IAFE Igniter Quick-Start Instructions
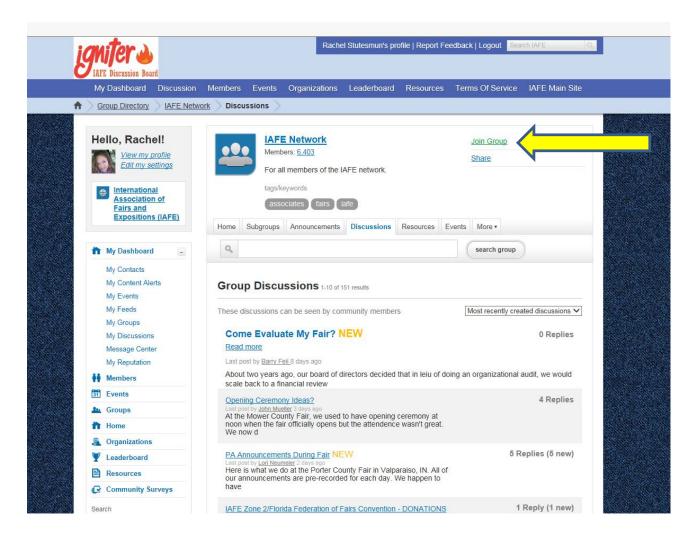
1. Go to the link http://iafe.mymemberfuse.com
   a. If you are not logged in to the main IAFE site, www.fairsandexpos.com, it will prompt you to log in using your IAFE site login information.
   b. After logging in correctly, the site will automatically redirect you to your dashboard.

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.
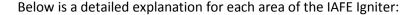

You will be prompted to set your group email notification settings on the next pop-up screen. Complete the settings and close the window.
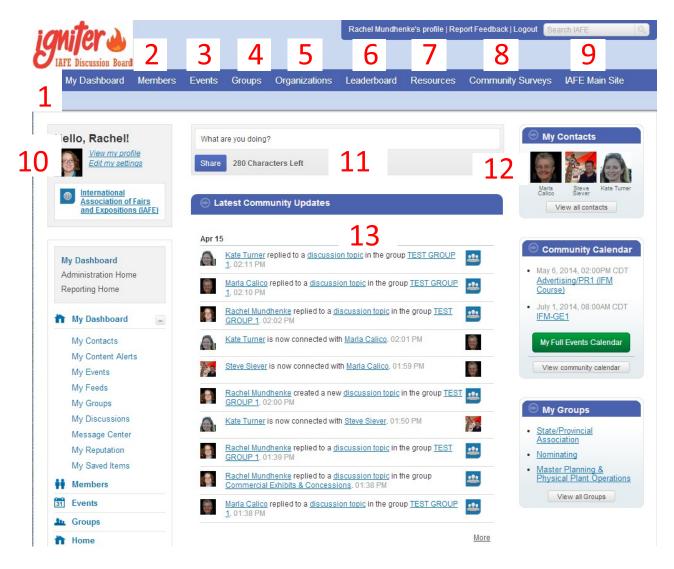
You can also change notification settings for all groups by going to your Account Profile page and clicking on the "Notifications" tab.

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

Igniter Dashboard

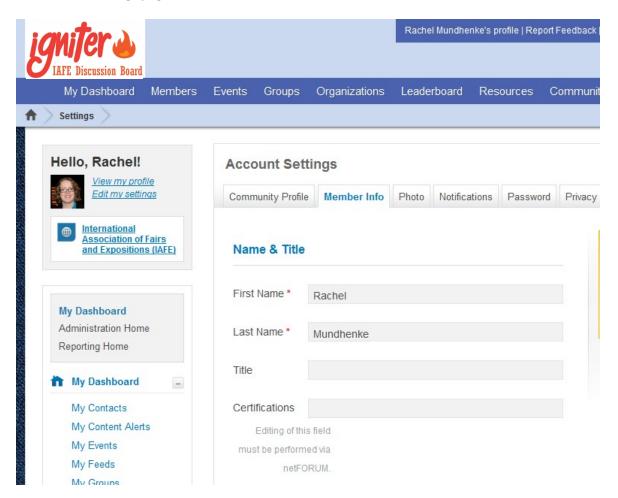Below is a detailed explanation for each area of the IAFE Igniter:

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

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:

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