Using the New CHAMP Community- AMP Members and Volunteers

Getting Started:

1) To log into the new platform, you will login via your profile at [www.amp.org/myamp](http://www.amp.org/myamp).

2) Click on the CHAMP link in the teal header to open the listserv community.

3) The “Logged Out” version of the page may populate, and you just need to click the Log In button. You will not be asked for your username and password again. If you have cookies enabled on your browser, this screen may only show up the first time you log in.

4) You will be asked to read and accept the Terms and Conditions for using the CHAMP community. You can also find them [here](http://www.amp.org). You will not be able to send emails to CHAMP or reply to discussions until you accept the Terms and Conditions.
The new landing page looks like this:

BEFORE YOU DO ANYTHING, YOU SHOULD SET YOUR PRIVACY SETTINGS AND COMMUNITY NOTIFICATION SETTINGS.

Updating Your Privacy Settings:

1) Click on your initials in the top right corner and select Profile.
2) Your profile page looks like this:

3) Select **My Account** and then click on the first option for Privacy settings.
4) These are the fields that you can control who sees what information both in the Member Directory and for Community Rosters (committees, working groups, member interest groups, etc.)

- Picture
- Company Information
- Job Title and Department
- Country
- Phone
- Email Address
- Send Message
- Primary_Degree
- Member_ID
- Certifications

I would like to be included in the member directory and community rosters: **No**

5) The following drop-down fields allow you to control who sees what information both in the Member Directory and for Community Rosters (committees, working groups, member interest groups, etc.). **REMINDER:** CHAMP is a member only benefit, so these settings must remain at either Members Only or Only Me.
You may update any of these fields that say Members Only to Only Me if you do not wish for that information to be seen by other AMP members.

**DO NOT** make any of these options' public.

You may also choose to allow (or not allow) other AMP members to message you directly through the CHAMP system by changing the Send Message setting.

6) Once you are done updating your settings, click Save Changes to finish.

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### Updating your Email Preferences Settings

1) After you update your privacy settings, click back on My Account and select the second option down for Email Preferences.

2) You can manage your Opt-Out list from this screen.
You may toggle any of these off, however, you may miss out on important notifications from AMP if you turn off a community entirely. Instructions to change your email delivery from Real Time to Daily digest is discussed in the **Updating Your Community Notifications** section below.

NOTE: If you are a member of an AMP Committee, Working Group, or Task Force, you may not opt out of those community emails.

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.

Manage Opt-out List

NOTE: Discussion and consolidated digest settings are on the **Community Notifications** page.

Participation Emails
Emails reflecting one-on-one interactions (ex: reply to sender, contact requests, @mentions, real time notifications).

Promotional Emails
Emails that promote the outcome of purchase (ex: purchase the book of an annual conference speaker).

Smart Newsletter
Smart Newsletter is a periodic email that contains highly personalized content from community and other sources.

Navigating the New Listserv Community

**Finding you Communities:**

1) From any screen in the new system, you can click **Communities** at the top of the screen and select either **My Communities** to see what you are already a member of, or you can select **All Communities** to see active Member Interest Groups that you can join:
2) To open any of your communities, just click on the name of the community to access the latest discussions.

Posting on CHAMP:

1) There are three ways to post on CHAMP:
   - **Option 1**: Email the CHAMP listserv directly at: ampath-CHAMP@connectedcommunity.org
   - **Option 2**: Click the Create drop-down at the top right of the screen and select Discussion Thread.

   - Next, select which community you want to post to (e.g., CHAMP)

   - Next, enter the title for your discussion, the content, and your signature. Once you are finished, you click Post.
- **Option 3:** Post by clicking on the Discussions link to open the discussion board, then select **Post New Message** and follow the prompts.

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**Updating your Community Notifications**

1) To manage all your communities, click back on **My Account** and select **Community Notifications**.
2) There are three options for any community that you are a member of or have access to:
   - **Real Time**: Immediate notifications
   - **Daily Digest**: a single email daily containing any posts and announcements that have been made in that community
   - **No Email**

3) Instead of turning off or opting out of CHAMP emails, we recommend changing your Community Notification from Real Time to a Daily Digest.
Member Directory:

1) As a member benefit, you may also search the CHAMP community for members by selecting the Directory at the top of the page and then using any of the search criteria below.

- Please note, if you select to filter by either Community Type or Community Name, you are limited to only those communities that you are a member of.