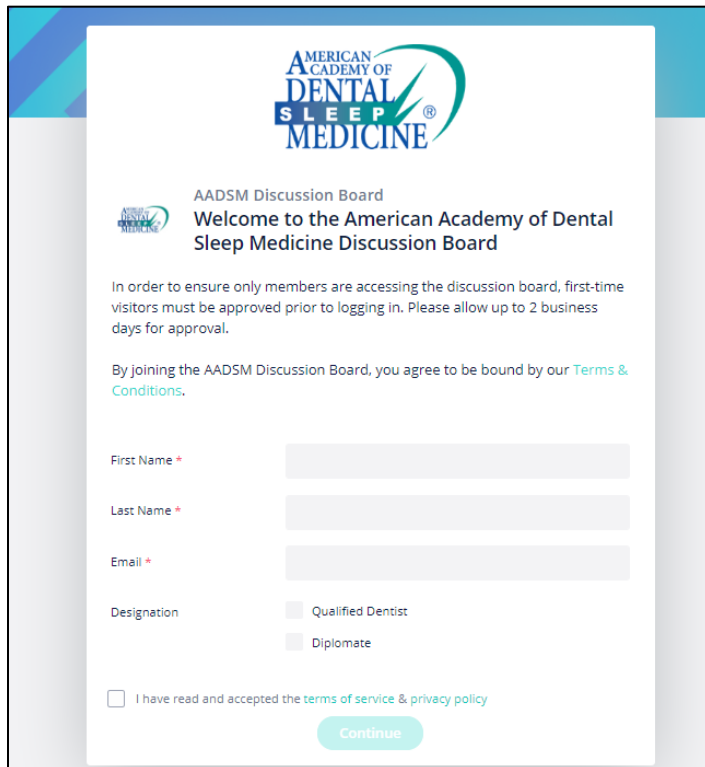


AADSM Online Discussion Board User Guide

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I. Registering for the Discussion Board

The screenshot shows the registration page for the American Academy of Dental Sleep Medicine (AADSM) Discussion Board. At the top is the AADSM logo. Below it, the text reads "AADSM Discussion Board" and "Welcome to the American Academy of Dental Sleep Medicine Discussion Board". A paragraph states: "In order to ensure only members are accessing the discussion board, first-time visitors must be approved prior to logging in. Please allow up to 2 business days for approval." Below this, it says "By joining the AADSM Discussion Board, you agree to be bound by our [Terms & Conditions](#)." The form includes input fields for "First Name", "Last Name", and "Email", each with a red asterisk indicating a required field. There are two checkboxes for "Designation": "Qualified Dentist" and "Diplomate". At the bottom, there is a checkbox for "I have read and accepted the [terms of service & privacy policy](#)" and a green "Continue" button.

The AADSM Discussion Board is a private online forum available to members of the AADSM. In order to ensure only members can access the community, first-time visitors must register and be approved prior to logging in.

AADSM members will receive an email invitation to register for the board. If you cannot locate your registration email, please email info@aadsm.org stating you would like to join the AADSM discussion board. You will then receive an email to set up your login.

Tip: When registering, we recommend using the same email and password associated with your aadsm.org membership account for ease of use.

II. Accessing the Discussion Board

Once you have a login, you can access the discussion board here: aadsm.mobilize.io. We recommend bookmarking the login page for easy access.

You can also access the community on the go by downloading the [Mobilize app](#) on your smartphone.

[Download for iOS](#) [Download for Android](#)

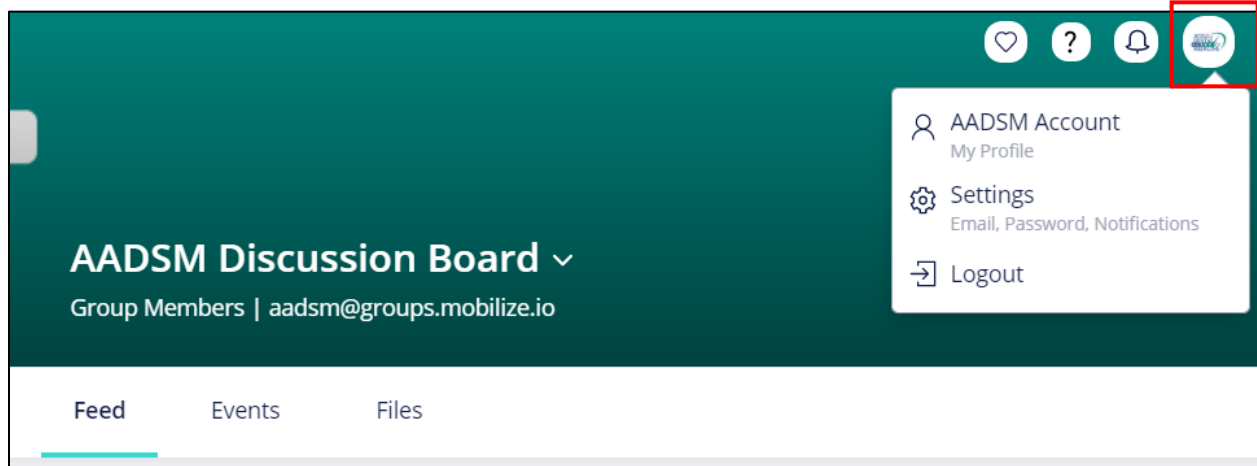
III. Navigating the Discussion Board

1. **Your Feed:** You can see and respond to what others have posted under “All Posts.”
2. **Search:** To search for a specific topic, use the search bar to the right. If you have a specific question or topic in mind, we recommend searching for the topic before creating a new discussion.
3. **Creating a Post:** To create your own post, click on “Discussion.” Enter in a title or a subject line, and then add the specifics of your post. If you need to edit or delete a post of your own, click on the three buttons in the upper right-hand corner of the post.
4. **Replying to a Post:** To reply, click “Write your comment” under the post you are replying to.

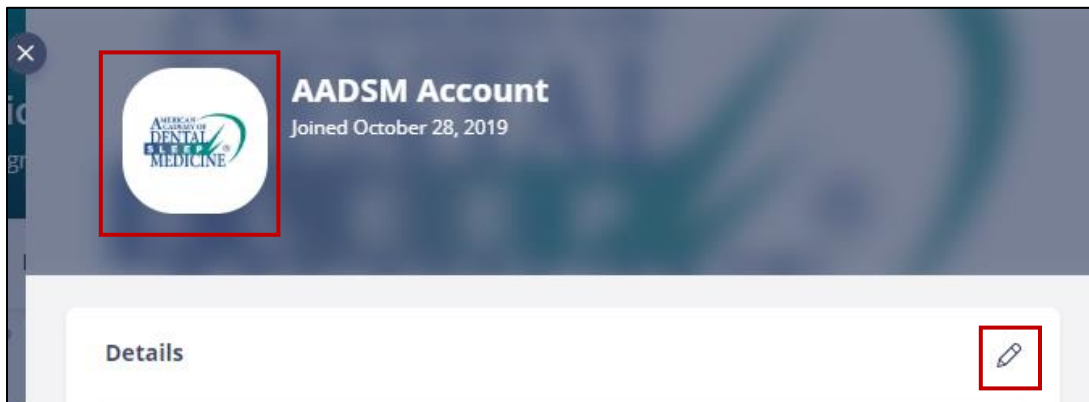
The screenshot displays the AADSM Discussion Board interface. At the top, a dark teal header contains the group name 'AADSM Discussion Board' and a dropdown arrow, along with navigation links for 'Group Members' and 'aadsm@groups.mobilize.io'. Below the header, a white navigation bar features tabs for 'Feed', 'Events', and 'Files'. The main content area is divided into two sections. The top section is a light gray box containing a 'Discussion' button (callout 3) and a text input field with the placeholder 'Write something...'. Below this, a white box contains a 'All posts' button (callout 1) and a search bar (callout 2) with the placeholder 'Search...'. The bottom section shows a post by 'AADSM Test' titled 'What AADSM member benefit do you use the most?'. The post content reads: 'I am interested in learning about what AADSM member benefits are used most often. Thanks for your participation!'. Below the post, there is a 'Be the first to appreciate this' button and a '1 Views' indicator. At the bottom of the post, a 'Write your comment' button (callout 4) is visible.

IV. Managing User Profile and Settings

To update your profile or adjust your settings, click on the icon in the upper right-hand corner of the home screen.



My Profile allows you to edit your name, upload a profile photo, and update your designation. To upload a profile photo, click on the square next to your name. To update your name or email, click on the pencil across from "Details."

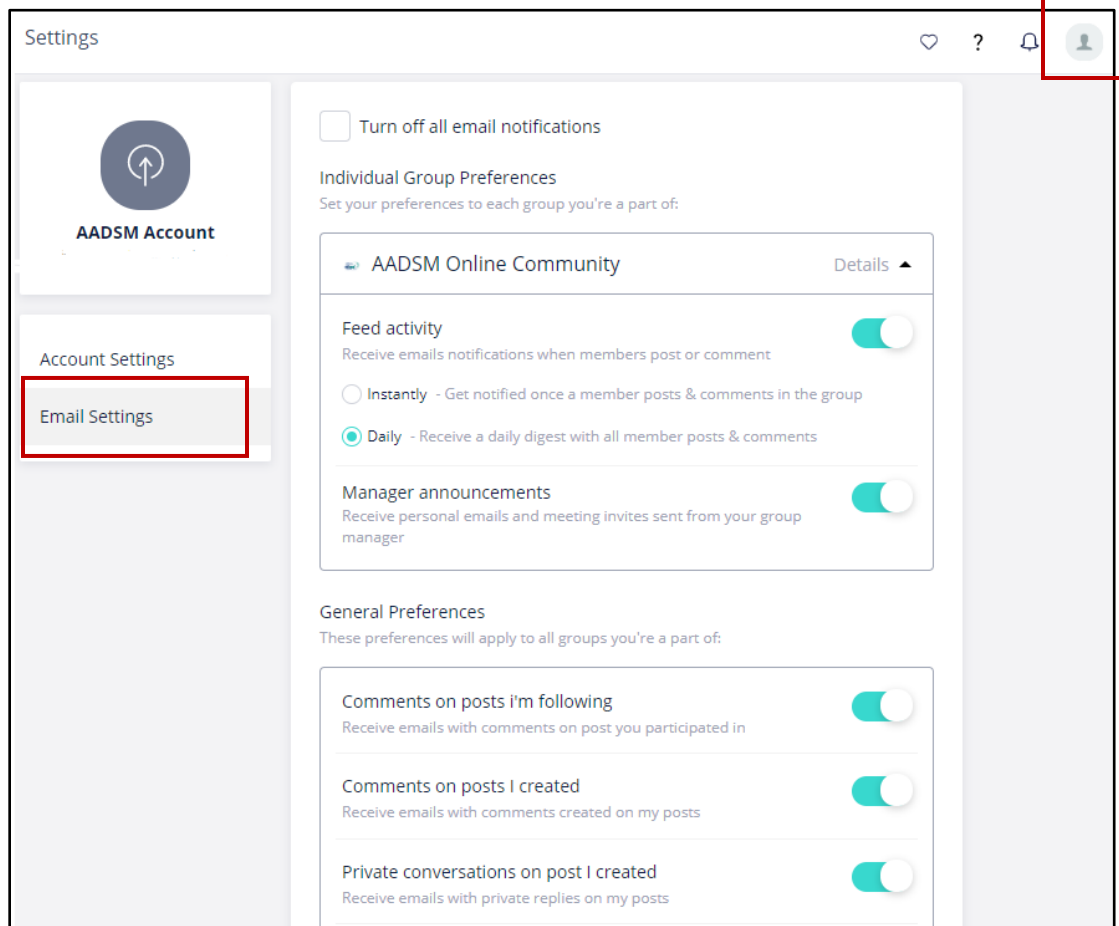


Settings allows you to edit your email address, reset your password, and manage your email notifications. Please see the next section for details on managing email notifications.

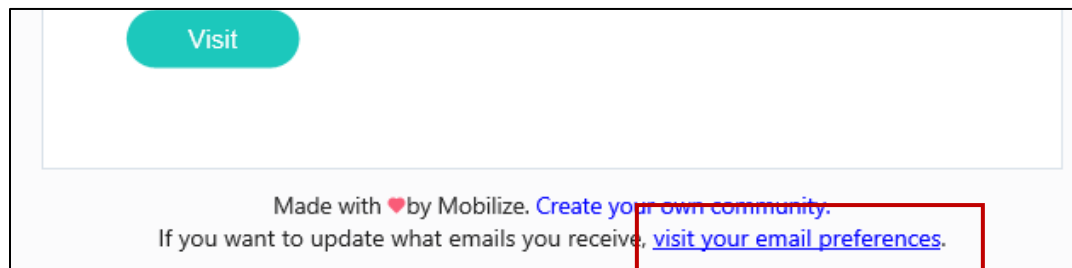
V. Email Notifications and Daily Digests

Your account is automatically set up to receive daily digests, which are emails sent each day containing any posts from the day prior. You also automatically receive emails when someone comments on a post you made or followed, mentions you in a post, or messages you.

To update your notification preferences, click on the icon in the upper right-hand corner, select “Settings” and select “Email Settings.”



You can also update your email settings by clicking on “visit your email preferences” at the bottom of your daily digest emails.



VI. FAQ's

What if I forget my password?

If you forget your password, visit aadsm.mobilize.io and select "Use a magic link to sign in." You will be asked to enter the email address associated with your account, and then you will be emailed a link to access the discussion board. Once you have accessed the board, click on the icon in the upper right-hand corner, select "Settings," and then "Reset Password."

I just deleted a post. Why can I still see it?

Once you delete a post, there is a chance it'll still appear in your feed. To confirm it is deleted, log out of the discussion board and log back in.

Why can't I find any members when I try to start a chat?

We currently have not enabled the chat feature for this discussion board.

Can I reply to a discussion post by email?

Yes! If you are receiving instant notifications by email, you can also respond to them directly from email. To respond privately, or only to the post author simply reply to the email. To respond so the community can continue the discussion, click reply all

Still have questions? Contact info@aadsm.org or [view additional FAQs here](#).