

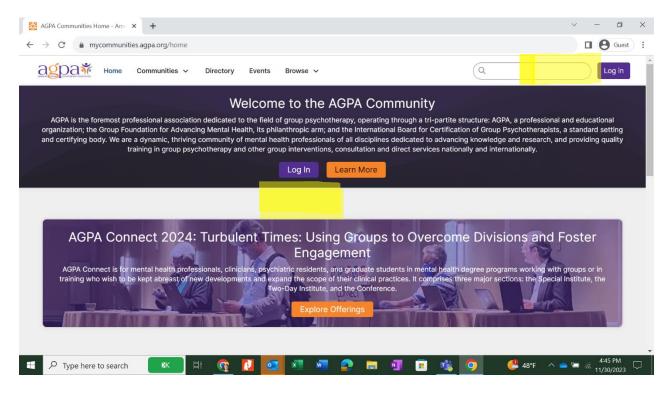
QUICK START GUIDE AGPA COMMUNITIES

The AGPA Online Communities are a space to connect with colleagues and the group therapy community like never before. Here are some tips to get you started and help you maximize this resource. Look for the yellow in the screenshots to show you where to look for the item being referenced.

GET STARTED

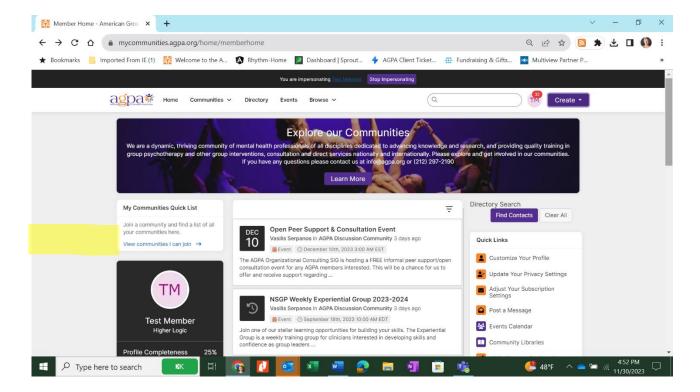
The AGPA Online Member Community is accessible through https://mycommunities.agpa.org/. You can log in using the same username and password you use to access the AGPA member portal (please note if you have not yet created your account in the new portal you will need to do so prior to accessing the communities – instructions can be found here: https://www.agpa.org/home/membership/portal-account-creation)

The first time you log in you will be required to accept the terms and conditions of participating in the Communitiesplease review these prior to accepting (they consist of a description of the communities, the Guidelines to Promote Safe & Inclusive Environments on AGPA Communities and AGPA's Referral and Discussion Communities Professional Rules & Recommendations).



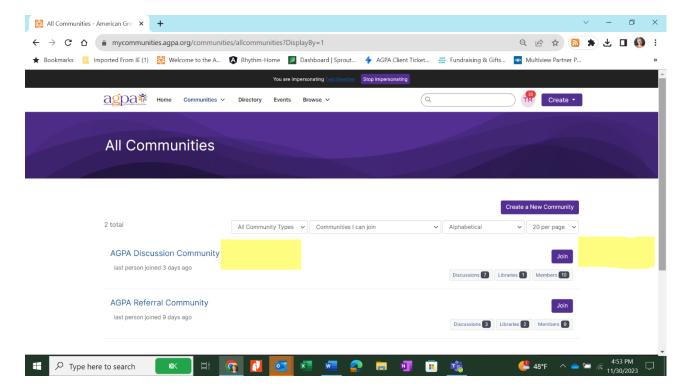
PARTICIPATE IN THE COMMUNITIES

AGPA is launching this new platform with two communities (both will be moderated): Referral and Discussion. Please see the welcome email and the community rules and regulations for details on each. All members will be automatically added to the Referral Community. You will need to join the Discussion Community. If you would like to do so, select "View Communities I Can Join on the Left."



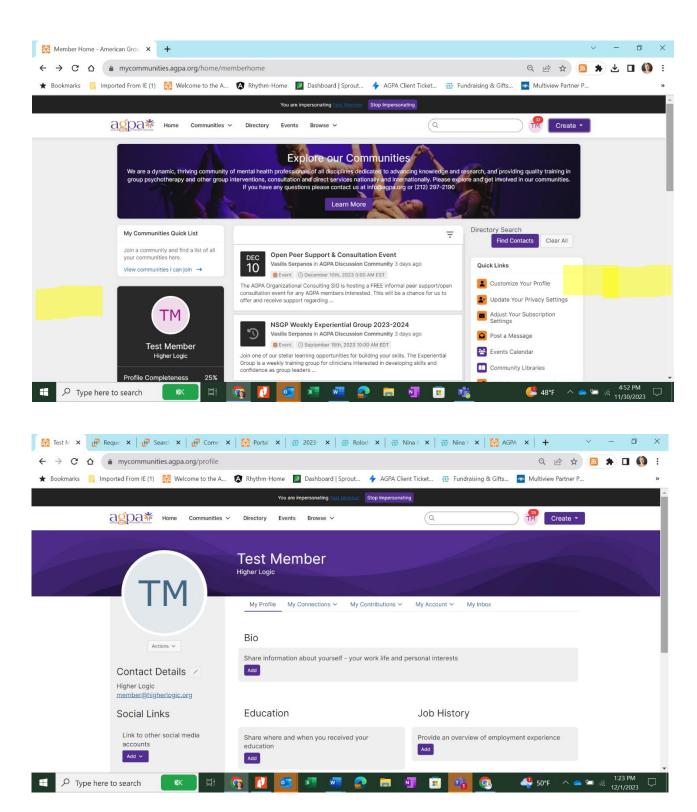
In the screen that comes up select "Join" next to Discussion Community and follow the steps to join. You can set your delivery choice for messages here (and don't worry – they can be changed later). Options are:

- Real Time: receive emails as messages are posted
- Daily Digest: receive one email consolidating all the previous day's posts
- No-email: receive and reply to posts only through the discussion boards



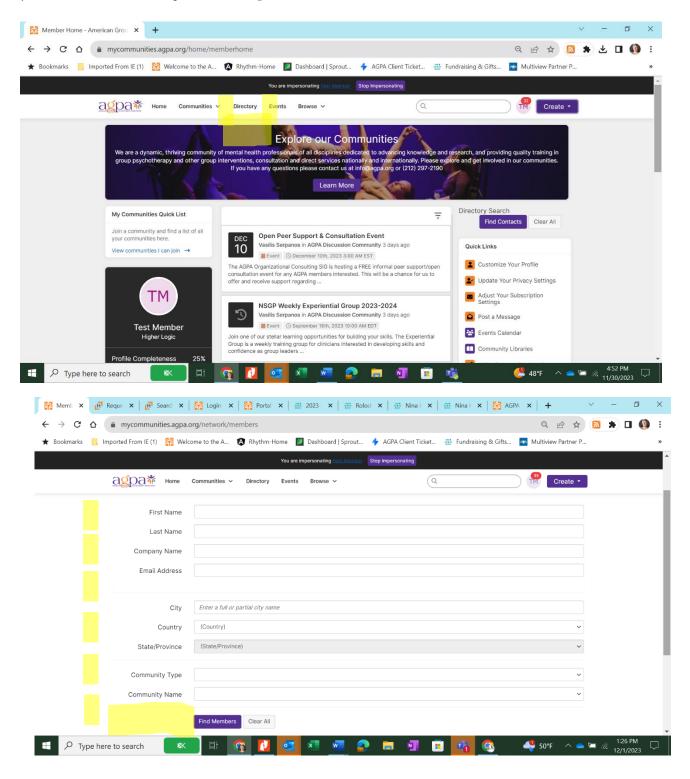
ENHANCE YOUR PROFILE

You can update your profile in a couple of ways – via the profile section on the left or using "Customize Your Profile" in the quick links on the right. We've prepopulated your contact information, but we encourage you to enhance it with your interests, education and more. We also encourage you to take a moment to upload a photo (once you've added a picture it will show up in your profile section on the community home page as well as next to any communications you send).



FIND YOUR COLLEAGUES

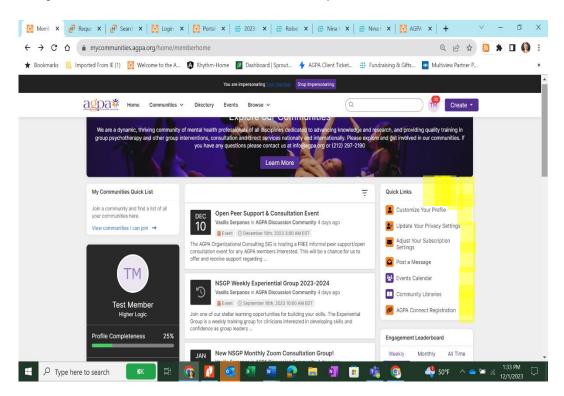
Click on "Directory" in the top navigation bar to search for colleagues. You can search name, location, email address, community type and more. From the search results page you can view profiles, send an invitation to add someone to your contacts, or send a private message.



QUICK LINKS

There are a number of things you can do from the community and the "Quick Links" section on the right side is a good place to get started. Here you can quickly go to the place to:

- Customize Your Profile: add, delete or change your profile information
- Update Your Privacy Settings: Personalize your choices as to what information others can see
- Adjust Your Subscription Settings: Change your email delivery preferences for community communications
- Post a Message: You can Start a discussion here by choosing which community you want to post in and adding content as outlined). Remember posts are moderated so you may not see yours right away. You can also use the "Create" button on the upper right to do this.
- Events Calendar: See upcoming events in the group therapy community, including AGPA and Local Affiliate Society Meetings
- Community Libraries: Resources and documents can be viewed or posted in the libraries.
- AGPA Connect Registration: a quick link to AGPA Connect registration (watch this spot it may change to other important access areas at different times of the year!



A FEW CLOSING ITEMS...

The center of your screen on the home page will contain an active feed of discussions and events being posted through the communities of which you are a member – you can personalize this by clicking on the three bars on the top right of it. Once you are in a community you can respond to any post by clicking on its title to go to it – use the reply button on the upper right to choose how to respond (whole community, just the individual who posted it). Remember posts are moderated so you might not see yours right away.

These are intended to be a quick list of how to get started using the communities. We will send tips on things you can do in the communities through the specific forums, but please also reach out to us at info@agpa.org if we can help you with anything!