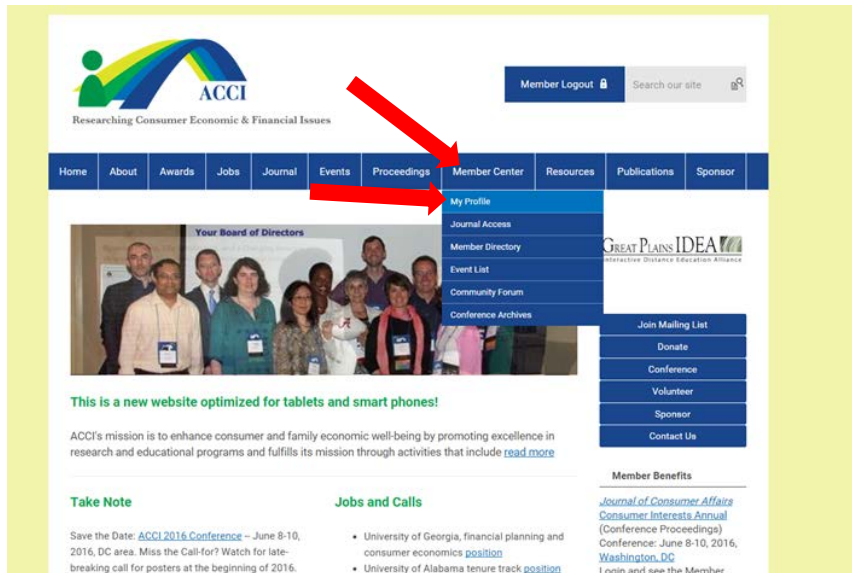




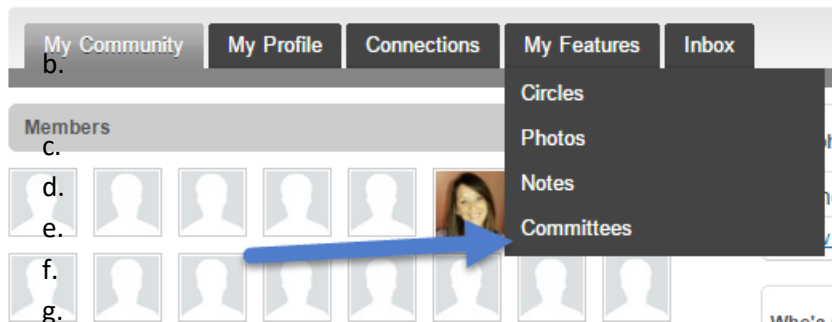
# How to use the Committees Function

(Please note that this is a Members ONLY benefit)

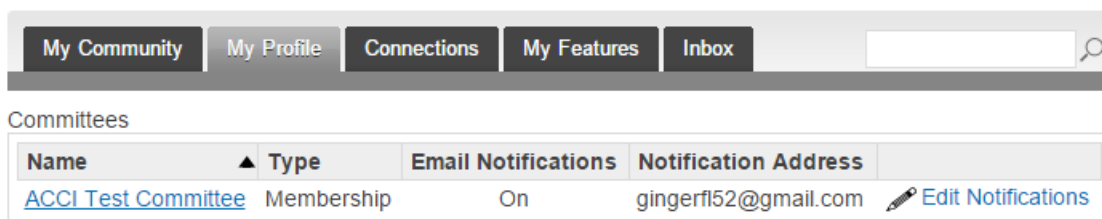
1. Login to the ACCI Member section by clicking on the **Member Login** button at the top of the page (if you need help, please see “How to Login to ACCI Member site” Instructions)
2. Click on the **Member Center** drop down menu, then select **My Profile**



3. On the next screen,
  - a. select **My Features – Committees**



- b. The Committee(s) to which you belong will appear below your profile



c. select the **Committee** you wish to see

The screenshot shows a navigation bar with tabs: My Community, My Profile, Connections, My Features, and Inbox. Below the tabs is a search box. Underneath is a section titled 'Committees' containing a table with the following data:

Name	Type	Email Notifications	Notification Address	
<a href="#">ACCI Test Committee</a>	Membership	On	gingerf152@gmail.com	<a href="#">Edit Notifications</a>

d. Once selected you will see the **Committee Menu** highlighted in yellow below

### Committee: ACCI Test Committee

The screenshot shows the 'Committee: ACCI Test Committee' page. On the left is a sidebar menu with 'Messages', 'Members', and 'Files'. The 'Messages' item is highlighted in yellow. The main content area shows 'Messages (1 message)' with a table:

Title	Author	Date/Time	
<a href="#">This is how committees work</a>	<a href="#">Ginger Phillips</a>	11/24/2015 06:46:09 AM	<a href="#">Delete</a>

Additional options include '+ Add Message' and 'Type: Membership'.

e. Members are listed as are messages and files

### Committee: ACCI Test Committee

The screenshot shows the 'Committee: ACCI Test Committee' page. On the left is a sidebar menu with 'Messages', 'Members', and 'Files'. The 'Members' item is highlighted in blue. The main content area shows 'Members (1 member)' with a table:

Name	Position	
<a href="#">Ginger Bailey</a>	Member	<a href="#">Edit</a>   <a href="#">Remove</a>

Additional options include '+ Add Members' and 'Type: Membership'.

f. Remember to click on Edit Committee to select how often you wish to receive emails when a change is made to the Committee. In this way you control your email in-box more efficiently

The screenshot shows the 'Edit Committee' dialog box. It contains the following settings:

- Email Notifications:  New Message,  New Comment,  New File Uploaded
- Notification Email Address: gingerf152@gmail.com

At the bottom are 'Cancel' and 'Save' buttons.