

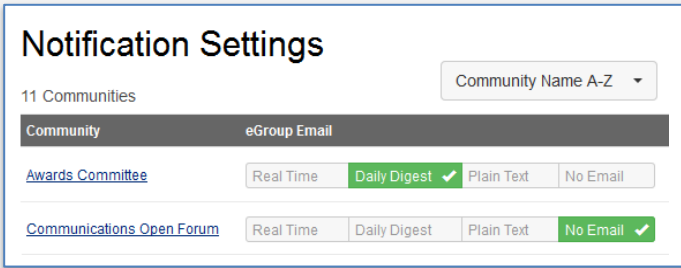
A simple guide outlining common features useful to PSConnect members.

COMMUNITY SUBSCRIPTIONS

A subscription can be changed to receive or suppress emails from a particular community discussion. Below are the steps how:

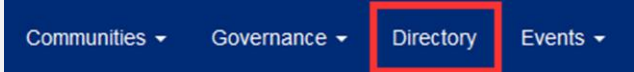
1. Go to your **Profile**
2. Select the **My Account** tab
3. Click on **My Subscriptions**

Here you can also setup an *override email address* to receive specific notifications to an email address other than your primary if desired.

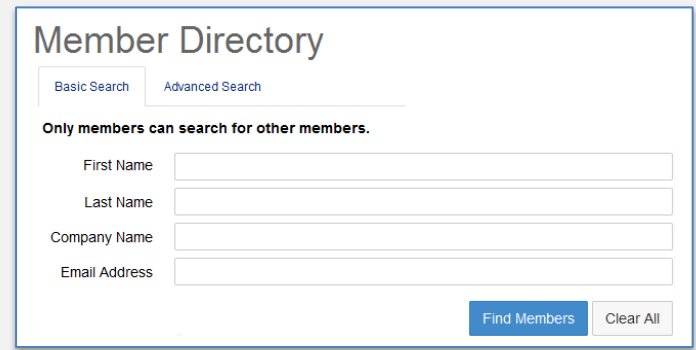


MEMBER DIRECTORY

Only members of APCO International can use the **Directory** tool, located on the main menu bar.



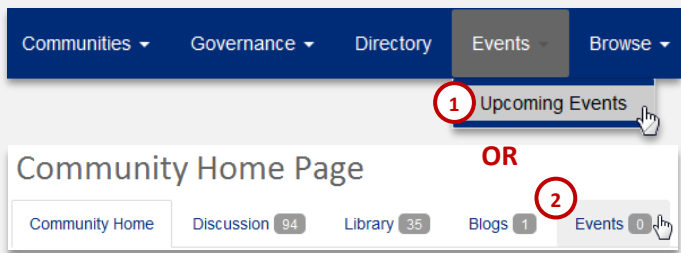
Basic and Advanced search features are available, yielding search results of only other APCO members. Individuals without a membership will not be listed.



ADDING EVENTS

Adding an event can be done in these two areas:

- 1) **Upcoming Events**, under *Events* in the main menu
- 2) **Community**, under a community's *Events* tab



Both locations have a button that allows you to *Add an Event*.



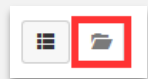
Click that button and fill out the event form in detail, utilizing available options, then click the blue *Finish* button.

NOTE: Adding an event via *Upcoming Events* will display it to the public by virtue of the *Communications Open Forum*, while an event added through any other community will be seen only by members of that community.

ORGANIZING FOLDERS & CONTENT

Organizing a library's **Folder** and **Folder Contents** can only be done by a *Community Administrator* who has additional tools at their disposal in *Folder View*. *

* Click on the folder icon to the left of the *Create New Library Entry* button.



Note, *Folder Contents* are only sorted alphanumerically, while *Folders* must be sorted manually. Ways to organize both are below.

