

# Quick-Start Guide

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## Accessing the member directory

1. To access the HBA Community go to [www.hbanet.org](http://www.hbanet.org) and log in.
  2. Once logged in, click one of these two links labeled the “**HBA Community**”
  3. Once in the HBA Community, click “**Directory**”. This will route you to the directory, where you can choose between “**basic search**” and “**advanced search**”.
- Advanced search gives you different options to search members such as by company type, role title, gender, etc.

## Login to the HBA Community

1. To access the HBA Community, click the HBA Community graphic on the HBA homepage. You can also navigate directly by visiting [community.hbanet.org](http://community.hbanet.org).
2. In the top right corner, click the button that reads “**login to see members only content.**”
  - Also in the top right corner of the screen, you can quickly access your profile, list of communities and message inbox.

## Edit your HBA Community profile

In [the HBA Community](#), you can edit your profile to include information about your education and work experience.

1. Click on "HBA Community" in the top right hand corner (You must be logged into your count to access this page)

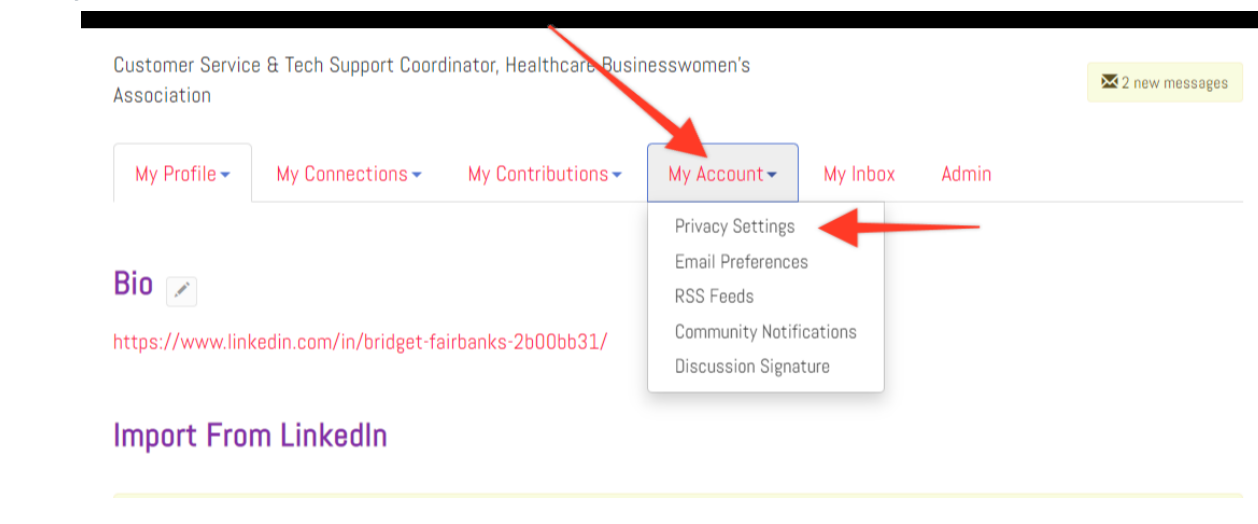
The screenshot shows the top navigation bar of the HBA website. The header is purple with the HBA logo (Healthcare Businesswomen's Association) on the left. On the right, there are links for 'HBA COMMUNITY', 'JOIN/RENEW', 'HELP', and a search icon. Below these links, a user profile is displayed with the name 'BRIDGET FAIRBANKS' and a 'LOGOUT' button. A 'Configure' gear icon is also present. Below the header is a horizontal navigation menu with links: HOME, ABOUT, AWARDS, EVENTS, NEWS, MEMBERSHIP, REGIONS, CORPORATE PARTNERS, VOLUNTEERS, CAREER, RESOURCES. Below this is a 'My HBA' section with a grid of icons and labels: PROFILE, CHANGE PASSWORD, MEMBERSHIP AUTO-RENEWAL, MY COMPANY, MY INVOICES, MY REPORTS, MY EVENTS, STORE, MY WOTY, and SHOPPING CART.

2. Navigate to your profile by clicking the down facing **arrow icon** and **profile** button in the upper right corner of the page.



3. From your profile, you can add information by clicking the green “Add” button or edit and delete any existing information. You can also easily import your information from LinkedIn by clicking the “Import Your Info” button.

- In the **"My Account"** section of your profile, you can edit your privacy, email and notification preferences to control the number of community emails you receive and the ways in which your information is shared with other HBA members.



## Posting discussions to the HBA Community

To participate in discussions in the HBA Community:

1. If you are posting in the **"Member Forum"** click the link on the community navigation bar. If you are posting in another community click **"Communities"** then choose **"My Communities"** and selecting the community to you are planning to post the content in.
  - From here, you can browse discussions, shared files and the membership list.
2. To add your own discussion, click the green **"Post New Message"** button in the discussion section.
  - In accordance with the HBA Community etiquette policy, please keep topics relevant to

the HBA mission and refrain from posting commercial messages. Job opportunities should be posted in the [HBA career center](#) instead of the Community.

3. You can read an existing discussion by clicking the topic title.
  - For each post, you can choose to respond publicly to the discussion or reply directly to the sender through a message, by clicking on **“Reply to Discussion”** or by clicking the arrow icon and selecting **“Reply to Sender.”**

## Changing the frequency of emails sent from the HBA Community

1. Go to **“My Profile”** and click on **“My Account”** and select **“Community Notifications.”**
2. Scroll down to **“Notification Settings”** on this page, you'll see an option in the dropdown for Real Time, Daily Digest, PlainText or No Email (see below for descriptions of these choices). You will also see a check box for Consolidate Weekly Digest. Select your preferences and they will automatically save.

- If you would just like Weekly Digests, you can choose No Email and check Consolidated Weekly Digests

For each discussion, you have the following delivery options:

- Real time: sends an email every time a new message is posted
- Daily digest: sends one email to you each day, consolidating all of the posts from the previous day
- Plain text: sends real-time text versions of the posts, which are compatible with Blackberries and most other handheld devices. This option also allows you to reply without logging into a web browser, but it does NOT allow you to include attachments with your post.
- No Email: allows you to be part of the group without having emails sent to you. You can still post and read others' messages by logging into the community site.

