

## ASCLS Connect Tutorials

View video tutorials of how to use ASCLS Connect: <https://connect.ascls.org/browse/resourcelibraries>

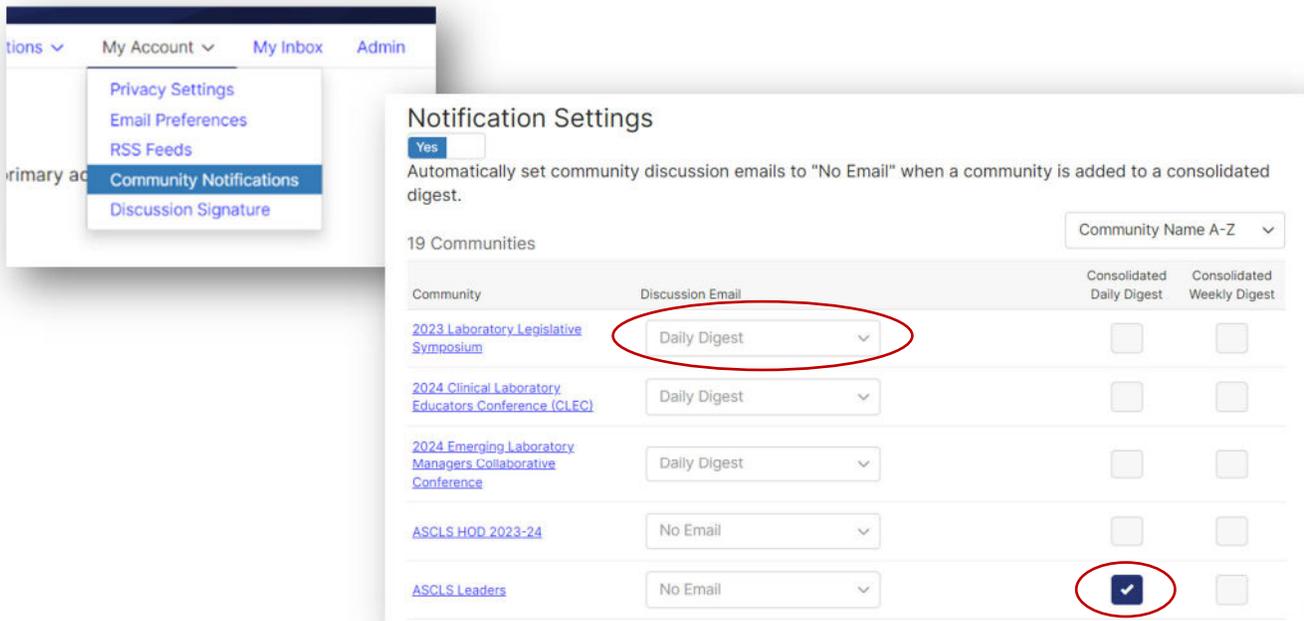
## Profile

Your fellow members in ASCLS want to get to know you. **Upload a profile picture, share your background and your accolades in your profile.**

- *Tip:* in your profile you can configure important settings and access your content and connections.

**Communication Settings:** Make sure your Community Notifications are set to receive discussion post emails in either Real Time or Daily Digest. You can also choose a Consolidated Daily Digest or Consolidated Weekly Digest and have all Community Notifications come in a single email.

1. Click on **My Account** and select **Community Notifications**
2. Review your **Notification Settings**

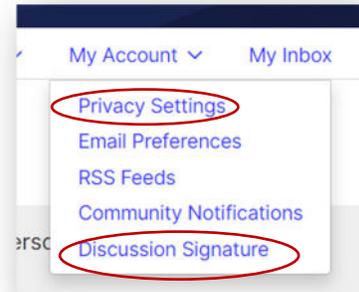


The screenshot shows the 'Notification Settings' page in ASCLS Connect. On the left, a navigation menu is open, highlighting 'Community Notifications'. The main content area is titled 'Notification Settings' and includes a 'Yes' toggle. Below this, there is a table with 19 communities. The table has columns for 'Community', 'Discussion Email', 'Consolidated Daily Digest', and 'Consolidated Weekly Digest'. The 'Discussion Email' column for the first two communities is circled in red. The 'Consolidated Weekly Digest' checkbox for the 'ASCLS Leaders' community is also circled in red.

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">2023 Laboratory Legislative Symposium</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">2024 Clinical Laboratory Educators Conference (CLEC)</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">2024 Emerging Laboratory Managers Collaborative Conference</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">ASCLS HOD 2023-24</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">ASCLS Leaders</a>	No Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Privacy Settings:** Determine how much contact information you want shared, such as address, phone number, etc., in your profile and with whom.

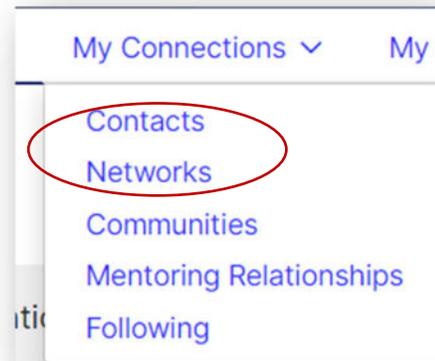
**Discussion Signature:** Personalize your signature in discussion posts.



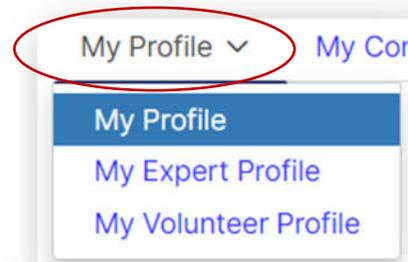
**My Contributions:** Access your previous discussion posts and your saved draft posts.



**My Connections:** See your personal contacts and find other members in your networks, such as those who attended your school or who live in your city.



**My Profile:** Access profiles for different sections of ASCLS Connect, such as Mentor Match, Volunteer, and Speaker/Expert Directory.



## Communities

Your community is the home for all online interactions with your constituent society and/or committee.

## Threads

Community threads allow you to communicate with all members of the community at the same time. You can share news, send a reminder, ask for advice, or post a helpful resource.

- **Tip: Know your audience.** When deciding which community(ies) to post in, determine who would benefit from this information.
- **Tip: Give yourself at least a day ahead of time to post about time-sensitive information,** such as upcoming deadlines or events. People who receive their community discussion emails in Daily Digest won't receive the notification until the following morning.
- **Tip: Focus your thread** as either an open-ended discussion or a question to be answered.
- **Tip: You can save a draft post and finish it later and you can schedule posts** to go out at a different time. Find your saved drafts in your Profile > My Contributions > My List of Contributions.
- **Tip: Consider recruiting some volunteers** from your constituent society to be Community Ambassadors who write discussion posts regularly and monitor the posts to make sure any questions are replied to.



## Announcements



## Announcements

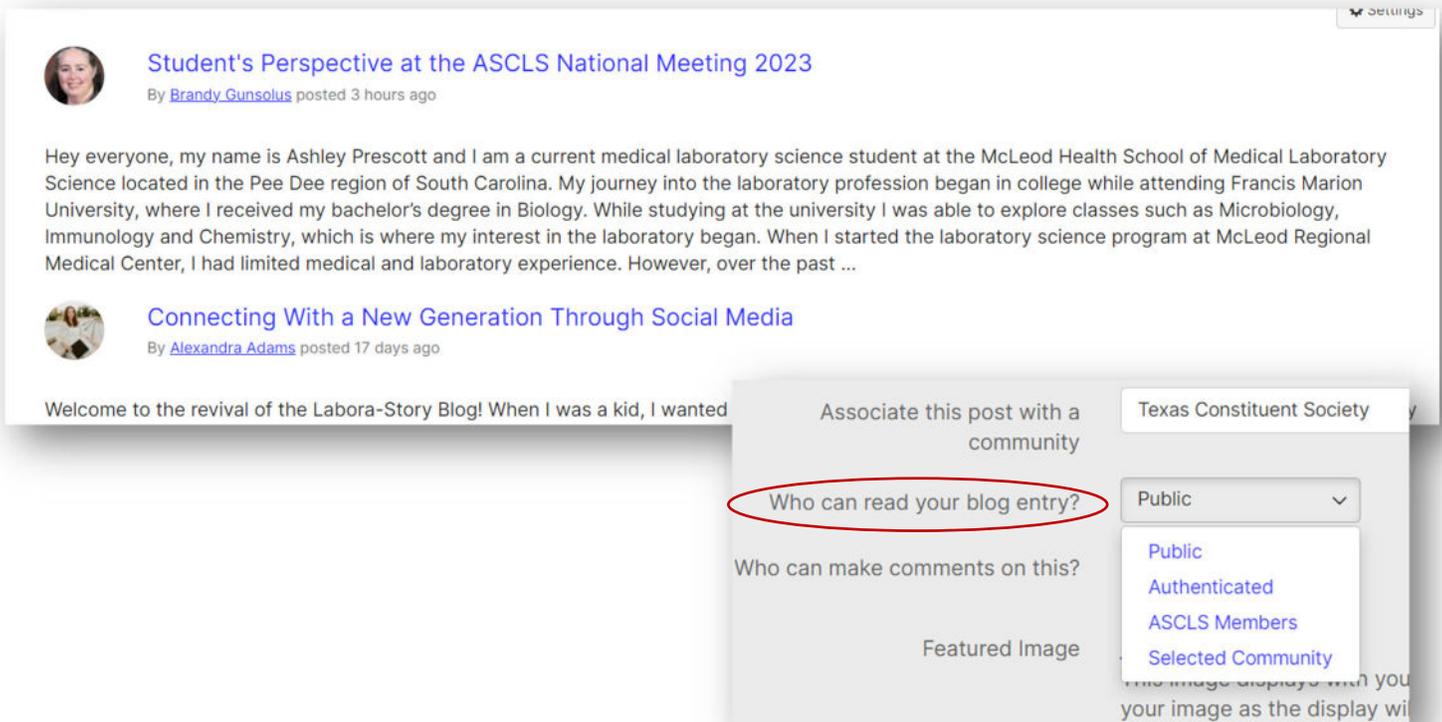
Announcements appear on your community page for a set period of time, similar to a “pinned post.” Post announcements when you do not want to foster discussion (i.e., posting event details).

**Tip: Constituent society announcements are viewable to the public,** so it's a good opportunity to advertise events and membership benefits to non-members.

## Blogs

Create a longer post, like an article, that can be shared with a broader audience.

- **Tip: No discussion post is created when you make a blog post**, so you must push people to the blog. We recommend making a discussion post, alerting your community to the blog post once it's made.
- **Tip: You can choose who can view the blog post** (e.g., ASCLS members-only, a selected community, or the public). If you set it to public, you can easily share it through a link on social media, email, website.



The screenshot shows the ASCLS Connect interface. At the top right, there is a 'Settings' button. Below it, two blog posts are visible. The first post is titled 'Student's Perspective at the ASCLS National Meeting 2023' by Brandy Gunsolus, posted 3 hours ago. The second post is titled 'Connecting With a New Generation Through Social Media' by Alexandra Adams, posted 17 days ago. A settings overlay is shown in the foreground, partially obscuring the second post. The overlay has a 'Public' dropdown menu selected, which is circled in red. The dropdown menu lists four options: 'Public', 'Authenticated', 'ASCLS Members', and 'Selected Community'. Other settings visible in the overlay include 'Associate this post with a community' (set to 'Texas Constituent Society'), 'Who can make comments on this?', and 'Featured Image'.

## Library

All documents that you share with a community are stored in the Library and are accessible by all community members. This is a good place to store files that future leaders will need to access.

You can upload library files in two ways:

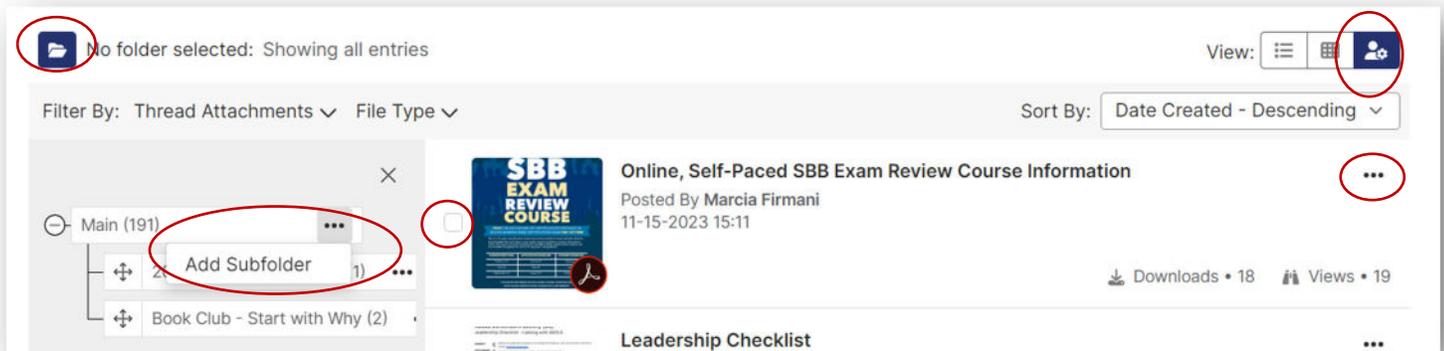
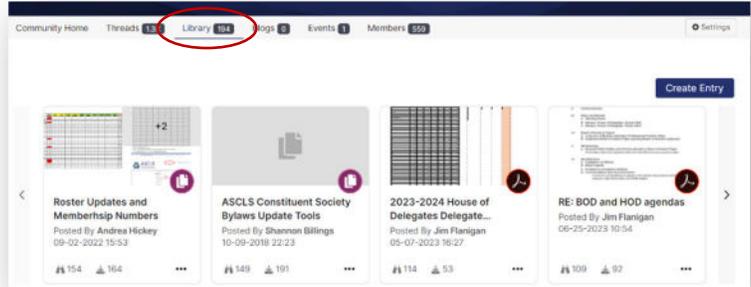
- When you attach a file(s) to a discussion post, it is automatically added to the library
- You can go directly to the library and upload files, and no discussion post will be generated

**Tip: Files cannot be edited once uploaded.** So, if you make edits to a file, you can upload a new version with the same name, and it will replace the old file.

**Tip: Community admins can create folders** to organize the files, remove outdated files, etc.

Steps:

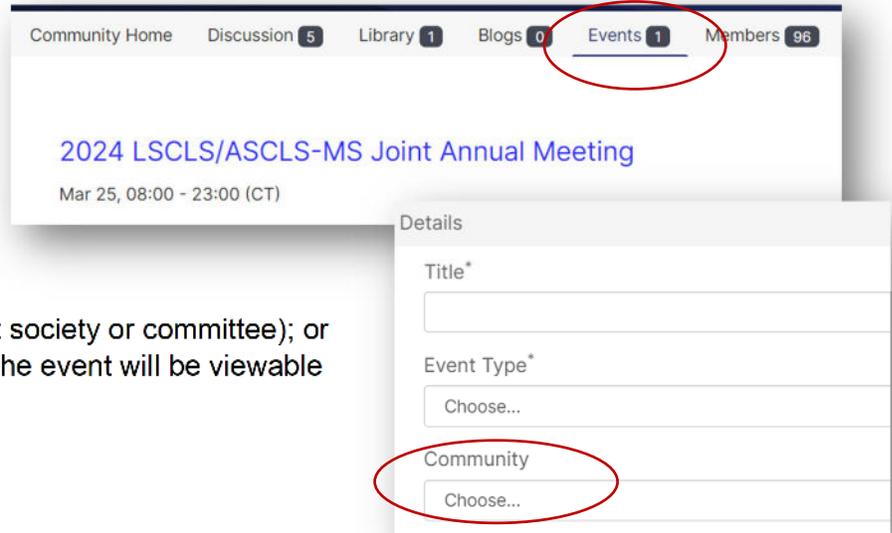
1. Select the view: click the 3rd view (admin)
2. Click on the folder icon on the left
3. Click the ellipsis next to "Main"
4. Select "Add Subfolder"
5. Move a file to a folder by checking the box next to the file
6. Click the ellipsis next to the file for additional admin options



## Events

Post details about upcoming meetings, webinars, social events, etc., and include a link to register.

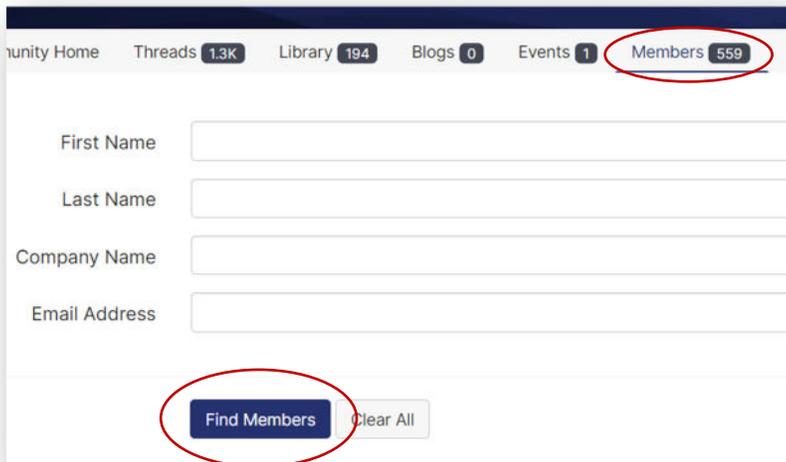
- *Tip:* When you add an event, you can choose a community for the event, which will make it only visible to people in that community (i.e., your constituent society or committee); or you can skip that field and then the event will be viewable to all.



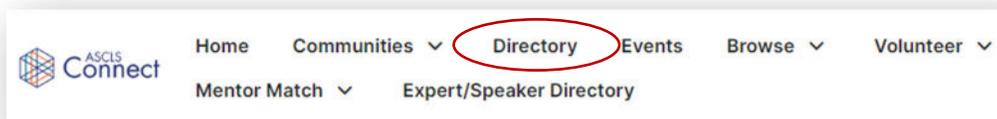
## Directory

The Members tab in your community includes a list of all current members.

- *Tip:* You can search in the list and contact individuals directly.



There is also a main Directory in ASCLS Connect where you can search through all ASCLS members.



## Email Members

Community administrators can email members in their community.

Steps:

1. Settings > Email Community Members
  2. Choose who want to email: all members or new members in the last 30 days
  3. Enter your desired subject and message and click **Preview Email Before Sending** to verify the email looks right.
- *Tip:* This is a great option when you need your members to get the information right away and can't wait for a daily or weekly digest. It also ensures that those who don't receive discussion notifications by email will receive the message.

