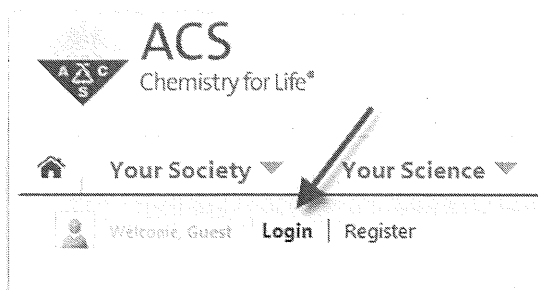
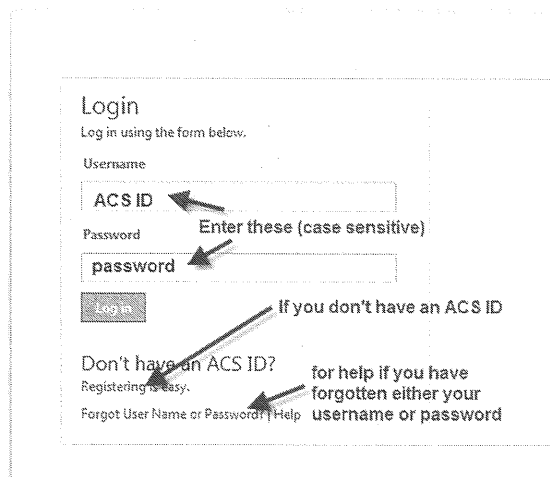


1. Log in to your account

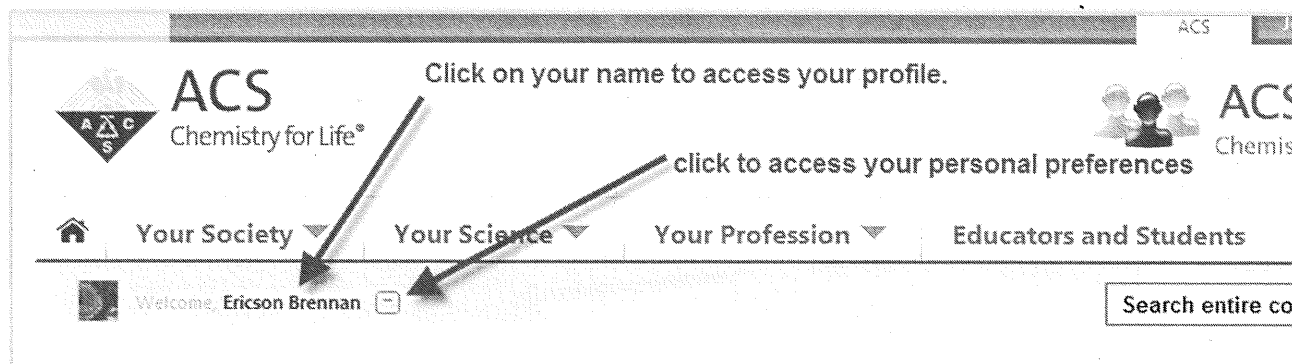
Access at www.acs.org/network or via ACS Network link at top of www.acs.org



Log in using ACS ID and password. This is the same Username and Password to access www.acs.org, C&EN Online, ACS dues renewal, the PACS system or ACS Publications



2. Access Your Profile

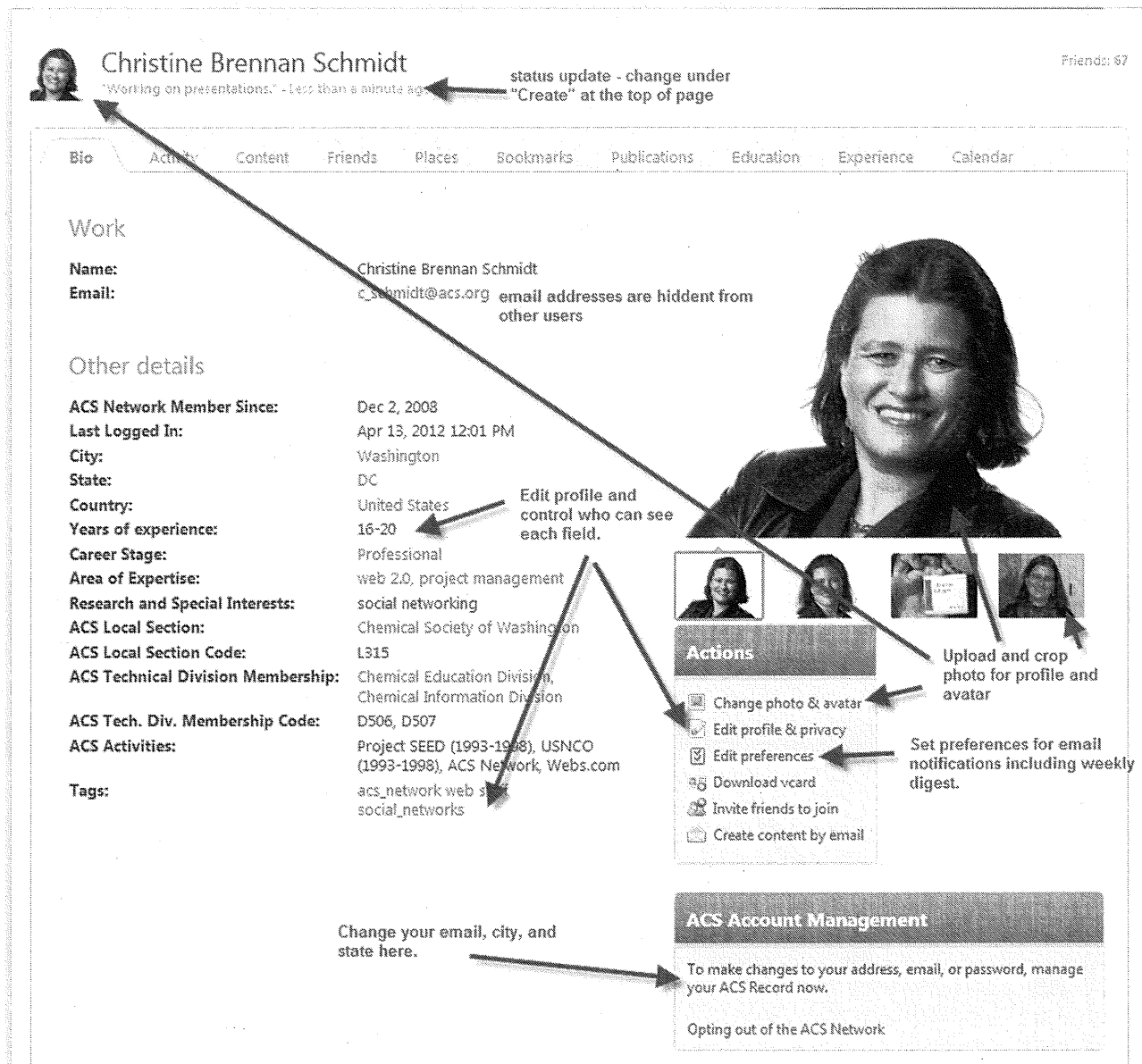


Anytime you see a user's name, you can click on their name to view their profile. Personal Preferences are where you edit your profile, privacy, and photos, set your preferences, and log out.

3. Edit Your Profile

Your profile is the center of all your activity. You can view your personal information, as well as see your Connections/Friends, and your private messages. Important items are pointed out in red below.

You will see all the profile information, some of which may be hidden from other users, e.g. email address.



Christine Brennan Schmidt Friends: 57

status update - change under "Create" at the top of page

Working on presentations. - Less than a minute ago

Bio | Activity | Content | Friends | Places | Bookmarks | Publications | Education | Experience | Calendar

Work

Name: Christine Brennan Schmidt
 Email: cbschmidt@acs.org email addresses are hidden from other users

Other details

ACS Network Member Since: Dec 2, 2008
 Last Logged In: Apr 13, 2012 12:01 PM
 City: Washington
 State: DC
 Country: United States
 Years of experience: 16-20
 Career Stage: Professional
 Area of Expertise: web 2.0, project management
 Research and Special Interests: social networking
 ACS Local Section: Chemical Society of Washington
 ACS Local Section Code: L315
 ACS Technical Division Membership: Chemical Education Division, Chemical Information Division
 ACS Tech. Div. Membership Code: DS06, DS07
 ACS Activities: Project SEED (1993-1998), USNCO (1993-1998), ACS Network, Webs.com
 Tags: acs_network web site social_networks

Actions

- Change photo & avatar
- Edit profile & privacy
- Edit preferences
- Download vcard
- Invite friends to join
- Create content by email

ACS Account Management

To make changes to your address, email, or password, manage your ACS Record now.

Opting out of the ACS Network

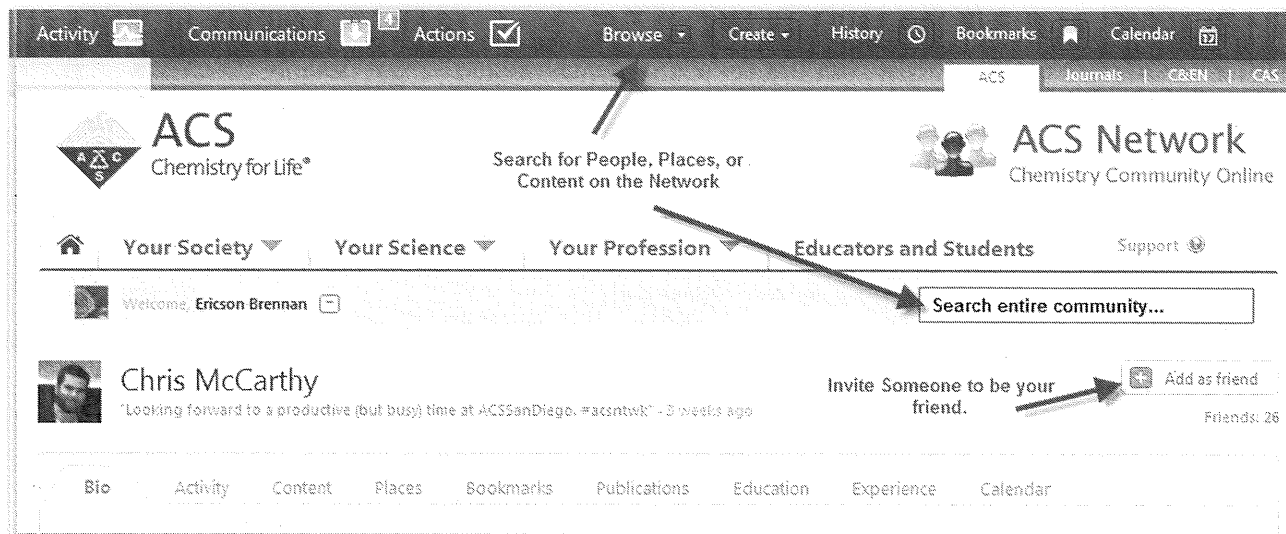
Annotations:

- status update - change under "Create" at the top of page
- email addresses are hidden from other users
- Edit profile and control who can see each field.
- Upload and crop photo for profile and avatar
- Set preferences for email notifications including weekly digest.
- Change your email, city, and state here.

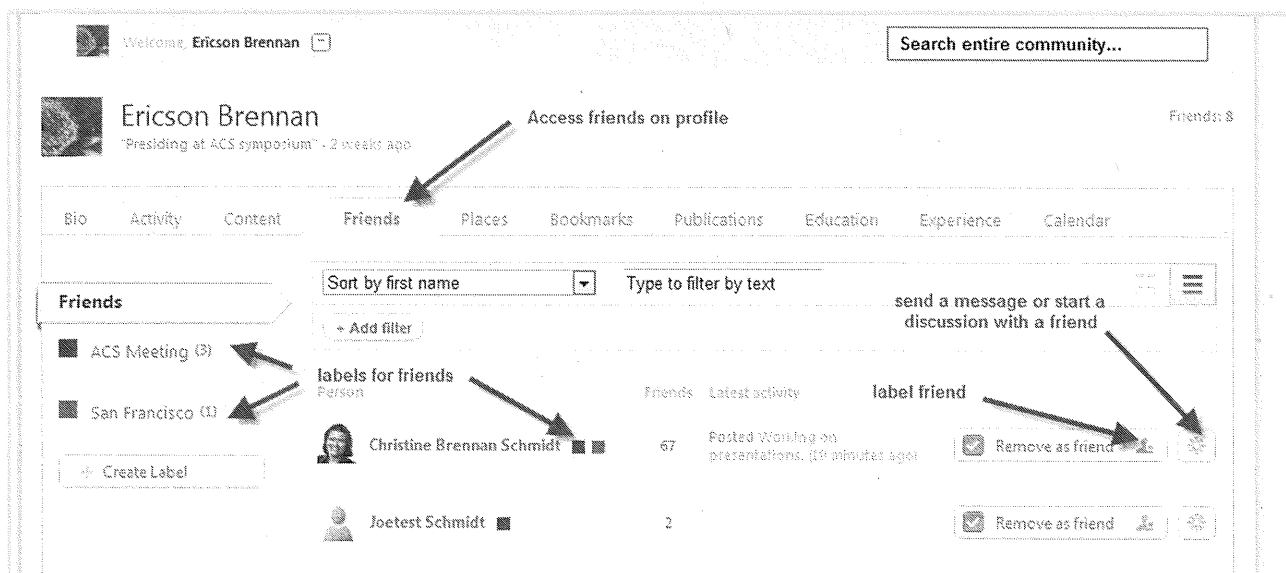
Make sure you use relevant information e.g. "Local Section Public Relations Chair" in the ACS Activities field and "LS_public_relations" in the tags field so that other users can more easily find you.

4. Make Connections (Friending)

Go to profile of someone else. Either search or click on the name appearing beside any piece content. You may also search for specific people, or view the friends of your friends to find new connections. Look for the “Add as friend” button to request a connection.

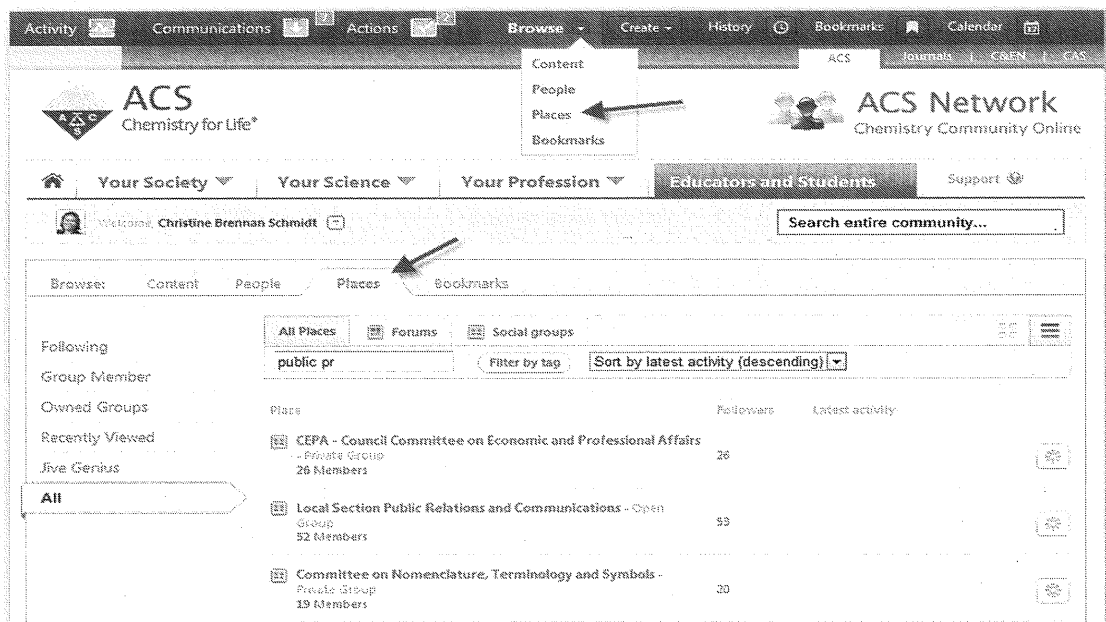


You can organize your friends with labels to help you sort them. You might want to label people with things like local section, meeting, research area or other information. Users can have more than one label.

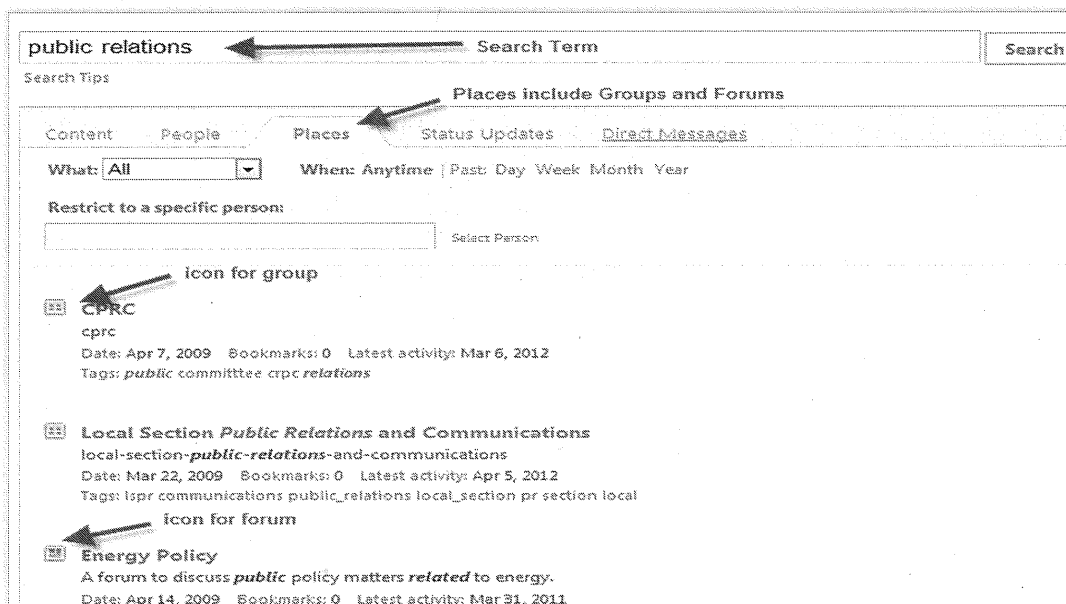


5. Find Groups in General

Groups and Forums are PLACES for content to reside. Find groups by going to "Browse" at the top and selecting "Places". You can then add terms in the filter to find the group for which you are searching.



Alternatively, you may enter part or the entire name of the group you are seeking. Select places and it should appear in the search results.



6. Join a Group

When you go to a group, you can join it.

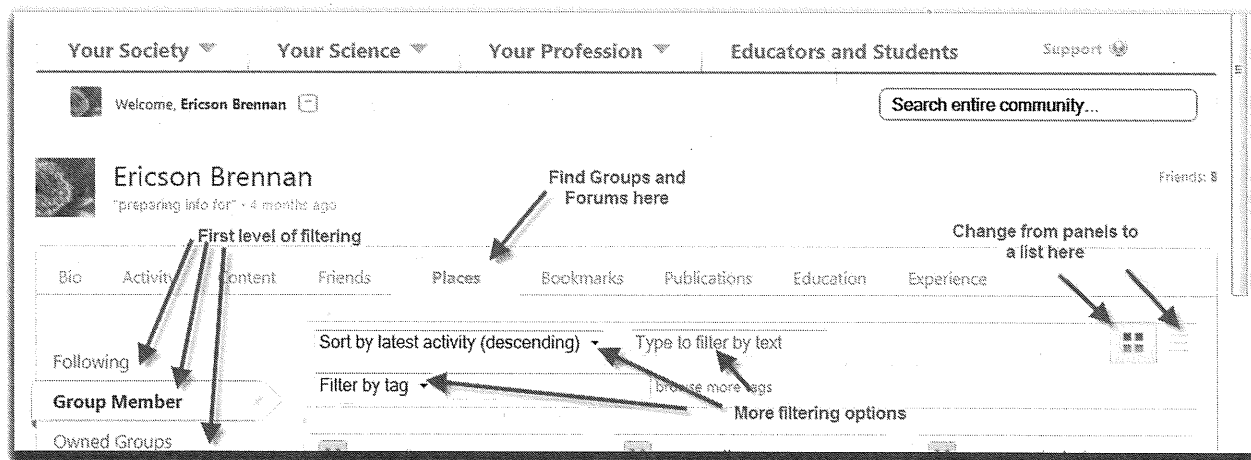


When you join it, you usually follow the group as well and will begin receiving notifications when new content is posted to the group.

If you receive email notifications, you can reply via email and your response will be entered into the discussion without actually going to the Network via a browser.

7. Find your Groups

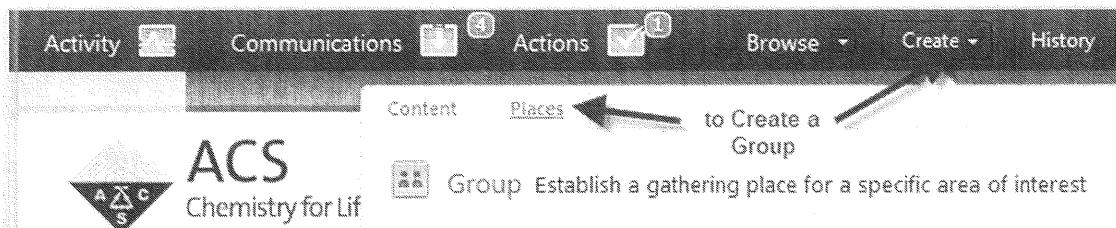
You may find groups you belong to by going to your profile and selecting Places. You can find your content and connections/friends similarly.



Or you can browse as if you were looking for groups in general. Select filter on left hand side to "Group Member" or other filter as appropriate.

8. Create a Group

Create – select Places, then Social Group



At this point you are presented with a self-explanatory form to complete. Much of the information can be added or edited later except for URL for the group. The URL is generated based on the name of the group and can be edited PRIOR to actually creating the group. Once the group is created, you cannot change the URL.

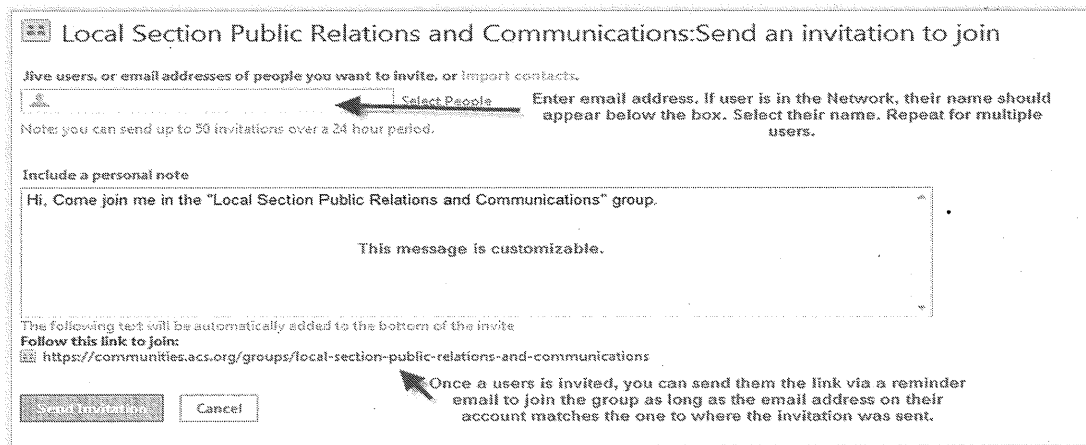
Remember:

- Tagging the group to help your group be findable.
- The Type of Group determines the privacy and what others can see and how they can participate-- Open, Members Only Private or Secret

Once you have created the group, you will be asked if you want to go to the group's home page or if you want to invite your friends and colleagues.

9. Invite Users to Your Group

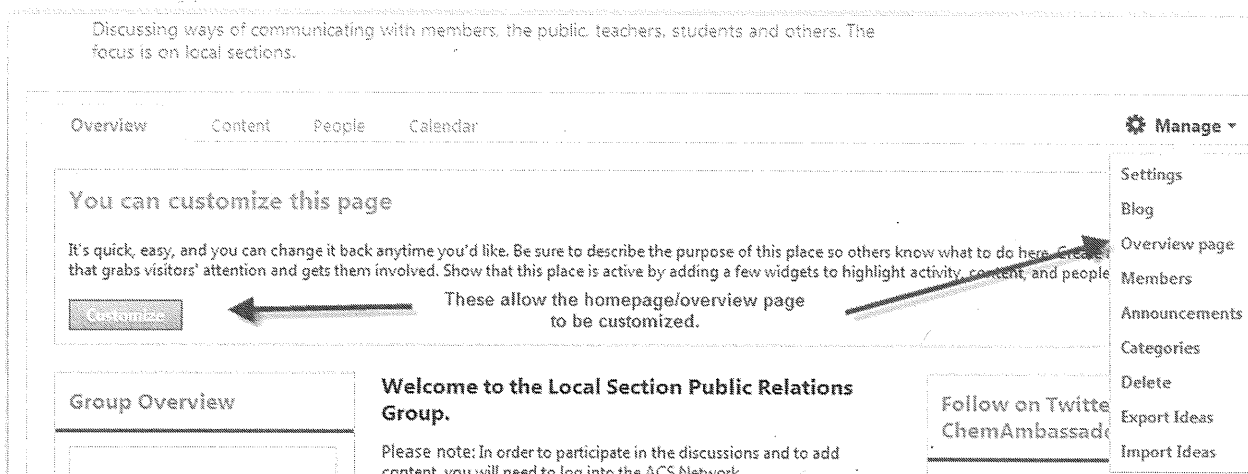
You may select "Invite Users to Your Group" in Actions Box.



The system checks access to a group based on email address. Be sure their email address on the invitation matches the email on their account.

10. Manage Your Group

This assumes you created the group or are a group owner/administrator. As an admin, you can customize the overview page.



Discussing ways of communicating with members, the public, teachers, students and others. The focus is on local sections.

Overview Content People Calendar ⚙️ Manage ▾

You can customize this page

It's quick, easy, and you can change it back anytime you'd like. Be sure to describe the purpose of this place so others know what to do here. Create that grabs visitors' attention and gets them involved. Show that this place is active by adding a few widgets to highlight activity, content, and people.

These allow the homepage/overview page to be customized.

Manage ▾

- Settings
- Blog
- Overview page
- Members
- Announcements
- Categories
- Delete
- Export Ideas
- Import Ideas

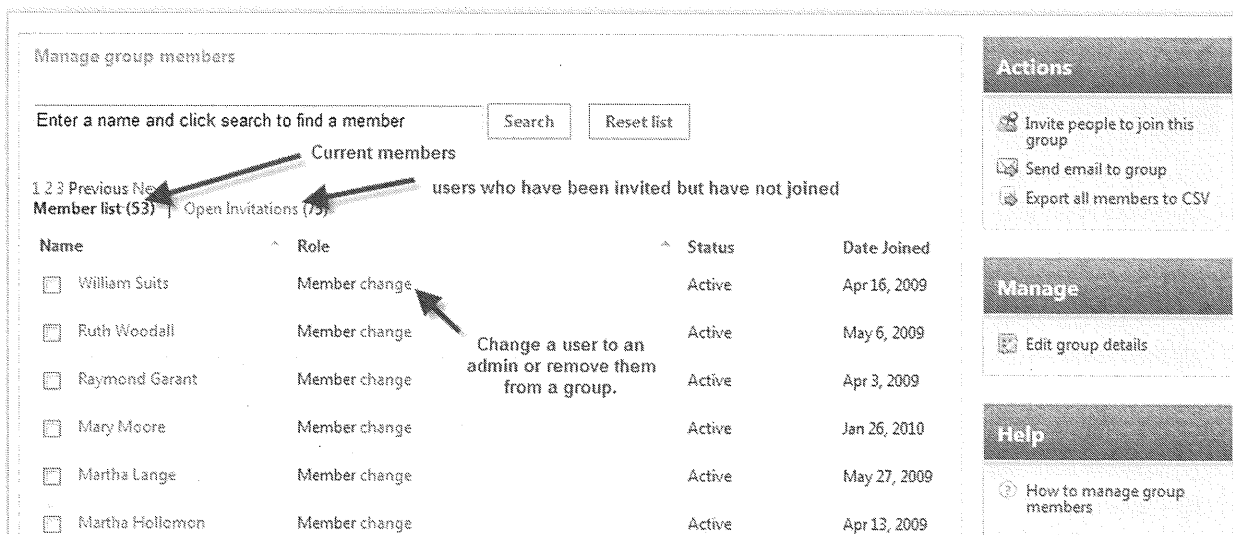
Group Overview

Welcome to the Local Section Public Relations Group.

Please note: In order to participate in the discussions and to add content, you will need to log into the ACS Network.

Follow on Twitter
ChemAmbassadors

Under the Manage>Members, you also can see who has already been invited, approve members, remove members, or make members administrators.



Manage group members

Enter a name and click search to find a member

Current members

1 2 3 Previous Next

Member list (53) | Open Invitations (75) | users who have been invited but have not joined

Name	Role	Status	Date Joined
<input type="checkbox"/> William Suits	Member change	Active	Apr 16, 2009
<input type="checkbox"/> Ruth Woodall	Member change	Active	May 6, 2009
<input type="checkbox"/> Raymond Gerant	Member change	Active	Apr 3, 2009
<input type="checkbox"/> Mary Moore	Member change	Active	Jan 26, 2010
<input type="checkbox"/> Martha Lange	Member change	Active	May 27, 2009
<input type="checkbox"/> Martha Hollomon	Member change	Active	Apr 13, 2009

Change a user to an admin or remove them from a group.

Actions

- Invite people to join this group
- Send email to group
- Export all members to CSV

Manage

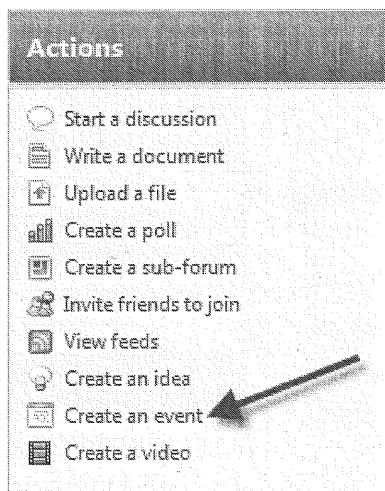
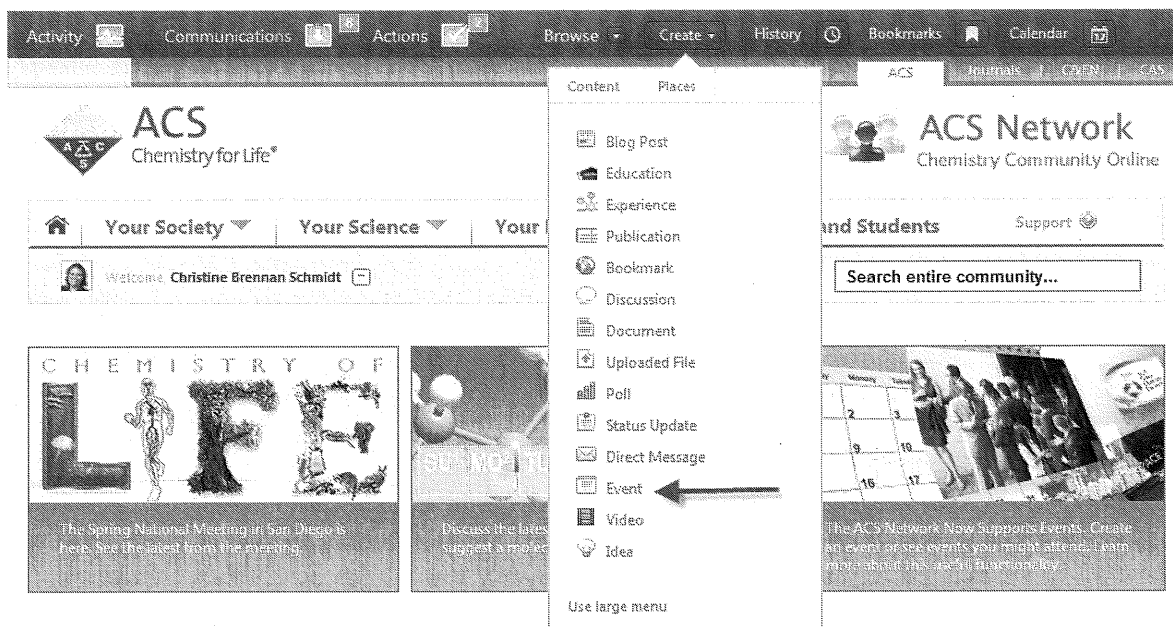
- Edit group details

Help

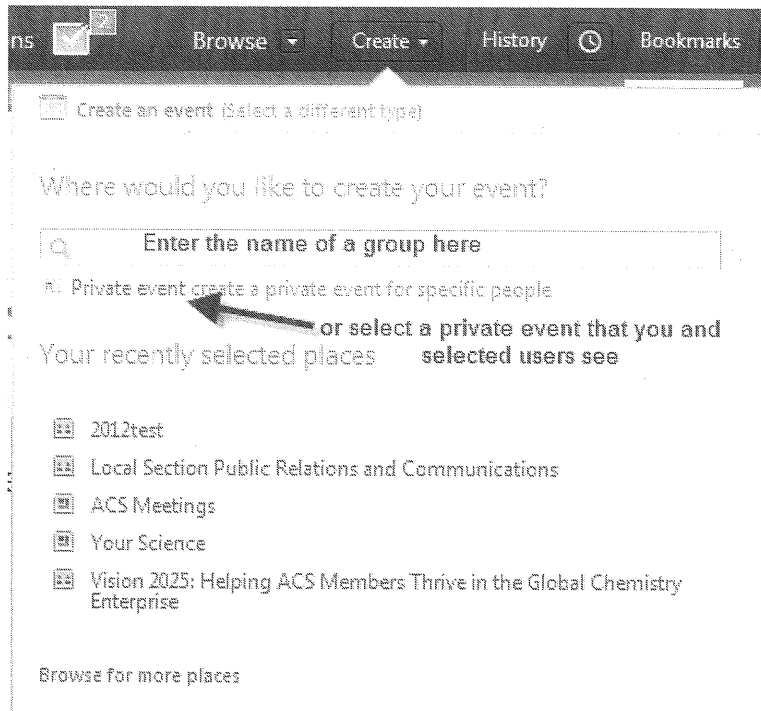
- How to manage group members

11. Create an Event

Select Create>Event on the top menu or select "Create an Event" inside the Actions Box.



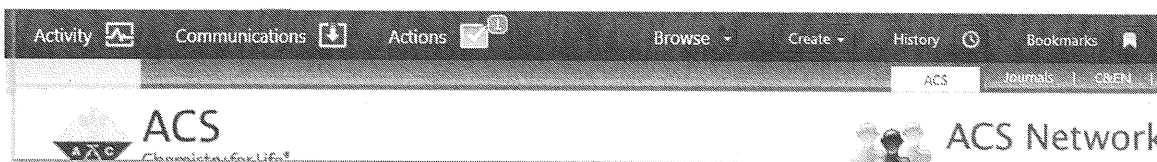
If you create an event through Browse, you may be asked where you would like to place your event. Like any content type, the event needs to live in a group or forum or be a private piece of content that is associated with your profile.



If you use the Create>Content via the button at the top of the page, you will be asked where you want to put that content. Put in the name of a group or a forum, browse for these places, or select private. Private discussions, events, documents are associated with your profile but can be viewed by those to whom you give specific permission.

12. View Notifications

The upgraded Network allows you to keep track of different types of content. These are highlighted at the top of the page and are broken into three areas:

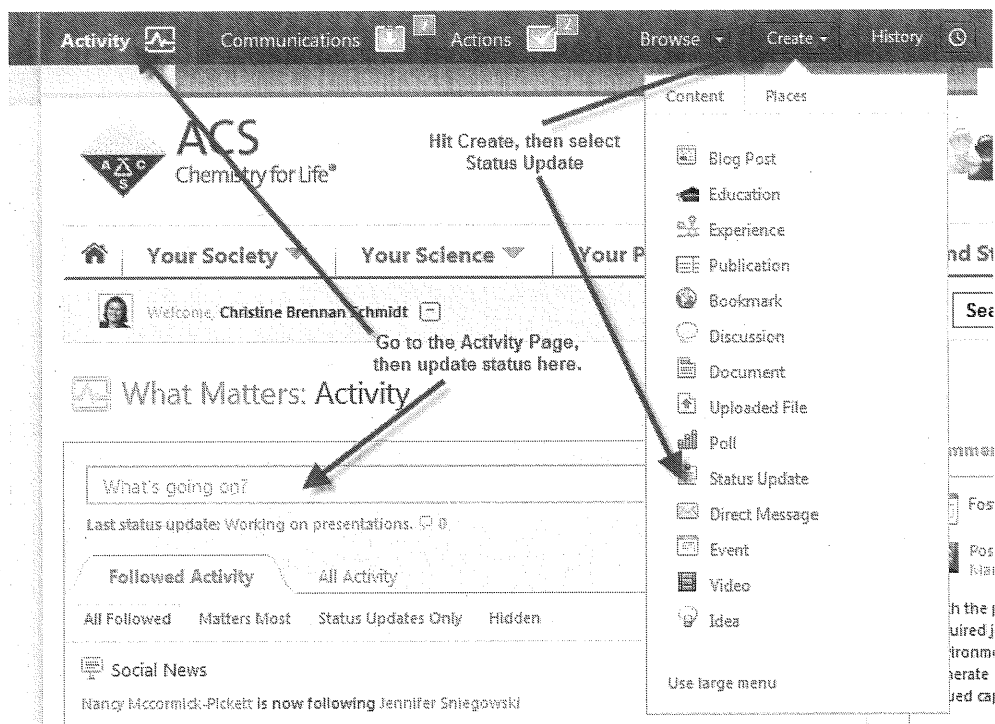


- Activity** – This is content you follow and is the first level of things you might want to keep track of.
- Communications** – these are the interactions that you are most interested and may have previously participated in. **Track in Communications** will alert you in this Stream.
- Actions** – These are notices and other things that require you to do something, like to accept a friend request, etc.

When there are notifications in one of your streams, the icon turns yellow and a number appears, indicating how many unread are in your stream.

13. Update Your Status

Your status appears on your profile right under your name. You can update this status by going to Create>Content>Status. Additionally, you can go to your Activity page and update your status there.



Places of Interest

- Chemistry Ambassadors forum:
https://communities.acs.org/community/society/chemistry_ambassadors
- Local Section Public Relations and Communications group: <https://communities.acs.org/groups/local-section-public-relations-and-communications>

Getting Help

If you need help, go to the ACS Network Support forum:
<https://communities.acs.org/community/general/support>

Or contact:

Chris McCarthy
ACS Network Social Media Manager
c_mccarthy@acs.org

or

Christine Schmidt
ACS Network Senior Product Manager
c_schmidt@acs.org

