



# LCPA CONNECT

Your online community that allows you to ask and respond to questions, collaborate, stay up to date, and share.

## How do I get started?

1. Log into LCPA Connect. Update your profile and photo by clicking My Profile.
2. To view groups you're in click "My Groups".
3. Join some Groups by clicking "Find Groups to Join".
4. Start a discussion by clicking "Post New Discussion" from the Discussions tab of any group.
5. Reply to a discussion by clicking "Reply..." from within the discussion online OR by replying to a discussion email notification.

## What is my username and password?

Your username and password for LCPA Connect is the same as your LCPA website username and password. Access the LCPA login page.

## How do I start a new discussion in a group?

New discussions can be started via email by clicking on the "Post New Discussion" link in the notification emails you receive, or via the website.

## How do I reply to a group discussion?

To reply to a group discussion, simply reply to the email notification you received. Your reply will be emailed out to all group members and posted to the website. If you wish, you can also reply to the discussion via the website by clicking on the discussion topic and clicking the reply button.

## Who can see what I post to a group?

All of our Groups are members-only, so only fellow LCPA can see your posts. Some groups, like committee or chapter groups, are private. When you post a message to a private group, only members of that group can see your message.

## How do I search group discussion history?

The platform is capable of searching all discussion topics within your groups. The search bar can be found at the top of your Connect home page or under the search tab on the left-hand side of your screen.

## How do I unsubscribe from group email notification, or from a group entirely?

To unsubscribe from any group go to your LCPA subscription management page.

## How do I receive daily digests or a weekly digest of group discussions vs. real-time email notifications of group discussions?

Click "My Profile" on the left menu of the Groups website, then click "Update Profile". Click on the "Notifications" tab and update your settings by using the dropdown bars. If you want to use the website exclusively and never want to receive an email from the system, choose the "Disable All E-mails" option. Then set your preference to Individual Emails, Daily Digest, or Weekly Digest messages.

## How do I add or change my profile picture?

To add or change a profile picture, click "My Profile" on the left menu of the Connect website. Then click the "Change Profile Picture" button and you will be prompted to locate and save a picture to your profile.

## Why am I receiving some notifications but not others?

It is likely that your anti-SPAM system is blocking some of the messages. Add "@lcpa-connect.sengii.com" to your list of "safe senders" to ensure you receive all notifications. This setting is different for each email system, so check your email system help for information on how to do this.

## Do I need to follow certain etiquette when using LCPA Connect?

Yes, please view the etiquette page (<https://connect.lcpa.org/portal/custom?key=etiquette>)

## How can I find a member's email address?

For privacy reasons, you are not able to view the email address of any members. However, you can send a private message to any member without knowing their email address. See the note below about sending private messages.

## How can I send a private message to an individual?

Go to the profile page of the person you want to message by clicking their name in any Group or in any notification email. Then click "Message this Person", enter a subject and message body and click "Post".

To start a new private message by click "Private Message" from the menu on the website, click "Write a New Message", enter a subject, person to message (just type in their name and select the person's name), message body, and then click "Post".

## I can't find the answer to my question. What do I do?

If you need help and can't find the answer here, email LCPA at [info@lcpa.org](mailto:info@lcpa.org).