



How-to Guide for Members



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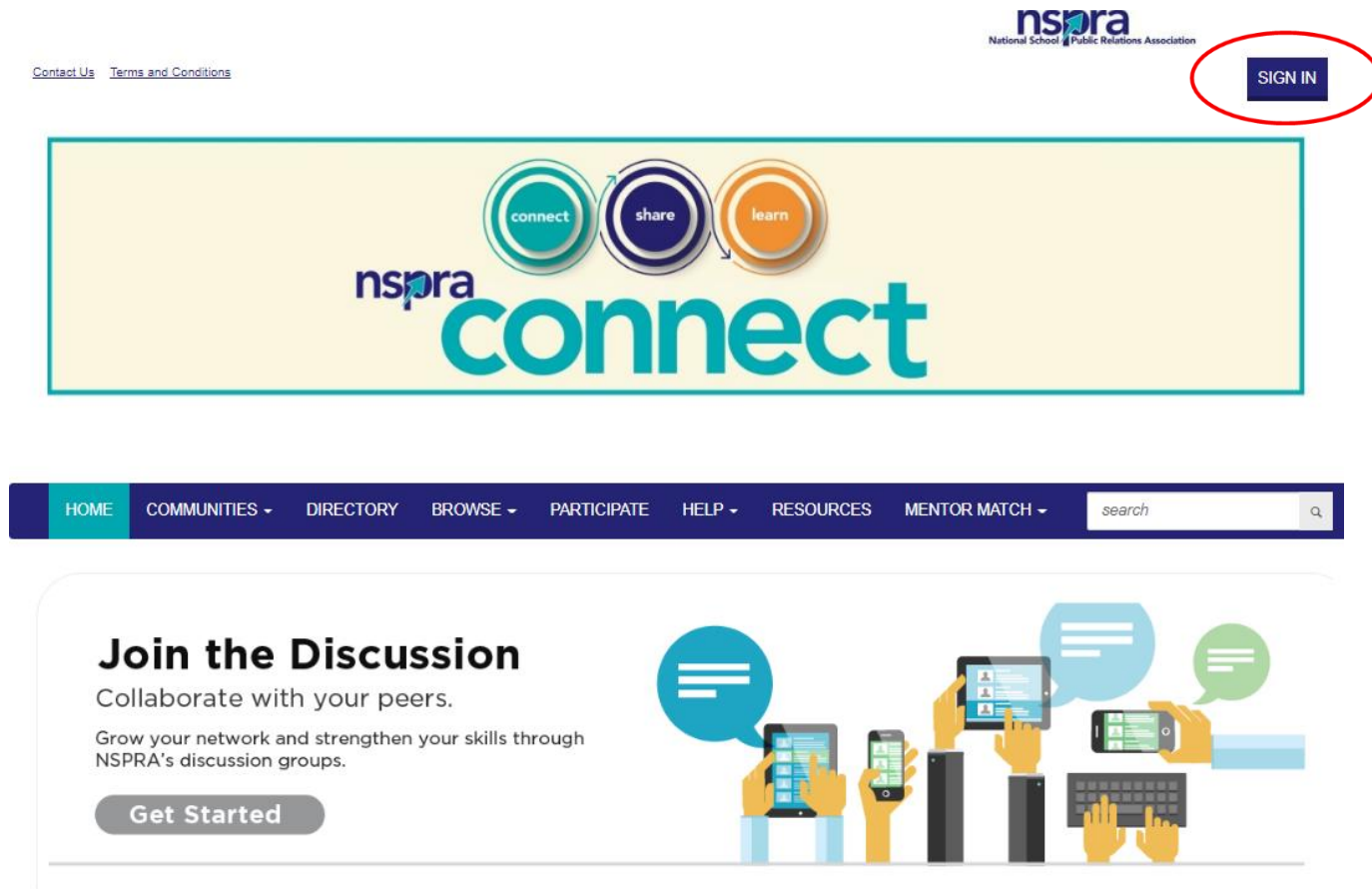
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What is NSPRA Connect?

- ▶ NSPRA Connect is a secure, online community that allows members to connect, share resources and engage in meaningful discussion.

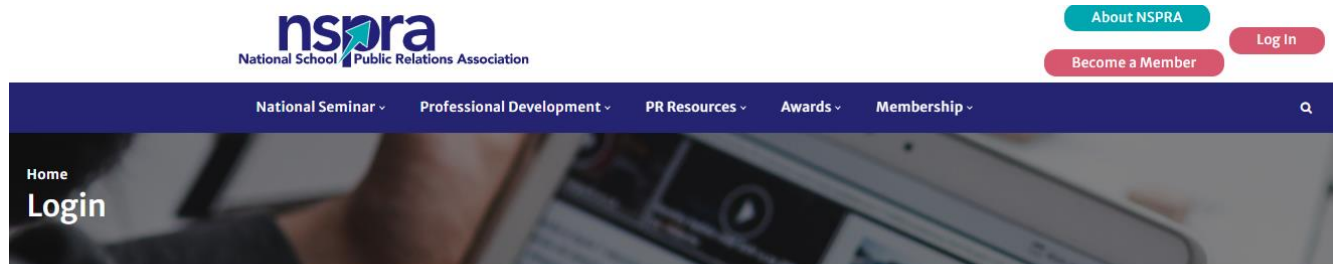
Logging in

- ▶ Navigate to connect.nspra.org and sign in via the Sign In button at the top righthand corner. Log in with your NSPRA member credentials. You will then be directed back to NSPRA Connect and signed in.



Forget Password?

- ▶ If you forget your NSPRA password, click the “Retrieve Password” button.



Account Login

NSPRA members, use your member credentials to log in below. **IMPORTANT: If this is your first time logging in to the new NSPRA website, click the "Retrieve Password" button below. Your password for the old NSPRA website will not work, so you'll need to set it here.**

Not a member? [Join today!](#) Or, register a website account below to sign up for events at the non-member rate*. Please note that registering for a website account is NOT the same as joining/becoming a member of NSPRA. To become a member of NSPRA, please fill out the [member application](#).

** Non-members who logged in to the old NSPRA website should also click the "Retrieve Password" button below. Your password for the old NSPRA website will not work, so you'll need to reset it here.*

Username/Email Address:

Password:

☐ Remember Login

View Your Profile

- ▶ Once logged in to NSPRA Connect, view your profile by clicking the arrow in the top righthand corner. Click “Profile” in the dropdown menu.

[Contact Us](#) [Terms and Conditions](#) [Style Guide](#)


The screenshot displays the NSPRA Connect website interface. At the top right, the NSPRA logo (National School Public Relations Association) is visible. Below it, a user profile icon is circled in red. A dropdown menu is open, showing the user's name SARAH LOUGHLIN and email sloughlin@nspra.org. The menu contains three options: PROFILE (circled in red), COMMUNITIES, and 44 UNREAD. A LOGOUT button is located at the bottom right of the dropdown. The main banner features the NSPRA Connect logo and three circular icons labeled 'connect', 'share', and 'learn'.

[HOME](#) [COMMUNITIES](#) [DIRECTORY](#) [BROWSE](#) [PARTICIPATE](#) [HELP](#) [RESOURCES](#) [MENTOR MATCH](#)



Update Your Profile

- ▶ Add a photo, bio, education, job history, social media links and contact details to your profile. Additionally, you can add designations (APR, Ed.D., MBA, etc.) and your chapter affiliation.



ACTIONS

JENNIFER LANDES, APR

NSPRA

1 NEW MESSAGE

MY PROFILEMY CONNECTIONSMY CONTRIBUTIONSMY ACCOUNTADMIN


BIO

Excited to connect with our NSPRA members!

CONTACT DETAILS

NSPRA
jlandes@nspira.org

SOCIAL LINKS



DESIGNATION

APR

NSPRA STATE CHAPTER

Add nspira state chapter

ADD

EDUCATION

University of North Carolina - Greensboro
Greensboro, North Carolina, United States
MPA

University of Pittsburgh

+ ADD

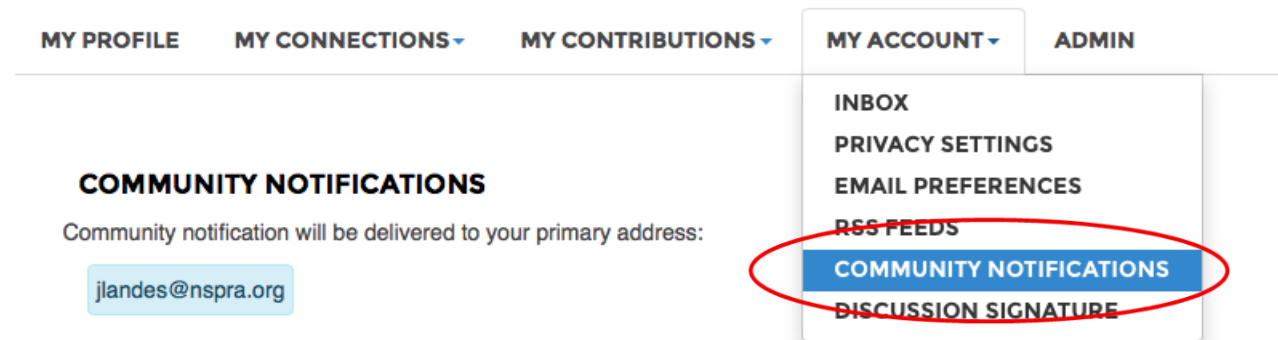
JOB HISTORY

NSPRA
Senior Communication Manager
Rockville, MD
June 2017 - present

+ ADD

Set Your Community Email Preferences

- ▶ In your profile, click on the My Account tab and select Community Notifications. From there, you can choose to receive email notifications on activity and posts made to the community in a daily digest, in real time, or choose to receive no email notifications about community activity at all.



The screenshot shows the 'MY ACCOUNT' dropdown menu open. The menu items are: INBOX, PRIVACY SETTINGS, EMAIL PREFERENCES, RSS FEEDS, **COMMUNITY NOTIFICATIONS** (highlighted with a red circle), and DISCUSSION SIGNATURE. The background shows the 'COMMUNITY NOTIFICATIONS' section of the profile page.

MY PROFILE **MY CONNECTIONS** **MY CONTRIBUTIONS** **MY ACCOUNT** **ADMIN**

COMMUNITY NOTIFICATIONS

Community notification will be delivered to your primary address:

jlandes@nspra.org

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Discussion Email: ⓘ
You have no override email addresses for discussion emails. [add override addresses](#)

NOTIFICATION SETTINGS ←

1 Community **COMMUNITY NAME** ▼

Community	Discussion Email
Open Forum	DAILY DIGEST ▼

Set Privacy Controls

- ▶ In the My Account tab, you can also set your privacy settings.

The screenshot displays the NSPRA user interface for a user named Jennifer Landes, APR. The top navigation bar includes tabs for MY PROFILE, MY CONNECTIONS, MY CONTRIBUTIONS, MY ACCOUNT, and ADMIN. The MY ACCOUNT tab is selected, and a dropdown menu is open, highlighting the 'PRIVACY SETTINGS' option. The left sidebar shows the user's bio and a message icon. The main content area is titled 'PRIVACY SETTINGS' and contains a description of profile visibility. Below this, there is a toggle for 'I would like to be included in the member directory and community rosters:' set to 'Yes'. A list of settings follows, each with a dropdown menu: Picture (Public), My Networks (Members Only), Company Information (Public), Job Title and Department (Members Only), Address Lines (Members Only), City, State, Zip (Members Only), and Country (Public).

JENNIFER LANDES, APR

NSPRA

1 NEW MESSAGE

MY PROFILE MY CONNECTIONS MY CONTRIBUTIONS **MY ACCOUNT** ADMIN

BIO

Excited to connect with our NSPRA members!

PRIVACY SETTINGS

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and community rosters: ☒ Yes

Picture Public

My Networks Members Only

Company Information Public

Job Title and Department Members Only

Address Lines Members Only

City, State, Zip Members Only

Country Public

Posting a Message/Question to the Community

- ▶ Post a new message by clicking the Participate button from the homepage. Then click Post a Message.



Posting a Message/Question to the Community

The screenshot shows the 'POST A MESSAGE' interface. At the top is a navigation bar with links: HOME, COMMUNITIES, DIRECTORY, BROWSE, PARTICIPATE, HELP, and NSPRA RESOURCES, along with a search bar. Below this is a blue header with the text 'POST A MESSAGE'. The form itself has several fields: 'To' with a dropdown menu labeled 'SELECT DISCUSSION', 'Cross Post To' with a dropdown menu labeled 'NO ADDITIONAL DISCUSSIONS', 'From' with the text 'Jennifer Landes, APR', and 'Subject' with an empty text box. A red arrow points to the 'Subject' field. Below these fields is a checkbox labeled 'Yes' and the text 'Automatically insert content preview for links'. A rich text editor toolbar is visible with options for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, text color, background color, link, unlink, insert image, insert video, insert audio, insert table, and insert code. Below the toolbar is a large text area with the placeholder text 'Type your message here.'. At the bottom of the form, there is a 'Signature' section with a dropdown arrow. To the right of the signature section is a green button labeled 'EDIT YOUR DEFAULT SIGNATURE' circled in red. Below the signature section is a text box containing the signature: 'Jennifer Landes Hoffman, APR', 'Senior Communication Manager', 'NSPRA', and '301-519-1221'. At the bottom left, there is an 'Attachment(s)' section with a green button labeled 'ATTACH' circled in red, and below it, a blue button labeled 'SEND' and a green button labeled 'CANCEL'.

Make sure your subject is clear and specific so others members know what the topic is about.

You can edit your default signature.

Use this button to attach a file to your post. All attachments are also automatically archived in the Community's Library.

Replying to a Post

- ▶ To reply to an existing post, click the “Reply to Discussion” button next to a post.

1. WHO'S PRESENTING IN ANAHEIM? 0 RECOMMEND



Posted 29 days ago

I'm presenting with my team on our recent (highly successful) bond issue, which followed a previous (highly unsuccessful) levy election. We're going to share the lessons of both, as well as the strategic four-step communication plan we used.

We'll be Monday morning.

Who else is presenting??

REPLY TO DISCUSSION

- ▶ To reply to just the sender, click on the arrow for the dropdown menu, and then click “Reply to Sender.”

1. WHO'S PRESENTING IN ANAHEIM? 0 RECOMMEND



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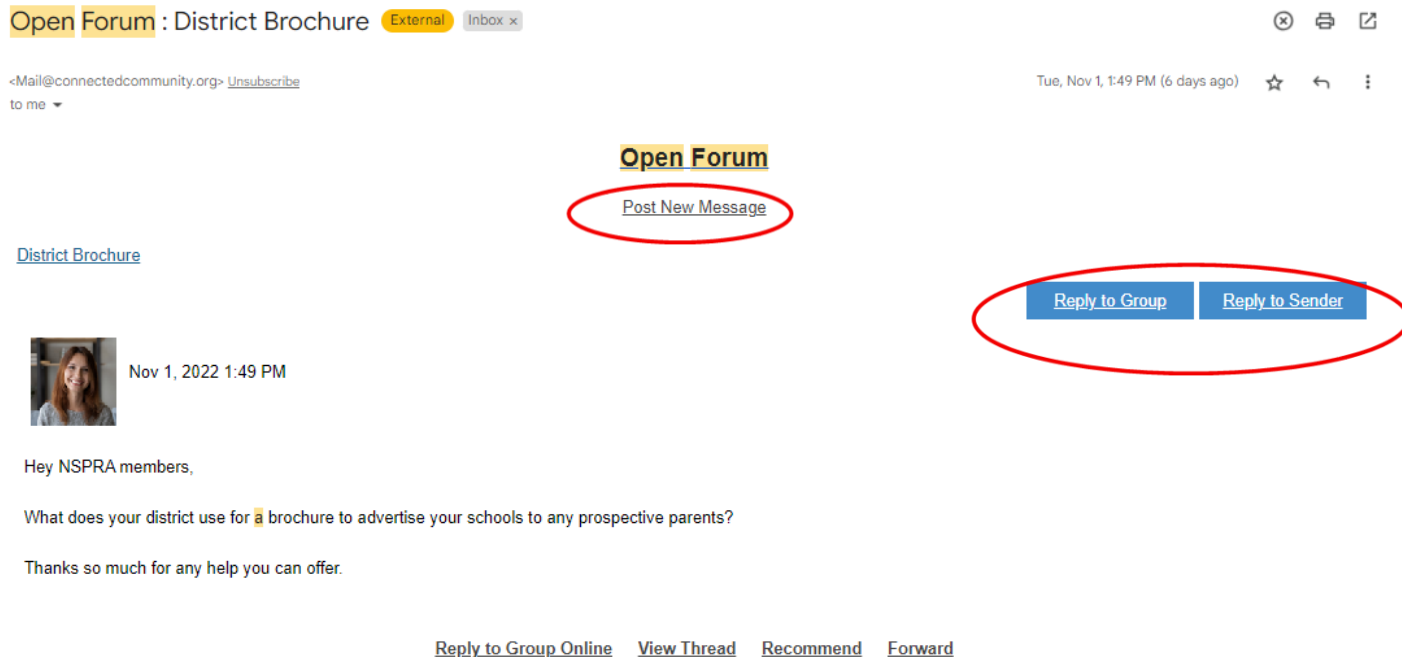
Who else is presenting??

REPLY TO DISCUSSION

- Reply to Sender
- Print Message
- Pin post to top
- Edit
- Remove

Participating Via Email

- Members may also reply to discussion posts or begin a new post via the buttons included in the community activity email notification sent to inboxes based on your community email settings (page 8).



Search

- ▶ Use the search bar to search for specific content or a topic. This will show you all discussion posts, library entries and tags that contain the keyword you typed.

On the results page, you can refine your search by using the features on the left side.

SEARCH

Refined to 55 of 55 results for "social media"

social media

1 to 10 of 55

Sort by Relevance

CATEGORIES

User Content (55)

REFINE BY

CONTENT TYPE

☐ Library Entry - File (18)

☐ Library Entry (15)

☐ Discussion (14)

☐ Discussion Thread (8)

COMMUNITY

☒ Beta Test (50)

NON-COMMUNITY LIBRARY

☒ Resource Library (5)

AUTHOR

☐ Delaina McCormack (8)

☐ Jennifer Landes, APR (7)

☐ Kristin Magette, APR (7)

☐ Zachery Fountain (6)

☐ Beth Pernerewski (6)

☐ Karen Kleinz, APR (5)

☐ Laura Nurse, APR (4)

☐ Peg Mannion, APR (3)

☐ Kelly Avants, APR (2)

☐ Melissa Mcconnell (2)

HAS ATTACHMENT

☐ Yes (38)

☐ No (9)

LEADERSHIP AND SOCIAL MEDIA

pertain to **social media** – that you believe

DISCUSSION POST

Kristin Magette, APR

Added 28 days ago

[View Thread](#)

[View Community](#)

LEADERSHIP AND SOCIAL MEDIA

[Focus Search](#) - Leadership and Social Media

DISCUSSION THREAD 5

Kristin Magette, APR

Added 28 days ago

[View Community](#)

EMPLOYEE GUIDELINES FOR SOCIAL MEDIA

These guidelines were recently updated and approved by our school board to include references to private messaging and apps where messages are designed to disappear (i.e. Snapchat).

[Guidelines-Update-APPROVED_02-08-18.pdf](#)

LIBRARY ENTRY

Kristin Magette, APR

Added 22 days ago

[View Library](#)

[View Community](#)

RE: LEADERSHIP AND SOCIAL MEDIA

without an understanding of which **social media**

DISCUSSION REPLY

Lesley Brinton, APR

Added 27 days ago

[View Thread](#)

[View Community](#)

Kristin Magette, APR

Help/FAQs

- ▶ Find this guide and additional FAQs under the Help tab. If you need additional assistance, please email info@nspra.org.

