

Overview

This SmartBook shows members how to find and use Groups. Please note that not all features may be available to all groups.

Finding Groups

1. First you'll need to login to the site.
2. From the top site navigation select the Community menu, choose "Find a Group or Committee"



3. Select a group category and browse, filter or enter a keyword to search for a group or committee.

Community Groups

Filter by Type: or Find a Group:

Welcome to your online member community. Settle in and make yourself comfortable. Here, you can explore our conversation. Share your expertise. Learn from others... and feel free to stay awhile.

- **itSMF USA Committees** »
These are the official working committees of the itSMF USA. Click here to request to join the awards, g participation will propel itSMF USA's success.
- **LIG Leadership Committees** »
- **Local Interest Groups** »
These are our LIG and SIG Group sites. Visible to the public and selected by members upon registrati
- **SIG Leadership Committees** »
- **Special Interest Groups** »

- In each category you have the option to jump to other group categories using the “Filter by Type” dropdown menu. You can also search using the “Find a Group” option.

Community Groups

Filter by Type: or Find a Group:

Arizona »

On a quarterly basis the itSMF USA Arizona LIG enjoys the participation of 70+ Service Management enthusiasts from Service Management practitioners & experts and mingle & meet with peers. These highly informational and attendance & participation and we hope we can welcome you soon too!

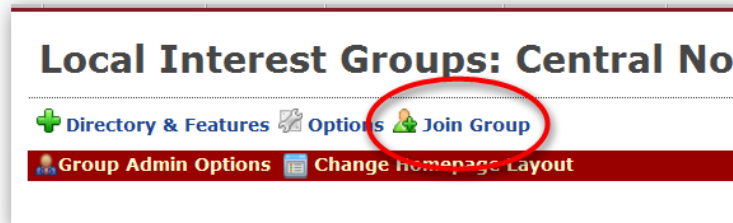
918 Registered Members

Atlanta »

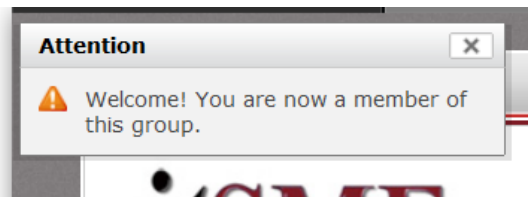
1012 Registered Members

Austin »

- From there, select your group.
- Once you’re at the selected group’s page, choose the “Join Group” option.



- If the group is a LIG or SIG you will automatically be granted membership.



- If this is a private group, select “Request Membership” and the group administrator will receive a notification of your request to join and will grant access.

itSMF USA Committees: Academic

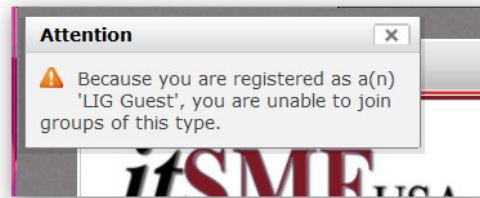
Request Membership

The group you are attempting to access is private. You must be a member of this group in order to access this page.

Private Group

This group allows for membership requests. If you would like to request membership to this group click "Request Membership" above.

9. Please note, if you are a LIG Guest you will not be able to join certain types of groups and committees.



Finding Your Groups

1. There are two ways to easily go to your groups. If the Manage Profile page come up on log in, scroll down and click on **Groups**.


Manage Profile


Profile Home

Hello! To renew or upgrade your membership please scroll down the page and click on Account History: Membership. Feel free to [email me](#) with your questions.


Stephanie Rogerson
Relationship Manager/Membership
itSMF USA


Information & Settings


 **Edit Bio**
Update your information and choose privacy settings for individual fields.


 **Preferences**
View and manage preferences and notification settings for your account


Content & Features


 **Favorites**
Manage your favorites and share them with the community.


 **Networks**
View and manage social/professional networks.

 **Blogs**
Post to your existing blogs, manage settings and create new blogs.


 **Pages**
Create pages linked to your profile, manage settings, edit existing page


 **Photo Gallery**
Post photos, manage albums, update captions and view your photos.

 **Files & Links**
Upload files and create links in your file library.

 **Certifications**
View current Certifications and manage Journal Entries.

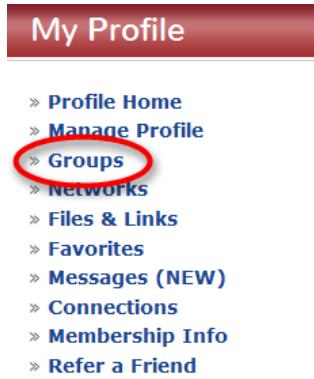
Community

 **Messaging**
Read and manage messages, create and organize message folders.

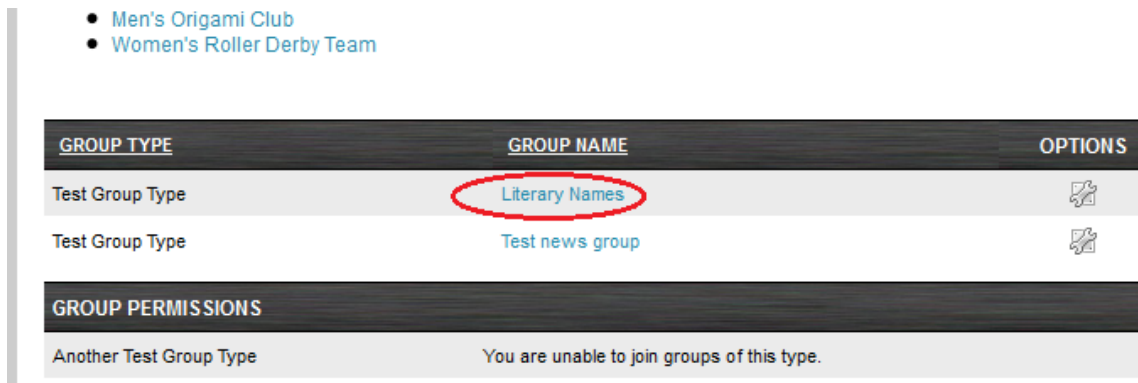
 **Groups**
View and manage group membership, configure group options.



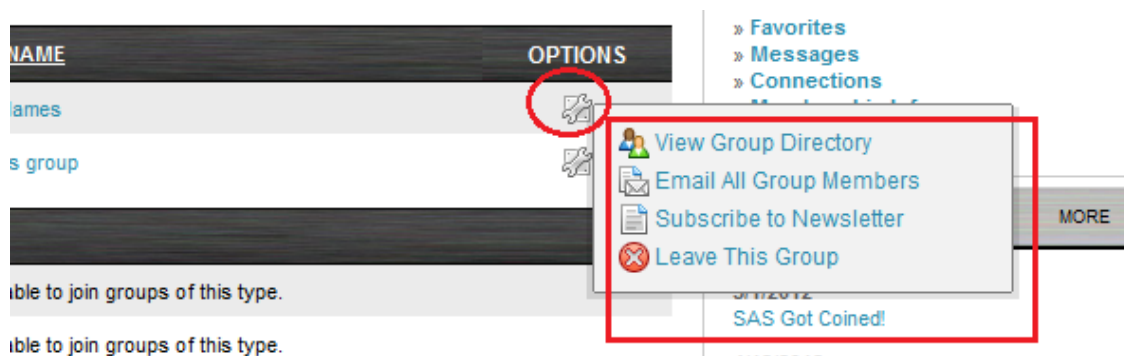
2. If another page comes up upon login, click on **Groups** on the side bar menu.



3. Click on the name of a group that you're a member of:

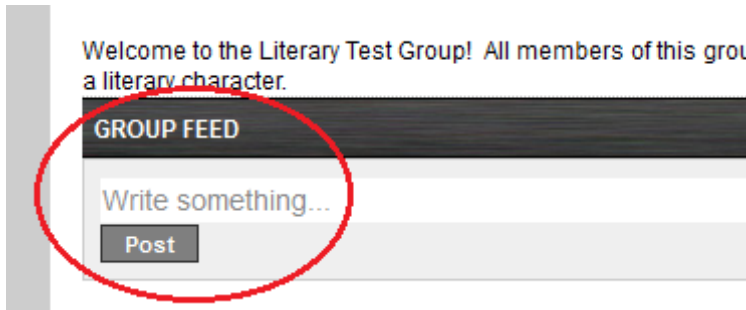


Or you can click on the wrench and choose one of the options that pops up without going to the group homepage:

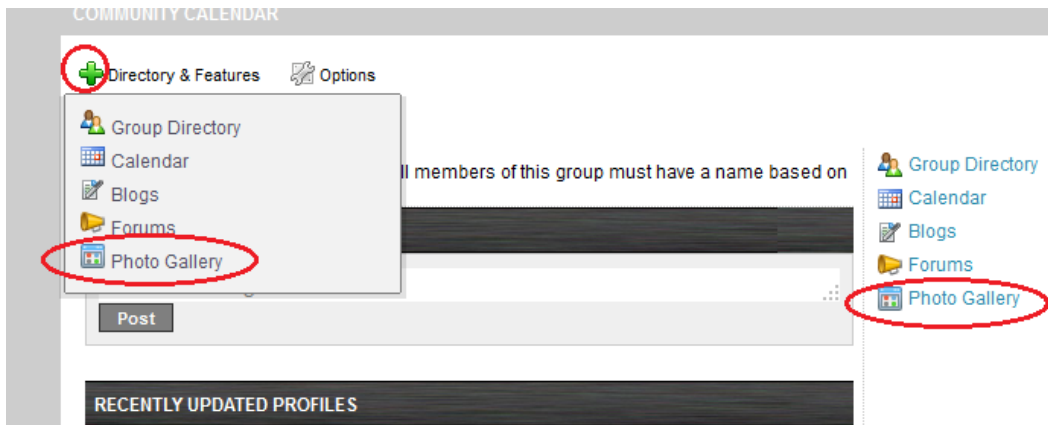


CONNECT. LEARN. GROW.

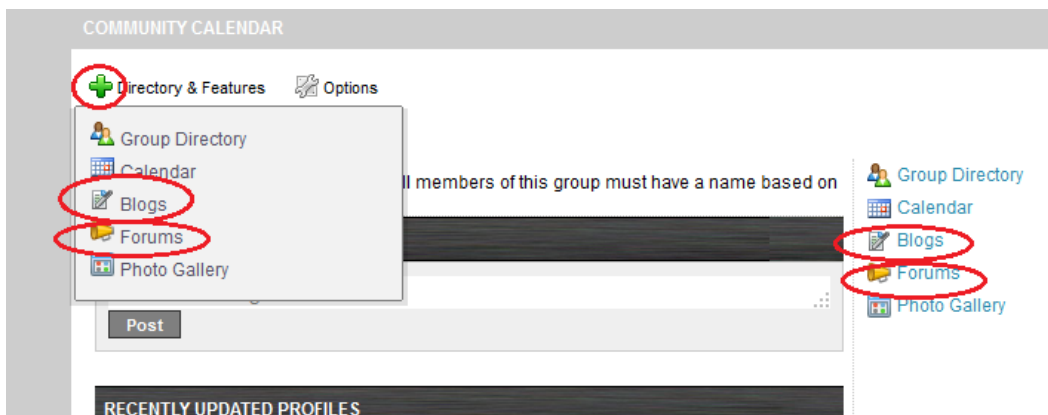
- When you click on the group name, you'll be taken to the group homepage. Here you can write something on the Group wall (Write something in the field where it says "Write something" then click **Post**):



- You can post photos by clicking on **Photo Gallery** in the left or right hand side menu, or click on the green plus sign next to **Directory & Features**, then **Photo Gallery**:

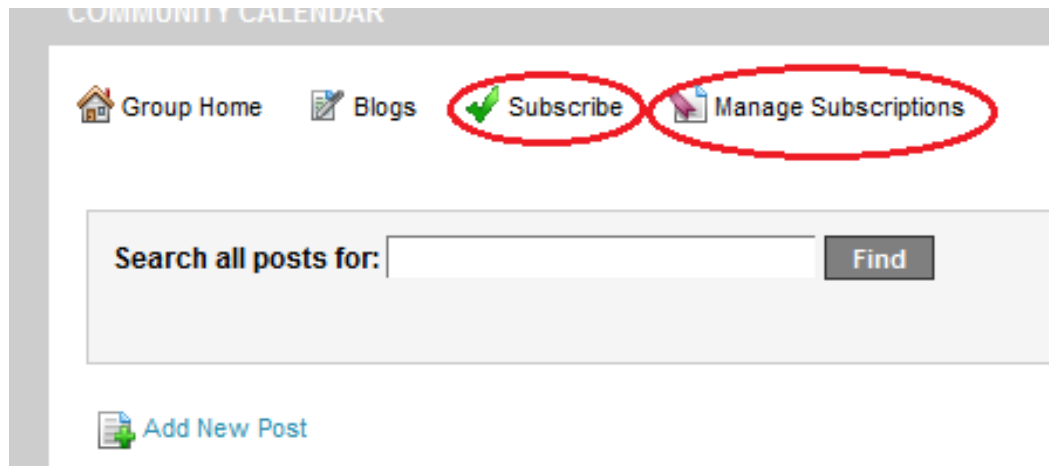


- Post to a blog or forum by clicking on **Blogs** or **Forums** in the left or right hand side menu, or click on the green plus sign next to **Directory & Features**, then **Blogs** or **Forums**:

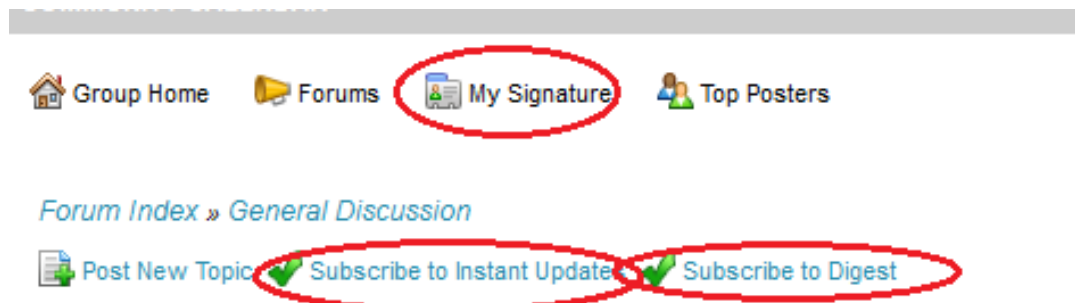


7. Subscribe to Blog or Forum posts from the blog or forum by clicking **Subscribe** when viewing the blog. Change your subscriptions by clicking **Manage Subscriptions**.

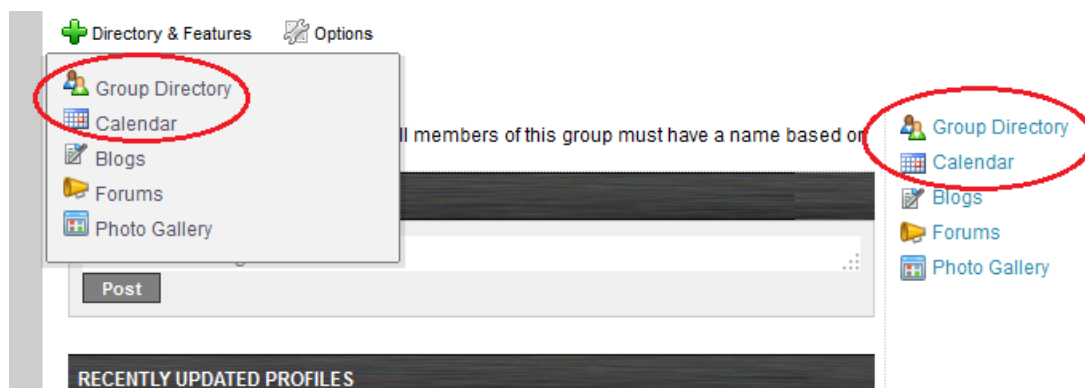
Blog:



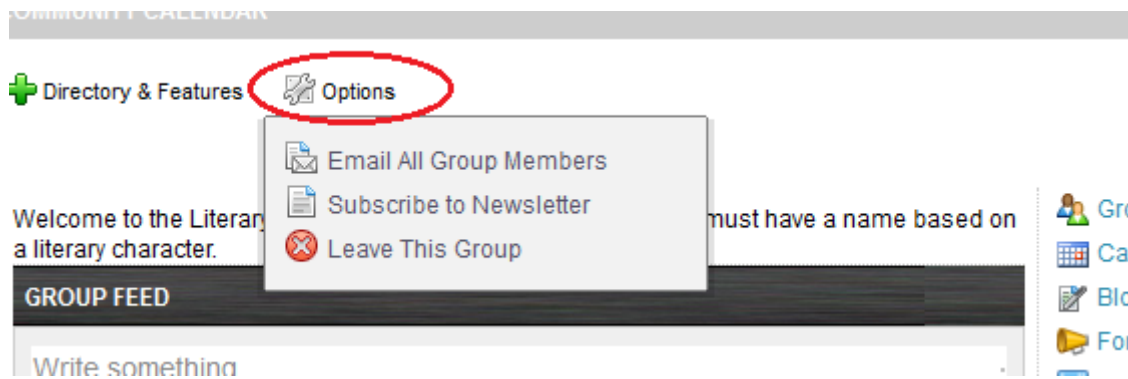
Forum (You can also create a signature to be used on Forum posts only by clicking on **My Signature**):



8. View the calendar or group directory by clicking on the appropriate words on the menu:



9. Click on Options to: email all group members, subscribe to the group newsletter, or leave the group.



1/7/2013
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