



GETTING STARTED

1. Visit <http://iaiaconnect.iaia.org>. Your username and password are the same ones you use to login to IAIA's website. (Contact info@iaia.org for login assistance.)
2. **Upload a profile photo.** Note that pictures must be less than 500kb or you will get an error message.
3. Go to the **IAIA Members group**. This is where all the interaction takes place. Get there by clicking on "IAIA Members" under My Groups or in the Latest Community Updates section.

IAIA MEMBERS GROUP

IAIA members are automatically added to the [Members Group](#). This is where you will engage in IAIAConnect by **posting questions or replying to a discussion, sharing an announcement, or uploading a resource**. The Members Group is a **private group** – only other current IAIA members will be able to view and interact with the posts and resources here.

IAIA Members
Members: [1,091](#) Owner: [Shelli LaPlante Schneider](#)

Where current IAIA members can discuss issues, ask questions, catch up on impact assessment news, and more.

tags/keywords
membership Member IAIA

Home Subgroups Announcements Discussions Resources Members Surveys

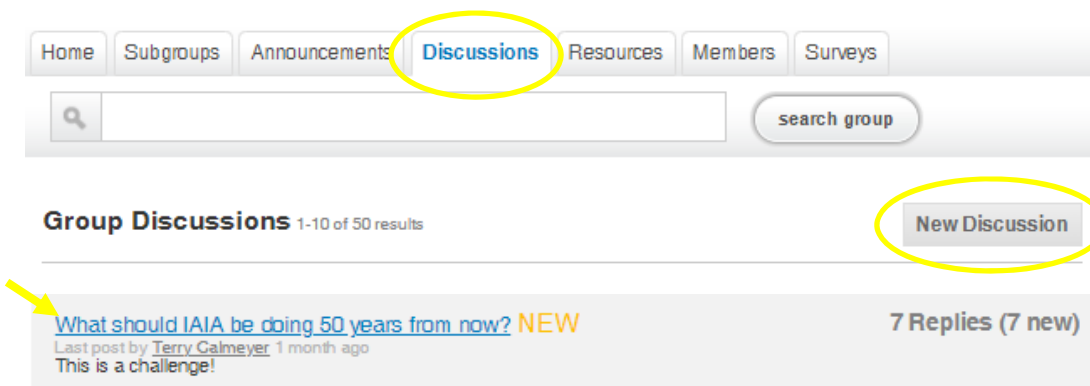
search group

Add discussion
Add announcement
Add resource
Add survey

- **Announcements tab:** Used to broadcast info, such as an event or deadline, to the full group when no discussion/reply is needed.
- **Discussions tab:** Used for questions and conversations – allows members to reply to posts.
- **Resources tab:** Upload a relevant PDF or other file (including weblinks), or download those shared by others.
- **Members tab:** See a list of all members in this group.
- **Shortcut buttons (in blue):** Use these to quickly post a discussion, announcement, or resource.

POSTING A DISCUSSION OR ANNOUNCEMENT

Post a question, share an interesting article, or ask for help in the Discussions tab by clicking the “New Discussion” button (or just click the blue “Add Discussion” shortcut button on the IAIA Member group main page).



Want to reply to an existing discussion post? Click the hyperlinked post title to add your comments or answer a question.

If instead you have an **announcement**, such as an upcoming event or deadline, to broadcast to all members, click the “New Announcement” button under the Announcements tab. Announcements are one-way broadcasts of basic information – the reply function is not available for announcements. **We almost always encourage members to post under the Discussions tab instead, as this encourages conversation and networking.**

NOTIFICATIONS & EMAIL DIGESTS

You will automatically receive email “**digests**” when a new discussion topic or reply to your post is added. These digests are daily summaries of the posts and comments in IAIAConnect that are periodically sent to your email. We suggest staying with the daily schedule (default), but you can change how often you receive digests at “Edit my settings” → “Notifications” tab.

Members can private message other members within IAIAConnect – no email address required. You will receive a notification to your email address when someone sends you a private message.

Make sure to add notifications@memberfuse.com as a safe sender to receive these digests.

YOUR PROFILE AND MEMBERSHIP

The basic profile information associated with your membership is displayed in IAIAConnect for other IAIA members to better connect with you. This includes any member directory fields you have completed, such as your areas of expertise and languages. Members can search for other members using these fields, so definitely keep your profile up-to-date.

Need this info updated? Click “Edit my settings.” Under “Member Info,” click “Edit my profile.” This will take you to the IAIA website, which might require you to log in again. Updates made on the IAIA site will be visible on IAIAConnect within 24 hours.

