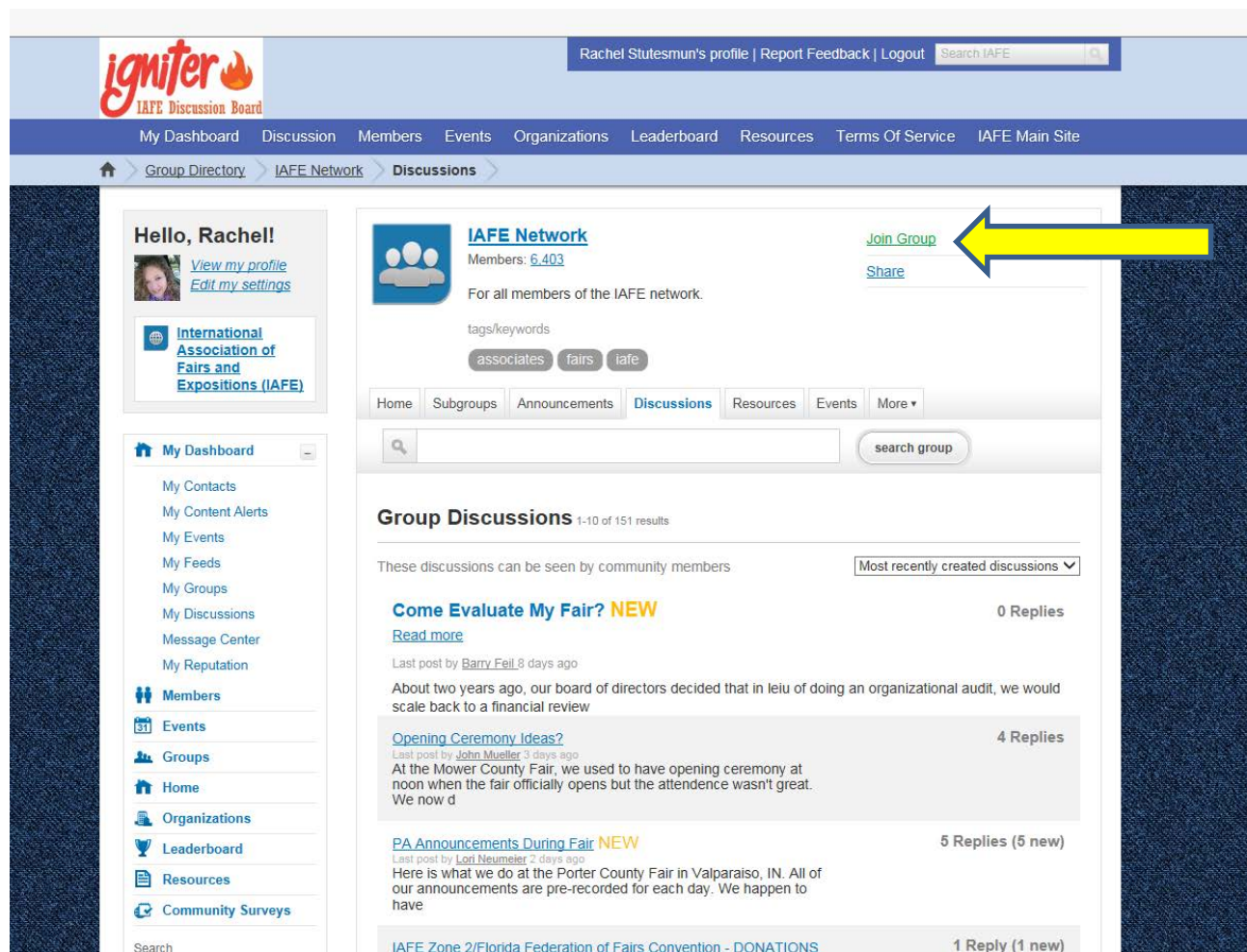


# IAFE Igniter Quick-Start Instructions

1. Go to the link <http://iafe.mymemberfuse.com>
  - a. If you are not logged in to the main IAFE site, [www.fairsandexpos.com](http://www.fairsandexpos.com), it will prompt you to log in using your IAFE site login information.
  - b. After logging in correctly, the site will automatically redirect you to your dashboard.
2. If this is your first time using the IAFE Igniter, you will need to fill out basic profile information and accept the site's Terms of Service. **It will also prompt you to upload a profile photo of yourself— please do this so that we can all get to know each other by face.**
3. You will be directed to your dashboard. To join the IAFE Network Group, click the IAFE Network hyperlink under “Recommended Discussions.” Then, select the “Join Group” hyperlink in the upper right-hand corner.



The screenshot displays the IAFE Igniter website interface. At the top, the user is logged in as Rachel Statesmun, with options for 'Report Feedback' and 'Logout'. The navigation bar includes 'My Dashboard', 'Discussion', 'Members', 'Events', 'Organizations', 'Leaderboard', 'Resources', 'Terms Of Service', and 'IAFE Main Site'. The breadcrumb trail shows 'Group Directory > IAFE Network > Discussions'. On the left, a user profile for Rachel is visible, along with a sidebar menu containing 'My Dashboard', 'Members', 'Events', 'Groups', 'Home', 'Organizations', 'Leaderboard', 'Resources', and 'Community Surveys'. The main content area features the 'IAFE Network' group profile, which has 6,403 members and is tagged with 'associates', 'fairs', and 'iafe'. A yellow arrow points to the 'Join Group' button in the upper right corner of the group profile. Below the group profile, there is a search bar and a list of group discussions, including 'Come Evaluate My Fair? NEW', 'Opening Ceremony Ideas?', 'PA Announcements During Fair NEW', and 'IAFE Zone 2/Florida Federation of Fairs Convention - DONATIONS'.

You will be prompted to set your group email notification settings on the next pop-up screen. Complete the settings and close the window.

You can also change notification settings for all groups by going to your Account Profile page and clicking on the “Notifications” tab.

4. To create a new discussion, you must click “Add discussion” on the IAFE Network Group page:

The screenshot displays the Igniter IAFE Discussion Board interface. At the top, the user is identified as Rachel Stutesmun, with options for profile, feedback, and logout. The main navigation bar includes links for My Dashboard, Discussion, Members, Events, Organizations, Leaderboard, Resources, Terms Of Service, and IAFE Main Site. The current page is the IAFE Network Group page, which features a sidebar with a personalized greeting for Rachel and a list of navigation options like My Dashboard, My Contacts, My Content Alerts, My Events, My Feeds, My Groups, My Discussions, Message Center, My Reputation, Members, Events, Groups, Home, Organizations, Leaderboard, Resources, and Community Surveys. The main content area shows the group name 'IAFE Network' with 6,405 members and an owner, Rachel Mundhenke. It includes a search bar, a 'Recent Group Activity' section with entries from May 17 and May 14, and a 'Recent Group Resources' section with links to various documents. A vertical sidebar on the right contains buttons for 'Add discussion', 'Add announcement', 'Add resource', and 'Add survey'.

# Igniter Dashboard

Below is a detailed explanation for each area of the IAFE Igniter:

The screenshot shows the Igniter dashboard interface. At the top, there is a navigation bar with the Igniter logo and a search bar. Below the navigation bar, there are several menu items: My Dashboard, Members, Events, Groups, Organizations, Leaderboard, Resources, Community Surveys, and IAFE Main Site. The main content area is divided into several sections: a user profile section for Rachel, a 'What are you doing?' status box, a 'My Contacts' section, a 'Latest Community Updates' section, a 'Community Calendar' section, and a 'My Groups' section. A sidebar on the left contains a 'My Dashboard' section with links to Administration Home, Reporting Home, and various dashboard features like My Contacts, My Content Alerts, My Events, My Feeds, My Groups, My Discussions, Message Center, My Reputation, and My Saved Items. There are also links for Members, Events, Groups, and Home. Red numbers 1 through 13 are overlaid on the image to highlight specific features: 1 points to the navigation bar, 2 to Members, 3 to Events, 4 to Groups, 5 to Organizations, 6 to Leaderboard, 7 to Resources, 8 to Community Surveys, 9 to IAFE Main Site, 10 to the user profile, 11 to the status box, 12 to My Contacts, 13 to the Latest Community Updates section.

1. My Dashboard: The main page to easily access the recent updates, your contacts, groups, calendar events, and more.
2. Members: The page where you can search for all IAFE Community users.
3. Events: Displays upcoming IAFE events.
4. Groups: A list of your IAFE Community Groups, such as your committee groups or a group you are assigned to because you registered for a certain event.
5. Organizations: Search IAFE member organizations.
6. Leaderboard: View which users have the most reputation out of everyone (reputation is distributed by completing different tasks, such as replying to a discussion, creating a resource, creating a new discussion, etc).
7. Resources: View community resources that have been added, such as documents or links.
8. Community Surveys: View and fill out IAFE Community surveys.
9. IAFE Main Site: Click this link to go back to [www.fairsandexpos.com](http://www.fairsandexpos.com)

10. Your Profile: Go here to view your profile or to edit account settings
11. Your Status Update: Similar to Facebook's status updates, fill this out to give everyone a quick update about what you are doing.
12. Your Contacts: You start out with no contacts in the IAFE community. To add someone, search for their name in the Member link at the top, then click on their name and add him/her in their profile page.
13. Recent Community Updates: View all recent discussion items (visible according to your assigned group(s) with your user account).

## Account Settings Page

Your account settings page looks like this:

The screenshot shows the user interface of the Igniter IAFE Discussion Board. At the top left is the logo for Igniter IAFE Discussion Board. To the right of the logo, the user's name "Rachel Mundhenke's profile" and a "Report Feedback" link are visible. Below the logo is a navigation bar with links for "My Dashboard", "Members", "Events", "Groups", "Organizations", "Leaderboard", "Resources", and "Community". A breadcrumb trail shows "Settings".

The main content area is divided into two columns. The left column contains a greeting "Hello, Rachel!" with a profile picture and links for "View my profile" and "Edit my settings". Below this is the logo for the International Association of Fairs and Expositions (IAFE). Further down is a "My Dashboard" section with links for "Administration Home" and "Reporting Home". At the bottom of the left column is a "My Dashboard" widget with a minus sign and a list of links: "My Contacts", "My Content Alerts", "My Events", "My Feeds", and "My Groups".

The right column is titled "Account Settings" and has several tabs: "Community Profile", "Member Info" (which is selected), "Photo", "Notifications", "Password", and "Privacy". Under the "Member Info" tab, there is a section for "Name & Title" with input fields for "First Name" (containing "Rachel"), "Last Name" (containing "Mundhenke"), and "Title". Below these fields is a "Certifications" field. A note at the bottom of the right column states: "Editing of this field must be performed via netFORUM."

Here you can change your password, global notifications, your profile photo, general information, and change your privacy settings.