

# Community

Last Modified on 07/10/2024 10:43 am EDT

## HBA Community Overview

The screenshot shows the HBA Healthcare Businesswomen's Association website. The header features the HBA logo and the tagline: "The HBA's purpose is to further the advancement and impact of women in the business of healthcare." Below the header is a navigation menu with links: HOME, MEMBER FORUM, COMMUNITIES, DIRECTORY, BROWSE, PARTICIPATE, LEADER LIBRARY, AFFILIATE LIBRARY, VOLUNTEER, and HELP/FAQS. A search bar is located on the right side of the navigation menu. The main content area features a large banner image with the text "Career Conversations" overlaid. Below the banner are three sections: "Announcements" with a sub-link "NEW HBA Digital Advertising Opportunities", "Discussions" with a sub-link "One more week!" and a profile picture of Rita Chelton, and "Career Center" with a sub-link "Project Manager for Clinical Planning and Network Operations".

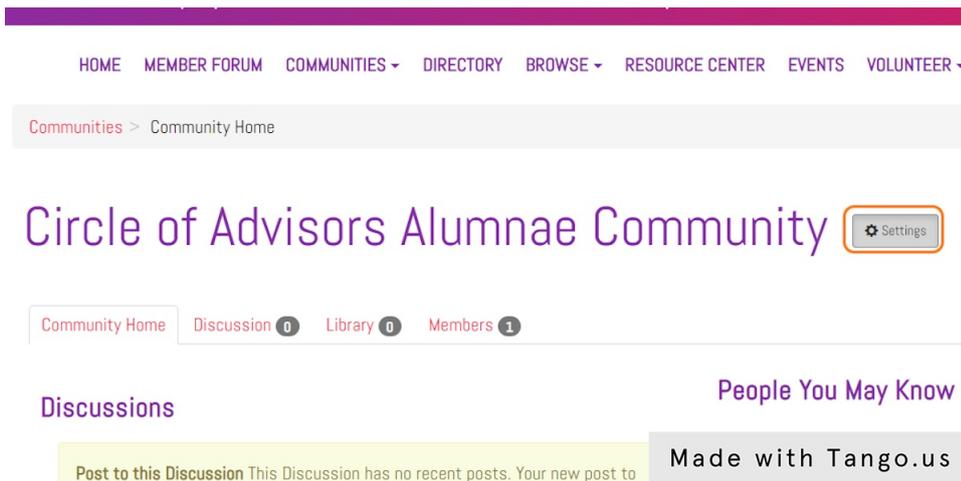
The HBA Community is private and secure **members-only** online community, where members can connect with each other, participate in discussion, access useful information, contribute to the knowledge base and post questions to peers. It can be accessed directly by [clicking here](#) and logging into your HBA profile to access members-only content. You can also access the HBA Community by visiting the [HBA website](#), logging into your profile and clicking the HBA Community link at the top of the page, which will open it in a new browser window.

Once logged in, your home page will consolidate of the most recent HBA Central offerings, member announcements, discussions and career postings. Along the center of the HBA Community page are a series of links you are encouraged to explore, but below are some highlights you will find depending on your membership status and if you have volunteer leader access:

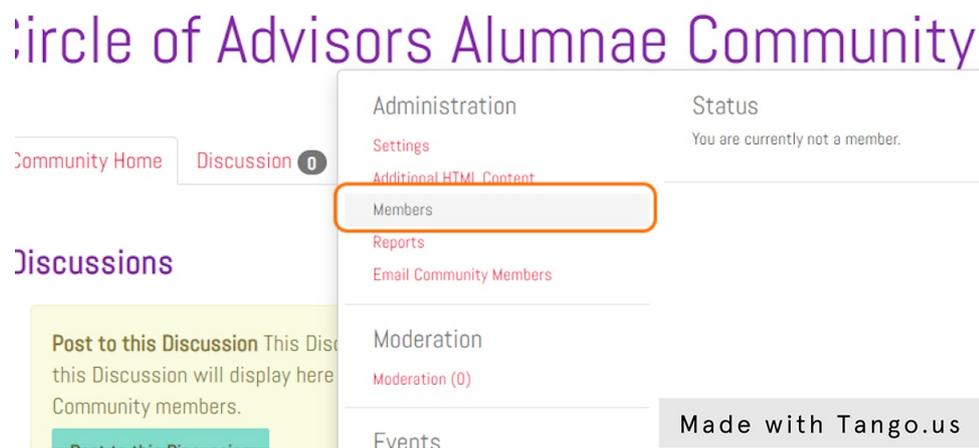
- **Member forum:** for discussion and connection with all HBA members across the organization
- **Communities:** select the drop down for My Communities to see all the specific functional, geographic and interest-specific Communities you have access to for discussion
- **Directory:** allows access to searching our full HBA member directory
- **Volunteer:** gives access to opting in to HBA's volunteer pool or browsing open volunteer opportunities

## How to manually add members to a community

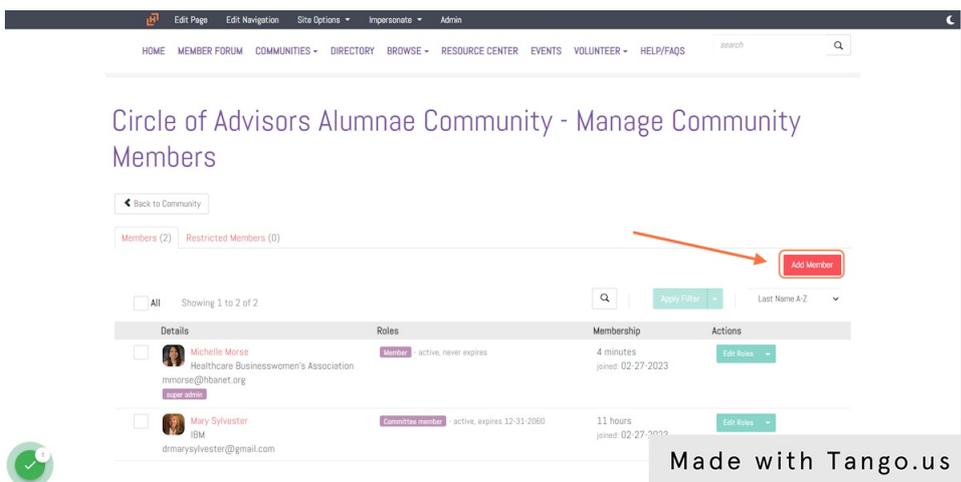
# 1. CLICK ON "SETTINGS" FROM COMMUNITY HOME



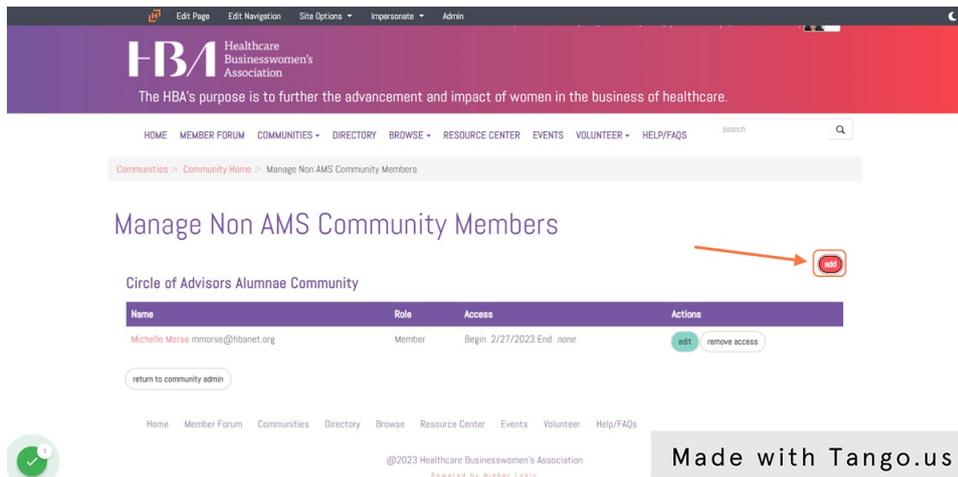
# 2. CLICK ON MEMBERS



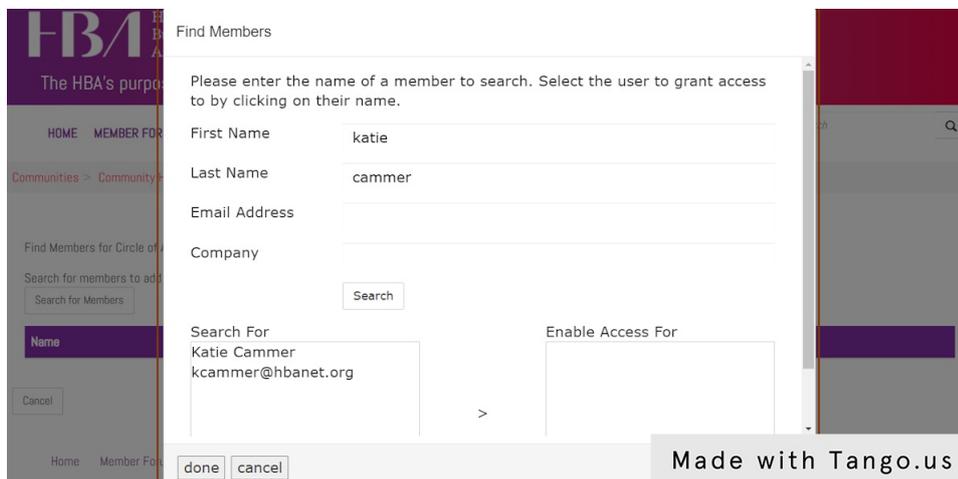
# 3. CLICK ON ADD MEMBER



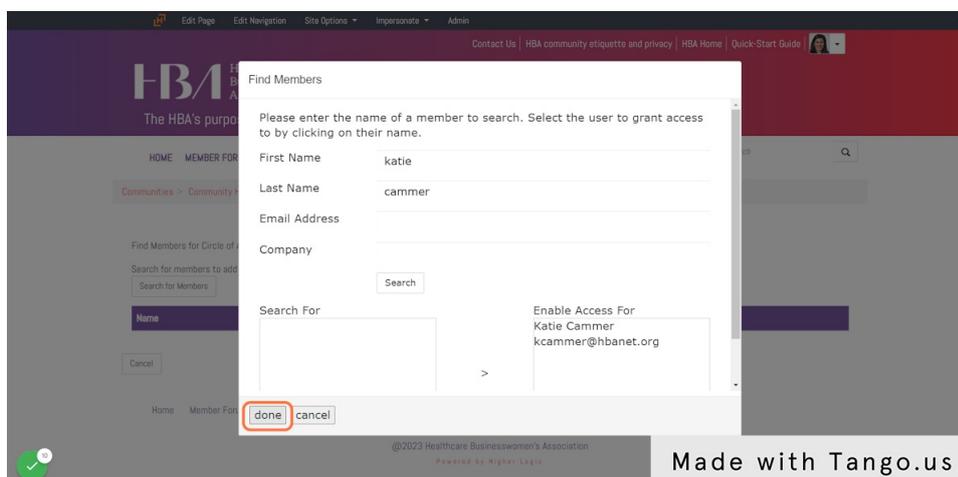
# 4. CLICK ON "ADD:



5. IN THE POP-UP WINDOW, SEARCH FOR THE MEMBER BY EITHER FIRST/LAST NAME OR EMAIL ADDRESS. THEY SHOULD APPEAR IN THE "SEARCH FOR" WINDOW AT THE BOTTOM LEFT.



6. DOUBLE-CLICK THEIR NAME AT THE BOTTOM LEFT; THEY'LL BE MOVED TO "ENABLE ACCESS FOR." CLICK "DONE"



7. CLICK ON ADD TO ACCESS LIST

Name	Role
Katie Cammer	Member

Cancel **add to access list**



Home Member Forum Communities Directory Br

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## 8. CLICK ON "RETURN TO COMMUNITY ADMIN"

### Circle of Advisors Alumnae Community

Name	Role
Katie Cammer kcammer@hbanet.org	Me
Michelle Morse mmorse@hbanet.org	Me

**return to community admin**



Home Member Forum Com Made with Tango.us

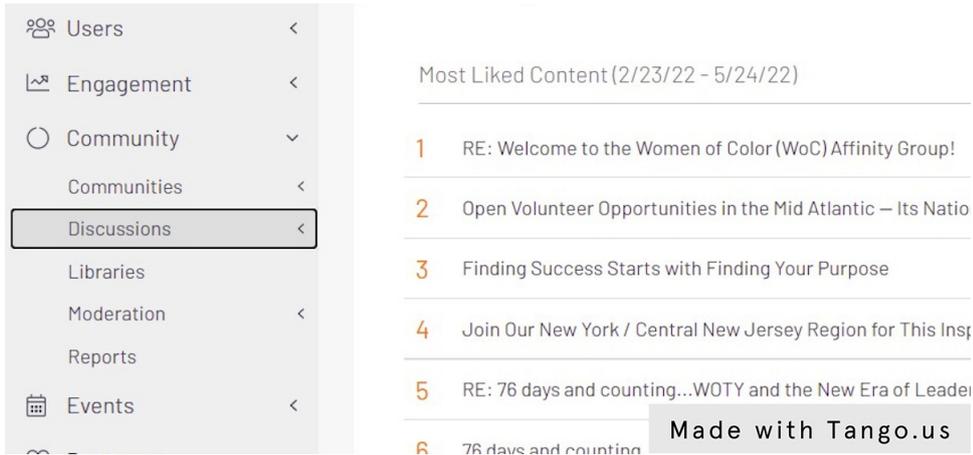
*This Workflow was created with Tango.*

## How to update the main banner in the Community

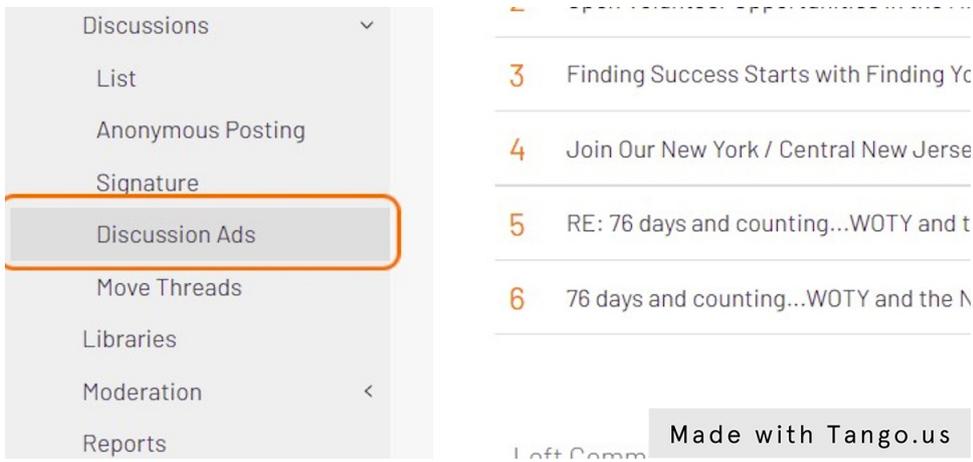
### 1. FROM COMMUNITY ADMIN, CLICK ON COMMUNITY

The screenshot shows the Community Admin interface. On the left is a navigation menu with a search bar and several options: Users, Engagement, Community (highlighted with an orange box), Events, Programs, Feedback, and Email. The main content area shows a 'WELCOME' banner with tabs for 'COMMUNITY', 'BENCHMARK', and 'DISCUSSIONS'. Below the banner is a section titled 'Most Liked Content (2/23/22 - 5/24/22)' with a list of four items. A 'Made with Tango.us' watermark is visible in the bottom right corner.

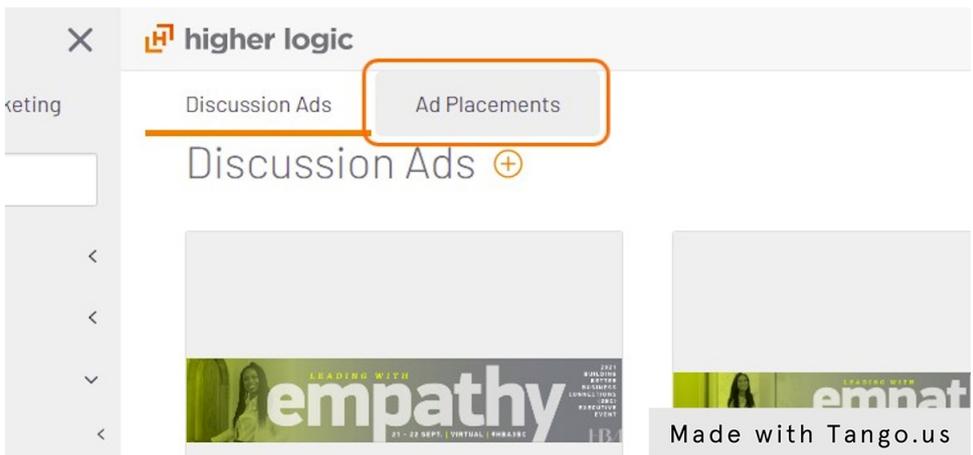
## 2. CLICK ON DISCUSSIONS



## 3. CLICK ON DISCUSSION ADS



## 4. CLICK ON AD PLACEMENTS



## 5. CLICK ON ROW

Ad Type	Ad / Sponsor	Active	Modified
banner	2021 3BC - 962x125 / The HBA	no	09-20-2021 13:09
post	2021 3BC - 640x125 / The HBA	no	
post	2021 AC - 200x200 / The HBA	no	11-23-2021 09:55
banner	WOTY2021 / The HBA	no	06-22-2021 16:17
post	2022 WOTY 200x200 / The HBA	yes	02-04-2022 11:41

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## 6. CLICK ON EDIT

A screenshot of a web interface showing a table with columns 'Active' and 'Modified'. The 'Active' column contains 'no' and the 'Modified' column contains dates. Above the table, there are buttons for 'Edit', 'Delete', a settings gear, and a search magnifying glass. The 'Edit' button is highlighted with an orange border. A notification badge with the number '12' is visible in the top right corner of the interface.

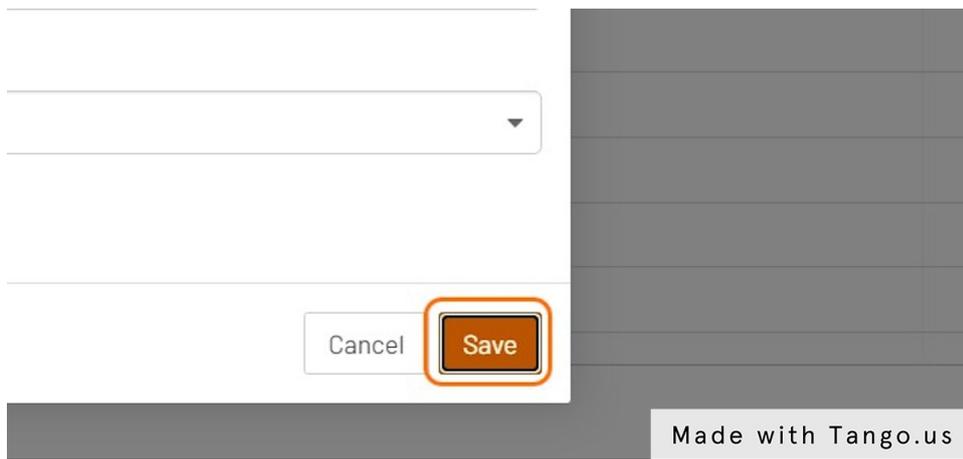
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## 7. CHECK OR UNCHECK ACTIVE

A screenshot of an edit form for an advertisement. The form includes a text input field with the value '2022 WOTY 200x200 / The HBA', a section titled 'Display Ad' with a sub-input field containing 'Website And Email', and a checkbox labeled 'Active' which is currently checked. At the bottom left, there is a pagination indicator: '1 to 4 of 4 entries, 25 per page'. The 'Display Ad' section is highlighted with an orange border.

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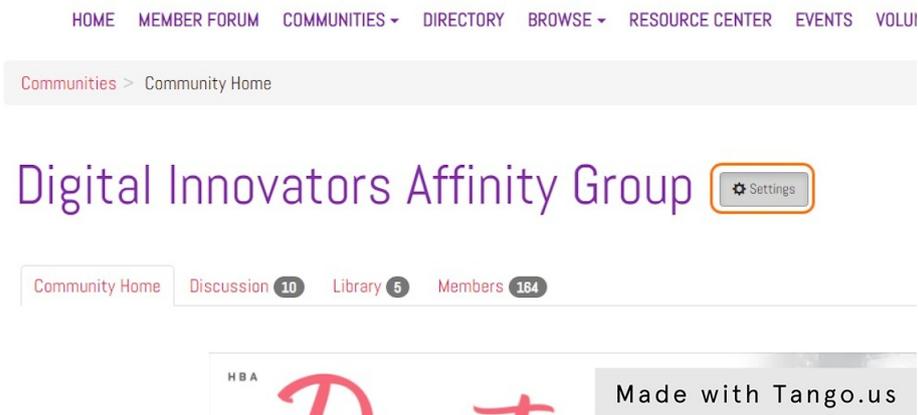
## 8. CLICK ON SAVE



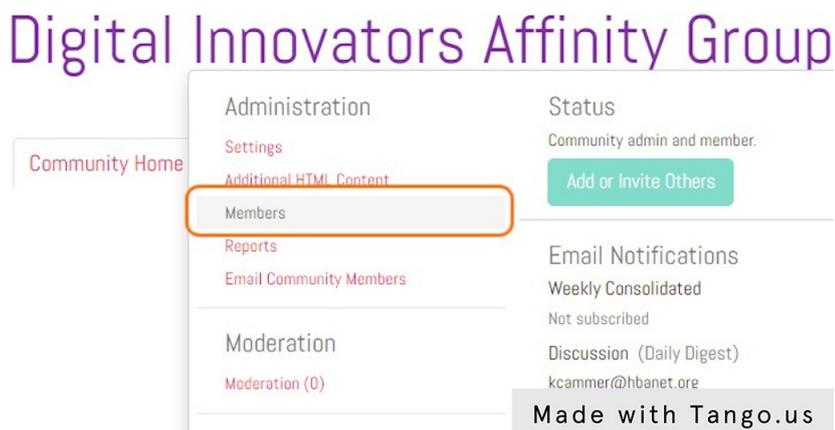
This Workflow was created with Tango.

## How to add an admin to a community

### 1. FROM COMMUNITY HOME PAGE, CLICK ON SETTINGS...



### 2. CLICK ON MEMBERS



### 3. FIND THE INDIVIDUAL(S) WHO NEED TO HAVE ACCESS AND CLICK

## "EDIT ROLES"

Go    Reset / Clear

Membership	Actions
358 days joined: 04-15-2021	<b>Edit Roles</b> ▾

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## 4. CHECK "MAKE THIS USER A COMMUNITY ADMIN"

1 of 1

member directory?

**Community Admin**

Make  this user a community admin?

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## 5. CLICK ADD

21

Edit Roles ▾

Cancel    **Add**

Businesswomen's Association

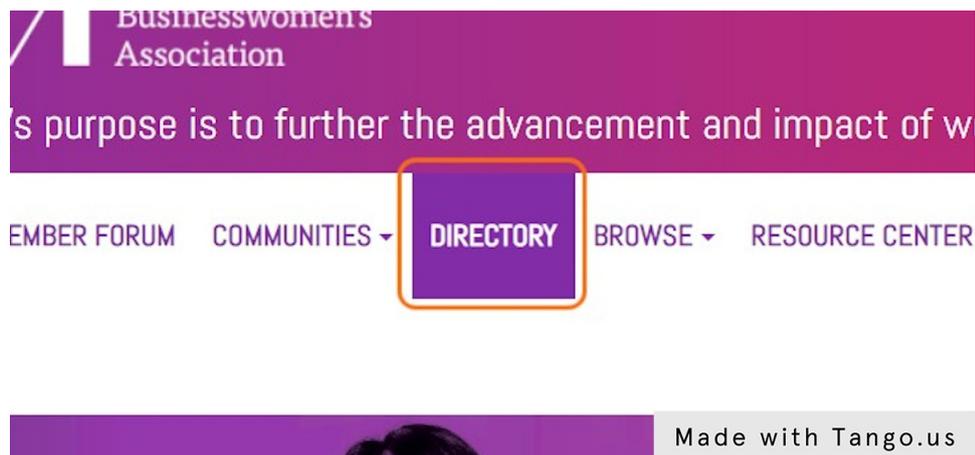
Made with Tango.us

*This Workflow was created with Tango.*

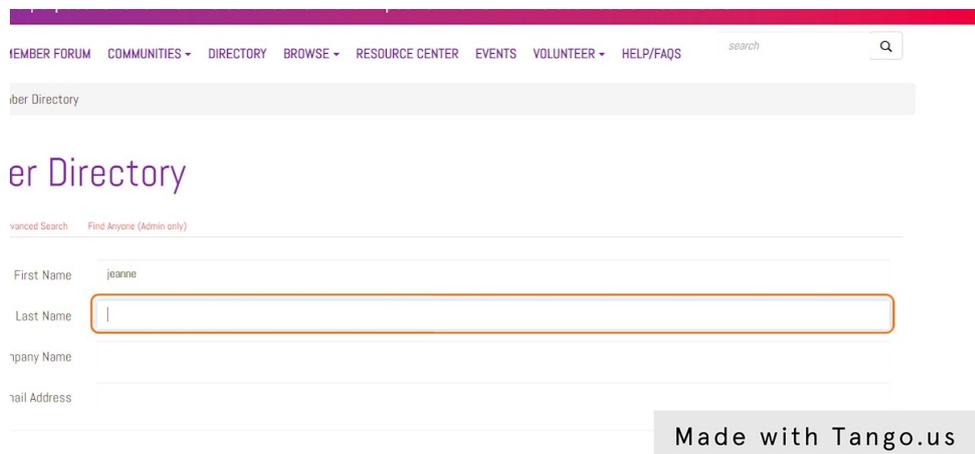
## How to impersonate a user in the Community

THIS FEATURE IS HELPFUL WHEN TRYING TO TROUBLESHOT AN ERROR, SEE THE VIEW A MEMBER OR NONMEMBER SEES, ETC.

### 1. FROM COMMUNITY HOME, CLICK ON DIRECTORY



### 2. TYPE THE MEMBER'S NAME AND CLICK SEARCH



### 3. CLICK ON THE MEMBER'S NAME

[< - back to search options](#)

Showing 1 to 1 of 1



Jeanne Piceno

[jpiceno@hbanet.org](mailto:jpiceno@hbanet.org)

973-575-0606 ext. 2 business phone

Walgreens

Coordinat

373 I

Bldg

Fairfi

Unit

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4. FROM THEIR PROFILE PAGE, CLICK ON IMPERSONATE (ADMIN ONLY)

Impersonate (Admin Only)

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5. TYPE "TEST" AS REASON FOR IMPERSONATION AND THEN CLICK "START IMPERSONATION SESSION"

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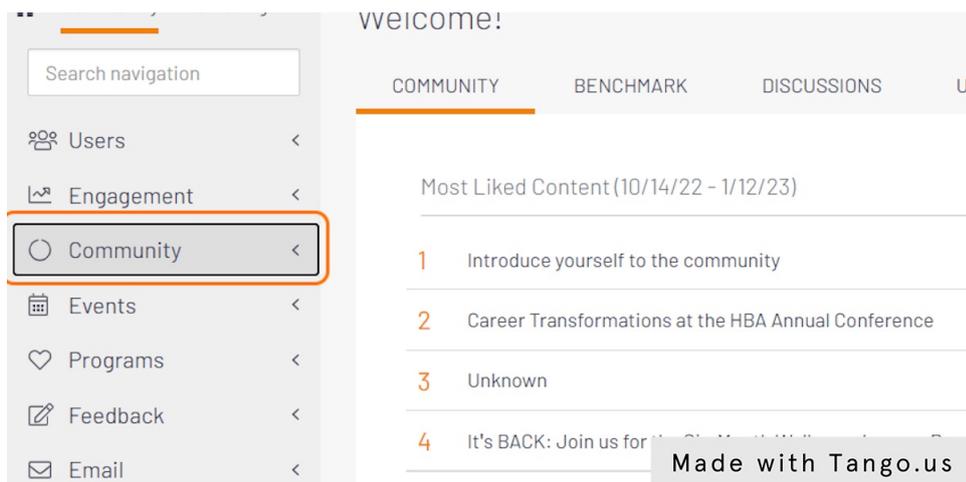
6. WHEN YOU ARE DONE, CLICK "STOP IMPERSONATING"



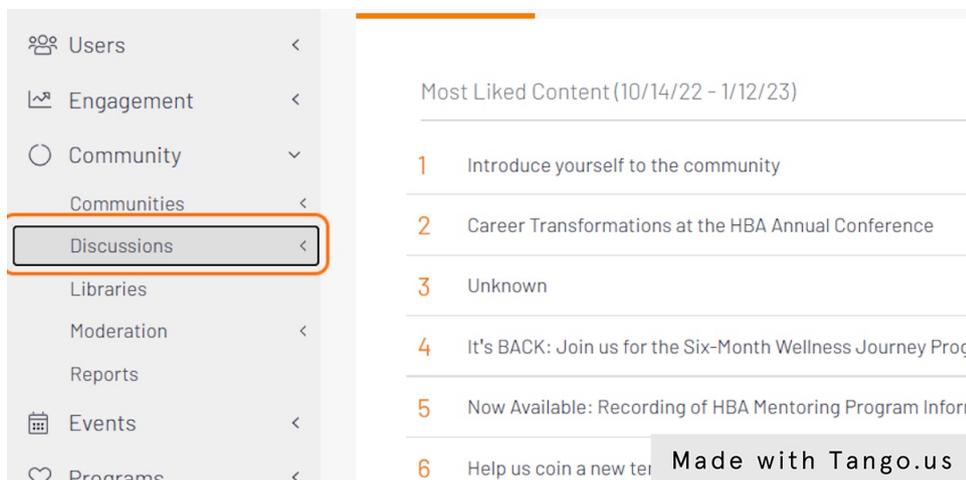
This Workflow was created with Tango.

## How to update community library and discussion settings

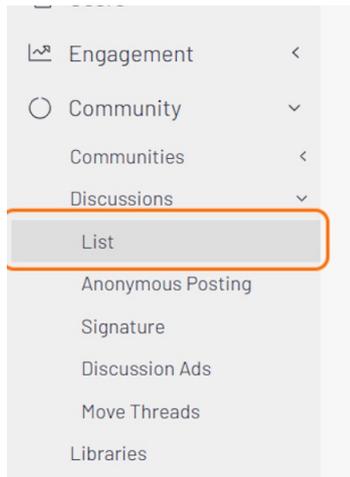
### 1. FROM COMMUNITY ADMIN, CLICK ON COMMUNITY



### 2. CLICK ON DISCUSSIONS



### 3. CLICK ON LIST

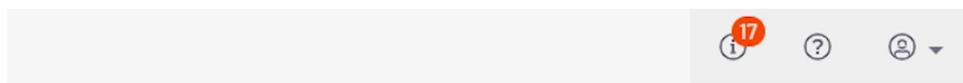


Most Liked Content (10/14/22 - 1/12/23)

- 1 Introduce yourself to the community
- 2 Career Transformations at the HBA Annual Conference
- 3 Unknown
- 4 It's BACK: Join us for the Six-Month Wellness Journey Prog
- 5 Now Available: Recording of HBA Mentoring Program Inform
- 6 Help us coin a new term!

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### 4. CLICK ON SEARCH



View

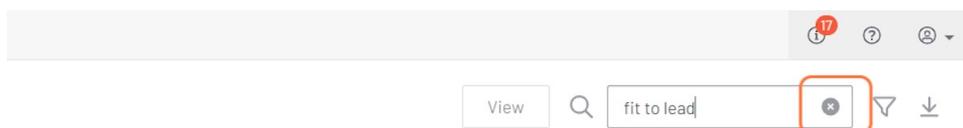


#### Additional View Permissions

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ntorsandconnectors@C...	
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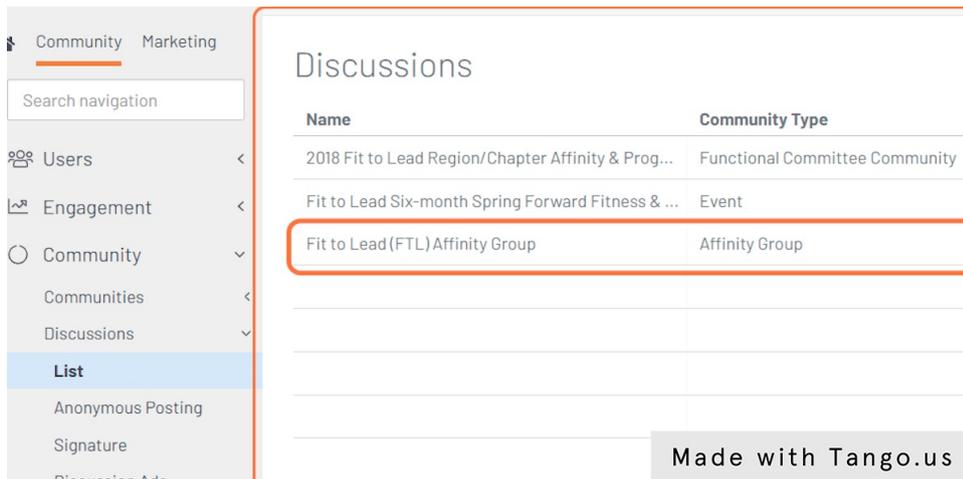
### 5. TYPE YOUR COMMUNITY NAME



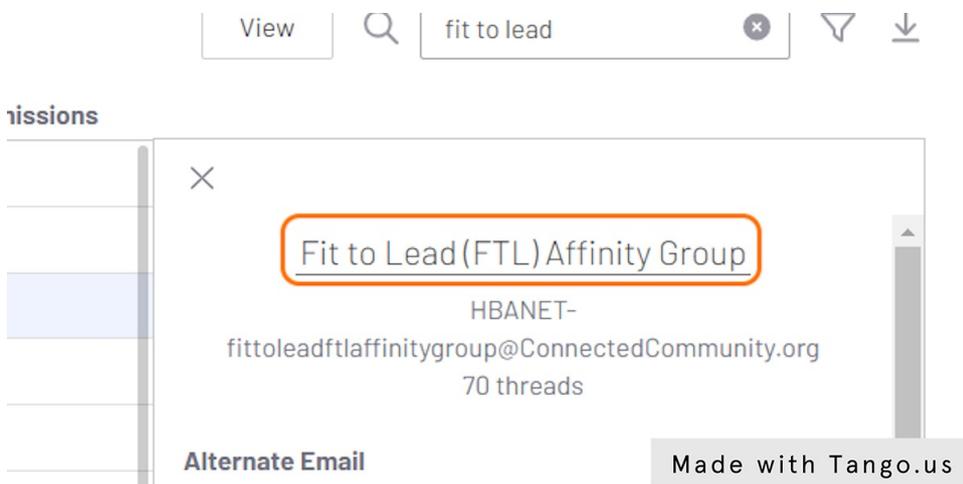
Email	Additional View Permissions
HBANET-20192020hbaeuroperegionmentoringp...	
ty HBANET-2019pacificmentorsandconnectors@C...	
ty HBANET-2019newenglandregionalgroupmentori...	
ty HBANET-2019newenglandregionalmentoringpro...	
ty HBANET-2018fittoleadregionchapteraffinitypro...	
HBANET-2020hbaannualconference@Connecte...	
HBANET-2020hbamidwestregionalgroupmento...	

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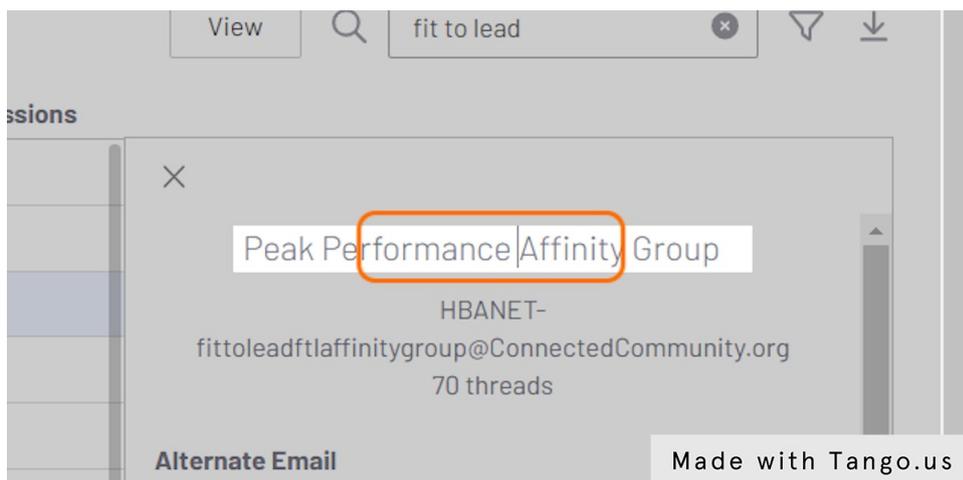
### 6. CLICK ON THE ROW WITH YOUR COMMUNITY



7. CLICK ON THE NAME OF THE COMMUNITY IN THE RIGHT-HAND POP-UP



8. TYPE YOUR NEW COMMUNITY NAME



9. SAVE

10. CLICK ON SAVE

Performance (formerly Fit to Lead) Affinity Group

Documents for this discussion are stored in this library:  
Lead (FTL) Affinity Group

Cancel Save

< 1 >  
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### 11. CLICK ON LIBRARIES

- Anonymous Posting
- Signature
- Discussion Ads
- Move Threads
- Libraries**
- Moderation <
- Reports
- Events <

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### 12. SEARCH FOR YOUR COMMUNITY AGAIN

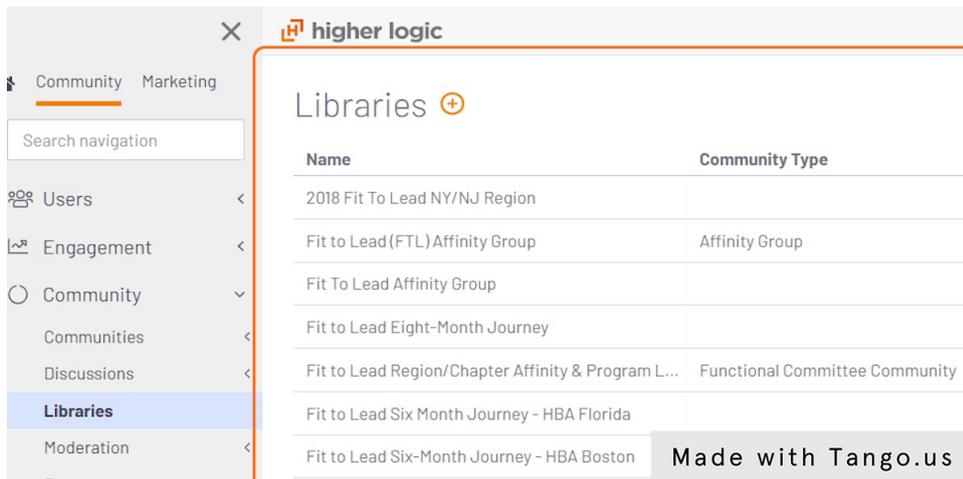
17 ?

View Delete fit to lead

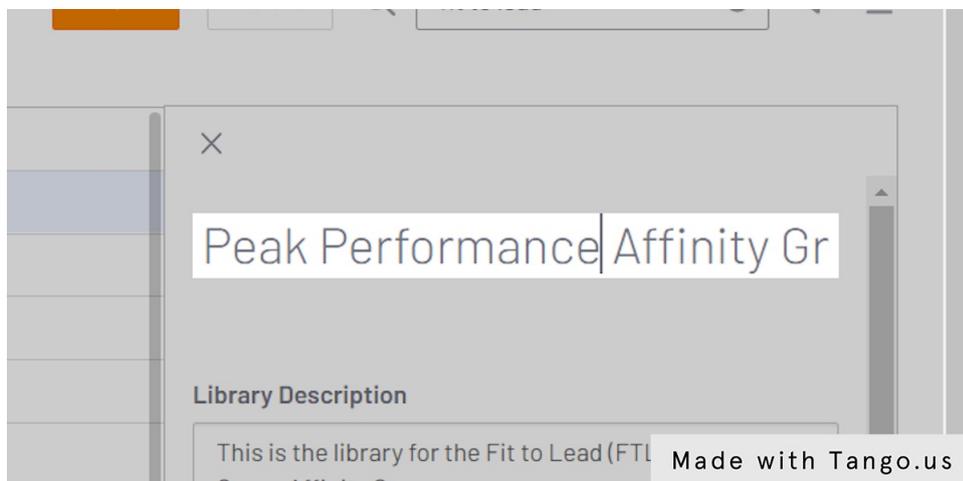
Permissions


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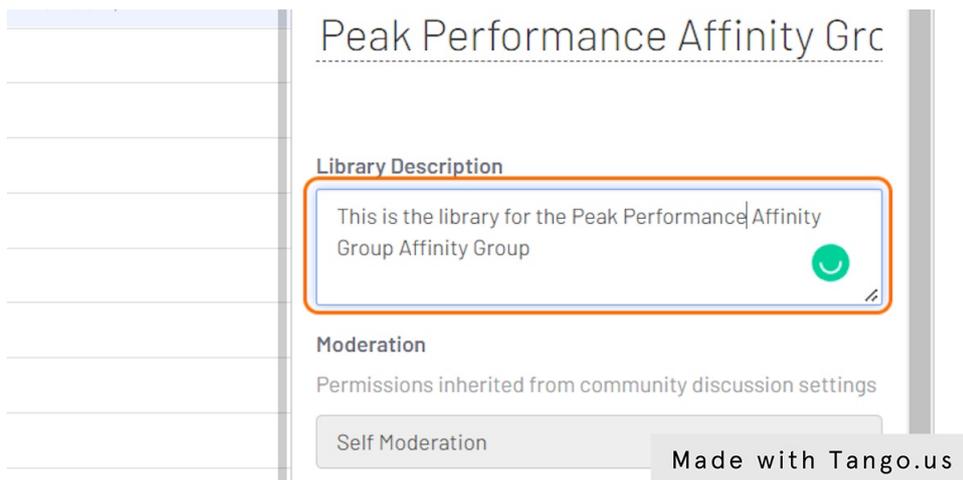
### 13. CLICK ON ROW



#### 14. TYPE YOUR NEW COMMUNITY NAME



#### 15. CHANGE THE LIBRARY DESCRIPTION IF NEEDED



#### 16. CLICK ON SAVE

s a discussion attachment library for: Peak  
rmance Affinity Group

Cancel

Save

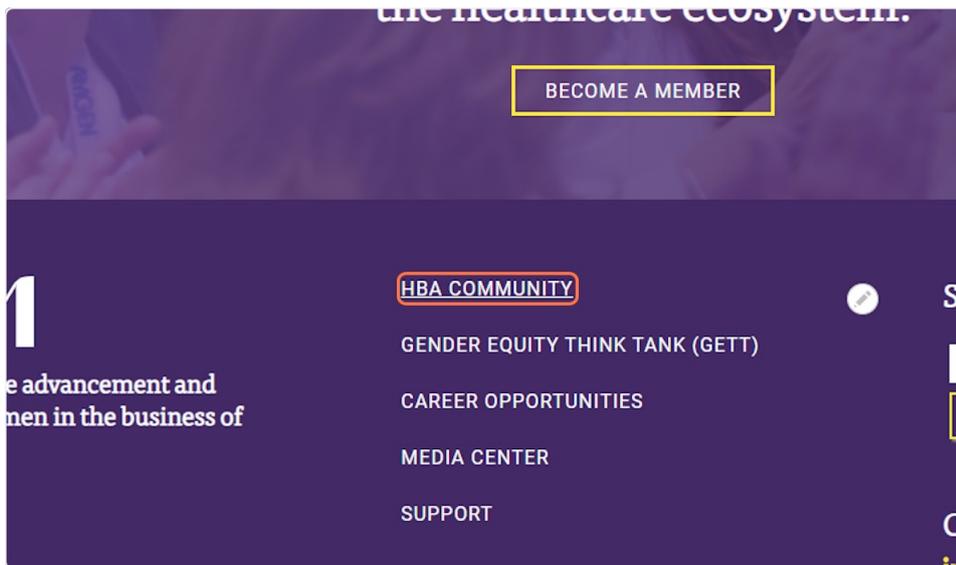
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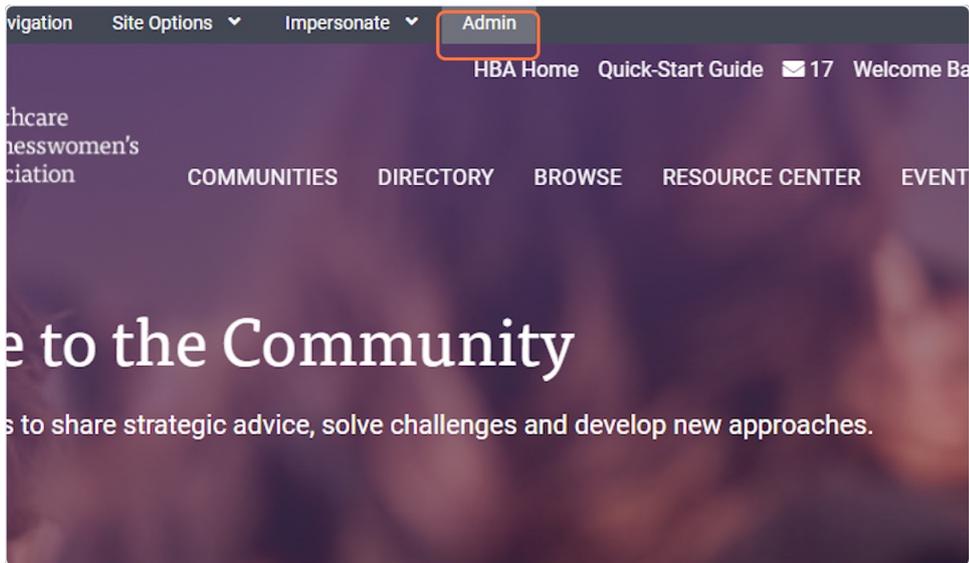
*This Workflow was created with Tango.*

## How to check who is a Community Admin

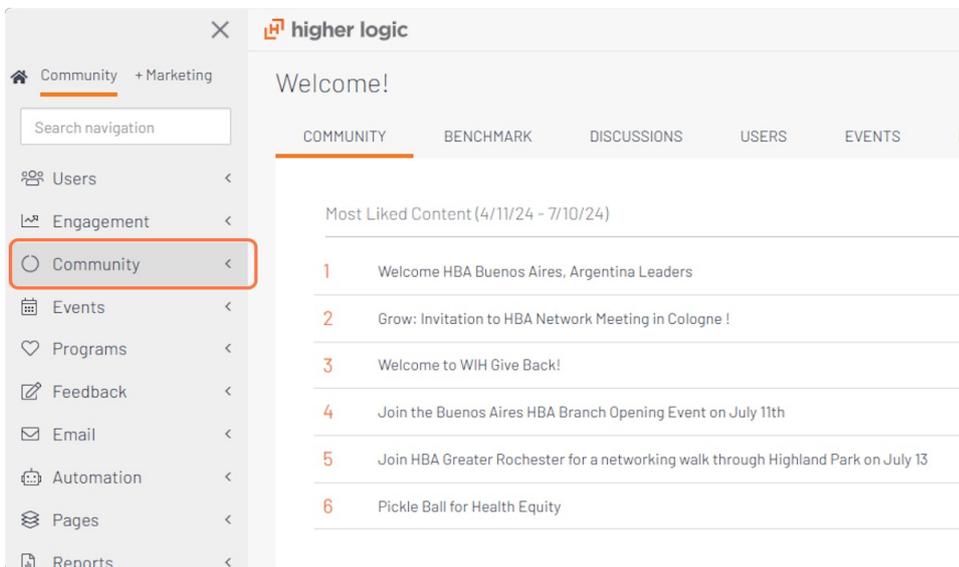
### 1. CLICK ON HBA COMMUNITY



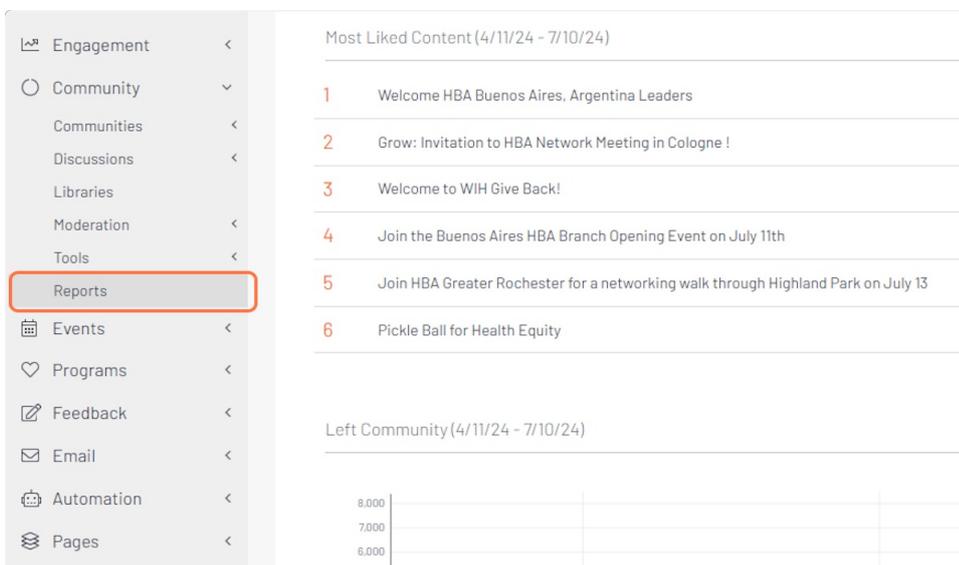
### 2. CLICK ON ADMIN



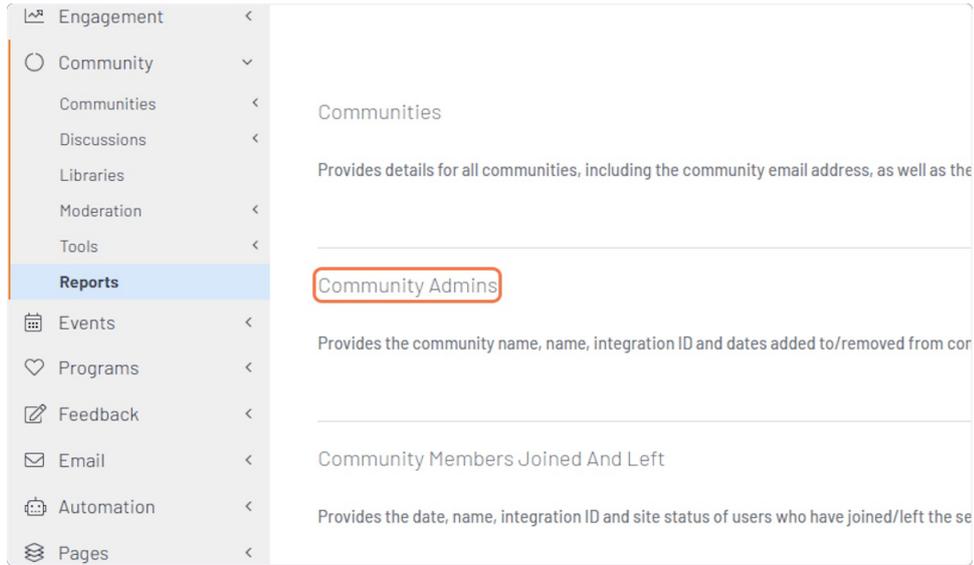
### 3. CLICK ON COMMUNITY



### 4. CLICK ON REPORTS

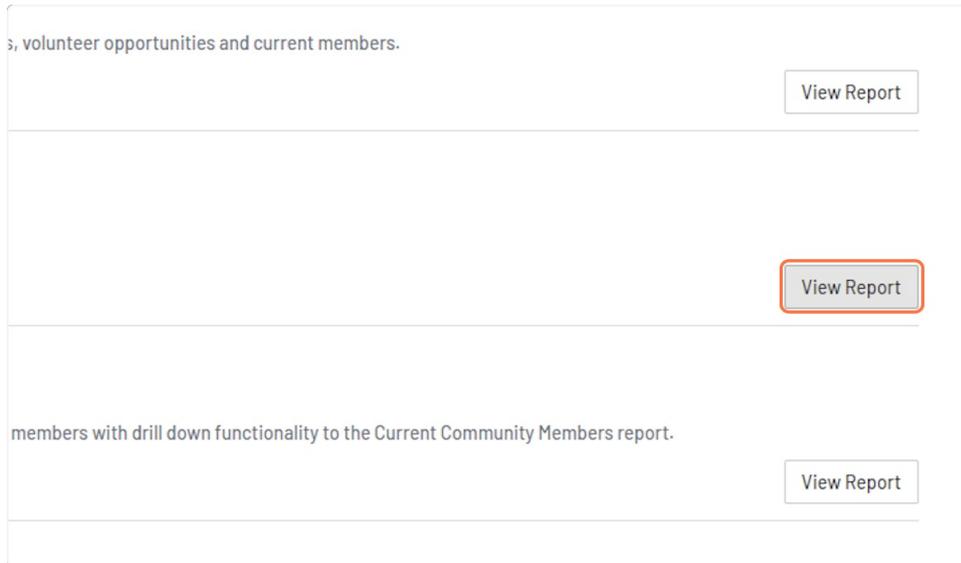


## 5. CLICK ON COMMUNITY ADMINS



The screenshot shows a vertical navigation menu on the left with the following items: Engagement, Community, Communities, Discussions, Libraries, Moderation, Tools, Reports (highlighted in blue), Events, Programs, Feedback, Email, Automation, and Pages. To the right of the menu, a list of report categories is displayed: Communities, Community Admins (highlighted with a red box), Community Members Joined And Left, and Community Members. Each category has a brief description below it.

## 6. CLICK ON VIEW REPORT



The screenshot shows a list of reports. Each report entry consists of a text description followed by a 'View Report' button. The second 'View Report' button is highlighted with a red box. The text descriptions are partially visible: 's, volunteer opportunities and current members.', 'members with drill down functionality to the Current Community Members report.', and another 'View Report' button.

# Report

## 7. SELECT BRANCH FROM SELECT COMMUNITY TYPE

Branch

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8. CLICK ON VIEW REPORT

View Report

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