

Online Community Instructions

1. Visit www.actscience.org and sign in using your username and password.
2. Once logged in, your membership profile will appear. Click “Groups” in the right sidebar.

The screenshot shows the user profile for Patrick O'Brien. The profile is hidden, as indicated by the message: "Your profile is hidden. It cannot be seen by other members of the community." The user's bio includes: "Last updated: 1 minute ago", "Patrick O'Brien", "ACTS Community Administrator", and "pobrien@actscience.org". The "Professional Information" section shows "United States". The "Personal Information" section also shows "United States". In the right sidebar, under "MY PROFILE", the "Groups" link is highlighted with a red arrow.

3. On the “My Groups” page, click the Group Name for your SIG. If you are not able to view your SIG, select the hyperlink below for the correct group.
 - Evaluation Special Interest Group:
 - o <http://actscience.site-ym.com/members/group.aspx?id=138972>
 - Pacer Special Interest Group:
 - o <http://actscience.site-ym.com/members/group.aspx?id=138971>

The screenshot shows the "My Groups" page. It features a table with columns for "Actions" and "Group Type: Name". The table lists three groups: "Committees: Program Committee", "Special Interest Groups: Evaluation Special Interest Group", and "Special Interest Groups: PACER Special Interest Group". A red arrow points to the "Special Interest Groups: PACER Special Interest Group" link. The right sidebar shows the "MY PROFILE" section with links to "Profile Home", "Manage Profile", "Groups", "Networks", "Favorites", and "Messages".

4. On your SIG homepage, there are a number of features, including “Group Pages” and “Forums.” There is an opportunity to post updates to a group feed for all members to view.

The screenshot shows the homepage for the PACER Special Interest Group. At the top left is the ACTS logo (Association for Clinical and Translational Science). Below the logo is a navigation bar with links: Home, About Us, Member Center, Advocacy, Resources, and Meetings and Events. The main heading is "Special Interest Groups: PACER Special Interest Group". Below this heading are several menu items: "Group Pages", "Directory & Features", "Options", "Group Admin Options", and "Change Homepage Layout". A "Resource Manager" section lists "Group Directory", "Calendar", "Blogs", "Forums", and "Photo Gallery". A "MY PROFILE" section lists "Profile Home", "Manage Profile", "Groups", "Networks", "Files & Links", "Favorites", "Messages", "Connections", and "Refer a Friend". A "COMMUNITY SEARCH" box is in the top right. The main content area includes a welcome message, a "Group Feed" section with a "Write something..." text box and a "Post" button, and a recent post by Patrick O'Brien. Two red arrows point to the "Group Pages" link and the "Forums" link in the Resource Manager.

5. Click “Group Pages” to access the “File Library” page. Click “File Library.”

This screenshot is identical to the one above, showing the PACER Special Interest Group homepage. A red arrow points to the "Group Pages" link in the main navigation area.

6. On the “File Library” page, to access the files, click the hyperlinked titles. To add a new file, click the “Add a File” button.

ACTS
ASSOCIATION FOR CLINICAL AND TRANSLATIONAL SCIENCE

Home About Us Member Center Advocacy Resources Meetings and Events

File Library

COMMUNITY SEARCH
Enter search criteria... Q

MY PROFILE
» Profile Home
» Manage Profile
» Groups
» Networks
» Files & Links
» Favorites
» Messages
» Connections
» Refer a Friend

Group Home Group Pages Directory & Features Options
Group Admin Options Change Homepage Layout
Resource Manager
Edit This Page

Share | Facebook Twitter LinkedIn YouTube

Files
Add a File Manage Collection

Item Name	Posted By	Date Posted
There are no files to display.		

7. On the “Forums” page, to access a forum, click on the hyperlinked title.

ACTS
ASSOCIATION FOR CLINICAL AND TRANSLATIONAL SCIENCE

Home About Us Member Center Advocacy Resources Meetings and Events

Special Interest Groups: PACER Special Interest Group Forums

COMMUNITY SEARCH
Enter search criteria... Q

MY PROFILE
» Profile Home
» Manage Profile
» Groups
» Networks
» Files & Links
» Favorites
» Messages
» Connections
» Refer a Friend

Group Home Group Pages Directory & Features Options
Group Admin Options Change Homepage Layout
Resource Manager
My Subscriptions & Settings Top Posters

PACER Special Interest Group	Topics	Posts	Latest Activity
General Discussion	0	0	No Activity

8. Once on the topic page, click “Post New Topic” to begin a discussion.

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AND TRANSLATIONAL SCIENCE

Home About Us Member Center Advocacy Resources Meetings and Events

General Discussion

COMMUNITY SEARCH
Enter search criteria...

Group Home Group Pages Directory & Features Options
Group Admin Options Change Homepage Layout Resource Manager

Special Interest Groups: PACER Special Interest Group Forum Index » General Discussion

Moderator(s):

Page 1 of 1 [New Topic](#) Forum Actions

No topics have been posted in this forum.

MY PROFILE

- Profile Home
- Manage Profile
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Refer a Friend

9. Enter a Subject, type your discussion in the box, attach a file (if desired), and click submit. Your discussion will now be shown on the topic page.

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AND TRANSLATIONAL SCIENCE

Home About Us Member Center Advocacy Resources Meetings and Events

New Topic

COMMUNITY SEARCH
Enter search criteria...

Special Interest Groups: PACER Special Interest Group Forum Index » General Discussion

Subject *

Locked? No Yes

Type of Post Post Sticky Announcement

Attach Video

Editor Advanced Editor

Home Insert

Font Name **B** *I* U A

Font Size abc **x²** **x₂**

Real Font Size

MY PROFILE

- Profile Home
- Manage Profile
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Refer a Friend