

# Volunteer HUB Training

**WELCOME TO THE HUB!**

CONNECT AND EXPLORE...



**amta**  
american **massage therapy** association<sup>®</sup>

# HUB Training Learning Objectives

- Build Confidence with HUB Navigation
- Feel Confident to Teach Others



amta  
american massage therapy association®

# HUB Training – Pre Work

- What is something new you learned doing the pre-work exercises?
- What is one challenge you encountered?
- Did you discover any “HUB Hacks”?



amta  
american massage therapy association®

# What is the Purpose of the HUB?

1. A Resource Center
2. A Training / educational center
3. A social / communication center
4. A dedicated space to conduct chapter business (Chapter Communities)



amta  
american massage therapy association®

# Who Can Access the HUB?

- ACTIVE, elected board members
- Delegates
- Appointed chairs

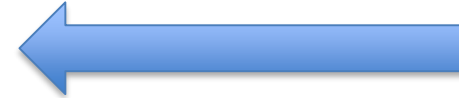
**Be sure to keep those rosters updated!**

- Login is same as your credentials to access your online AMTA account



**amta**  
american massage therapy association<sup>®</sup>

# How Do You Login to the HUB?



<https://hub.amtamassage.org/>

Once you are logged in you will see your profile thumbnail. If you have not added a photo to your profile, a silhouette will appear.

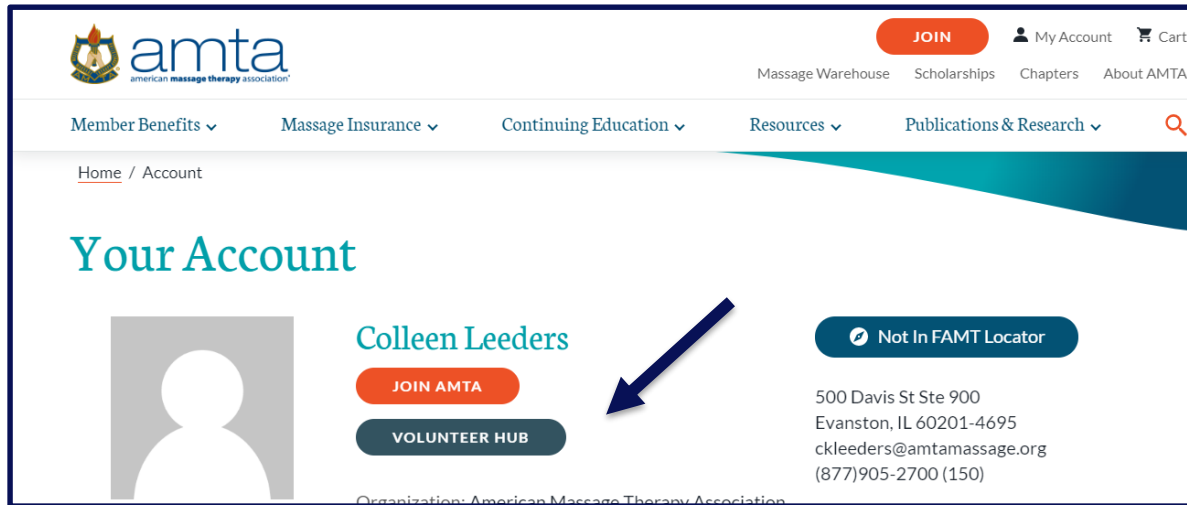


You can access the HUB directly by visiting [hub.amtamassage.org](https://hub.amtamassage.org). This will direct you to log into your AMTA account, and will then redirect you back to the HUB homepage.



# How Do You Login to the HUB?

<https://hub.amtamassage.org/>





You can also login from the AMTA homepage. Your login: Same as your AMTA credentials. Once you are logged into your AMTA account, a link to the HUB will appear in “Your Account” .



amta  
american massage therapy association\*

# HUB Homepage

[Contact Us](#) [Terms and Conditions](#) [AMTA Home](#)



# amta


american **massage therapy** association<sup>®</sup>

VOLUNTEER HUB

[HOME](#) [COMMUNITIES](#) [DISCUSSION TOPIC QUICK LINKS](#) [FILE LIBRARY QUICK LINKS](#)  [Q](#)

[DIRECTORY](#) [HELP /FAQ'S](#)

EDIT CAROUSEL



## Call for Submissions

### 2022 Chapter Innovation Award

Submissions Due June 1st

Share your chapter's innovative ideas and programs in the Recognition Zone!


ANNOUNCEMENTS [ADD](#)

RECENT SHARED FILES

2022 ASSEMBLY OF DELEGATES MEETING

BY: [COLLEEN LEEDERS](#) 5 DAYS AGO

As a delegate, we ask that you plan to attend our first IN PERSON AOD meeting since



IN MEMBER REPORTS 5.22

BY: [COLLEEN LEEDERS](#) 5 HOURS AGO

POSTED IN: [AMTA-INDIANA](#)





# HUB Homepage

LATEST DISCUSSIONS LIST ADD

Most Recent



RE: JUNE MEETING 2022

BY: [JAIMIE STASIO](#) , 6 HOURS AGO

POSTED IN: [VOLUNTEER TRAINING](#)

Hi everyone, I am looking forward to joining as well. This will be a first for me, both in Kansas and at this training for the NY AMTA Chapter. I have been a massage therapist for 14 years and I absolutely love bodywork and helping people return to ... [More](#)



RE: JUNE MEETING 2022

ANNOUNCEMENTS

CALL FOR SUBMISSIONS - AOD

BY: [COLLEEN LEEDERS](#) , 15 DAYS AGO

ASSEMBLY OF DELEGATES: CALL FOR SUBMISSIONS The Assembly of Delegates Advisory Committee is currently accepting submissions for 2022 Discussion Topic proposals, as well as ideas for position statement proposals. Please submit proposals by May 4 for consideration. We ... [More](#)

<https://www.amtamassage.org/chapters/assembly-of-delegates/>

JUNE PLANNING AND TRAINING MEETING

BY: [COLLEEN LEEDERS](#) , ONE MONTH AGO

RECENT SHARED FILES



STIPEND FORM

BY: [COLLEEN LEEDERS](#) 2 DAYS AGO

POSTED IN: [CHAPTER FINANCIALS](#)



OATH OF OFFICE SCRIPT

BY: [COLLEEN LEEDERS](#) 6 DAYS AGO

POSTED IN: [CHAPTER GOVERNANCE](#)



DELEGATE HANDBOOK

BY: [COLLEEN LEEDERS](#) 8 DAYS AGO

POSTED IN: [VOLUNTEER TRAINING](#)

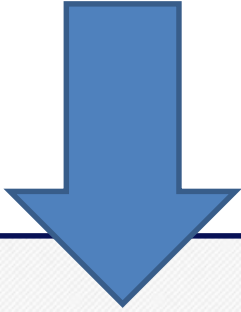
The **LATEST DISCUSSIONS** widget shows recent posts from the discussion forums of communities you belong to.

The **ANNOUNCEMENTS** widget will have any important news or updates from Chapter Relations Staff.

The **RECENT SHARED FILES** widget shows recent documents that have been uploaded to libraries of communities you belong to.

**amta**  
american **massage therapy** association®

# Communities



## VOLUNTEER HUB

[HOME](#)

[COMMUNITIES ▾](#)

[DISCUSSION TOPIC QUICK LINKS ▾](#)

[FILE LIBRARY QUICK LINKS ▾](#)



[DIRECTORY](#)

[HELP / FAQ'S ▾](#)

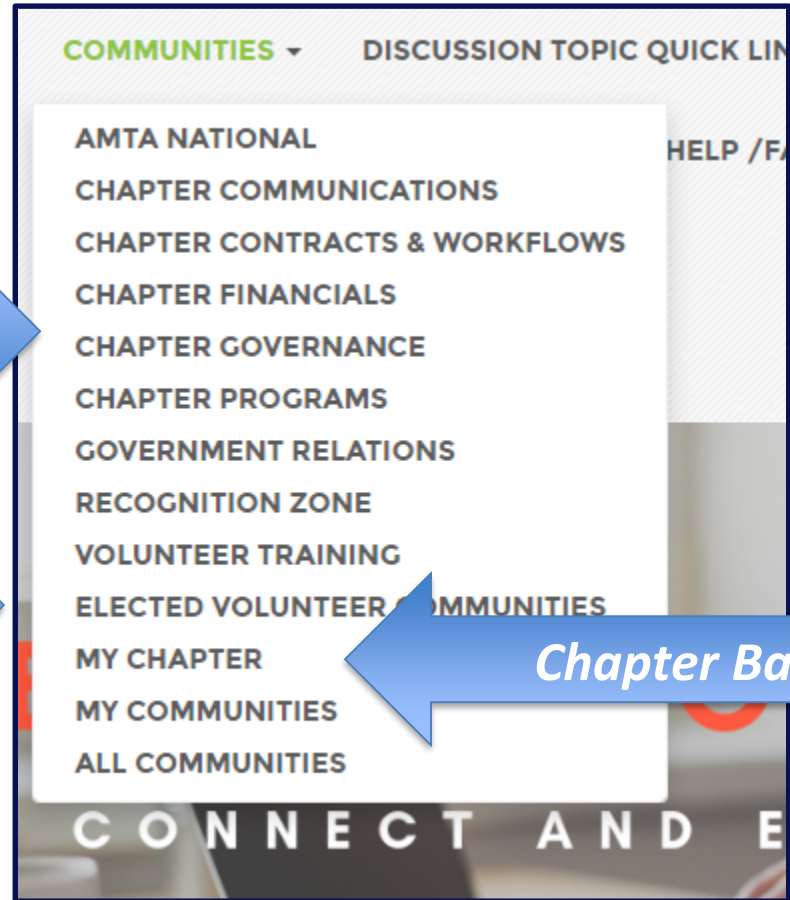


**amta**  
american **massage therapy** association®

# Community Types

*Topic Based*

*Position Based*

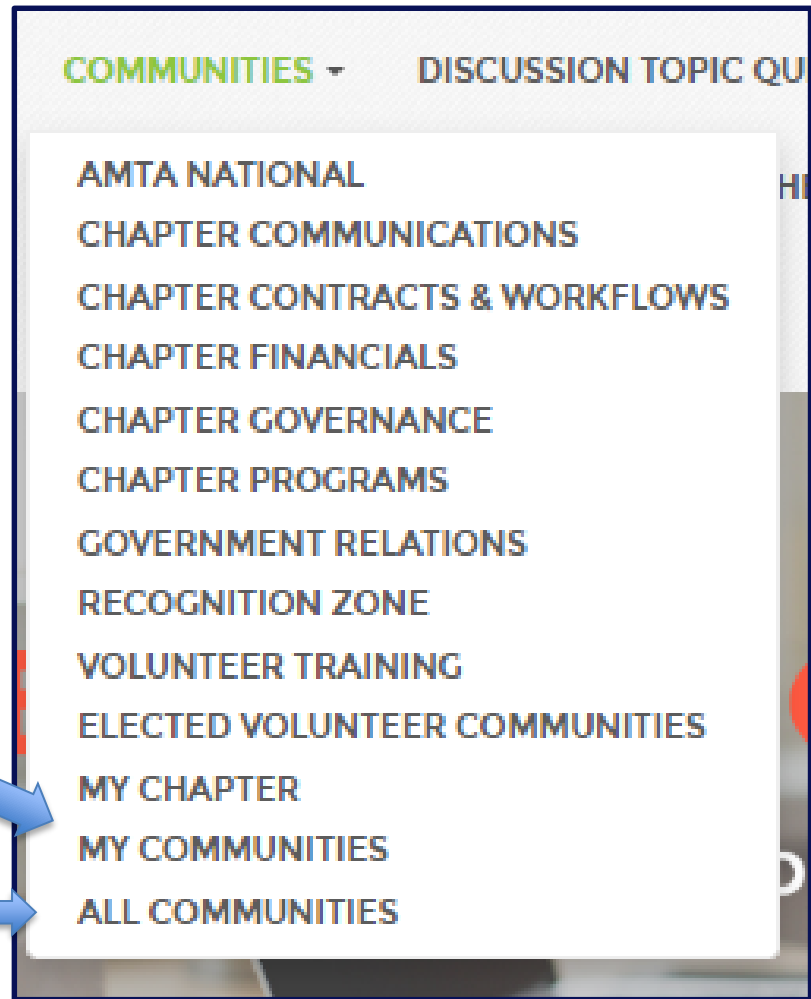


amta  
american massage therapy association®

# Communities

**“My Communities”:** only the communities to which you have joined.

**“All communities”:** communities you are able to join or already belong.



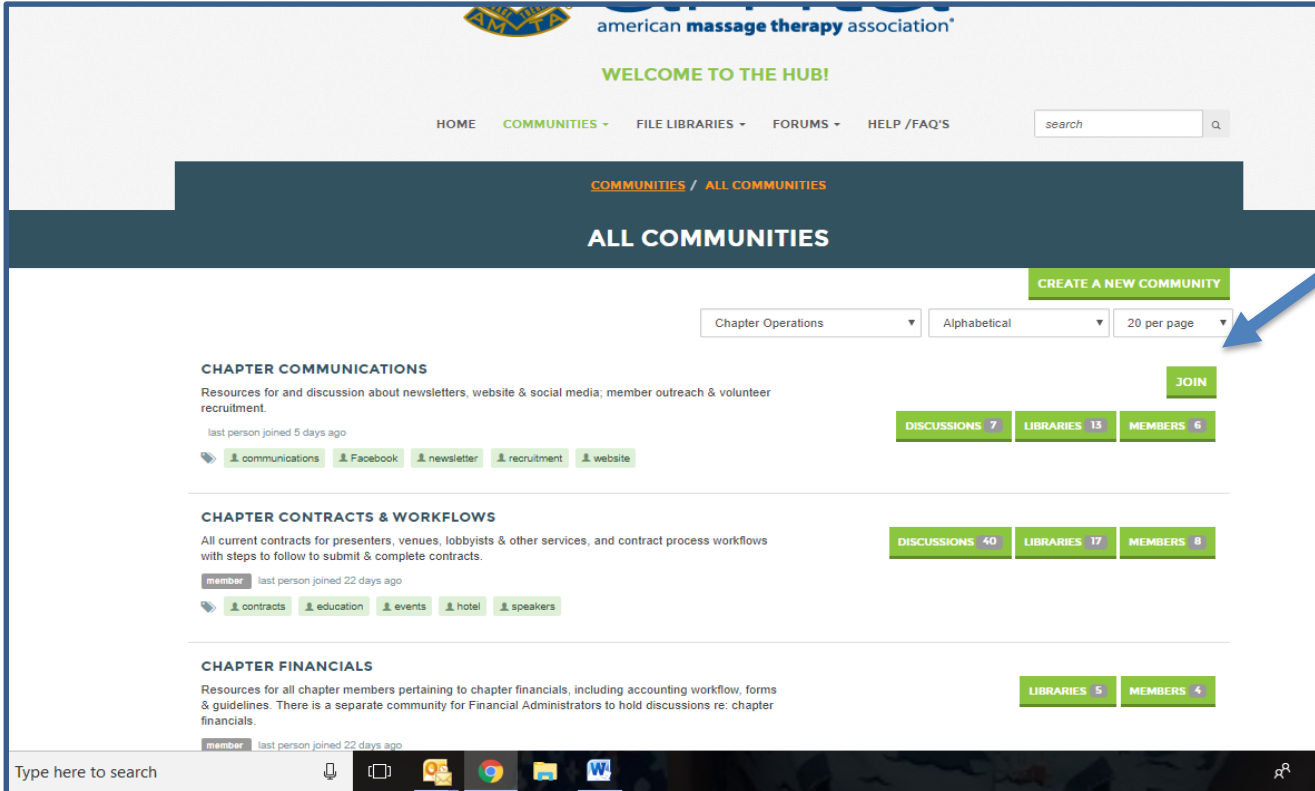
**amta**  
american massage therapy association®

# How to Join a Community

The screenshot shows the AMTA website interface. At the top, there are links for 'Contact Us', 'Terms and Conditions', and 'AMTA Home'. The AMTA logo is prominently displayed, followed by the text 'amta american massage therapy association'. Below this is a 'VOLUNTEER HUB' section. A navigation bar includes 'HOME', 'COMMUNITIES', 'DISCUSSION TOPIC QUICK LINKS', and 'FILE LIBRARY QUICK LINKS', along with a search bar. A user profile dropdown menu is open, showing the user's name 'COLLEEN LEEDERS', email 'ckleeders@amtamassage.org', and a progress bar at 85%. The menu options are 'PROFILE', 'COMMUNITIES', and 'UNREAD' (with 21 unread messages). A blue arrow points to the 'COMMUNITIES' option. Below the navigation bar, a breadcrumb trail reads 'DIRECTORY / MEMBER DIRECTORY / PROFILE / MY CONNECTIONS / COMMUNITIES'. The main content area features a user profile for Colleen Leeders, Senior Resource Manager, with tabs for 'MY PROFILE', 'MY CONNECTIONS', 'MY CONTRIBUTIONS', 'MY ACCOUNT', and 'MY INBOX'. A blue arrow points to the 'EXPLORE ALL COMMUNITIES' button at the bottom right.

1. Click on your profile in the upper right hand corner and click “Communities”
2. Click “Explore all Communities” which is a green button underneath your profile name
3. Another way to see what Communities you can join is to navigate from the main menu bar: Communities/All Communities.

# How to Join a Community



The screenshot shows the AMTA website's 'ALL COMMUNITIES' page. At the top, there's a navigation bar with links for HOME, COMMUNITIES, FILE LIBRARIES, FORUMS, and HELP / FAQ'S, along with a search bar. Below this, a dark blue banner reads 'ALL COMMUNITIES'. To the right of the banner is a green 'CREATE A NEW COMMUNITY' button. Below the banner, there are three community listings: 'CHAPTER COMMUNICATIONS', 'CHAPTER CONTRACTS & WORKFLOWS', and 'CHAPTER FINANCIALS'. Each listing includes a description, a 'last person joined' timestamp, and a 'JOIN' button. The 'CHAPTER COMMUNICATIONS' community has 7 discussions, 13 libraries, and 6 members. The 'CHAPTER CONTRACTS & WORKFLOWS' community has 40 discussions, 17 libraries, and 8 members. The 'CHAPTER FINANCIALS' community has 5 libraries and 4 members. A blue arrow points to the 'JOIN' button for the 'CHAPTER COMMUNICATIONS' community.

american **massage therapy** association<sup>®</sup>

WELCOME TO THE HUB!

HOME COMMUNITIES FILE LIBRARIES FORUMS HELP / FAQ'S

search

COMMUNITIES / ALL COMMUNITIES

ALL COMMUNITIES

CREATE A NEW COMMUNITY

Chapter Operations Alphabetical 20 per page

**CHAPTER COMMUNICATIONS**

Resources for and discussion about newsletters, website & social media; member outreach & volunteer recruitment.

last person joined 5 days ago

communications Facebook newsletter recruitment website

**CHAPTER CONTRACTS & WORKFLOWS**

All current contracts for presenters, venues, lobbyists & other services, and contract process workflows with steps to follow to submit & complete contracts.

member last person joined 22 days ago

contracts education events hotel speakers

**CHAPTER FINANCIALS**

Resources for all chapter members pertaining to chapter financials, including accounting workflow, forms & guidelines. There is a separate community for Financial Administrators to hold discussions re: chapter financials.

member last person joined 22 days ago

Type here to search

If you are not a member, a green “Join Community” button will be to right of the community description.



amta  
american **massage therapy** association<sup>®</sup>

# How to Set Community Notifications

Recognition Zone

Email Address: member@higherlogic.org

Please choose how you would like to receive messages for this Discussion:

- ☐ Real Time - One email for each message
- ☒ Daily Digest - One email containing all posted messages from the previous day
- ☐ Plain Text - One email for each message with HTML formatting removed
- ☐ I would like to opt-out of receiving email messages

YES JOIN THE COMMUNITY CANCEL

MTA volunteer trainings, including Chapter Advancement Initiative (CAI), VOP & June Meeting

- When you join the community, it will ask you what kind of notifications you would like to receive when there is activity within that community.
- The notifications will only notify you of discussions, not file additions
- You cannot participate in community discussions (reply or post new) unless you join that community.



# Community Navigation



The community landing page hash tags feature common topics the community will discuss and share resources for.

All Community landing pages will have the “Latest Discussion Posts”, “Latest Shared Files” and Announcement widgets.

The screenshot shows a web interface for the American Massage Therapy Association (AMTA) community. At the top, a dark blue header contains the text "CHAPTER PROGRAMS" and a green "SETTINGS" button. Below this is a navigation bar with three tabs: "COMMUNITY HOME", "DISCUSSION 25", "LIBRARY 20", and "MEMBERS 55". The "DISCUSSION" tab is active. Below the navigation bar, there are three hash tags: "#awards", "#education", "#CSMT", and "#community". The main content area is divided into two columns. The left column has a section titled "LATEST DISCUSSION POSTS" with a green "ADD" button. Below this is a post titled "SCHOLARSHIP PROGRAMS" by COLLEEN LEEDERS, 11 DAYS AGO. The right column has a section titled "LATEST SHARED FILES" with a green "ADD" button. Below this is a file titled "SAMPLE STUDENT SCHOLARSHIP APPLICATION" by COLLEEN LEEDERS, 11 DAYS AGO. The bottom of the page features the AMTA logo and the text "amta american massage therapy association".



amta  
american massage therapy association



# Elected Volunteer Communities

**Presidents**  
**Board Members**  
**Financial Administrators**  
**Secretaries**  
**Delegates**

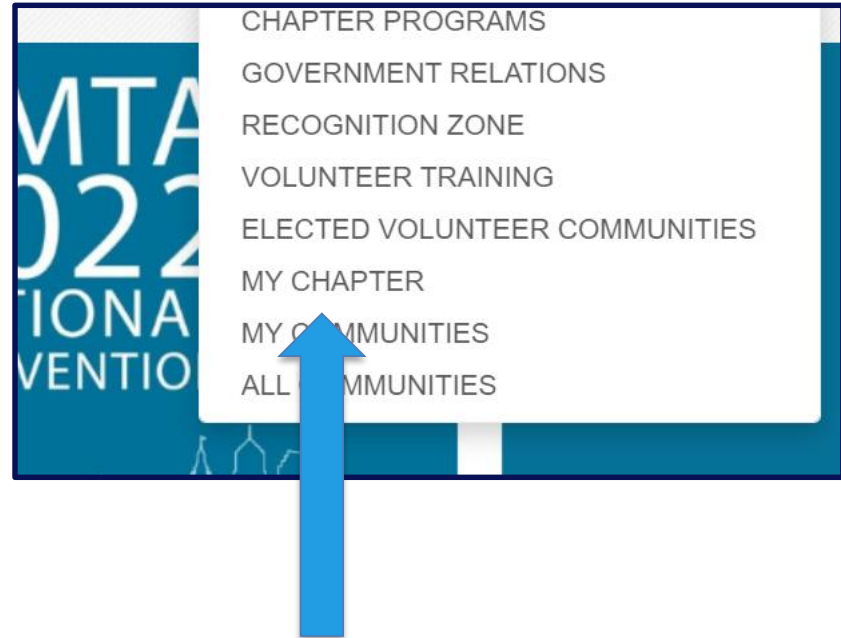


**amta**  
american **massage therapy** association®

# My Chapter Community

**Every Chapter has their own dedicated community.**

**Use your chapter community to share files (board minutes, etc), discuss chapter business in the forums, or even post upcoming events and announcements.**



**amta**  
american **massage therapy** association®

# Chapter Community Landing Page

AMTA-HAWAII

SETTINGS

COMMUNITY HOME

DISCUSSION 6


LIBRARY 89

EVENTS 0

MEMBERS 7

LATEST DISCUSSION POSTS

ADD




2022 ELECTED CHAPTER BOARD MEMBERS

BY: [OLIVIA NAGASHIMA](#) , 6 DAYS AGO

As of April 24, 2022, our chapter elections have closed, with the following results:  
Board Member (2022-2024)-Raequel Crawford Secretary-Olivia Nagashima AOD (2022-2024)-Olivia Nagashima We did not have any applications for the Chapter President position ...


LATEST SHARED FILES

ADD



MONTHLY FINANCIAL REPORTS MARCH 2022

BY: [NICOLE BROWN](#) 8 DAYS AGO



HI MEMBER REPORTS 4.22

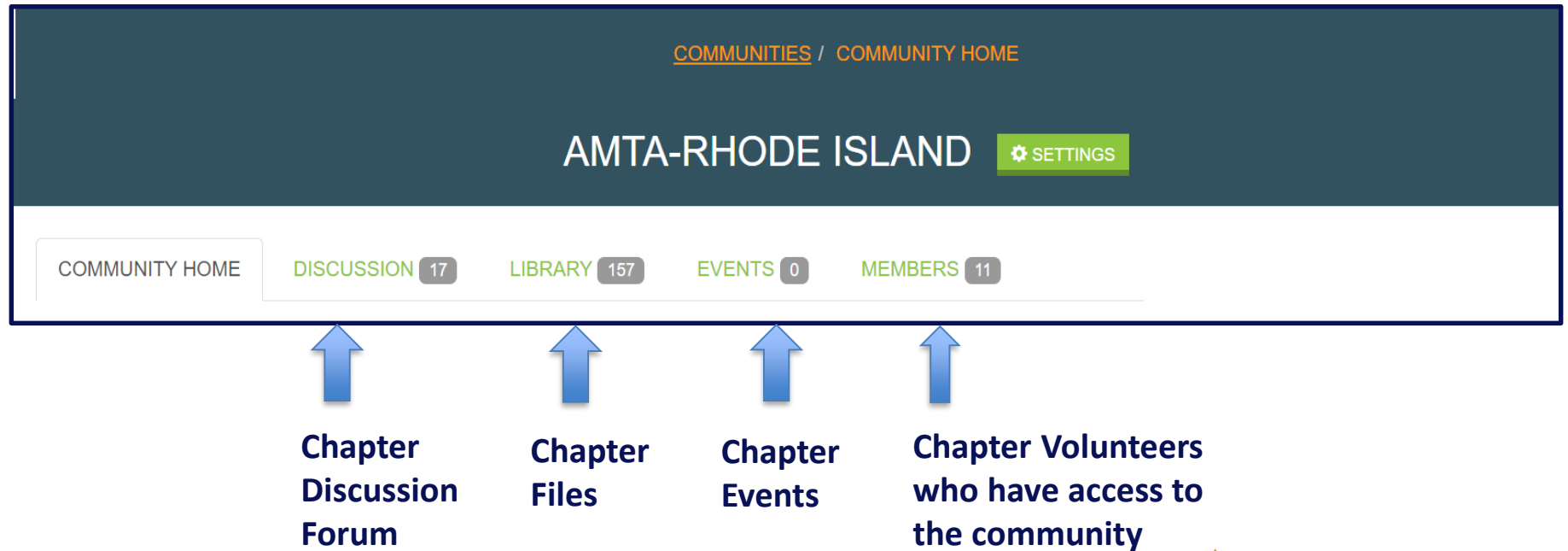
BY: [COLLEEN LEEDERS](#) 27 DAYS AGO

All chapter communities will have the “Latest Discussion Posts” and “Latest Shared Files” widgets.

There is also an announcements and events widget available to use as needed.

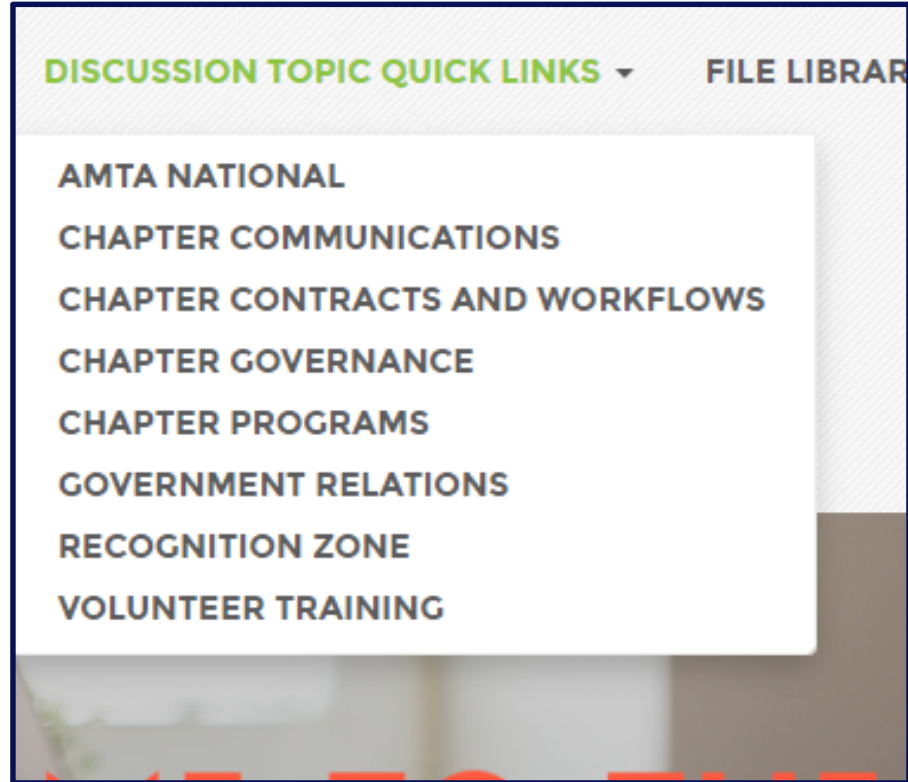
amta  
american massage therapy association®

# Chapter Community Navigation Features



# Discussion Topic Quick Links

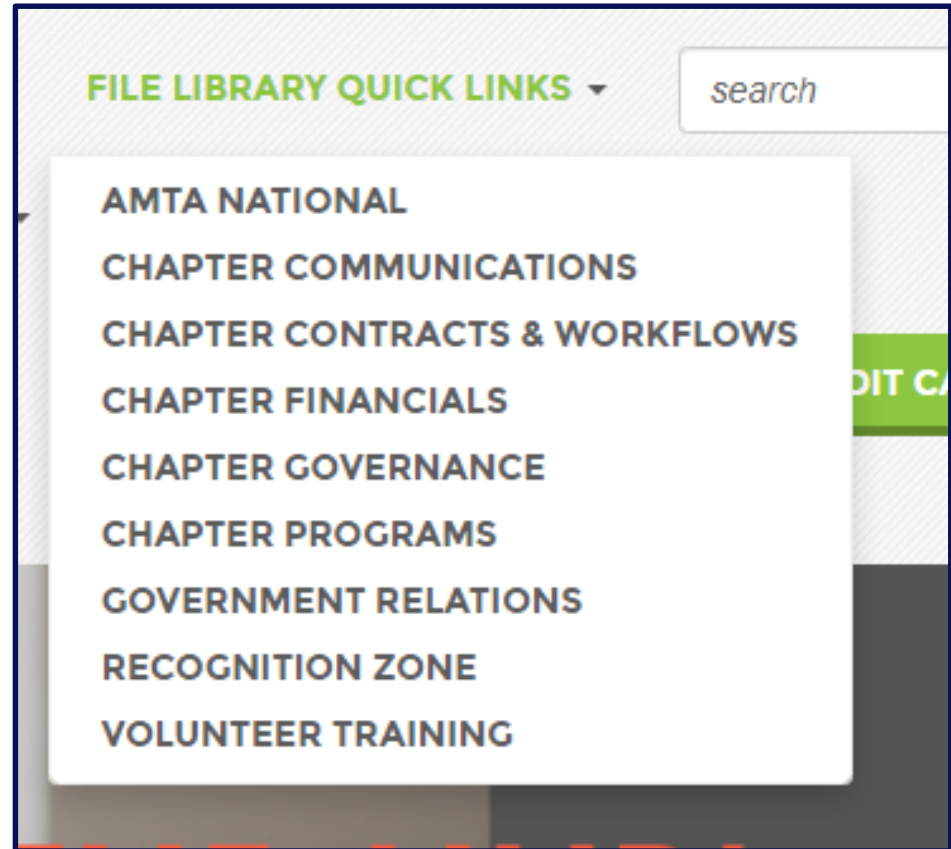
Quick access to topic  
based discussion  
forums



amta  
american massage therapy association®

# File Library Quick Links

Quick access to topic  
based file libraries



**amta**  
american massage therapy association®

# Discussion Forums

VOLUNTEER TRAINING

SETTINGS

COMMUNITY HOME

DISCUSSION 208

LIBRARY 39

MEMBERS 89

1 to 31 of 31 threads (208 total posts)

Most Recently Updated

Posts in my communities

50 per page

POST NEW MESSAGE

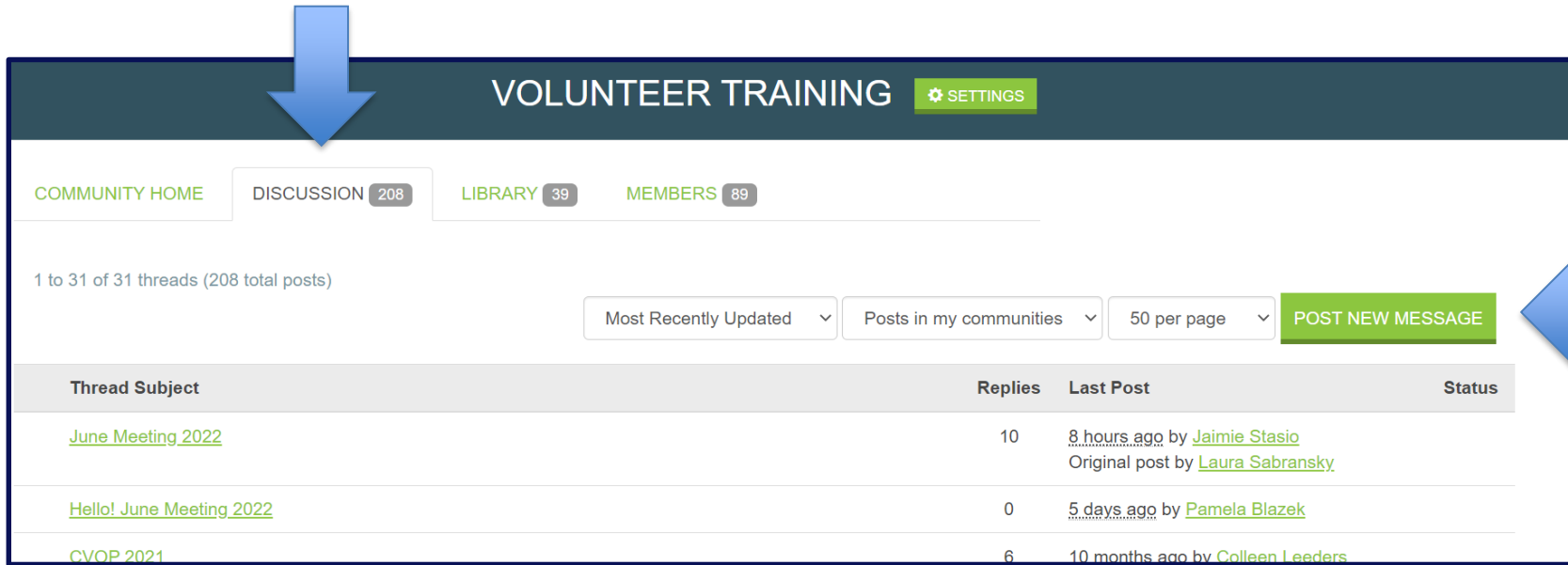
Thread Subject	Replies	Last Post	Status
<a href="#">June Meeting 2022</a>	10	7 hours ago by <a href="#">Jaimie Stasio</a> Original post by <a href="#">Laura Sabransky</a>	
<a href="#">Hello! June Meeting 2022</a>	0	5 days ago by <a href="#">Pamela Blazek</a>	

As mentioned before, each community also has its own discussion forum. These forums are a place for you to gather info and ideas from colleagues, share resources, or just share camaraderie. To access a discussion forum, navigate to the appropriate community/topic, and click the discussion tab. You can either reply to existing threads or create a new post.



amta  
american massage therapy association

# How to Post a Thread in a Community



The screenshot shows the 'VOLUNTEER TRAINING' community page. A large blue arrow points down to the 'DISCUSSION' tab, which is highlighted. To the right of the tabs are 'LIBRARY 39' and 'MEMBERS 89'. Below the tabs, it says '1 to 31 of 31 threads (208 total posts)'. There are three dropdown menus: 'Most Recently Updated', 'Posts in my communities', and '50 per page'. To the right of these is a green 'POST NEW MESSAGE' button, which is pointed to by another large blue arrow from the right. Below the filters is a table with four columns: 'Thread Subject', 'Replies', 'Last Post', and 'Status'.

Thread Subject	Replies	Last Post	Status
<a href="#">June Meeting 2022</a>	10	8 hours ago by <a href="#">Jaimie Stasio</a> Original post by <a href="#">Laura Sabransky</a>	
<a href="#">Hello! June Meeting 2022</a>	0	5 days ago by <a href="#">Pamela Blazek</a>	
<a href="#">CVOP 2021</a>	6	10 months ago by <a href="#">Colleen Leaders</a>	

- To start a new thread discussion, navigate to the “Discussion” tab in the community you are accessing
- Click the green “Post New Message” button





# Discussion Forum – Posting a Thread

The screenshot shows a web interface for posting a message. At the top, there's a dark blue header with the text 'PARTICIPATE / POST A MESSAGE' and 'POST A MESSAGE' below it. The form itself is light gray. It has fields for 'To' (set to 'CHAPTER PROGRAMS'), 'Cross Post To' (set to 'NO ADDITIONAL DISCUSSIONS'), 'From' (set to 'Colleen Leaders'), and 'Subject'. Below these is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, font color, background color, text color, text size, font family, font weight, font style, font variant, font stretch, font size, font weight, font style, font variant, font stretch, font size, font weight, font style, font variant, font stretch) and a large text area. Below the text area is a 'Signature' section with a dropdown arrow and a button 'EDIT YOUR DEFAULT SIGNATURE'. The signature text is: 'Colleen Leaders  
Senior Resource Manager, Volunteer Development and Chapter Programs  
American Massage Therapy Association  
Evanston IL'. At the bottom, there's an 'Attachment(s)' section with an 'ATTACH' button. Finally, there are four buttons: 'SEND', 'SCHEDULE', 'SAVE AS DRAFT', and 'CANCEL'.

From there, you can compose your message, and can even cross post to another community if you choose to.

It is a best practice to have you signature as part of a message. Signature settings are under profile/my account/discussion signature



amta  
american massage therapy association®

# Discussion Forum – Replying to a thread

CHAPTER GOVERNANCE

⚙️ SETTINGS

COMMUNITY HOME

DISCUSSION 31

LIBRARY 41

MEMBERS 66

⬅️ BACK TO DISCUSSIONS

[Expand all](#) | [Collapse all](#)

sort by thread ▾

SWEARING IN SCRIPT FOR ANNUAL MEETING

🏷️

+ Add a tag

➤



JENNIFER SAVAGE 6 DAYS AGO

[Hil I am having trouble locating the script used for swearing in the board and new delegate. Can you...](#)

1. SWEARING IN SCRIPT FOR ANNUAL MEETING

0 RECOMMEND



Posted 6 days ago

REPLY ▾

Jennifer Savage

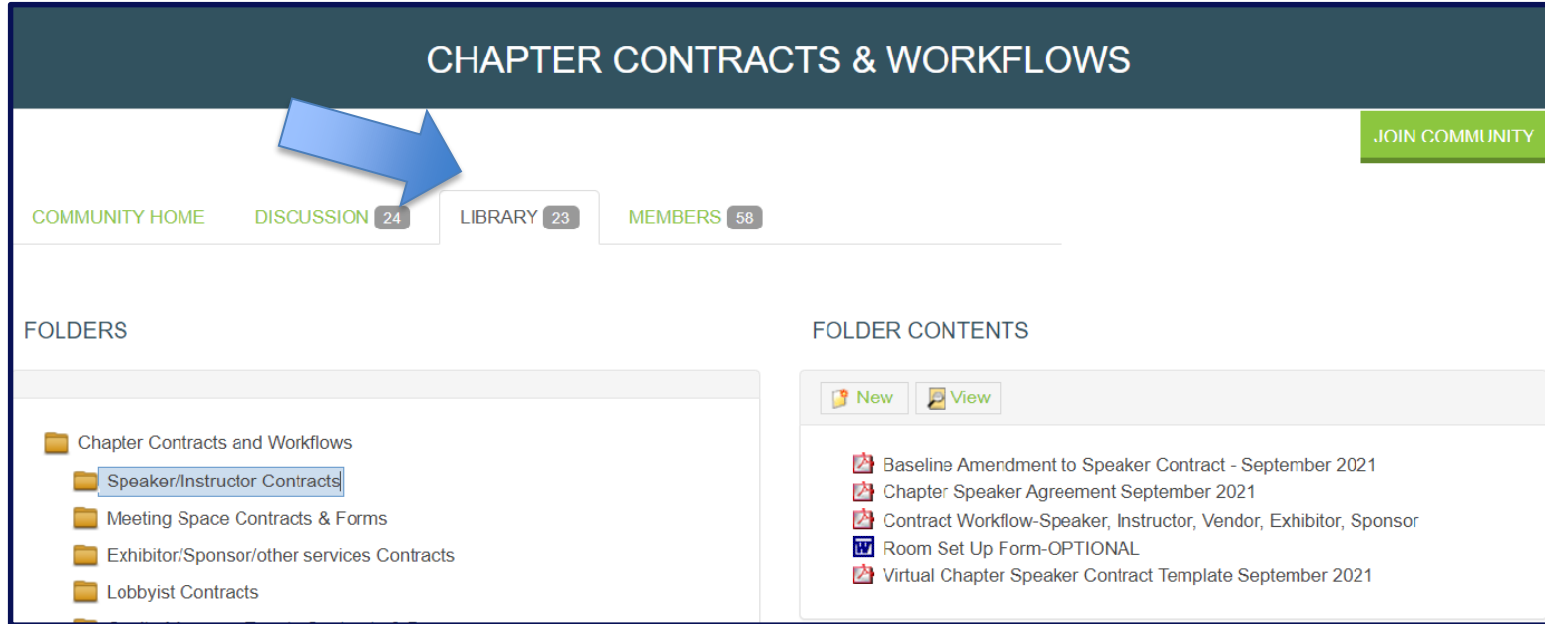
Hil I am having trouble locating the script used for swearing in the board and new delegate. Can you please let me know where to look?  
Thanks,  
Jenn Savage  
MA Chapter  
Online Elections Coordinator

**You can reply by selecting the thread from the discussion forum, then you can reply to the original poster or anyone who has commented. You may also reply privately if you choose to do so.**



**amta**  
american **massage therapy** association®

# File Library



The screenshot displays the 'CHAPTER CONTRACTS & WORKFLOWS' interface. At the top, a dark blue header contains the title. Below it, a navigation bar includes links for 'COMMUNITY HOME', 'DISCUSSION' (with a count of 24), 'LIBRARY' (with a count of 23, highlighted by a blue arrow), and 'MEMBERS' (with a count of 58). A green 'JOIN COMMUNITY' button is located on the right. The main content area is divided into two columns: 'FOLDERS' on the left and 'FOLDER CONTENTS' on the right. The 'FOLDERS' column lists several folders, with 'Speaker/Instructor Contracts' selected. The 'FOLDER CONTENTS' column shows a list of documents, including 'Baseline Amendment to Speaker Contract - September 2021', 'Chapter Speaker Agreement September 2021', 'Contract Workflow-Speaker, Instructor, Vendor, Exhibitor, Sponsor', 'Room Set Up Form-OPTIONAL', and 'Virtual Chapter Speaker Contract Template September 2021'.

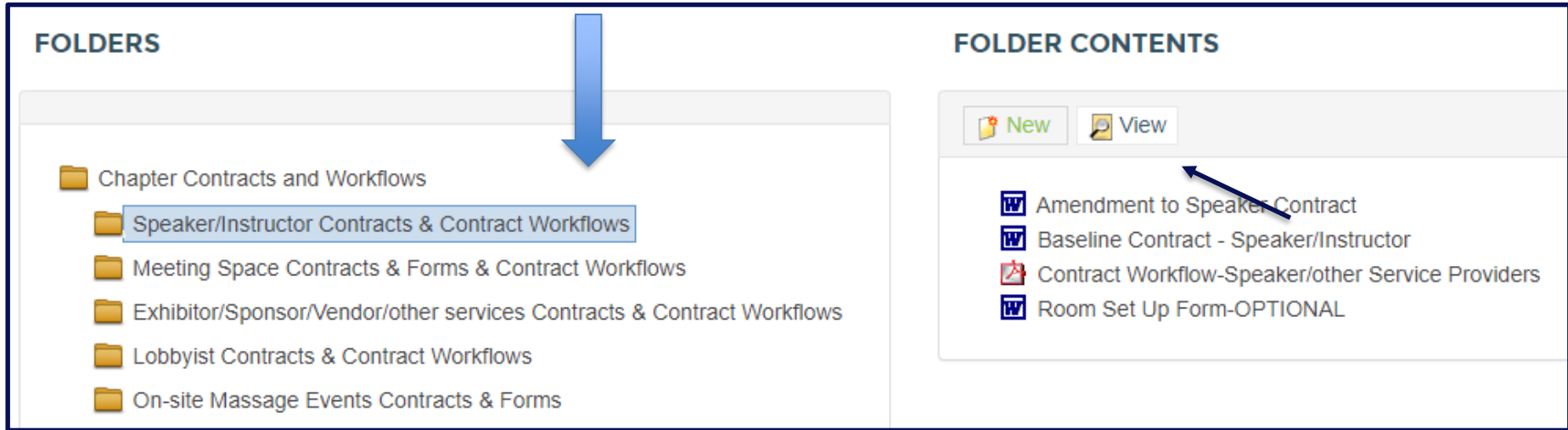
**Libraries are managed and organized by Chapter Relations staff. If a file is shared via the discussion forum, it will automatically be added to the main (top) library folder.**

**Each Community also has its own file library. To view the community file library, navigate to the Library tab while in a community, or – navigate via the file library quick links.**



**amta**  
american **massage therapy** association®

# File Library



The screenshot displays a web interface for a file library. On the left, under the heading "FOLDERS", a list of folders is shown. A large blue arrow points from the top of the "FOLDERS" section down to the "Speaker/Instructor Contracts & Contract Workflows" folder, which is highlighted with a blue selection box. On the right, under the heading "FOLDER CONTENTS", there are two buttons: "New" and "View". A blue arrow points from the "View" button to the list of documents below it. The documents listed are:

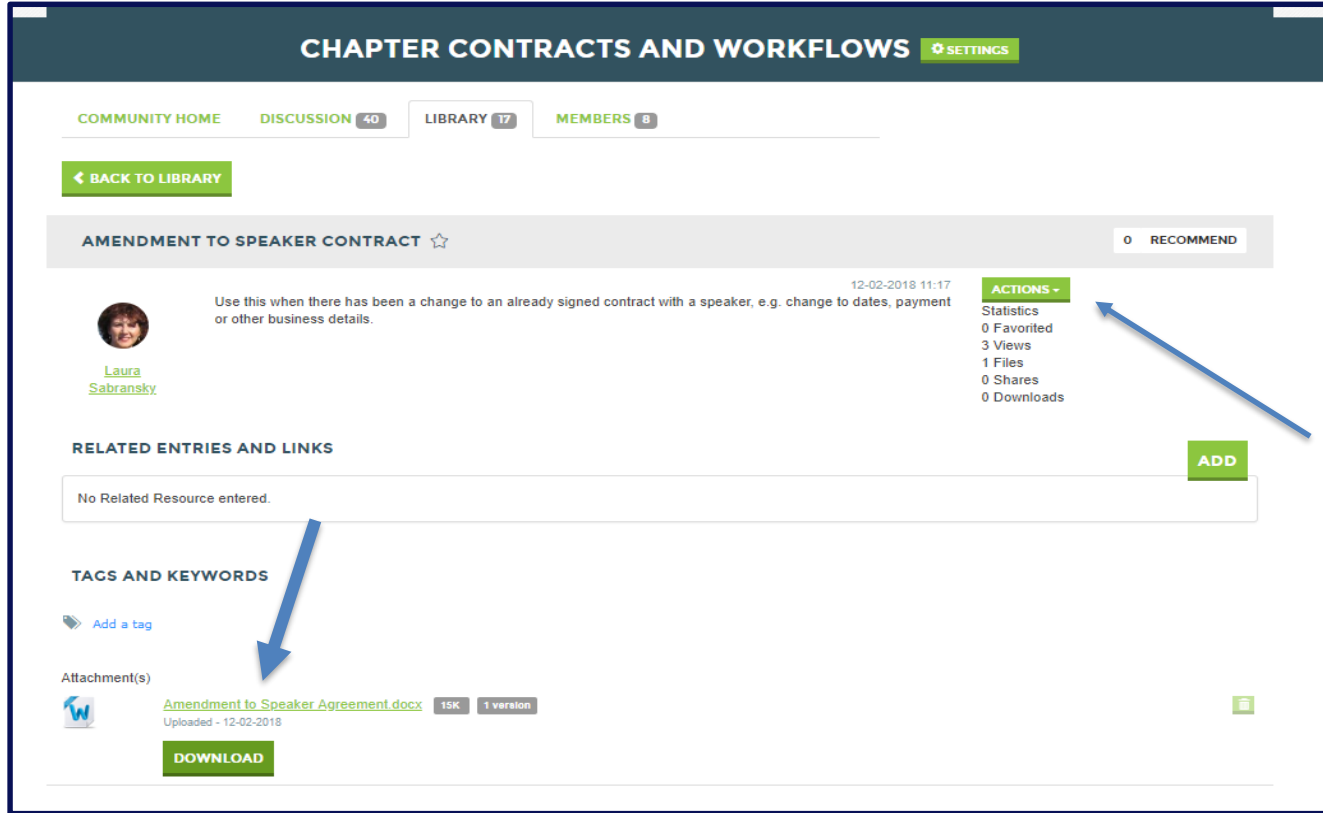
- Amendment to Speaker Contract
- Baseline Contract - Speaker/Instructor
- Contract Workflow-Speaker/other Service Providers
- Room Set Up Form-OPTIONAL

## Selecting Files

To view contents of a folder, click the folder and the available documents in that folder will appear on the right hand side under “folder contents”. Once you have located the file you would like to download, you can either double click on the file, or select the “view” button under Folder Contents.



# Viewing Files




CHAPTER CONTRACTS AND WORKFLOWS [SETTINGS](#)

[COMMUNITY HOME](#) [DISCUSSION 40](#) [LIBRARY 17](#) [MEMBERS 8](#)

[← BACK TO LIBRARY](#)

**AMENDMENT TO SPEAKER CONTRACT** ☆ [0 RECOMMEND](#)

 **Laura Sabransky**

Use this when there has been a change to an already signed contract with a speaker, e.g. change to dates, payment or other business details.

12-02-2018 11:17

**ACTIONS** ▾

- Statistics
- 0 Favorited
- 3 Views
- 1 Files
- 0 Shares
- 0 Downloads

[ADD](#)

**RELATED ENTRIES AND LINKS**


No Related Resource entered.

[ADD](#)

**TAGS AND KEYWORDS**

[Add a tag](#)

Attachment(s)

 [Amendment to Speaker Agreement.docx](#) 15K 1 version

Uploaded - 12-02-2018

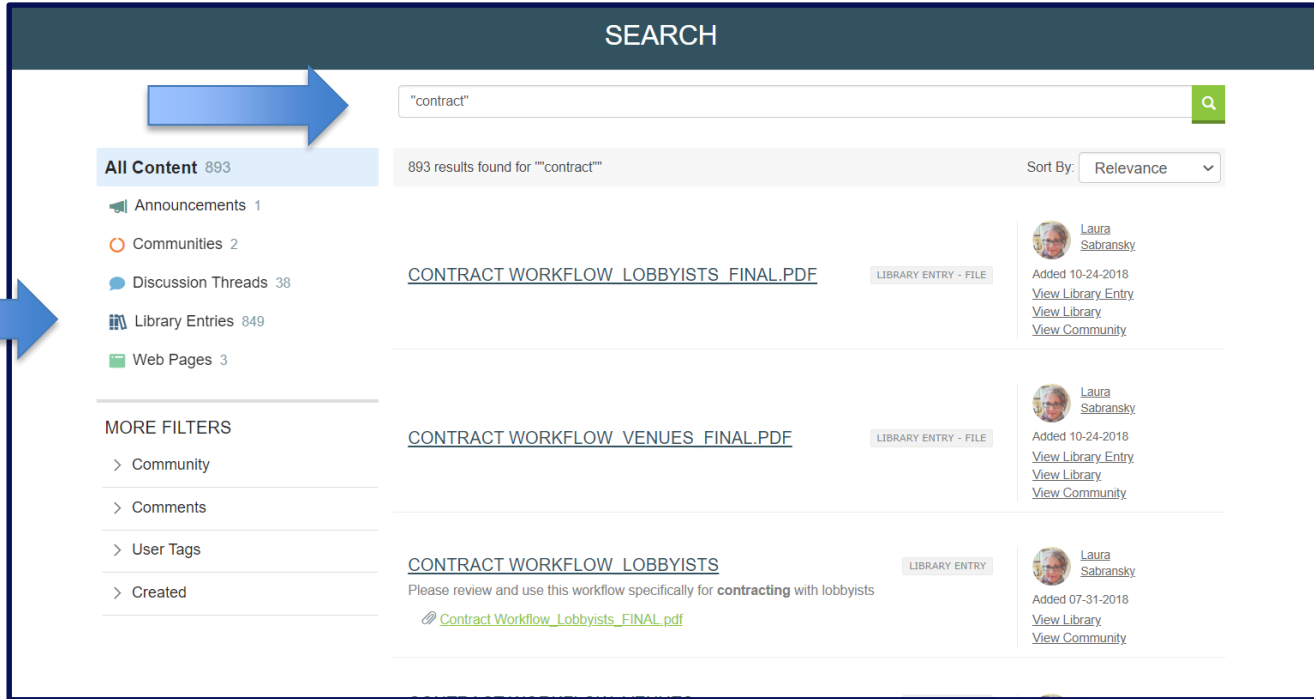
[DOWNLOAD](#)

If you would like to share the file via email link, you can hover over the green “actions” button to get the permalink.



**amta**  
american **massage therapy** association®

# Search



The screenshot shows the AMTA Search interface. At the top, a dark blue header contains the word "SEARCH" in white. Below this, a search bar contains the text "contract" with a green magnifying glass icon to its right. A blue arrow points from the left towards the search bar. Below the search bar, a light gray bar displays "893 results found for 'contract'" and a "Sort By: Relevance" dropdown menu. To the left of the search results is a sidebar with a blue arrow pointing towards it. The sidebar includes a section "All Content 893" with sub-items: "Announcements 1", "Communities 2", "Discussion Threads 38", "Library Entries 849", and "Web Pages 3". Below this is a "MORE FILTERS" section with expandable options: "Community", "Comments", "User Tags", and "Created". The search results are listed in three rows. Each row includes a title (e.g., "CONTRACT WORKFLOW LOBBYISTS FINAL.PDF"), a "LIBRARY ENTRY - FILE" tag, a user profile picture and name (Laura Sabransky), and a date (Added 10-24-2018). Each result also has links to "View Library Entry", "View Library", and "View Community". The third result has a description: "Please review and use this workflow specifically for contracting with lobbyists" and a link to "Contract Workflow Lobbyists\_FINAL.pdf".

- The search bar will pull up all references to the words you search on
- You can filter by “Library Entry or Discussion Threads” to pare down results
- You can also filter by community
- Put the whole term in “quotes”, i.e. “policy manual”



amta  
american massage therapy association®

# Profile, Preferences & Notifications



**amta**  
american **massage therapy** association®

# HUB Profile Overview

- Tell colleagues who you are and what your volunteer role is
- Upload photo and signatures so HUB participants know who you are when posting in discussion threads
- Set-up account settings (alerts and communication settings)





# Updating Profile

The screenshot shows a web interface for a member profile. At the top, a dark blue header contains the navigation links: [DIRECTORY](#) / [MEMBER DIRECTORY](#) / [PROFILE](#). Below this, a dark blue banner displays the name 'TEST MEMBER'. The profile is for 'Higher Logic' and shows '36 NEW MESSAGES'. A navigation bar includes 'MY PROFILE' (selected), 'MY CONNECTIONS', 'MY CONTRIBUTIONS', and 'MY ACCOUNT'. The main content area is divided into sections: 'BIO' (with an 'ADD' button), 'EDUCATION' (with an 'ADD' button), and 'JOB HISTORY' (with an 'ADD' button). On the left sidebar, there is a profile head silhouette with an 'ACTIONS' button below it, 'CONTACT DETAILS' with a checkmark, and 'SOCIAL LINKS' with an 'ADD' button. A blue arrow points from the 'ACTIONS' button to the profile head silhouette. Another blue arrow points from the 'ADD' button in the 'JOB HISTORY' section to the right.

One of the first things you will want to do is to update your profile so your colleagues know who you are. It is up to you how much biographical info you would like to share, but we do encourage you to upload a photo so there is a face with your name.

To update any biographical info, you can click the green “ADD” button next to the category you want to add to.

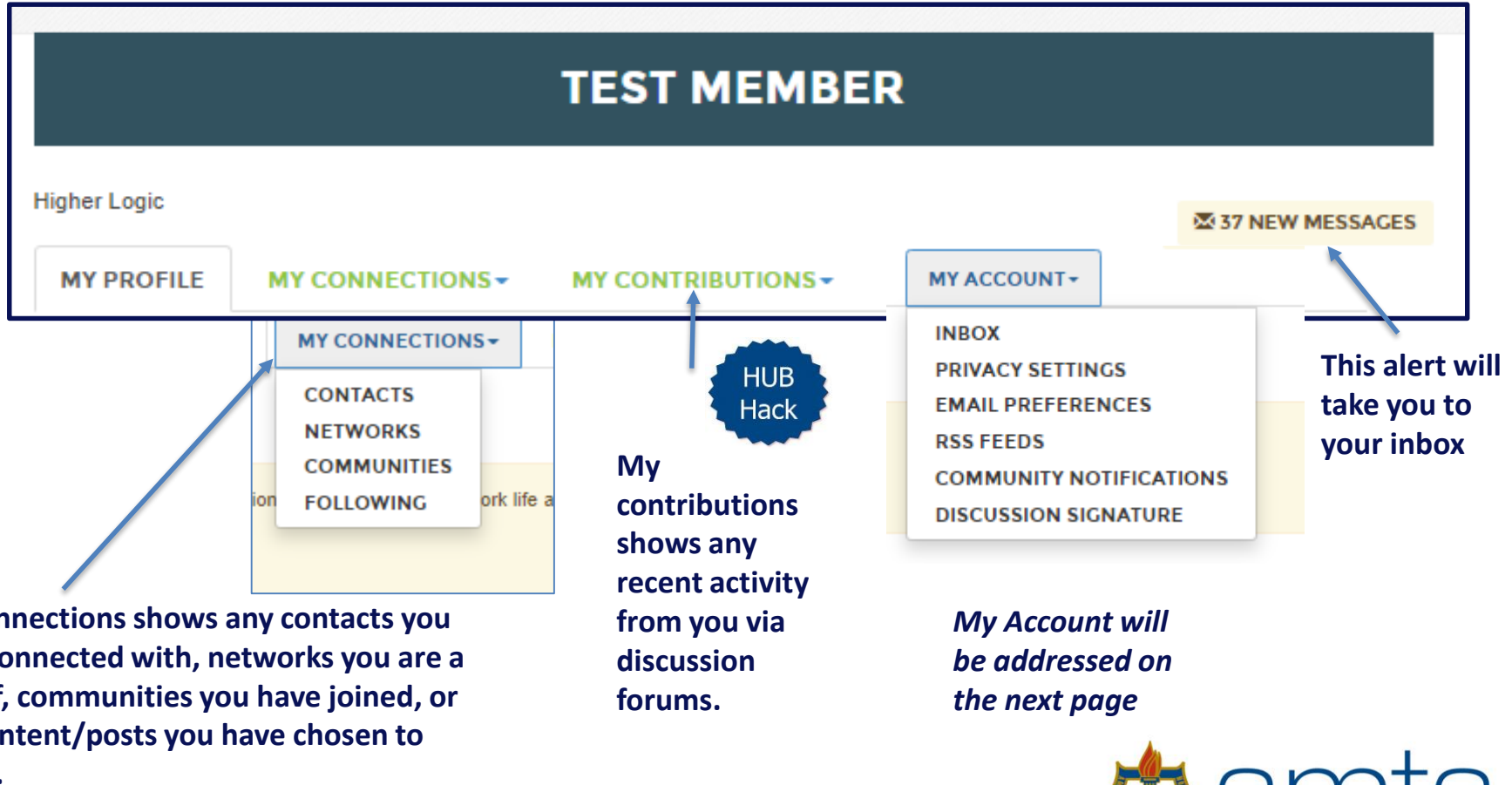
To update your photo, click on the profile head silhouette.

From there, click “action”, and change picture.

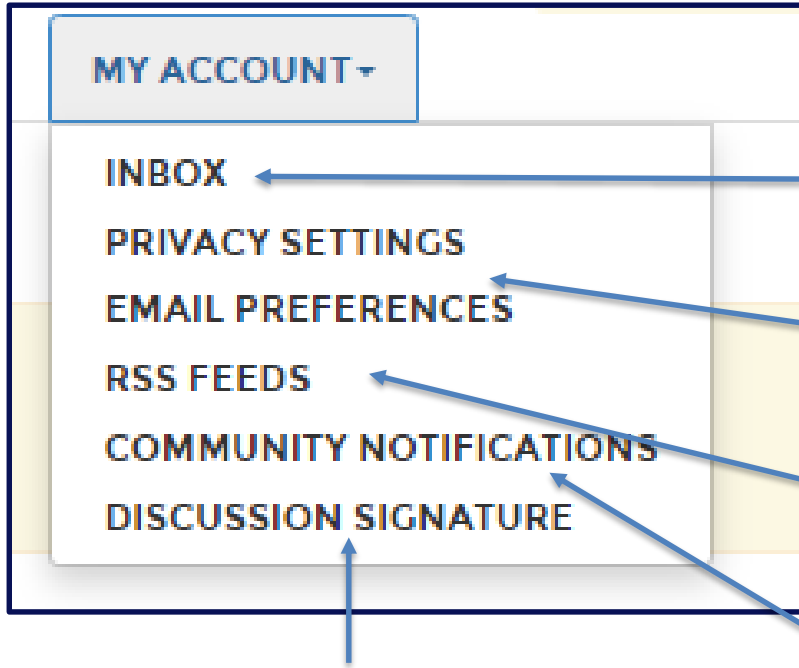


amta  
american massage therapy association®

# Profile Features



# Profile Features – My Account



Discussion signatures can be set here. It is a best practice to set this up so when you post or reply to a discussion people know who you are.

Your inbox is where you will get connection requests and any private messages sent from staff or colleagues.

Privacy and email preferences can always be updated here.

RSS feeds are not something we need to use

Community Notifications are set when you join a community, but you can always change them here.




amta  
american massage therapy association®

# Other Menu Features

[DIRECTORY](#) [HELP /FAQ'S](#) ▾

[DIRECTORY](#) / [MEMBER DIRECTORY](#)

## MEMBER DIRECTORY

[BASIC SEARCH](#) [ADVANCED SEARCH](#) 

First Name

Last Name

Company Name

Email Address

FIND MEMBERS

CLEAR ALL

## Directory

A tool for searching for colleagues

# Other Menu Features

## Help/FAQ's

- HUB tutorial – specific to our AMTA platform
- Common questions for platform (Higher Logic)



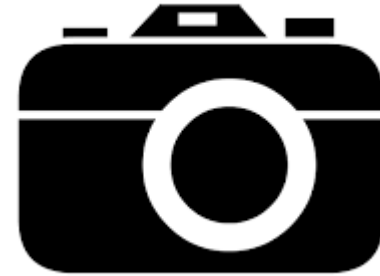
# Train the Trainer Tasks

Choose a training buddy and teach them the following:

- Find and download the Delegate Position Description document
- Post or reply in the June Meeting “Introduce Yourself” thread in the Volunteer Training Discussion Forum
- Teach your buddy a concept of your choice (i.e updating your profile, setting your notifications, adding your signature)

# Photo Request

Send us a photo  
of you teaching a  
colleague how to  
use the HUB.



# Feedback and Questions

