ASES ONLINE COMMUNITY

User Guide

Getting Started:

ASES invites you to join the discussion on our brand new online community platform, supported by Higher Logic, the **ASES Online Community**. With this online community, members of ASES and the broader community will have the opportunity to explore, connect, and engage with other Members, Chapters, Technical Divisions, and staff in an interactive community space.

Here are some tips for signing in, setting up your profile, and interacting on the site:

1. **Sign in!** **ASES members are automatically enrolled** in the platform. Sign in with your normal ASES account username and password. *(note: You can request a password reset upon sign in)*

2. **Set up your profile!** Add a profile picture, job history, education, ASES chapter affiliation and more.

3. **Help us know who you are!** Update your professional contact details and personal demographic information.

4. **Select a Technical Division** on your profile and get automatically added into the corresponding community. *(Note: It can take up to an hour for the system to admit you to the community). Also, if you are interested in joining a Technical Division, you must be a **Professional, Student, Life or Business member**. You can upgrade your ASES membership if you would like to join a Technical Division.*

5. **Introduce yourself to the ASES community** by joining and posting in the **ASES Community Introductions** forum.

6. **Share your thoughts and ideas** in the open community forum! You have been automatically added into the **Everything Solar Forum** where you can start posting and discussing anything solar or sustainability related with other members. In this community, you will also find some great resources related to solar energy in the library! This forum is visible to the public but only members of the ASES community can participate in it. *All other forum participation is exclusive to ASES members only.*

7. **Join more communities!** Head to the **Suggested Communities** under the Communities tab and join what interests you or to see what you are already affiliated with. Once you join a Community you can respond to your posts directly through your email; you don't even have

to sign in! You also have the ability to manage notifications and emails from the communities you join.

8. **Add to your network!** You can go to the **Directory** and start finding members in our community you want to add as a contact or network with.

9. **Help ASES keep the online community a safe and friendly environment** by flagging any inappropriate posts by other users. *(note: You will remain anonymous if you flag anything on the website.)*

10. **Collect points for engagement and contributions** for a chance to win a solar or sustainable prize at the end of our first year with Higher Logic! *(more information below)*

Activity and participation within the ASES online community platform will earn you **engagement, contribution and reputation points. The top participants will be entered into a lottery to win prizes!** Keep track of all your points on your profile under the My Contributions tab > **Summary**.

Here's how to qualify for the lottery: **ENGAGE!** Join communities, post information and share content, add contacts, update your profile information, etc. All of these tasks and more will earn you points to put towards your total. At the end of our first year using the ASES Online Community (February 2022), we will enter the top participants into a lottery to win prizes. Simply sign in and **start engaging today**!

Email Notifications:

Q: How can I control the frequency and format of emails I receive?

A: Navigate to your profile and click on the My Account tab. Choose Community Notifications from the drop-down menu. On that page, there are subscription options for each community you are a member of: **Real Time, Daily Digest, or No Email**. For each forum, you have the following delivery options:

- **Real Time:** Sends an email every time a new message is posted in a forum you are a member of. *This option is recommended for anyone looking to stay highly engaged in the forums of your choosing.*
- **Daily Digest:** Sends one email to you each week-day, consolidating all of the posts in each forum you are a member of from the previous day. *This is recommended for anyone looking for daily updates in the forums they are members of.*
- **No Email:** Allows you to be part of the group without having emails sent to you. You can still post and read others' messages by signing into the community site. Unfortunately in choosing this option, you will not be able to participate in the forum via email. *This option is only recommended for those willing to sign in regularly in order to participate in their communities.*
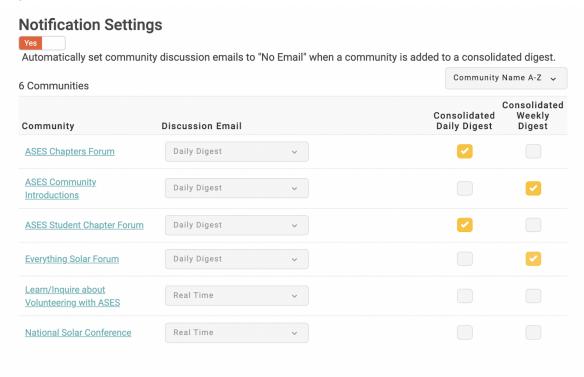
If you would like to join more than one community, you have the additional options of adding multiple communities to a **consolidated community digest**. You can check off boxes for the communities you are a member of to include in a **Daily Consolidated Community Digest** and/or a **Weekly Consolidated Community Digest:**

- The **Daily Consolidated Community Digest** means you will get one email every week-day morning with activities from the previous day of the communities you are members of and checked off in your list in your notification settings.
- The **Weekly Consolidated Community Digest** means you will get an email every Monday with the activities from the previous week in all the communities you are a member of and checked off in your list in your notification settings.

Q: Do I have to log in to post in a forum/community?

A: No, you can respond to a post directly from your email by simply selecting the option to "**Reply to Group**" in the **Digest** email or replying directly to any **Real Time** email.

Example of Email Selections:

Notification Settings

`Yes` ⬤

Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

6 Communities

Community Name A-Z ⌄

Community	Discussion Email		Consolidated Daily Digest	Consolidated Weekly Digest
ASES Chapters Forum	Daily Digest ⌄		☑	☐
ASES Community Introductions	Daily Digest ⌄		☐	☑
ASES Student Chapter Forum	Daily Digest ⌄		☑	☐
Everything Solar Forum	Daily Digest ⌄		☐	☑
Learn/Inquire about Volunteering with ASES	Real Time ⌄		☐	☐
National Solar Conference	Real Time ⌄		☐	☐

Q: How do I update receiving real time emails from a thread I have posted in?

A: When you **start or reply** to a thread in a community, you are **automatically subscribed to that particular thread**, and will get **real time email updates** whenever someone posts or responds to the thread. **This is separate from your other email notification settings.** To alter this setting, head over to the thread in question on the site, and check to see if the "Follow" up in the upper right corner is toggled on or off. Simply toggle the option ON if you want to receive the real time updates or toggle it off and you will no longer receive real time emails for that thread.

Example of Follow Option in the *OFF* Position:

| Community Home | Discussion 94 | Library 5 | Members 13.9K |

Back to discussions   Expand all | Collapse all   sort by thread ⌄

The Aesthetic Problem of Residential Solar Installations   Follow ◯

🏷 ➕ Add a tag

❯   Benjamin Guthrie 6 days ago
     Many residents fear that solar panels on their homes are deemed to be an "eye soar" and changes thei...

Example of Follow Option in the *ON* Position:

| Community Home | Threads 9 | Library 1 | Events 5 | Members 13 |

Back to discussions   Expand all | Collapse all

Nominate a Solar Star!   Following ◉

| 1. Nominate a Solar Star! | 0 | Recommend |

Posted 7 days ago   Reply ⌄

ASES Committee

The **American Solar Energy Society (ASES)** has opened up nominations for our <u>annual awards and new fellows</u> for their 50ᵗʰ Annual National Solar Conference, **SOLAR 2021: Empowering a Sustainable Future**. SOLAR 2021 will take place at the University of Colorado Boulder and online.
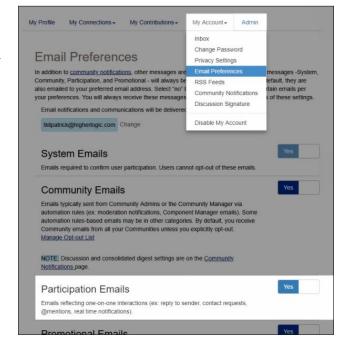
Q: I plan to check the online community page frequently and do not want any email updates. How do I turn off all email notifications from the ASES Online Community?

A: To turn off all participation emails from the online community, navigate to your profile page then click **My Account > Email Preferences**. Once there you can turn off participation emails from the online community by **toggling the "Yes" option to "No"**. You can also turn off other email preferences in this area.

Note, the promotional emails are a default setting to "yes", but ASES does not plan to send any promotional emails at this time.

1. From your profile, navigate to **My Account > Email Preferences**.
2. Toggle the **Participation Emails** option to **Yes/No**.

| My Profile | My Connections ⌄ | My Contributions ⌄ | My Account ⌄ | Admin |

Inbox
Change Password
Privacy Settings
Email Preferences
RSS Feeds
Community Notifications
Discussion Signature

Disable My Account

Email Preferences

In addition to community notifications, other messages are ...   messages -System, Community, Participation, and Promotional - will always be ...   default, they are also emailed to your preferred email address. Select "no" ...   tain emails per your preferences. You will always receive these messages ...   s of these settings.

Email notifications and communications will be delivered ...

tkilpatrick@higherlogic.com Change

System Emails   Yes

Emails required to confirm user participation. Users cannot opt-out of these emails.

Community Emails   Yes

Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly opt-out.
Manage Opt-out List

NOTE: Discussion and consolidated digest settings are on the Community Notifications page.

Participation Emails   Yes

Emails reflecting one-on-one interactions (ex: reply to sender, contact requests, @mentions, real time notifications).

Promotional Emails   Yes

Community Options:

- **[Everything Solar Forum](#)**
  - A community open to everyone, current or past members of ASES. This community features discussions pertaining to all things solar, as well as a content library full of solar, energy efficiency and sustainability related resources that are downloadable for all users.
- **[ASES Community Introductions](#)**
  - Join and learn about other community members and share some information about yourself and what you're interested in learning on the platform.
- **[ASES Chapters Forum](#)**
  - Learn about what our local ASES Chapters are working on, how you can get involved, and other great information from ASES and our Chapters.
- **[ASES Student Chapter Forum](#)**
  - We invite emerging professionals, students and mentor level professional members to join this forum and get involved with our student members and student chapters.
- **[ASES Membership & Programs](#)**
  - Join this community to receive ASES program updates, discuss new and upcoming topics for ASES programs and membership, and connect with members.
- **[Volunteering with ASES](#)**
  - Join this community to learn about upcoming volunteer or intern opportunities with ASES and post information about your skills and any opportunities you would like to fulfill as an ASES volunteer or intern.
- **[Technical Divisions](#)**
  - Join an ASES Technical Division to exchange information in one of the eight topic areas: Photovoltaics, Solar Buildings, Solar Thermal, Grid Modernization and Storage, Energy Economics, Sustainability, Policy and Resource Applications.
  - ***NOTE:** If you would like to **join a Technical Division**, you must be a **Professional, Business, Student or Life member** and then **select the Division on your Online Community** [profile](#). It can take up to an hour to admit you to the community. If you would like to join a Division but do not currently qualify, you can [upgrade your ASES membership](#) at any time.*

Please **[contact ASES](#)** if you have any questions or concerns.

Need more guidance? Visit our **[Help/FAQs page](#)** for more information on how to get the most out of our new platform.