APS Community Admin Communications Toolkit

The APS Online Community is a new member communication tool and now the preferred platform for committee and division communications.

Each participating committee and division will have its own community on the [community website](#). Committee and division members are automatically members of their associated online community—they will sign in on the community website with their normal APS login credentials. They can find their community by going to Communities > My Communities on the community website. You can be sure that the members of your committee or division's online community are its official members and are current on their membership. No need to manage the list yourself. The platform does the work for you.

As a division or committee leader, you serve as the community admin for your community. This allows you to use the additional community tools to:

• Add announcements
• Add folders and edit folder structure in the community's document library
• View community statistics and reports
• Send emails to community members directly from the community
• Delete library entries

The main function of the online community is discussion posts. Community members are notified of new discussion posts and comments through a daily digest email that automatically goes out from the platform. This reduces the need to send out emails for everything that you would like to share with members. Simply add a discussion post and know that your community members will be notified. If nothing new is added to the discussion thread, the daily email will not go out.

Training Resources

- General
    - [Help/FAQ](#) (answers how to functionally use the online community)
- Community Admins (You)
    - [Writing Great Discussion Questions](#) (to get better engagement)
    - [Admin functions how-to](#) (pdf)
    - [Admin functions how-to](#) (video)