

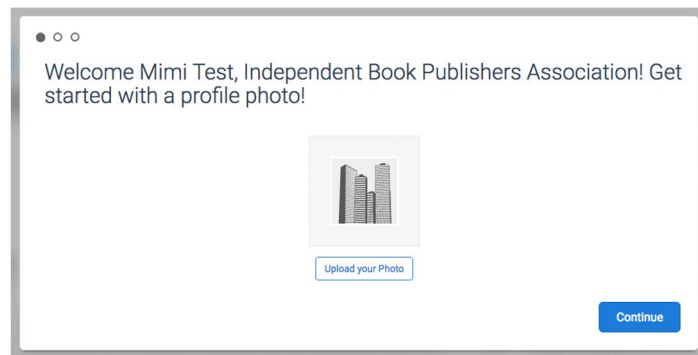


>> IBPA has some exciting news to share with you! <<

On Monday, December 19, 2016, IBPA officially launched our new website and members-only community portal, www.ibpa-online.org. We hope you enjoy the new system and have prepared these notes to help you log in and join the Group Discussion Forums of your choice.

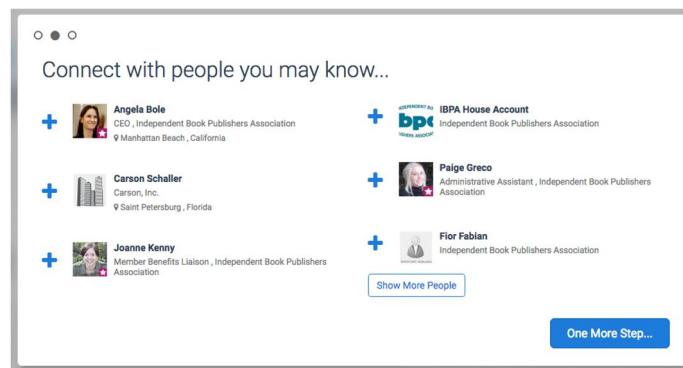
First time logging into your account? You will be able to log in with your current username but not with your current password. Your password has been reset to **IBPA2016** (No fear! You will be able to change it after you log in).

Upon logging in, you will be prompted with a message requesting you to upload your photo:



You're encouraged to upload a current photo. Transparency is very important in gaining trust in online relationships, you'll therefore want to be clear who you are and who you work for when posting on the IBPA platform. This means including your real name on your profile along with disclosing your employer and using a profile picture of your likeness and not your company's logo.

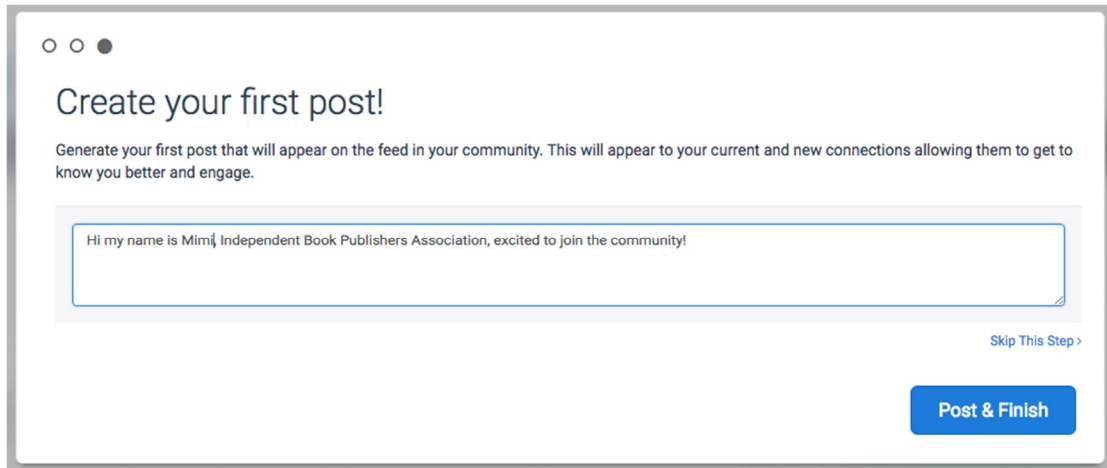
Once you hit the "continue" button, you will be prompted with a message requesting you to connect with people you know:





Don't be shy! Take advantage of this cool feature and start building your publishing community.

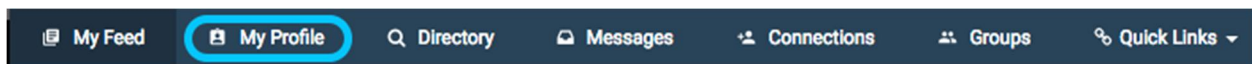
Once you're done building your network, click "one more step." You will be prompted with one final message:



Create your first post and hit "Post & Finish." Nice! You've completed your SocialLink set-up.

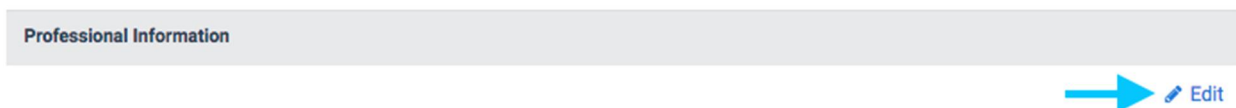
You should now be directed to your feed, a section of your account where aggregated content is sourced in a simple highly-personalized way. Your feed will deliver alerts and notifications to allow for easier engagement between you, your connections, and IBPA's approved ambassadors (which include IBPA staff and board members).

Once you've familiarized yourself with "My Feed," head over to "My Profile":



Take 2 minutes to complete your profile (the goal is to reach 100% profile completeness!).

Simply hit "edit" directly under each section heading:

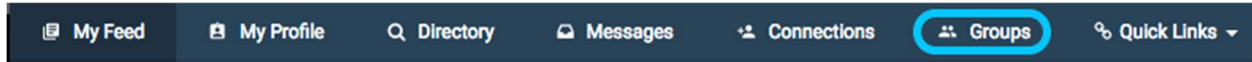


Here, you can also update/change basic profile settings like your username, password, e-mail address, phone number, etc.

After entering your information, make sure you scroll all the way down and hit "save pages."



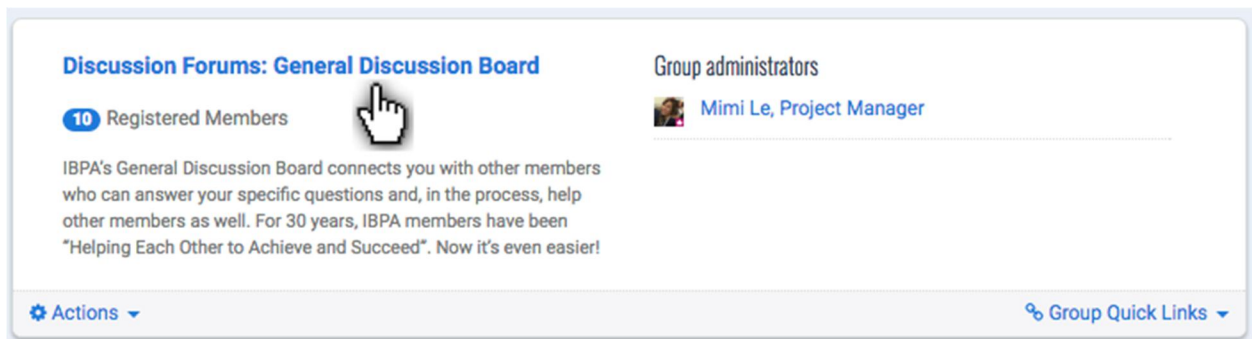
Now head over to “Groups”:



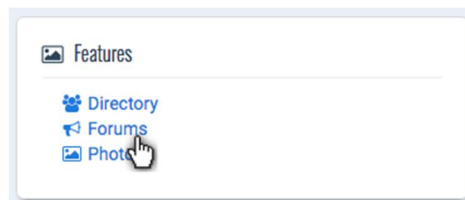
You will notice three types of groups: Committees, Discussion Forums, and Online Webinars. Only a select group of members can join Committees while all members can join Discussion Forums and Online Webinars. Should you be interested in joining any of the available Discussion Forums or Online Webinars listed, simply click “join group.”

At the very least, we recommend joining “Discussion Forums: General Discussion Board.” This is where we anticipate most of the general community Q&A will take place.

All set? OK! Let’s click into Discussion Forums: General Discussion Board:



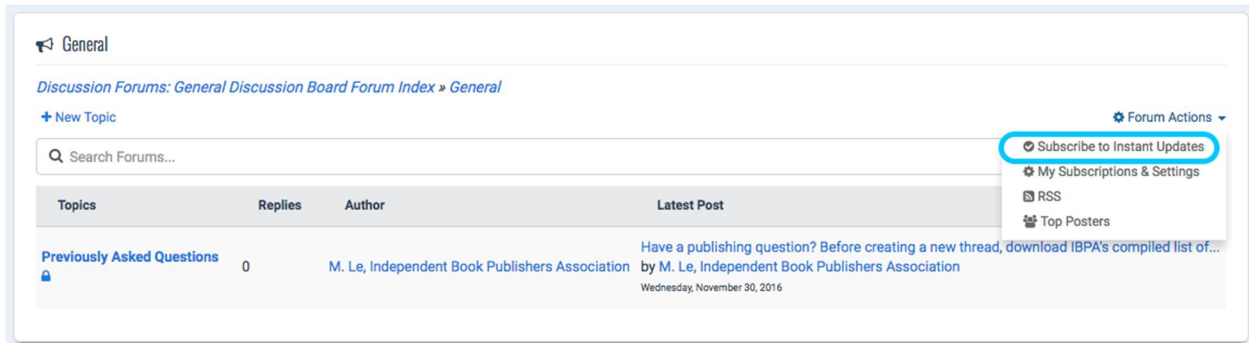
You will be directed to the Welcome page. Read the instructions, forum rules, guidelines and disclaimer. Once you’re done, please proceed to “forums” (located under “features”):



22 forums exist within the Members-Only General Discussion Board, each representing a topic related to the business of publishing. Should a member have a specific question, they are instructed to go into the topic they believe their question falls under and post their question in that forum.



Important: To receive automatic notices when questions and answers are posted in a specific forum, you must subscribe to instant updates within the forum. Interested in the “book reviews” forum? How about “bookstores” or “audio books?” Great! Please go into each applicable forum and under “forum actions” on the top right side select “subscribe to instant updates”:



By subscribing to instant updates, you will receive e-mail updates on posts created in this specific forum. This is a great way to stay involved and engaged with what’s going on and what is being asked in each forum.

Once you’re done subscribing to relevant forums, go to “my subscription & settings” (located under “forum actions.” You can now create your own forum signature that will display at the bottom of each post you submit (in any forum):

Forum Signature

Your forum signature may be up to 500 characters in length and will display at the bottom of each post you submit in any forum.

—
Mimi Le
Project Manager, Member Benefits Specialist
Independent Book Publishers Association

Save Signature

Very cool!

Want a more in-depth overview of SocialLink and IBPA’s Members-Only Discussion Board? You can watch instructional videos here: <https://ibpa-online.site-ym.com/?page=sociallinkvideos>

... and that’s it! We’re so excited to have you be a part of our community, whether you’re a new or returning IBPA member. We look forward to engaging with you online via our new website and can’t wait for you to connect with our members, as well.