**Joining an AZA Network Group-**

**GETTING STARTED…**

1.       **Login** at [network.aza.org](http://network.aza.org/home) using the primary email and password for your **MyAZA** account.  If you aren’t sure if you have a login, click on login and you can check and/or register. Having a hard time navigating to this page? Try: <https://ams.aza.org/eweb/DynamicPage.aspx?webcode=newuserreg&eml_address=&action=add>.

You do not have to be an AZA member to create a MyAZA account and you will have access to many of the Network communities.

2.       If you are already logged into your MyAZA account, you can access the **AZA Network** from the left-hand navigation.

3.       If you have never visited the Network, **Accept** the terms of use, if you agree.

4.       At the top right, click on the down arrow and you can complete your **profile** with a photo, bio, social links, etc. This step is recommended, but not required.

5.       On the **profile** page, select **My Account, Community Notifications** to update email preferences and set your community notification preferences.

**There are multiple ways to set up your notification preferences:**

**Real Time**: Notifications in "real-time" means you will receive an email for each discussion post. You may reply from the email and your reply will be listed in the discussions in the Network community.  This is the recommended setting.

**Daily Digest**: Community notifications set to "daily digest" means you will receive a single email every day for each community when one or more discussion posts are made. You may reply via the digest to the group or the poster. Should you want to access the message through the AZA Network interface, a login is required.

**No Email**: You may choose to not receive any notification of activity, but not recommended.

**Consolidated Digests**: More than just discussions, all content, across each of the communities to which you belong, is included in consolidated digests (option for daily or weekly). These include community discussion posts, library entries, announcements and events. Please note that although you will be notified of all activity, accessing posts or responding to discussions will require you to log into the AZA Network.

**JOIN COMMUNITIES…**

**Join** communities that are of interest to you. Select communities on the top navigation and view all the communities available to join. You will see a join button on the right.  Post discussions by email or by logging in, upload resources in the library, search previous content shared and connect with peers that are also members of the community.

**What communities can I join?**

∙         If you a registered user of the AZA Network, regardless of member status, you have access to the OPEN communities.

∙         Registered users who are also individual AZA members in the professional categories (Associate, Affiliate, Fellow, and Student) have access to join additional communities.

∙         Registered users who are employees of AZA-accredited zoos, aquariums, and certified related facilities regardless of individual membership, are eligible to join still more communities.

∙         Additional special interest communities can be joined by contacting a moderator.  Click on the link in the community description to email the moderator of your interest to join.

In addition to the special interest communities above, there are many communities associated with AZA Committees, working groups, animal programs, and task forces that you may already be a member of. These can be found by selecting “My Communities” in the top navigation.

**START A DISCUSSION...**

Once you are a member of a community, there are two ways to post a discussion:

∙         Just like AZA’s previous listservs, you can send a message **directly from your email** to the community email address.

∙         Log into the AZA Network, navigate to the community home, and post a message by clicking on “Add”. This is also where you can search previous discussions and files shared.

***Contact AZA at*** [***membership@aza.org***](mailto:membership@aza.org) ***and let us know if you have questions.***