

Getting Started on the AEJMC Community

Make the most of your AEJMC Community experience by taking these steps to allow others to find and connect with you, engage in meaningful conversations about the topics that matter to you, and build your presence in the online community.

Log in:

Your login credentials should be the same as the email you use for your AEJMC membership. Your password is whatever you set it as when you initially logged in. If you have not yet logged in, follow these instructions:

<http://www.aejmc.com/home/wp-content/uploads/2022/02/AEJMC-Community-Launch-Email-Instructions.pdf>

When you go to <https://community.aejmc.org/home> click “Sign in”. If you need assistance getting your login credentials, contact samantha@aejmc.org.

Profile Set-Up:

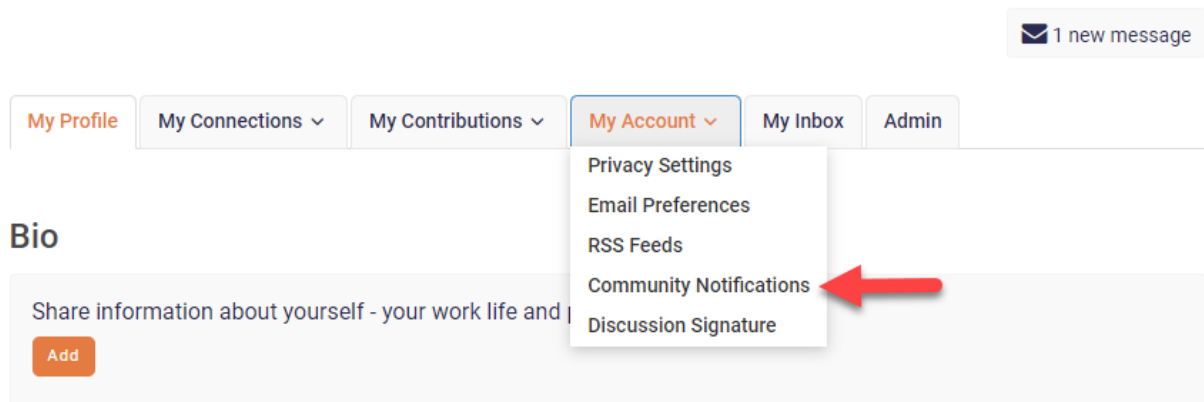
Tell us about yourself: Is this what you really look like? Upload a profile picture and add some information to your profile so it is easier to find and connect with like-minded peers.

The screenshot shows a user's profile setup interface. On the left, there is a placeholder for a profile picture with a red box around it and a red arrow pointing to it, with the text "Add or change your profile picture" above. Below the picture is an "Actions" dropdown menu and a "Contact Details" link with a pencil icon. On the right, there is a navigation bar with "My Profile", "My Connections", "My Contributions", "My Account", and "My Inbox". Below the navigation bar is a "Bio" section with a yellow background and the text "Share information about yourself - your work life and personal interests". There is a green "Add" button in the Bio section with a red box around it and a red arrow pointing to it, with the text "Click here to edit" below. Below the Bio section are two more sections: "Education" with a yellow background and the text "Share where and when you received your education" and a green "Add" button; and "Highest Degree Earned" with a yellow background and the text "Add highest degree earned" and a green "Add" button. In the top right corner, there is a notification for "4 new messages".

Profile Settings

Customize your profile settings: While on your profile page, click on the tab for **My Account**. Here you can set up how you want to receive emails from the community, how much of your profile you want visible to other members, design the signature area that appears under your discussion posts and more. If you have any questions about what a certain setting means, please email the Community Manager at samantha@aejmc.org for help.

Email Delivery Options: You can change your digest email frequency by going to the Community Notifications page on your profile. Next to each community you belong to, you can choose Daily Digest, Real Time for instant alerts, or No Email.



Notification Settings

1 Community

Community Name A-Z

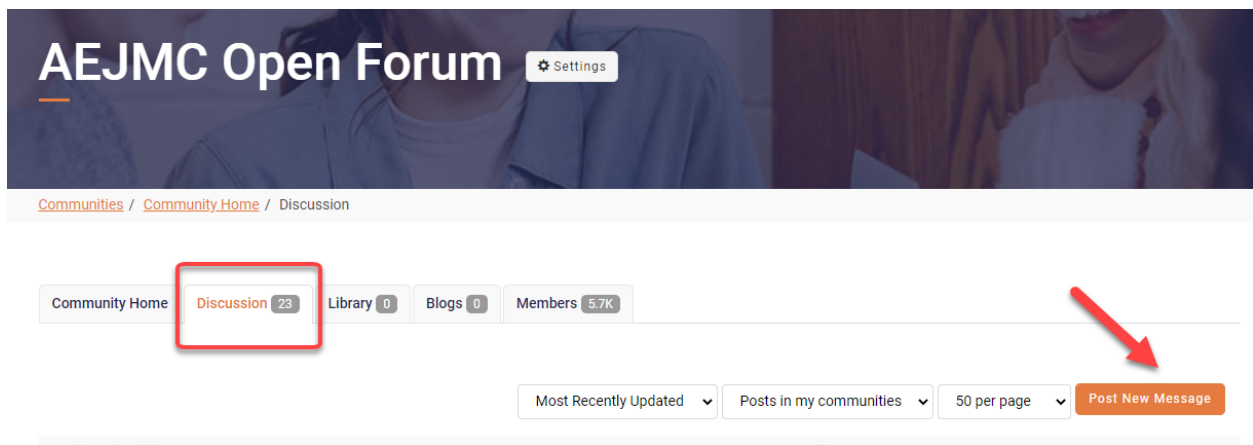
Community	Discussion Email
AEJMC Open Forum	<input type="text" value="No Email"/> Real Time Daily Digest No Email

Build your contact list: Select [Directory](#) from the top navigation bar to find friends and colleagues belonging to AEJMC. Creating a contact list helps identify relationships and build searchable networks.

Join the Conversation

Posting a Message:

1. Once you are on the homepage of the group you'd like to post to, hit the Discussions tab and then Post New Message.



2. You can upload attachments (attachments will automatically be added to the specified community library).
3. You can @mention specific AEJMC Members.

*You can save a draft of the post. The system will also automatically start saving your message once you start adding content. You can schedule a post to go live at a certain time. To access your scheduled posts and drafts, go to Profile > My Contributions tab > List of Contributions.

Post to community

AEJMC Open Forum

Discussion subject

Add a relevant subject line

Automatically insert content preview for links

12pt Paragraph **B** *I* U ~~S~~ (i) [List Icons] [Color Icons] [Link Icons] [Media Icons]

Signature

Edit Your Default Signature

Add Attachment **Upload an attachment**

Post Schedule Save as Draft Cancel

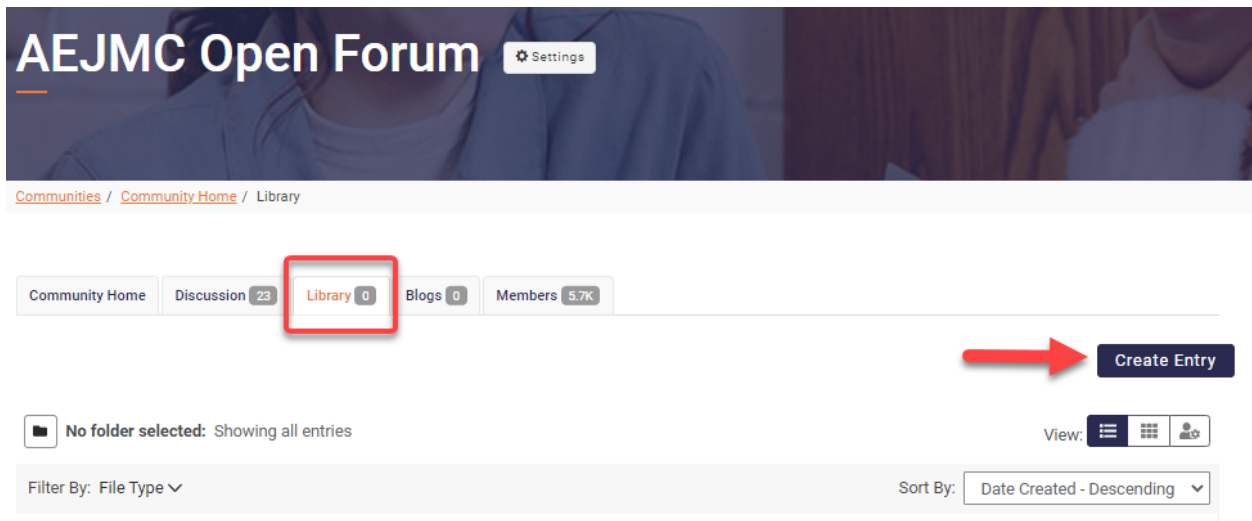
Scheduled posts and drafts can be found under the "My Contributions" tab of your profile

Reply to a Discussion:

- **Reply:** Reply to the entire thread.
- **Reply Privately:** Sends a private response to the member’s community inbox.
- **Mark As Inappropriate:** If a member's post clearly violates the [AEJMC Terms and Conditions](#), you can flag it to be reviewed by the AEJMC community management team.

Share a Resource:

1. To add a resource to a community library, visit the community homepage and select the Library tab. Then select “Create Entry.”



2. To add a new library item select "Create New Library Entry". Complete the required fields on the library entry form: Title, Library, Description, Entry Type. Based on the Entry type you select you will need to take additional steps after you select next.

What now?

- **Let us know you're here:** Say hello.
- **Ask questions:** What do you want to know more about? Have a question about anything from professional development to everyday problems? There's someone out there with the answer.
- **Share ideas:** Is there a hot topic you want to discuss? How about a lesson you've learned that might help your fellow members? Start a discussion thread to give others a peek inside your world or to demonstrate your expertise on a topic.
- **Give feedback:** Use your knowledge and experience to answer other members' questions. Just click **Reply** to the right of any discussion post, or comment underneath a library entry.