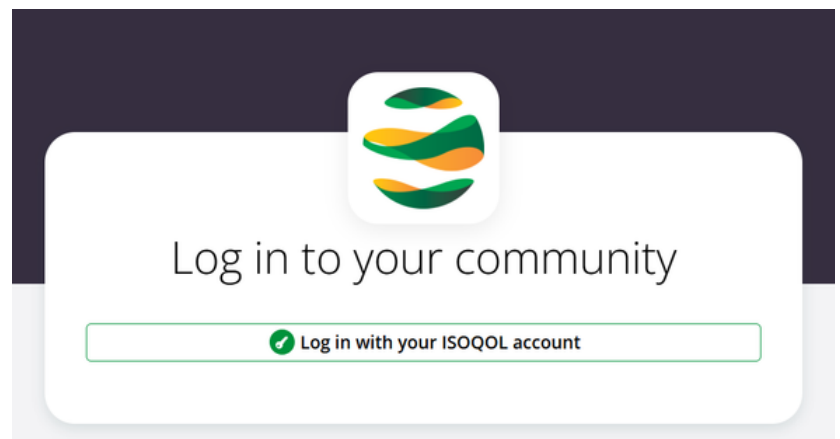


GETTING STARTED ON THE ISOQOL COMMUNITY PLATFORM

You have joined ISOQOL Special Interest Groups – welcome! ISOQOL offers a Community Platform that allows SIG members to share knowledge, find collaborators, and more. The platform is designed to bring members together in one dynamic, easy-to-use space. Here you can connect with colleagues, share ideas, access valuable resources, and stay engaged with upcoming events in real time.

Logging In >>

When you become an ISOQOL member, you will be prompted to select the SIGs you wish to join. Once you have made your selections, you will receive an email invitation from each SIG you selected to join their group in the SIG Community. These emails will appear from the domain @members.isoqol.org.

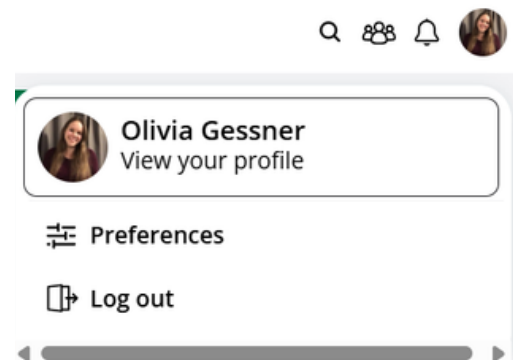


Click the "Check out the Community" link in this email. This will walk you through setting up your profile. In order to receive notifications from each SIG, you must select the SIG from the menu and select "join."

Please note that the invitation will be sent to the email address associated with your ISOQOL Member Profile. If you have not received this email invitation within 24 hours of selecting your SIGs, contact the ISOQOL office for support.

Editing Your Profile

You will be prompted to set up your profile when you first log in to the community. To edit your profile, select your profile icon in the top-right corner. Select "View your profile" to edit your information. From the same profile icon, you can select "Preferences" to customize your email notification settings.



COMMUNITY FEATURES

The ISOQOL Community Platform facilitates collaboration and networking between ISOQOL members through:

Posts

The “Feed” tab is the heart of a SIG’s online community. This is where you can communicate with all members of your SIG at once: post a question or idea, share your expertise, or circulate a resource or event. >>

Events

See all upcoming events for the SIG and RSVP to specific events or subscribe to the full calendar. >>

Direct Messaging

Message individual members and groups of members with the chat feature. Chats are accompanied by an email notification. The ISOQOL office can see that chats between users exist, but cannot access your actual conversations. >>

Resource Library

Access important documents, such as meeting minutes, publications, and other resources. Any file you attach to a post will be uploaded here automatically.

NOTIFICATIONS AND INBOX PARTICIPATION

Notification Opt-In Settings

Customize how you receive message board notifications! Options include:

- Real-time notifications — delivered as posts are made
- Daily digest — a single daily summary of all activity
- No notifications — opt out entirely

These preferences can be set on a group-by-group basis or across your entire profile. By default, members are opted in to receive messages as they are posted. >>

Participating through Inbox

Once you’ve signed in to the platform and joined the SIG’s group, you can engage with posts, receive and accept calendar invitations, receive and reply to direct messages, and even create new posts entirely from your inbox.

FOR MORE ASSISTANCE

Download the app to use the community platform on your mobile device. >>

Find help documents in the Forj Support Center or reach out to their support team. >>

You can also call or email the ISOQOL office for staff assistance:

+1 (414) 918-9797 | HOURS: 8:00 AM - 4:00 PM CENTRAL TIME (US)

INFO@ISOQOL.ORG