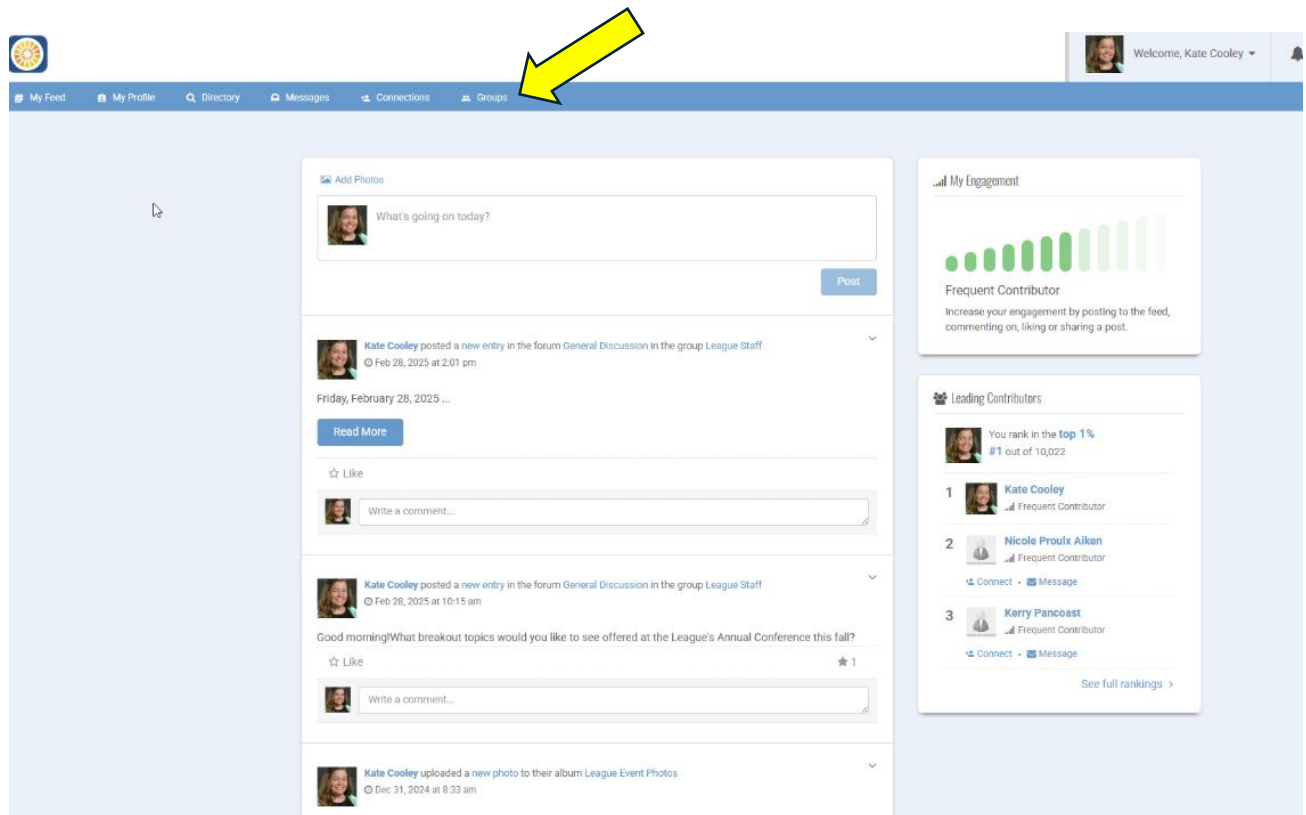
The screenshot displays the 'My Feed' interface of the League website. At the top, a navigation bar includes the League logo (a yellow sun icon) and a welcome message for 'Kate Cooley'. Below the navigation bar, the main content area is divided into three sections:

- Post Creation:** A box with the text 'What's going on today?' and a 'Post' button.
- Feed Posts:** A list of posts by Kate Cooley. The first post is titled 'Friday, February 28, 2025 ...' and includes a 'Read More' button. The second post is titled 'Good morning! What breakout topics would you like to see offered at the League's Annual Conference this fall?' and includes a 'Like' button and a comment box.
- Engagement and Contributors:** A sidebar on the right contains two sections: 'My Engagement' (a bar chart showing engagement levels) and 'Leading Contributors' (a list of top contributors including Kate Cooley, Nicole Proulx Aiken, and Kerry Pancoast).

From “My Feed” – click Groups to navigate to your Affiliate Listserv. (Please note, access to these listservs is based on membership within the affiliate organization separately from League membership. If you do not see your group listed and feel this is in error, reach out to the League.)

Groups = Affiliate Groups

Forums = Community Forums, previously known as ‘Listsers’



This screen shot shows all League Affiliate Groups listed. You'll only see/have access to those groups which you are a member.

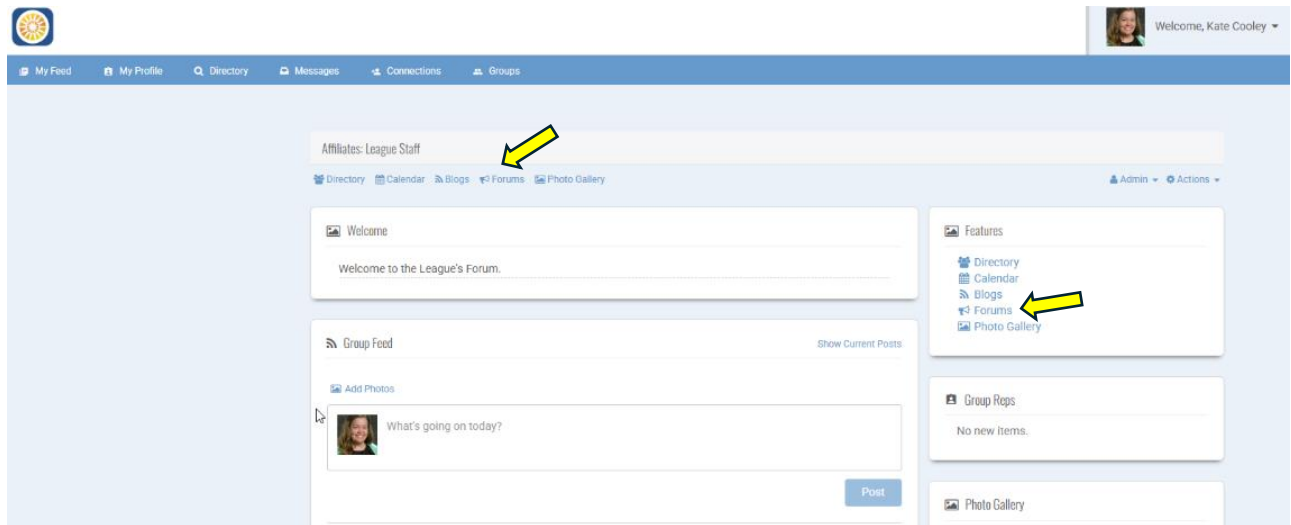
Click on the blue text to enter your Group.



The screenshot displays a web interface with a blue header bar containing navigation links: My Feed, My Profile, Directory, Messages, Connections, and Groups. Below the header, four group cards are listed. A yellow arrow points to the third card, 'Affiliates: League Staff'.

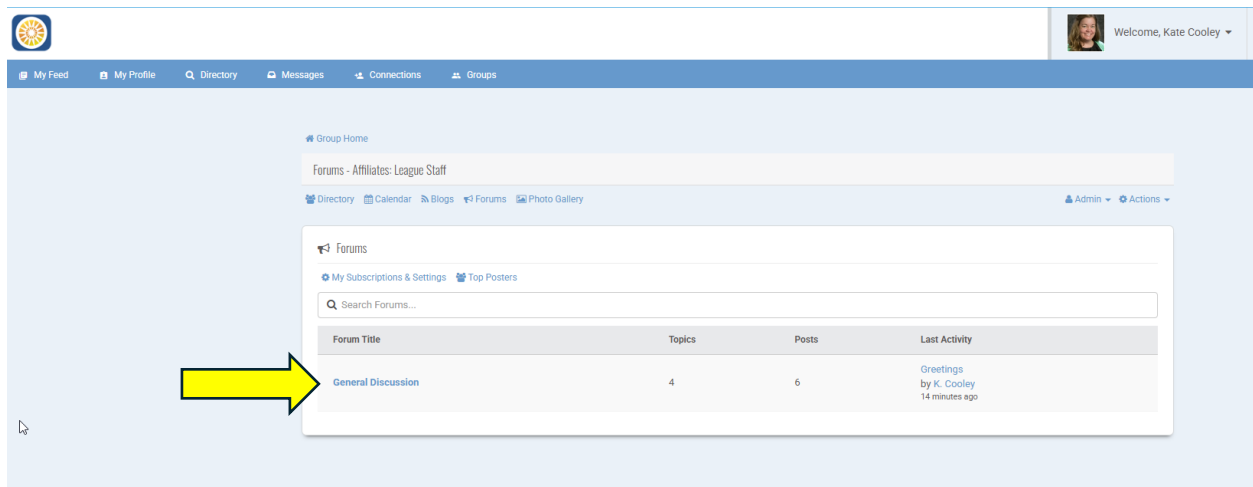
Group Name	Registered Members	Group administrators
Affiliates: Kansas Association of Public Information Officers	2	Nikki Harrison, Rynae Redd
Affiliates: Kansas Mayors Association	312	Nikki Harrison, Rynae Redd, Kate Cooley, Tami Martin
Affiliates: League Staff	14	Nikki Harrison, Kate Cooley, Tami Martin, Nathan Eberline
Communications: League News	771	Nikki Harrison, Jackson Wagner

Now, you're in your Affiliate Group Feed.



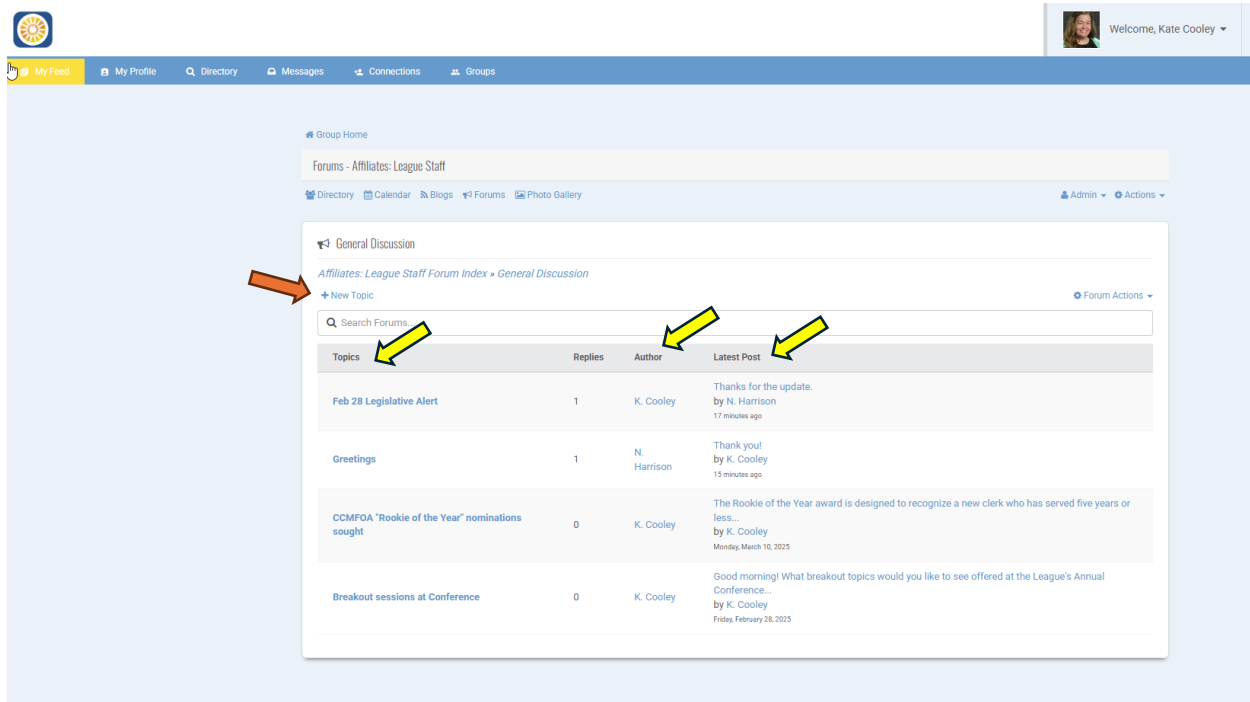
Click on Forum to post by category. (There are two options to get into Forums, one in the top menu bar, and the other on the right rail.)

Click on the Forum title/category to pull up the full Community Forum.



Housed here are the discussion threads within your Community Forum, organized by topic. You'll get access to the following features:

- See recent posts, the original author, and the number of replies. (Yellow arrows)
- To post a new discussion, click 'New Topic' (Orange arrow)
- Searching for an old thread? Use the 'search forums' toolbar and enter your keyword.



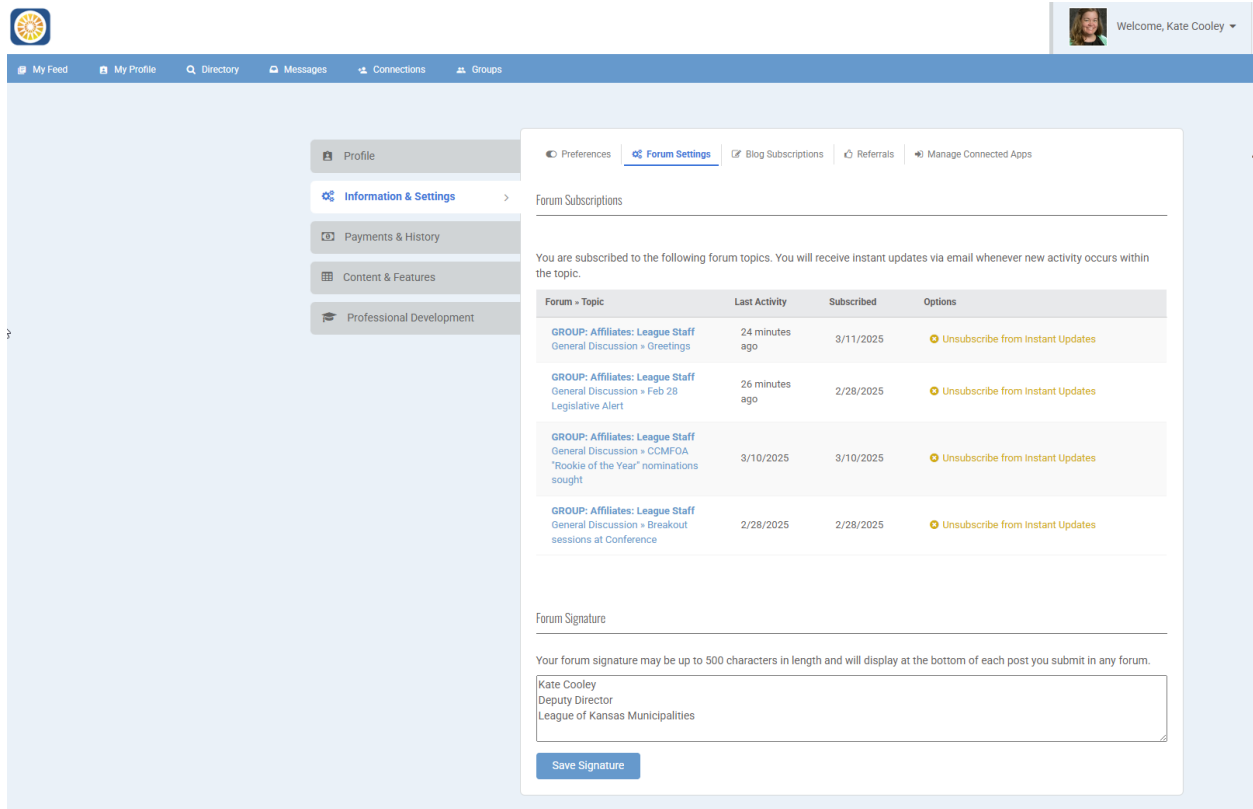
Click into any given topic to respond and subscribe to instant updates to get alerts straight to your inbox when new replies are submitted. When you get an email sent to your inbox, you'll be able to click a link to take you back to the post.

Other Helpful Tips:

Click the arrow in the top right by your profile pic to pull up 'Account + Settings,' then navigate to Information & Settings.

Here, you'll have many options to customize your profile, including updates, setting notification alerts/subscription preferences, and your Forum Signature.

Explore the top tool bar to access many other features of the League website.



My Feed My Profile Directory Messages Connections Groups

Welcome, Kate Cooley

Profile

Information & Settings

Payments & History

Content & Features

Professional Development

Preferences **Forum Settings** Blog Subscriptions Referrals Manage Connected Apps

Forum Subscriptions

You are subscribed to the following forum topics. You will receive instant updates via email whenever new activity occurs within the topic.

Forum » Topic	Last Activity	Subscribed	Options
GROUP: Affiliates: League Staff General Discussion » Greetings	24 minutes ago	3/11/2025	Unsubscribe from Instant Updates
GROUP: Affiliates: League Staff General Discussion » Feb 28 Legislative Alert	26 minutes ago	2/28/2025	Unsubscribe from Instant Updates
GROUP: Affiliates: League Staff General Discussion » CCMFOA "Rookie of the Year" nominations sought	3/10/2025	3/10/2025	Unsubscribe from Instant Updates
GROUP: Affiliates: League Staff General Discussion » Breakout sessions at Conference	2/28/2025	2/28/2025	Unsubscribe from Instant Updates

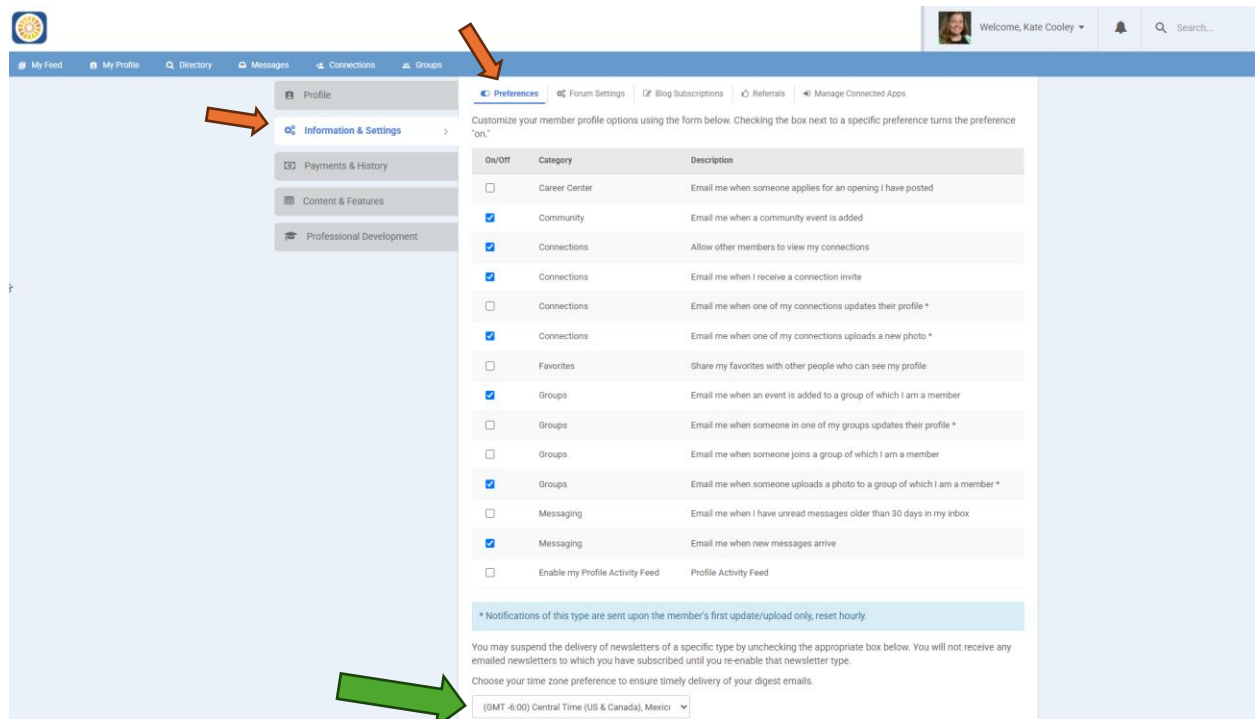
Forum Signature

Your forum signature may be up to 500 characters in length and will display at the bottom of each post you submit in any forum.

Kate Cooley
Deputy Director
League of Kansas Municipalities

Save Signature

In the Information & Settings section under preferences, toggle alerts on/off and also be sure to set your timezone preference to ensure timely delivery of your digest emails.



The screenshot shows a user's profile settings page. The left sidebar contains links to Profile, Information & Settings (highlighted with an orange arrow), Payments & History, Content & Features, and Professional Development. The main content area is titled 'Preferences' and includes a sub-header 'Customize your member profile options using the form below. Checking the box next to a specific preference turns the preference "on."'. Below this is a table with columns 'On/Off', 'Category', and 'Description'. The table lists various notification preferences, some of which are checked. At the bottom, there is a section for 'Notifications of this type are sent upon the member's first update/upload only, reset hourly.' and a note about suspending newsletters. A green arrow points to the 'Choose your time zone preference' dropdown menu, which is currently set to '(GMT -6:00) Central Time (US & Canada), Mexico'.

On/Off	Category	Description
☐	Career Center	Email me when someone applies for an opening I have posted
☒	Community	Email me when a community event is added
☒	Connections	Allow other members to view my connections
☒	Connections	Email me when I receive a connection invite
☐	Connections	Email me when one of my connections updates their profile *
☒	Connections	Email me when one of my connections uploads a new photo *
☐	Favorites	Share my favorites with other people who can see my profile
☒	Groups	Email me when an event is added to a group of which I am a member
☐	Groups	Email me when someone in one of my groups updates their profile *
☐	Groups	Email me when someone joins a group of which I am a member
☒	Groups	Email me when someone uploads a photo to a group of which I am a member *
☐	Messaging	Email me when I have unread messages older than 30 days in my inbox
☒	Messaging	Email me when new messages arrive
☐	Enable my Profile Activity Feed	Profile Activity Feed

* Notifications of this type are sent upon the member's first update/upload only, reset hourly.

You may suspend the delivery of newsletters of a specific type by unchecking the appropriate box below. You will not receive any emailed newsletters to which you have subscribed until you re-enable that newsletter type.

Choose your time zone preference to ensure timely delivery of your digest emails.

(GMT -6:00) Central Time (US & Canada), Mexico

More Questions?

Visit the League's FAQ page for answers to common questions, and a quick video tutorial.