

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 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 "AESAFORUM" ON THE LEFT NAVIGATION BAR

The screenshot shows the AESA website's top navigation bar. The 'AESAFORUM' link is highlighted with a red box. Other menu items include 'Perspectives Journal', 'Contact Us', 'My Membership', and social media links for Facebook, Twitter, and LinkedIn.

The screenshot shows the AESA membership portal's left navigation bar. The 'AESAFORUM' link is highlighted with a red box. The main dashboard displays a 'CURRENT BALANCE' of '\$0.00' and a 'Welcome to your member connection and resource center!' message. A video player for 'The Info Hub Tour' is also visible. The right side of the screen shows an 'UPCOMING EVENTS' calendar.

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.

The screenshot illustrates the AESA Forum interface. On the left is the main navigation menu with a 'AESA Forum' link highlighted. The main content area shows a list of topics under 'ALL TOPICS'. A large blue box highlights specific sections: 'Open Forum' (open to all members), 'Communities of Practice' (for paid members), 'AESA Governance' (for foundation members), and 'State Leadership' (for state association directors). A red arrow points from the 'Watching' section in the top right to the 'Watching' icon in the main navigation. Another red arrow points from the 'My Posts' section to the 'My Posts' icon. A third red arrow points from the 'My Drafts' section to the 'My Drafts' icon. A fourth red arrow points from the 'Watching' section to the 'Watching' icon in the main navigation. A fifth red arrow points from the 'My Posts' section to the 'My Posts' icon in the main navigation. A sixth red arrow points from the 'My Drafts' section to the 'My Drafts' icon in the main navigation.

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.

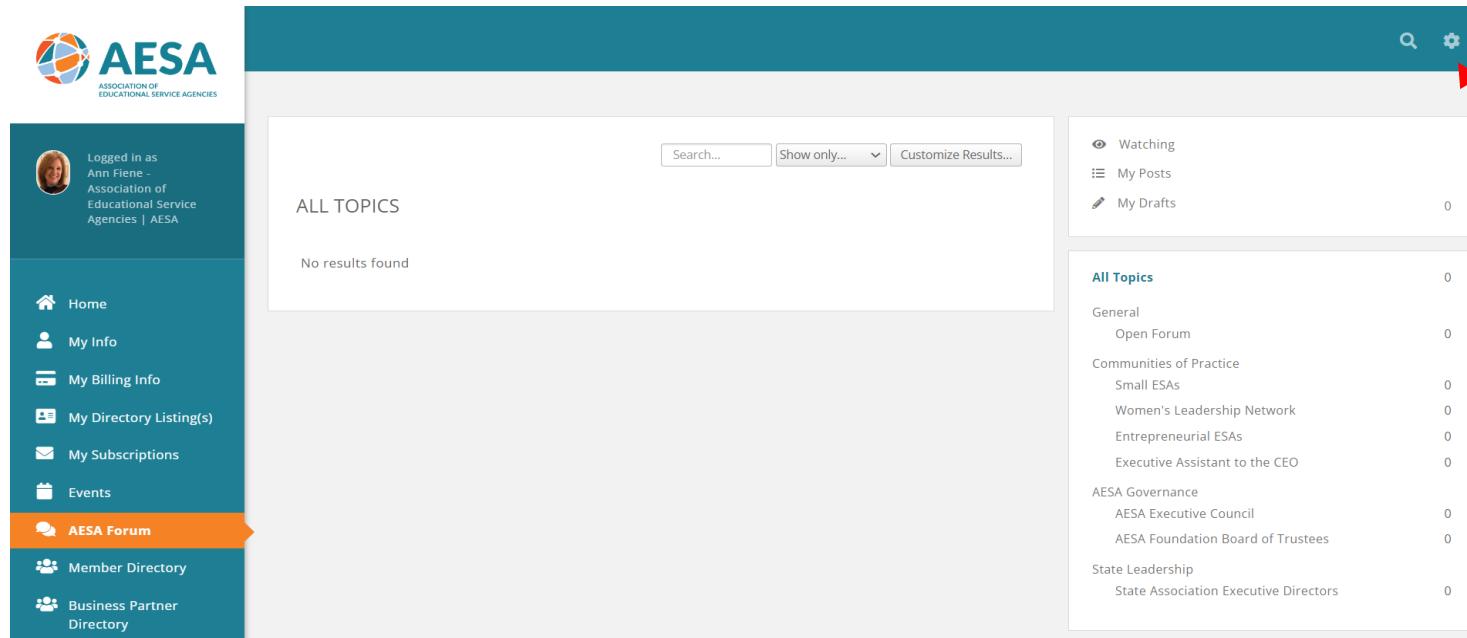
AESA Governance:
Only AESA members who serve on the AESA Foundation Board and/or Executive Council will see these forums.

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

Watching
My Posts
My Drafts

All Topics	0
General	0
Open Forum	0
Communities of Practice	0
Small ESAs	0
Women's Leadership Network	0
Entrepreneurial ESAs	0
Executive Assistant to the CEO	0
AESA Governance	0
AESA Executive Council	0
AESA Foundation Board of Trustees	0
State Leadership	0
State Association Executive Directors	0

Set Up your Forum Notifications



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

ALL TOPICS

No results found

Watching: 0

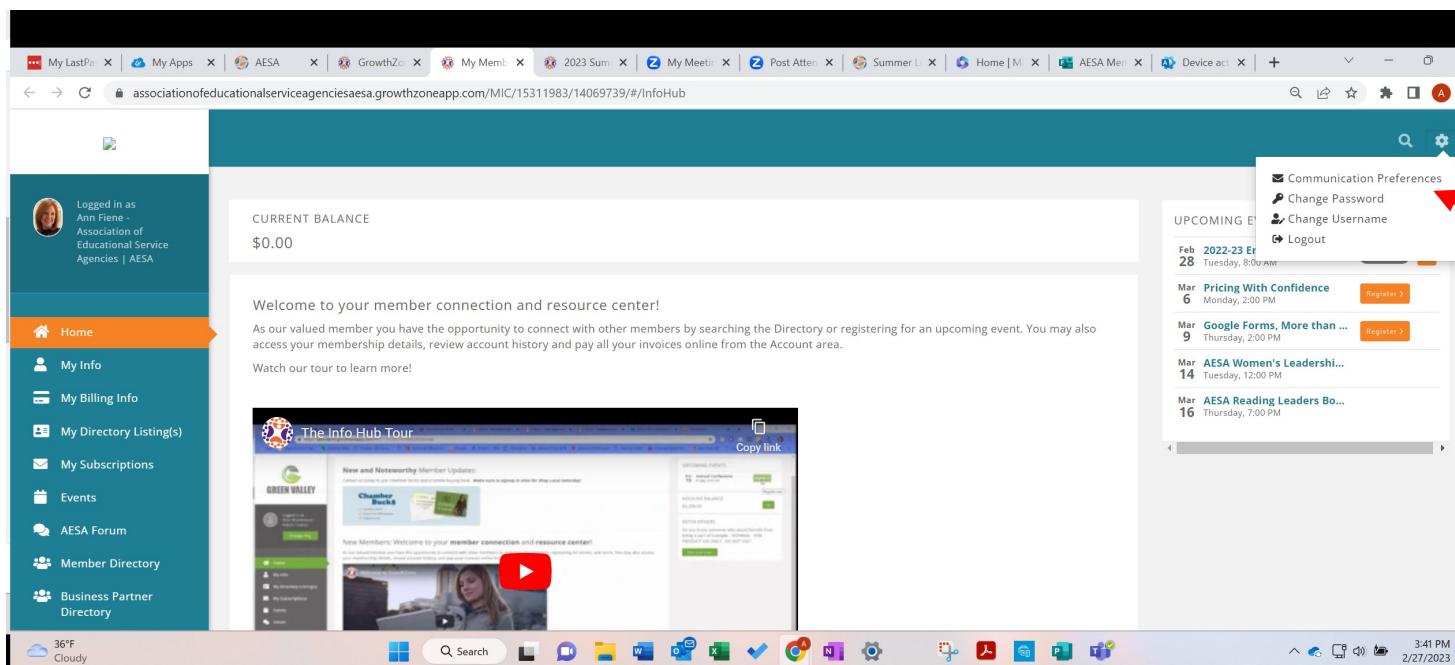
My Posts: 0

My Drafts: 0

All Topics: 0

- General: 0
- Open Forum: 0
- Communities of Practice: 0
- Small ESAs: 0
- Women's Leadership Network: 0
- Entrepreneurial ESAs: 0
- Executive Assistant to the CEO: 0
- AESA Governance: 0
- AESA Executive Council: 0
- AESA Foundation Board of Trustees: 0
- State Leadership: 0
- State Association Executive Directors: 0

1. Click the  in the header bar.



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

CURRENT BALANCE \$0.00

Welcome to your member connection and resource center! As our valued member you have the opportunity to connect with other members by searching the Directory or registering for an upcoming event. You may also access your membership details, review account history and pay all your invoices online from the Account area. Watch our tour to learn more!

The Info Hub Tour

UPCOMING EVENTS

- Feb 2022-23 Er 28 Tuesday, 8:00 AM
- Mar 6 Monday, 2:00 PM
- Mar 9 Thursday, 2:00 PM
- Mar 14 Tuesday, 12:00 PM
- Mar 16 Thursday, 7:00 PM

Communication Preferences Change Password Change Username Logout

2. Click Communication Preferences.

Forum Notifications

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

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 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**.

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