

Navigating the Communities Platform

ACFID's Communities of Practice (CoPs) now have a new platform to engage through. Whilst some functionality within it is still under development, the following information should guide your interactions for now.

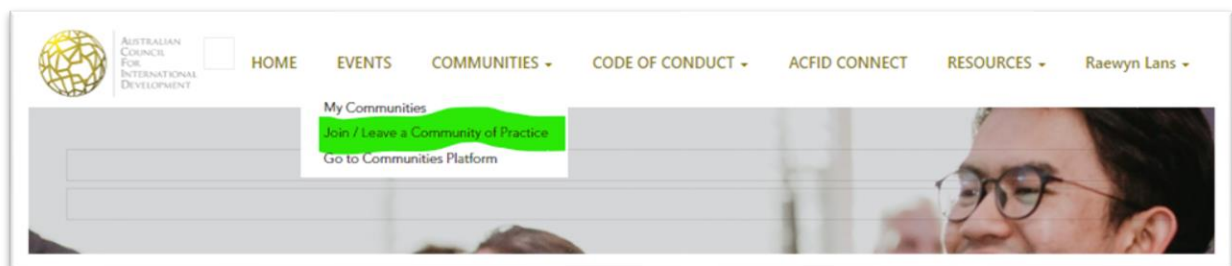
FAQs

How do I join/leave a Community of Practice?

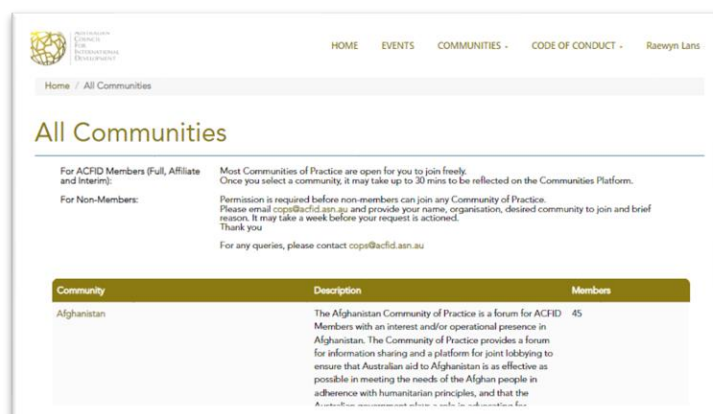
Once you have successfully registered for MYACFID and confirmed that you are correctly linked to your organisation, you can join or leave any Community of Practice you like. Joining and leaving is done within the MYACFID Portal – NOT the Communities Platform!

a) To join:

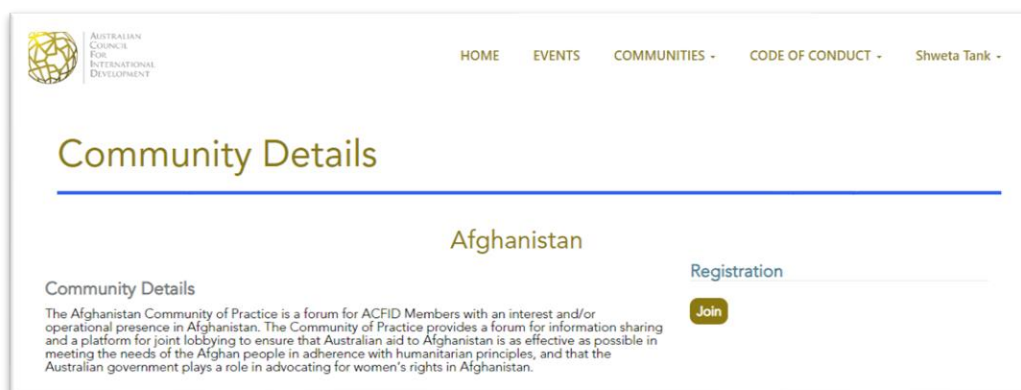
1. Log to MYACFID
2. Via the menu items at the top of your screen, select "COMMUNITIES" and then the second dropdown, "Join/Leave a Community of Practice" (see pic below). Note: *Do not select the icon at the bottom of MYACFID called "Connect to the ACFID Community" if you have not joined a CoP as you will go straight to the platform. You CANNOT join CoPs from the platform.*



3. Once you select the 'Join/Leave a Community of Practice' option, it will take you to all the current CoP list page (see image below). Find out the CoP group you would like to join and click on it. For instance, in the example below you will click on Afghanistan found under Community column.

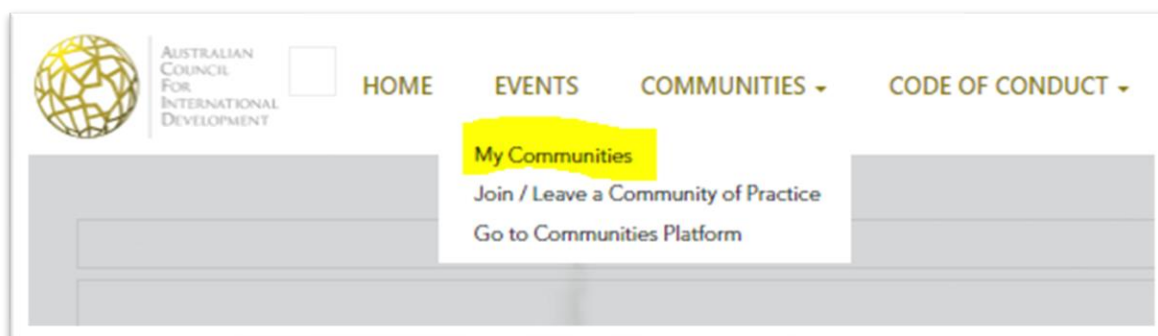


- After clicking on the community group, you will land on 'Community Details' page. To join that community, please click on 'Join' button under Registration. To note: it will take approx. 30 min to reflect on your profile.

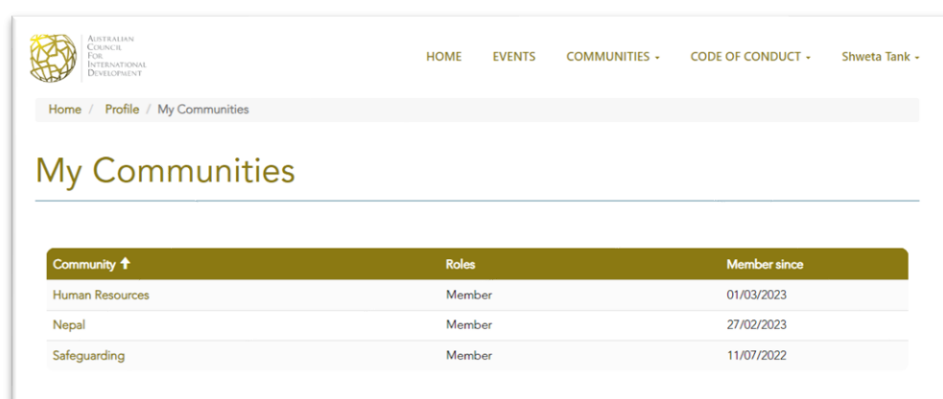


b) **To leave:**

- Login to MYACFID.
- To leave, simply go to 'MY COMMUNITIES' under COMMUNITIES tab as shows in image below.



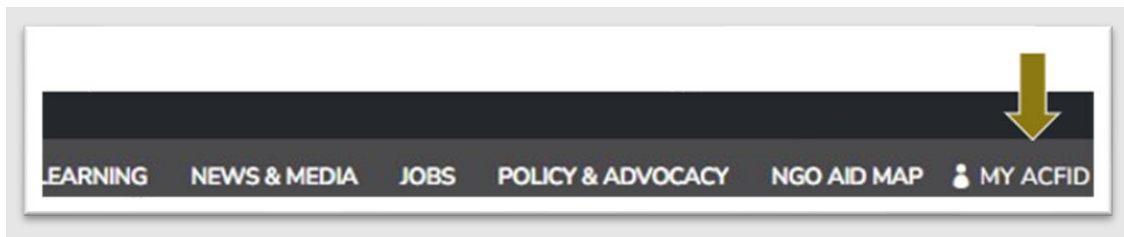
- "My Communities" will show you all the CoP groups you are part of (see the example below). Click on the Community you would like to leave under community column eg: Nepal.



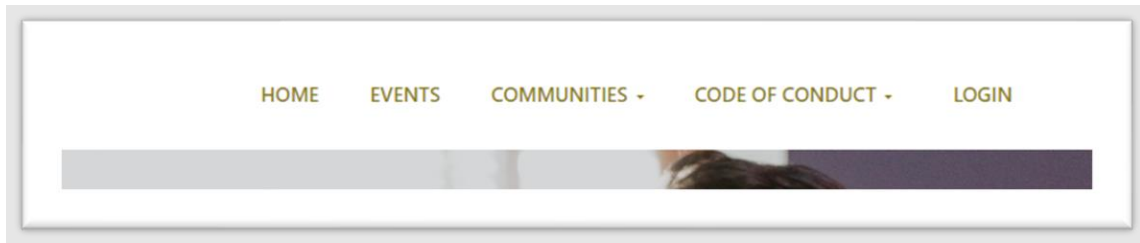
- And then click on the 'Leave' button found under the Registration

How can I find the CoPs platform?

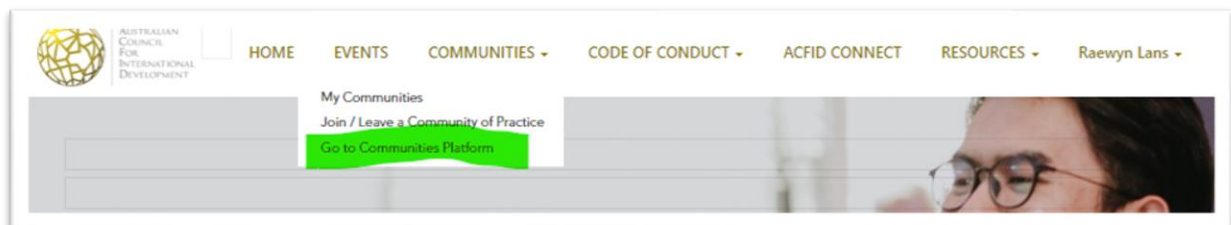
1. You first need to login to MYACFID from any page of the [ACFID website](#). You will find the link in the top right corner of the navigation bar.



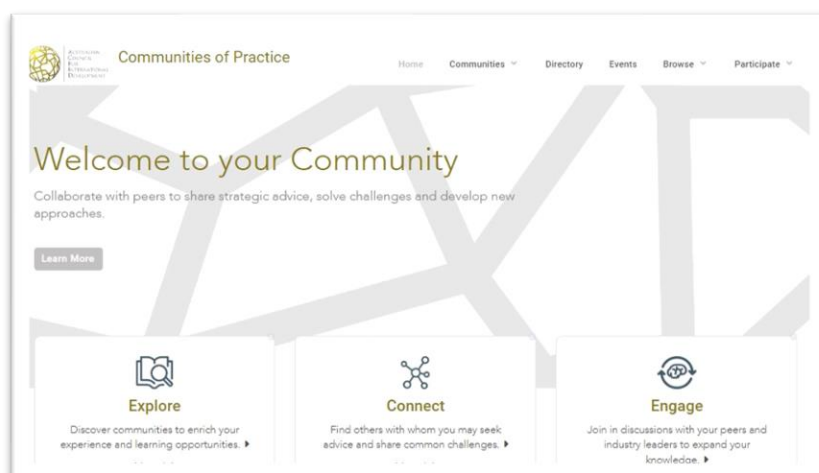
2. Click on 'LOGIN' found at the top right-hand corner.



3. Enter your login details and click on Sign-in.
4. Click on 'GO TO COMMUNITIES PLATFORM' which will be found under 'COMMUNITIES' on the home page.



Once you are inside the Communities platform, it will look different to MYACFID. Please remember that you cannot leave and join communities from here!



How do I start or join the COP discussion?

a) To start new discussion:

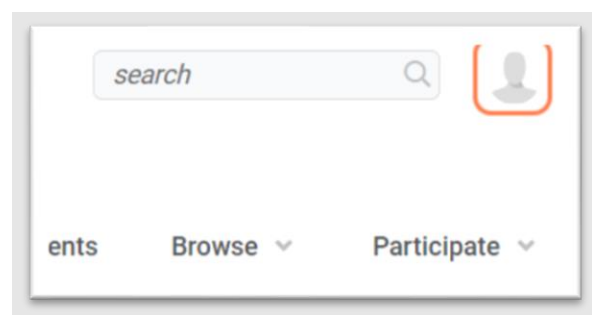
1. Go to MYACFID
2. Click on login (will be found on top right-hand corner).
3. Enter your login details and sign in.
4. Go to 'COMMUNITIES' (will be found at the top) and from the drop-down list click on 'GO TO COMMUNITIES PLATFORM'.
5. Click on **More** under the Explore option.
6. Click on the **COP group** where you would like to start a new Discussion.
7. Click on **Discussion** (will be found next to Community Home on the page).
8. Click on **Post a new message** on the right-hand corner and hit on **post** once you have written your message.

b) To reply on the ongoing discussion:

1. Go to MYACFID
2. Click on login (will be found on top right-hand corner).
3. Enter your login details and sign in.
4. Go to 'COMMUNITIES' (will be found at the top) and from the drop-down list click on 'GO TO COMMUNITIES PLATFORM'.
5. Once you come across all the ongoing discussions, click on the discussion you would like to respond.
6. Click on reply button (will be found on the right-hand corner). After you typed your message, click on post.

Is there a way to receive an email notification of a specific CoP?

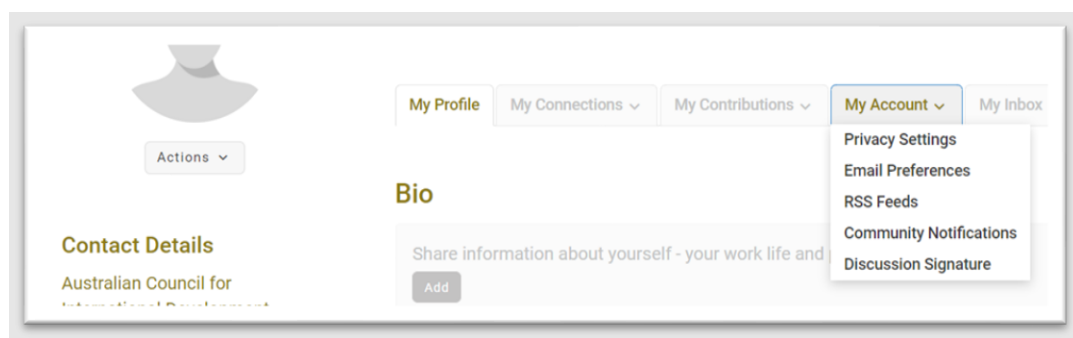
1. Go to MYACFID
2. Click on login (will be found on top right-hand corner).
3. Enter your login details and sign in.
4. Go to 'COMMUNITIES' (will be found at the top) and from the drop-down list click on 'GO TO COMMUNITIES PLATFORM'.
5. Click on your icon, which will be found at the top right hand corner (see the image below)



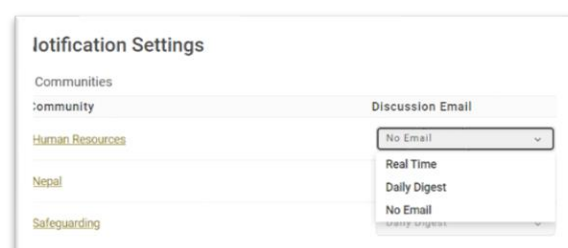
6. Once you click on the icon, you will see a drop-down block which will have 'PROFILE' option (see the image below). Please click on the 'PROFILE'.



7. On your profile, go to My Account, this will give you a drop-down list as shown in the image below and click on 'Community Notifications'.

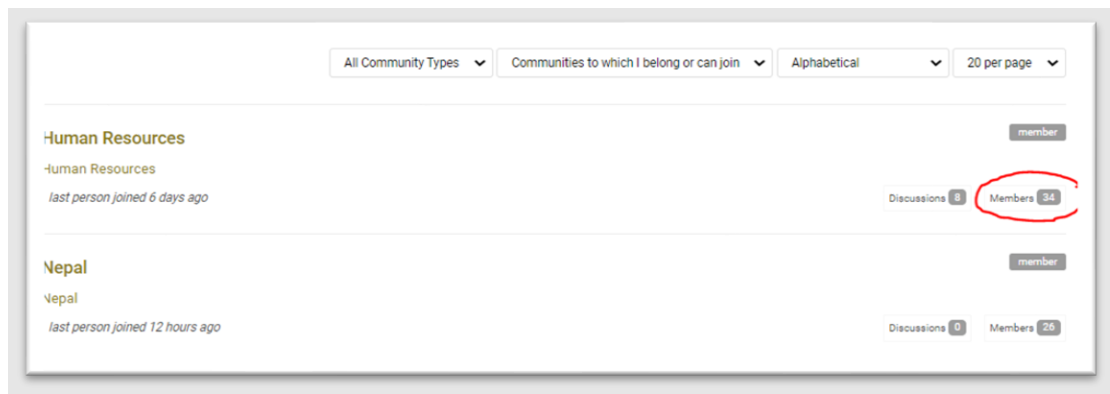


8. In the 'Community Notifications' page you will find a **notification setting** option at the bottom. There you can now select the way you would like to receive the notification (see the image below)
 - a. **Real Time** - Receive a nearly instantaneous email each time someone posts to the discussion. This is a great option if it's important for you to reply promptly to questions and/or you simply want real-time insight into the conversations happening in a community.
 - b. **Daily Digest** - Receive a single email compiling ALL discussion posts from the previous day. Delivery time for these emails is generally between 1—5 am EDT (this time frame is not configurable). Depending on your need to keep up with discussion content, digest notifications are a great choice for busy discussions to prevent your email from being flooded with dozens of messages on a daily basis.
 - c. **No Email** - Choose this if you do not want to receive notification emails about new discussion activity. Think of this as turning notifications OFF for a community discussion.

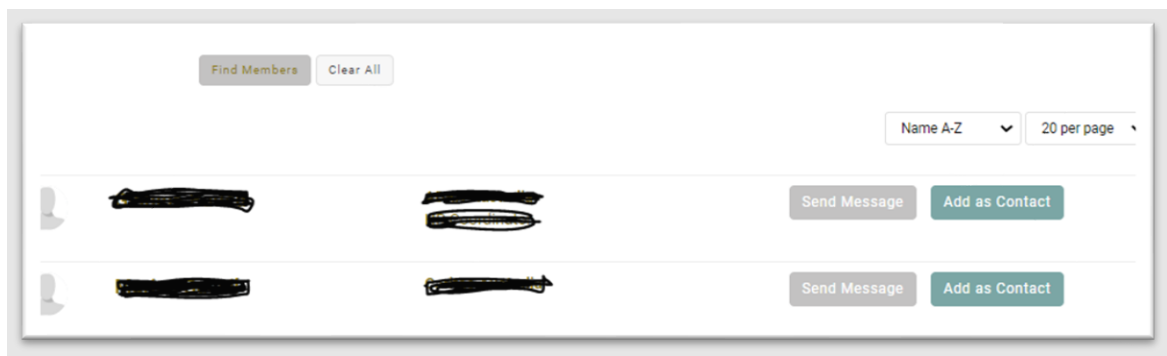


Where can I find the member list of particular CoP group I am in and connect with an individual?

1. Go to MYACFID
2. Click on login (will be found on top right-hand corner).
3. Enter your login details and sign in.
4. Go to 'COMMUNITIES' (will be found at the top) and from the drop-down list click on 'GO TO COMMUNITIES PLATFORM'.
5. Click on **More** under the Explore option.
6. Click on Members found next to discussion (eg: Member 34 in the image below)



7. Click on Send Message/Add as a contact to connect with a specific person.



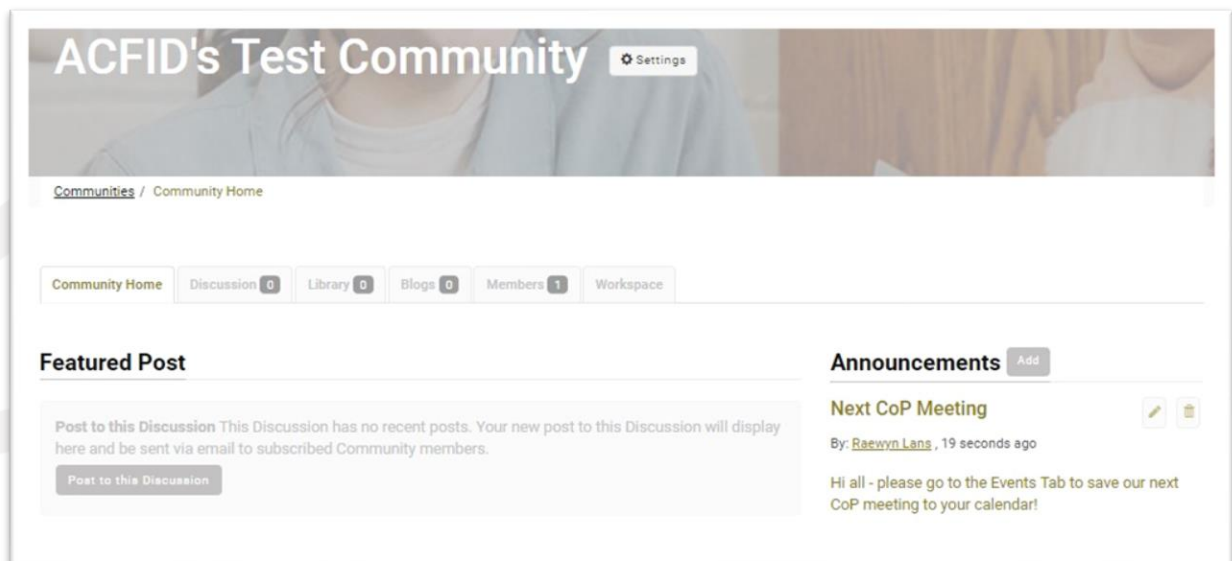
How do I find a contact in CoPs platform that is not part of a CoP I am in?

1. Go to MYACFID
2. Click on login (will be found on top right-hand corner).
3. Enter your login details and sign in.
4. Go to 'COMMUNITIES' (will be found at the top) and from the drop-down list click on 'GO TO COMMUNITIES PLATFORM'.
5. Click on **More** under the Connect option or click on **Directory** found in the top.
6. Enter First Name, Last Name or Organisation Name to find a person or list of people in the CoP from organisation and then hit on '**Find Members**' button.

How do I add a CoP meeting?

This functionality is currently only able to be carried out by an ACFID administrator. If you wish to advertise a CoP meeting within the platform so that CoP members can download and save the details to their calendars, CoP convenors can do the following:

1. Using your access to the ACFID CoPs Zoom account (contact cops@acfid.asn.au if you are a convenor and don't have the login details), create your meeting. NOTE – this will not work with Microsoft Teams meetings. You must use Zoom!
2. Send the zoom join details, date and time of meeting and any text you would like included (agenda etc) to cops@acfid.asn.au
3. We will happily create your event within the platform.
4. The event will appear under the "Events" tab which can be found in the top menu of the platform.
5. It will also be included as an "Announcement" within your CoP so that CoP members know to find and download it from the events section.



ACFID will be continuing to make improvements to the MYACFID portal as users interact. If you receive error messages when trying to access elements that you believe you should be able to, or if you have suggestions for improvements, please email crm@acfid.asn.au

Thank you for your patience.