



Community User Guide
Updated 8/05/2020

MACP FORUMS

Member Community Listservs

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OVERVIEW

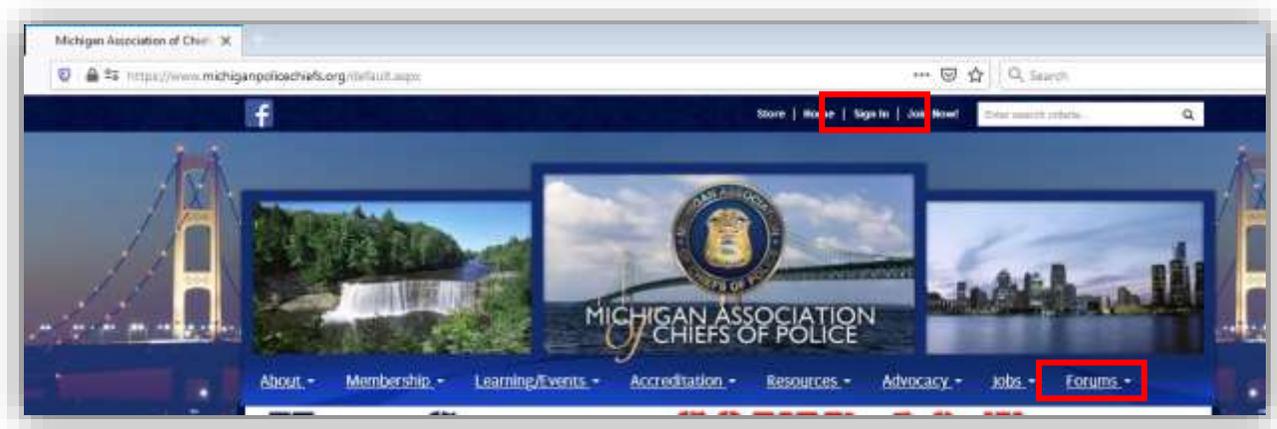
The MACP Forums is an exclusive discussion website for MACP members and staff. Members can easily connect with each other, ask questions, share expertise, share files, and more. Please use this guide as a resource to help you navigate and manage your account and moderate your committees and communities. If you have any questions, please contact the MACP office by phone at: (517) 349-9420 or by email at: info@michiganpolicechiefs.org.

THE BASICS

LOGGING IN

You can only access the MACP Forums site through the MACP website.

Visit <http://www.michiganpolicechiefs.org>. Once there, click the **Sign In** button located at the top right corner of the homepage. Type in the username and password you use to access your MACP profile.

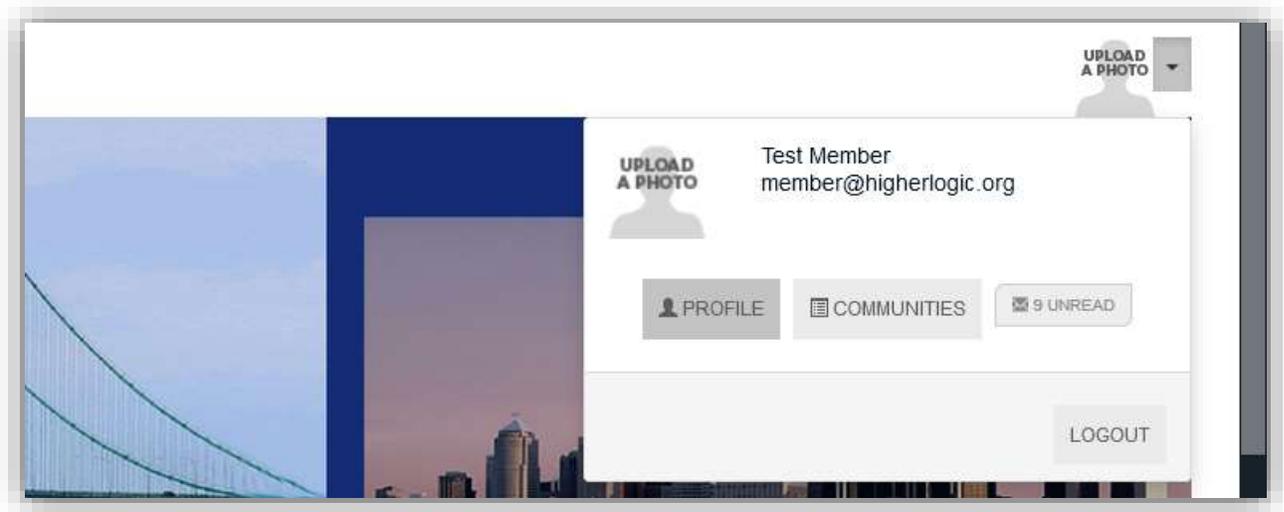


After you have logged in to your MACP profile, click on the **Forums** tab on the navigation bar. This will redirect you to the MACP Forums site and maintain your login access.

IMPORTANT NOTE: *If you fail to log in before selecting the Forums tab, it will not work. Also, if you try to go directly to the MACP Forums site instead, the “log in” tab will redirect you back to the MACP website at: www.michiganpolicechiefs.org. The MACP Forums is a members-only site and you will not be able to participate in discussions or access any information without first logging in with your unique MACP credentials.*

UPDATING PROFILE INFORMATION

To update your profile, click on the down arrow at the top right of your screen and select the **Profile** button.



From here, you can update your bio, educational background, job history, add a picture and update your email subscription preferences. If you need assistance with adding a picture, please see the separate guide entitled “How to Upload a Profile Photo”.

IMPORTANT NOTE: Any attempt to update your significant contact information such as job title, mailing address, email address, and phone number, will direct you back to your MACP membership profile at www.michiganpolicechiefs.org to make changes there.

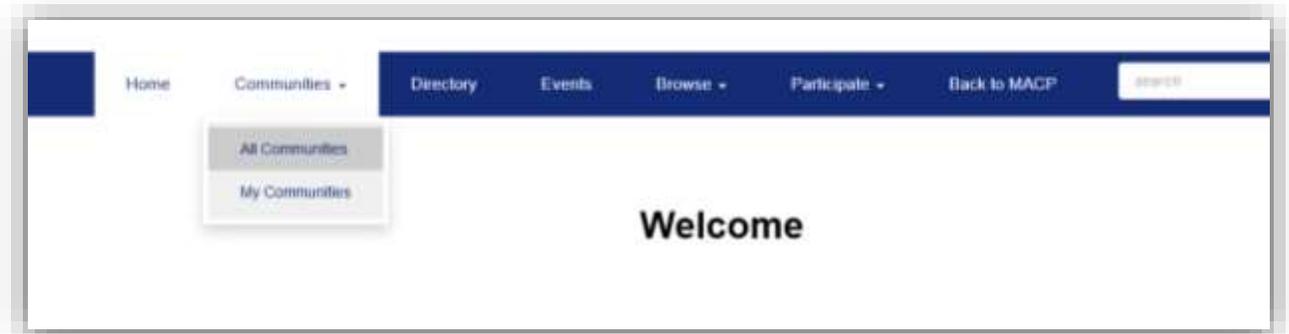


Any changes made to your membership profile information will be reflected within your Forums biography and should appear within 30 minutes in The MACP Forums. A user can also

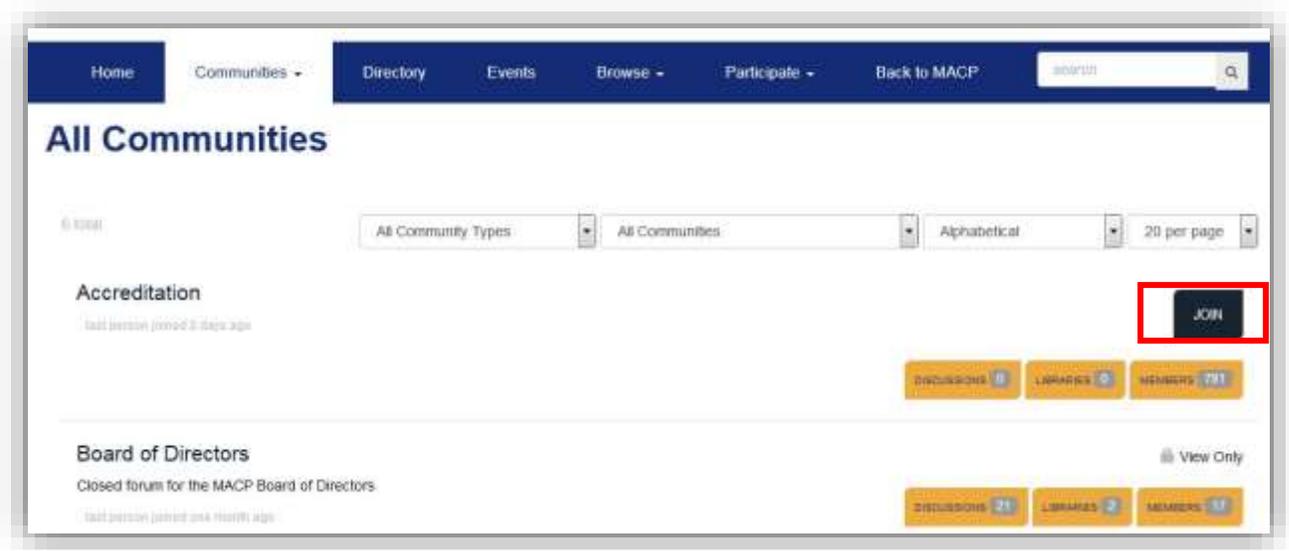
sign out/sign in again to trigger a refresh OR click the **Refresh My Profile** link under their contact details.

JOINING A COMMUNITY

Click on the down arrow next to **Communities** on the top navigation bar and click on **All Communities**.



Click on the Community that you wish to join and simply click **Join**.



IMPORTANT NOTE: You are automatically enrolled in all Communities you are entitled to access based on your membership level. A “View Only” Community is one you do not qualify to request to join. If you have questions regarding your Communities access, please call the MACP office.

CREATING A DISCUSSION POST

Click on the down arrow next to **Participate** on the top navigation bar and choose **Post a Message**.



You can also post a message by clicking on **Communities** on the top navigation bar and choosing your desired Community. From there, click on the **Discussions** tab and click on the button at the right that says **Post New Message**. Enter your subject, choose the Community or Communities you wish to post the message to, type your message, attach any desired documents and click **Send**.

REPLYING TO A MESSAGE

There are three ways to reply to a message:

1. [Reply to Discussion](#) – to reply to everyone in the group.
2. [Reply to Sender](#) – to reply privately to the original sender.
3. [Your email account](#) – reply directly from the email notification you receive without having to log in to the Community website. Choose one of the reply links in the column on the right.

SHARING A FILE IN THE LIBRARY

To upload a document to a Community, click on the down arrow next to **Participate** on the top navigation bar and click on **Share a File**.

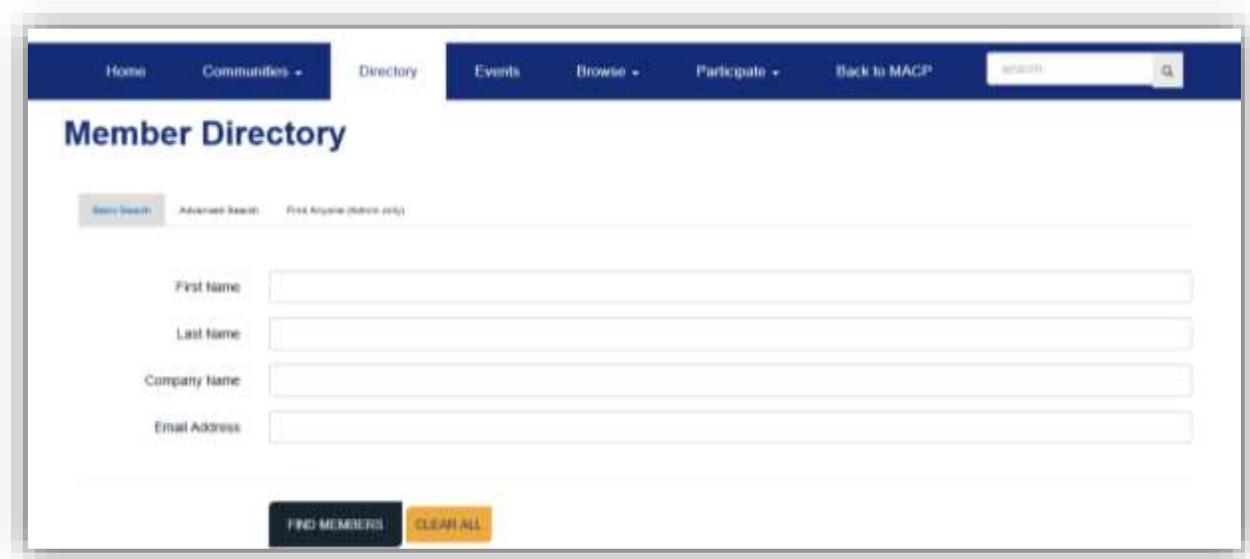


Enter a title for your library document, select the Community you wish to enter the document in, choose the document type and click on **Next**.

You can also upload a document to go with the discussion post you are writing. You will see an **Attach** button at the bottom of the page. Click on that button and insert your document. That document will then be linked to your specific discussion post.

DIRECTORY

You can build your contact list using the directory. When you click on the down arrow next to **Directory** on the top navigation bar, you are redirected to the Member Directory search page. Search by first or last name, company name or email address. You can also do an advanced search using more specific criteria.

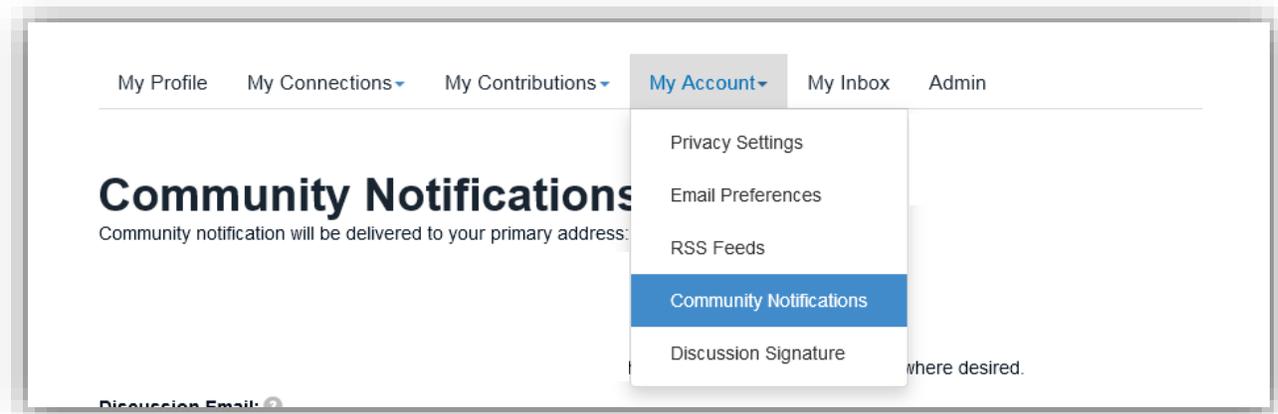


To add a member as a contact, search for the specific contact, then click on the button at the right that says **Add as a Contact**. This gives you quick access to your contact's profile information and the ability to send private messages faster from your profile.

PERSONAL COMMUNITY SETTINGS

COMMUNITY SUBSCRIPTION OPTIONS

When you join a Community, you are automatically subscribed to receive emails containing messages that other users post in that Community. To review or edit your email notifications, go to **My Profile** and select **Community Notifications** under the **My Account** tab.



You can choose from the following options:

- **Real Time:** You will receive an email each time a new message is posted.
- **Daily Digest:** You will receive one email each day at approximately 4:30 pm containing all of that day's messages.
- **No Email:** This means you will not receive any emails in your inbox. You will need to log in to the MACP Forum to view and reply to discussion posts.

Under **Community Notifications**, you can:

- Change the email address where the user's Daily and Weekly Digest emails are delivered.
- Change the day your Weekly Digest is delivered (note: the delivery day cannot be chosen until Weekly Digest is checked in one or all of the Communities).
- Set override email addresses for specific communities to have your Discussion emails delivered to an address other than your primary or digest-specific addresses.
- Manage the delivery setting for each Discussion (Real Time, Daily Digest, Plain Text, or No Email) and add Discussions to a Daily or Weekly Digest.

EMAIL

To make sure that you always receive emails from the MACP Forums, be sure your emails are not going into your junk folder. To do this, you need to whitelist

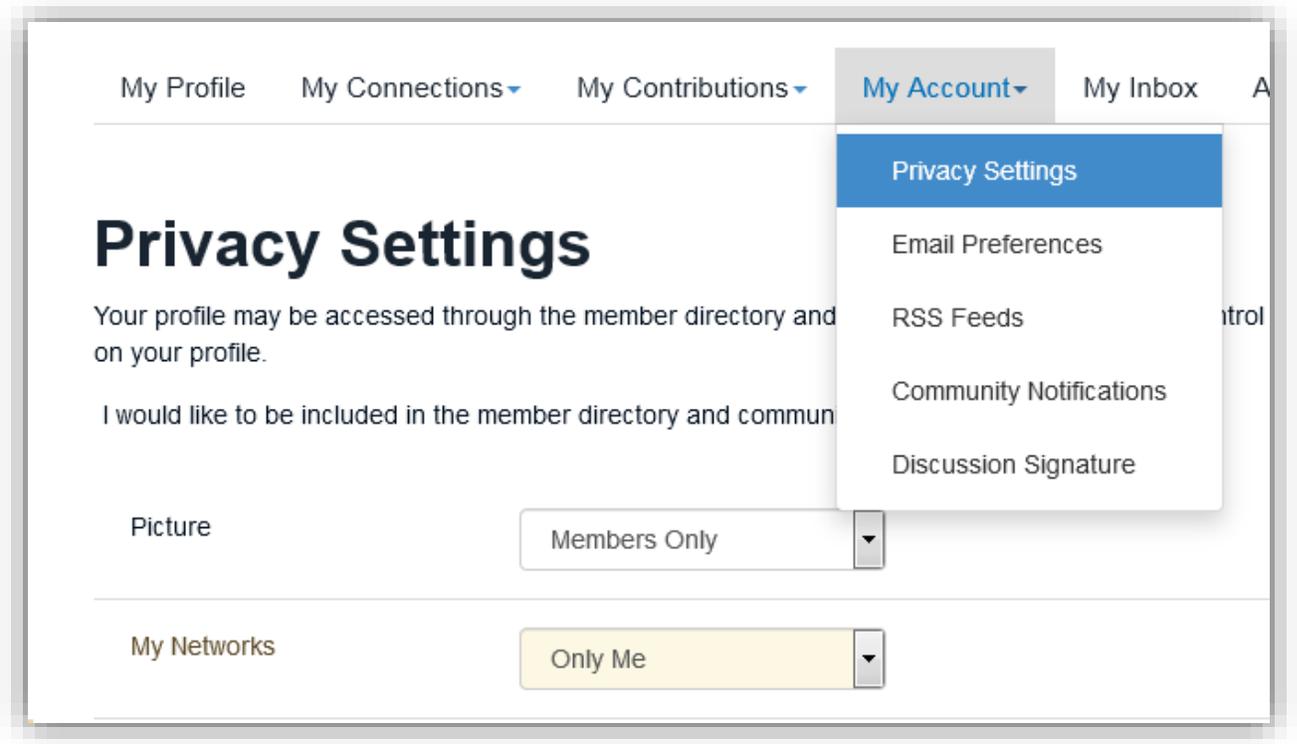
DoNotReply@ConnectedCommunity.org.

If you continue to have trouble receiving emails, please check the following:

- Verify that your email address is accurate on your member profile in the **My Profile** section of www.michiganpolicechiefs.org.
- Verify your email subscription level on the **Community Notifications** page under **My Account** on your profile.
- Ask the MACP staff for the complete list that your IT department will need to mark as 'safe' so spam filters will not block email notices.

PRIVACY

In the MACP Forums, you can control the amount of information other members see on your profile. Once you are logged in to the MACP Forums, go to **My Profile** and click on the **My Account** tab to select **Privacy Settings**. From there, you can choose what information others can see or not see. Be sure to click the **Save** button when finished.



IMPORTANT NOTE: You should select either "Members Only" or "Only Me" in Privacy Settings, **not** "Public" as we are a members only Community.

GLOSSARY OF COMMON TERMS

Announcements – These are posts by Community admins that provide information to all Community members. These are not discussion posts and cannot receive comments.

Bio – A bio refers to a short bit of text that explains who the user is. These may be found on a user's profile.

Community – The group of people organized around a common subject or theme which is defined by the Community name and description. Communities are categorized into Community types. Both the Community type and name are used in the display and when searching for people.

Community Manager – The Community manager is responsible for managing the discussion, announcements, events calendar, and library for a Community.

Connections – The professional contacts in the Community that you have added to your Community "address book".

Discussion – A place for Community members to collaborate, ask questions, provide answers or resources and discuss the hot topics of the day.

Hashtag – A hashtag is a tag used to categorize content and make it easily searchable for users on a site. A hashtag is a word or phrase preceded by a "#" (i.e. #airports).

Member Directory – An area to search for other contacts by basic criteria (name, company, etc.) or advanced criteria (region, group membership, etc.).

Mention – A mention is a term used to describe an instance in which a user includes someone else's @username in their discussion post to create a link back to the profile of the person being mentioned.

Profile – Information about a user that is visible to other Community users. Common information includes contact details, social media links and a bio.

Reply – A reply is an action that allows a user to respond to a discussion post. A reply may also be sent to an individual user's email address.

Points – Points are awarded to users in a Community based on different actions they have taken. These actions could include adding a profile picture, starting or replying to a discussion, adding resources to a library, etc.

Resource Library – A knowledge repository used to collect, store and organize documents, presentations, spreadsheets, audio/video files, photos and discussion post attachments. Members can easily submit content as well as rate, comment, and add to existing library entries of Communities in which they have permission to work.