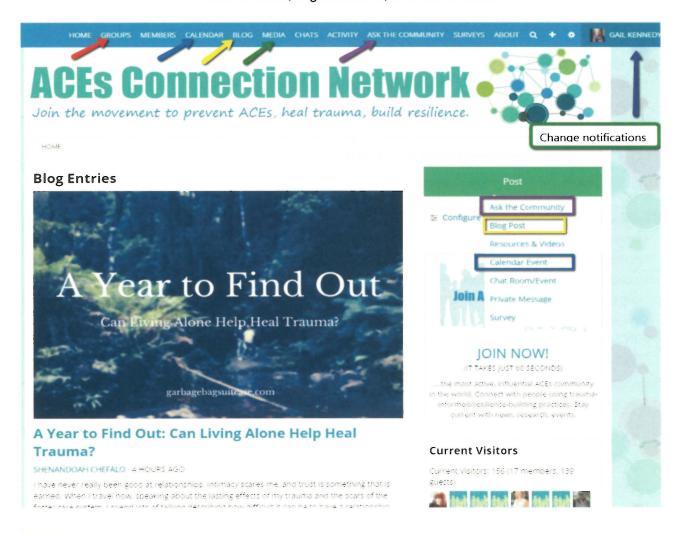# HELPFUL TIPS ON USING ACES CONNECTION

ACEsConnection.com is an action-based, solutions-oriented social network for people seeking information, knowledge, innovation, and practices to help them prevent, address, and heal trauma in their families, organizations, and communities.

Blog:
- "View All" to see all blog posts in chronological order.
- To post a blog - click on green "Post" icon and select "Blog Post" from drop down menu.

Calendar:
- See a list of all calendar events for the entire ACN home page.
- In a group, you can view calendar events specific to that group.
- To add an event, click on green "Post" icon and select "Calendar Event" from drop down menu.

Resources/Media:
- "View All" to see all photos, videos, audio, and files posted in chronological order.
- You also can search by these individually. For example, select "Videos" if you're looking for the latest videos posted, or "Files" to view any recent documents/handouts posted.

Ask The Community (think "discussion board"):

- To see a list of all questions, scroll over "Ask the Community" in the top navigation bar and click on "All Topics."
- To ask the community a question, click on the big green POST button, and select "Ask the Community."

Groups:

- 2 Tabs: "Your Groups" and "All Groups"
- Select "Your Groups" to see the list of all the groups you have joined.
- Select "All Groups" to see a list of ALL active geographic and interest-based groups.
- You can view content on a group's page without joining the group, but you can't comment or add any content unless you are a member of the group.
- The features described above function the same for all groups as on the main ACN page. Note: All content posted in a group stays in that group.

Email Notifications (how to "Change Notifications"):

- Hover over your profile picture in the top right corner and select "notifications" from the menu.
- "Primary Notifications" are for the main ACN site. Check only the boxes next to items you want to receive an email notification for (if you don't want an email, uncheck the box).
- "Group Notifications" allows you to change notifications for all groups you join. Select the group you want to change notifications in and follow same instructions as above ^.
- Hit "Submit" at the bottom of the page to save your notifications.
- "Alerts" are notifications you get only when logged into ACN. This does not involve email.

Stop receiving Daily/Weekly Digest:

- When you join ACN, you automatically receive the Daily Digest.
- To stop receiving the Daily Digest, just click on "unsubscribe" at the bottom of the digest. That way, you'll receive only the Weekly Roundup, which usually comes out on Tuesday. If you have problems, contact Samantha Sangenito at samantha@acesconnection.com

Suspend all email notifications:

- From your profile picture, select "Notifications."
- Check box for "Suspend All Email Notifications" at the very top of the page and click submit. (If you don't want the Daily Digest, unsubscribe from that separately.)

Create an icon of ACEsConnection.com on your phone:

- **iPhone -** Go to the site via the Safari browser on your phone. In the bottom navigation bar, you'll see a square with an arrow pointing up. Tap on that. When the dialogue screen pops up, tap on "Add to Home Screen."
- **Android -** Call up the site via a browser on your phone. Tap on the menu button. Tap on Add to Home Screen.

For a directory of how to control emails, blog posts, and other key ACN "how-tos," visit
http://www.acesconnection.com/collection/how-tos-finding-your-way-around-aces-connection