



NAfME CONNECT COMMUNITY QUICK-START GUIDE



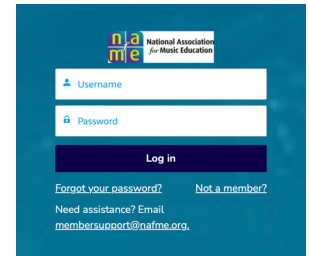
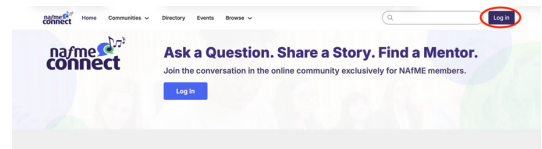
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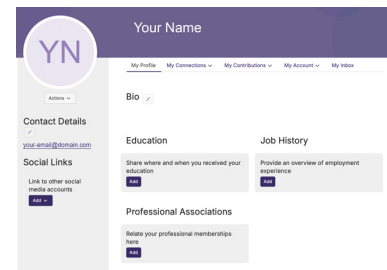
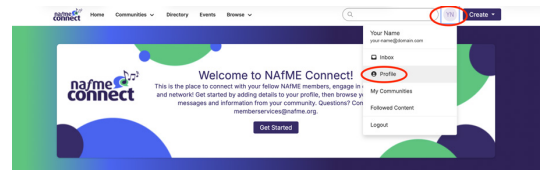
SIGN IN TO CONNECT

1. Navigate to the [NAfME Connect Community](#).
2. Select **Log In** in the upper right.
3. You will be automatically redirected to the [NAfME Membership Portal login page](#).
4. Sign in using the same username and password you use to renew your membership, access your journals, or log in to NAfME Academy.
5. You will then be redirected to [Connect](#).



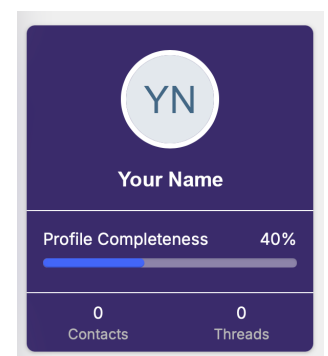
COMPLETE OR UPDATE YOUR PROFILE

1. Select your **profile photo/Profile** from the menu.
2. Select the **pencil icon** (✎) to edit, or the **Add** button to add information to each section.
3. Review the available profile information.
4. Add or update information such as:
 - Profile photo
 - Contact Details
 - Social Links
 - Bio
 - Education
 - Job History
 - Professional Associations
5. **Save** your changes.



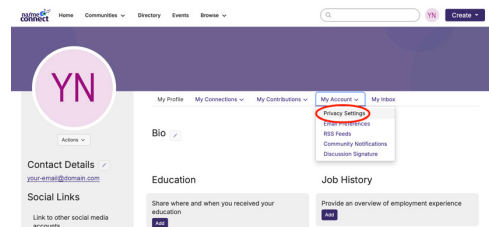
QUICK TIP

A completed profile helps other NAfME members identify you and provides useful professional context when participating in discussions. The [member home screen](#) will show your Profile Completeness percentage.



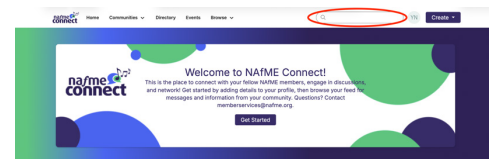
REVIEW YOUR PRIVACY SETTINGS

1. Open your [profile/account settings](#).
2. Locate **Privacy Settings** under **My Account**.
3. Review who can see available profile information.
4. Adjust settings as desired.
5. **Save** any changes.



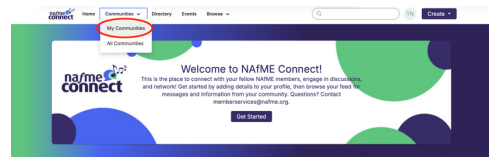
SEARCH CONNECT

1. Locate the Connect **Search** field.
2. Enter a relevant keyword or phrase.
3. Submit the search.
4. Review the results.
5. Open a relevant result.
6. Use filters to narrow the results.



VIEW YOUR COMMUNITIES

1. Select **Communities** at the top of the main navigation bar.
2. Select **My Communities** under Communities to see the various Communities where you are a member.
3. Select **All Communities** to see other Communities you may request to join.
4. Select a community name to open it.



FIND AND REQUEST TO JOIN ANOTHER COMMUNITY

1. Navigate to [Communities](#).
2. Browse or search the available communities.
3. Select the community you are interested in joining.
4. Review the community information.
5. If the community is private but accepts membership requests, locate **Join** or **Request to Join** the Community.
6. Submit the request.

Join

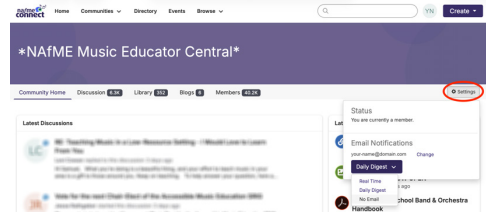
Request to Join

IMPORTANT

Some NAFME Connect communities may have membership requirements. A **Join** or **Request to Join** option may not be available for private communities.

SUBSCRIBE TO A COMMUNITY DISCUSSION DIGEST

1. Navigate to [Communities](#).
2. Open the desired community.
3. Locate the community's **notification/subscription** settings under **Settings**.
4. Select the desired email preference.



Options include:

- **Real Time** — Receive individual discussion messages shortly after they are posted.
 - **Daily Digest** — Receive a daily summary of discussion activity.
 - **No Email** — Do not receive discussion posts by email.
5. Save or confirm the selected preference if required.

QUICK TIP

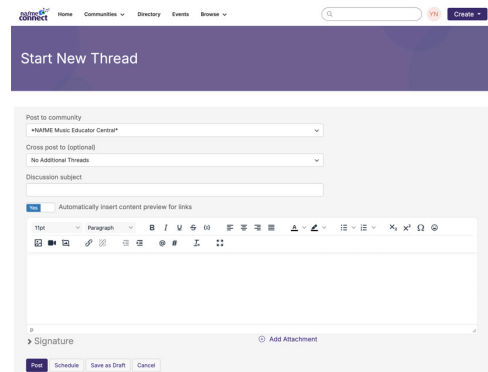
Daily Digest is generally a good starting point for users who want to follow community conversations without receiving an individual email for every post.

VIEW POSTS AND DISCUSSIONS

1. Navigate to a community.
2. Open the **Discussions** area.
3. Review the available discussion topics.
4. Select a discussion subject/title.
5. Read the original post and available replies.
6. Navigate back to the discussion listing.

START A NEW DISCUSSION

1. Navigate to the appropriate community.
2. Open **Discussions**.
3. Select **Post New Message**.
4. Enter a clear subject.
5. Enter your message.
6. Add links or attachments if needed and permitted.
7. Review the message.
8. Select **Post**.

A screenshot of the 'Start New Thread' form in the na/me connect web application. The form is titled 'Start New Thread' and includes a search bar at the top. Below the title, there are several input fields: 'Post to community' (with a dropdown menu showing 'na/me Music Educator Central'), 'Cross post to (optional)' (with a dropdown menu showing 'No Additional Threads'), and 'Discussion subject'. Below these fields is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and link. At the bottom of the form, there is a 'Signature' field and an 'Add Attachment' button. The form also includes buttons for 'Post', 'Schedule', 'Save as Draft', and 'Cancel'.

BEST PRACTICE

Use a descriptive subject line so members can understand the topic before opening the discussion.

Recommended: Suggestions for Beginning Band Recruitment

Not Recommended: Question

REPLY TO A DISCUSSION ON THE WEB

1. Open a community discussion.
2. Locate the message you want to respond to.
3. Select **Reply**.
4. Enter your response.
5. Review the message before submitting.
6. Select **Post**.

IMPORTANT

Individual replies reply specifically to the person, but are posted publicly in the discussion, not privately.

REPLY TO A DISCUSSION VIA EMAIL

1. Open a discussion notification or digest email from Connect.
2. Locate the discussion/message you want to respond to.
3. Use the available **Reply** option provided by the email*.
4. Enter your response.
5. Send the email.
6. Open Connect and locate the corresponding discussion. Verify that your email response appears in the discussion thread.

[Reply to Group](#)[Reply to Sender](#)

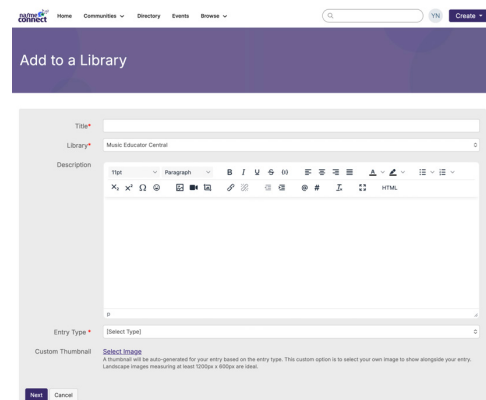
IMPORTANT

When replying through email, review the message carefully before sending. Depending on the discussion configuration, your reply may be posted to the community rather than sent only to the person whose message you are viewing.

*Do not use the reply button within your email application, use the links within the email itself which will open/create a new email. Please keep in mind that if you have an email signature with contact information, that will also post to the discussion.

UPLOAD AN ITEM TO A COMMUNITY LIBRARY

1. Navigate to the appropriate community.
2. Open **Library**.
3. Select **Create Entry**.
4. Enter a descriptive title.
5. Add a description if available.
6. Select the appropriate entry/file type.
7. Select Next, and upload the file.
8. Complete any additional required information.
9. Save or publish the library entry.
10. Return to the library and locate the uploaded resource.

The screenshot shows the 'Add to a Library' form in the na/me connect application. The form is titled 'Add to a Library' and is part of the 'na/me connect' interface. It includes a 'Title*' field with the text 'Music Educator Centre'. Below the title is a 'Description' field with a rich text editor toolbar. The 'Entry Type*' dropdown is set to 'Select Type'. At the bottom, there is a 'Custom Thumbnail' section with a 'Select Image' button and a note: 'A thumbnail will be auto-generated for your entry based on the entry type. This custom option is to select your own image to show alongside your entry. Landscape images measuring at least 1000px x 500px are ideal.' There are 'Next' and 'Cancel' buttons at the bottom left.

BEST PRACTICE

Use descriptive filenames and library titles.

Recommended: middle-school-concert-planning-checklist.pdf

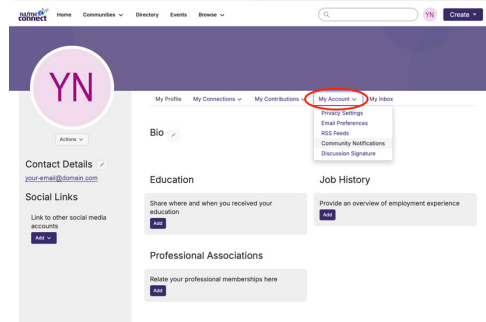
Not Recommended: Document-Final2-new.pdf

DOWNLOAD AN ITEM FROM A COMMUNITY LIBRARY

1. Navigate to the appropriate community.
2. Open **Library**.
3. Browse or search for the desired resource.
4. Open the library entry.
5. Select the file or **Download** option.

MANAGE COMMUNITY NOTIFICATIONS

1. Open your [account/profile settings](#) and select [community notification settings](#).
2. Review the communities to which you belong.
3. Review the email preference for each community.
4. Change one or more preferences.
5. Save your changes.



IMPORTANT

Configure email notifications for each community you are a member of.

VIEW ANOTHER MEMBER'S PROFILE

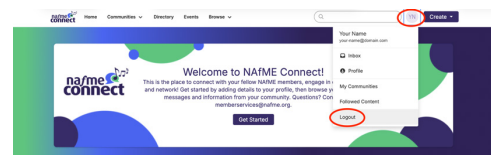
1. Open a discussion.
2. Select another member's name or profile photo.
3. Review the profile information available to you.

QUICK TIP

You can also search for a member by selecting **Directory** from the main navigation bar at the top of the screen. Only information that members have chosen to share through their privacy settings is searchable.

SIGN OUT

1. Click your user/profile circle in the main navigation.
2. Select **Logout**.
3. Confirm that the authenticated Connect session ends.



FOR MORE INFORMATION ON CONNECT

ONLINE HELP/FAQS

General

- [What is my username/password?](#)
- [How do I update my contact information?](#)
- [How do I control what information is visible on my profile?](#)

Contacts / Connections

- [How do I find other members?](#)
- [How do I add contacts to my contact list?](#)
- [Why should I add contacts to my contact list?](#)

Communities / Discussions

- [What are communities?](#)
- [Which communities do I already belong to?](#)
- [How do I join/subscribe to a community?](#)
- [How can I control the frequency and format of emails I receive?](#)
- [How do I leave a community or unsubscribe from a discussion?](#)
- [How do I respond to others' posts?](#)
- [How do I start a new discussion thread?](#)
- [I'm having trouble viewing the HTML email messages. How do I fix this?](#)
- [Can I search for posts across all the communities?](#)
- [How do I see a listing of all of the posts to a specific community?](#)

Library / Resources

- [How do I find resources that may have been uploaded by other members?](#)
- [How do the libraries get populated?](#)
- [How do I upload a file?](#)
- [What kind of files can I upload?](#)
- [What are the tags for?](#)