

Managing your CHAMP Email Settings, Subdivisions & Group Listings

AMP members can customize their CHAMP settings to best suit their needs. Whether you prefer to engage in real-time discussions, catching up on all the news in a daily digest, or wish to be alerted when a new topic opens, you can manage your inbox in just a few easy steps.

In addition, AMP members can use CHAMP subdivisions and member interest groups to communicate directly with others who share their interests without having to contact the whole CHAMP community.

Not sure if you're signed up for the right subdivisions/groups, or just want to cut down on how often you receive CHAMP emails? You can manage your subscriptions by following the instructions below.

- A. Manage CHAMP Subscription Settings
- B. Manage Subdivisions Settings
- C. Manage Member Interest Group Settings

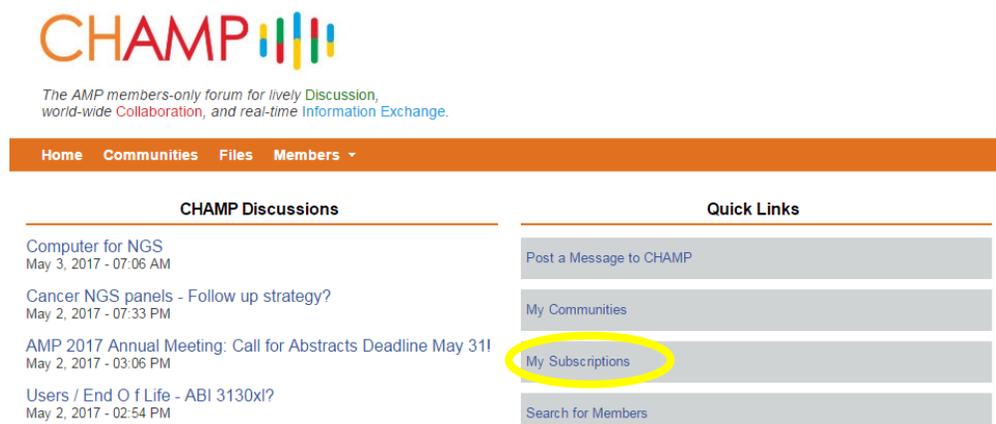
Step 1: Log in to CHAMP

Access CHAMP by going to champ.amp.org or by clicking the link on [AMP's homepage](#). If you need assistance logging in, contact amp@amp.org.



Step 2: Select "My Subscriptions" under the "Quick Links" menu

This will take you to the landing page for managing your CHAMP, subdivision and group subscriptions.



A. Manage CHAMP Subscription Settings

Step 1: Select the "Edit" Icon next to "CHAMP Discussion"



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Groups/Users Home | Group Lookup | User Search | User Lookup | Admin Options

MEMBER NAME

Subscriptions

Emails currently being sent to

Forum Subscriptions **Announcement Only Subscriptions** Thread Subscriptions

CHAMP Discussion --> Immediate Email

About this User

MEMBER NAME

UId: 6690
Remote Id: 1293645
Group: Organization Members
Added: Aug 17, 2016
Updated: May 03, 2017
Last Login: May 03, 2017
Sunset: May 03, 2017

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The “Edit” icon resembles a paper and pencil. Once it is selected, a pop up window will appear, and it will contain a drop-down menu listing the various subscription types that will determine how often you receive email notifications.

Edit Subscription

Select Subscription Type

- Immediate Email
- Immediate Digest with links
- Summary Digest
- Full Digest with attachments
- Full Digest with links
- Immediate Email on Thread Creation

Step 2: Select your subscription type

Click through the subscription types to see descriptions of the various options. A full list of the subscription options is also included below. Once you have decided upon your preferred option, select “OK.” If you prefer to keep your current subscription option, select “Cancel.”

- **Immediate Email:** This option will send forum posts directly to your email as soon as they are received.
- **Immediate Digest with Links:** This option will send the first 100 characters of any forum posts to your email as soon as they are received. A link to the full post and any attachments will be provided.
- **Summary Digest:** This option will send you a daily digest email listing the titles from any forum posts received during that day. Links will be provided to view the full forum post within the system
- **Full Digest with Attachments:** This option will send you a daily digest email with the full text from any forum posts received during that day, and all of the attachments from those posts.
- **Full Digest with Links:** This option will send you a daily digest email with the full text from any forum posts received during that day, and links to download any of the attachments from those posts.
- **Immediate Email on Thread Creation:** This option will send you an email whenever a new thread is created in the topic selected.

View/Remove Subdivision Settings

You can view all of your subdivision listings on your “My Subscriptions” page. Don't see a subdivision that you want to add? Subscribe by emailing amp@amp.org or [logging in here to manage your profile](#). Once subscribed, you will be able to send/receive email messages to others in the subdivisions:

- Genetics: geneticssd@lists.amp.org
- Hemepath: hempathsd@lists.amp.org
- Infectious Diseases: idsd@lists.amp.org
- Informatics: infosd@lists.amp.org
- Solid Tumors: stsd@lists.amp.org

To change your subdivision subscription settings, select the “Edit” icon next to the subdivision name

The “Edit” icon resembles a paper and pencil. Once it is selected, a pop up window will appear, and you will see a drop-down menu listing the various subscription types.

(For a full description of each subscription type, view the “Manage CHAMP subscriptions” section above.)

Click through the subscription types to see descriptions of the various options. Once you have decided upon your preferred subscription option, select “OK.” If you prefer to keep your current subscription option, select “Cancel.”

To remove subdivisions, select the “Delete” icon next to the subdivision and click “OK”

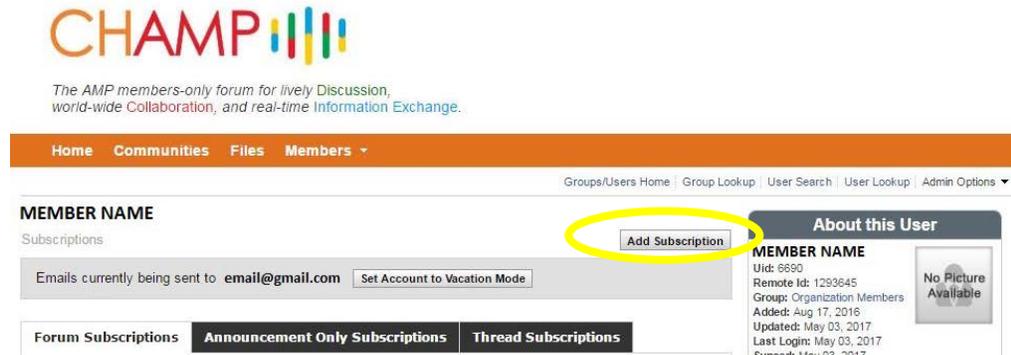
The “Delete” icon is a large “X” that is located next to each forum subscription name. After clicking “delete,” a pop-window will appear to confirm your action. Select “OK.” You are now unsubscribed from that subdivision.

Manage Member Interest Group Settings

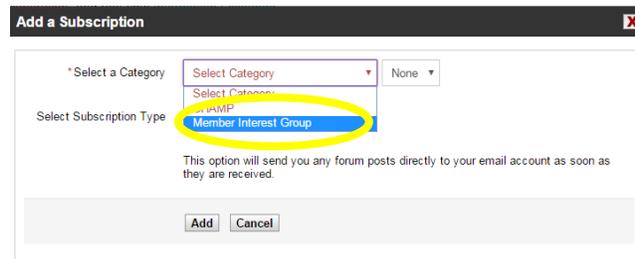
You will see the member interest groups you are subscribed to on your “My Subscriptions” page. To view a full list of member interest groups or read messages in the public groups, go to “My

Communities” (found in the top navigation or in the “Quick Links” on your CHAMP homepage) and selecting “Member Interest Groups.” Follow the instructions below to add/remove a member interest group subscription.

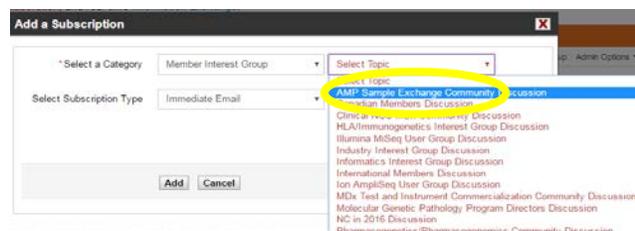
Step 1: On your “My Subscriptions” page, select the "Add Subscription" button



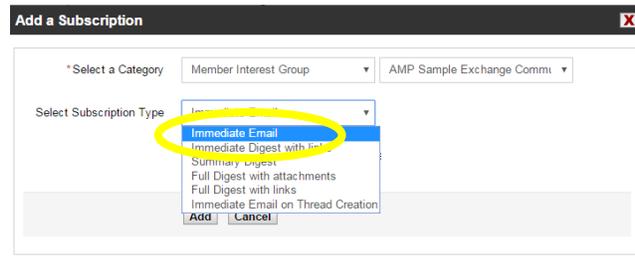
Step 2: A pop-up window will appear. You will fill out three drop-down menus in the window



i. Under “Category”, select “Member Interest Group.”



ii. Under “Select Topic,” choose the group you wish to join (you must repeat this process to select multiple groups).



iii. Under “Select Subscription Type,” choose how frequently you wish to receive emails from this group.

After selecting your subscription type, click “Add.”

To remove yourself from groups, select the “Delete” icon next to the subdivision and click “OK”

The “Delete” icon is a large “X” that is located next to each member interest group. After clicking “delete,” a pop-window will appear to confirm your action. Select “OK.” You are now unsubscribed from that group.



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MEMBER NAME
Subscriptions Add Subscription

Emails currently being sent to **email@gmail.com** Set Account to Vacation Mode

Forum Subscriptions	Announcement Only Subscriptions	Thread Subscriptions
<input checked="" type="checkbox"/> <input type="checkbox"/>		
<input checked="" type="checkbox"/> CHAMP Discussion → Immediate Email		
<input checked="" type="checkbox"/> Genetics Subdivision Discussion → Immediate Email		
<input checked="" type="checkbox"/> Hematopathology Subdivision Discussion → Immediate Email		
<input checked="" type="checkbox"/> Infectious Diseases Subdivision Discussion → Immediate Email		
<input checked="" type="checkbox"/> Informatics Subdivision Discussion → Immediate Email		
<input checked="" type="checkbox"/> Solid Tumors Subdivision Discussion → Immediate Email		
<input checked="" type="checkbox"/> AMP Sample Exchange Community Discussion → Immediate Email		

About this User

MEMBER NAME
Uid: 6690
Remote Id: 1293645
Group: Organization Members
Added: Aug 17, 2016
Updated: May 03, 2017
Last Login: May 03, 2017
Synced: May 03, 2017

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