

Volunteer HUB Training

WELCOME TO THE HUB!

CONNECT AND EXPLORE...



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HUB Training Learning Objectives

- Build Confidence with HUB Navigation
- Feel Confident to Teach Others



HUB Training – Pre Work

- What is something new you learned doing the pre-work exercises?
- What is one challenge you encountered?
- Did you discover any “HUB Hacks”?



What is the Purpose of the HUB?

1. A Resource Center
2. A Training / educational center
3. A social / communication center
4. A dedicated space to conduct chapter business (Chapter Communities)



Who Can Access the HUB?

- ACTIVE, elected board members
- Delegates
- Appointed chairs

Be sure to keep those rosters updated!

- Login is same as your credentials to access your online AMTA account



How Do You Login to the HUB?



<https://hub.amtamassage.org/>

Once you are logged in you will see your profile thumbnail. If you have not added a photo to your profile, a silhouette will appear.

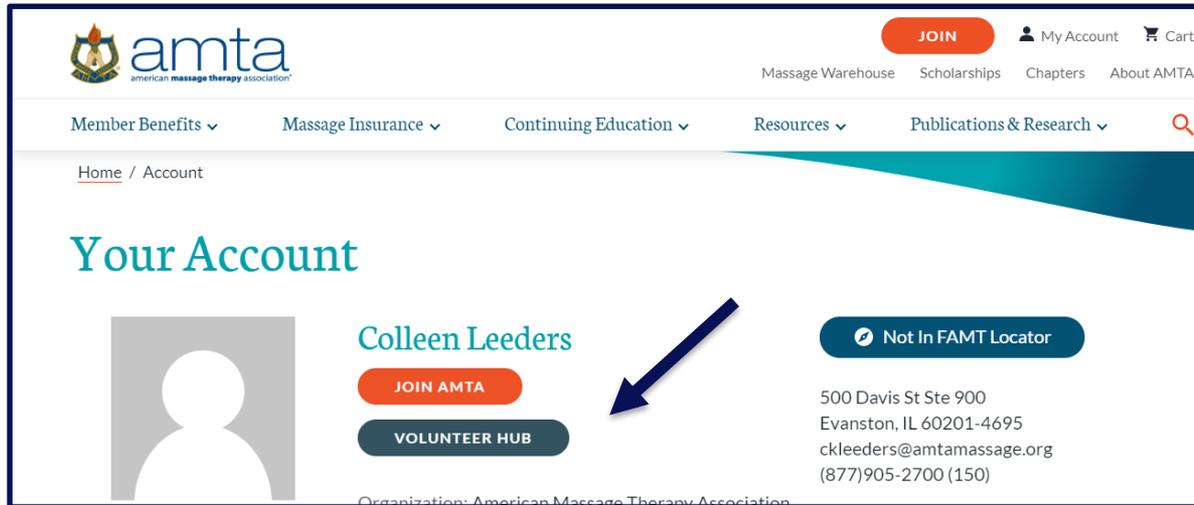


You can access the HUB directly by visiting hub.amtamassage.org. This will direct you to log into your AMTA account, and will then redirect you back to the HUB homepage.



How Do You Login to the HUB?

<https://hub.amtamassage.org/>



The screenshot displays the AMTA website's 'Your Account' section. At the top, the AMTA logo is on the left, and navigation links for 'JOIN', 'My Account', and 'Cart' are on the right. Below the logo, there are links for 'Message Warehouse', 'Scholarships', 'Chapters', and 'About AMTA'. A search bar is located on the right side of the navigation bar. The main content area features a breadcrumb trail 'Home / Account' and the heading 'Your Account'. On the left, there is a placeholder for a profile picture. To the right of the placeholder, the name 'Colleen Leeders' is displayed, followed by two buttons: 'JOIN AMTA' (orange) and 'VOLUNTEER HUB' (dark blue). A blue arrow points to the 'VOLUNTEER HUB' button. Further right, there is a 'Not In FAMT Locator' button and contact information for Colleen Leeders: '500 Davis St Ste 900, Evanston, IL 60201-4695, ckleeders@amtamassage.org, (877)905-2700 (150)'. At the bottom of the page, the text 'Organization: American Massage Therapy Association' is visible.

You can also login from the AMTA homepage. Your login: Same as your AMTA credentials. Once you are logged into your AMTA account, a link to the HUB will appear in “Your Account” .



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HUB Homepage

Contact Us Terms and Conditions AMTA Home



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VOLUNTEER HUB

HOME COMMUNITIES - DISCUSSION TOPIC QUICK LINKS - FILE LIBRARY QUICK LINKS - Q

DIRECTORY HELP /FAQ'S -

EDIT CAROUSEL -



Call for Submissions

2022 Chapter Innovation Award

Submissions Due June 1st

Share your chapter's innovative ideas and programs in the Recognition Zone!

ANNOUNCEMENTS [ADD](#)

RECENT SHARED FILES

2022 ASSEMBLY OF DELEGATES MEETING ■ ■
BY: [COLLEEN LEEDERS](#) 5 DAYS AGO

As a delegate, we ask that you plan to attend our first IN PERSON AOD meeting since

 [IN MEMBER REPORTS 5.22](#)
BY: [COLLEEN LEEDERS](#) 5 HOURS AGO
POSTED IN: [AMTA-INDIANA](#)



HUB Homepage

The screenshot displays the HUB Homepage interface with three main content areas:

- LATEST DISCUSSIONS LIST:** Features a header with "LATEST DISCUSSIONS LIST" and an "ADD" button. Below is a "Most Recent" dropdown menu. The first discussion is titled "RE: JUNE MEETING 2022" by JAIMIE STASIO, 6 HOURS AGO, posted in VOLUNTEER TRAINING. The text reads: "Hi everyone, I am looking forward to joining as well. This will be a first for me, both in Kansas and at this training for the NY AMTA Chapter. I have been a massage therapist for 14 years and I absolutely love bodywork and helping people return to ... More". A second discussion titled "RE: JUNE MEETING 2022" is partially visible at the bottom.
- ANNOUNCEMENTS:** Contains two items. The first is "CALL FOR SUBMISSIONS - AOD" by COLLEEN LEEDERS, 15 DAYS AGO. The second is "ASSEMBLY OF DELEGATES: CALL FOR SUBMISSIONS" by COLLEEN LEEDERS, 15 DAYS AGO, with a link to <https://www.amtamassage.org/chapters/assembly-of-delegates/>. The third item is "JUNE PLANNING AND TRAINING MEETING" by COLLEEN LEEDERS, ONE MONTH AGO.
- RECENT SHARED FILES:** Lists three files: "STIPEND FORM" by COLLEEN LEEDERS, 2 DAYS AGO, posted in CHAPTER FINANCIALS; "OATH OF OFFICE SCRIPT" by COLLEEN LEEDERS, 6 DAYS AGO, posted in CHAPTER GOVERNANCE; and "DELEGATE HANDBOOK" by COLLEEN LEEDERS, 8 DAYS AGO, posted in VOLUNTEER TRAINING.

The **LATEST DISCUSSIONS** widget shows recent posts from the discussion forums of communities you belong to.

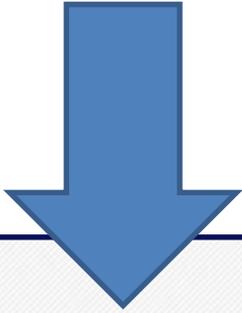
The **ANNOUNCEMENTS** widget will have any important news or updates from Chapter Relations Staff.

The **RECENT SHARED FILES** widget shows recent documents that have been uploaded to libraries of communities you belong to.



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Communities



VOLUNTEER HUB

[HOME](#)

[COMMUNITIES](#) ▾

[DISCUSSION TOPIC QUICK LINKS](#) ▾

[FILE LIBRARY QUICK LINKS](#) ▾



[DIRECTORY](#)

[HELP /FAQ'S](#) ▾



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Community Types

Topic Based

Position Based

A screenshot of the AMTA website's 'COMMUNITIES' dropdown menu. The menu is open, showing a list of options. At the top of the menu, it says 'COMMUNITIES' with a downward arrow. Below that, there are several menu items: 'AMTA NATIONAL', 'CHAPTER COMMUNICATIONS', 'CHAPTER CONTRACTS & WORKFLOWS', 'CHAPTER FINANCIALS', 'CHAPTER GOVERNANCE', 'CHAPTER PROGRAMS', 'GOVERNMENT RELATIONS', 'RECOGNITION ZONE', 'VOLUNTEER TRAINING', 'ELECTED VOLUNTEER COMMUNITIES', 'MY CHAPTER', 'MY COMMUNITIES', and 'ALL COMMUNITIES'. At the bottom of the menu, the text 'CONNECT AND E' is visible. The background of the website is partially visible, showing 'DISCUSSION TOPIC QUICK LIN' and 'HELP / FA'.

- AMTA NATIONAL
- CHAPTER COMMUNICATIONS
- CHAPTER CONTRACTS & WORKFLOWS
- CHAPTER FINANCIALS
- CHAPTER GOVERNANCE
- CHAPTER PROGRAMS
- GOVERNMENT RELATIONS
- RECOGNITION ZONE
- VOLUNTEER TRAINING
- ELECTED VOLUNTEER COMMUNITIES
- MY CHAPTER
- MY COMMUNITIES
- ALL COMMUNITIES

Chapter Based

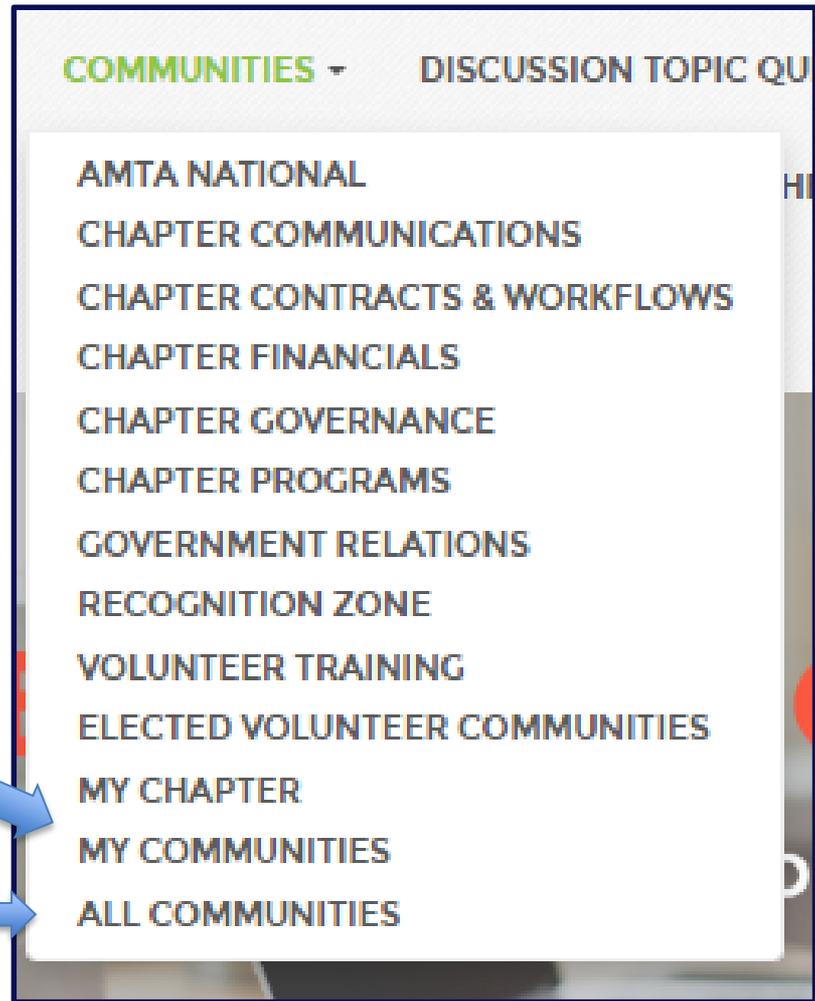


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Communities

“My Communities”: only the communities to which you have joined.

“All communities”: communities you are able to join or already belong.



How to Join a Community

The screenshot shows the AMTA website interface. At the top left, there are links for 'Contact Us', 'Terms and Conditions', and 'AMTA Home'. The AMTA logo and name are prominently displayed. Below the logo, it says 'VOLUNTEER HUB'. A navigation bar includes 'HOME', 'COMMUNITIES', 'DISCUSSION TOPIC QUICK LINKS', 'FILE LIBRARY QUICK LINKS', and a search box. Below the navigation bar, there are links for 'DIRECTORY' and 'HELP /FAQ'S'. The main content area shows the profile of 'COLLEEN LEEDERS', Senior Resource Manager, Volunteer Development and Chapter Programs, American Massage Therapy Association. The profile includes a circular photo, a 'STAFF' badge, and a list of menu items: 'MY PROFILE', 'MY CONNECTIONS', 'MY CONTRIBUTIONS', 'MY ACCOUNT', and 'MY INBOX'. There is also an 'ADMIN' section and an 'ACTIONS' dropdown. A '21 NEW MESSAGES' notification is visible. At the bottom right of the profile section, there is a green button labeled 'EXPLORE ALL COMMUNITIES'. A blue arrow points from the 'COMMUNITIES' button in the user profile dropdown to the 'EXPLORE ALL COMMUNITIES' button.

1. Click on your profile in the upper right hand corner and click “Communities”
2. Click “Explore all Communities” which is a green button underneath your profile name
3. Another way to see what Communities you can join is to navigate from the main menu bar: Communities/All Communities.



How to Join a Community

The screenshot shows the AMTA website interface. At the top, the AMTA logo and 'american message therapy association' are visible. Below the navigation bar, the page title is 'ALL COMMUNITIES'. A 'CREATE A NEW COMMUNITY' button is located at the top right. Below this, there are filters for 'Chapter Operations', 'Alphabetical', and '20 per page'. The main content area lists three communities: 'CHAPTER COMMUNICATIONS', 'CHAPTER CONTRACTS & WORKFLOWS', and 'CHAPTER FINANCIALS'. Each community has a 'JOIN' button. A blue arrow points to the 'JOIN' button for 'CHAPTER COMMUNICATIONS'. The 'JOIN' button is green and located to the right of the community description.

american message therapy association[®]

WELCOME TO THE HUB!

HOME COMMUNITIES - FILE LIBRARIES - FORUMS - HELP /FAQ'S

search

COMMUNITIES / ALL COMMUNITIES

ALL COMMUNITIES

CREATE A NEW COMMUNITY

Chapter Operations Alphabetical 20 per page

JOIN

CHAPTER COMMUNICATIONS

Resources for and discussion about newsletters, website & social media; member outreach & volunteer recruitment.

last person joined 5 days ago

communications Facebook newsletter recruitment website

DISCUSSIONS 7 LIBRARIES 13 MEMBERS 6

CHAPTER CONTRACTS & WORKFLOWS

All current contracts for presenters, venues, lobbyists & other services, and contract process workflows with steps to follow to submit & complete contracts.

member last person joined 22 days ago

contracts education events hotel speakers

DISCUSSIONS 40 LIBRARIES 17 MEMBERS 8

CHAPTER FINANCIALS

Resources for all chapter members pertaining to chapter financials, including accounting workflow, forms & guidelines. There is a separate community for Financial Administrators to hold discussions re: chapter financials.

member last person joined 22 days ago

LIBRARIES 5 MEMBERS 4

Type here to search

If you are not a member, a green “Join Community” button will be to right of the community description.



How to Set Community Notifications

Recognition Zone

Email Address

Please choose how you would like to receive messages for this Discussion:

- Real Time - One email for each message
- Daily Digest - One email containing all posted messages from the previous day
- Plain Text - One email for each message with HTML formatting removed
- I would like to opt-out of receiving email messages

- When you join the community, it will ask you what kind of notifications you would like to receive when there is activity within that community.
- The notifications will only notify you of discussions, not file additions
- You cannot participate in community discussions (reply or post new) unless you join that community.



Community Navigation



The community landing page hash tags feature common topics the community will discuss and share resources for.

All Community landing pages will have the “Latest Discussion Posts”, “Latest Shared Files” and Announcement widgets.

The screenshot shows the AMTA community landing page. At the top, a dark blue header contains the text "CHAPTER PROGRAMS" and a green "SETTINGS" button. Below the header, a navigation bar features "COMMUNITY HOME" and three tabs: "DISCUSSION 25", "LIBRARY 20", and "MEMBERS 55". Three blue arrows point from the top navigation boxes to these tabs. Below the navigation bar, there are three hash tags: #awards, #education, #CSMT, and #community. The main content area is divided into two columns. The left column has a dark blue header "LATEST DISCUSSION POSTS" with a green "ADD" button. Below it is a post titled "SCHOLARSHIP PROGRAMS" by Colleen Leeders, 11 days ago, with a profile picture and a snippet of text starting with "Hello! We know that many chapters either already have or are looking to build a". The right column has a dark blue header "LATEST SHARED FILES" with a green "ADD" button. Below it is a post titled "SAMPLE STUDENT SCHOLARSHIP APPLICATION" by Colleen Leeders, 11 days ago, with a profile picture.



Elected Volunteer Communities

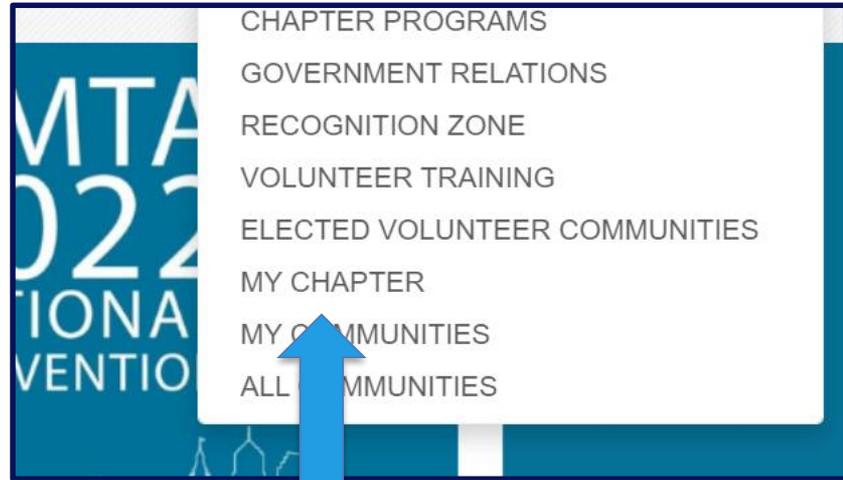
Presidents
Board Members
Financial Administrators
Secretaries
Delegates



My Chapter Community

Every Chapter has their own dedicated community.

Use your chapter community to share files (board minutes, etc), discuss chapter business in the forums, or even post upcoming events and announcements.



Chapter Community Landing Page

AMTA-HAWAII [SETTINGS](#)

COMMUNITY HOME [DISCUSSION 6](#) [LIBRARY 89](#) [EVENTS 0](#) [MEMBERS 7](#)

LATEST DISCUSSION POSTS [ADD](#)

 **2022 ELECTED CHAPTER BOARD MEMBERS**
BY: [OLIVIA NAGASHIMA](#), 6 DAYS AGO

As of April 24, 2022, our chapter elections have closed, with the following results:
Board Member (2022-2024)-Raequel Crawford Secretary-Olivia Nagashima AOD (2022-2024)-Olivia Nagashima We did not have any applications for the Chapter President position ...

LATEST SHARED FILES [ADD](#)

 **MONTHLY FINANCIAL REPORTS MARCH 2022**
BY: [NICOLE BROWN](#) 8 DAYS AGO

 **HI MEMBER REPORTS 4.22**
BY: [COLLEEN LEEDERS](#) 27 DAYS AGO

All chapter communities will have the “Latest Discussion Posts” and “Latest Shared Files” widgets.

There is also an announcements and events widget available to use as needed.



Chapter Community Navigation Features

COMMUNITIES / COMMUNITY HOME

AMTA-RHODE ISLAND [SETTINGS](#)

COMMUNITY HOME [DISCUSSION](#) 17 [LIBRARY](#) 157 [EVENTS](#) 0 [MEMBERS](#) 11



**Chapter
Discussion
Forum**



**Chapter
Files**



**Chapter
Events**

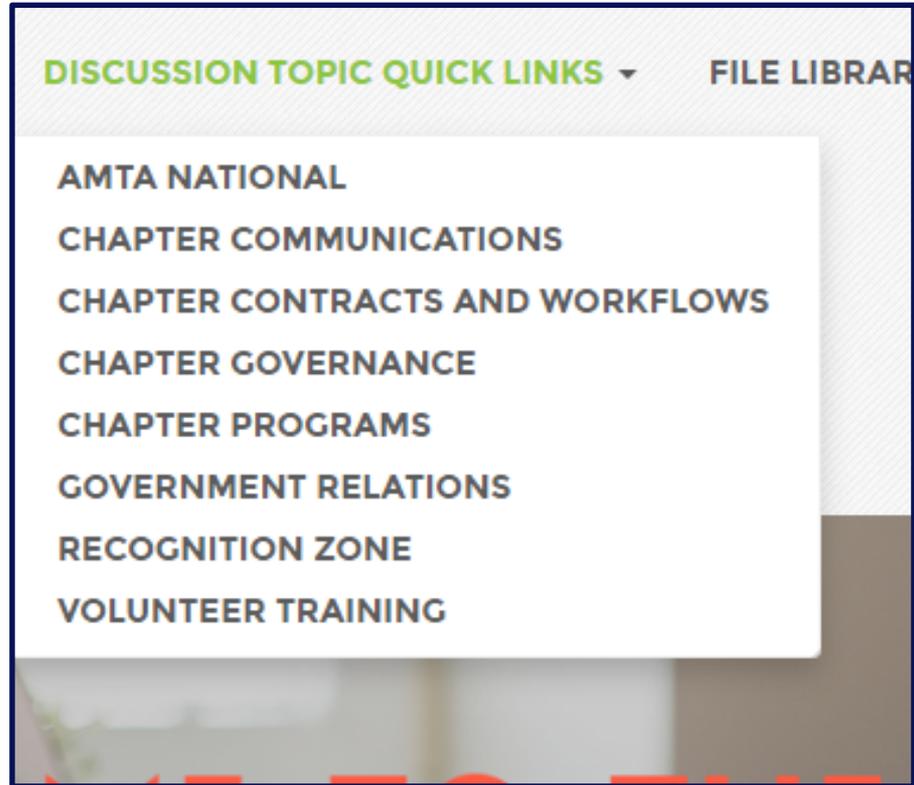


**Chapter Volunteers
who have access to
the community**



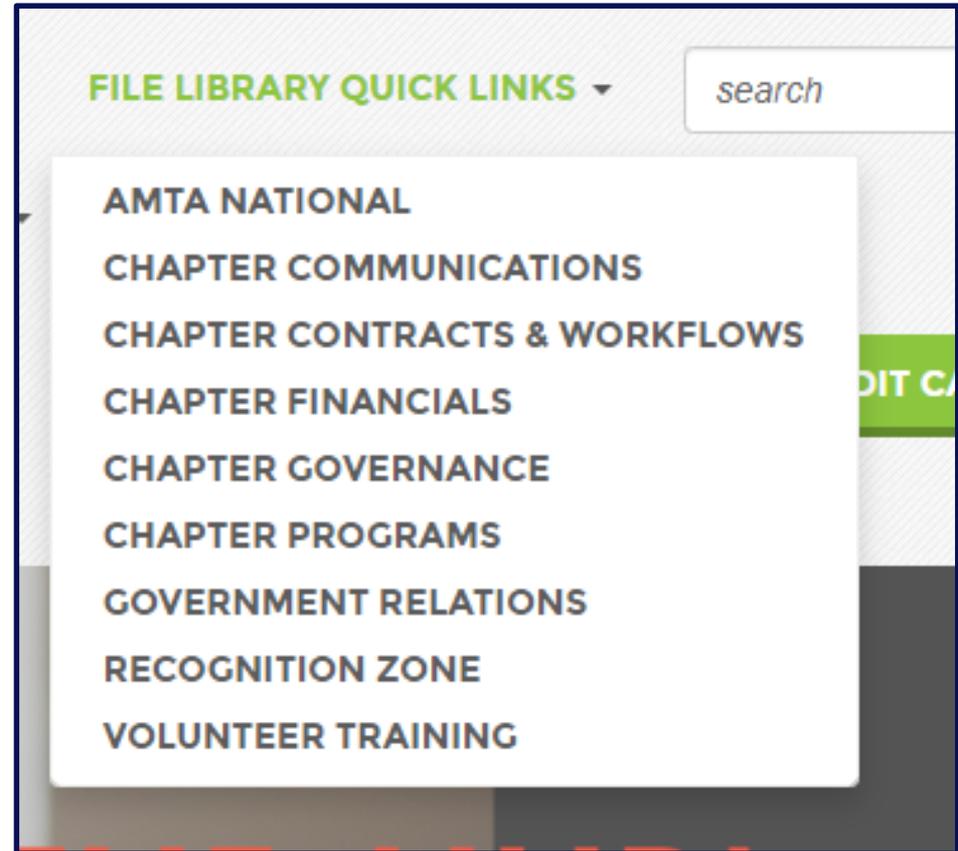
Discussion Topic Quick Links

Quick access to topic based discussion forums



File Library Quick Links

Quick access to topic based file libraries



The screenshot shows a web interface with a search bar at the top right containing the text "search". Below the search bar is a dropdown menu titled "FILE LIBRARY QUICK LINKS" in green text. The dropdown menu is open and displays a list of links in dark blue text: AMTA NATIONAL, CHAPTER COMMUNICATIONS, CHAPTER CONTRACTS & WORKFLOWS, CHAPTER FINANCIALS, CHAPTER GOVERNANCE, CHAPTER PROGRAMS, GOVERNMENT RELATIONS, RECOGNITION ZONE, and VOLUNTEER TRAINING. The background of the page is light gray with a subtle grid pattern.

FILE LIBRARY QUICK LINKS ▾

search

- AMTA NATIONAL
- CHAPTER COMMUNICATIONS
- CHAPTER CONTRACTS & WORKFLOWS
- CHAPTER FINANCIALS
- CHAPTER GOVERNANCE
- CHAPTER PROGRAMS
- GOVERNMENT RELATIONS
- RECOGNITION ZONE
- VOLUNTEER TRAINING



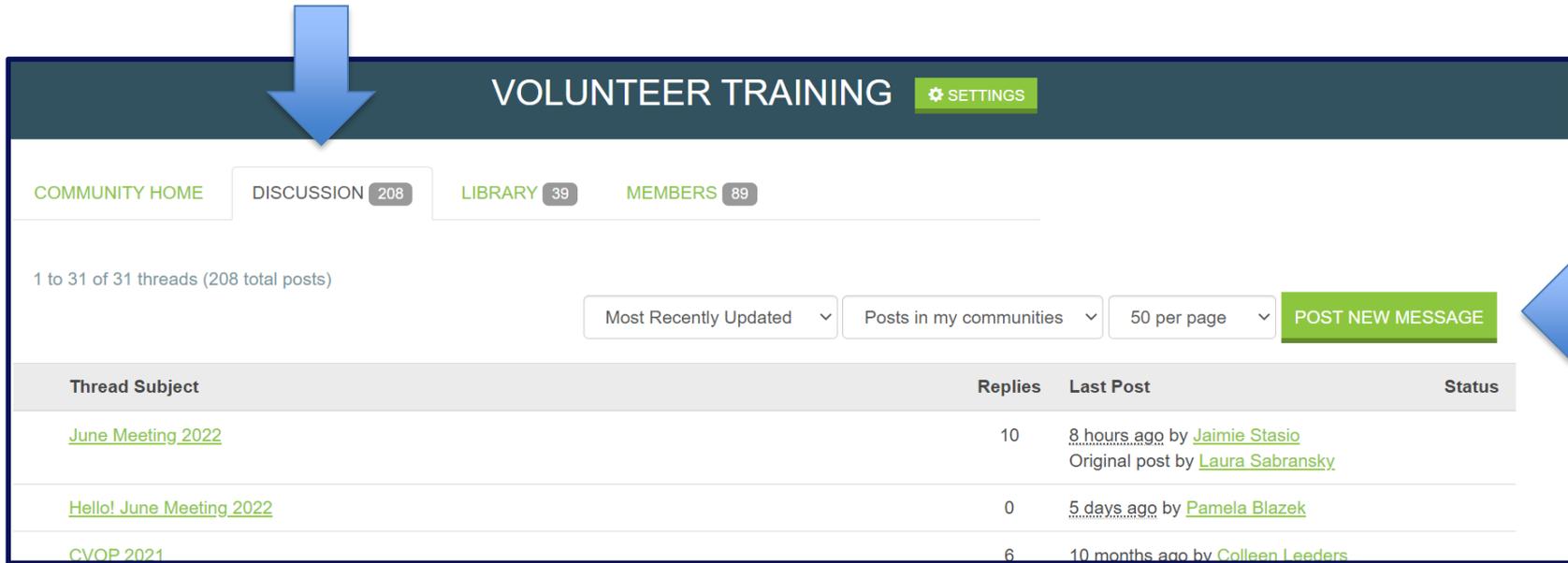
Discussion Forums

The screenshot shows a web interface for a discussion forum titled "VOLUNTEER TRAINING". At the top, there is a dark blue header with the title and a green "SETTINGS" button. Below the header, there are navigation tabs: "COMMUNITY HOME", "DISCUSSION 208", "LIBRARY 39", and "MEMBERS 89". The "DISCUSSION" tab is selected. Below the tabs, there is a status bar indicating "1 to 31 of 31 threads (208 total posts)". To the right of the status bar are three dropdown menus: "Most Recently Updated", "Posts in my communities", and "50 per page". A green "POST NEW MESSAGE" button is located to the right of these dropdowns. Below the navigation and filters is a table of discussion threads.

| Thread Subject | Replies | Last Post | Status |
|--|---------|--|--------|
| June Meeting 2022 | 10 | 7 hours ago by Jaimie Stasio Original post by Laura Sabransky | |
| Hello! June Meeting 2022 | 0 | 5 days ago by Pamela Blazek | |

As mentioned before, each community also has its own discussion forum. These forums are a place for you to gather info and ideas from colleagues, share resources, or just share camaraderie. To access a discussion forum, navigate to the appropriate community/topic, and click the discussion tab. You can either reply to existing threads or create a new post.

How to Post a Thread in a Community



VOLUNTEER TRAINING [SETTINGS](#)

[COMMUNITY HOME](#) [DISCUSSION 208](#) [LIBRARY 39](#) [MEMBERS 89](#)

1 to 31 of 31 threads (208 total posts)

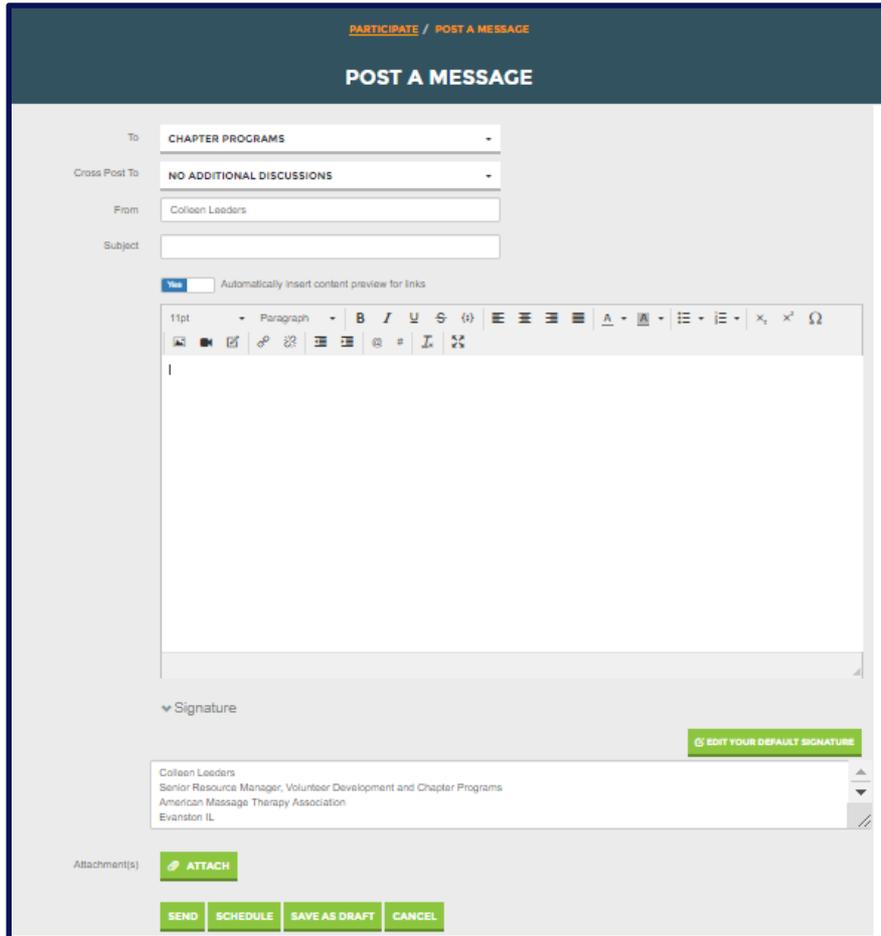
Most Recently Updated ▾ Posts in my communities ▾ 50 per page ▾ [POST NEW MESSAGE](#)

| Thread Subject | Replies | Last Post | Status |
|--|---------|--|--------|
| June Meeting 2022 | 10 | 8 hours ago by Jaimie Stasio Original post by Laura Sabransky | |
| Hello! June Meeting 2022 | 0 | 5 days ago by Pamela Blazek | |
| CVOP 2021 | 6 | 10 months ago by Colleen Leaders | |

- To start a new thread discussion, navigate to the “Discussion” tab in the community you are accessing
- Click the green “Post New Message” button



Discussion Forum – Posting a Thread



The screenshot shows a web interface for posting a message. At the top, there is a dark blue header with the text "PARTICIPATE / POST A MESSAGE" and "POST A MESSAGE" below it. The form includes a "To" dropdown menu set to "CHAPTER PROGRAMS", a "Cross Post To" dropdown menu set to "NO ADDITIONAL DISCUSSIONS", a "From" text field containing "Colleen Leaders", and an empty "Subject" text field. Below these fields is a "Yes" checkbox and the text "Automatically insert content preview for links". A rich text editor toolbar is visible, followed by a large text area for composing the message. At the bottom of the form, there is a "Signature" section with a "Signature" label, a green "EDIT YOUR DEFAULT SIGNATURE" button, and a text box containing the following signature: "Colleen Leaders
Senior Resource Manager, Volunteer Development and Chapter Programs
American Massage Therapy Association
Evanston IL". Below the signature section is an "Attachment(s)" section with a green "ATTACH" button. At the very bottom, there are four green buttons: "SEND", "SCHEDULE", "SAVE AS DRAFT", and "CANCEL".

From there, you can compose your message, and can even cross post to another community if you choose to.

It is a best practice to have you signature as part of a message. Signature settings are under profile/my account/discussion signature



Discussion Forum – Replying to a thread

The screenshot shows a web interface for a discussion forum. At the top, there is a dark blue header with the text 'CHAPTER GOVERNANCE' and a 'SETTINGS' button. Below the header, there are navigation tabs: 'COMMUNITY HOME', 'DISCUSSION 31', 'LIBRARY 41', and 'MEMBERS 66'. A green button labeled 'BACK TO DISCUSSIONS' is on the left, and a dropdown menu for 'sort by thread' is on the right. The main content area shows a thread titled 'SWEARING IN SCRIPT FOR ANNUAL MEETING'. Below the title, there is a '+ Add a tag' button and a post by 'JENNIFER SAVAGE 6 DAYS AGO' with the text 'Hi I am having trouble locating the script used for swearing in the board and new delegate. Can you...'. Below the post, there is a 'REPLY' button. A large blue arrow points down to the 'REPLY' button. The post content is visible in a preview box below the thread title, showing the user's profile picture, name 'Jennifer Savage', and the text of the post.

You can reply by selecting the thread from the discussion forum, then you can reply to the original poster or anyone who has commented. You may also reply privately if you choose to do so.



File Library

CHAPTER CONTRACTS & WORKFLOWS

JOIN COMMUNITY

COMMUNITY HOME DISCUSSION 24 LIBRARY 23 MEMBERS 58

FOLDERS

- Chapter Contracts and Workflows
 - Speaker/Instructor Contracts
 - Meeting Space Contracts & Forms
 - Exhibitor/Sponsor/other services Contracts
 - Lobbyist Contracts

FOLDER CONTENTS

New View

- Baseline Amendment to Speaker Contract - September 2021
- Chapter Speaker Agreement September 2021
- Contract Workflow-Speaker, Instructor, Vendor, Exhibitor, Sponsor
- Room Set Up Form-OPTIONAL
- Virtual Chapter Speaker Contract Template September 2021

Libraries are managed and organized by Chapter Relations staff. If a file is shared via the discussion forum, it will automatically be added to the main (top) library folder.

Each Community also has its own file library. To view the community file library, navigate to the Library tab while in a community, or – navigate via the file library quick links.



File Library

The screenshot displays a web-based file library interface. On the left, under the heading "FOLDERS", a list of folders is shown. A blue arrow points from the top of the folder list down to the "Folder Contents" panel. The folder "Speaker/Instructor Contracts & Contract Workflows" is highlighted with a blue selection box. On the right, under the heading "FOLDER CONTENTS", there are two buttons: "New" and "View". Below these buttons, a list of documents is displayed, each with a document icon and a title. A blue arrow points from the "View" button to the first document, "Amendment to Speaker Contract".

FOLDERS

- Chapter Contracts and Workflows
- Speaker/Instructor Contracts & Contract Workflows
- Meeting Space Contracts & Forms & Contract Workflows
- Exhibitor/Sponsor/Vendor/other services Contracts & Contract Workflows
- Lobbyist Contracts & Contract Workflows
- On-site Massage Events Contracts & Forms

FOLDER CONTENTS

New View

- Amendment to Speaker Contract
- Baseline Contract - Speaker/Instructor
- Contract Workflow-Speaker/other Service Providers
- Room Set Up Form-OPTIONAL

Selecting Files

To view contents of a folder, click the folder and the available documents in that folder will appear on the right hand side under “folder contents”. Once you have located the file you would like to download, you can either double click on the file, or select the “view” button under Folder Contents.



Viewing Files

CHAPTER CONTRACTS AND WORKFLOWS [SETTINGS](#)

COMMUNITY HOME DISCUSSION (40) LIBRARY (17) MEMBERS (8)

[← BACK TO LIBRARY](#)

AMENDMENT TO SPEAKER CONTRACT [☆](#) [0 RECOMMEND](#)

 Use this when there has been a change to an already signed contract with a speaker, e.g. change to dates, payment or other business details. 12-02-2018 11:17

Laura Sabransky

ACTIONS ▾

- Statistics
- 0 Favorited
- 3 Views
- 1 Files
- 0 Shares
- 0 Downloads

RELATED ENTRIES AND LINKS [ADD](#)

No Related Resource entered.

TAGS AND KEYWORDS

[Add a tag](#)

Attachment(s)

 [Amendment to Speaker Agreement.docx](#) 15K 1 version [📄](#)

Uploaded - 12-02-2018

[DOWNLOAD](#)

If you would like to share the file via email link, you can hover over the green “actions” button to get the permalink.



Search

The screenshot displays the AMTA search interface. At the top, a dark blue header contains the word "SEARCH" in white. Below this, a search bar contains the text "contract" with a magnifying glass icon to its right. A blue arrow points to the search bar. Below the search bar, a light blue bar indicates "All Content 893". A second blue arrow points to this bar. To the left of the main content area is a sidebar with a list of filters: "Announcements 1", "Communities 2", "Discussion Threads 38", "Library Entries 849", and "Web Pages 3". Below these is a section titled "MORE FILTERS" with expandable options for "Community", "Comments", "User Tags", and "Created". The main content area shows "893 results found for 'contract'" and a "Sort By: Relevance" dropdown. Three search results are visible, each with a title, a "LIBRARY ENTRY - FILE" label, a user profile picture of Laura Sabransky, and a date. The first two results are PDFs: "CONTRACT WORKFLOW LOBBYISTS FINAL.PDF" and "CONTRACT WORKFLOW VENUES FINAL.PDF". The third result is a text entry titled "CONTRACT WORKFLOW LOBBYISTS" with a description and a link to a PDF file.

- The search bar will pull up all references to the words you search on
- You can filter by “Library Entry or Discussion Threads” to pare down results
- You can also filter by community
- Put the whole term in “quotes”, i.e. “policy manual”



Profile, Preferences & Notifications



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HUB Profile Overview

- Tell colleagues who you are and what your volunteer role is
- Upload photo and signatures so HUB participants know who you are when posting in discussion threads
- Set-up account settings (alerts and communication settings)



Updating Profile

The screenshot shows a user profile for 'TEST MEMBER' on a website. The navigation bar at the top includes 'DIRECTORY / MEMBER DIRECTORY / PROFILE'. The profile header shows 'Higher Logic' and '36 NEW MESSAGES'. Below the header are tabs for 'MY PROFILE', 'MY CONNECTIONS', 'MY CONTRIBUTIONS', and 'MY ACCOUNT'. The main content area is divided into sections: 'BIO' (with an 'ADD' button), 'EDUCATION' (with an 'ADD' button), and 'JOB HISTORY' (with an 'ADD' button). On the left side, there is a profile picture placeholder with an 'ACTIONS' button below it, and 'CONTACT DETAILS' with a checkmark. Below that is the user's name 'Higher Logic' and email 'member@higherlogic.org', followed by 'SOCIAL LINKS' with an 'ADD' button. A blue arrow points from the 'ACTIONS' button to the profile picture, and another blue arrow points from the 'ADD' button in the 'JOB HISTORY' section to the right.

One of the first things you will want to do is to update your profile so your colleagues know who you are. It is up to you how much biographical info you would like to share, but we do encourage you to upload a photo so there is a face with your name.

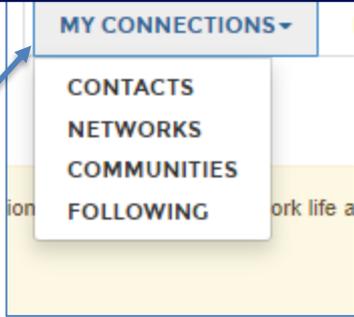
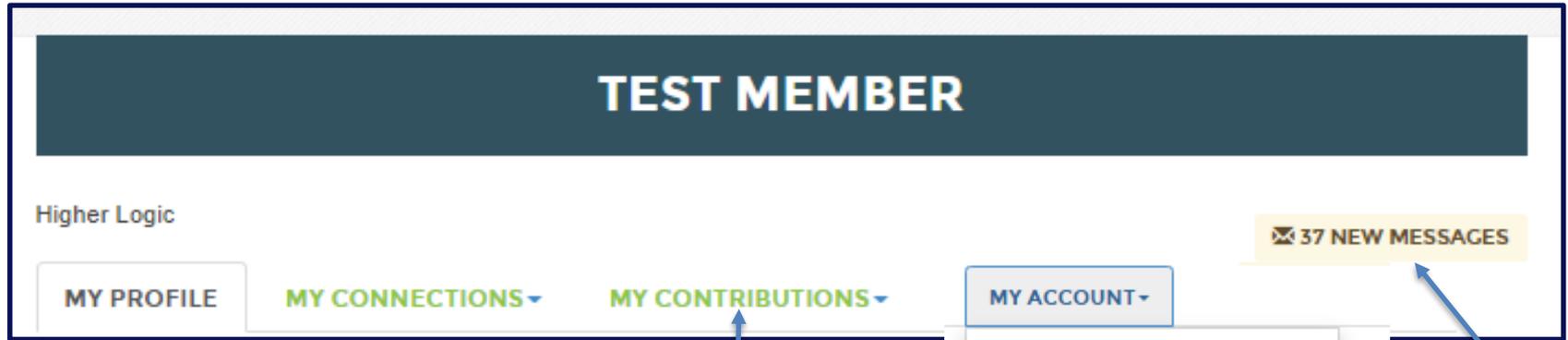
To update any biographical info, you can click the green “ADD” button next to the category you want to add to.

To update your photo, click on the profile head silhouette.

From there, click “action”, and change picture.



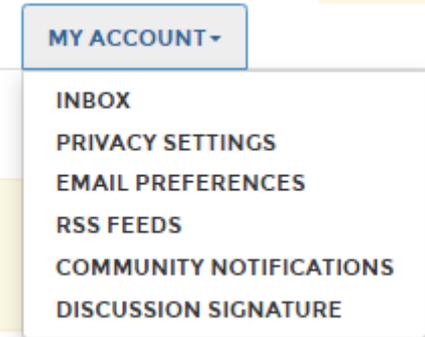
Profile Features



My connections shows any contacts you have connected with, networks you are a part of, communities you have joined, or any content/posts you have chosen to follow.



My contributions shows any recent activity from you via discussion forums.



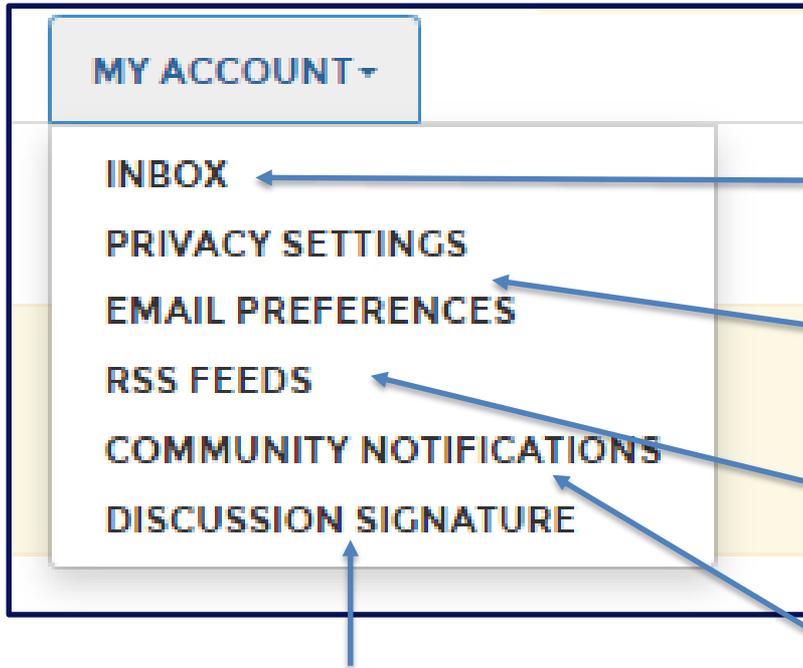
My Account will be addressed on the next page



This alert will take you to your inbox



Profile Features – My Account



Discussion signatures can be set here. It is a best practice to set this up so when you post or reply to a discussion people know who you are.

Your inbox is where you will get connection requests and any private messages sent from staff or colleagues.

Privacy and email preferences can always be updated here.

RSS feeds are not something we need to use

Community Notifications are set when you join a community, but you can always change them here.



Other Menu Features

DIRECTORY HELP /FAQ'S ▾

[DIRECTORY](#) / [MEMBER DIRECTORY](#)

MEMBER DIRECTORY

BASIC SEARCH **ADVANCED SEARCH** ☰ ▾

First Name

Last Name

Company Name

Email Address

FIND MEMBERS **CLEAR ALL**

Directory

A tool for searching for colleagues

Other Menu Features

Help/FAQ's

- HUB tutorial – specific to our AMTA platform
- Common questions for platform (Higher Logic)



Train the Trainer Tasks

Choose a training buddy and teach them the following:

- Find and download the Delegate Position Description document
- Post or reply in the June Meeting “Introduce Yourself” thread in the Volunteer Training Discussion Forum
- Teach your buddy a concept of your choice (i.e updating your profile, setting your notifications, adding your signature)

Photo Request

Send us a photo of you teaching a colleague how to use the HUB.



Feedback and Questions

