HOW TO in the Online Community

Your Profile

All ALA members have a basic profile in the Online Communities, created by membership data on file. Your ALA profile on the alanet.org website is where you will control/edit most of this information and serves as the master record. Within the Online Communities, however, you are able to add/edit additional profile data, including:

1. Photo
2. Social media information
3. Honors/awards
4. Personal website
5. Biography
6. Your Signature for Community Posts (email posts will use email signature)

To edit Online Communities profile information, make sure you are logged in. Click on MY OPTIONS at the top of the Communities home page, and select MY PROFILE. Use the toolbar that appears on the left to edit the items on the above list, or link out to your main ALA profile to make updates.

Customized Signature for Community Posts

1. In the upper right area of the Community, find your name. Right below it, you will see "My Options". Select it, and next, select "My Profile".

2. Find the toolbar on the left side of your Profile page. Choose ⬛ (EDIT Online Community Profile). Scroll down to "User Signature" and enter your designed text there > Click OK. You can preview it by clicking on the 👁 icon.

3. If too much space appears between the lines of your signature, view and edit the HTML code. To do this, click on "<>" icon (which is Source Code) to reveal the HTML code. Note that </p> is a paragraph mark and <br/> is a line break. Here is an example of code resulting in single spacing: <p>
Teena T. Austin
Sr. Manager, Member Services
Association of Legal Administrators
taustin@alanet.org
direct: 847.267.1382</p>

Adding a Picture to Your Profile

1. Go to the community: http://community.alanet.org or click on the Online Communities link from ALA website.

2. If you are not logged in, click on "log in" in the upper RH corner.

3. Click on "My Options" and the select/click on My Profile

4. On the right side of the page, under "Options," you'll see a list of choices and one of those is My Picture. Select it, and follow instructions to upload or edit your picture.

Joining Communities and Managing Subscriptions

1. First, log into the community: sign in to www.alanet.org and select the Communities icon at the top center of the home page.

2. The easiest way to subscribe to various communities of interest is to hover over MY OPTIONS at the top of the page until the drop-down menu appears. Next, select MY SUBSCRIPTIONS.

3. You are directed to your Subscriptions page, where you can see/manage all your subscriptions, add new ones using the + sign to the far left, change your notification preferences, and even set your account to vacation mode if you're going to be away.

4. A second option is to click on COMMUNITIES in the green navigation bar, and explore the different communities offered. When you encounter a community you want to subscribe to, select FORUMS in the burgundy header (on the right), and then select the envelope icon in the toolbar on the left that appears on the next page.

5. If you simply want to add the community to your favorites list to keep up with the latest happenings, you can select the 'heart' symbol to the left on the community page, and add it to your favorites.

Posting to a Community Forum

1. Navigate to the community desired. In the burgundy Community header, you will typically see links to FORUM and FILES in the upper right corner. Select the FORUM.

2. You will see the list of discussion 'threads' created by other users. To respond to an existing thread, click on that thread and select the return arrow icon in the toolbar at the bottom right of the post.

3. Use the vertical toolbar on the left to add a new thread, selecting the "+" icon.

4. Grab the lower right corner of the text box to make it larger for ease of use.

5. To edit your post, open it, and select pencil icon at the bottom right. To delete it completely, email membership@alanet.org.

6. Set up email subscriptions to receive and respond to postings by email. Please be courteous and strip out redundant posting copy from your email reply before sending/replying to the group.

7. See previous information on how to create an auto-inserted signature block.

My Network: Connecting and Following

There are a couple of ways to connect with people. First, you can see who is in your network by clicking on MY NETWORK under MY OPTIONS at the top of the community page. This is where you can manage those connections.

The way to invite someone to follow you is to follow them first. You can do this easily by searching for the person you want to connect with by selecting MEMBERS in the green bar. Find the person(s) you want to connect with and click on the person – you will be taken to their 'MY PAGE.' On the left side, you'll see this icon:

Click on it, and you can either 'connect' or 'follow' them. If you connect and they accept, you are connected. If you follow, they are given the opportunity to follow you too.

Another way to connect with people is within the Forums. If you see a post by someone you want to follow, click on the post and under the poster's name, you will see an option to 'follow' this person. This also triggers an option for them to choose to follow you.

Showing/Hiding Information in your Community Profile

It is possible to hide some, or all, of your contact information from other Community members. To view and change your settings:

1. Select "My Page" in the "My Options" dropdown menu located below your name at the top right of the Community page.
2. Click on the ellipsis to the far left and select Edit Visibility Settings.
3. Select Hide for anything you would like to hide.
4. It is not possible to hide your name, but you may hide anything else or customize who may see it.

Adding Files to a Community

1. Navigate to the landing page of the ALA Online Community where you wish to upload files.

2. Within the Community header, on the right you should see links to FORUMS and FILES. Select FILES.

3. This will take you to the file management area. Select the "+" sign to add a file. A dialog box will appear.

4. Complete REQUIRED fields. Last, click 'Add' to browse, select and upload file.

5. More information available here: http://community.alanet.org/p/do/sd/sid=552

Community Etiquette and Rules of Engagement:

- Don't attack others or ALA. The discussions on the community platforms are meant to stimulate conversation, not to create contention.

- Don't post commercial messages. Contact people directly with product and service information if you believe it would help them.

- Messages should not contain promotional material, special offers, job offers, product announcements, or solicitation for services.

- Avoid discussing price, compensation, commission, compensatory benefits or other specifics that may violate antitrust guidelines. Use caution when discussing products; opinions are subjective. Content should not be posted if it encourages or facilitates members to arrive at any agreement that either expressly or implicitly leads to price fixing, a boycott or agreement not to use a specific business, or any other conduct intended to illegally restrict free trade, and/or which may violate antitrust guidelines. Content that encourages or facilitates an agreement or establishes a benchmark related to the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers. If any inappropriate posting is brought to ALA's attention, appropriate action will be taken.

- Comments are subject to libel, slander, and antitrust laws.

- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited and may be removed.

- Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.

- Please DO share resource documents, links, etc. with the entire group, if appropriate and not in violation of antitrust or other guidelines.

- ALA has the right to reproduce postings to demonstrate ongoing relevant discussions.

- Be courteous. Please ask participants for permission to republish anything elsewhere (especially if elsewhere would be a publicly viewable setting).

- Contact ALA staff (taustin@alanet.org or membership@alanet.org) with problems, questions or for situation-specific advice.