

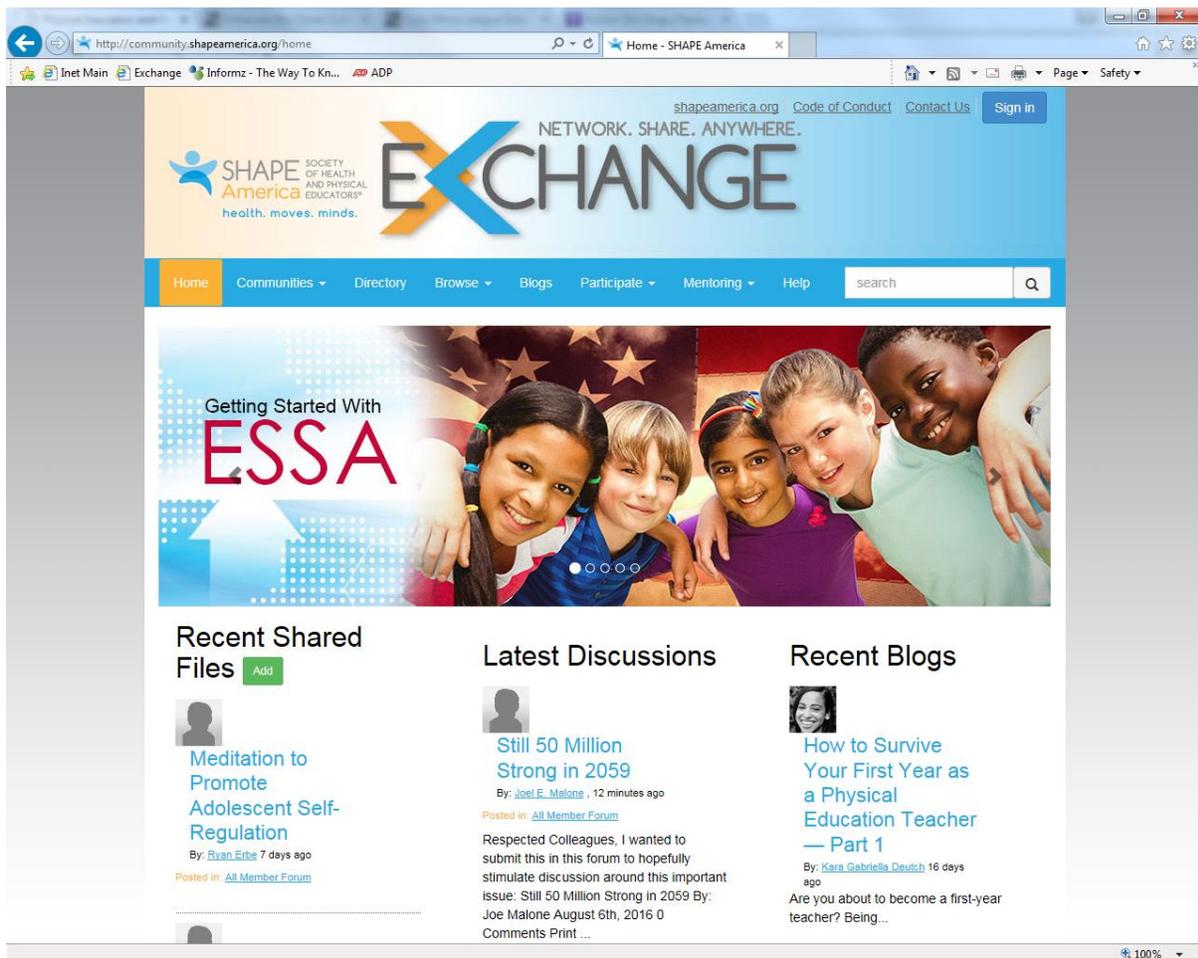
Quick Reference Guide for Exchange

Some basic facts about the community:

- Exchange will provide you with an opportunity to communicate with colleagues around the world, significantly expanding your professional network.
- Participants will have the opportunity to post discussion topics, participate in discussions and share resources.
- This community is only available to SHAPE America members. It is not open to the public or other non-SHAPE America members.

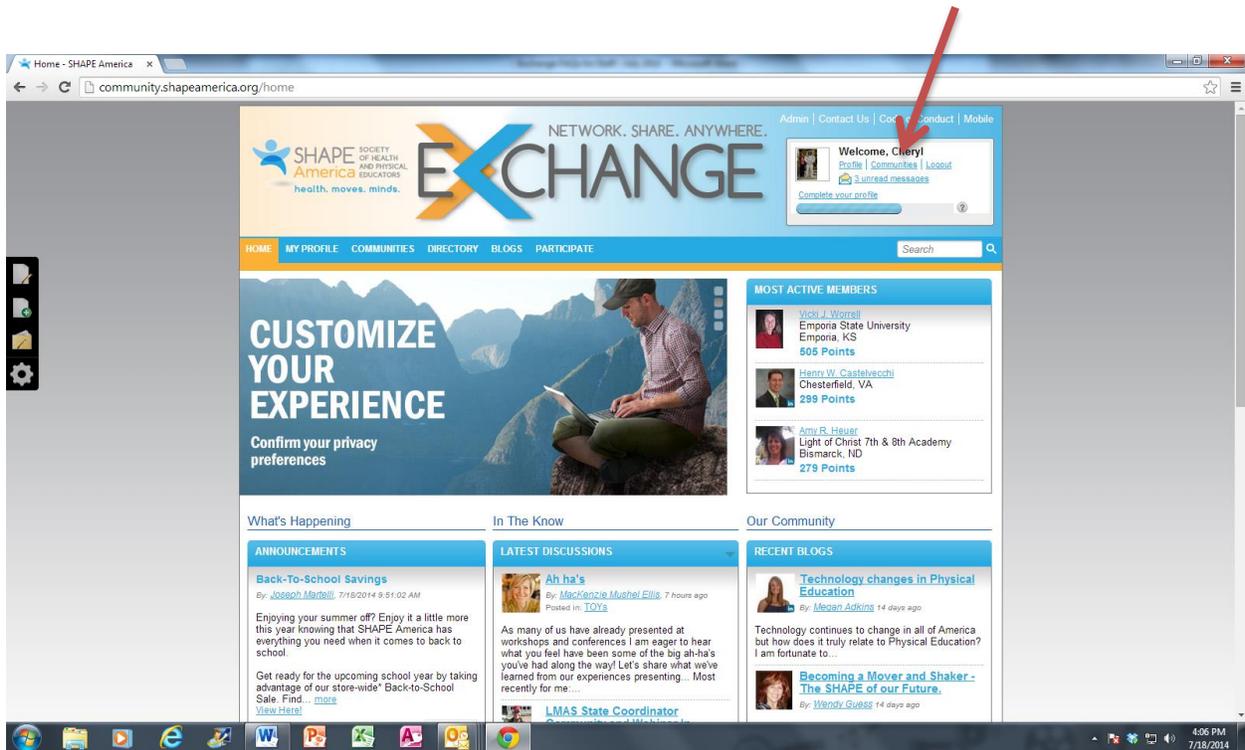
How do I get started?

1. Enter community.shapeamerica.org in your Internet browser.
 - a. Firefox and Google Chrome have been the most reliable browsers for accessing Exchange.

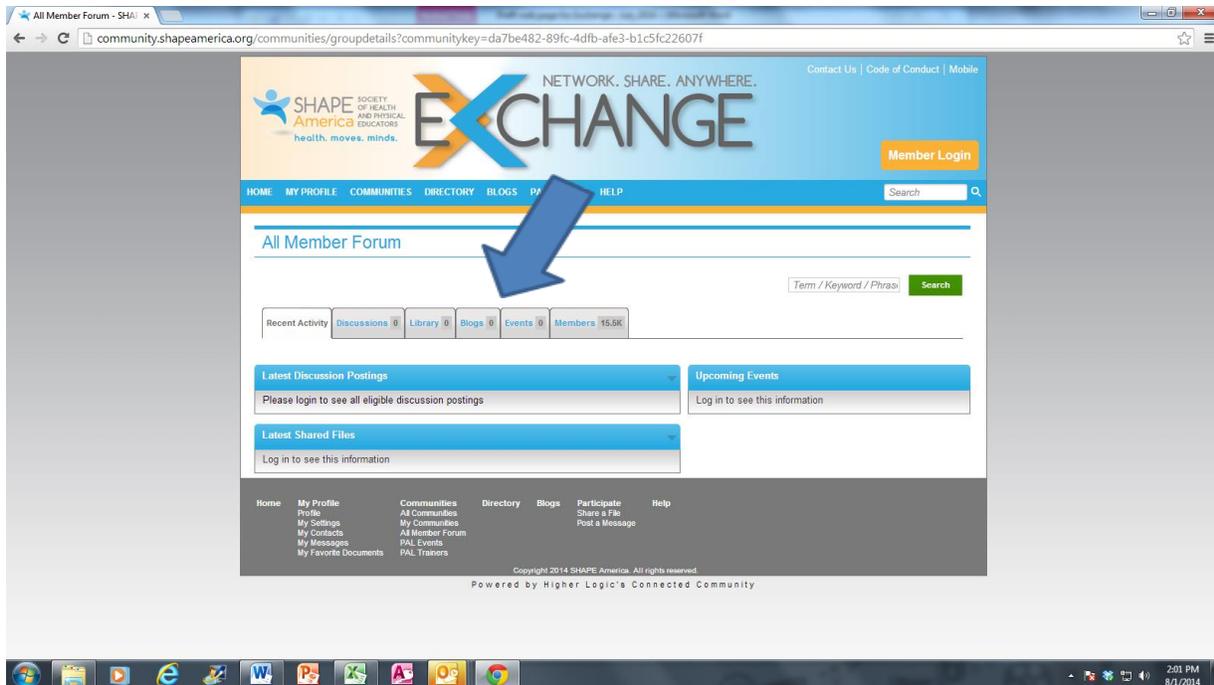


2. Log in (by clicking on the blue button in the upper right hand corner of the screen) using your log-in credentials for your SHAPE America member account.

- Once you have logged in, you will see the Code of Conduct. Please read the Code of Conduct. If you accept the Code of Conduct, you will have access to the community.



- Click on "Communities" in the upper right hand corner of the screen.
- Once inside the community, you will see a landing page that summarizes all of the current activities – resources in the library, announcements, discussions and blogs.
- Click on any of the tabs for additional information.



How can I view and/or change my personal settings?

Once you click on your profile,



You can click on settings and edit your *subscriptions*:



And your *privacy settings*:



Privacy settings

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and community rosters:

Yes No

Picture	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me
My Blog	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me
Mutual Contacts	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
My Communities	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
My Networks	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Company Information	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Only Me
Job Title and Department	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
Address Lines	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me
City, State, Zip	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Only Me

If you need any assistance, please e-mail programming@shapeamerica.org.

What can I do once I am inside the community?

- Click on the *Discussions* tab. In this tab, you can:
 - Read questions/comments and responses posted by others;
 - Post a question(s)/comment(s); and
 - Respond to a question/comment.

For example, I am an elementary physical educator who only sees my students one time every six school days and need to identify lesson planning strategies for this schedule. I post this question on the discussion board: "Help! I am teaching elementary physical education and only see my students once every six days. Does anyone else have a similar schedule? If so, please share any strategies you use to plan lessons. Thank you!".

- Click on the *Library* Tab.
 - This tab houses all of the resources (pictures, videos, documents, Power Point presentations, etc.) that anyone chooses to share.

For example, I teach high school health education. My program was on the chopping block due to budget cuts in our district. I created a Power Point presentation that I shared with my school board and ended up saving my health education classes. I want to share this with anyone else who may be facing the same issue so I am uploading it to the library in Exchange. I hope it is as successful for you as it was for me and my students!

- Click on the *Blogs* Tab.
 - This tab houses any blogs posted by members. It will also be the place to find the monthly update from SHAPE America's CEO, Paul Roetert. Check this tab each month to see what your organization is working on to help you!
- Click on the *Members* Tab.
 - This tab includes a list of all SHAPE America members and staff and is searchable by first name, last name, or company (school/institution) name. Connect with other members

in your area, others that have similar job responsibilities, those you meet at the SHAPE America National Convention, etc. Expand your professional network!