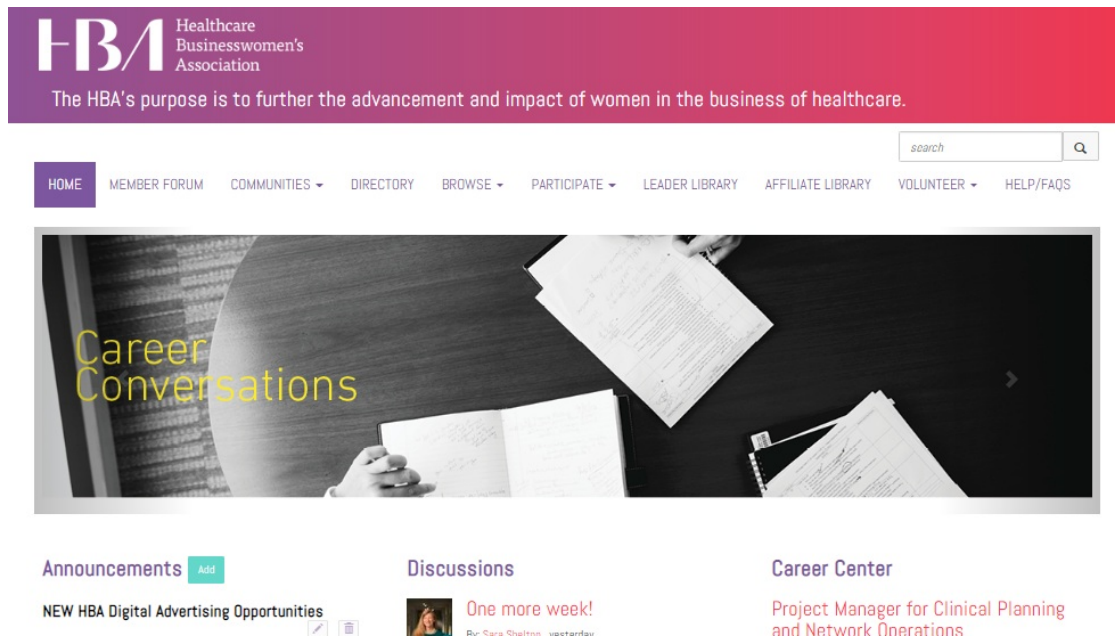


# Community

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

## HBA Community Overview



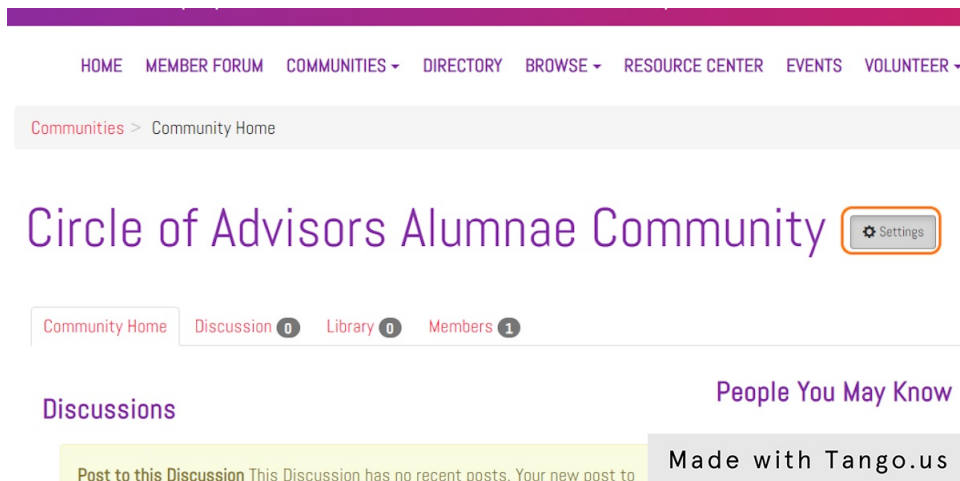
The HBA Community is private and secure **members-only** online community, where members can connect with each other, participate in discussion, access useful information, contribute to the knowledge base and post questions to peers. It can be accessed directly by [clicking here](#) and logging into 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:

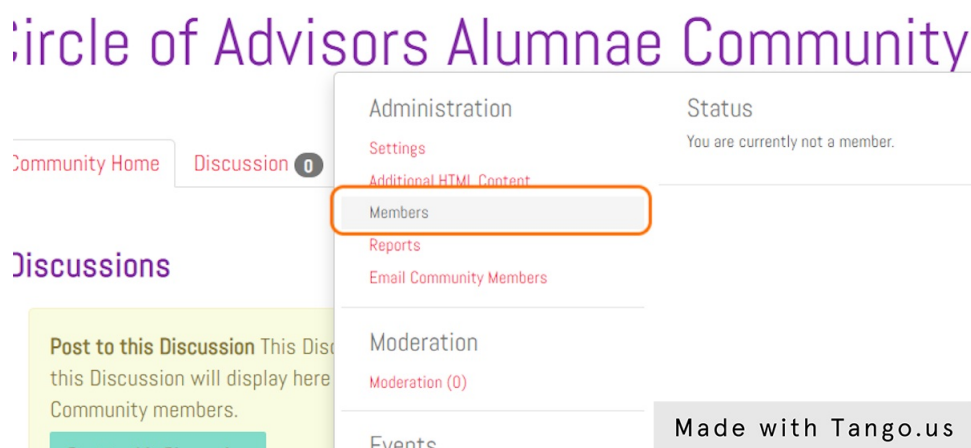
- **Member forum:** for discussion and connection with all HBA members across the organization
- **Communities:** select the drop down for My Communities to see all the specific functional, geographic and interest-specific Communities you have access to for discussion
- **Directory:** allows access to 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

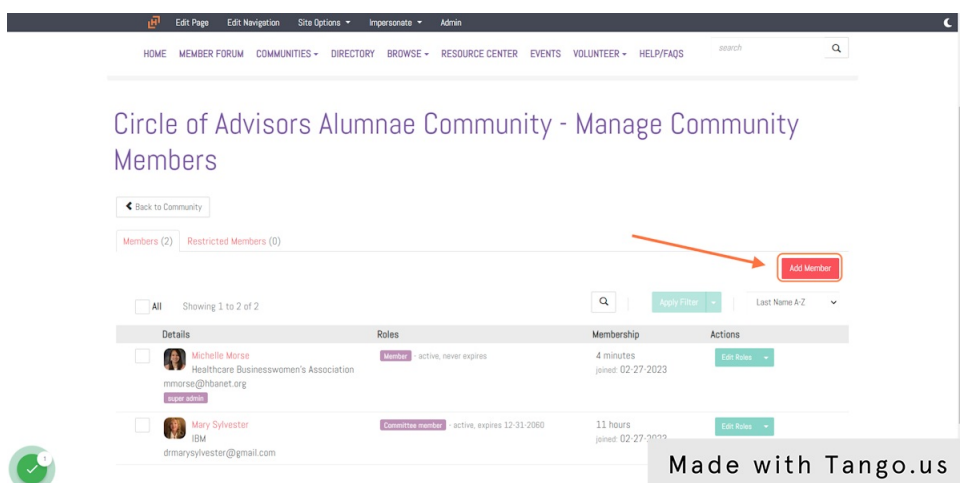
## 1. CLICK ON "SETTINGS" FROM COMMUNITY HOME



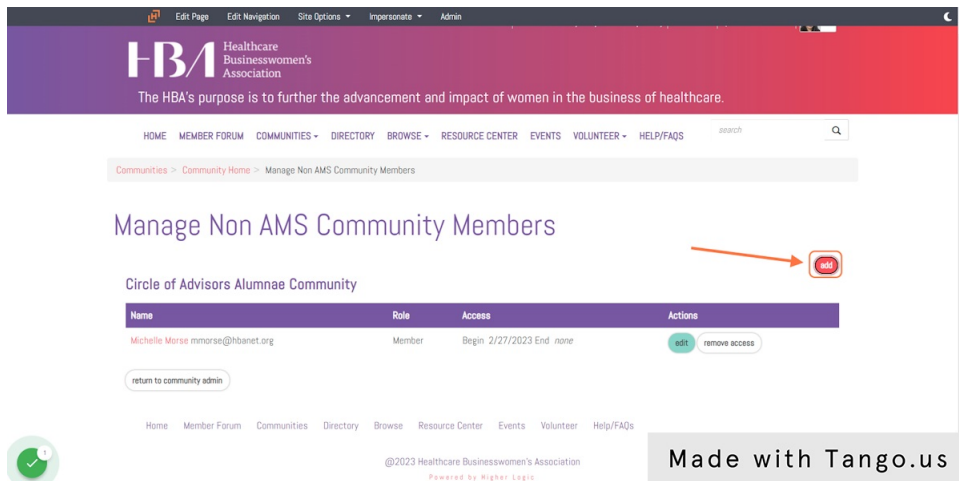
## 2. CLICK ON MEMBERS



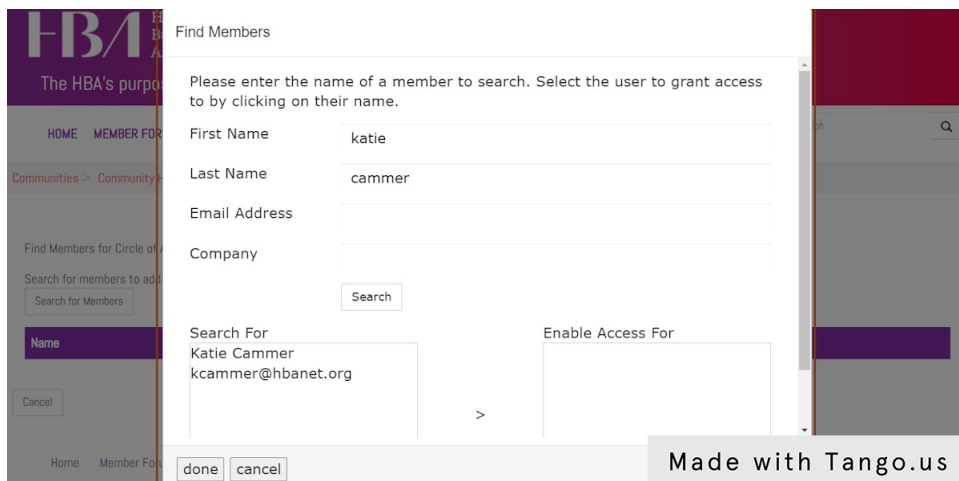
## 3. CLICK ON ADD MEMBER



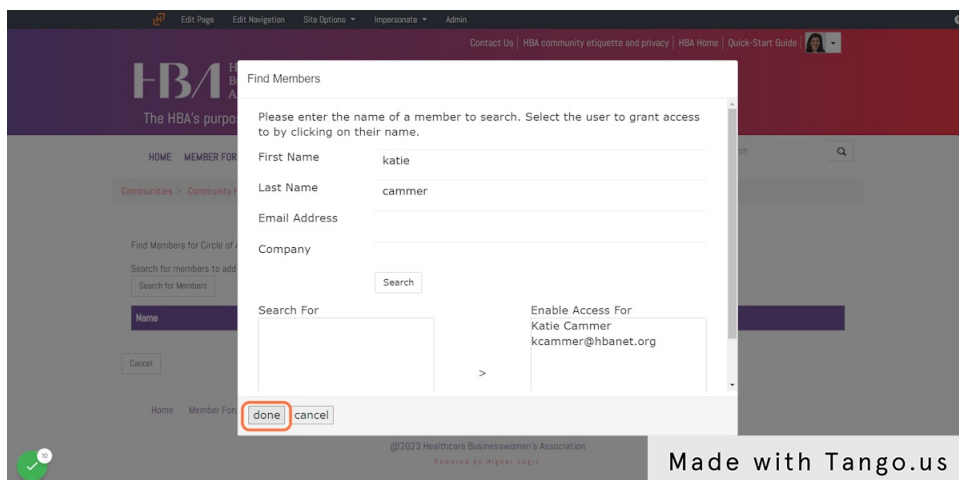
## 4. CLICK ON "ADD:



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

Made with Tango.us

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

### Circle of Advisors Alumnae Community

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

**return to community admin**



Home Member Forum Communities Directory Br

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

- Users <
- Engagement <
- Community <**
- Events <
- Programs <
- Feedback <
- Email <

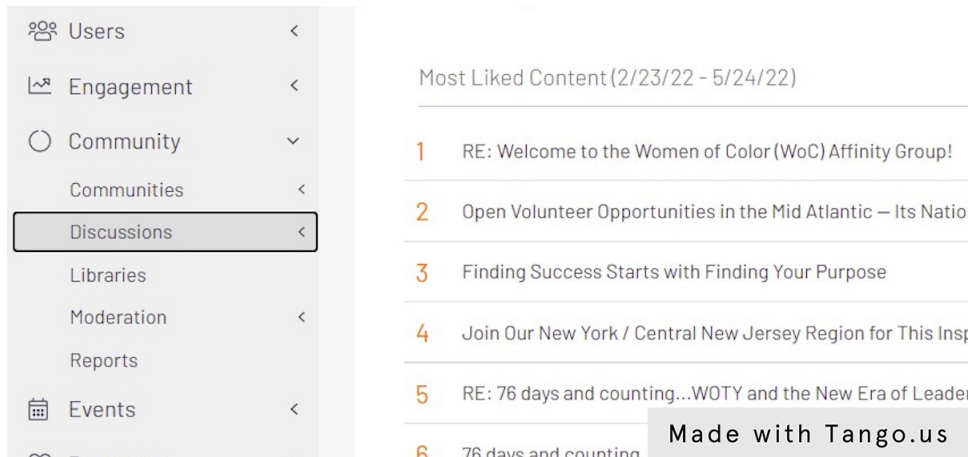
COMMUNITY BENCHMARK DISCUSSIONS

Most Liked Content (2/23/22 - 5/24/22)

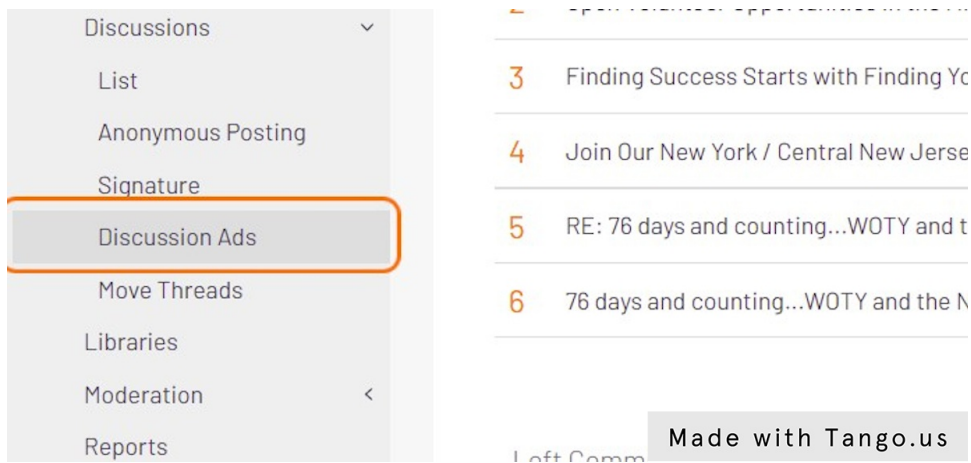
- RE: Welcome to the Women of Color (WoC) Affinity Group!
- Open Volunteer Opportunities in the Mid Atlantic – Its Nation
- Finding Success Starts with Finding Your Purpose
- Join Our New York / C

Made with Tango.us

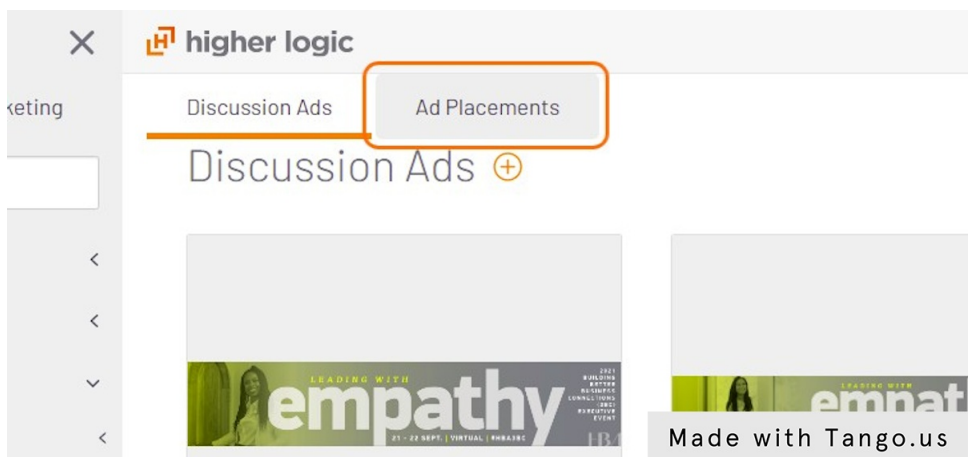
## 2. CLICK ON DISCUSSIONS



## 3. CLICK ON DISCUSSION ADS



## 4. CLICK ON AD PLACEMENTS



## 5. CLICK ON ROW

Edit

Delete

⚙️

🔍

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

Made with Tango.us

Made with Tango.us

6. CLICK ON EDIT

Made with Tango.us

7. CHECK OR UNCHECK ACTIVE

2022 WOTY 200x200 / The HBA

Display Ad

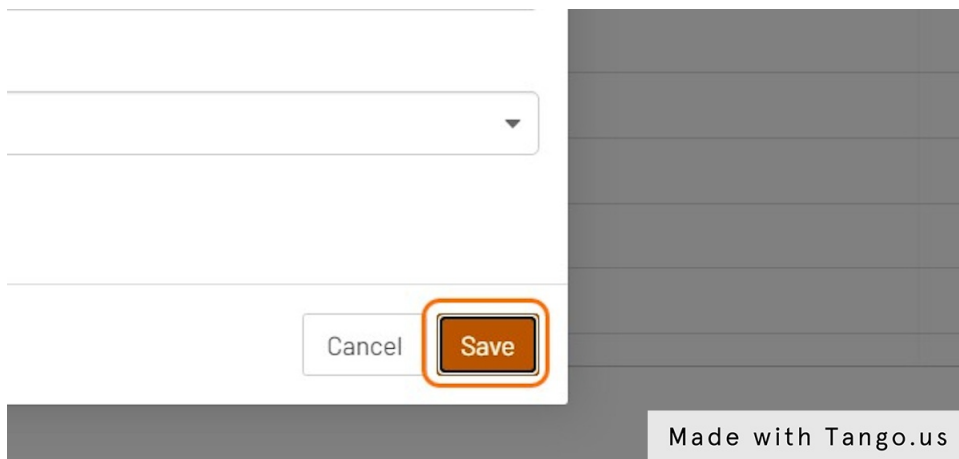
Website And Email

☐ Active

1 to 4 of 4 entries,
25
per

Made with Tango.us

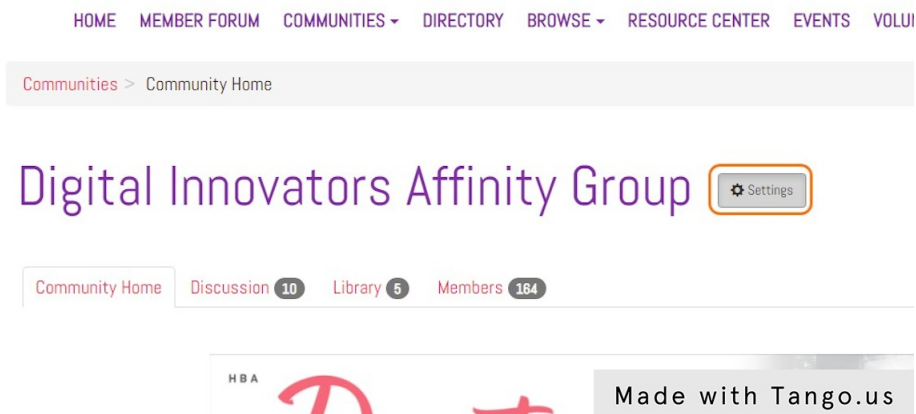
8. CLICK ON SAVE



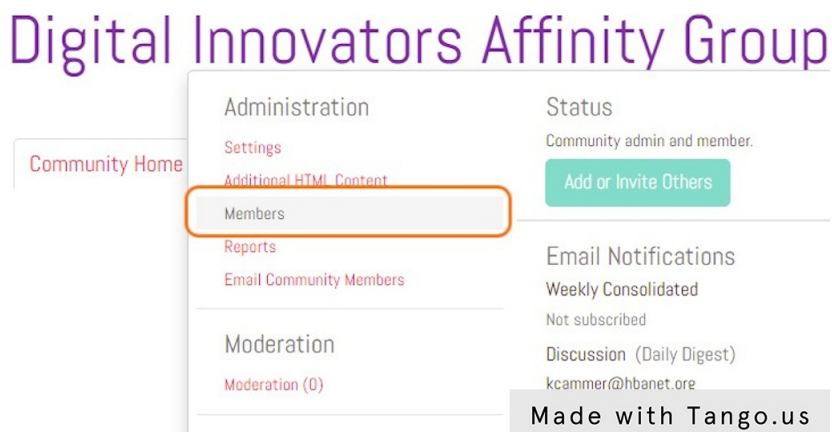
*This Workflow was created with Tango.*

## How to add an admin to a community

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



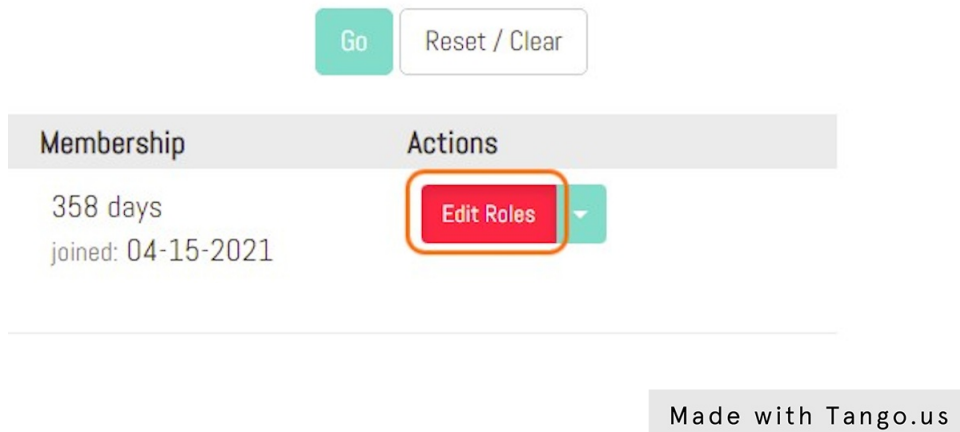
### 2. CLICK ON MEMBERS



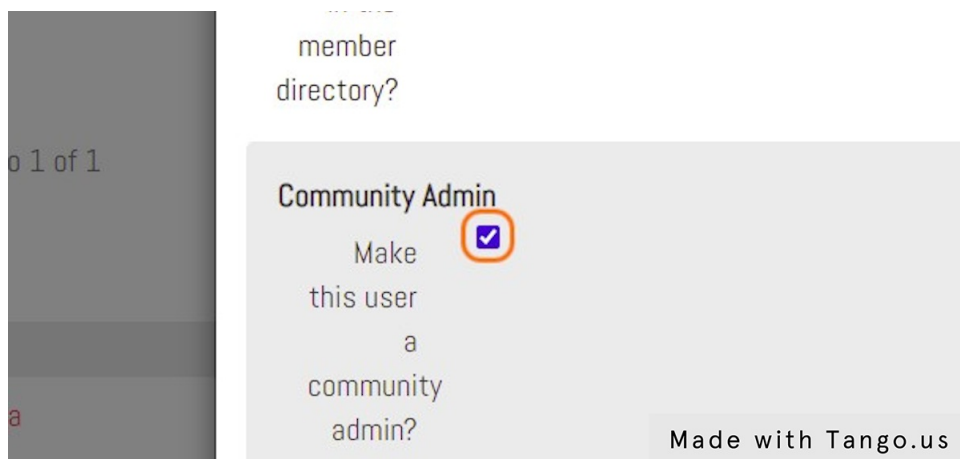
### 3. FIND THE INDIVIDUAL(S) WHO NEED TO HAVE ACCESS AND CLICK



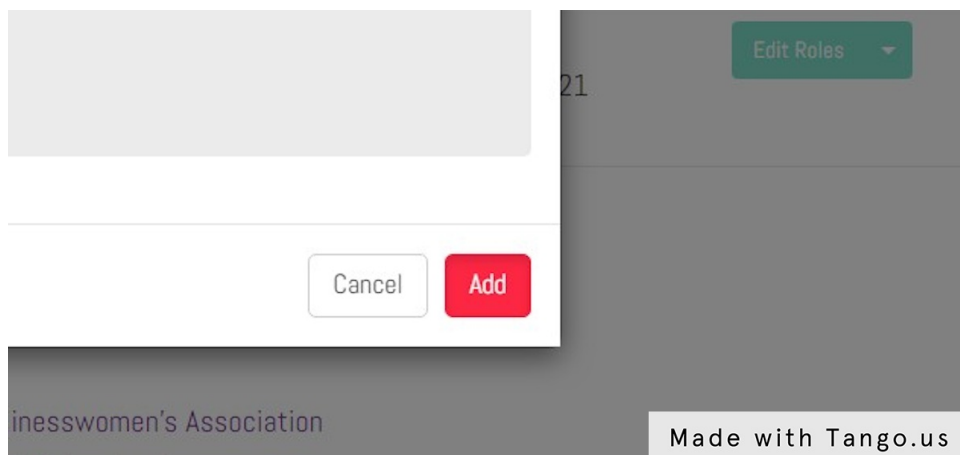
## "EDIT ROLES"



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



## 5. CLICK ADD



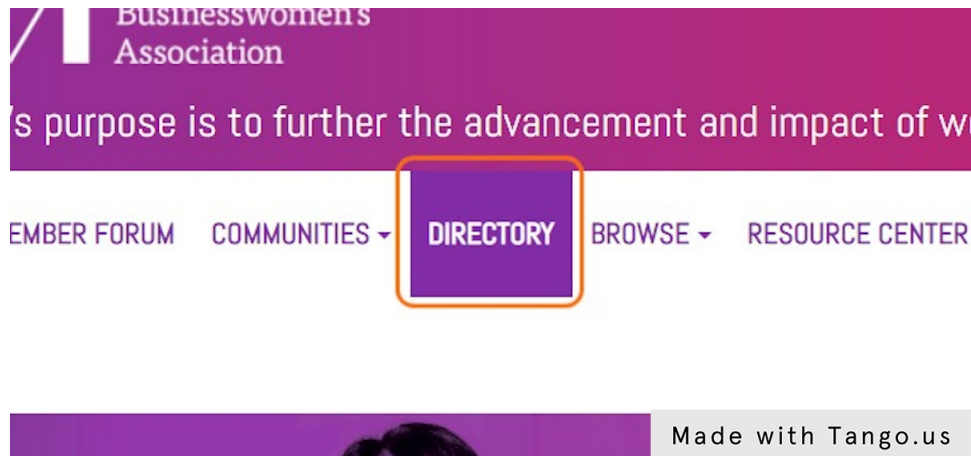
*This Workflow was created with Tango.*

## How to impersonate a user in the Community

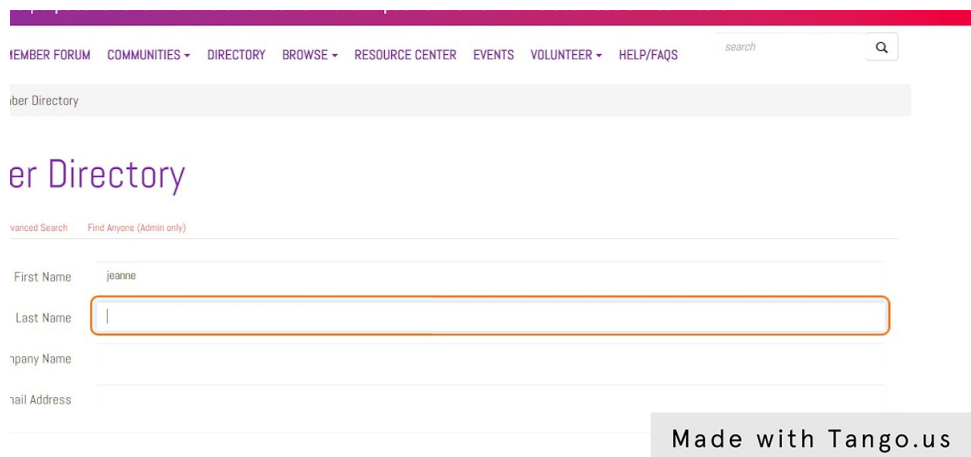


THIS FEATURE IS HELPFUL WHEN TRYING TO TROUBLESHOT AN ERROR, SEE THE VIEW A MEMBER OR NONMEMBER SEES, ETC.

### 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

Coordinator

3731

Bldg

Fairfi

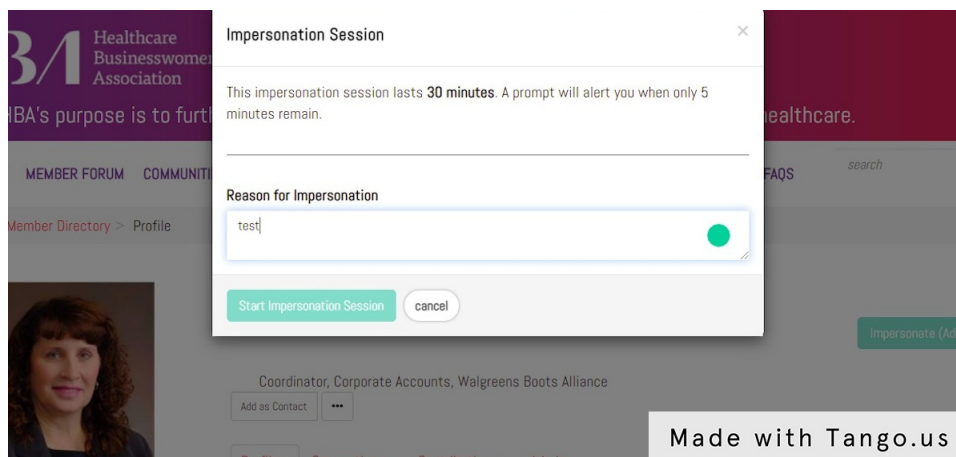
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4. FROM THEIR PROFILE PAGE, CLICK ON IMPERSONATE (ADMIN ONLY)

Impersonate (Admin Only)

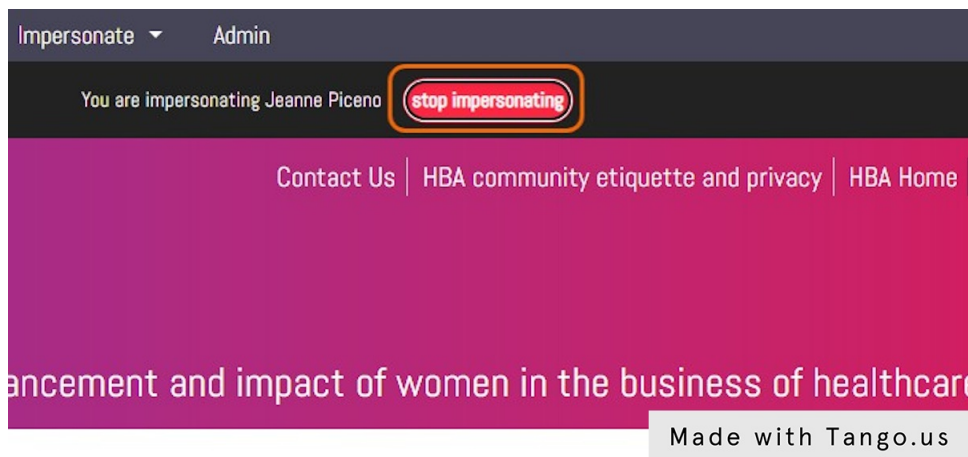
Made with Tango.us

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



Made with Tango.us

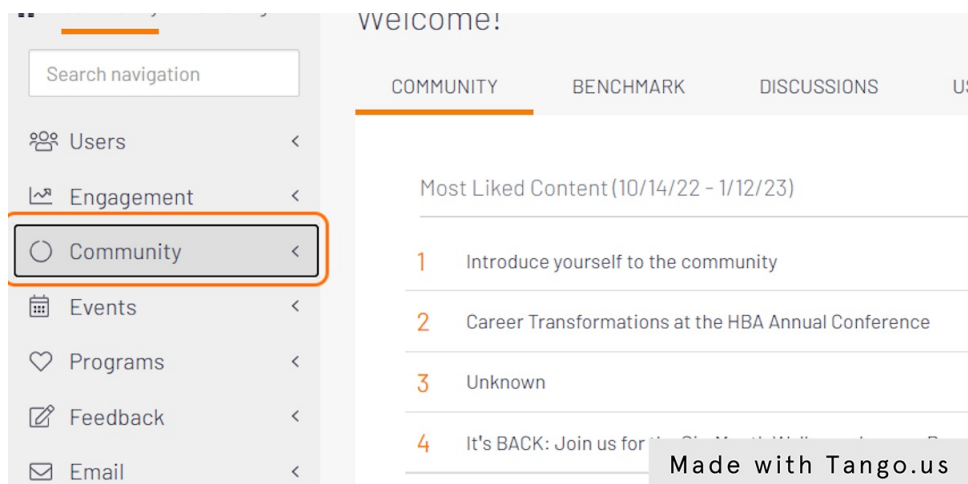
6. WHEN YOU ARE DONE, CLICK "STOP IMPERSONATING"



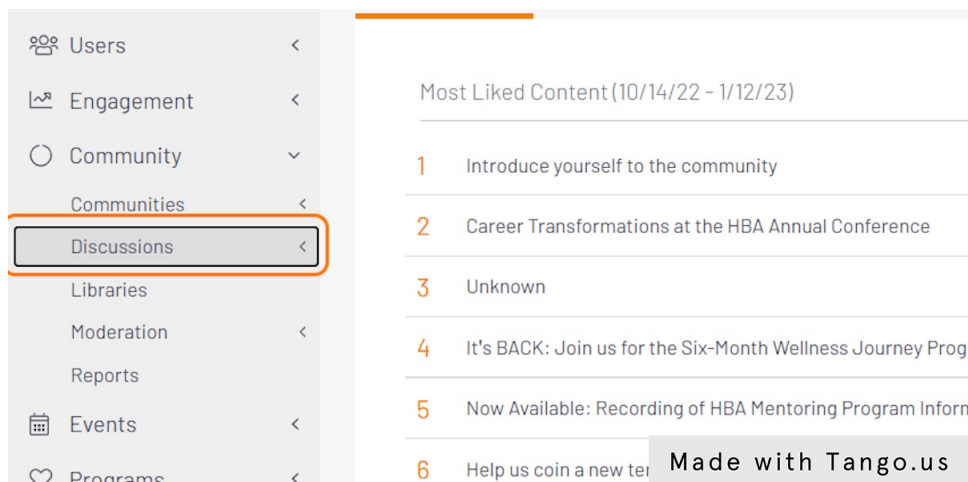
This Workflow was created with Tango.

## How to update community library and discussion settings

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



### 2. CLICK ON DISCUSSIONS



### 3. CLICK ON LIST

Engagement <

Community >

Communities <

Discussions >

List

Anonymous Posting

Signature

Discussion Ads

Move Threads

Libraries

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 Progi

5

Now Available: Recording of HBA Mentoring Program Inform

6

Help us coin a new term!

Made with Tango.us

### 4. CLICK ON SEARCH

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Additional View Permissions

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ntorsandconnectors@C...	
ndregionalgroupmentori...	

Made with Tango.us

### 5. TYPE YOUR COMMUNITY NAME

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View

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fit to lead

✕

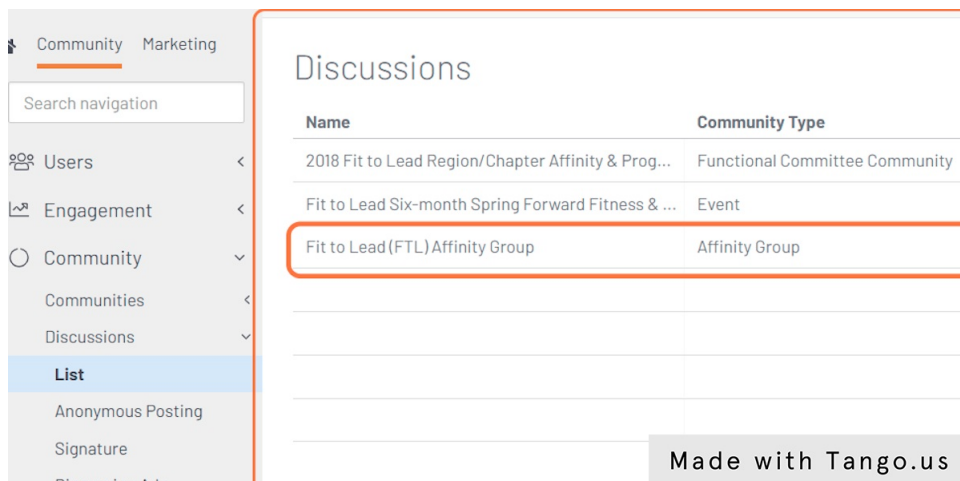
▽

↓

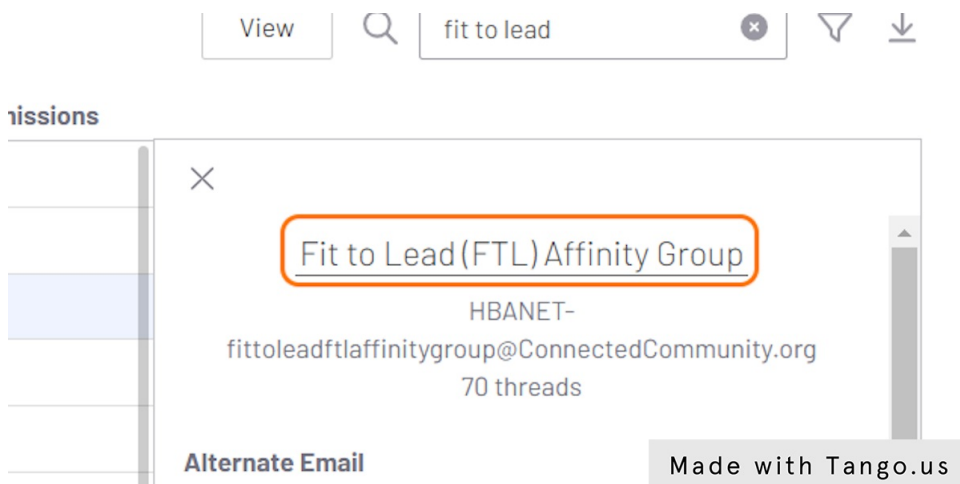
Email	Additional View Permissions
HBANET-20192020hbaeuroperegionmentoringp...	
ty HBANET-2019pacificmentorsandconnectors@C...	
ty HBANET-2019newenglandregionalgroupmentori...	
ty HBANET-2019newenglandregionalmentoringpro...	
ty HBANET-2018fittoleadregionchapteraffinitypro...	
HBANET-2020hbaannualconference@Connecte...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

Made with Tango.us

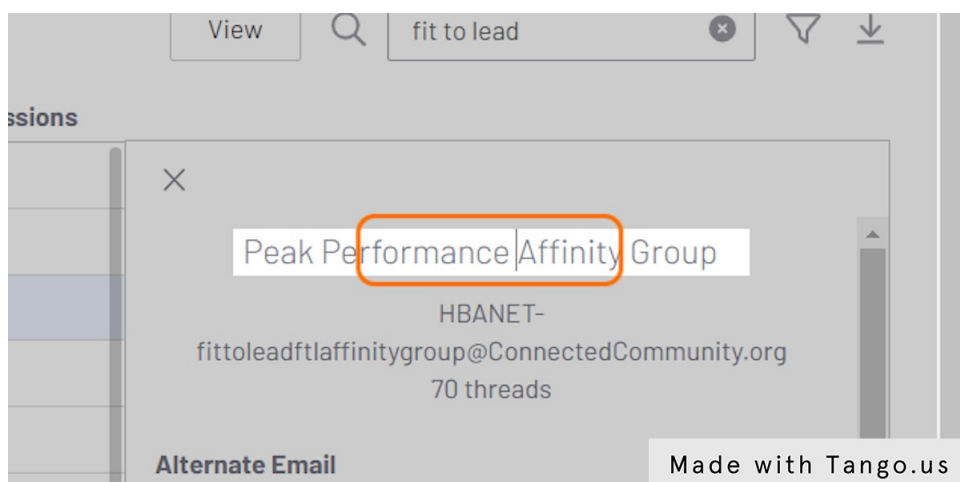
### 6. CLICK ON THE ROW WITH YOUR COMMUNITY



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 <

Made with Tango.us

## 12. SEARCH FOR YOUR COMMUNITY AGAIN

17 ?

View

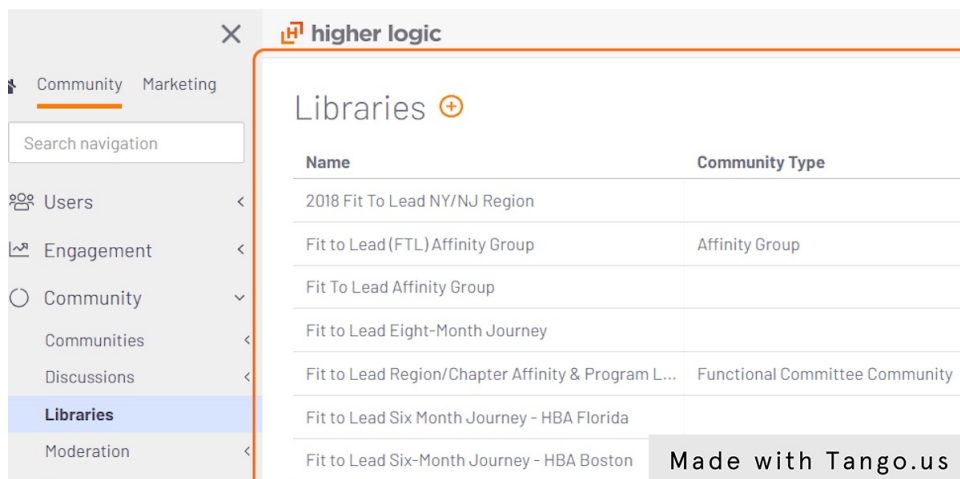
Delete

fit to lead

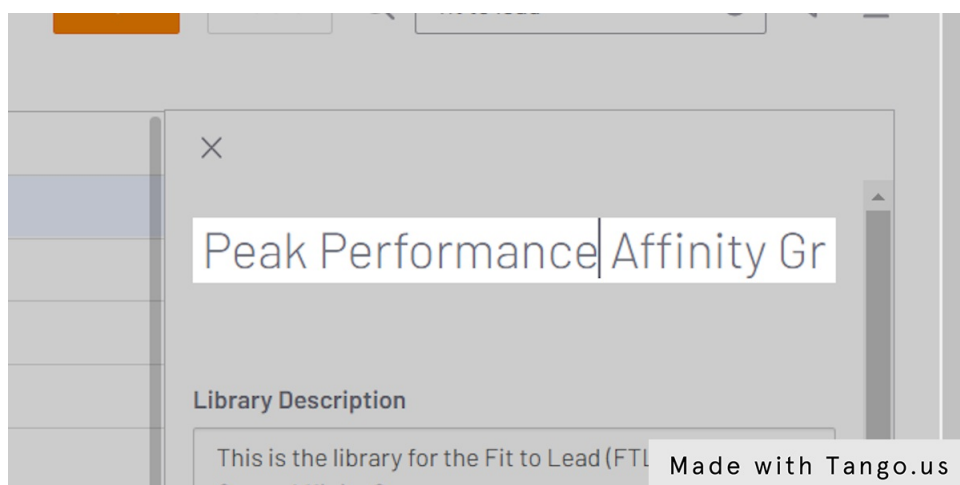
Permissions

Made with Tango.us

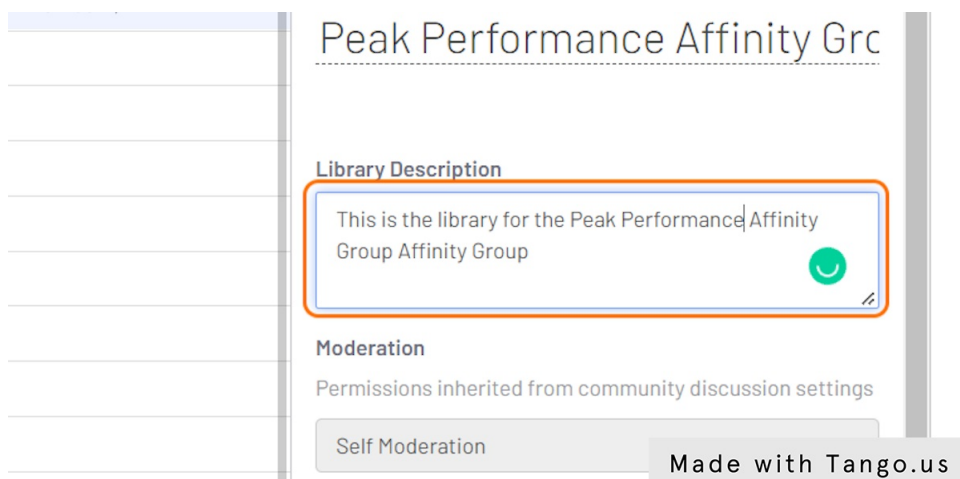
## 13. CLICK ON ROW



#### 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

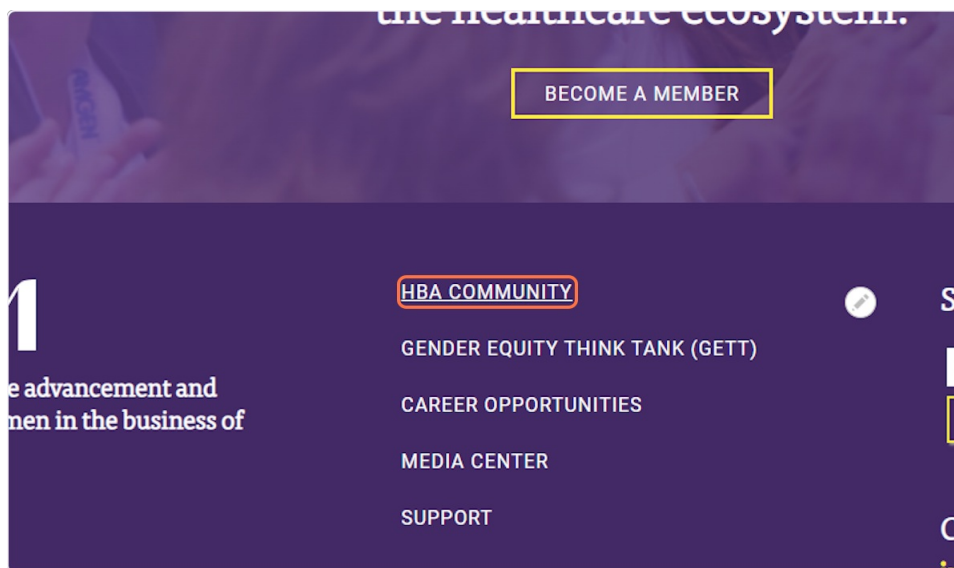
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Made with Tango.us

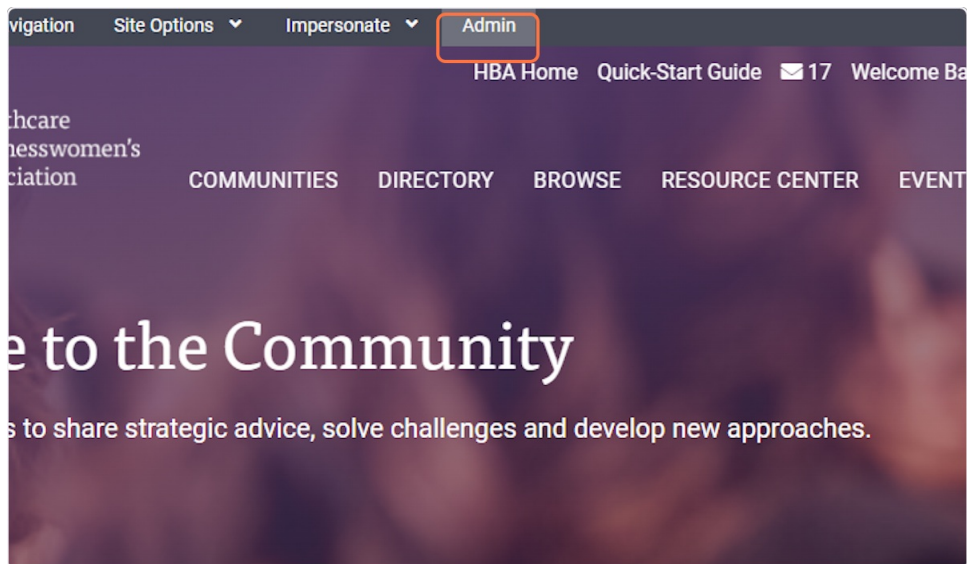
*This Workflow was created with Tango.*

## How to check who is a Community Admin

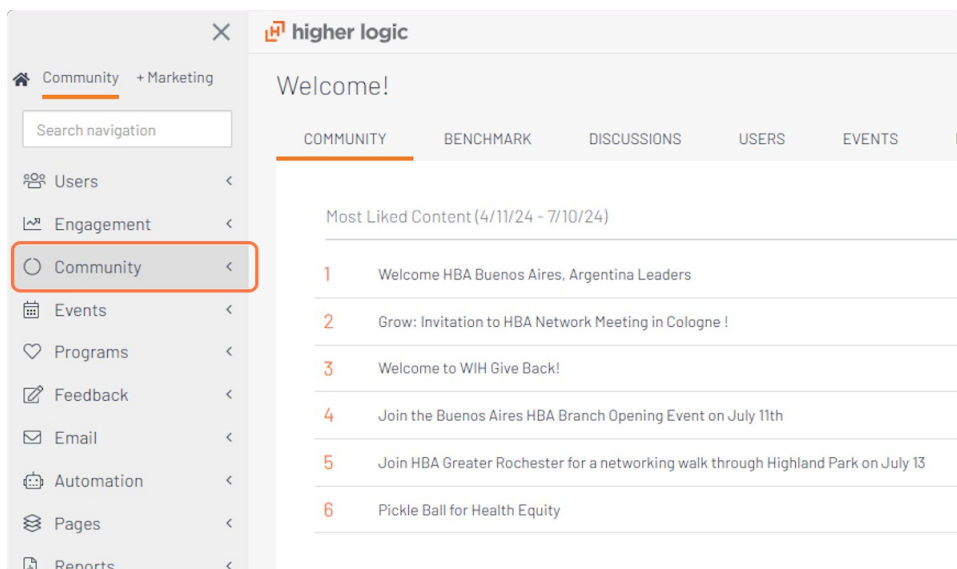
### 1. CLICK ON HBA COMMUNITY



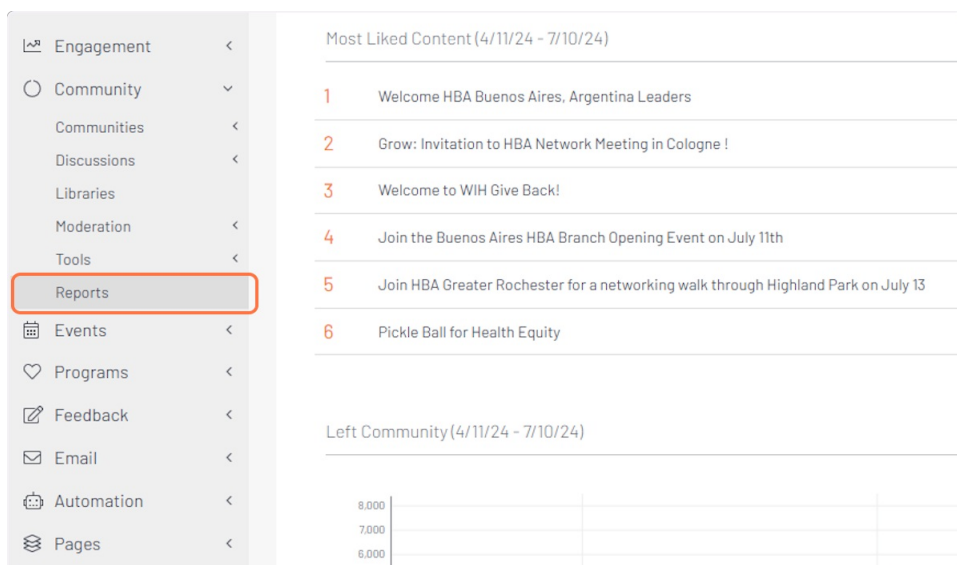
### 2. CLICK ON ADMIN



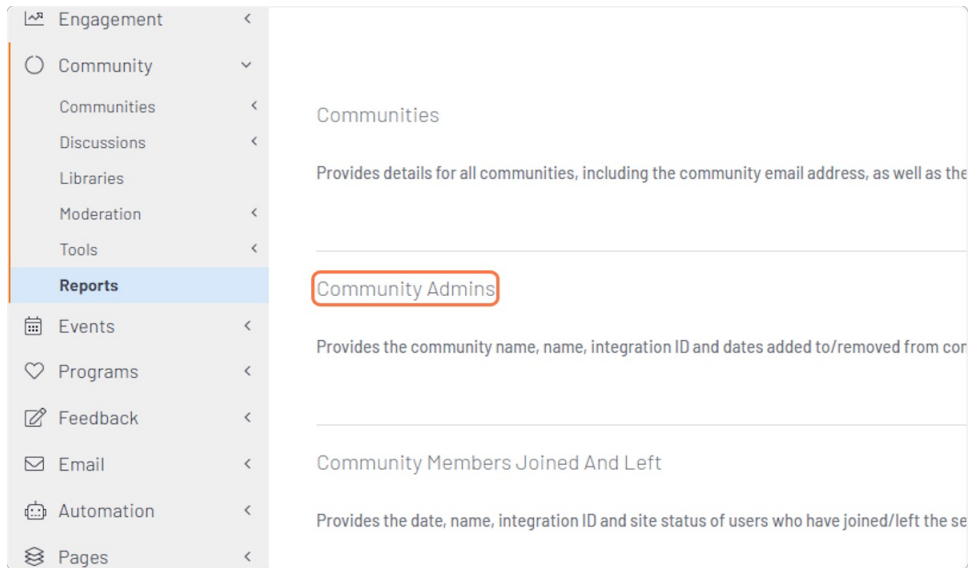
### 3. CLICK ON COMMUNITY



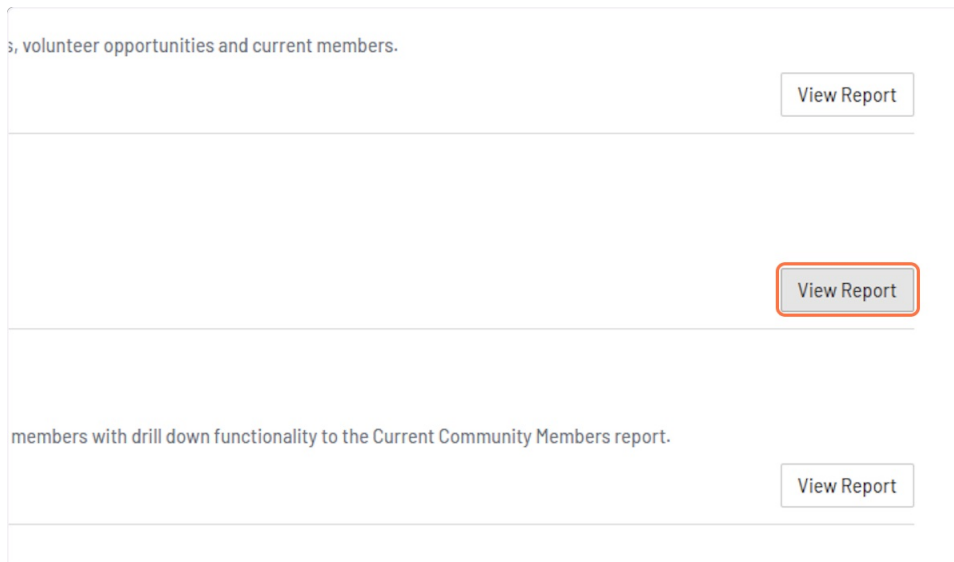
### 4. CLICK ON REPORTS



## 5. CLICK ON COMMUNITY ADMINS



## 6. CLICK ON VIEW REPORT



# Report

## 7. SELECT BRANCH FROM SELECT COMMUNITY TYPE

Branch

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8. CLICK ON VIEW REPORT

View Report

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