ASSOCIATION FOR CLINICAL AND TRANSLATIONAL SCIENCE

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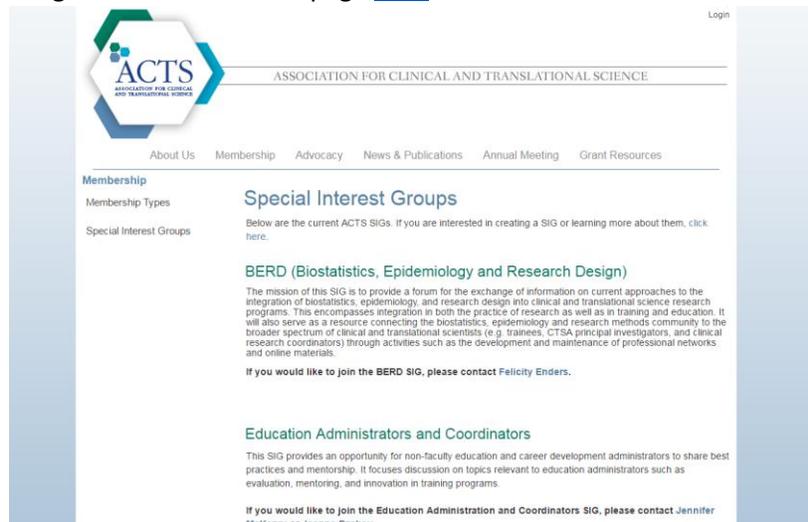
6. Choose the SIG you wish to join and contact the chair the is listed to be added to the community.
7. You have now created a guest account and joined your desired SIG!

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 comminutes: the calendar, file library, and discussion board.

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

3. Select the appropriate community to view your community home page.
4. 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").
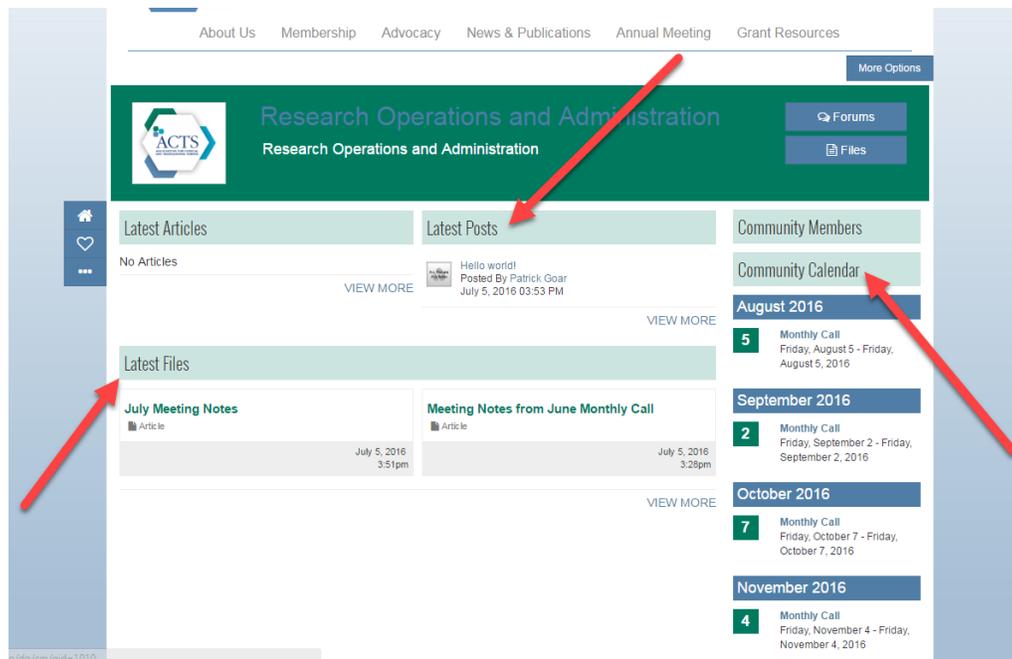
5. Click "View More" under the "Community Calendar" to view a listing of all calendar events associated with the community. SIG Chairs may add reminders to these events to keep members updated on when they will be held.

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

7. Click "View More' under "Latest Posts" to view and participate in the discussion board.

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