

Utilizing Your SAHM Special Interest Group Web Community

JOINING A COMMUNITY:

1. Log into MY SAHM
2. Select “Edit Your Profile”
3. Highlight the box titled “Interest Areas”. Now you will see a list of SIGs you can join just by selecting the box next to the area. It will look like this:



4. It may take a few hours for the SIG to show up in your profile. Logging out and logging back in sometimes helps with this.

LOGGING IN:

1. Make sure you are logged into MY SAHM
2. Click on My Communities on the right hand menu
 - a. If you don't see the SIG you joined listed, reach out to Justin Dreyfuss at jdreyfuss@adolescenthealth.org
3. Select the Community you'd like to visit. Once you log in you will be officially added to the Community Roster.

NAVIGATING YOUR COMMUNITY

Along the top you will see a horizontal navigation menu. Items such as “Forums”, “Documents”, “Members” and more will be listed here. Please keep in mind not every option is populated as your Community may not be using it currently.



FORUMS

The main use of the Community pages is the Forums tab. Here you can post new threads, comment on previous ones, post images and link to documents or webpages.

1. Click on Forums from the top menu. Select the forum you'd like to view.

SAHM Home → My Communities → Michael's Test Community → Forums

Forums

[New thread](#) | [Subscribe to forum](#) | [Add forum to favorites](#) |

[Michael's Test Community forum group](#) > Michael's Test Community forum

| Thread | Created by | Posts | Views | Last post |
|--|------------|-------|-------|----------------------------------|
| Test Thread Lock Stick thread | Justin | 1 | 0 | Justin (4/21/2015 2:56:44 PM) |

1

LATEST POSTS
 Test Thread | 4/21/2015
 This is a brand new forum!

LATEST THREADS
 Test Thread | 4/21/2015
 This is a brand new forum!

MOST ACTIVE THREADS
 Test Thread (1)

2. Here you have multiple options
 - a. **New thread:** Start a new discussion topic
 - b. **Subscribe to forum:** This is an important one. Once clicked, you'll receive an email when someone posts in this forum. You'll want to click this immediately after logging in.
 - c. **Read and comment on current threads:** Select the thread you want to read and you can reply to a post.

DOCUMENTS

To share documents with the Community, click on the Documents tab on the navigation bar. Here you can see a list of all documents added by members of the Community.

When posting messages in Forums, reference the document name that you uploaded into the Documents tab. You can provide a link to the Documents tab to help members get there. The address would just be <https://www.adolescenthealth.org/Communities/YOUR-COMMUNITY/Documents.aspx>

(ex. "I have uploaded the meeting minutes to the [Documents tab](#). It is named 'Minutes - Business Meeting 3-20-15'. Please review.")

WIKI

The Wiki function is useful when all working on one document. It works similar to Wikipedia, in that everyone has editing rights.

Please send any questions or concerns to jdreyfuss@adolescenthealth.org