

ACNM Connect App Guide

August 2019



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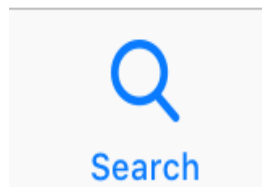
Install the Connect App

Step 1: Go to the App Store (iPhone)

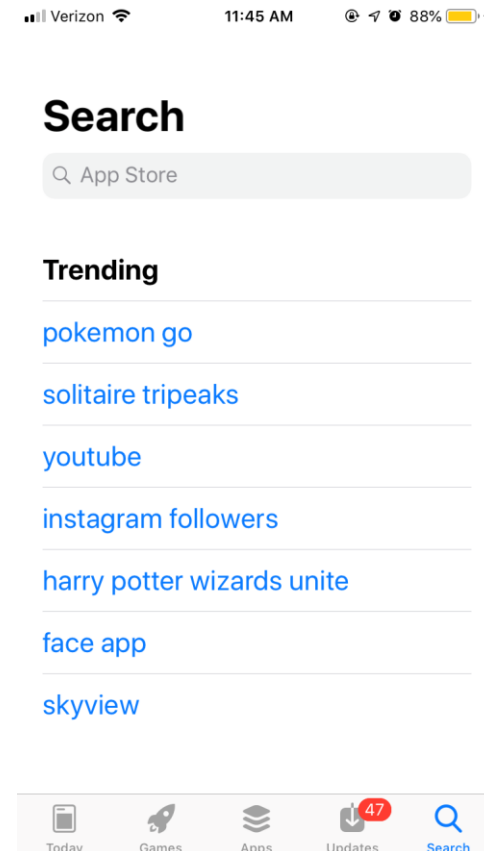
To open your iPhone's App Store, look for the icon below on your iPhone's homepages:



Once you access the App Store, make sure you tap the Search icon at the bottom right corner of your screen:

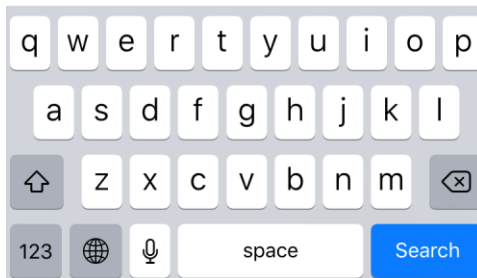
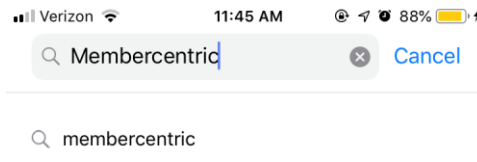


Open the Search page of your App Store:

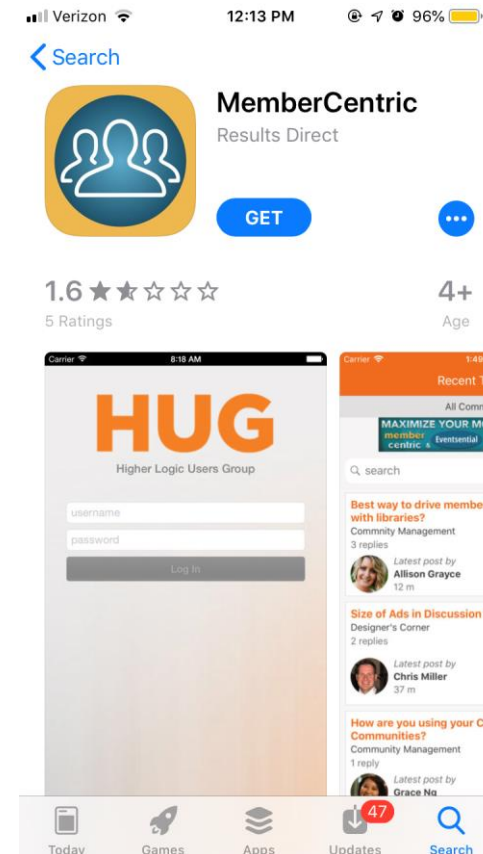


Step 2: Search for the MemberCentric App and Download (iPhone)

Type “MemberCentric” into the App Store’s Search Bar:

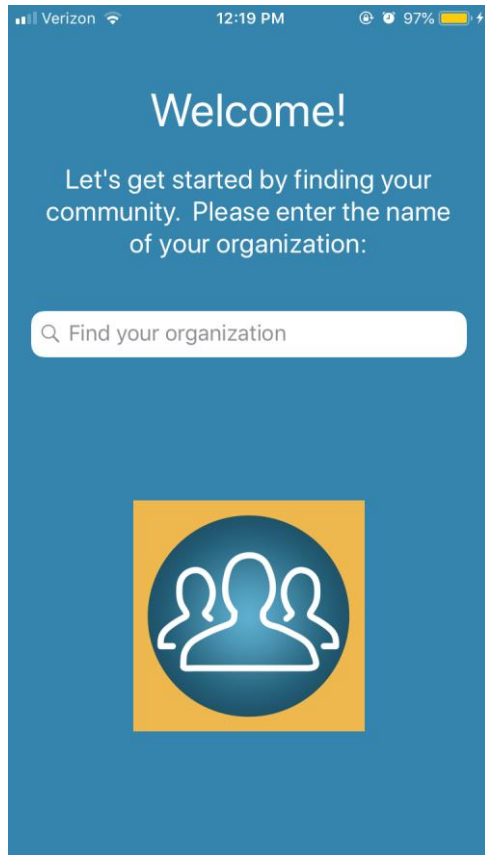


Once you arrive at the app’s page, tap “GET” to download it:



Step 3: Open the MemberCentric App and Search for ACNM (iPhone)

Open the MemberCentric App:

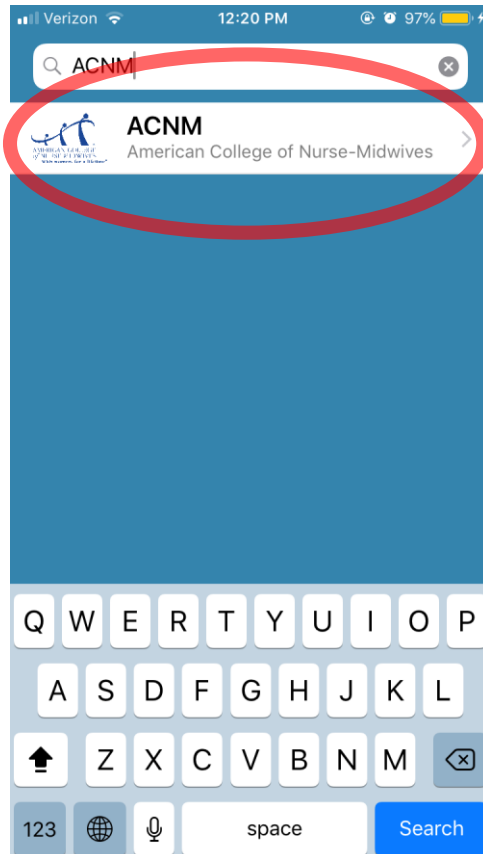


In the “Find your organization” bar, type “ACNM” to search:

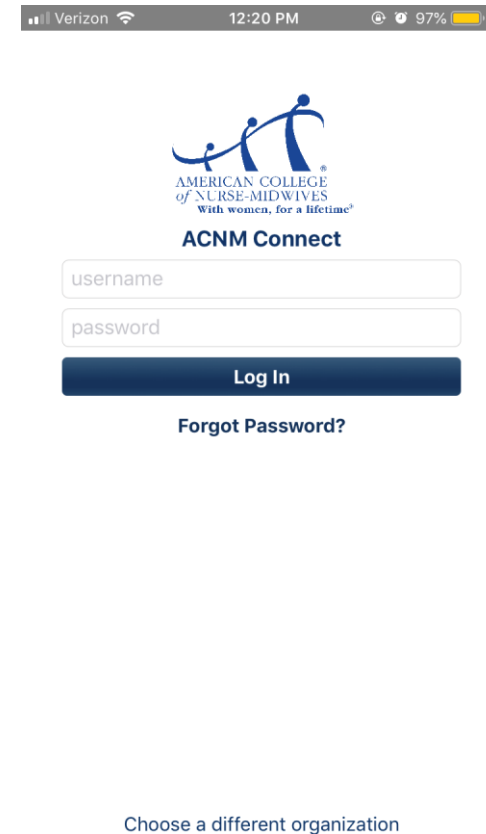


Step 4: Access ACNM Connect (iPhone)

Tap the ACNM suggestion tab:

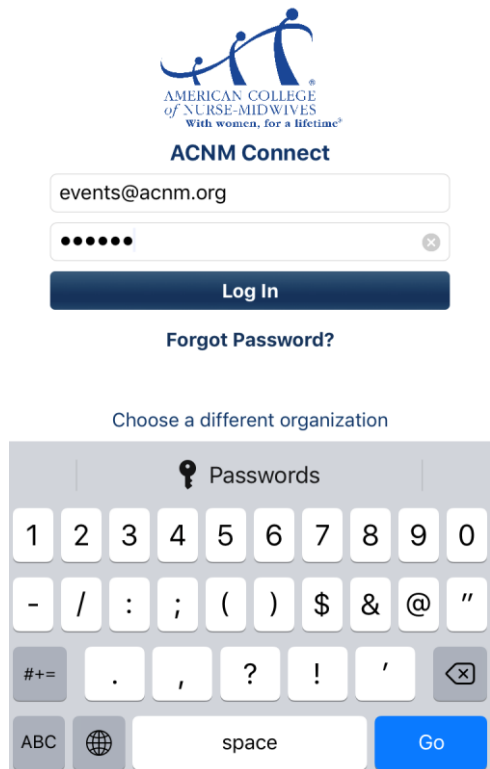


Land on the ACNM Connect page:



Step 5: Enter Your ACNM Login Information (iPhone)

Enter your ACNM member login information (email address on file and a password you created) and tap “Log In”— you will only need to log in once:



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ACNM Connect

events@acnm.org

•••••

Log In

[Forgot Password?](#)

[Choose a different organization](#)

Passwords

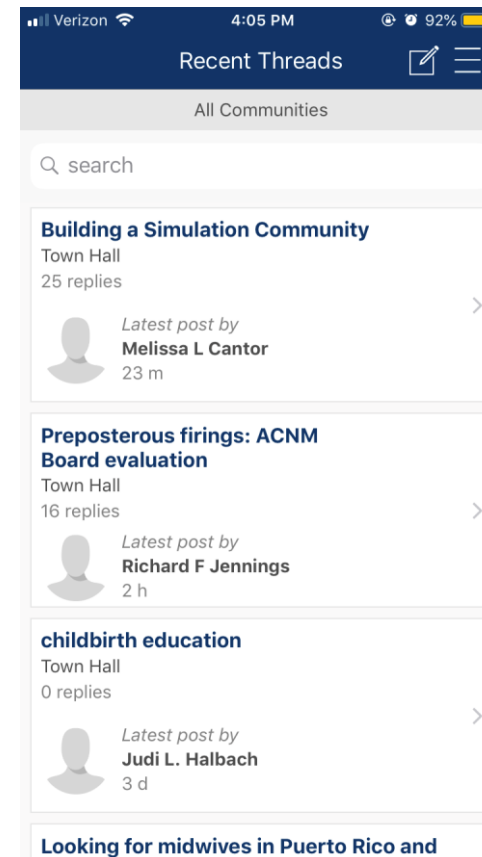
1 2 3 4 5 6 7 8 9 0

- / : ; () \$ & @ "

#+= . , ? ! ' < >

ABC space **Go**

After you log in, you will be brought to the Discussion Page, where the most recent discussion threads are displayed:



Recent Threads

All Communities

search

Building a Simulation Community
Town Hall
25 replies
Latest post by
Melissa L Cantor
23 m

Preposterous firings: ACNM Board evaluation
Town Hall
16 replies
Latest post by
Richard F Jennings
2 h

childbirth education
Town Hall
0 replies
Latest post by
Judi L. Halbach
3 d

Looking for midwives in Puerto Rico and

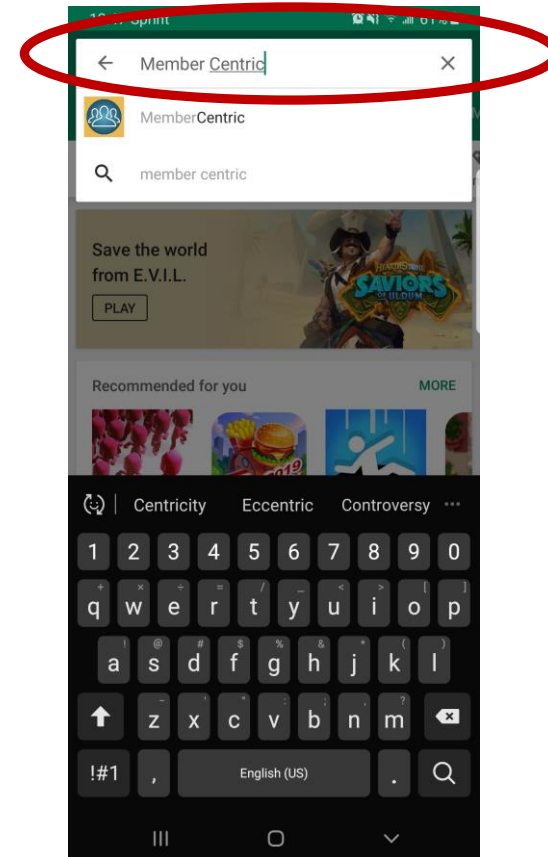
Install the Connect App

Step 1: Go to the App Store (Android)

To open your Android phone's Google Play Store, look for the icon below on your phone's homepage:

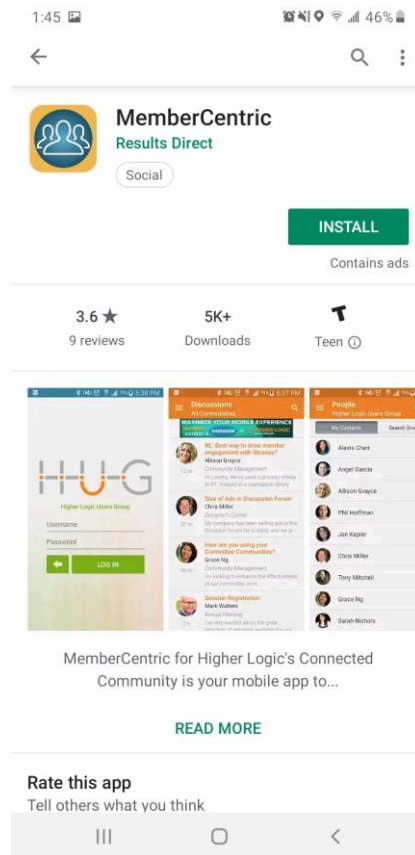


Once you access the Google Play Store, search for MemberCentric in the Search bar:

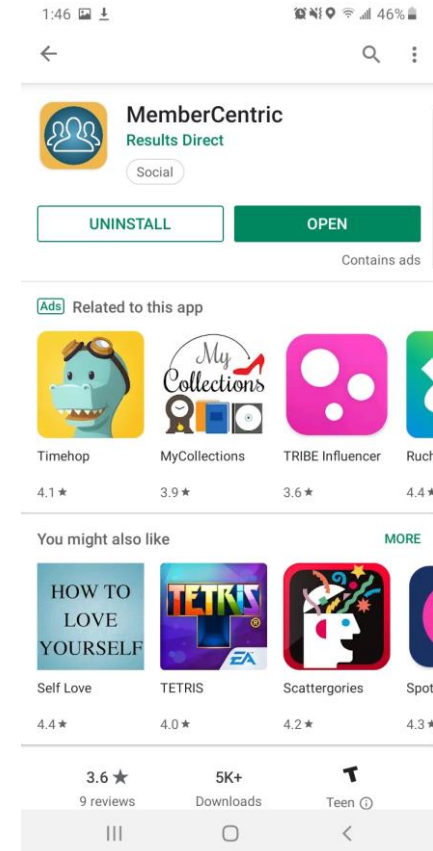


Step 2: Search for the MemberCentric App, Download, and Open (Android)

Once you arrive at the app's page, tap "INSTALL" to download it:



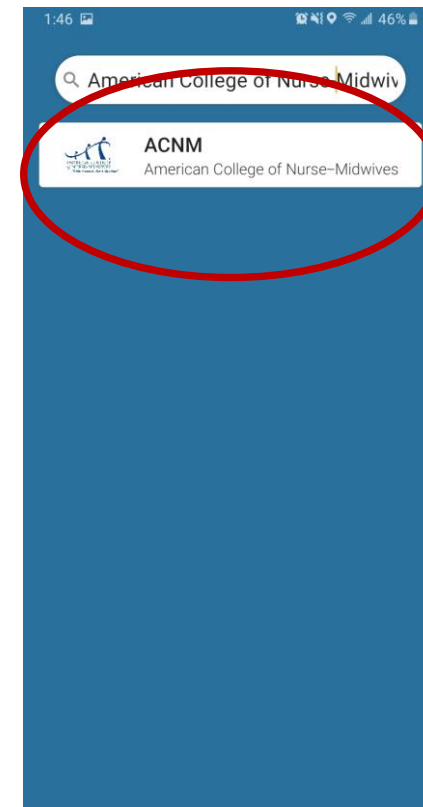
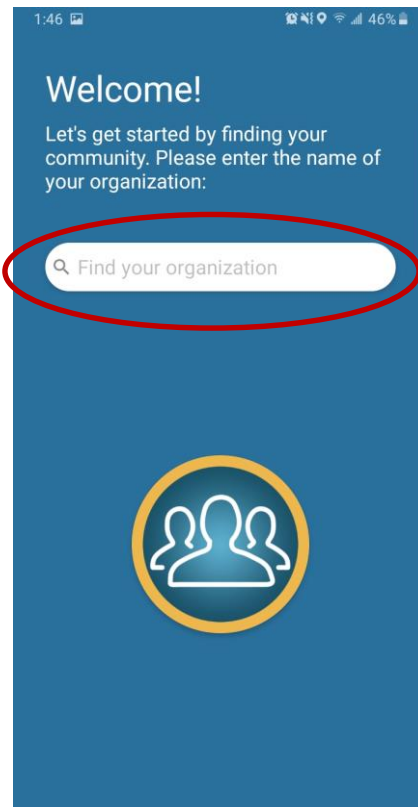
After installing, tap "OPEN" to open the app:



Step 3: Open the MemberCentric App and Search for ACNM (Android)

After opening the MemberCentric app, you will arrive at the welcome page. In the “Find your organization bar, type “ACNM”:

Tap the ACNM Selection tab:



Step 4: Access ACNM Connect (Android)

Land on the ACNM Connect page:

Enter your ACNM member login information (email address on file and a password you created) and tap “Log In” – you will only need to log in once:

1:47 46%

Welcome!

Let's create your personalized ACNM experience.

ACNM Connect

Username

Password

LOG IN

Forgot Password?

Choose a different organization

1:47 46%

Welcome!

Let's create your personalized ACNM experience.

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ACNM Connect

jbyrd@acnm.org

.....

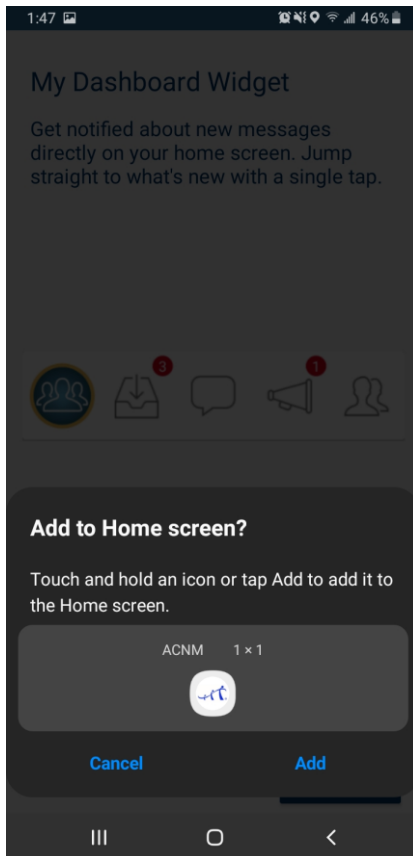
LOG IN

Forgot Password?

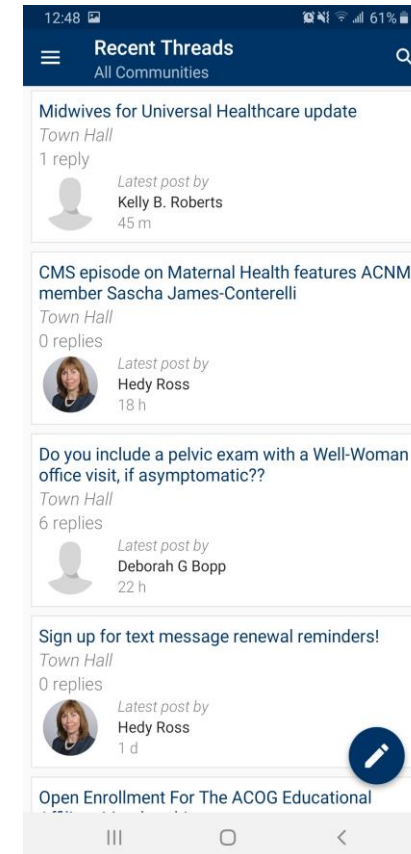
Choose a different organization

Step 5: Access ACNM Discussion Page (Android)

Arrive at your Dashboard Widget Page, where you can jump straight to any new messages or notifications. Be sure to add this app onto your home screen for easy access:



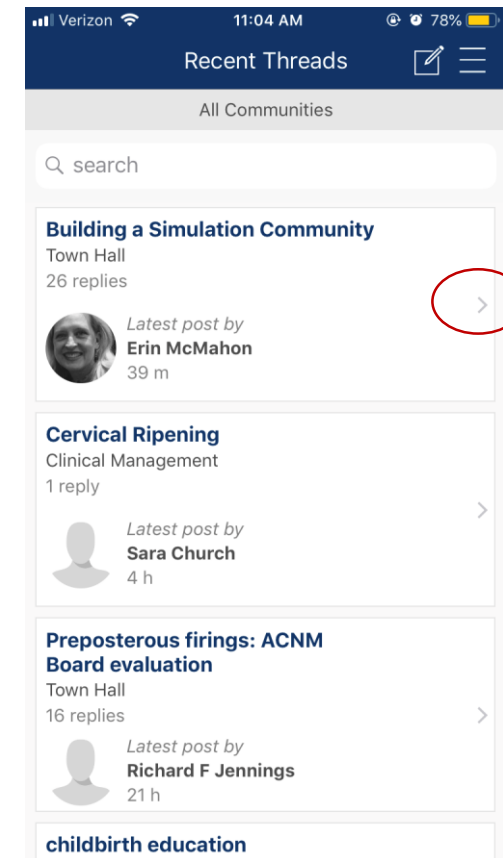
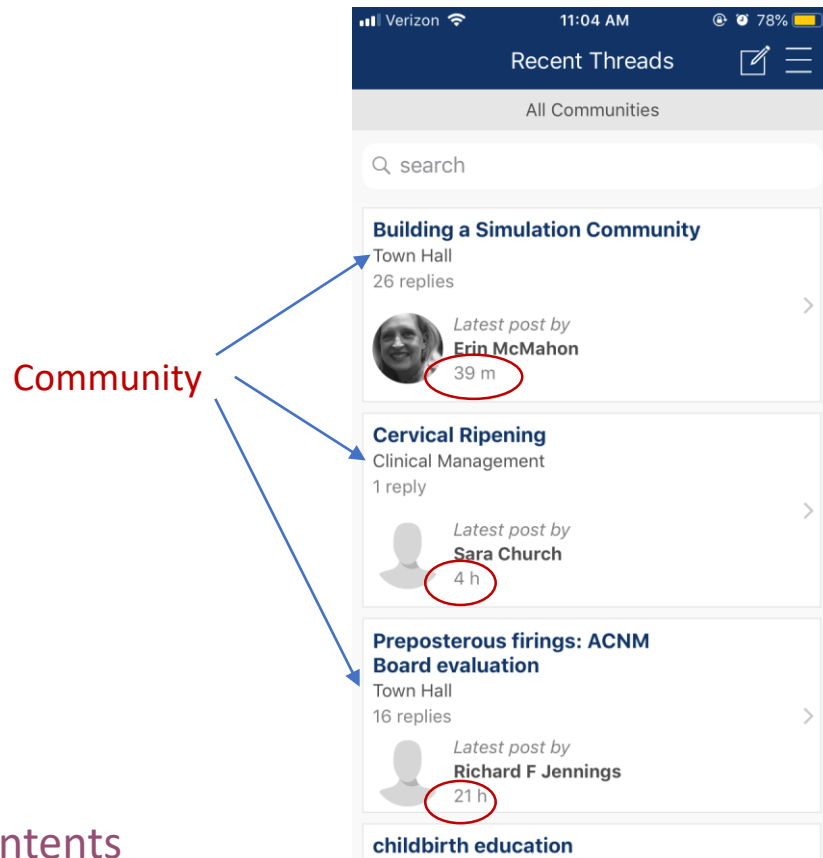
After your login, you will be brought to the Discussion Page where the most recent discussion threads are displayed:



Explore the Discussion Page and Open a Single Discussion

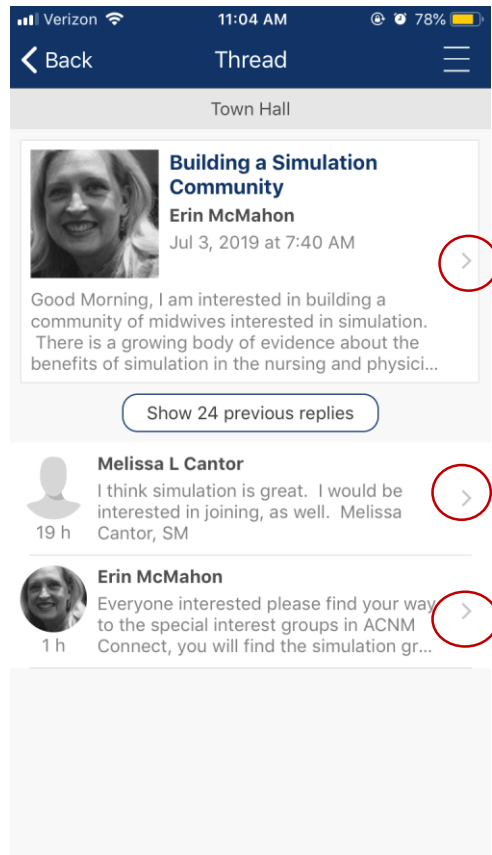
The Discussion Page sorts discussion threads by recency; the newest discussions from all your Communities will be at the top:

To view a discussion, tap the small arrow on the right side of each thread:

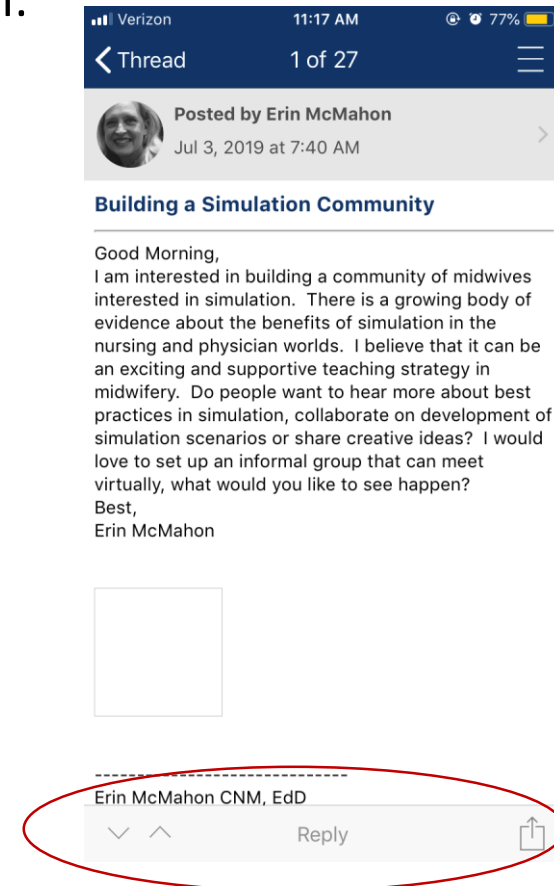


View Posts and Replies on a Single Discussion

To read more of a post, tap the small arrow on the right side of each post to expand the text box:

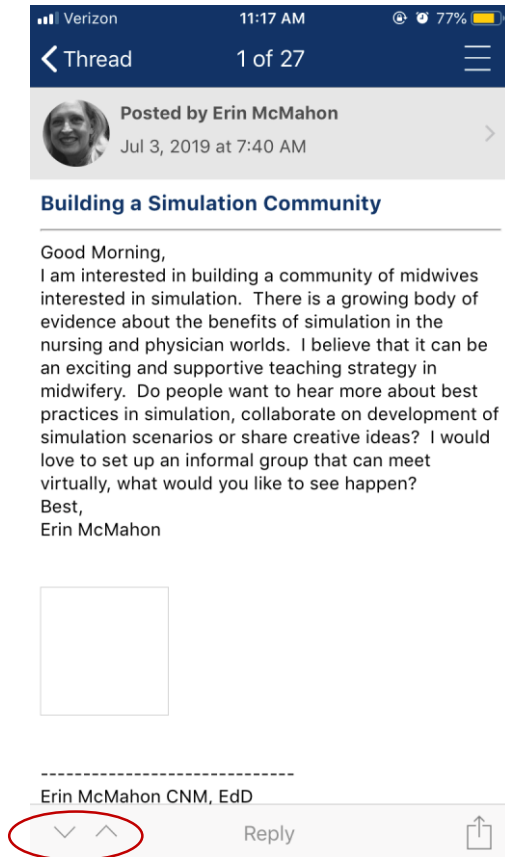


Once you are in a discussion post, you may now engage with it. Notice the bar at the bottom of your screen:

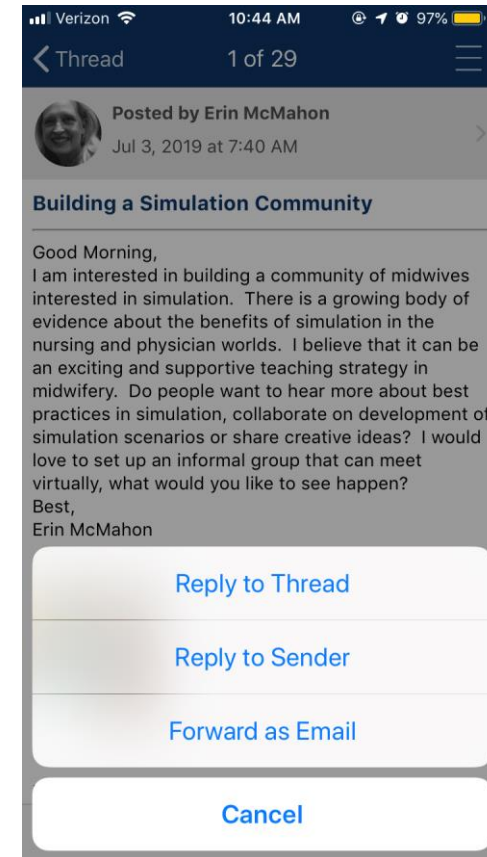


Engage with a Post

To view the post's replies, use the small up and down arrows to scroll through previous responses:

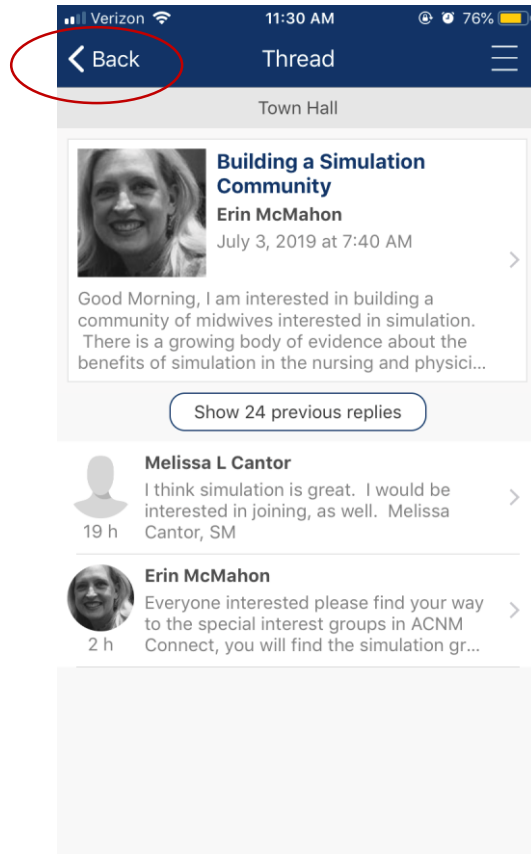


When you tap “Reply,” you are presented with 3 choices: Reply to Thread, Reply to Sender, Forward as Email. Tap “Reply to Thread” to add your comment to the discussion so everyone in the community can see your reply. Alternatively, “Reply to Sender” enables you to send a private message to the member who made the post:

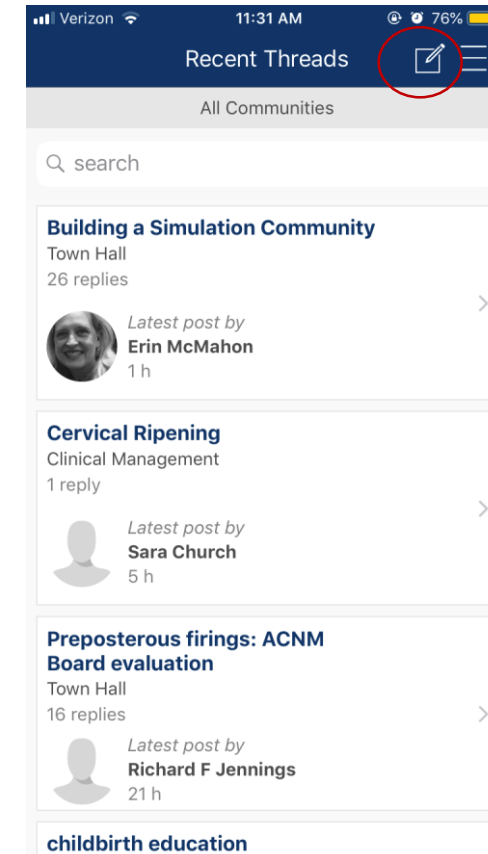


Create a New Discussion

Return to the ACNM Connect Discussion page. This can be done by tapping the small arrow at the top left of your screen:

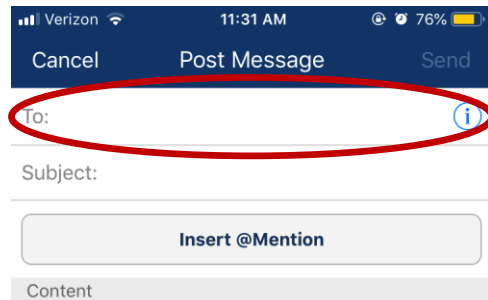


To create a new discussion, tap the Compose icon on the upper right corner of the screen:



Select a Community to Post In

To create a new post, you must select the community that you intend to post to; tap the horizontal space next to “To:” in order to view your Communities:



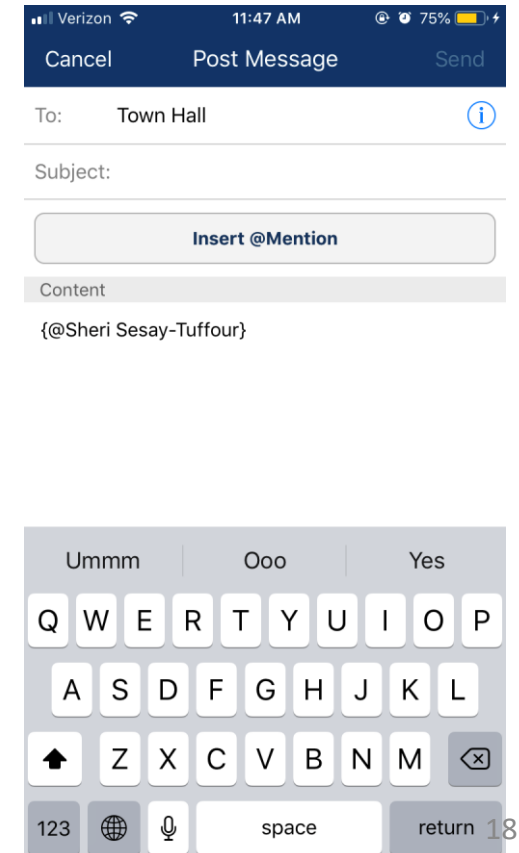
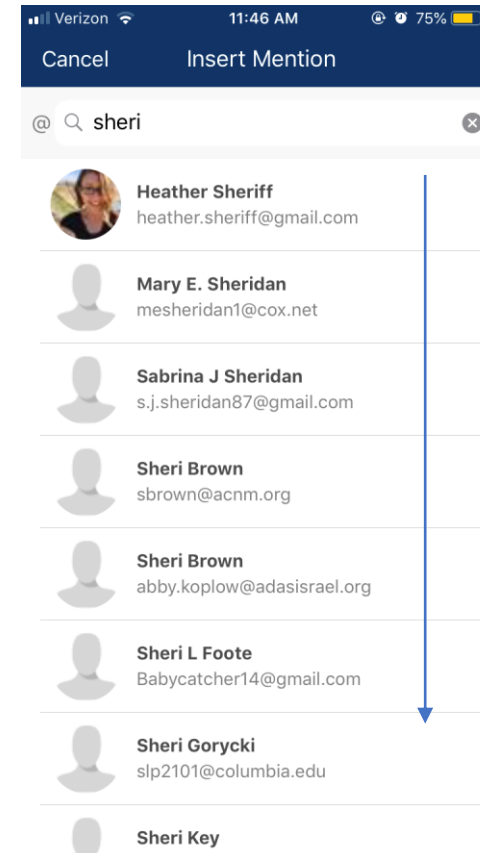
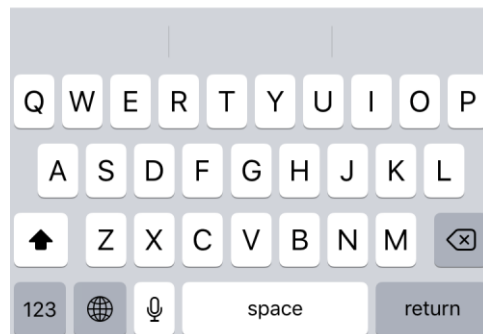
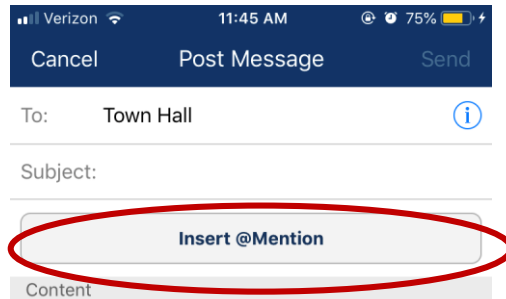
Scroll down the list to find your Community and tap it to select it:



Type Your Subject Line and Add an @Mention

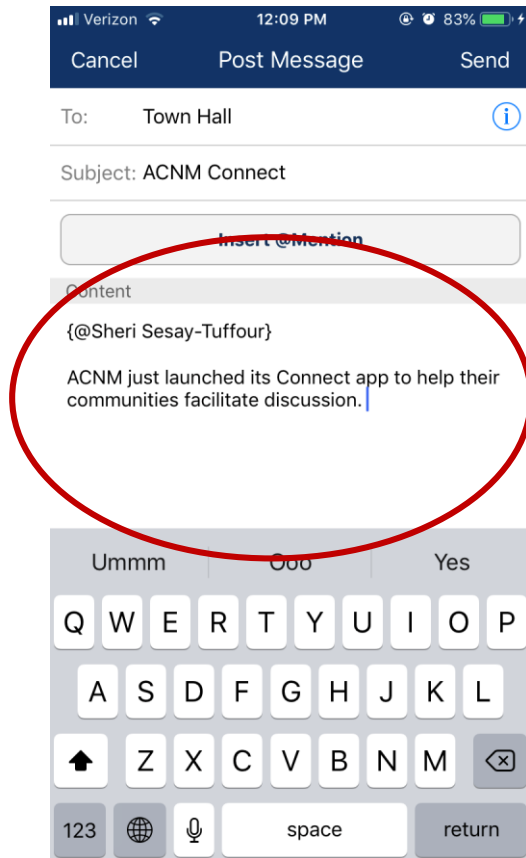
Type out your intended Subject Line for the post. If you would like to specifically tag a person, tap the “Insert @Mention” button. If you tag someone, it notifies that they’ve been mentioned in a discussion thread. However, it will not send push notifications to a member’s phone unless it’s enabled:

In the search bar, type the name of the person you wish to mention – for best results, type at least three letters and scroll to find your intended recipient:

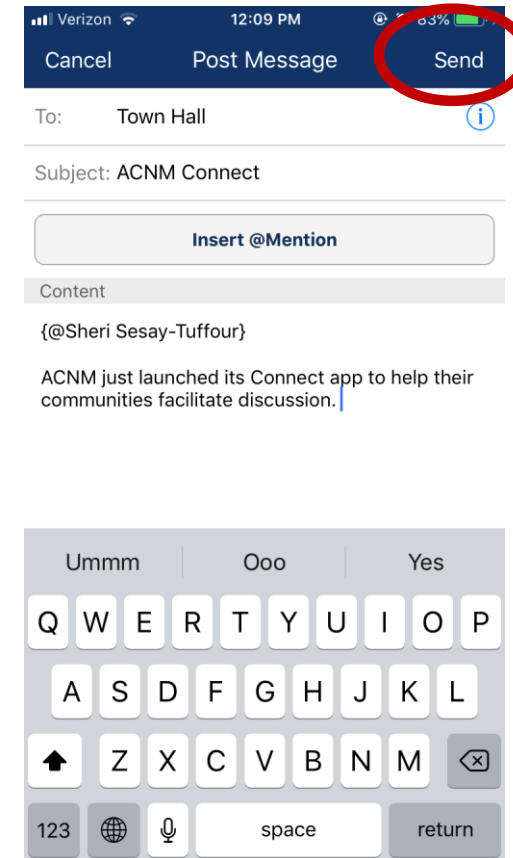


Find a Member to @Mention

In the box labelled “Content,” type out your intended message:



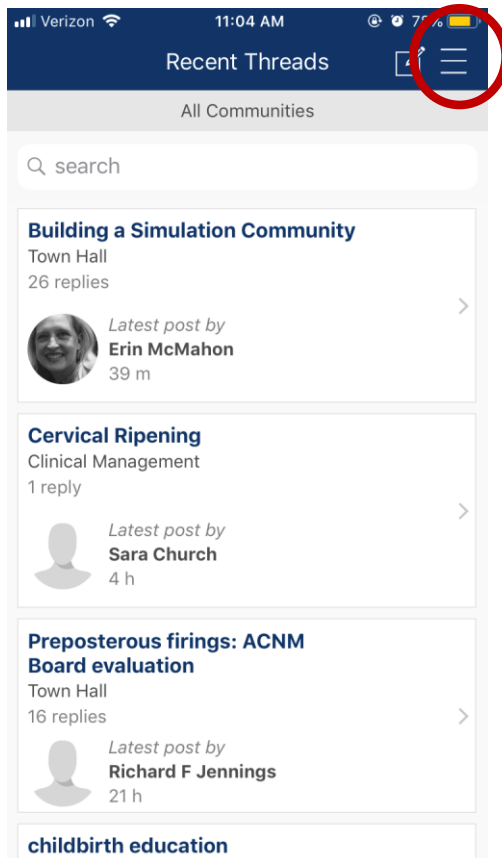
When you are finished, tap “Send” to post your content into the Community you selected:



Access the Main Menu:

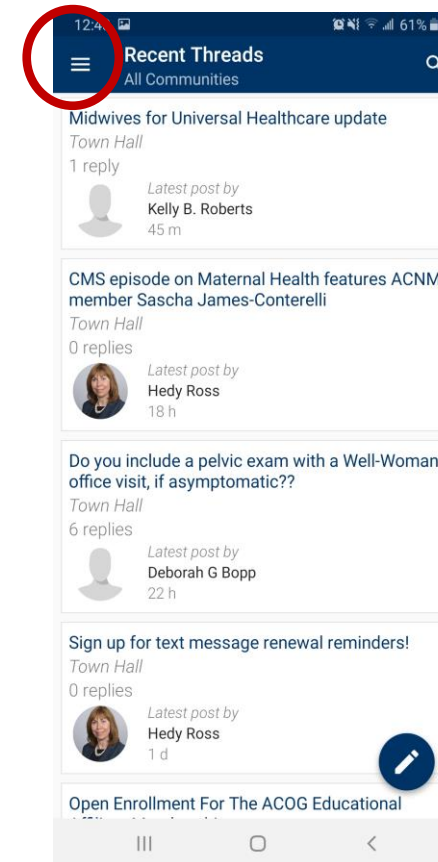
iPhone

To view your Main Menu items, tap the three horizontal lines (icon) at the top right of your screen. This will allow you to access the Main Menu from any location of the app at any time:



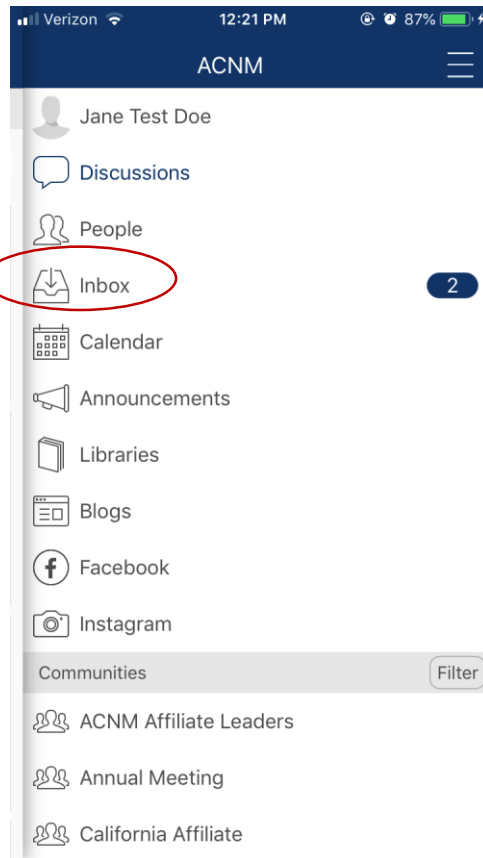
Android

To view your Main Menu items, tap the three horizontal lines at the top left of your screen. This will allow you to access the Main Menu from any location of the app at any time:

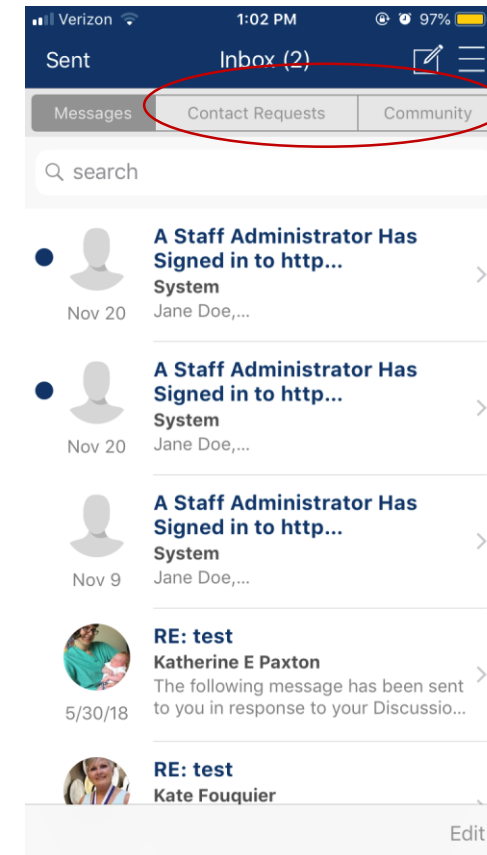


View Inbox

Tap “Inbox” to access your messages.

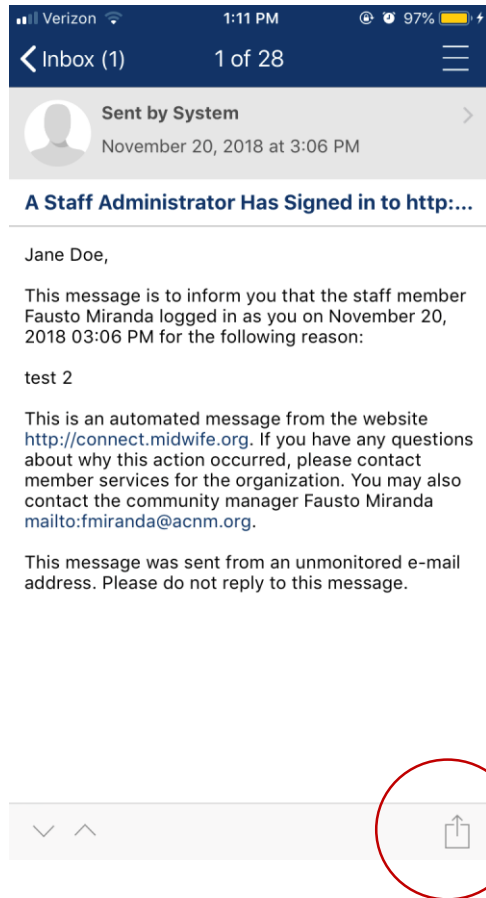


To read a message, tap any of the message previews for expansion. Messages may include private messages sent to you from another member (leftmost tab), contact requests, and community invitations, which you may access by tapping each tab:

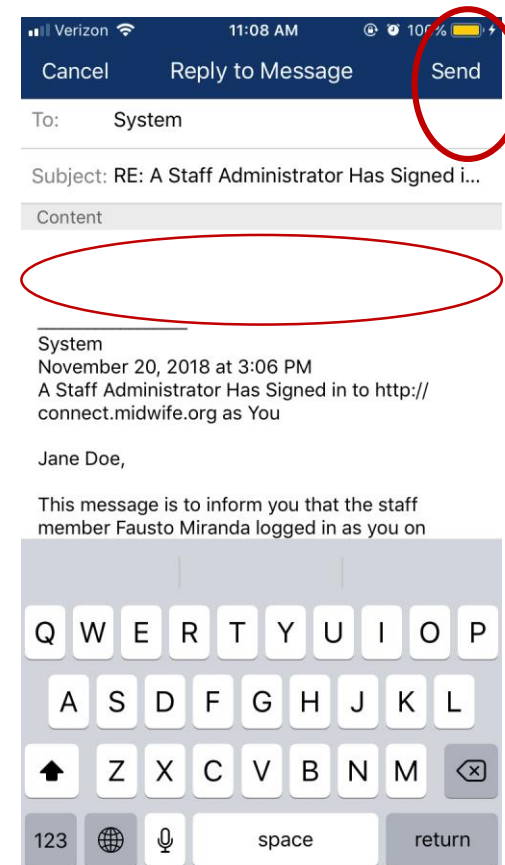


Read Messages and Respond

To reply to a message, tap the icon at the bottom right of your screen, and then click “Reply to Sender.”

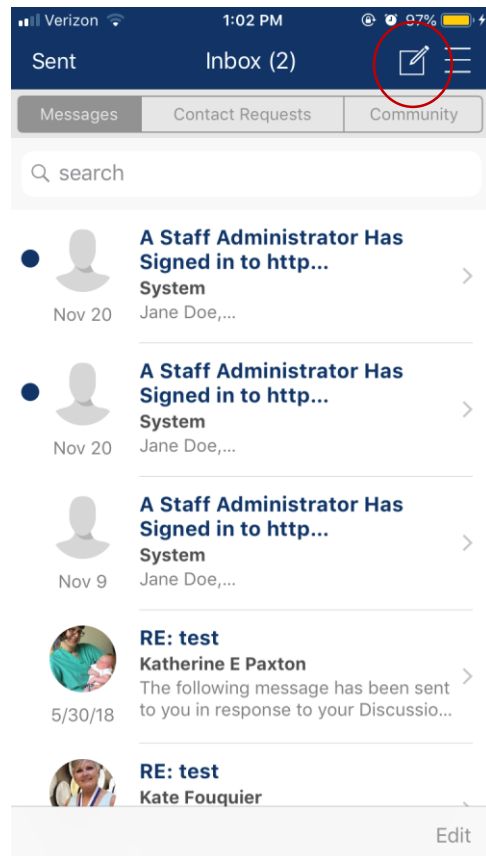


Tap on the area above the original message and type your response. Then, click “Send” in the upper right corner:

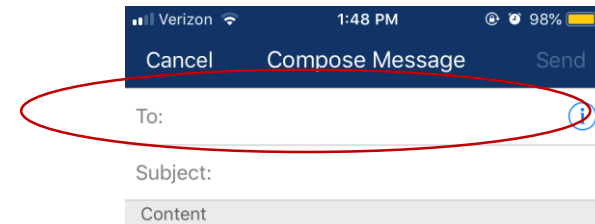


Compose a New Message

To compose a new message, tap the first icon at the top right corner of your screen:

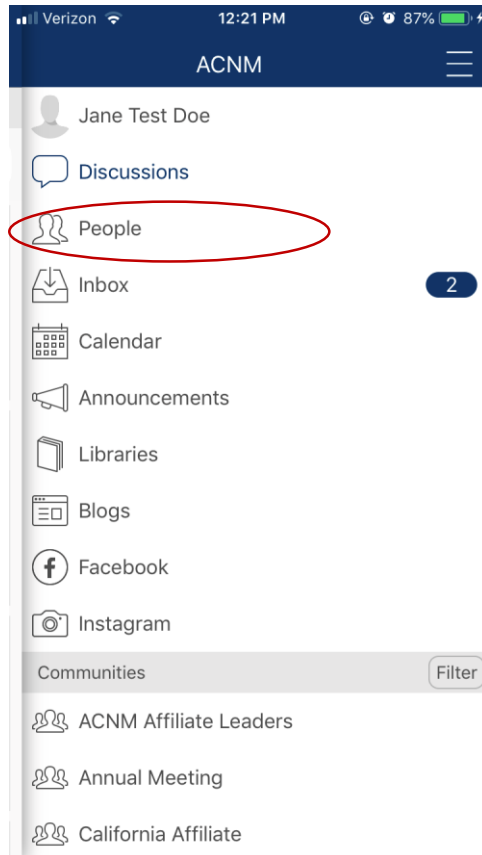


Select recipients by tapping the “To” bar. Search from either “My Contacts” (left tab) or the entire Member Directory (right tab):

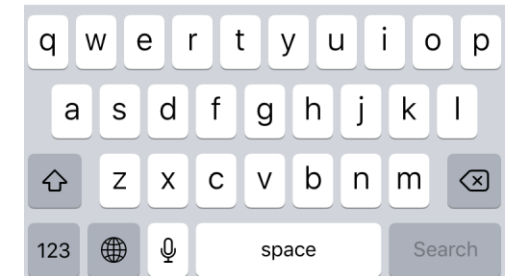
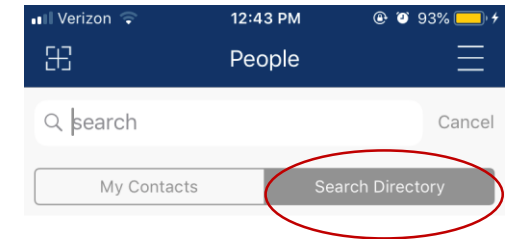
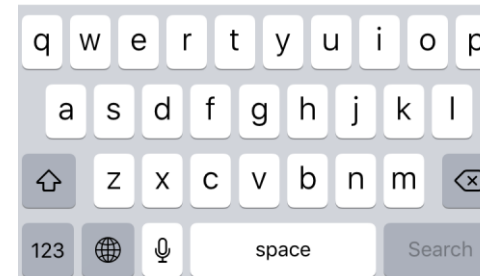
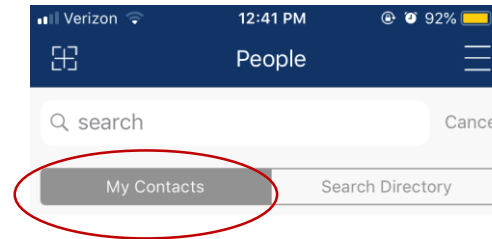


Search Member Directory

To find a member in the Directory, tap on the “People” icon:



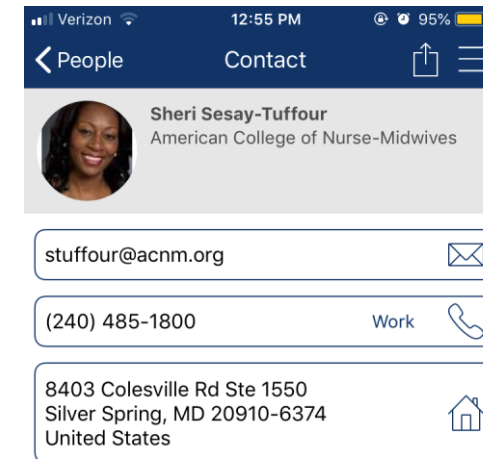
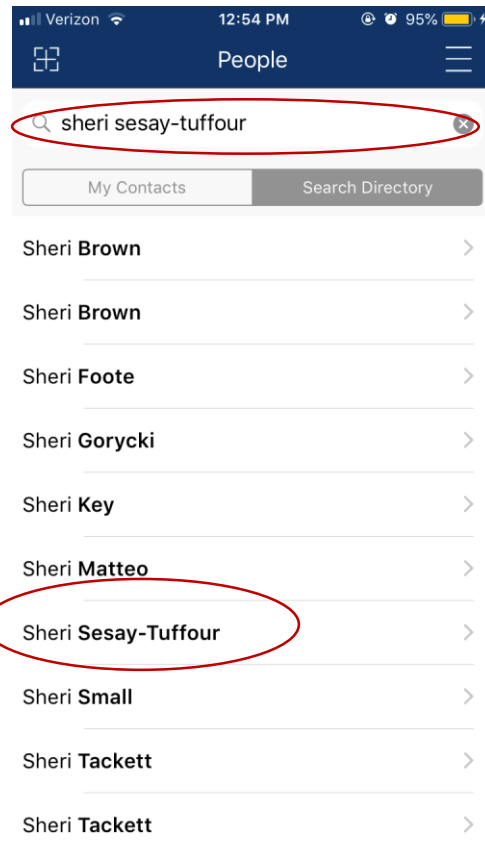
To direct your search to only your own contacts, tap the left tab (darkened), “My Contacts.” If you would like to search through the entire Directory, tap the right tab (darkened), “Search Directory.”



Search Member Directory (continued)

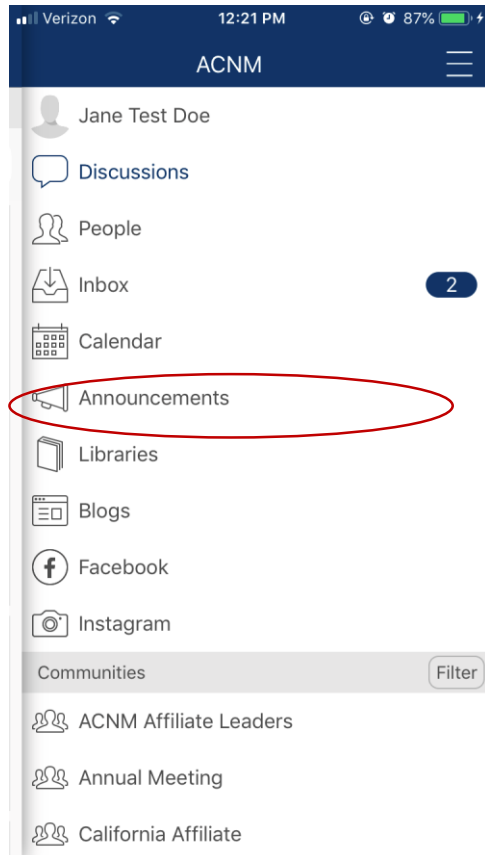
Type the member's name in the search bar and scroll until you find the correct person:

Tap the member's name to view their profile:

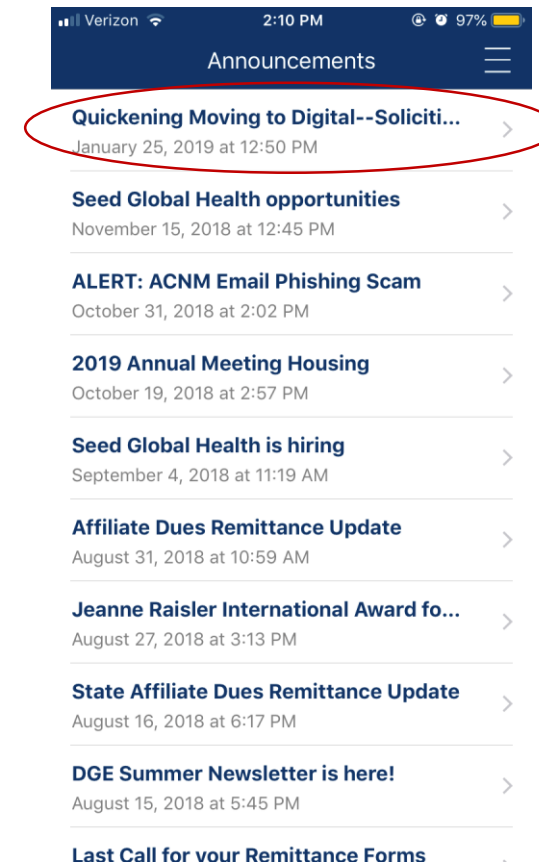


View Announcements

To view the announcements, tap “Announcements.” They will be listed chronologically:

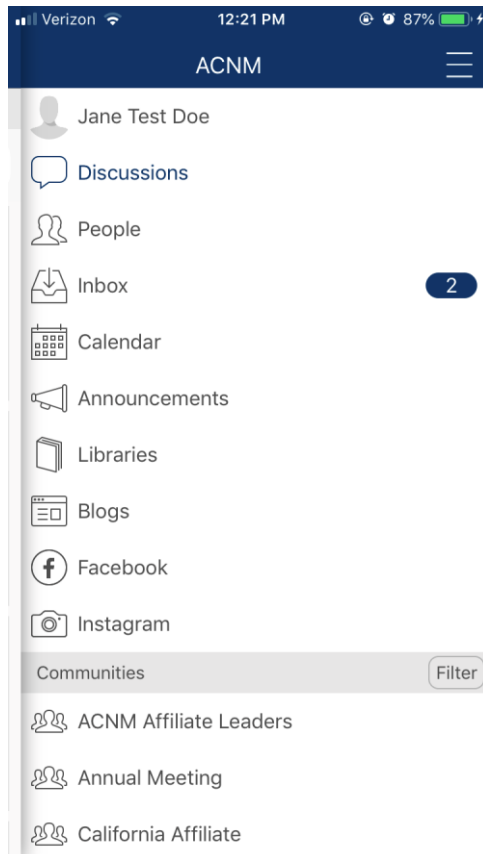


To read an entire announcement and expand it, tap the announcement:

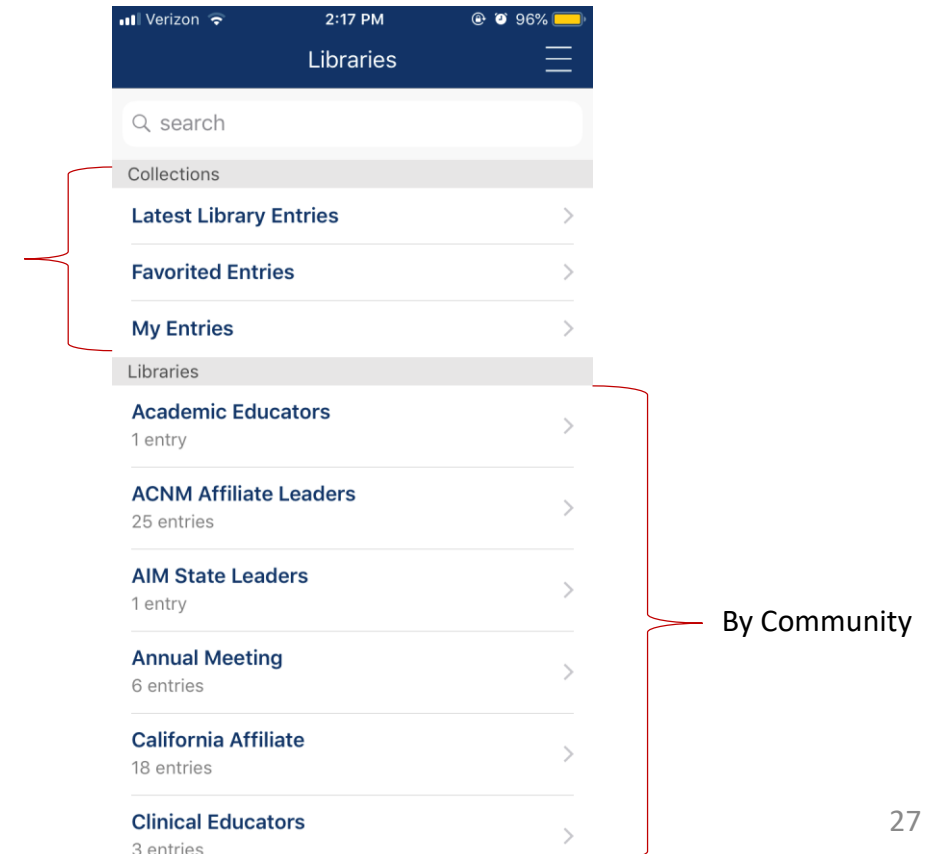


View Libraries

To see a list of documents that have been shared to your communities, tap “Libraries”:

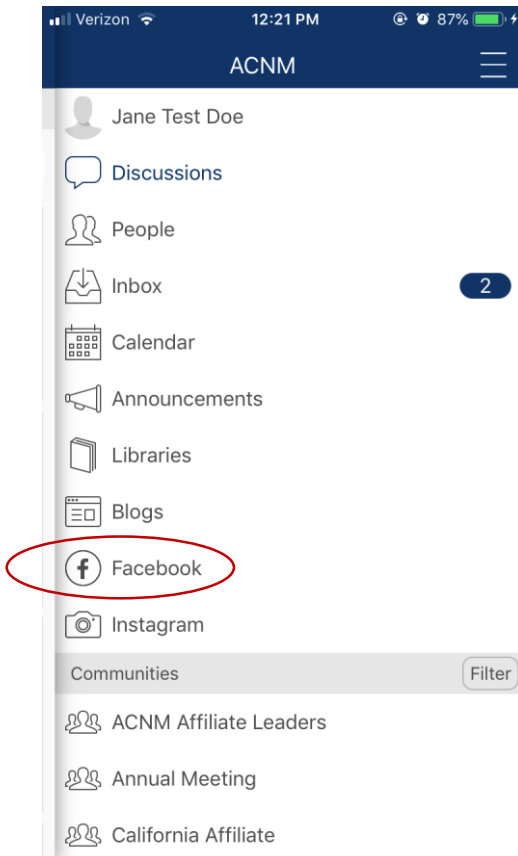


You can view documents sorted by latest library entries, your favorite entries, and your entries. You may also filter documents by Community:

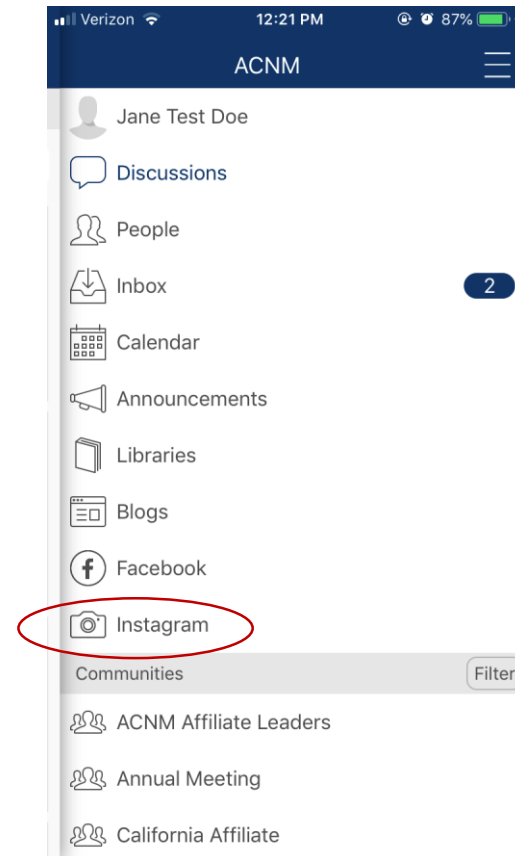


View Social Media – Facebook and Instagram

To view ACNM’s Facebook page, tap “Facebook” on the Main Menu:

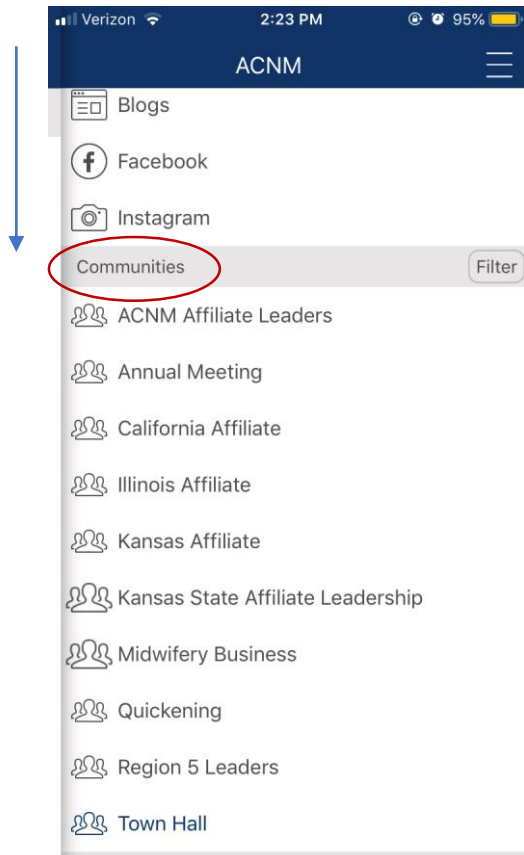


To view ACNM’s Instagram page, tap “Instagram” on the Main Menu:

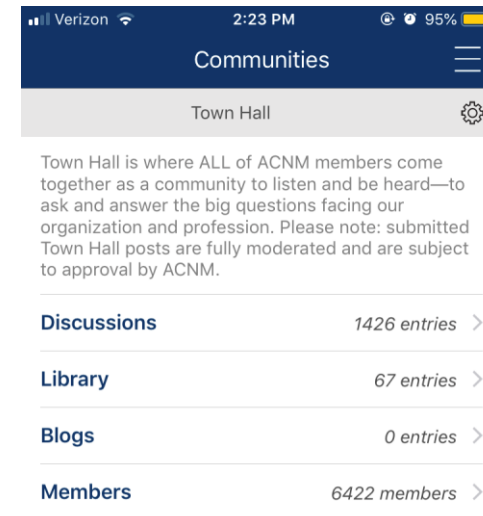


View Communities

Scroll through your Main Menu items until you see the “Communities” bar. Below is a list of your communities:

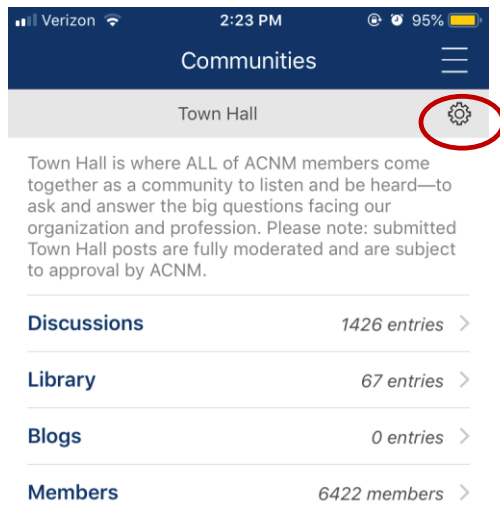


Tap a community to view a description of your community, discussions, libraries, and members:

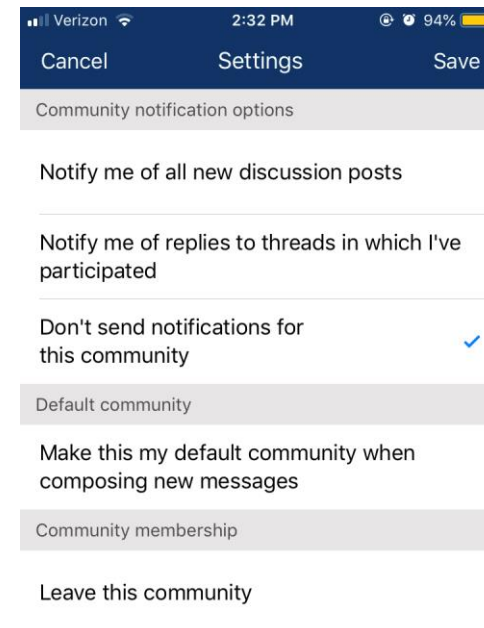


Set Community Alert Preferences

Each Community has its own communication preferences. To change them, tap the gear icon on the upper right corner of your screen:



You may select how you would like to be notified on your phone about posts in EACH community:



Note: If you would like to change the settings of all your communities, you must manually access each page and change the settings for each community.