# PATH Intl. Community Connections User Manual

Menu Bar

The black menu bar provides access to general information and resources applicable to ALL communities. It is not specific to any one community group.

My Home – Main page to view group content, personal contacts, edit personal profile and settings, and much more

- **Members** – Search for PATH Intl. members
- **Groups** – Search for community groups and view a list of groups you belong to
- **Regions** – A drop-down list of all of the PATH Intl. region community groups
- **Resources** – General community resources such as PATH Intl. Community Guidelines
- **Events** – View and post events on the Calendar
- **My Account** – Gives you access to your PATH Intl. account
- **Help** – FAQs, contact the community manager, user manual

My Home
This is your personal "homepage" or "landing page". It can always be refreshed by clicking on "My Home" in the Menu Bar. The My Home menu button also contains quick links to frequently used items.
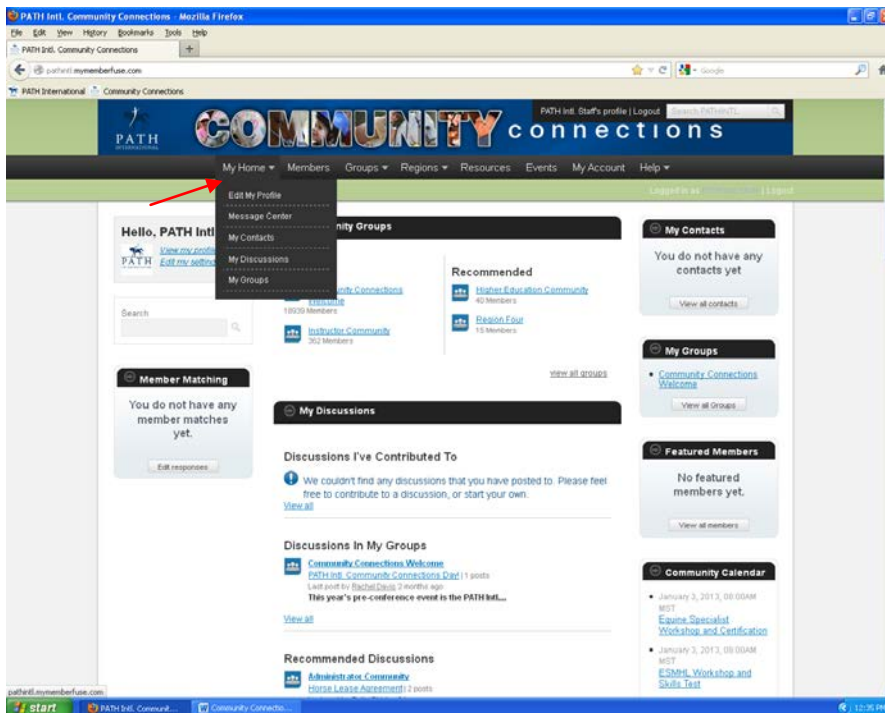
Create a personalized layout of your content, groups and discussions. Click on the black header bar for a section. Drag the bar up or down to the desired location. The layout can be customized for the center section and the right side items.
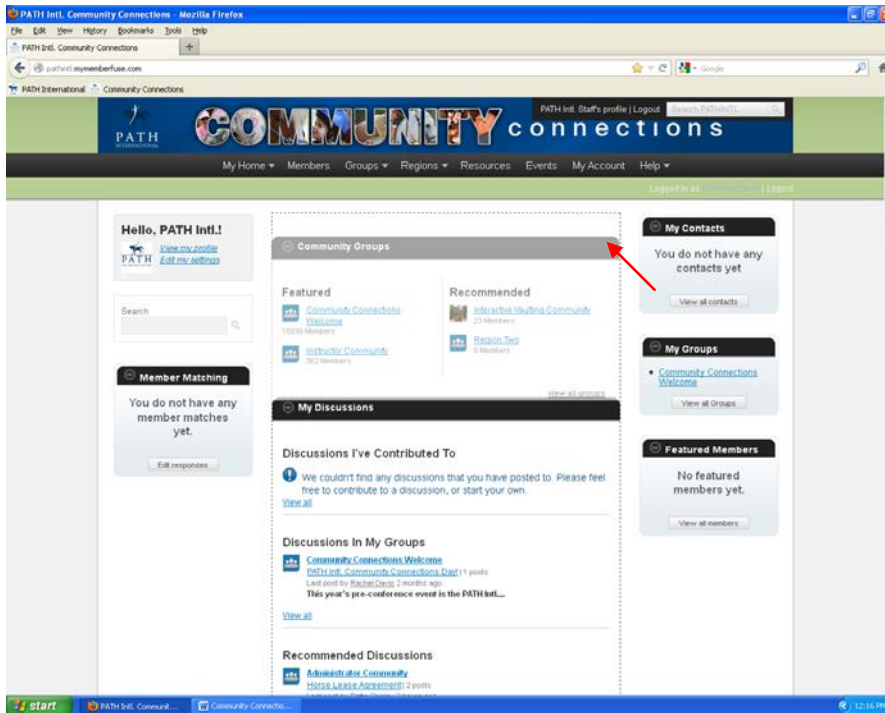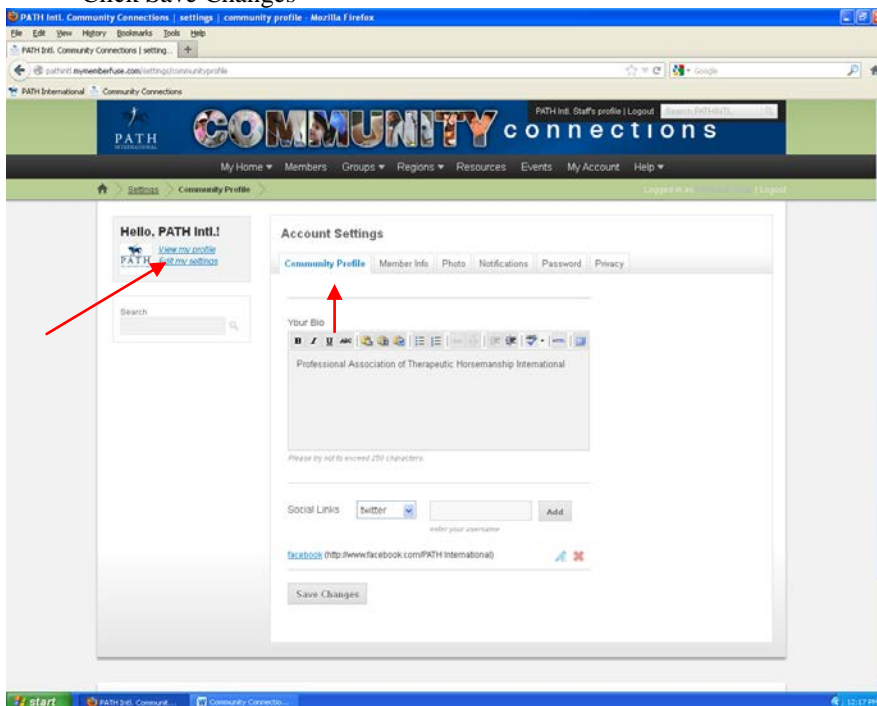

Edit My Settings
This feature allows you to customize the way you receive information from Community Connections and the way others view your information.

Community Profile
- Create your personal profile in the Your Bio section.
- Add links to your twitter, facebook, linkedin pages using the drop down menu under Social Links. Enter your username and click add.
- Click Save Changes

Edit My Settings

Member Info
Note: Changes to contact information made on the Community Connections site <u>will not</u> be reflected in the association membership database.

Edit My Settings

Uploading Your Photo: click Browse and select a photo from your files. Photo must be a .jpg, .jpeg, .gif, or .png and no larger than 500kb.

Edit My Settings
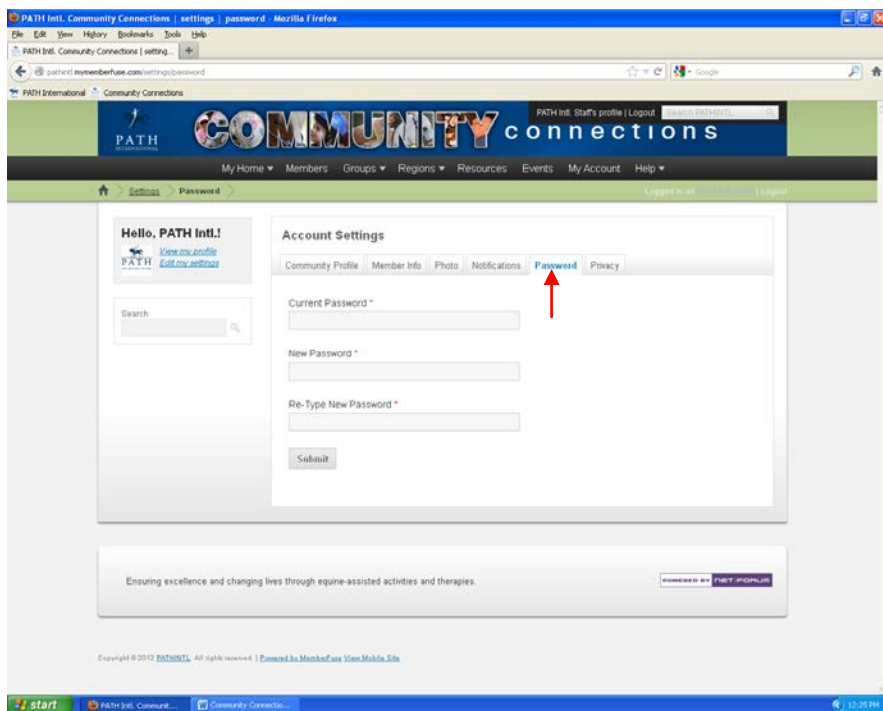
Setting Email Notifications

Customize the amount and frequency of information you receive. You can edit your email notifications to receive daily or weekly digests of activity on the site.
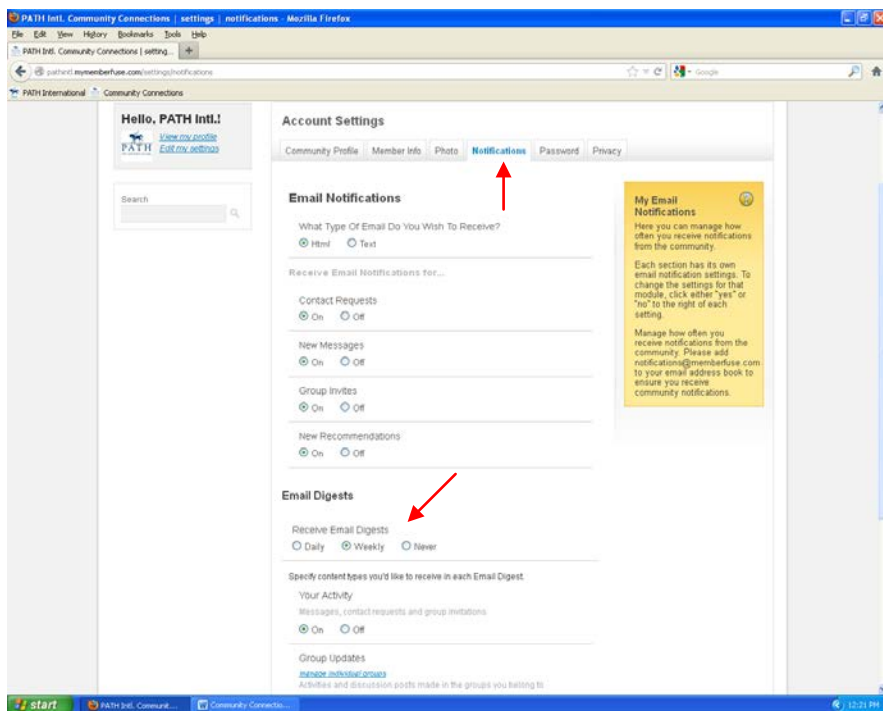
Edit My Settings
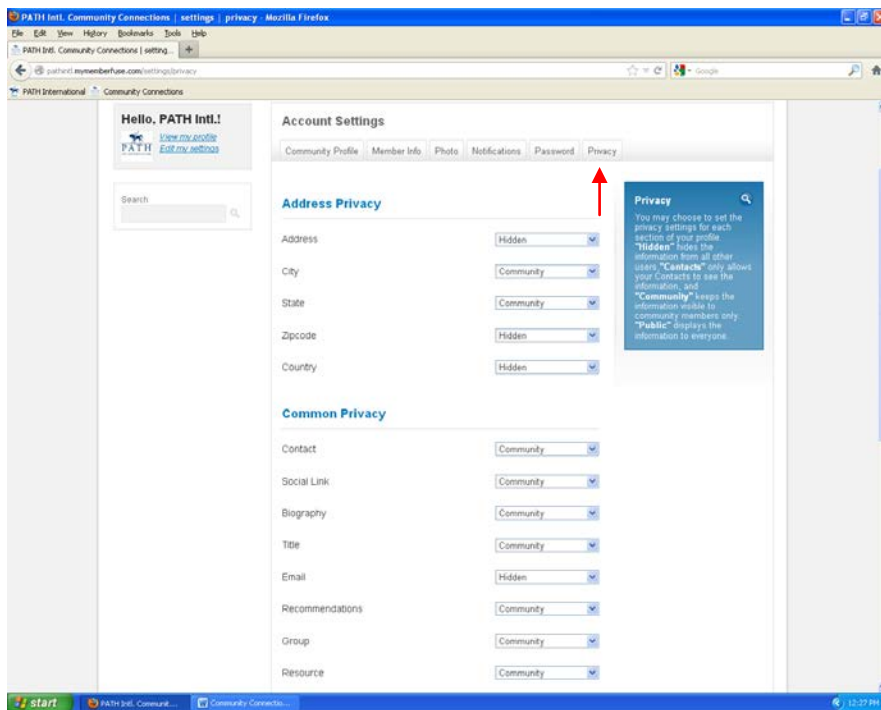
Changing Your Password

Updating your password here will also update your password for the PATH Intl. website.

Edit My Settings

Setting Privacy
Setting your privacy will allow you to control the personal information you choose to share with fellow community members.

Message Center

This feature is your own personal email within Community Connections. It allows you to search for members, send group or individual messages and receive private messages between members. You can access the message center through the My Home button on the menu bar.
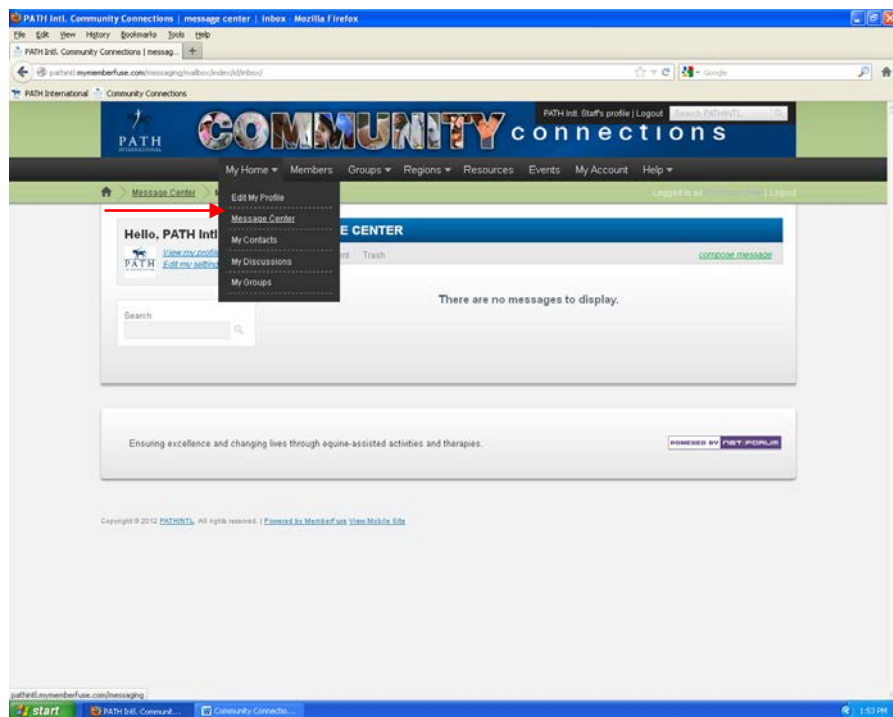
Message Center

Sending a Message: click on "compose message"
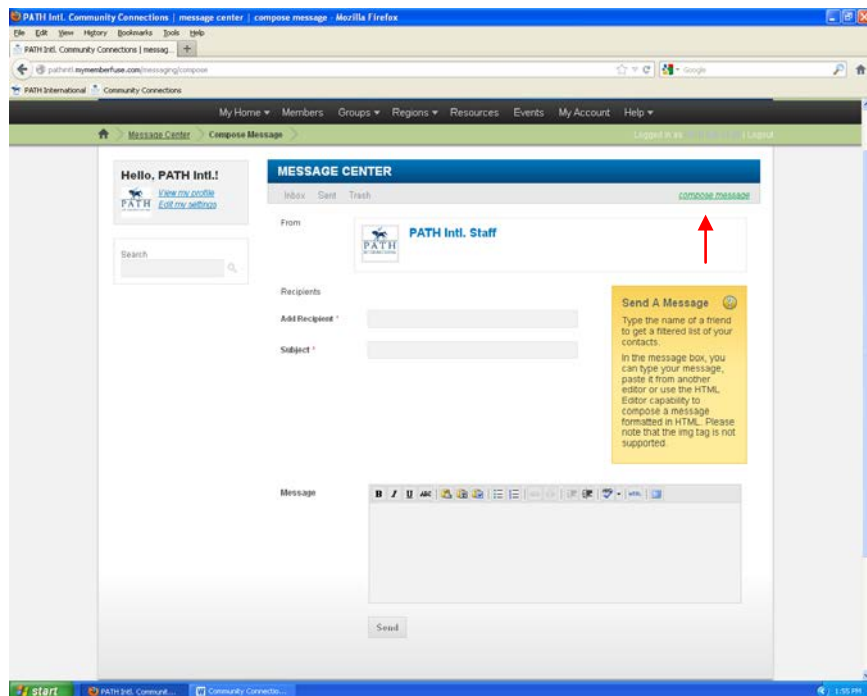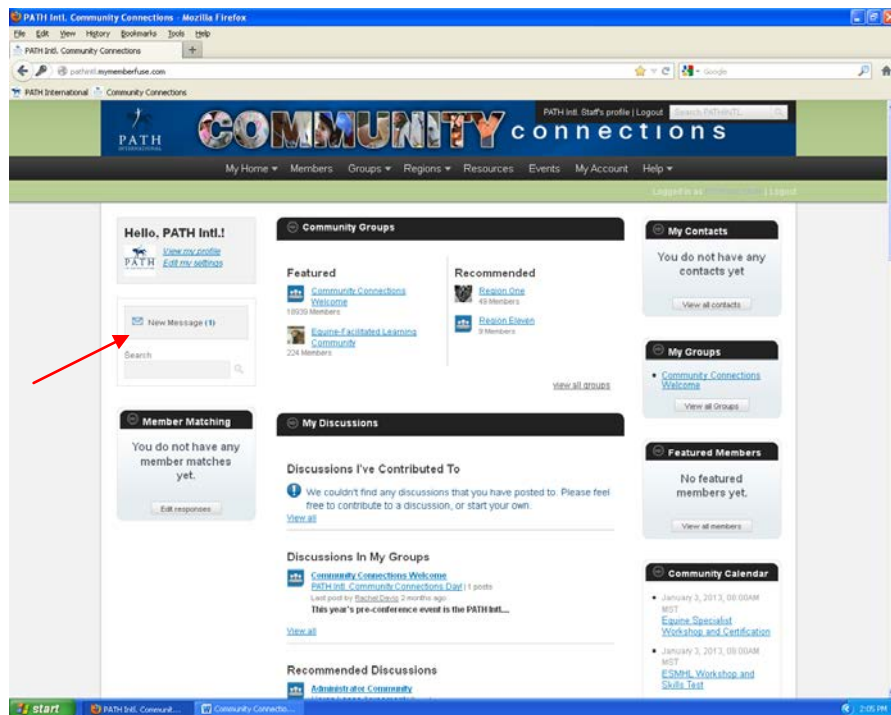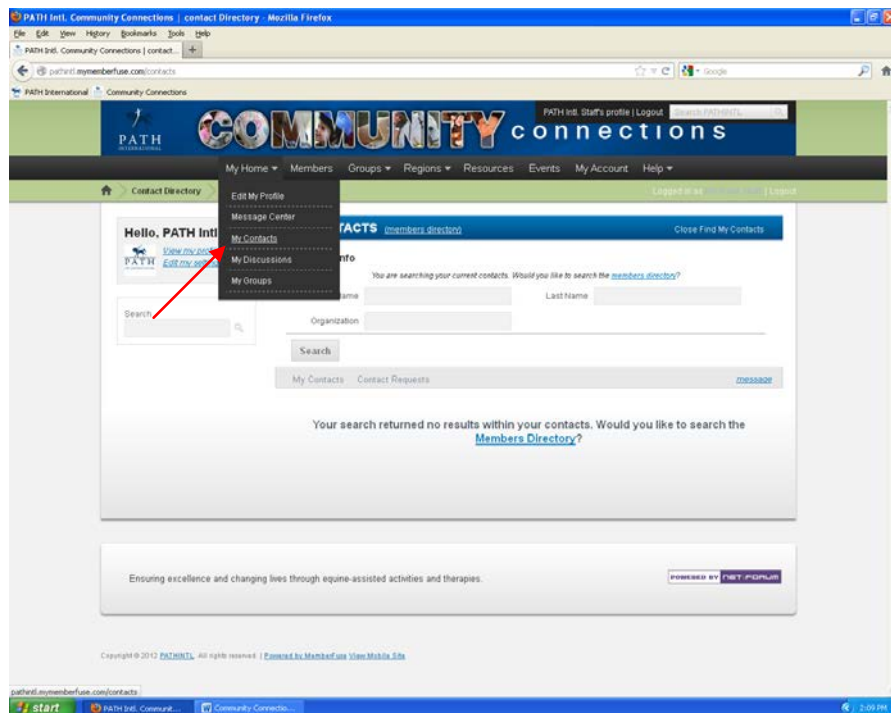
Message Center

Receiving a Message

When you receive a new message, a New Message box appears on the left side of your home page.

My Contacts

This feature allows you to search for members and invite them to become a contact. You can access your contacts through the My Home button on the menu bar.

My Discussions

This feature allows you to view all of the discussions you have contributed to throughout all of your community groups. You can access your discussions through the My Home button on the menu bar.
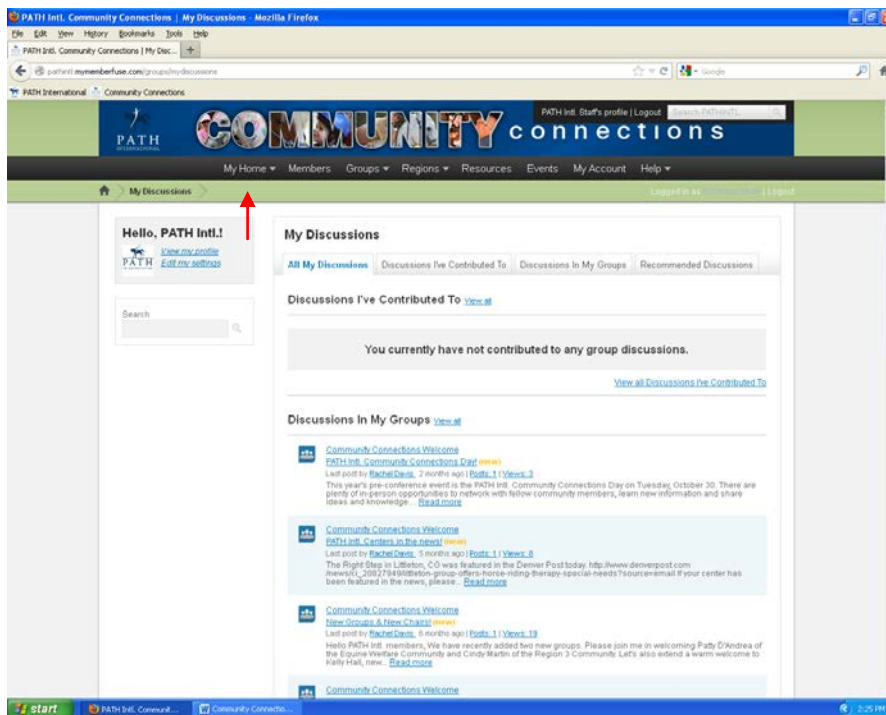
Searching Member Directory

This feature allows you to search for individual members, organizations, and groups.

Groups

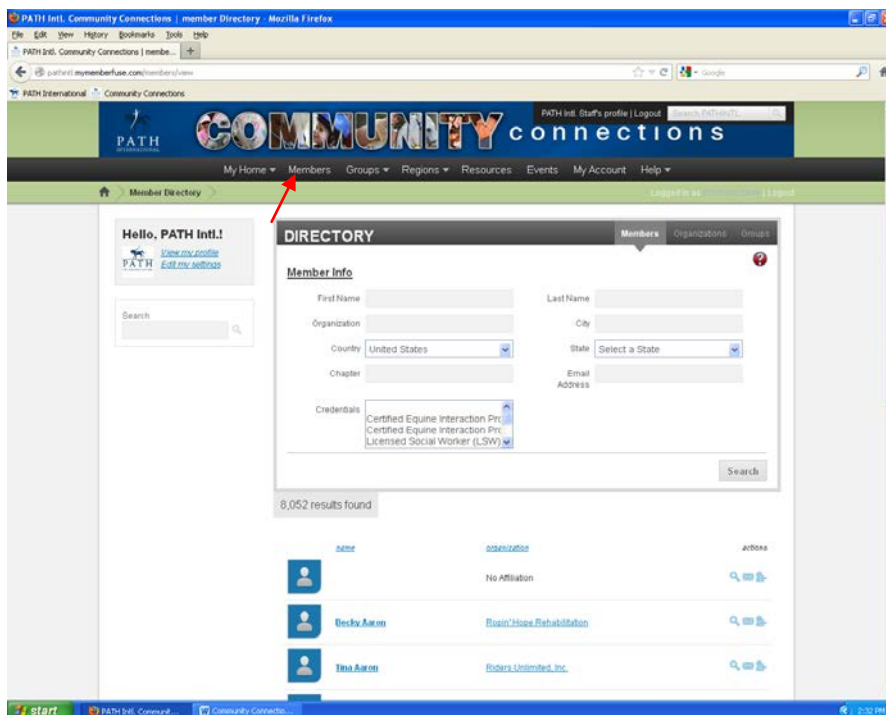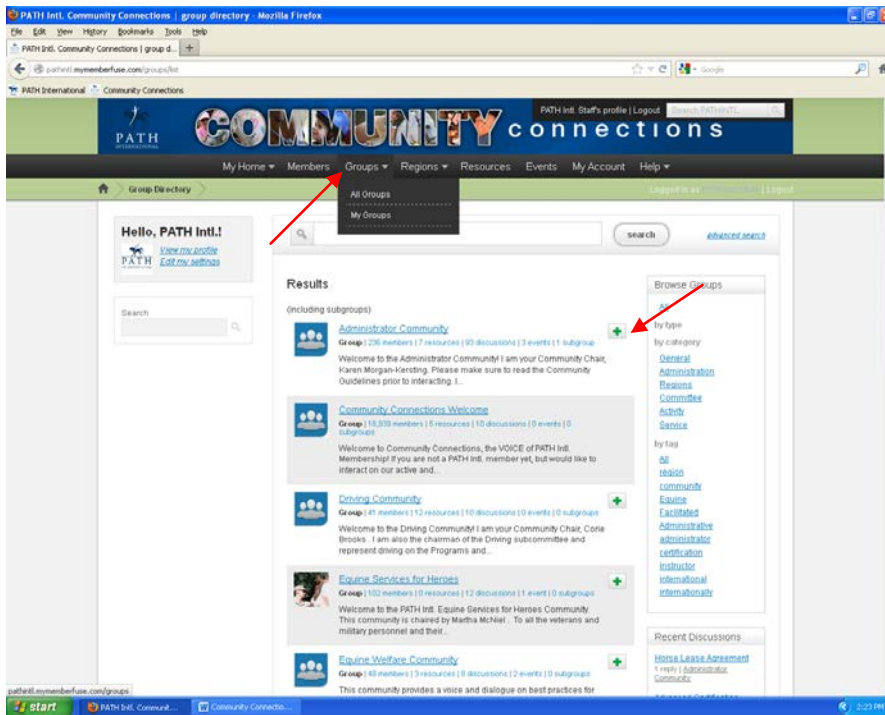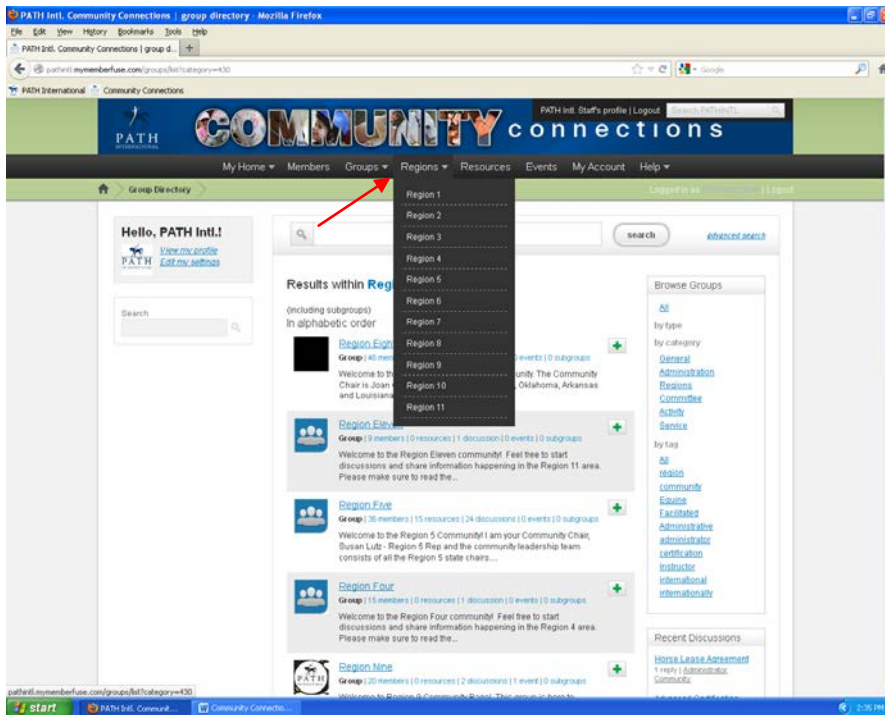This feature allows you to see a list of all groups or a list of groups you belong to. You can join a group by clicking on the green plus sign next to the group's name.


Regions

This feature allows you to easily access your region's community group by displaying a list of all PATH Intl. regions.

Resources

This feature allows you to view resources that have been uploaded to the site. Each community group also has its own resource library. The Resources button on the menu bar contains general resources that all PATH Intl. members can view regardless of which community groups they belong to.
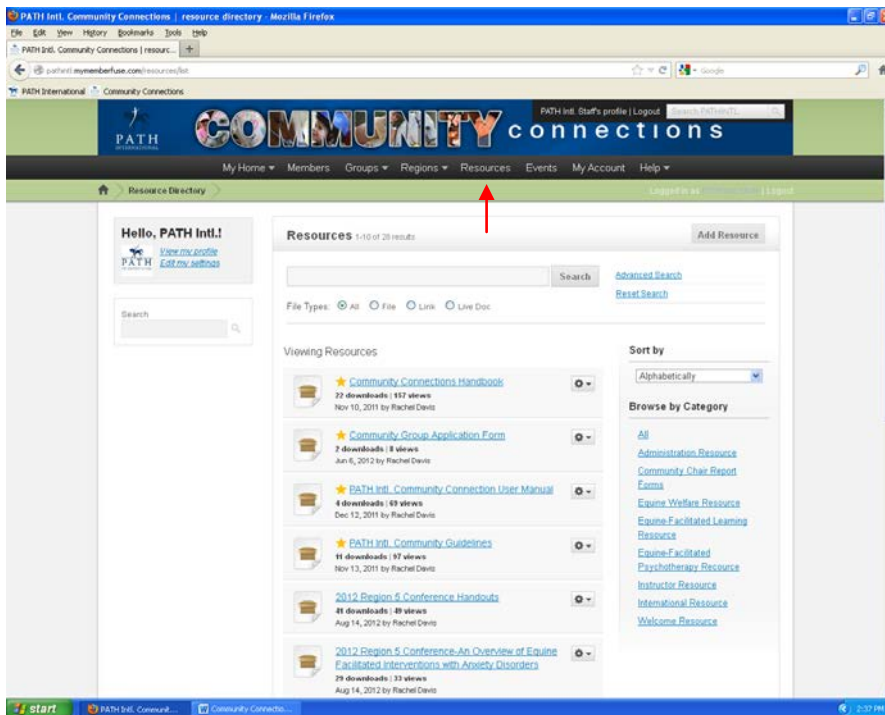

Events

This feature allows you to view and post events in the general Calendar. Each community group also has its own calendar. The Events button on the menu bar contains general events that all PATH Intl. members can view regardless of which community groups they belong to.
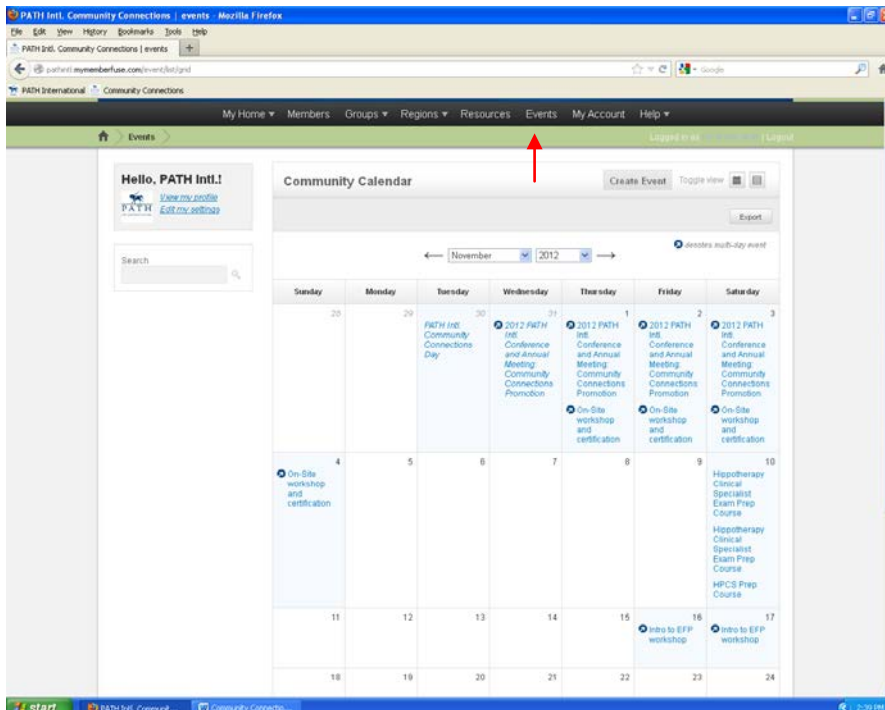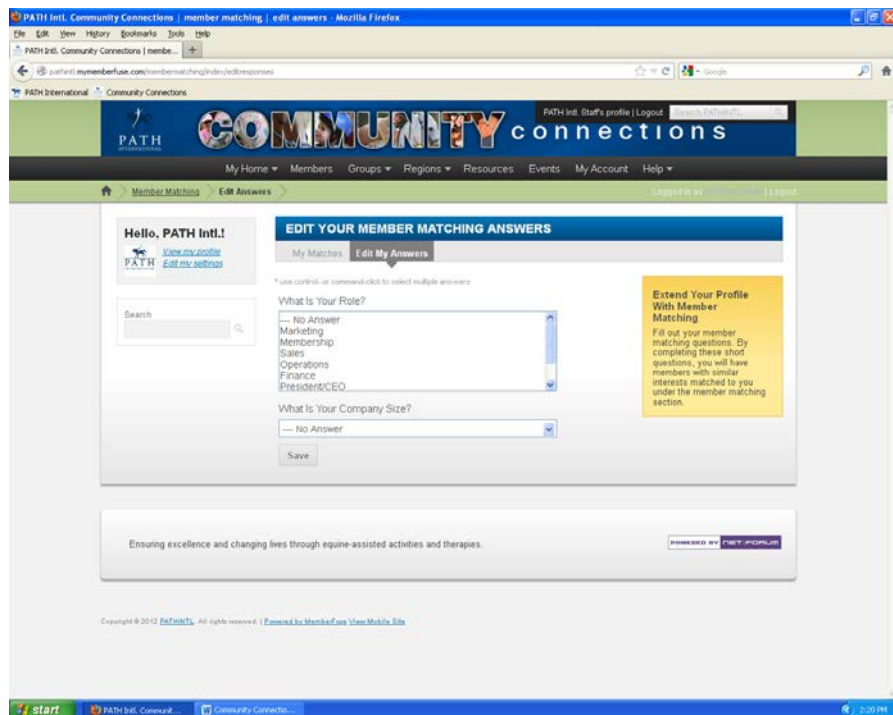
My Content Alerts

This feature allows you to choose areas of interest that you would like to receive notifications about. You can access your content alerts through your home page.
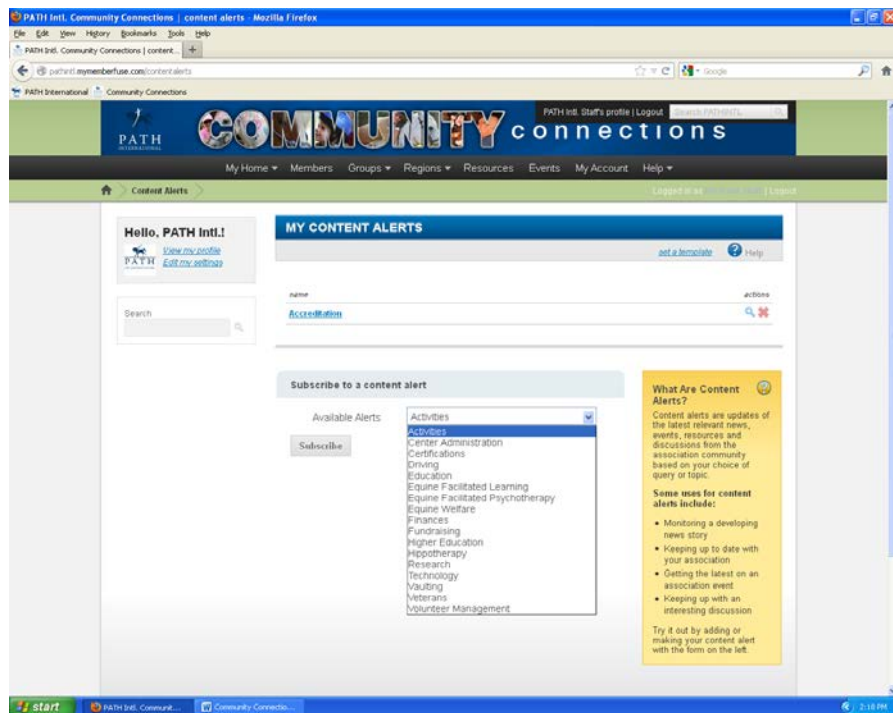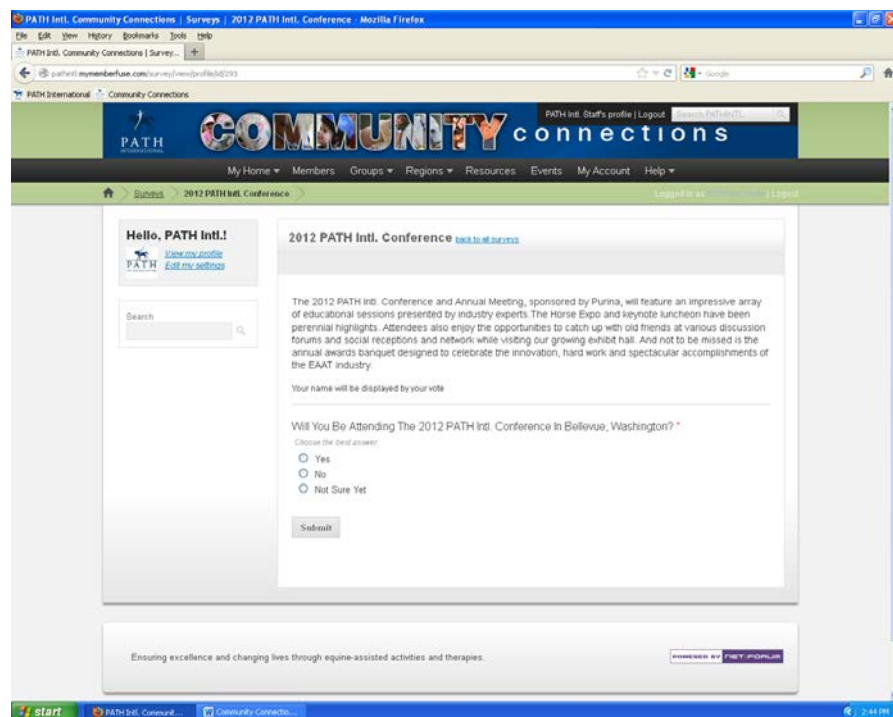

Member Matching

Section currently under construction. Matches you with members based on similar roles and interests. You can access member matching through your home page.
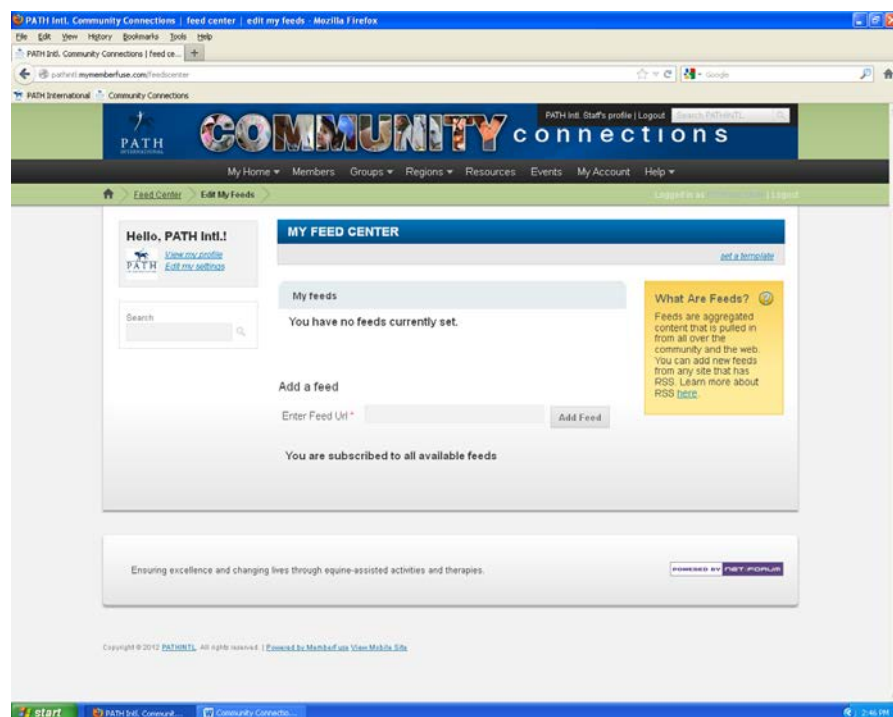
Community Surveys

This feature allows you to view and participate in surveys. You can access community surveys through your home page.


My Feeds

This feature allows you to subscribe to RSS feeds from external websites. You can access your feeds through your home page.

Group Features

Each community has tabs that are specific to that group. The group's home page will provide an overview of new discussions, resources, announcements, and events. The other tabs will display more detailed information about announcements, discussions, resources, and events.
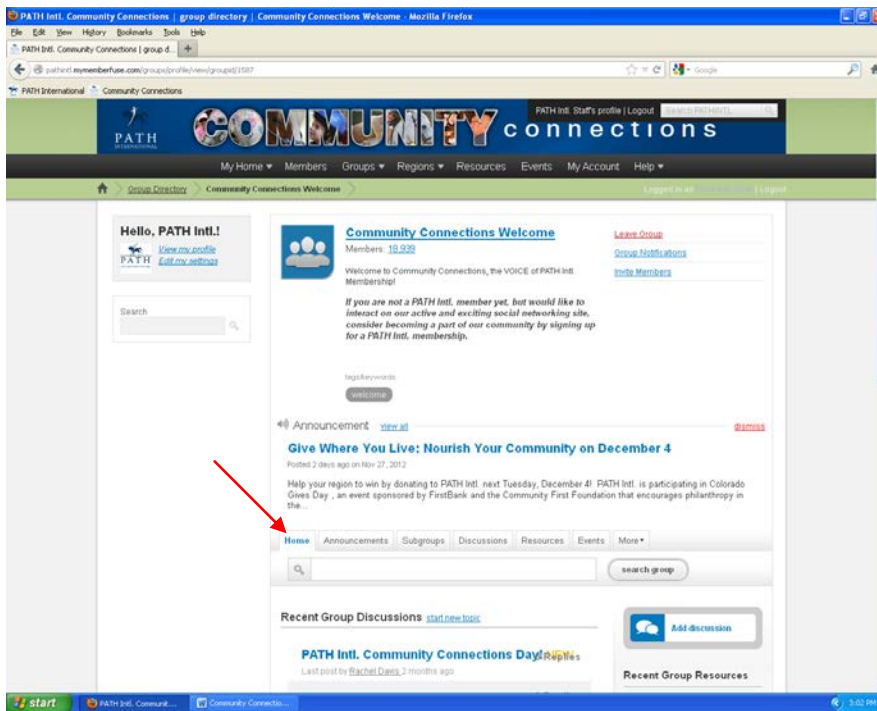
To add a discussion, resource, or event, click on the appropriate button. You must be a member of a group to post items.
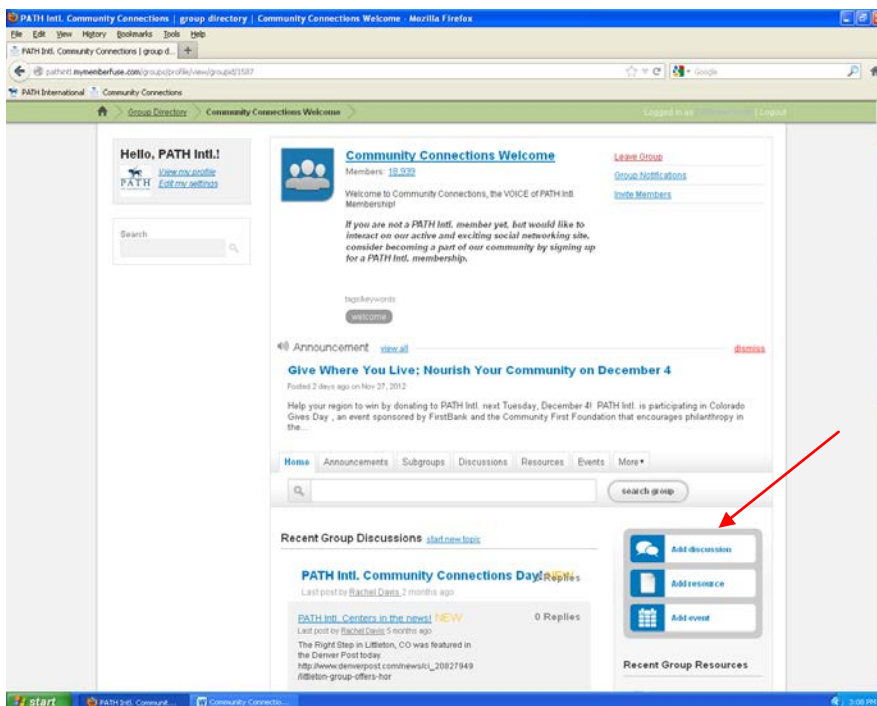
To update your notification settings within a group, leave a group, and invite other members, click on the appropriate button.
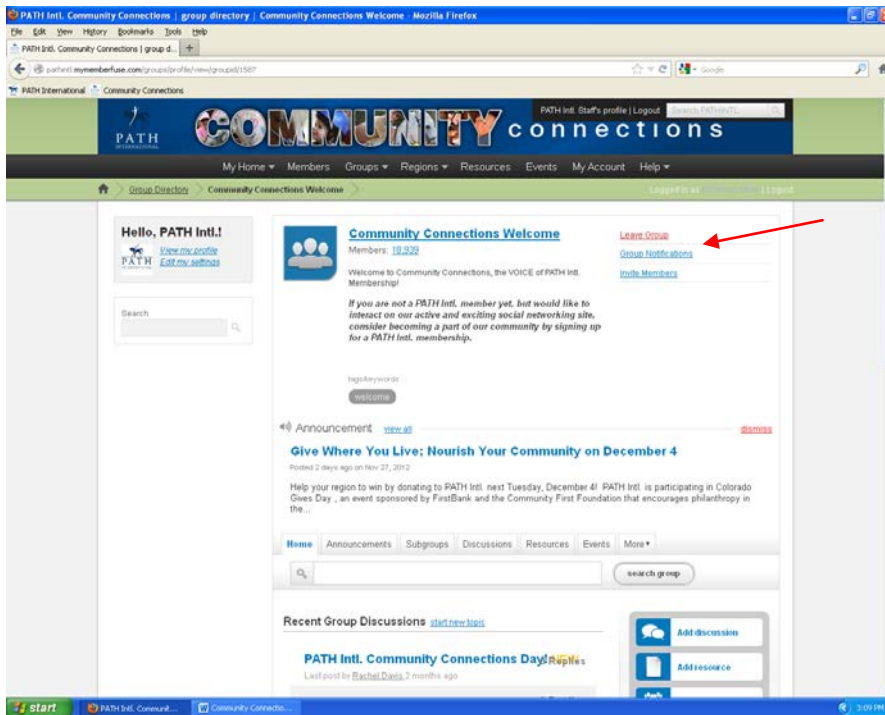
Do you have more questions? Click on the Help button to see a list of FAQs or to contact the community manager with a specific question.