Signing Up

- To sign up for NAWB Connect, visit [https://members.nawb.org/](https://members.nawb.org/)
- Enter your profile information and choose a strong password
- Verify your email (check your spam folder)

Creating a Profile

- To view and edit your profile, click on your profile image or icon in the top right corner, and select “my profile”.
- Choose the “edit profile” button. There are several options for you to customize. Be sure to update the following items to have a complete profile:
  - First Name, Last Name
  - Bio
  - Contact Information
  - Job Title, Company, Location
  - On your profile page, you can tag your skills and interests and region. This will help people find you!
  - Don’t forget to add a photo!

Tip: You can follow other users by going to their profiles and selecting the “follow” option. You can also endorse user’s skills on their profiles!
To join a community, click on the “Communities” tab in the top navigation bar, and chose “join” or “go to page” if you already belong to the community.

Some Communities are open to all NAWB Connect members, while others are reserved for specific groups, which be designated by a lock icon.

If you are attempting to join a private community, request approval to join and a moderator will approve your request. If you have trouble, contact the moderator of that Community.

You can pin your favorite communities by choosing the “feature” button at the top of your community’s homepage.

Tip: All members will automatically join the NAWB News Hub and Open Floor communities. The Open Floor community is your place to openly engage with all NAWB Connect members! Share away!

For example, to create a new discussion thread, click on “Discussion” tab under the “Create+” button, then complete the following steps:

- Add the title of the discussion.
- Add subject tags. This helps people find or follow your content.
- Type in the text of your discussion.
- Choose the Community that the discussion will be posted to, if it isn’t auto-selected.
- Choose if the post is private or public (private groups automatically default to private posts).
- Click on the “Post” button to make the discussion live or click on “Save Draft” to save your content for later editing or posting.

Similarly, to create a new article click on the “Article” tab under the “Create+” button and follow the same steps. To import articles from outside NAWB Connect, go to the “Create+” button and choose Import Article, add the link of the webpage the article is originally posted on and choose the group that the article will be posted to.
Collections

Collections are where you can **find collections of similar content that’s been shared on NAWB Connect.** Collections will continue to be updated as content and resources are added to the site.

Notifications

Notifications can be found by the bell icon at the top of your webpage, and they are also **consolidated into weekly email digests that go directly to your inbox.** To change the settings or frequency of the notifications, go to the your user icon in the top corner and choose Account Settings.

Need assistance?

Contact us at communications@nawb.org if you have any questions or need assistance getting started!

View the full User Guide [here](#) for a complete walkthrough of NAWB Connect.