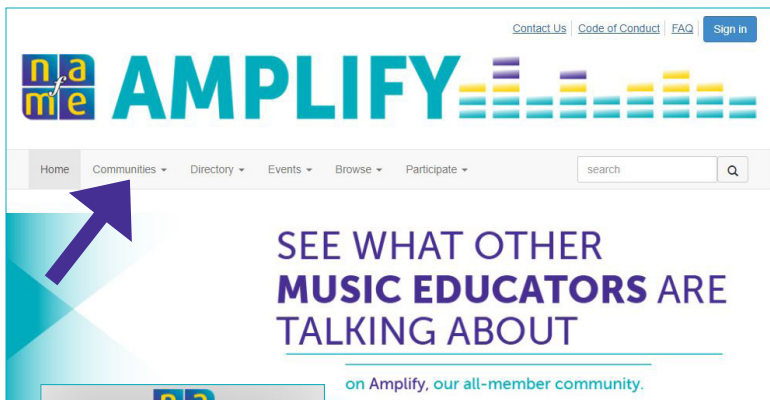




## QUICK START GUIDE

A COMMUNITY PLATFORM FOR MUSIC EDUCATORS





**Amplify**, NAFME's community platform, is an important benefit that allows members to connect with other music educators, participate in discussions, and share resources.

[community.nafme.org](https://community.nafme.org).

## GETTING STARTED

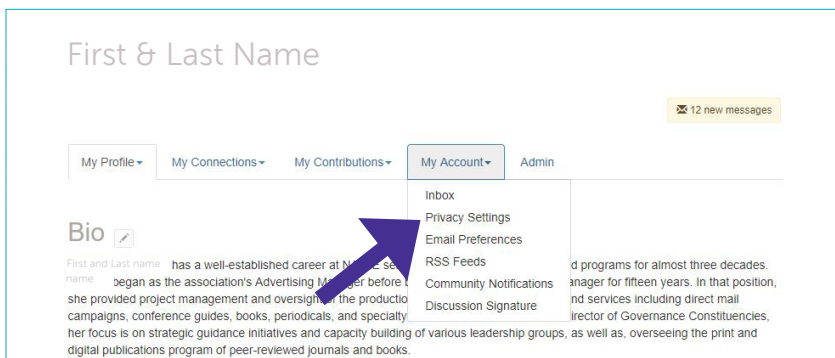
Members will login with the secure and personalized "Auth0" password they may have already created for their NAFME account. Be sure to use your primary email address that NAFME maintains within its member database. Note: Those members whom did not create a personalized "Auth0" log in may use their member ID number as the password.

You are now ready to start participating through the **Music Educators Central** community or join the other available communities listed under the Communities tab within the main navigation bar. From the dropdown list of available communities, click the Join button to become part of that community.



## PROFILE

Click on "My Profile" from the top right of the page. Take a moment to upload a photo, add a bio, education, and/or job history. Including your picture helps other music educators get to know you better and establish a sense of connection. You may also include links to any of your social media accounts from the profile section.



## SETTINGS

From the profile page, skip over to the tab "My Account" tab and review the following settings:

**Privacy Settings** – This section allows you to control who can see what information in your profile. It is up to you to determine what you want to make visible to other NAFME members.



**Community Notifications**– This is an important setting to review since every new discussion post in the communities to you which you belong generate a copy of the post in your primary e-mail account.

From here, you control the frequency of delivery of e-mails to your primary e-mail account (i.e. gmail, yahoo, aol, etc.).

#### Notification options:

**Real time:** Receive e-mails as discussions are posted within your individual communities.

**Daily Digest:** Receive one e-mail consolidating all of the previous day's posts from your individual communities. (This is the recommended setting.)

**No-Email:** You will need to read and respond to posts by directly accessing Amplify at [community.nafme.org](http://community.nafme.org). This option means that you will not receive any notifications of new posts, discussions, or helpful resources within your e-mail account.

The screenshot shows the 'Community Notifications' settings page. At the top, there are navigation tabs: 'My Profile', 'My Connections', 'My Contributions', 'My Account', and 'Admin'. The page title is 'Community Notifications' with a subtitle 'Community notification will be delivered to your primary address:'. Below this, the email address 'mriphone@nafme.org' is displayed. A note states: 'To receive specific community notifications at an address other than your primary, set override(s) where desired.' There is a section for 'Discussion Email' with a help icon and a button that says 'You have 1 override address for 2 communities'. Below this is the 'Notification Settings' section, which shows '26 Communities' and a dropdown for 'Community Name A-Z'. A table lists three communities with their corresponding 'Discussion Email' settings: 'Adult & Community Music Education SRIG' is set to 'Daily Digest', 'Affective Response SRIG' is set to 'Real Time', and 'Assessment SRIG' is set to 'No Email'.

Community	Discussion Email
<a href="#">Adult &amp; Community Music Education SRIG</a>	Daily Digest
<a href="#">Affective Response SRIG</a>	Real Time
<a href="#">Assessment SRIG</a>	No Email

The screenshot shows the 'Email Preferences' settings page. At the top, there are navigation tabs: 'My Profile', 'My Connections', 'My Contributions', 'My Account', and 'Admin'. The page title is 'Email Preferences' with a subtitle explaining that in addition to community notifications, other messages (System, Community, Social, and Promotional) will be sent to the user's profile inbox. It states that by default, these are also emailed to the user's preferred email address, but users can opt-out of receiving certain emails. Below this, the email address 'mriphone@nafme.org' is displayed with a 'Change' button. The page is divided into three sections, each with a 'Yes' button: 'System Emails' (Emails required to confirm user participation. Users cannot opt-out of these emails.), 'Community Emails' (Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly opt-out. A link to 'Manage Opt-out List' is provided.), and 'Social Emails' (Emails reflecting one-on-one interactions (ex: reply to sender, contact requests, @mentions).). A note at the bottom states: 'NOTE: Discussion and consolidated digest settings are on the Community Notifications page.'

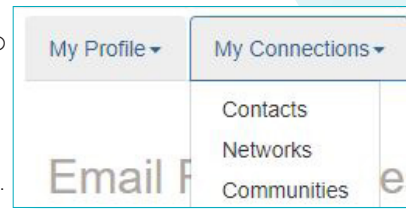
## EMAIL PREFERENCES SETTINGS

In addition to community notification controls as outlined above, there are other message preferences you can set. These messages via *NAfME Community Managers*, *Social* (ex: *contact requests from other members*), and *Promotional* will be sent to your profile inbox and to your primary email address. You may select "no" to opt-out at this level also.

## My Connections

To build a contact list, click on the “My Connections” tab to begin building your personal contact list. You will need to send a request to add someone to a contact list.

Add a discussion signature within “My Account” that will print across all of the discussions that you post. You can do so by clicking the the “Discussion Signature” drop down menu also under “My Account” tab.

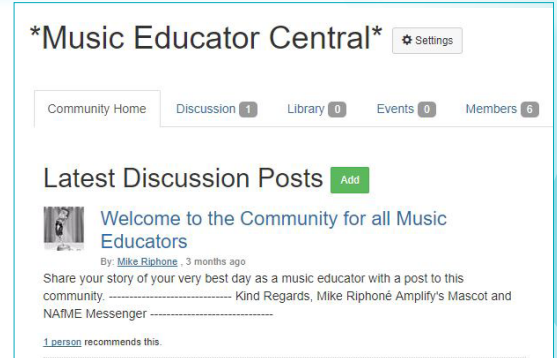


## START/POST A DISCUSSION

Within your community, click on the green “Add” button that takes you to the Post a Message page within a particular community. On that page, you can cross post the same message to one other relevant community.

If you have a resource to share within a community post, you may include it as an attachment within a discussion post.

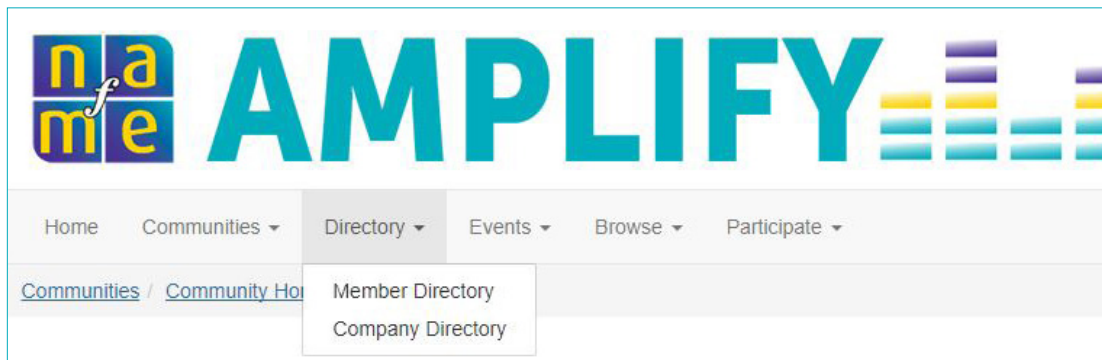
1. Click the attach button
2. Browse to find the file
3. Click upload\*
4. Add tags if so desired to enhance its searchability



Once your message is posted, your attachment will be automatically added to the library within a particular library. You may post directly to a library without posting a discussion, but best practices indicate that a discussion post generates continued dialog within a community. \*(Links to videos can also be used within a discussion post or library, but the actual video cannot be uploaded within a post).

## FINDING OTHER MUSIC EDUCATORS

Click on “Directory” in the navigation bar to search for peers. From the search results page, you can request to add someone to your network, or send a direct message.



Please also visit the [Quick Start Video](#) and the [FAQ section](#) on the [Amplify site \(community.nafme.org\)](#) for additional information on using NAFME's community platform.