WELCOME TO THE NEW AESA FORUM!

AESA is excited to announce the launch of the AESA Forum, a refreshed version of the AESA Community Platform which can easily be accessed the from both your computer or your mobile device.

The Forum is the place for you to connect and tap into the knowledge and resources of your fellow AESA members. It provides you the ability to easily:

- Create and participate in discussions;
- View content and contribute;
- Hone in on topics and discussion threads of interest to you, and receive updates;
- Search content and find relevant information.

If you haven't already done so, first complete your login and member contact profile. Here are the directions:
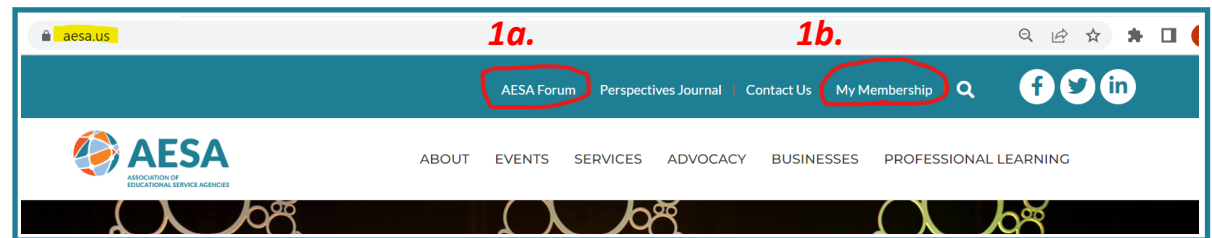
- Create your login **HERE**
- Login and make sure your member contact profile is complete.
- When you get to the main dashboard of the portal, take a moment to watch the "Info Hub Tour" video.
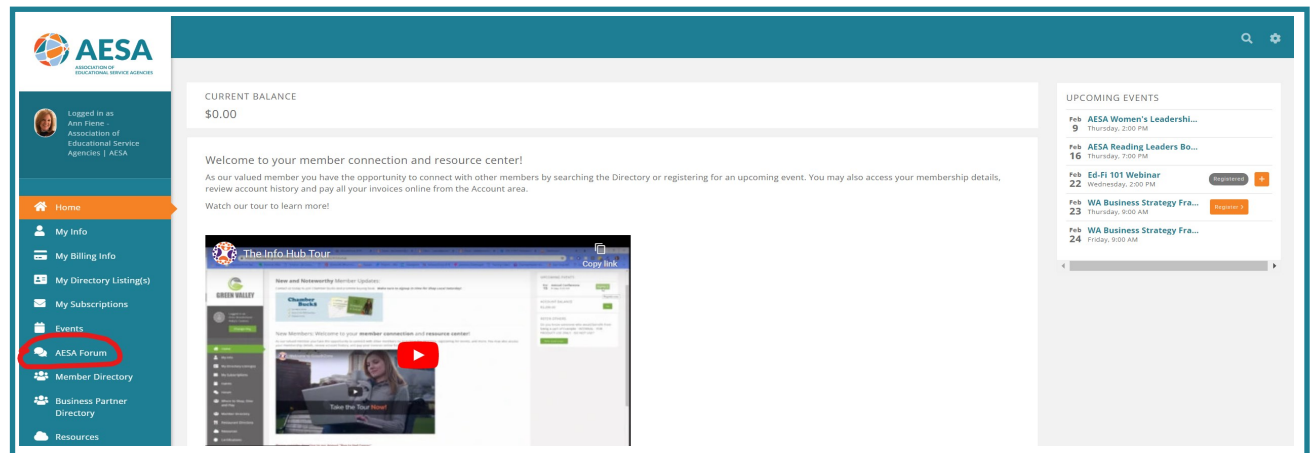
There are two ways to access the AESA Forum:

1. FROM TWO LINKS ON THE AESA WEBSITE
TOP MENU BAR *(either link will require that you login to the member portal)*

OR

2. ONCE IN THE MEMBERSHIP PORTAL, FIND "AESA FORUM" ON THE LEFT NAVIGATION BAR

What You'll See in the AESA Forum

Main Section

When you first access the AESA Forum, the main section will be populated with all topics, ordered by newest first. Within the main section members will be able to:

- See topics listed in order of activity (most active is on top).

- Click on a topic title to see topic details/comments, 'like' topics, and respond.

- Click the eyeball icon on any topic to watch that topic. If a member is watching a topic, the eyeball icon will go from gray to the primary color. You will receive email notifications of updates made to a topic per your contact preferences.

- Add new posts.

Topics

The following information is displayed for topics:

- The Forum

- The Forum Category

- Who posted and when it was posted

- The image of the person who posted, if available.

- The last activity, who and when posted

Filtering options in the main section allow for filtering to a specific date range, author, category, etc.

Top Right Section

In the top right section of the Forum, you can refresh the information shown in the main section:

Watching: Clicking this option will refresh the main section to display only those topics you are watching.

My Posts: Clicking this option will refresh the main section to only display your own posts.

My Drafts: Clicking this option will refresh the main section to only display your drafts.

AESA
ASSOCIATION OF
EDUCATIONAL SERVICE AGENCIES

Logged in as
Ann Fiene -
Association of
Educational Service
Agencies | AESA

- Home
- My Info
- My Billing Info
- My Directory Listing(s)
- My Subscriptions
- Events
- AESA Forum
- Member Directory
- Business Partner Directory

Search...   Show only...   Customize Results...

ALL TOPICS

No results found

Open Forum:
Open to all AESA Members

Communities of Practice:
Only paid members of these communities of practice will see these options in their AESA Forum.

AESA Governance:
Only AESA members who serve on the AESA Foundation Board and/or Executive Council will see these forums.

State Leadership:
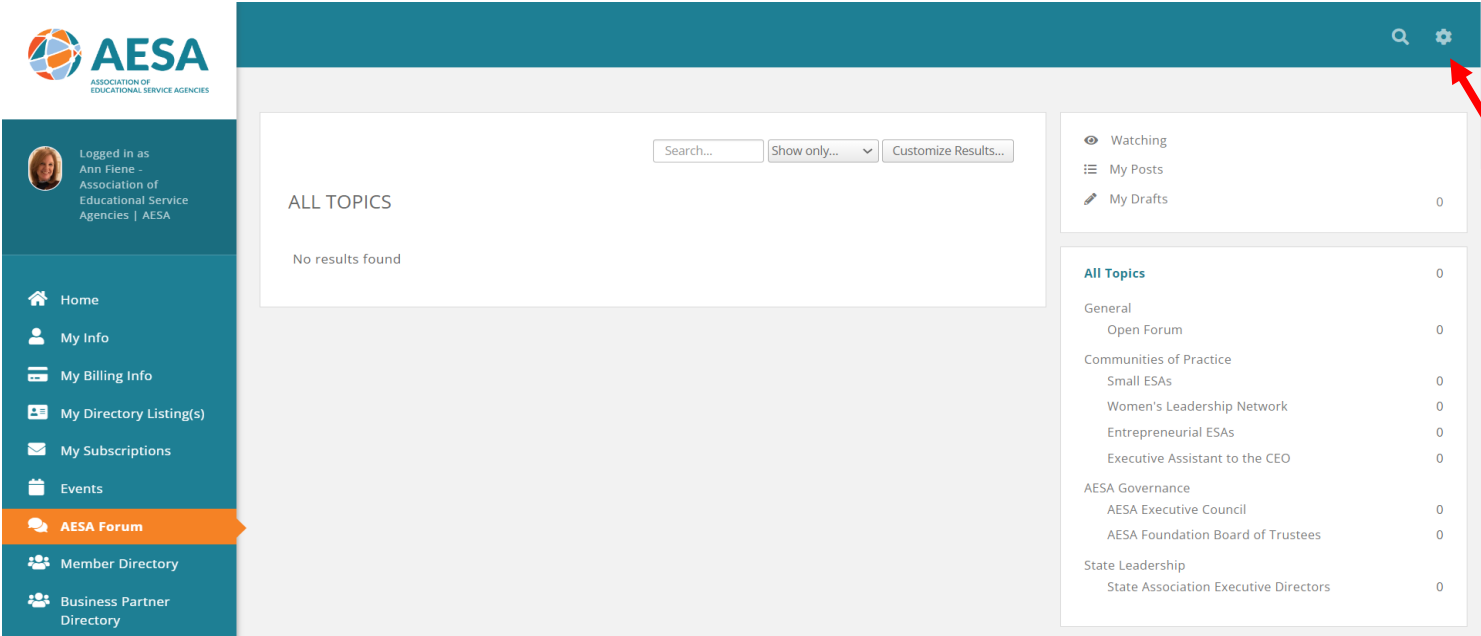Only state association executive directors have access to this forum.

Watching
My Posts
My Drafts   0

All Topics   0

General
   Open Forum   0
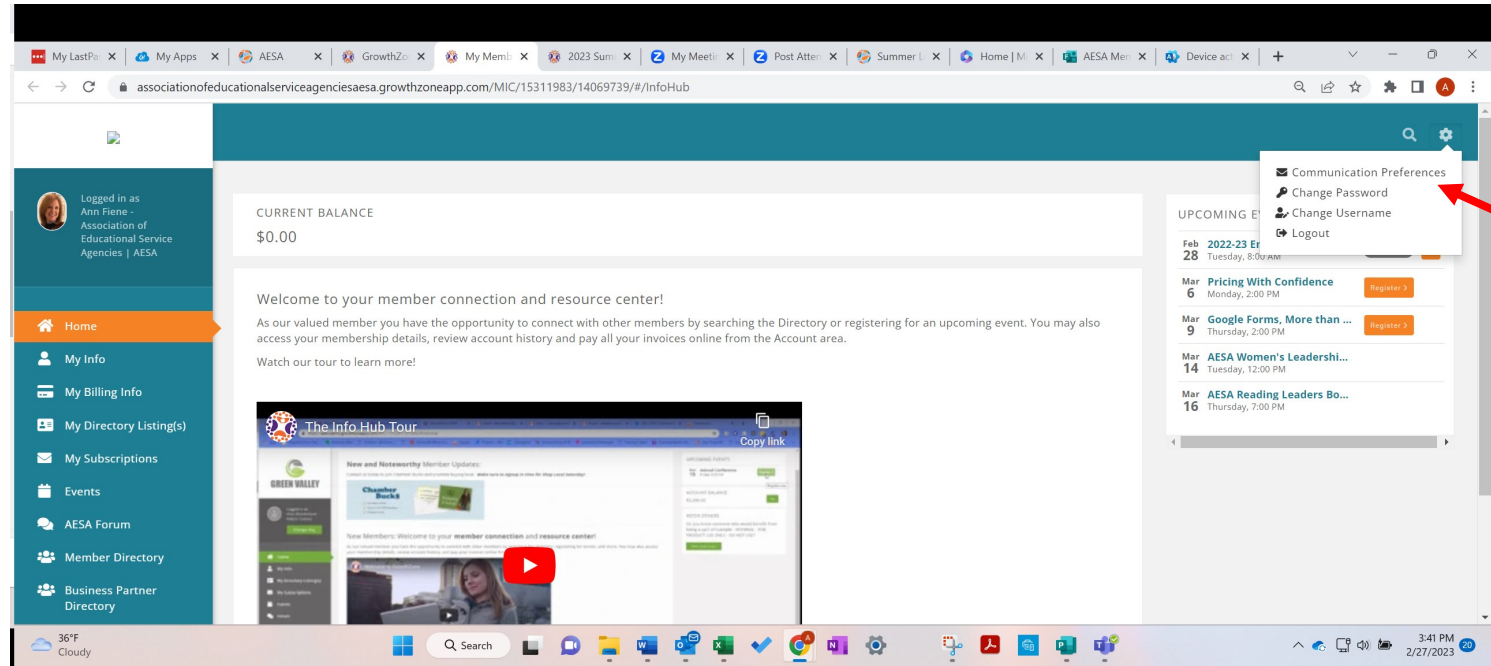
Communities of Practice
   Small ESAs   0
   Women's Leadership Network   0
   Entrepreneurial ESAs   0
   Executive Assistant to the CEO   0

AESA Governance
   AESA Executive Council   0
   AESA Foundation Board of Trustees   0

State Leadership
   State Association Executive Directors   0

Set Up your Forum Notifications

1. Click the ⚙ **in the header bar.**

2. Click Communication Preferences.

The following settings are for the Forums and Topics you are currently watching. See all of the items you are watching by clicking on the =="Watching"== filter on the top right side of the forum.

Email Frequency

| As it happens | ⌄ |

Forum Level Email Preferences

| None | ⌄ |

Topic Level Email Preferences

| None | ⌄ |

Watch Forums:

- Members may watch specific forums, by clicking the ⌐ icon.

- Forums that are watched will display the 👁 icon.

Once the member is watching a forum, automatic notifications will be sent to them when:
- A new topic is posted to a forum
- A comment is posted to a topic in that forum
- A reply has been made on a comment that has been posted to a topic in that forum

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3. In the **Forum Notifications** section, configure desired settings:
   - **Email Frequency**: This option is set to **As it Happens**. An email notification is sent immediately when a change is made to forum/topic the user is watching, based on the settings below.
   - **Forum Level Email Preferences**: Select preferences for changes to forums.
     ⇒ **None**: If this option is selected, no notification will be sent.
     ⇒ **Watched Forums**: If this option is selected, an email notification will be sent when a new topic is posted to the forum, a comment is posted to a topic in that forum, or a reply has been made on a comment that has been posted to a topic in that forum.
     ⇒ **Watch Added Topic Only**: If this option is selected, a notification will only be sent when a new topic is added to the forum.
   - **Topic Level Email Preferences**: Select preferences for changes to forums.
     ⇒ **None**: If this option is selected, no notification will be sent.
     ⇒ **Watch All**: If this option is selected, an email notification will be sent when a comment is posted to the topic or a a reply has been made to a comment that has been posted to that topic.
     ⇒ **Watch Replies to My Comments Only**: If this option is selected notifications will only be sent when replies are made to comments the user has posted.
4. Click **Done**.