APNA Member Bridge Users Guide
MEMBER BRIDGE USER’S GUIDE

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Welcome to APNA Member Bridge!

APNA Member Bridge is an online tool for knowledge sharing and networking with other APNA members. When you join APNA, you are automatically given a profile on this site, made a member of the All-Purpose Discussion Forum, and subscribed to your local area’s community. The information on this site—postings, documents, profiles, etc.—is available only to members, unless otherwise specified. This guide serves as an overview of the functionalities and features of Member Bridge to aid you in taking full advantage of the opportunities that this site provides.
LOGGING IN TO MEMBER BRIDGE

1. From www.apna.org, click on the Member Bridge link or direct your browser to http://community.apna.org:

2. Click on the log in button in the top right corner of the screen:

3. Log in to Member Bridge with your user name and password.
   a. Your user name is usually your last name and your password your member id#. If you’re not sure what your login information is, call our Membership Department at 855-863-APNA (2762). You can also click “Forgot your login information?” on the log in screen and the system will email it to you.

4. If this is your first time logging in, review the Code of Conduct and then scroll down to the bottom of the screen and hit the I Agree button to indicate that you agree to them.
MY PROFILE

_All APNA members automatically have a Member Bridge Profile._

To personalize your profile:
Click on the My Profile tab on the top navigation bar:

- Upload a recent picture
- Add your work information, areas of interest, education and job histories
- Completing these sections will help you connect with other members who share similar interests/backgrounds
- If you are a member of an APNA Committee, a digital ribbon for that group will show up under your picture

See the next page for an example of a Member Bridge Profile.
Click on the gear to upload a new profile picture.

This information is populated from your member profile in the APNA Database.

Click on this link to go to the APNA membership database and edit your contact info and member profile.

To edit any of the profile fields below, click on the gear icon next to the header.

Search for, add or sort contacts by name, location, company name, etc.

All of the communities to which you belong, sorted by type.

Import info from your LinkedIn profile and link to your LinkedIn profile.

Import your tweets from Twitter.
Edit Privacy Settings:

1. Go to My Profile – My Privacy Settings:

2. Scroll down to the Contact Preferences section.

3. For the items you don’t want to show, click the radio button for nobody.

   See the next page for an example.
Ex: If you don’t want the communities to which you belong to show in your profile, make sure that **Nobody** is clicked for **My Communities**.

Remember to hit the **Save** button!
Edit Subscription Settings

1. To edit your subscriptions, go to the My Profile tab and select My Subscriptions.

On this page you will see a list summarizing your subscriptions. The Communities to whose discussions you are subscribed will appear in bold:

2. You can change your subscriptions, the email address to which a particular subscription goes, and/or the email format.
NOTE: To unsubscribe from the All-Purpose Discussion Forum, select the No Emails option. The Unsubscribe option will not work for this community:

![Image of subscription settings](image1.png)

After you have made your changes, scroll down and hit the Save button to save your new subscription preferences:

![Image of subscription settings](image2.png)

**A little more information:**

- In the Mail Format box (directly below the My Subscriptions heading) you have the option to choose **html** or **text**. We recommend using the default setting, html. The text setting will strip all the links, formatting, and pictures from the emails you receive. You may want to change to text, however, if your daily digest emails are getting caught in your email client's spam filter.

- **Real Time** = receive an email each time a message is posted

- **Daily Digest** = receive a daily summary of all of the messages posted in the community the previous day
- **PDA** = plaintext emails in daily digest form

- When you select **No Emails**, you can still access the community’s content by logging in to Member Bridge, but you will not be sent any email notifications.

- To leave a discussion, select **Unsubscribe**. *(Remember that the Unsubscribe option will not work for the All-Purpose Discussion Forum. To stop the daily digest emails from the All-Purpose Discussion Forum, select No Emails.)*

- Discussions can also be subscribed to as **RSS Feeds**. To do so, simply select the orange button next to the subscription options of the community to which you wish to subscribe.
COMMUNITIES

“Community” is the term used to refer to our online groups: Committee Expert Panels, Steering Committees, Webinar Discussion Groups, Member Created Groups, All-Purpose Discussion Forum, etc. Each community has its own discussion group (“eGroup”), library of documents, blog, announcements board, and member directory. Each community’s privacy settings determine who can or cannot join or view the committee and its eGroup and Library. When you join APNA, you are automatically a member of the All-Purpose Discussion Forum and your state’s community.

1. To browse or search communities, click on the Communities tab on the navigation bar or the Communities link in your log in box:

A list of the communities to which you belong or can join will appear.
a. You can **browse** through this list:

Communities to which you do not belong will have a green button by them. To join the community:
1. Click the green **Join** button
2. Select your subscription settings from the popup box (we recommend **Daily Digest**)
3. Hit **Save**
4. You can now post in the discussions, share documents, and message individual members. If you selected **Daily Digest**, you will receive a daily email summarizing the discussions from the last 24 hours. If you selected **Real Time**, you will receive an email each time a message is posted.

b. Or use the search box to **search by keyword** or **filter by community type**:

Search for a committee by keyword: Type a keyword into this box and then hit the green **Search** button.

Browse by Community Type: Hit the drop down arrow to open the menu. Click on each of these types to view and access the Committee Expert Panels to which you belong, the Committee Workgroups you’re on, and the Steering Committees you’re on.
2. Once you have found the community that you are looking for, click on the enter button to access its discussions, library, blog, and member list.

This is what a community homepage looks like:

3. To return to the list of communities, click on the **Communities** navigation again.
POSTING A MESSAGE

1. To post a message to a community (note: you can post the message in up to two communities at once), you have two options:

   a. Click on the Post button in the right-hand corner of the Latest Discussion Postings box on the community homepage. (See example on p.14)
      i. *If you want to post this message in an additional community, select that community from the Cross Post To dropdown menu.
      ii. Enter a subject and then your text into the box
      iii. Hit Send. (To attach a document(s) to your message, see the instructions in the next section.)

Your message will be posted on the community homepage and will be emailed to everyone in the community in a daily digest (or when it is posted, if member’s subscription is set to Real Time).

*See page 18 for instructions on posting in two communities at once, or “cross-posting”.*
b. Or: Click on the **Communities** tab at the top of the page, go to **Discussions**, and select **Post Message**:

Select **the community in which you want to post your message** from the drop-down menu in the “To” field.*

Then follow the same steps as outlined in option a.
*Cross Posting a Message*

If you wish to post this message in two communities at once, pick one community for the **To:** field and the other for the **Cross Post To:** field. It does not matter which community you pick for which. You may want to do this, for example, if you are a council chair and want to post information to both your steering committee and expert panel. Any documents attached to your message will be uploaded into both community libraries when you send the message:
Attaching a Document to Your Message

1. After you have entered a subject and the body of your message as shown above, hit the **Attach** button at the bottom left:
A screen will appear that looks like this:

2. Follow these steps:

   a. Add a **Title** and **Description** for your library entry.
   b. Verify that the correct library is showing.
   c. Select the **Entry Type** (typically you should select **Standard File Upload**).
   d. Hit the **Next** button.
3. Click the **Select Your File** button to find the file you want to upload on your computer. *You can upload several documents to one message by following this process.*

4. Once you have selected all the files you want to upload into this library entry, hit the **Upload File(s)** button:
5. A list of your files will appear at the bottom of the screen. Hit the **finish** button.

6. You will then see your message with your attachments listed below it:
7. Hit the **Send** button.

8. When you have sent your message, the documents that you uploaded will also be automatically added to the community library and appear in the Recent Documents box on the community homepage. They will also be attached to the email notification that goes to all members of the community.
REPLYING TO A MESSAGE

1. To respond to a message you receive via email, click on either Reply to eGroup or Reply to Sender, depending on whom you want to see the message.
   a. Reply to eGroup means that your message will be posted in the online community and also emailed in the community’s Daily Digest.
   b. Reply to Sender means that only the person who posted the message to which you are replying will receive your message.
   c. If you want to view the entire conversation thus far, click on View Thread.

Do not reply via email. If you do, the message will go to this email address and be lost.
Do not forward the message via email, either. Doing so will automatically log the recipient into the site under your name (via the links), giving them access to your profile information.

To reply to the whole community, select Reply to eGroup.
To reply only to the person who posted the message, select Reply to Sender.
To view all of the messages in this discussion thread (all of the replies to the original message), select View Thread.
UPLOADING A DOCUMENT TO A COMMUNITY LIBRARY

See pages 19-23 for instructions on uploading a document while posting a message.

1. To upload a document without posting a message, there are two options:

   a. Click on the **Add Document** link in the **Latest Shared Files** box on the community homepage:

   ![Add Document link](image)

   b. Or go to the **Communities** tab at the top of the screen, move your cursor to **Libraries**, and select **Add a New Entry**.

   ![Communities tab](image)
i. Enter a Title and Description.
ii. Select the **community name** in of the library in which you want to post the document.
iii. Select the **Entry Type** (usually **Standard File Upload**).

2. Hit the **Next** button

3. Click the **Select Your File** button to find the file you want to upload on your computer. **You can upload several documents to one message by following this process.** Once you have selected all the files you want to upload into this library entry, hit the **Upload File(s)** button:
4. A list of your files will appear at the bottom of the screen. Hit the **finish** button.
5. You’ll then be taken to a screen that shows your document as it now appears in the community library:

Here you can delete your document, add more files to it, or even comment on it by clicking on the Add Comment link at the bottom of the screen.
FINDING A DOCUMENT AND DOWNLOADING IT

1. To find documents on Member Bridge, either:

   a. Visit the community homepage by following the steps that begin on page 12. Click the More link on the Recent Documents box.

   ![Image of Community Homepage](image)

   This will take you to the community’s library, a page that lists all of the documents that have been uploaded to that Community.

   To view a document, simply click on the document’s name:

   ![Image of Document](image)
b. Or: Move your cursor to the **Communities Tab > Libraries** and select **Search Library**:

![Image of APNA website showing the search library feature](image1.png)

Type in a keyword or the file name that you are searching for and hit the **Search** button:
2. Browse through the search results to find the file you are looking for and hit the file name:

![Search Library]

3. This will take you to a screen where you can download the document by clicking on the file’s name. See next page (p.32) for an example of this screen.
Questions? Contact Meaghan Trimyer at mtrimyer@apna.org or 571-533-1931.