Volunteer HUB Training

HUB Training Learning Objectives

- Build Confidence with HUB Navigation

- Feel Confident to Teach Others

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"?

HUB Hack

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What it 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)

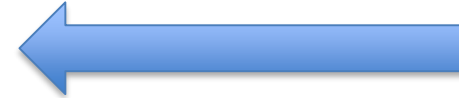# Who Can Access the HUB?

- 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

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.
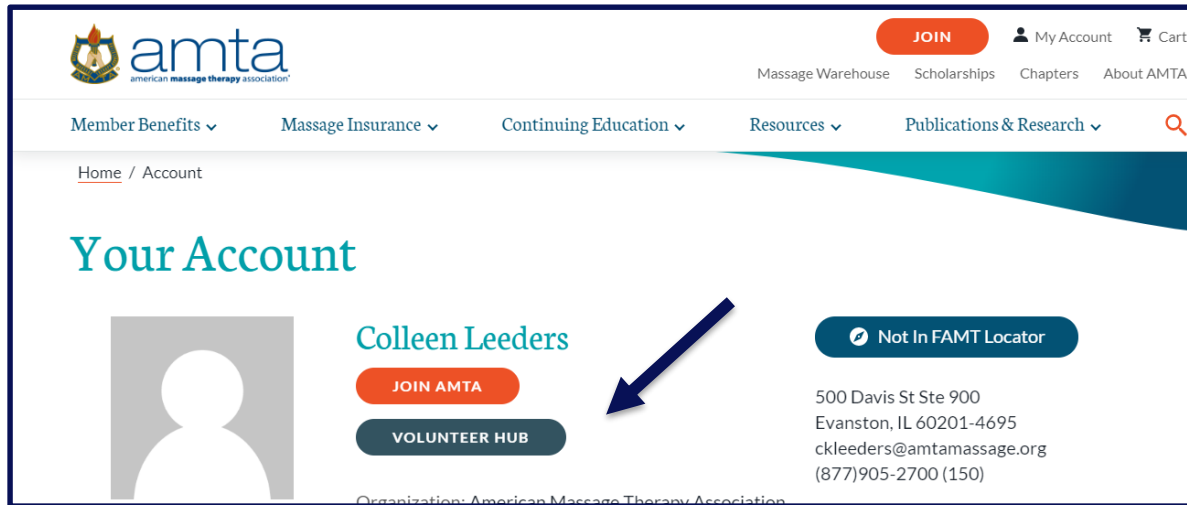
HUB Hack

You can access the HUB directly by visiting 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" .

HUB Homepage

HUB Homepage

LATEST DISCUSSIONS LIST [ADD]	ANNOUNCEMENTS	RECENT SHARED FILES

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.

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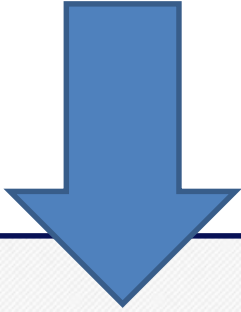
Communities

HOME   COMMUNITIES ▾   DISCUSSION TOPIC QUICK LINKS ▾   FILE LIBRARY QUICK LINKS ▾   search 🔍

DIRECTORY   HELP /FAQ'S ▾

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Communities

AMTA NATIONAL

CHAPTER COMMUNICATIONS

CHAPTER CONTRACTS & WORKFLOWS

CHAPTER FINANCIALS

CHAPTER GOVERNANCE

CHAPTER PROGRAMS

GOVERNMENT RELATIONS

RECOGNITION ZONE

VOLUNTEER TRAINING

ELECTED VOLUNTEER COMMUNITIES

MY CHAPTER
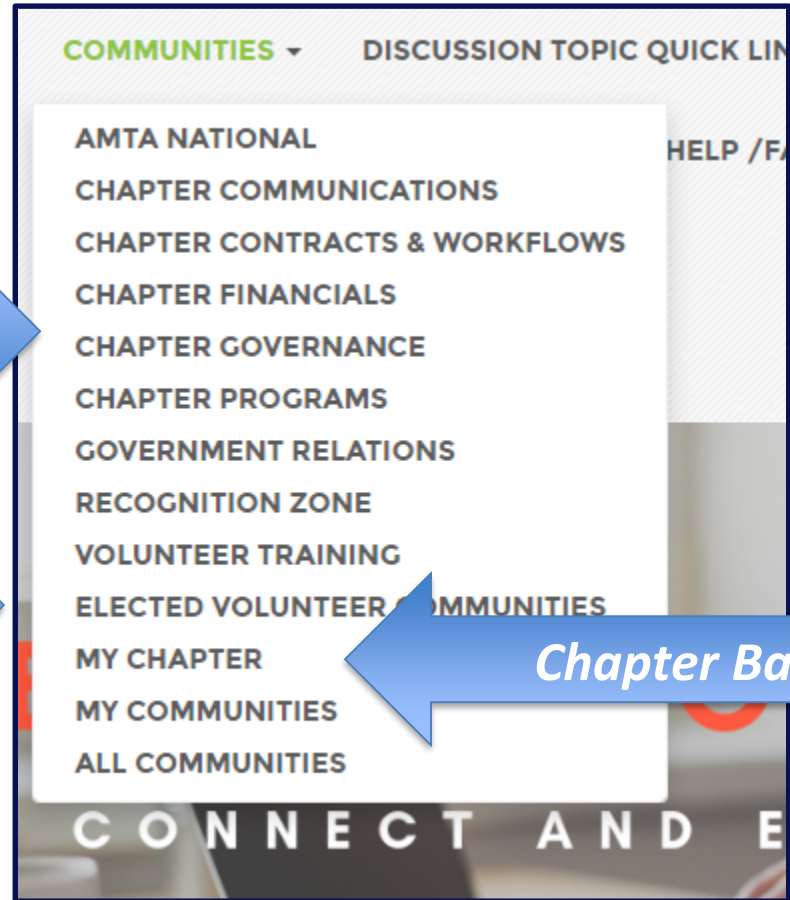
MY COMMUNITIES

ALL COMMUNITIES

"My Communities": only the communities to which you have joined.

"All communities": communities you are able to join or already belong.
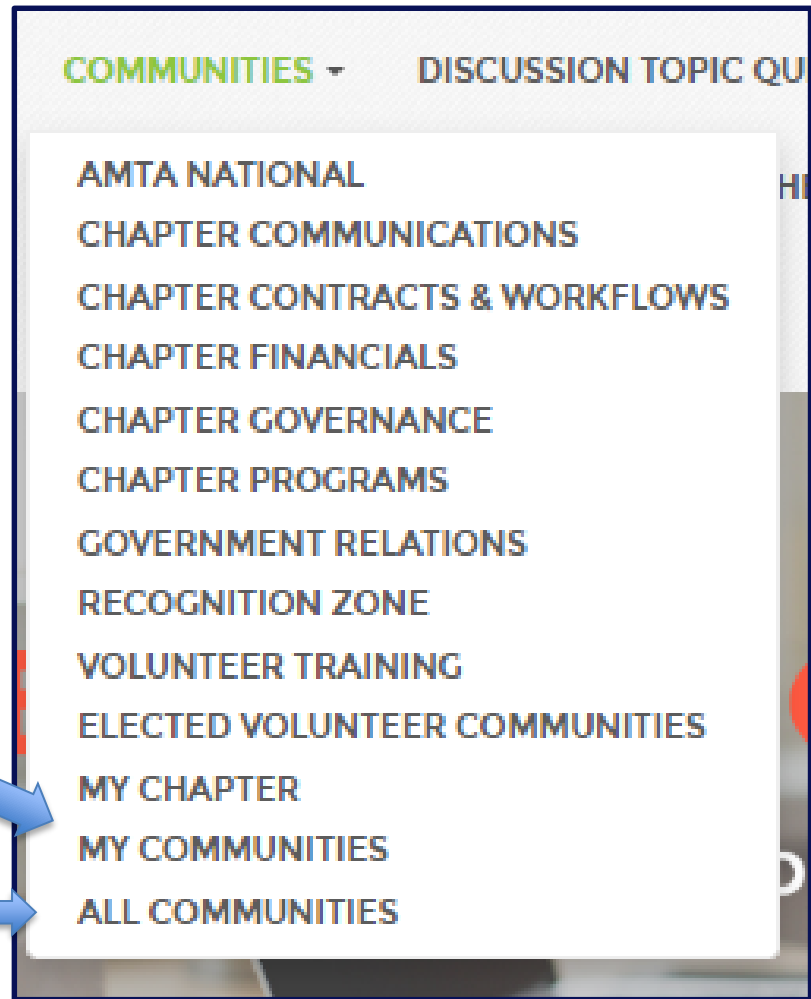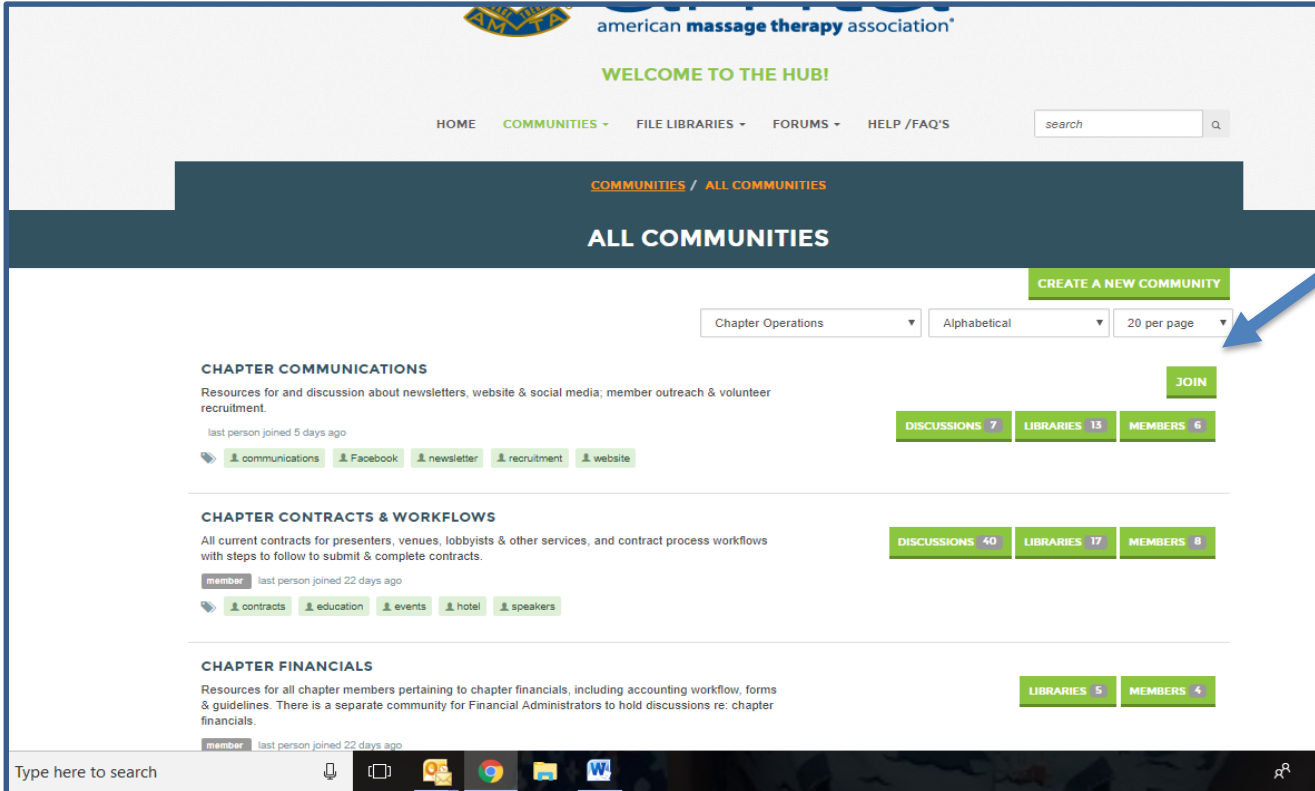
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How to Join a Community

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

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

How to Set Community Notifications

- **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

Community Discussion Forum

Community File Library

Community Members

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.

CHAPTER PROGRAMS ⚙ SETTINGS

COMMUNITY HOME   DISCUSSION 25   LIBRARY 20   MEMBERS 55

#awards
#education
#CSMT
#community

LATEST DISCUSSION POSTS ADD

SCHOLARSHIP PROGRAMS
BY: COLLEEN LEEDERS , 11 DAYS AGO

Hello! We know that many chapters either already have or are looking to build a

LATEST SHARED FILES ADD

SAMPLE STUDENT SCHOLARSHIP APPLICATIO
BY: COLLEEN LEEDERS 11 DAYS AGO

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Elected Volunteer Communities

Presidents

Board Members

Financial Administrators

Secretaries

Delegates

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.
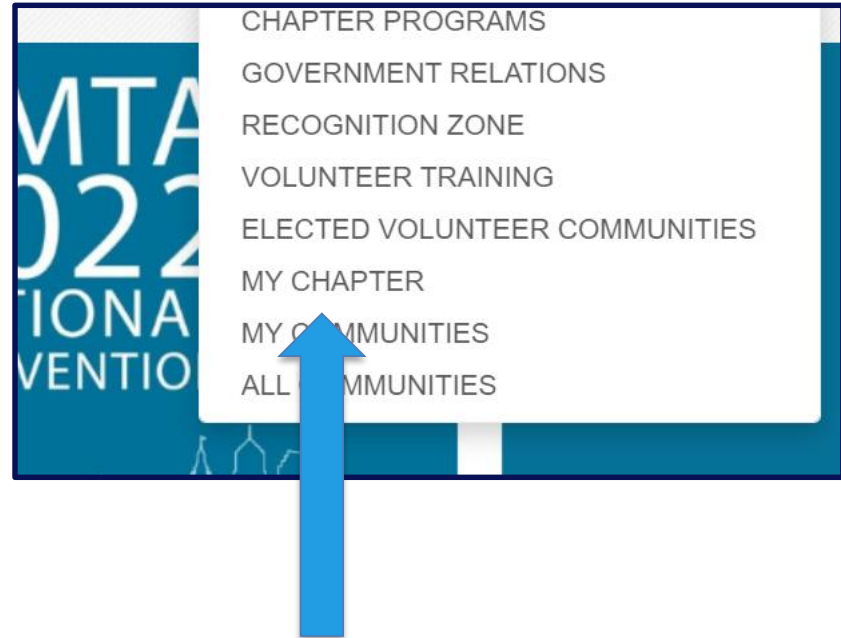
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Chapter Community Landing Page

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.

Chapter Community Navigation Features
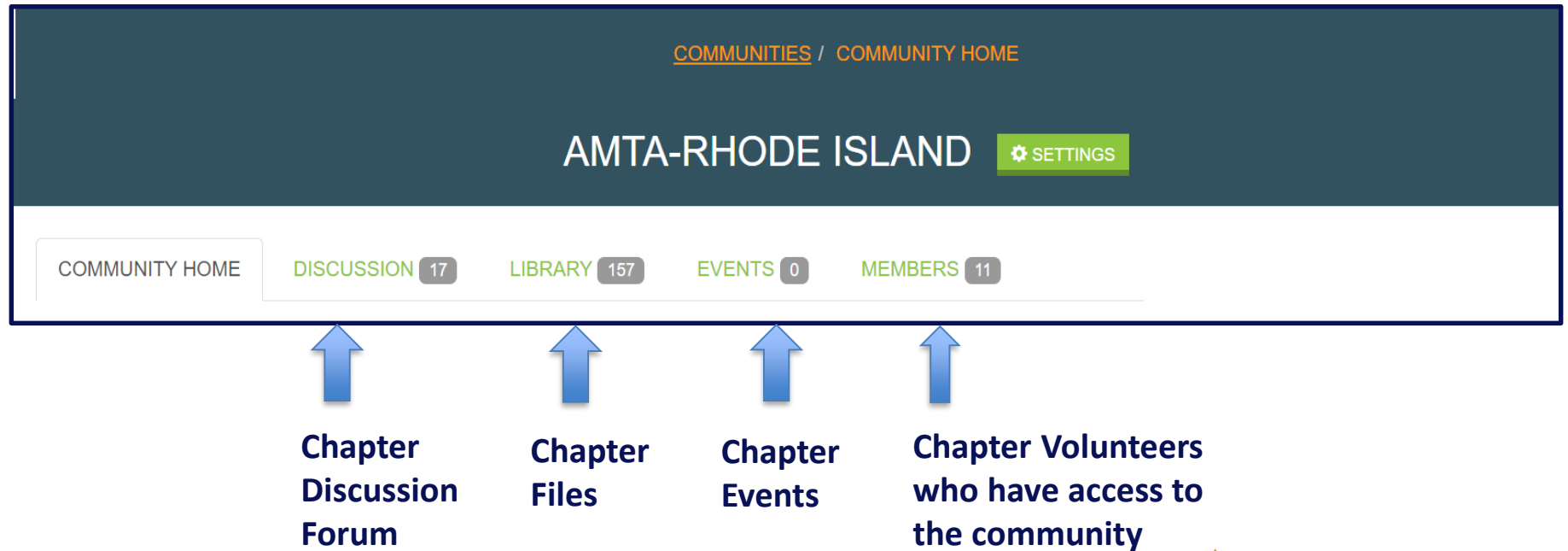
Discussion Topic Quick Links

Quick access to topic based discussion forums
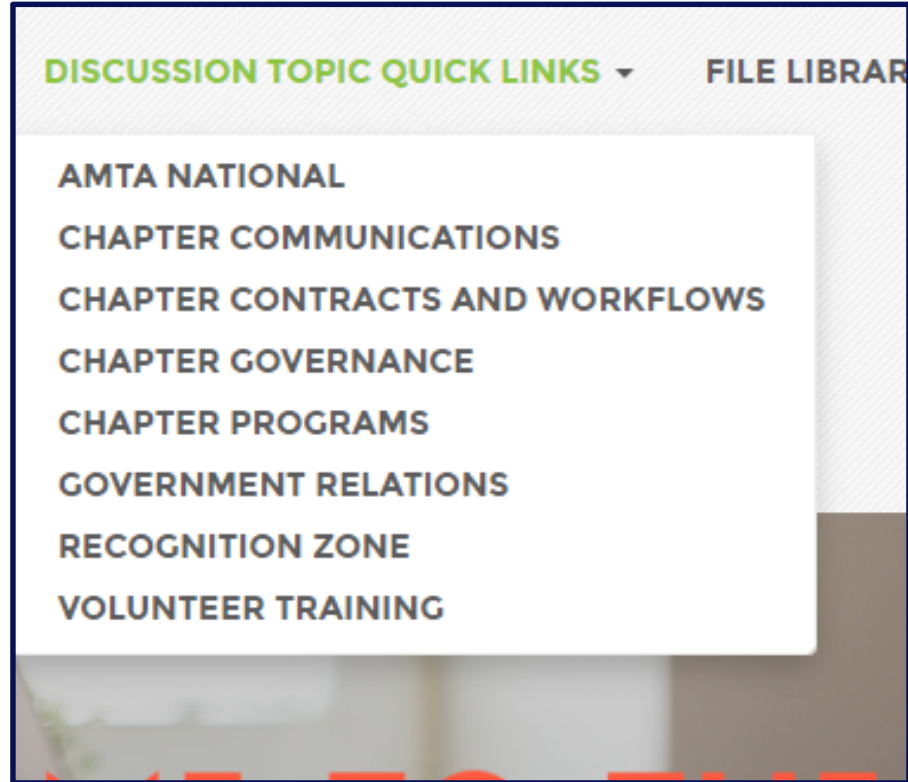
File Library Quick Links

Quick access to topic based file libraries

FILE LIBRARY QUICK LINKS ▾ search

AMTA NATIONAL

CHAPTER COMMUNICATIONS

CHAPTER CONTRACTS & WORKFLOWS

CHAPTER FINANCIALS

CHAPTER GOVERNANCE

CHAPTER PROGRAMS

GOVERNMENT RELATIONS

RECOGNITION ZONE

VOLUNTEER TRAINING

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Discussion Forums

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.

How to Post a Thread in a Community

VOLUNTEER TRAINING ⚙ SETTINGS

COMMUNITY HOME   **DISCUSSION** 208   LIBRARY 39   MEMBERS 89

1 to 31 of 31 threads (208 total posts)

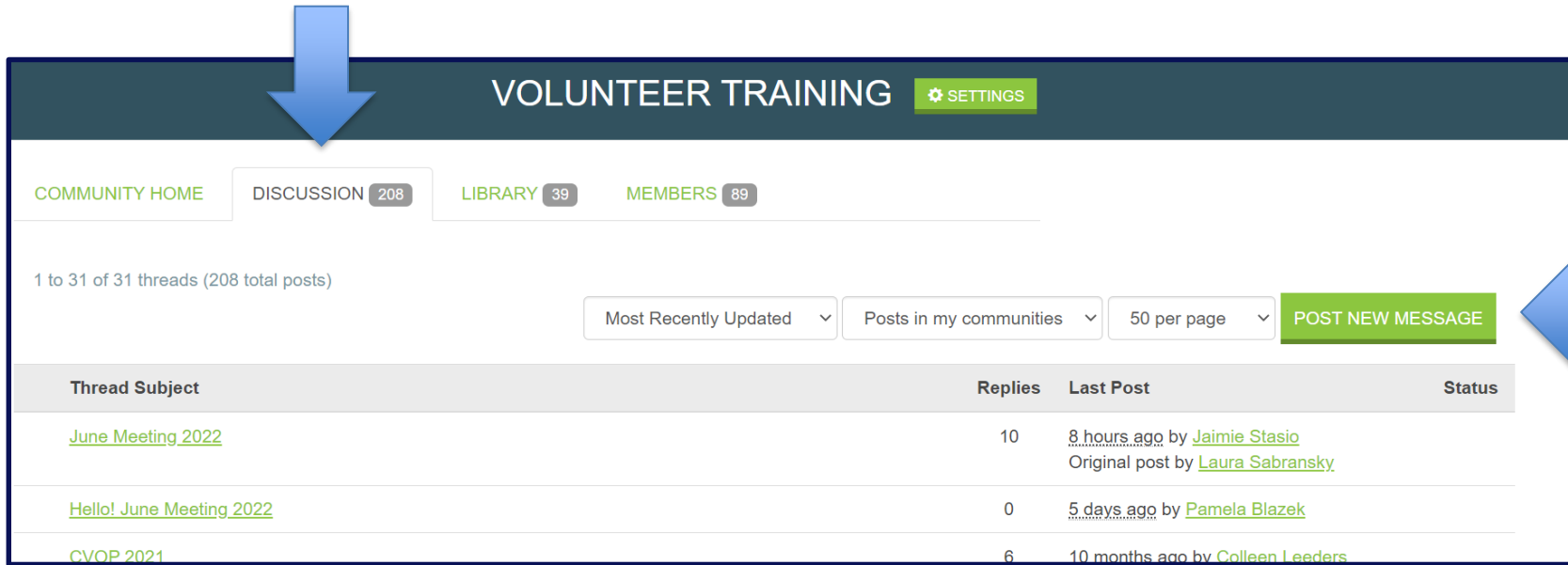Most Recently Updated ▾   Posts in my communities ▾   50 per page ▾   **POST NEW MESSAGE**

Thread Subject	Replies	Last Post	Status
June Meeting 2022	10	8 hours ago by Jaimie Stasio Original post by Laura Sabransky	
Hello! June Meeting 2022	0	5 days ago by Pamela Blazek	
CVOP 2021	6	10 months ago by Colleen Leeders	

- **To start a new thread discussion, navigate to the "Discussion" tab in the community you are accessing**

- **Click the green "Post New Message" button**

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Discussion Forum – Posting a Thread

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

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
Hi! 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 ▾

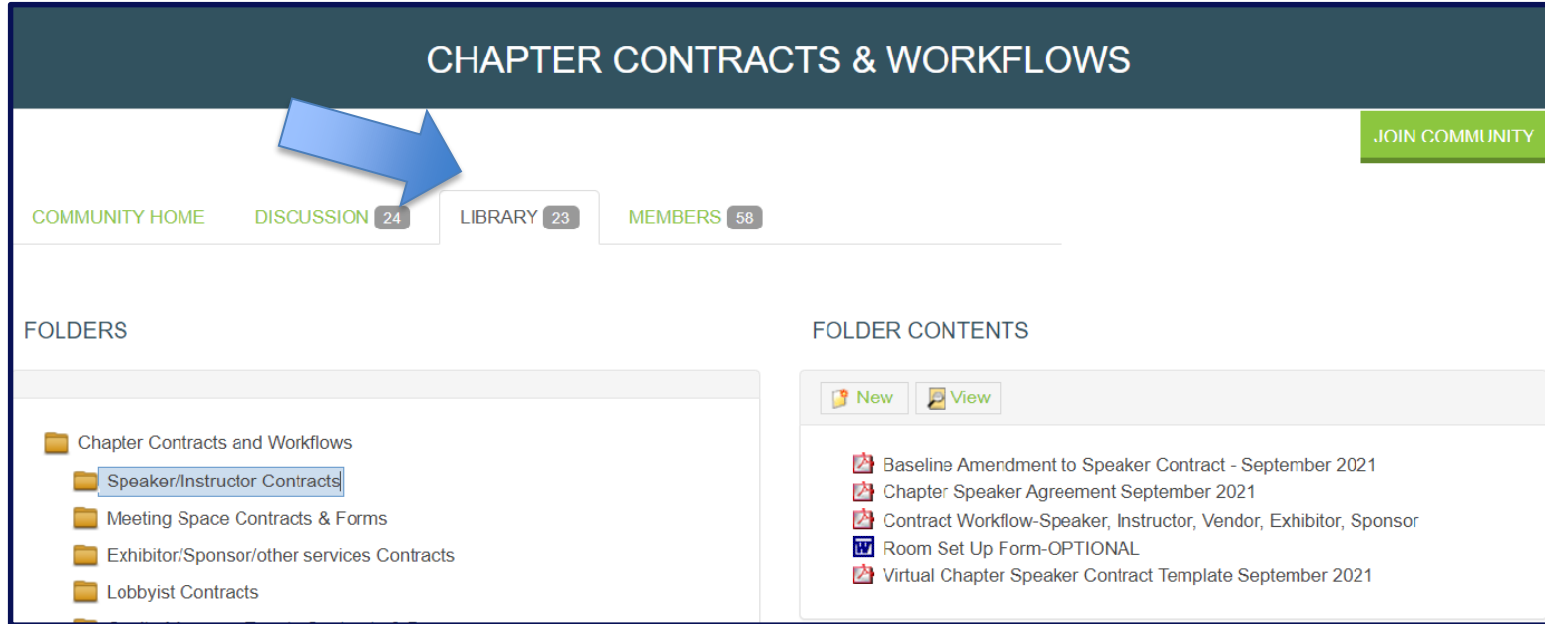Hi! I am having trouble locating the script used for swearing in the board and new delegate. Can you please let me know where to look?
Thanks,
Jenn Savage
MA Chapter
Online Elections Coordinator

Jennifer Savage

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.

File Library

CHAPTER CONTRACTS & WORKFLOWS

JOIN COMMUNITY

COMMUNITY HOME   DISCUSSION 24   LIBRARY 23   MEMBERS 58

FOLDERS

- 📁 Chapter Contracts and Workflows
  - 📁 Speaker/Instructor Contracts
  - 📁 Meeting Space Contracts & Forms
  - 📁 Exhibitor/Sponsor/other services Contracts
  - 📁 Lobbyist Contracts

FOLDER CONTENTS

📄 New   📄 View
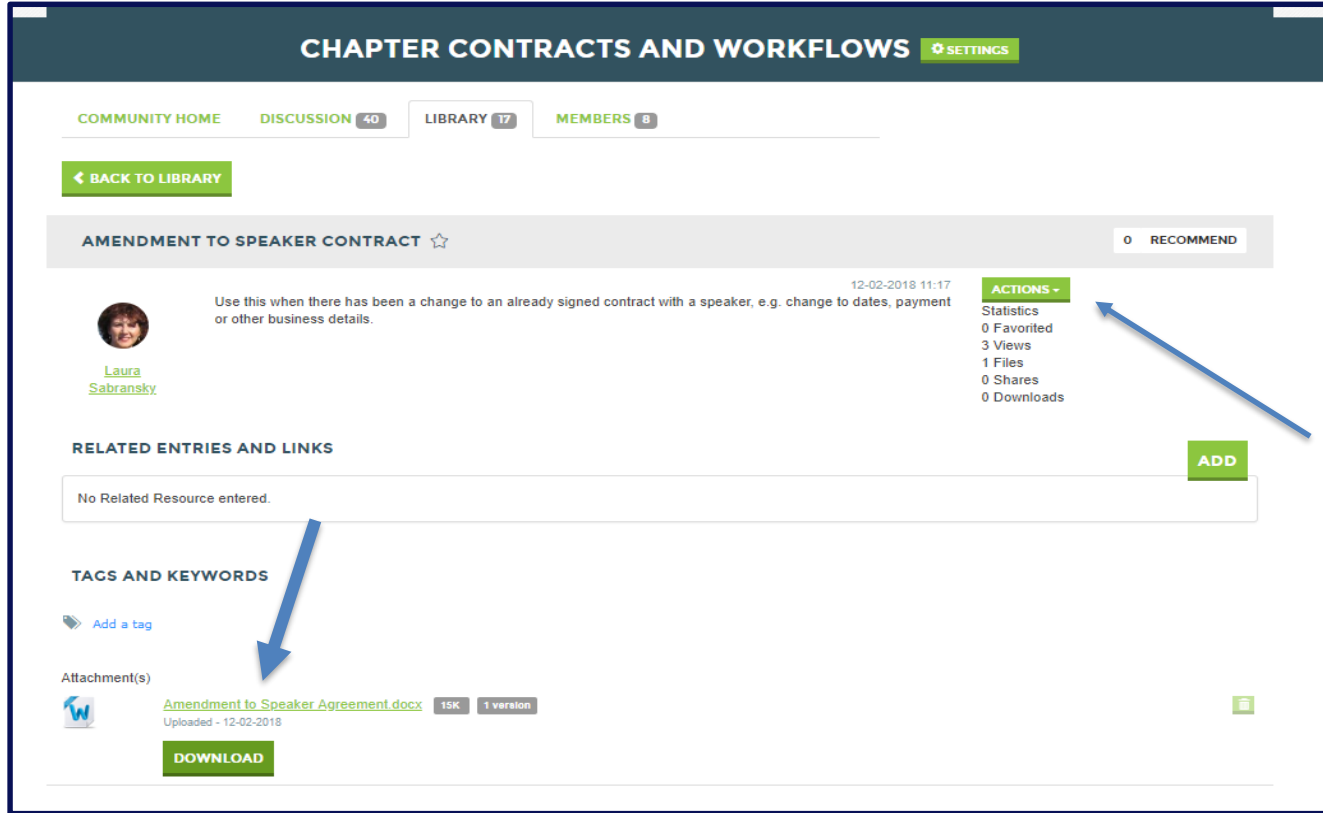
- 📄 Baseline Amendment to Speaker Contract - September 2021
- 📄 Chapter Speaker Agreement September 2021
- 📄 Contract Workflow-Speaker, Instructor, Vendor, Exhibitor, Sponsor
- 📄 Room Set Up Form-OPTIONAL
- 📄 Virtual Chapter Speaker Contract Template September 2021

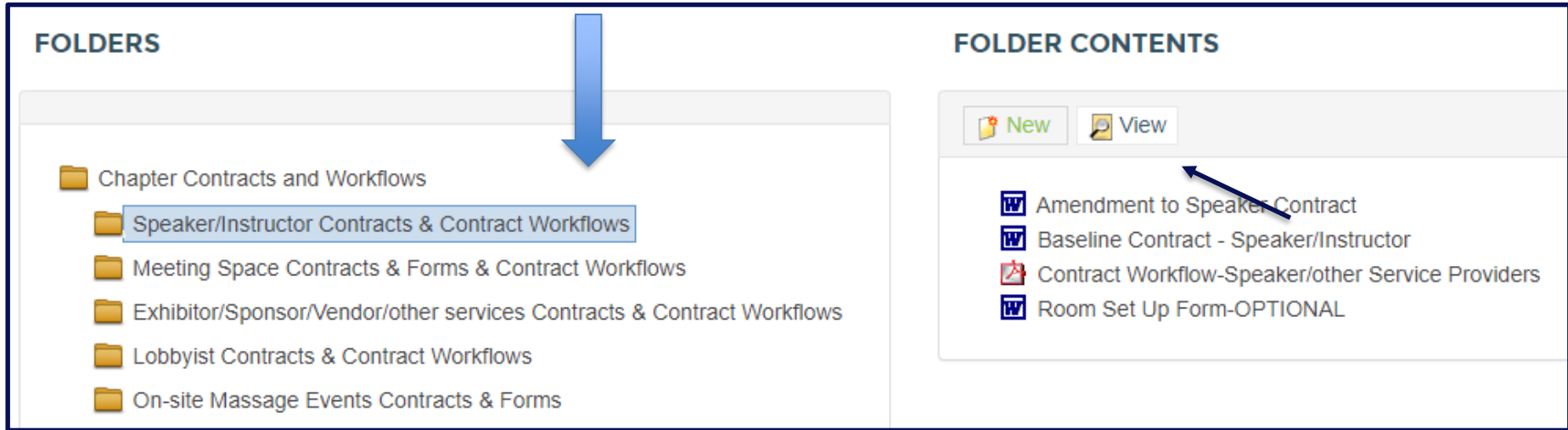**Libraries are managed and organized by Chapter Relations staff. If a file is shared via the discussion forum, it will automatically be added to the main (top) library folder.**

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.

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File Library

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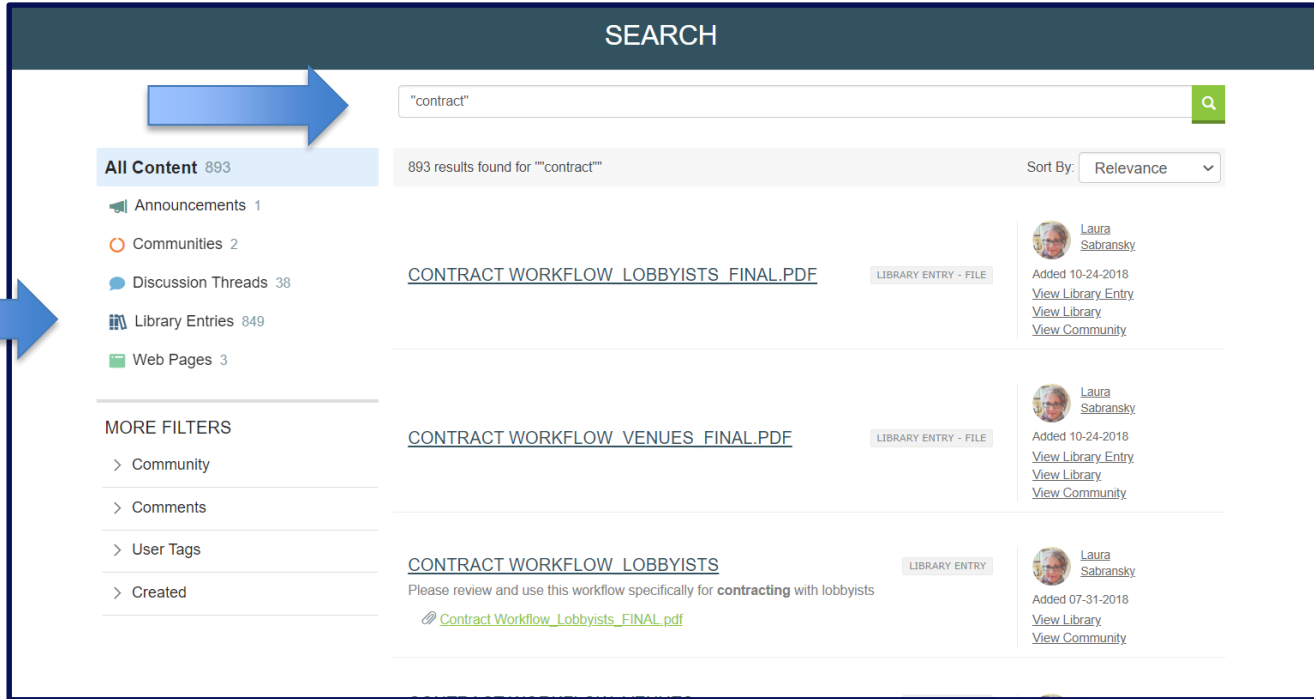
If you would like to share the file via email link, you can hover over the green "actions" button to get the permalink.

Search

- **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"**

HUB Hack

Profile, Preferences & Notifications

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

TEST MEMBER

Higher Logic

✉ 36 NEW MESSAGES

MY PROFILE | MY CONNECTIONS ▾ | MY CONTRIBUTIONS ▾ | MY ACCOUNT ▾

BIO

Share information about yourself - your work life and personal interests

ADD

ACTIONS ▾

CONTACT DETAILS ✎

Higher Logic
member@higherlogic.org

SOCIAL LINKS

Link to other social media accounts

ADD ▾

EDUCATION

Share where and when you received your education

ADD

JOB HISTORY

Provide an overview of employment experience

ADD

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.

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Profile Features

TEST MEMBER

Higher Logic

✉ 37 NEW MESSAGES

| MY PROFILE | MY CONNECTIONS ▾ | MY CONTRIBUTIONS ▾ | MY ACCOUNT ▾ |

MY CONNECTIONS ▾
- CONTACTS
- NETWORKS
- COMMUNITIES
- FOLLOWING

HUB Hack

MY ACCOUNT ▾
- INBOX
- PRIVACY SETTINGS
- EMAIL PREFERENCES
- RSS FEEDS
- COMMUNITY NOTIFICATIONS
- DISCUSSION SIGNATURE

This alert will take you to your inbox

My contributions shows any recent activity from you via discussion forums.

My Account will be addressed on the next page

My connections shows any contacts you have connected with, networks you are a part of, communities you have joined, or any content/posts you have chosen to follow.

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Profile Features – My Account

MY ACCOUNT ▾

INBOX

PRIVACY SETTINGS

EMAIL PREFERENCES

RSS FEEDS

COMMUNITY NOTIFICATIONS

DISCUSSION SIGNATURE

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.

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.

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Other Menu Features

Directory

A tool for searching for colleagues

Other Menu Features

Help/FAQ's

- HUB tutorial – specific to our AMTA platform

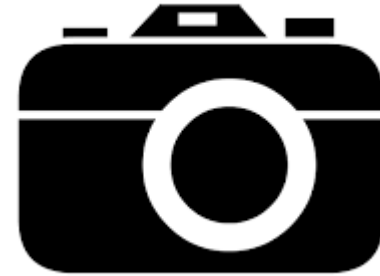- Common questions for platform (Higher Logic)

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