



This instructional guide goes through how SIG members can use their communities, from creating a guest account and joining a SIG to walking through some of the communities' features.

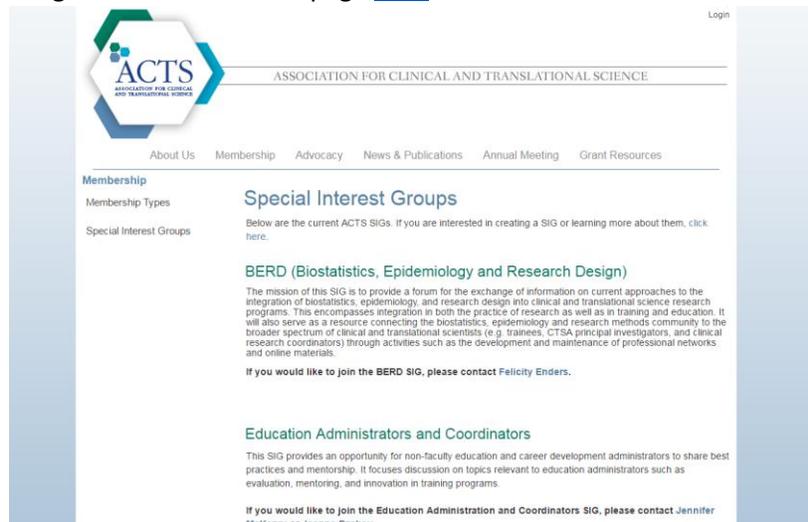
Creating a Guest Account and Joining a SIG

All SIG members must have an account on ACTS' website in order to be granted access to the SIG community. If an individual is not a member of ACTS, either individually or as part of their institution, they are able to create a guest account to access the SIG community.

1. Visit www.actscience.org and select "Login"



2. On the login page, select "Register for a Non Member Account".
3. Fill out your personal information and click "OK".
4. Check your email to verify your e-mail address, login using your temporary password, and create a new password.
5. To join a SIG, navigate to the SIG home page [here](#).



- Choose the SIG you wish to join and contact the chair the is listed to be added to the community.
- You have now created a guest account and joined your desired SIG!

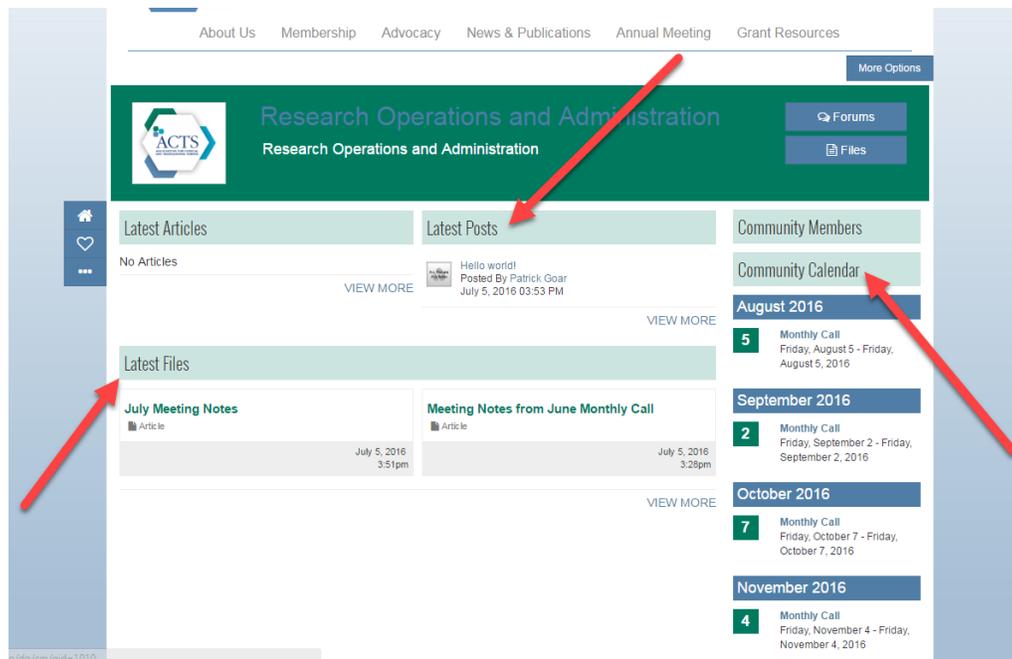
Community Features

SIG communities have many features that make membership more interactive and easy to follow. The following is a brief description of the most relevant functionalities of the communities: the calendar, file library, and discussion board.

- Visit www.actscience.org and sign in using your username and password.
- From the home page, click the “Communities” icon to access the page listing all communities you are a member of.



- Select the appropriate community to view your community home page.
- From this page, you can see all of the available areas of the community, including the calendar (“Community Calendar”), file library (“Latest Files”), and discussion board (“Latest Posts”).



- Click “View More” under the “Community Calendar” to view a listing of all calendar events associated with the community. SIG Chairs may add reminders to these events to keep members updated on when they will be held.

Research Operations and Administration
Research Operations and Administration

Forums
Files

Research Operations and Administration Calendars

Calendar Options

Calendar: All Calendars
 Calendar Items During: Upcoming
 View As: List

Name	Start Time	End Time
Monthly Call	August 5, 2016 - 01:00 PM	August 5, 2016 - 02:00 PM
Monthly Call	September 2, 2016 - 01:00 PM	September 2, 2016 - 02:00 PM
Monthly Call	October 7, 2016 - 01:00 PM	October 7, 2016 - 02:00 PM
Monthly Call	November 4, 2016 - 01:00 PM	November 4, 2016 - 02:00 PM
Monthly Call	December 2, 2016 - 01:00 PM	December 2, 2016 - 02:00 PM
Monthly Call	January 6, 2017 - 01:00 PM	January 6, 2017 - 02:00 PM
Monthly Call	February 3, 2017 - 01:00 PM	February 3, 2017 - 02:00 PM
Monthly Call	March 3, 2017 - 01:00 PM	March 3, 2017 - 02:00 PM

- Click “View More” under “Latest Files” to view the file library. SIG Chairs may post meeting agendas or other relevant information in this area.

Research Operations and Administration

General Discussion
General discussion topic

More Options

Title [] [+]

Search [] [Q]

Hottest Files

July Meeting Notes Article July 5, 2016 3:51pm	Meeting Notes from June Monthly Call Article July 5, 2016 3:28pm
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Files

July Meeting Notes	Article	Updated: Patrick Goar Jul. 5, 2016 03:51 PM	[]
Meeting Notes from June Monthly Call	Article	Updated: Patrick Goar Jul. 5, 2016 03:28 PM	[]

Latest Activity

- Patrick Goar added a Rating to a File Entry
Tue July 5th, 2016, 3:51 pm
- Patrick Goar edited the file entry July Meeting Notes
Tue July 5th, 2016, 3:51 pm
- Patrick Goar created a file entry July Meeting Notes
Tue July 5th, 2016, 3:51 pm
- Patrick Goar edited the file entry Meeting Notes from June Monthly Call
Tue July 5th, 2016, 3:28 pm
- Patrick Goar created a file entry Meeting Notes from June Monthly Call
Tue July 5th, 2016, 3:28 pm

7. Click “View More’ under “Latest Posts” to view and participate in the discussion board.

The screenshot shows a web interface for a community discussion board. At the top right, there is a "More Options" button. The main header area includes the text "Research Operations and Administration" and "General Discussion" with a speech bubble icon. Below this, the email address "Email: General.discussion@lists.actscience.org" and the text "General discussion topic" are visible. A message input field with a "Post" button and a search bar are located below the header. The "Threads" section displays a thread titled "Hello world!" with "1 reply" and "1 view". It also shows the "Last Post" by Patrick Goar on Jul. 5, 2016 at 03:53 PM. A legend below the thread explains icons for sticky threads, unread threads, new posts in previously read threads, and no new posts for 30 days. The "Latest Activity" section on the right shows two entries: "Patrick Goar added new post to Hello world! [General Discussion]" on Tue July 5th, 2016, 3:53 pm, and "Patrick Goar added new post to Hello world! [General Discussion]" on Tue July 5th, 2016, 3:02 pm. The footer contains copyright information for the Association for Clinical and Translational Science, social media icons for Facebook and Twitter, and links for "Terms of Service | Privacy Policy | Contact".

8. You can now navigate and use the functionalities of your community!