APNA Member Bridge
Users Guide
# MEMBER BRIDGE USER’S GUIDE

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Welcome to the *new* 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 the site provides.
Logging In to the 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 orange Sign in button in the top right hand corner of the screen.

3. Sign in to Member Bridge with your username and password.
   a. If you aren’t sure of your login information, or if you can’t log in, call our Membership Department at 855-863-APNA (2762). You can also click “Forgot your login information?” on the sign 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.
Click the white arrows to access the drop down menus for each option.
My Profile

All APNA members automatically have a Member Bridge Profile.

To access your profile:

After you log in, you will automatically go to the main page of Member Bridge where you can see recent discussion posts. To view or make changes to your profile, click on your picture in the upper right hand corner. (Please note: If you haven’t added a picture to your profile, you will see a generic gray profile picture.) Once you click, a menu of options will pop up.

Once in your profile, you can:

- Upload a recent picture
- Add your work information, areas of interest, education, and job histories
  - Personalizing your profile with this information helps you connect with other members who share similar interests/backgrounds

If you are a member of an APNA Committee, Council, or Institute, a digital ribbon for that group will show up under your picture.

See the next page for an example of a Member Bridge Profile.
Abigail Apna, RN
Staff Nurse, Pine Ridge Treatment Center

Contact Details
APNA
3141 Fairview Park Drive
Suite 625
Falls Church, VA
Work: (571) 535-1
aapna@apna.org

To edit any field in your profile, click on the pencil icon.

Abigail Apna, RN
Staff Nurse, Pine Ridge Treatment Center

Bio
View your contacts, networks*, and communities.

Manage your account settings, including your privacy and inbox, here.

Import From LinkedIn
View and edit your discussion posts.

Click here to automatically add information from your LinkedIn profile.

Click here to add links to your LinkedIn, Twitter, Facebook, and other social media pages.

* A network is a group of members with similar backgrounds or interests to yours.
Edit Privacy Settings

You can control who sees what parts of your profile with your privacy settings. From your profile, click the arrow on the My Account tab. This will cause a drop down menu to appear. Click Privacy Settings.

This will take you to a new page that lists your current privacy settings for your Member Bridge account. Scroll through to make changes to the different items or to see what your current settings are.

In this column, you can see each of the items for which you can change your privacy setting as well as a drop down menu with four options for privacy. Members Only restricts that information to APNA members only. My Contacts limits it only to people you have named contacts. Public shows it to everyone, not just APNA members. Only Me means that you are the only person who will see that information.
Once you have looked at your privacy settings and made any desired changes, click the orange **Save Changes** button at the bottom of the page to update your settings. If you do not hit the Save Changes button, your settings will not change!

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**Note:** When you are logged in, all of your profile fields will be visible **to you** regardless of your privacy settings. Other people will only see what you have designated that they have access to.
Subscription Settings

To edit how often you get emails from Member Bridge about discussions, participation opportunities, activity in your communities, contact requests, or comment notifications, click on the My Account tab again. In the drop down menu, select Email Preferences.

You will be taken to a new page that lists the options for what type of emails you receive and when you receive them. Make any changes you would like, then click the orange **Save Changes** button to update your settings. For an example of this, see the next page.
Clicking here will take you to a page where you can see your communities and your subscriptions to emails about them. Once there, you will be able to specify how often you get emails about the community – either **Real Time** (you will receive an email any time there is a new post in your community’s discussion board), **Daily Digest** (once a day you will be emailed a summary of discussion posts), **Consolidated Digests** (receive a daily or weekly summary of all activity in your communities) or **No Email** (you will receive no emails from the community).
**Consolidated Digests**

You also have the option to receive an email containing all activity across communities in which you participate. This means that in one email, you will have a snapshot of all the communities to which you subscribe. This will include previews of community discussion posts, library entries, blogs, announcements, and events.

To enable consolidated digests, first go to your profile.

Click on the arrow in the My Account tab, then select Discussion Settings.

Click here to access your profile’s main page.
You will be taken to a page showing My Community Notifications. To switch to daily notifications of all community activity, click button that displays ‘Off’ next to Daily Consolidated Digest. The setting will now display as On. To turn on weekly notifications, click Off next to Weekly Consolidated digest so that the button switches to the On position.

After you turn notifications on, a window will pop up. From there, you can specify what email you address you prefer, what day of the week you would like delivery (if you choose weekly consolidated digest), and what communities you would like in the digest.

Choose a day of the week to receive your digest.

There is no limit to how many communities you can include in your consolidated digest. You can select all your communities or only a few. Just click on the name to select them.
Click the orange save button to save your preferences.

**Weekly Consolidated Digest**

Recipient email address

chyde@apna.org

Day of the week for delivery

Sunday

Communities in the digest

Test Community

After you click the save button, you will see your preferences in your My Account tab. You can edit them at any time by clicking the edit button.

**My Community Notifications**

Community digests offer a comprehensive view of all community activity - announcements, blogs, egroups, library entries, new members and volunteer opportunities in a single email.

Daily Consolidated Digest: Off

Weekly Consolidated Digest: On

1 community subscribed to chyde@apna.org Edit
Communities

In Member Bridge, “community” refers to online groups, including Committee Expert Panels, Steering Committees, Webinar Discussion Groups, Member Created Groups, etc. The All-Purpose Discussion Forum is also a community (but it can be accessed from the All-Purpose Discussion Forum tab). Each community has a discussion group, document library, blog, announcements board, and member directory. To access communities, click the arrow next to Communities to see the drop down menu.

To view or join a community, click All Communities in the drop down menu. Each community has its own privacy settings that dictate who can join the community or access its discussion group and document library. The Communities main page will give you the option to sort communities alphabetically and by community type. You can also filter your results to only see communities you can join (see page 13).
To filter communities, click the arrow in the All Communities bar. A drop down menu will appear. Options for filtering include communities you can join, communities to which you belong, and communities you can’t join but can view.

Once you have found a community you wish to view or join, click the name of it or the Join button at the right side of the screen. **(Note: If you are already a member of the community, the orange Join button will be replaced with a gray Enter button.)** You will be taken to the community’s homepage.

Click either the name of the community or the Join button to join.
Once you are on the community’s homepage, you will be able to access the document library, see blog posts, browse the directory of community members, and participate in the community’s discussion board.
Posting a Message

There are two ways to send a message to community members. The first is to click on the Discussion tab on a community’s main page. You will get a page that looks like this:

- Click the Post New Message button at the right side of the page to be taken to a new message.
- Once on this page, you will see in the To field the community where your message will be posted. You also have the option of adding an additional community page to add that same message simultaneously by clicking the arrow in the Cross Post To field.
- If you wish to attach a document to your message, click the Attach button at the bottom of the page.

Click the Post New Message button at the right side of the page to be taken to a new message. Once on this page, you will see in the To field the community where your message will be posted. You also have the option of adding an additional community page to add that same message simultaneously by clicking the arrow in the Cross Post To field.

If you wish to attach a document to your message, click the Attach button at the bottom of the page.
A window will pop up asking you to select the location of the file. Once you select a location, double click on the desired file and it will automatically attach to your message.
When you are finished composing your message, click the Send button at the bottom of the page. Your message will then be emailed to all members of the community and posted to the Discussion page.

The second way to send a message to a community is to click the Post a Message button on the homepage of the community. You will then be taken to the same message drafting page.
Editing a Message

If after a message has posted, you wish to edit it, you can do so by first going to your profile (see p6) and clicking the My Contributions tab.

Once there, you will see a portfolio of your recent posts. To edit, click the subject line of the post in question.

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Discussion Posts

Subject Line

34 seconds ago

Posted in: TEST
You will be taken to a page with your discussion post on it. Click the white arrow in the Reply to eGroup box and a drop down menu will appear. Once it does, click Edit. You will be taken back to the message window where you can make your desired changes to your post. You can also delete the message by clicking Delete.
Replying to a Message

To reply to a message, first go to the discussion board tab (see p15) and then click on the subject line of the thread you want to participate in.

You will be taken to the body of the post. Click the orange Reply to eGroup tab.
You will then be taken to the Post Reply page. Once there, you can add your message and post it. Your message will be able to be seen by all community members and will be included in the daily digest email generated and sent to all members of the community.

*To edit your signature, go to My Profile, then click My Account, then Discussion Signature.*
You can also send a response only to the poster of the original message. To do this, once again go to the thread by clicking the subject line. Click the white arrow next to Reply to eGroup to access the drop down menu, then select Reply to Sender.

You will be taken to a page similar to the Reply to eGroup page. Once you have written your reply, click the Send button. This will only send your message to the writer of the original message – other community members will not be able to see it and it will not be included in the community’s daily digest email.

This is the person who will receive your message.
Uploading a Document to a Library

Uploading a document to a library is a quick and easy way to share resources and information with the members of a community. In addition to adding a document to a message (see p16), you can upload a document directly to a community’s library. There are two ways to do this.

The first way is to go to the community homepage. You will see on the right side Latest Shared Files. There is a green button labeled Create a Library Entry. Clicking it will bring you to the document upload page.

The second way to upload a document is to click on the Library tab from the community homepage. Once again, you will see a green Create a Library Entry button. Clicking it will bring you to the document upload page.
Once at the document upload page, you can select a file to be added to the community library.

**Share a Resource**

Add a title for your document.

You have the option to add a short summary of your document. This will help community members determine what it is about.

Before you upload the file, you must select what type of resource it is. Click the black arrow in the Entry Type column to see the drop down menu. For a Word document, PDF, Excel spreadsheet, etc, without a copyright, select **Standard File Upload**.
When you have filled out all the necessary fields, hit the next button to be taken to the page where you can choose your document. Clicking the Choose button will open a window where you can select your file. Once you have chosen your file, you will see the name of it in the bar next to the Choose button. Click Upload File(s) when you are done selecting your file, then click Next. (If you do not wish to further label your document or add tags, you can click Finish.)

On the next page, you can further describe your document. Click Next when you are done.

Describe Your Files
You also have the option of adding tags to your uploaded file. Tags help other users find your document by classifying it in search terms. You can tag it by clicking the check box next to an item. Documents can be tagged based on what type they are (newspaper, article, etc) or based on topic. Once you are done adding tags, click the green Finish button.

Clicking these boxes will add that tag to your resource.

Click here when you are ready for your document to be shared with the community.
Your document is now posted to the community and accessible by the group. From here, you can delete your document and make other changes by clicking the orange Actions button.
Finding a Document and Downloading It

To find and download a document, go to the document library by clicking the Library tab from a community’s homepage. There you will see a list of recent entries. To access the document, click its name.

Once at the document page, click the gray Download button to download the document to your device.
**Searching Member Bridge**

You can browse Member Bridge by searching for a keyword to find discussions, documents, and more about that topic. You can also search for a specific type of content (discussion post, document, etc) by time period, poster, topic, etc. To use the search function of Member Bridge, click the search bar in the upper right corner, then click the small arrow next to it. A drop down menu will appear.

You will then get a results list of all the pages in Member Bridge that contain your search terms. If you narrowed down your search by content type, date range, or poster, you will only see results that meet those terms.
Using the Member Directory

If you want to expand your professional network, find former colleagues, or reach out to other members of APNA, accessing the member directory will allow you to do so. To search the member directory, click the white arrow next to Directory on the Member Bridge homepage. A drop down menu will appear.

Once you are at the search page, enter as much information as you know about the person you are searching for, then click the orange Find Members button.
You will be taken to a page of results that display all contacts who match your search terms.

Member Directory

APNA Abigail
Abigail@APNA.org
(671) 533-1919 work

3141 Fairview Park Drive
Suite 625
Falls Church, VA
United States

Click here to send a message to this person.

Click here to add this person to your contacts list.

Questions? Contact Meaghan Trimyer at 571-533-1931.