# HOUSE COMMUNITY CHEAT SHEET

**ACCESSING THE HOUSE COMMUNITY**

1. Go to www.apta.org.
2. On the teal toolbar at very top, find link to APTA Communities.
3. You will be prompted to log-in as you would do for the APTA Web site.
4. After logging in, you will be taken to a screen that says "APTA Community Home" in the upper left. This is your personal home page for the communities.
5. On the left, there is a tool bar called "My Communities." This shows all of the communities to which you have access.
6. Find and click on "House of Delegates."
7. You will be taken to the home page for the House of Delegates Community. Some of the first things you will see are the latest announcements that have been posted.
8. On the left, there is a tool bar that outlines the various sections: Announcements, Calendar, Web Resources, Discussions, and Documents. Discussions and Documents have sub-sections underneath.
9. Use the left-hand toolbar to navigate to your desired item or you may go and access a hyperlink to the community from an email or a newsletter.

**SETTING ALERTS**

1. Alerts are very important because they tell you when something new has been posted.
2. To set an alert, enter the House Community using steps 1-7 above.
3. The first area for which you will want to set up an alert is Announcements.
4. Find and click on "Announcements" on the left-hand toolbar. You will be taken to Announcements section.
5. Under the heading "Items," find "List Tools" and select.
6. On the "Alert Me" drop-down, select "Manage My Alerts."
7. Review the "Manage My Alerts" page to ensure you don't already have an alert set for that section.
8. If there are no alerts set, click on "Add Alert."
9. If there is already an Alert for that section, you can click on it to edit your settings. If no alert exists for the desired section, click on "Add Alert" and continue on to step 10.
10. From the right hand tool bar, locate the section for which you would like to set the alert and click in the little circle to the left of the section's title. At the bottom of the page, click next.
11. For "Alert Title" it is recommended that you edit the title to identify the name of the community for which alert is being set. This will help you to distinguish between email alerts that arrive in your inbox.
12. Under "Change Type," click the circle next to "New items are added." This will ensure you only get alerts about new items and not every single time an item is adjusted.
13. Under "When to Send Alerts," decide how frequently you would like to receive an email and click the circle next to the respective option.
14. Click okay and you have set up an alert for Announcements. You will receive an email confirmation.
15. Alerts are set individually for each section within a community. Example: if you want to know when something is posted under the "General Discussion" discussion board, you will need to set separate alerts for the "General Discussion" area. Each of these can be set up using the "Manage My Alerts" page.
16. Follow steps 5-15 to set a new alert for each section.
17. Do the same thing for every section (or community) for which you wish to receive alerts.

**SITE MAP**

A site map has been created to help you locate items on the House of Delegates Community. Read on…

# HOUSE OF DELEGATES COMMUNITY SITE MAP

[Path code seen below: **SECTION NAME\Sub-section names (if applicable)\Folder names (if applicable)**\examples of relevant items (if applicable)]

**ANNOUNCEMENTS** (for staff/House officers to post small tidbits/highlights/notices of other actions taken)

**CALENDAR**

**WEB RESOURCES** (contains links to other web-based programs)
Examples could include: Delegate Rosters (online database), Orientation for House of Delegates Community (ProConnect recording), Candidate Web page

**DISCUSSIONS** (contains discussion boards)
**Motion Concepts/Draft Motion** (for posting by delegations interested in future motions)
**Motion Cosponsors** (for chief delegate or designee to officially notify speaker of cosponsorship)
**Packet 1** (for posting by any delegate; for official posting by chief delegate or their designee – CSA delegates should self-identify as a CSA in any post)

**DOCUMENTS** (contains materials in document format – PDF/Word/PowerPoint, etc.)
**Packet I and HOD Handbook**
After designated posted date, includes the current year's Packet I and House Handbook
**Onsite Packets**
Examples could include:Packet II, Packet III
**Reference Materials**
**House Resources**
Examples could include: Apportionment, Dates and Deadlines, Seating Chart, House Schedule, Rules of the House
**Motion Development**
Examples could include: Motion Development Form, Main Motion Template, Bylaw Amendment Template, Implications for Motion Language
**Nominations, Candidacy, and Elections**
Examples could include: Nominating Committee Roster, Slate of Candidates, Candidates Manual, Candidate Interview Groups & Schedule, Election Rules and Guidelines
**Orientations, Presentations, and Training**
Examples could include: Chief/Section/Assembly meeting agendas, New Chief Delegate Orientation, Basics of Parliamentary Procedure – PowerPoint Presentation
**House Happenings**
Includes: PDF copy of the House Happenings newsletter issues from the current House Cycle
**Archive**
Includes: Packets, Fiscal Impact Report, House Handbook, Post-House Survey data, and Summary of House Actions from past House of Delegates' sessions
**House of Delegates Online Manual**

**HOW DO I** (contains tutorials on how to navigate the various parts of the community)