

Welcome to Your Community!

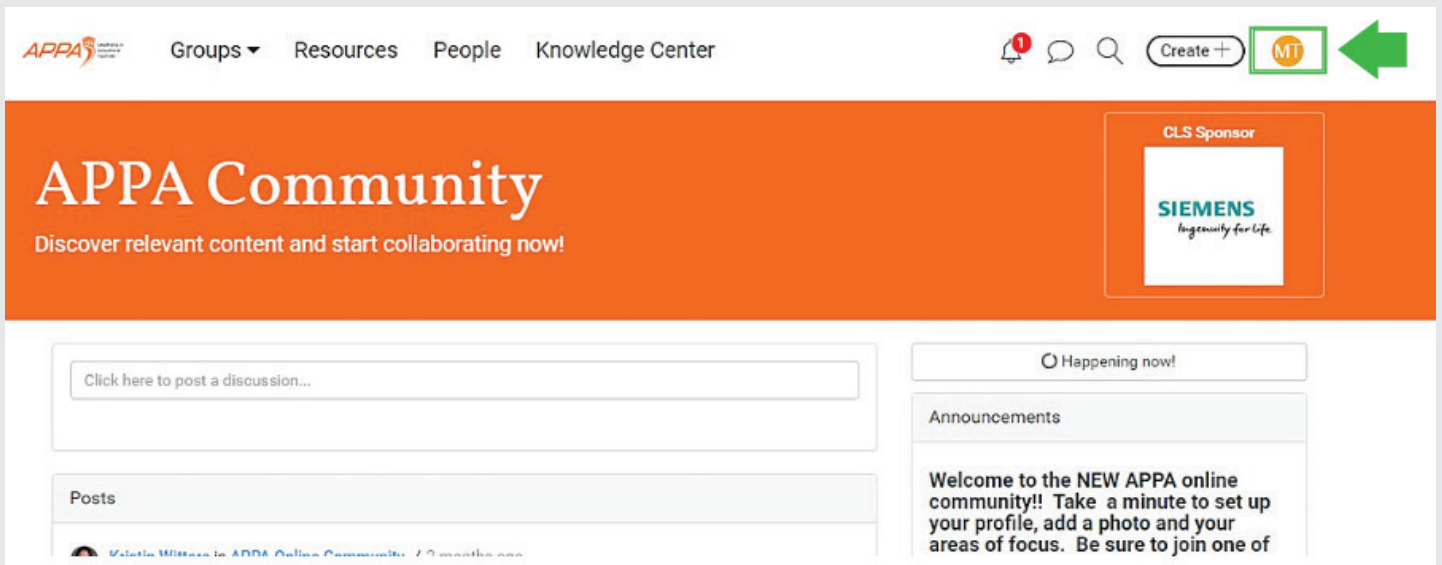
APPA is pleased to provide to our members a new opportunity that will replace the APPA listserv. The community is open to all APPA members.

The APPA Community is an opportunity for our members to network with one another by region, chapter or affinity group. You are able to post discussion items, resources, reference videos and helpful links for your peers.

Good news, if you have an online myAPPA account, then you already have a profile set up in the APPA Community. From the main page, access ongoing discussions, see announcements and view upcoming events.

Are you ready to update your profile?

By selecting your initials in the upper right-hand corner, select **My Profile** from the drop down menu.



The screenshot shows the top navigation bar with the APPA logo, 'Groups', 'Resources', 'People', and 'Knowledge Center' links. On the right, there are notification, chat, and search icons, a 'Create +' button, a profile icon with initials 'MT', and a green arrow pointing left. Below the navigation is a large orange banner with the text 'APPA Community' and 'Discover relevant content and start collaborating now!'. To the right of the banner is a 'CLS Sponsor' box featuring the Siemens logo with the tagline 'Ingenuity for Life'. Below the banner, there is a text input field with the placeholder 'Click here to post a discussion...'. To the right of this field is a 'Happening now!' section with an 'Announcements' sub-section. The announcement text reads: 'Welcome to the NEW APPA online community!! Take a minute to set up your profile, add a photo and your areas of focus. Be sure to join one of'. Below the announcement is a 'Posts' section showing a post by Kristin Wittars in the APPA Online Community, dated 7 months ago.



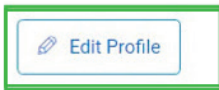
Jane Doe

Facilities Manager

Followers

Following

● Online



Add a headshot by clicking on the 'Edit Profile' box. Be sure to also update your communication preferences so you can receive your digest of topics from the day, week or month.

Profile

Drafts

Coauthor

Discussions

Articles

Videos

Documents

Resources

Groups

Statistics

Badges

Followed content

Bio

Edit Bio

Upload CV

CONTACT INFO

(123) 456-7891

LOCATION

City, State 12345

SKILLS

Enter Jane's skills

WORK EXPERIENCE

Name companies Jane worked in.

EDUCATION

What schools has Jane attended?

Spend a few minutes updating your Skills, Work Experience and Education. Other members will be able to find you in a search based on key words in your profile.



Create +



Discussion

Article

Import article

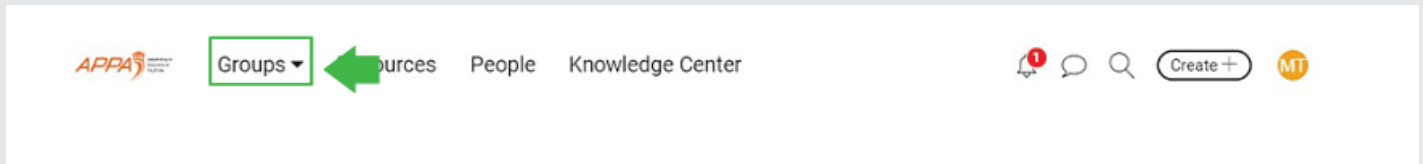
Video

My Drafts

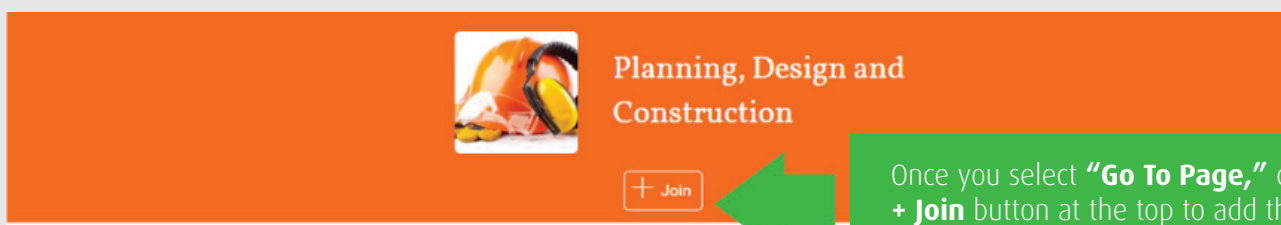
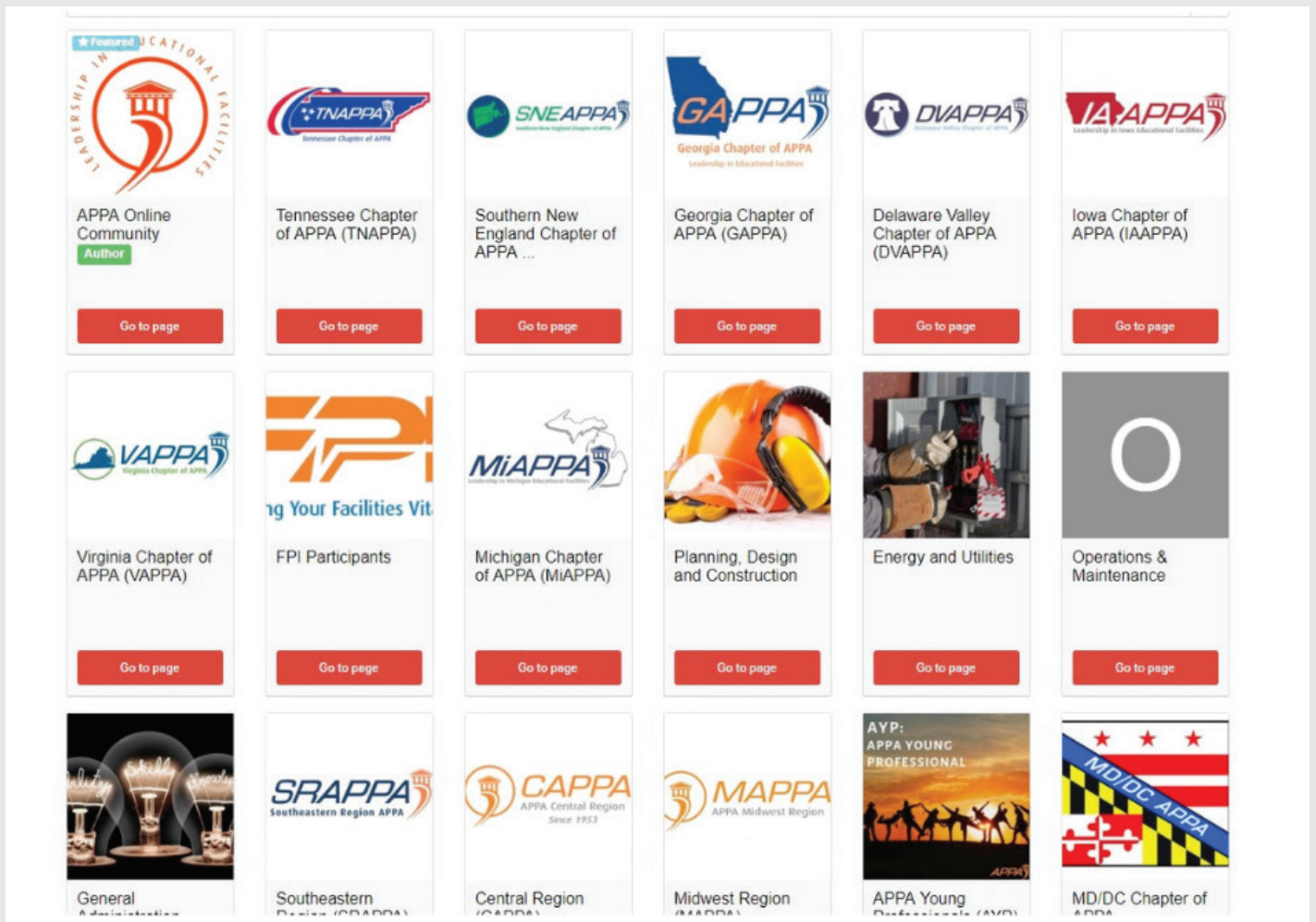
By selecting the **+Create** button, you can chose from several options. Add a discussion, article or video. Your item will need to be categorized into one of the groups; most items will be linked to the APPA Online Community.

Join A Group!

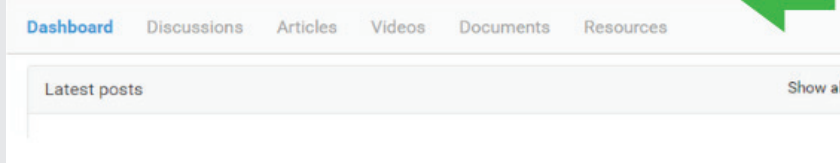
Once your profile is set up, it's time to join your groups. To access, use the menu at the top of the page to select.



There are a variety of groups available to you from regions, chapters, topic specific/affinity, etc. All general discussions will be found and affiliated with the APPA Online Community.

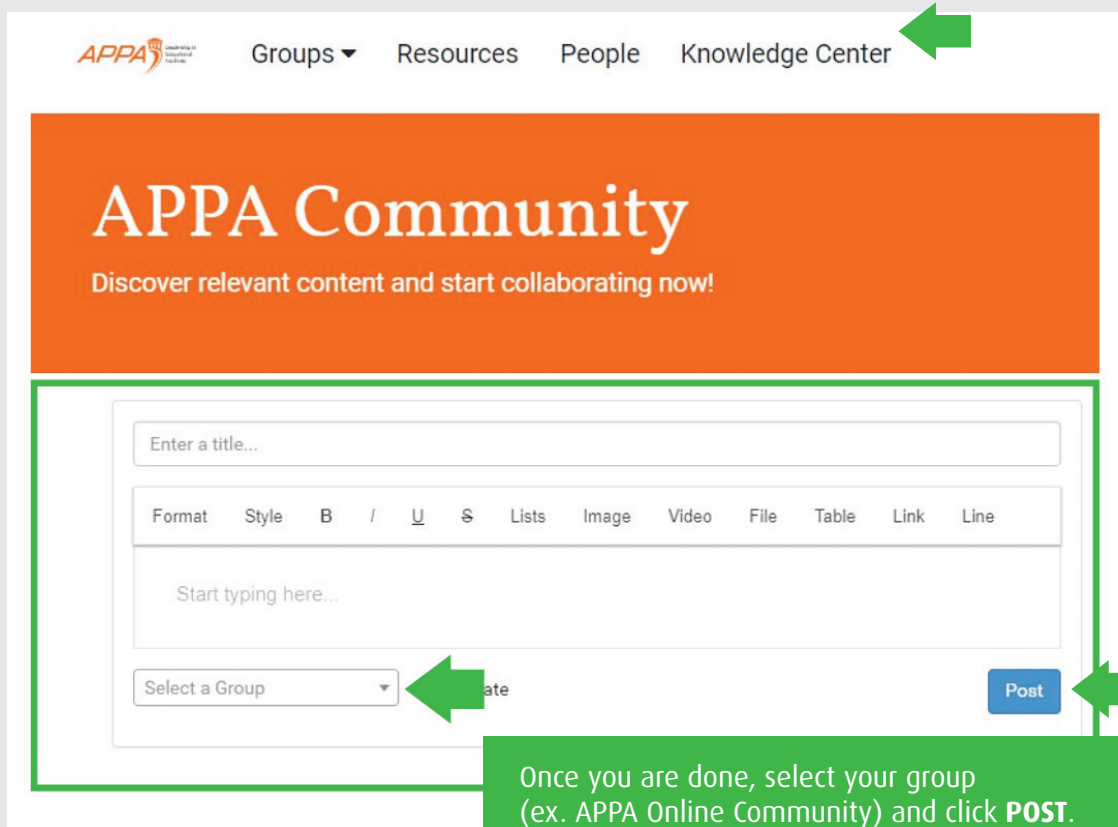


Once you select "Go To Page," click on the + **Join** button at the top to add the group. You must join a group to receive all messaging/posts within that group. Additionally, be sure to review the APPA Online Community Guidelines and Etiquette.



Create a Discussion Topic

Do you have a question to ask? Looking for best practices? Looking to ask other members within your region about something specific? Then use the discussion field to do so! Enter a title such as "Sustainable building materials" then type your question.

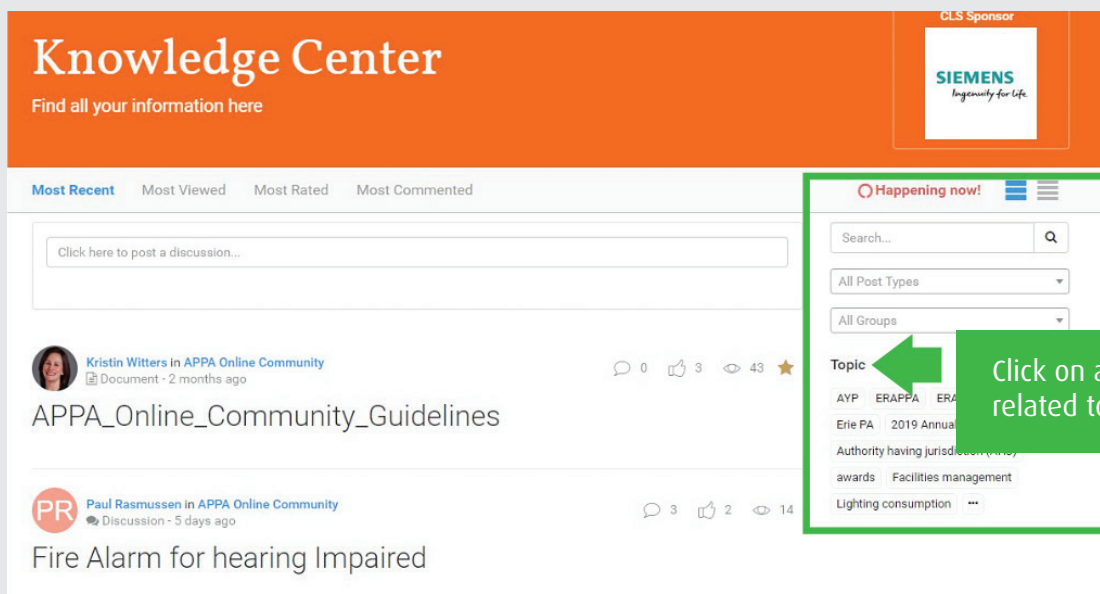


The screenshot shows the top navigation bar with 'APPA' logo and links for 'Groups', 'Resources', 'People', and 'Knowledge Center'. Below is an orange banner with 'APPA Community' and the tagline 'Discover relevant content and start collaborating now!'. The main content area is a form for creating a discussion. It includes a title input field, a rich text editor with options for Format, Style, Bold, Italic, Underline, Strikethrough, Lists, Image, Video, File, Table, Link, and Line. Below the editor is a 'Select a Group' dropdown menu and a 'Post' button. Green arrows point to the 'Knowledge Center' link, the 'Select a Group' dropdown, and the 'Post' button.

Once you are done, select your group (ex. APPA Online Community) and click **POST**.

Knowledge Center

Looking for a specific discussion? Document? Topic area? Then search no further than by selecting **Knowledge Center** from the top menu. Utilize the search options on the right to select/ search. You may also sort by most recent, viewed, rated and commented.



The screenshot shows the 'Knowledge Center' header with the tagline 'Find all your information here' and a Siemens logo. Below the header are sorting options: 'Most Recent', 'Most Viewed', 'Most Rated', and 'Most Commented'. A search bar is present with the placeholder text 'Click here to post a discussion...'. The main content area displays a list of search results. The first result is a document titled 'APPA_Online_Community_Guidelines' by Kristin Witters, posted 2 months ago. The second result is a discussion titled 'Fire Alarm for hearing Impaired' by Paul Rasmussen, posted 5 days ago. On the right side, there is a sidebar with search filters: 'Happening now!', 'Search...', 'All Post Types', 'All Groups', and 'Topic'. A green arrow points to the 'Topic' filter, and a green box contains the text 'Click on a Topic to see all items related to the specific term.'

Should you have additional questions, please contact APPA member & community engagement at membership@appa.org or (703) 543.3823.