

# Communities Guide 2024

## Getting Started with Communities

AAA's newest communications platform is designed to help our members communicate, connect, and share information with fellow anthropologists. Each AAA Section, Interest Group, and Committee has their own community to help you engage with your peers more easily. Communities include forums like the AAA All Member Community where you can connect with more than 8,000 other AAA members. You can also start a discussion or comment on posts within the section you are a part of. Learn more about how to utilize Communities, including how to update notifications, start conversations, share files, and more.

### Logging In

- Link: <https://my.americananthro.org/community/s/>
  - You can access Communities by logging into the [AAA Community Hub](#) and clicking on the button for Communities on the top left corner of the page. You can also visit the [AAA website](#) and click Communities in the top right-hand corner.
- Username: The email address associated with your AAA Membership.
- Password: The same password you use to access your AAA membership information.

### Technical Support

If you have issues logging in or are having other technical difficulties, such as not seeing a Community/Group under “My Groups” that you should be a part of, contact Web Services at: [webservices@americananthro.org](mailto:webservices@americananthro.org)

### Updating Email Notifications

AAA Communities gives you the power to decide how you want to receive email notifications of new activities taking place in the community. It's important to note that there are two types of email notifications that you can receive, and each has different steps for updating preferences.

1. **Group Digest Settings:** These are the notifications you receive that contain all the conversations happening in each Community you're a part of. You can update these settings to receive a notification for Every Post, Daily, Weekly, or Limited (Never).

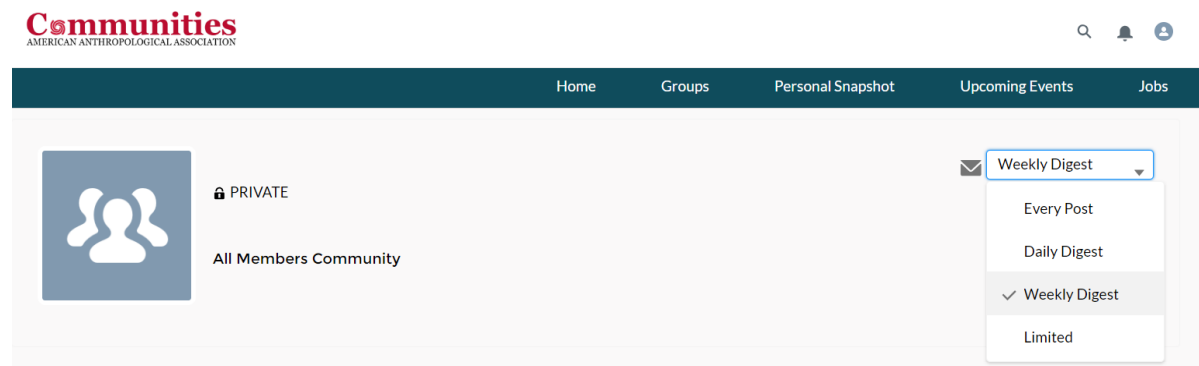
2. **Your Engagement Notification Settings:** These are the notifications you can receive when someone is engaging with you or your posts. If enabled, you can receive notifications when someone comments on your post, mentions/tags you in a post, and more. You can pick and choose which type of notifications you receive. When enabled, you will receive an email notification immediately.

We've outlined steps for how you can review and change your current email notification preferences for each below starting with Group Digest Settings.

### Group Digest Settings

Receiving too many Community Digest emails? Or do you want to see updates on what people are talking about more frequently? To update your Group Digest email notification frequency settings:

1. Click the "Groups" menu option.
2. Choose the Group you would like to update (For example, the All Members Community)
3. In the right-hand corner, you'll see an envelope icon (See image below). Click the dropdown option and choose how frequently you'd like to receive a Community Digest email.
  - a. **NOTE:** "Limited" means you will never receive Community Digest emails.

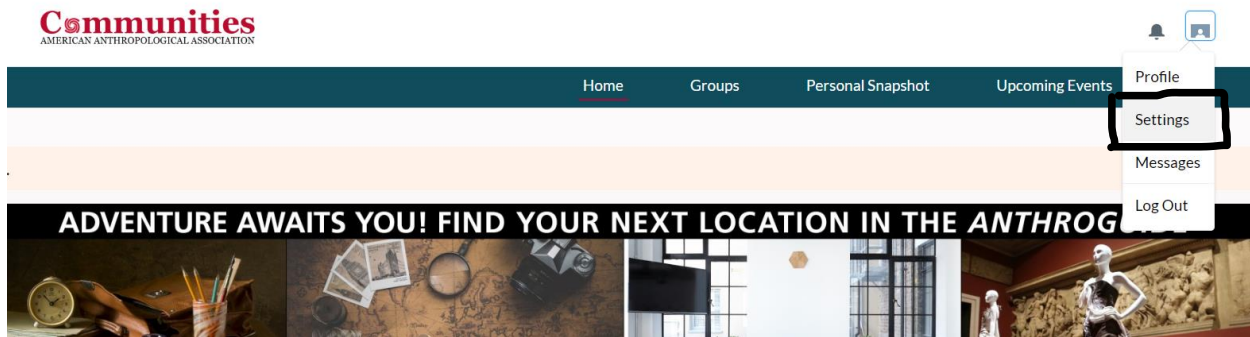


**NOTE:** You must change these settings in each individual Community you are a part of. Go into each Community and repeat the directions above to update your email notification frequency settings.

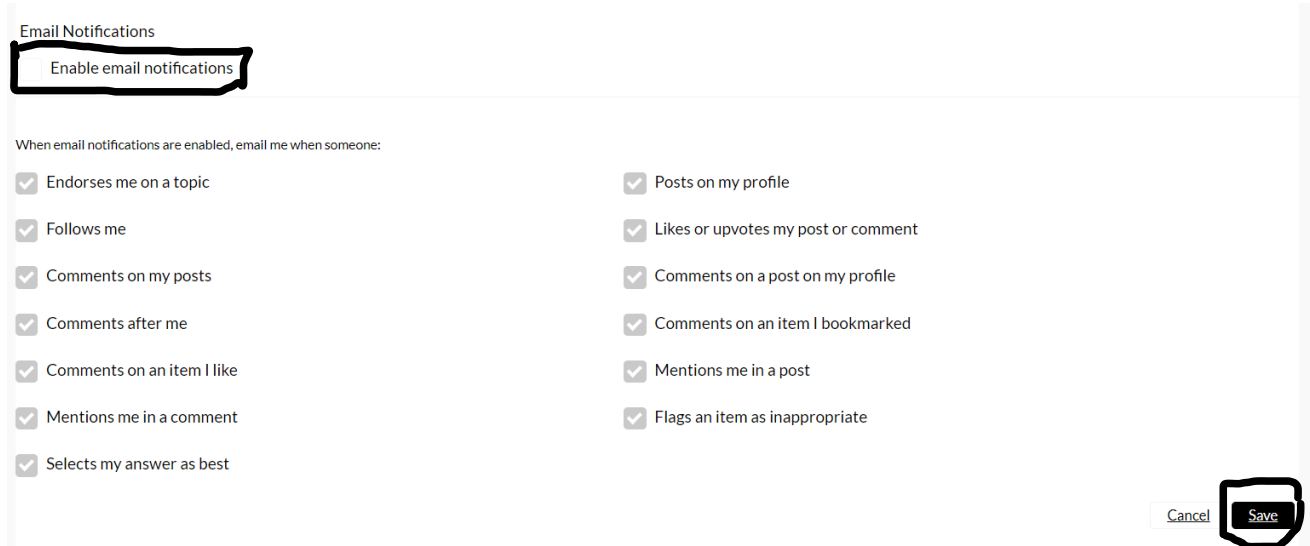
### Your Engagement Notifications

Want to get notified when someone engages with you on Communities (i.e. comments on your post or mentions/tags you in a post)? **These notification settings are independent of your Group Digest Settings.** To enable/update these specific email notifications:

1. Click the top right profile icon and choose "Settings"



2. If you want to **disable these notifications**, scroll down to the “Email Notifications” section and deselect the “Enable email notifications” check box in the Email Notifications section. Click “Save”. You will no longer receive these notifications.



3. To **enable these notifications**, select the “Enable email notification” check box.
  - a. You can now select/deselect which types of notifications you’d like to receive. Hit “save”, and going forward these notifications will be sent to your inbox immediately.

**EXAMPLE:** If you want to know when someone comments on something you post, mentions you in a comment or a post, and likes or upvotes your post/comment, you will want the following check boxes selected. (see below)

Email Notifications

Enable email notifications

When email notifications are enabled, email me when someone:

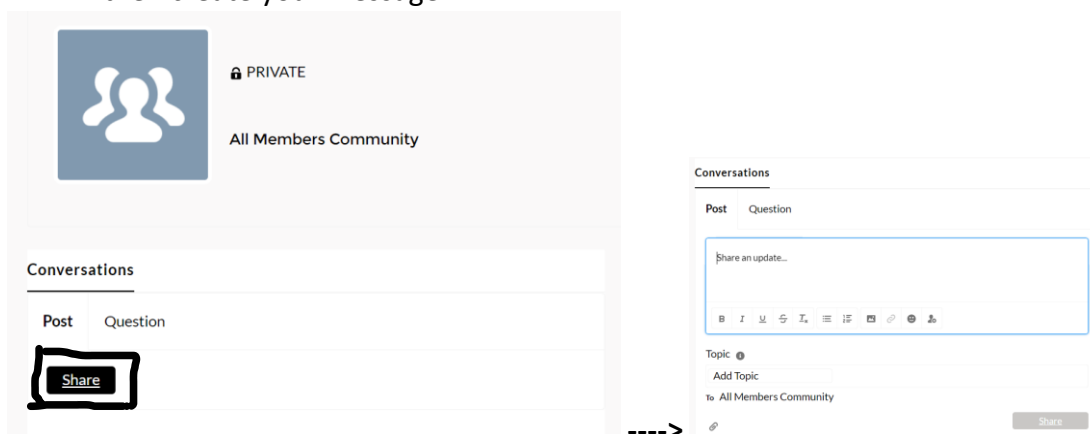
<input type="checkbox"/> Endorses me on a topic	<input type="checkbox"/> Posts on my profile
<input type="checkbox"/> Follows me	<input checked="" type="checkbox"/> Likes or upvotes my post or comment
<input checked="" type="checkbox"/> Comments on my posts	<input type="checkbox"/> Comments on a post on my profile
<input checked="" type="checkbox"/> Comments after me	<input type="checkbox"/> Comments on an item I bookmarked
<input checked="" type="checkbox"/> Comments on an item I like	<input checked="" type="checkbox"/> Mentions me in a post
<input checked="" type="checkbox"/> Mentions me in a comment	<input type="checkbox"/> Flags an item as inappropriate
<input type="checkbox"/> Selects my answer as best	

Cancel Save

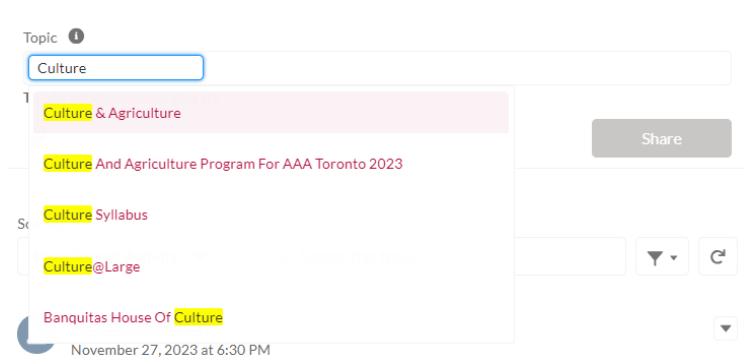
## Participate in the Discussion

### How to Create a Post

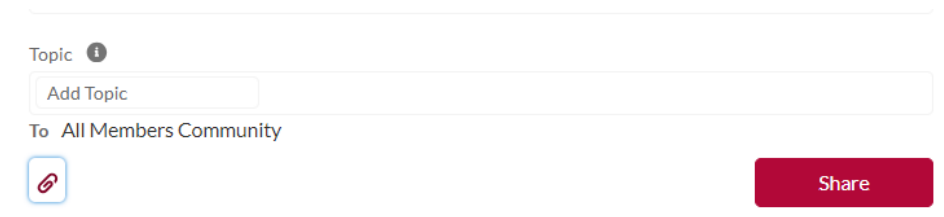
1. Click the “Groups” menu option.
2. Choose the Group you would like to create a post (For example, the All Members Community)
3. To create a post, you’ll first click the “Share” button. Please note: you are **not** posting anything when you click this first Share button. A dialog box will appear where you can then create your message.



4. You can tag your message with a topic(s) to improve searchability. Some tags may auto-populate when you type a message, which you can remove or change.

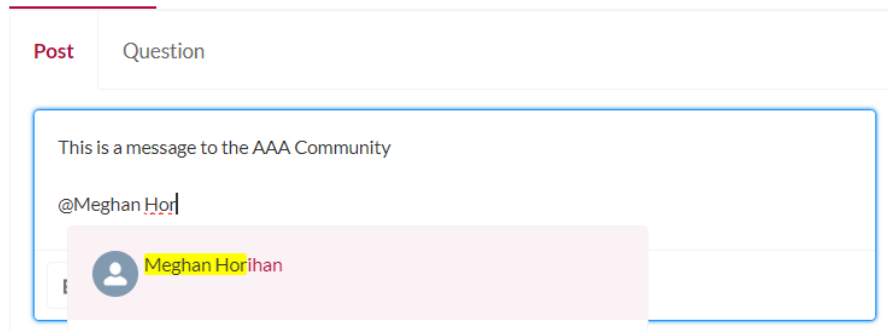


5. You can attach files to your message by clicking the paperclip icon.



6. You can also tag someone by typing the @ symbol, start typing their name, and select the person you're looking for. When you share the post, this individual will receive a notification immediately if they have their notifications enabled.

### Conversations



7. Click "Share" and your message will be posted to the Community!

### Ask a Question

To ask a question in the Community, click the "Question" tab, fill out the details, and click "Ask" to post on Communities. This is similar to a post but has more engagement features. For example, users can upvote/downvote and answer questions.

### Conversations

Post **Question**

\* = Required

\* Question (Enter up to 255 characters)

What would you like to know?

Details


If you have more to say, add details here...

**B** *I* U ↺ *I*<sub>x</sub> ☰ ☲ 🖼️ 🔗 😊 👤

Topic ⓘ

Add Topic

To All Members Community



## Communities Rules of Conduct

- **Respect others.** Focus on the content of posts and not on the people making them. Please extend the benefit of the doubt to newer guests and members; there's no such thing as a stupid question.
- **Respect the purpose of the community.** Use the community to share successes, challenges, constructive feedback, questions, and goals instead of products (e.g. books) or services that you provide. If you've found a product or service helpful, please share your experience with the group in a respectful way. Job postings are not permitted in Communities. If you wish to advertise a job opening through the AAA please [visit our job board, ACE](#).
- **Solicitation** (fundraising) is not permitted.
- **Use caution when discussing products.** Information posted on the discussion groups and in the libraries is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- **All defamatory, abusive, profane, threatening, offensive or illegal materials are strictly prohibited.** Racist, sexist, ableist, classist, homophobic, and other discriminatory content will be removed. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- **Respect intellectual property.** Post content that you have personally created or have permission to use and have properly attributed to the content creator.
- When posting items in our collaborative environment, please **indicate if the item is not available for reuse**. It's also advisable to contact the owner of any material if you would like to reuse it.

- **Post your message or documents only to the most appropriate communities.** This helps ensure all messages receive the best response by eliminating "noise."