Welcome to Your District Community!

Tools Available to District Members on your Community Site:

Discussions

- • Start a new discussion or contribute to an ongoing discussion
- • Discussion posts are automatically emailed to all active members of the district

Library

- • Upload and download documents
- • Sort documents into stackable folders
- • Edit and reupload your documents to create updated versions

Events

- • Automatically place your event on the Master Brewers Calendar of Events*
- • Post important event links and documents in one place*

Members

- • Search the list of district members and click on their names to view their profiles
- • Send private messages and add them as Community contacts to find them easily from your Community profile

* Only active district officers may add and edit events. If your district has changed officers, please notify Master Brewers. New officers will be able to access event creation tools within 24 hours.

Click here to start exploring your District Community.
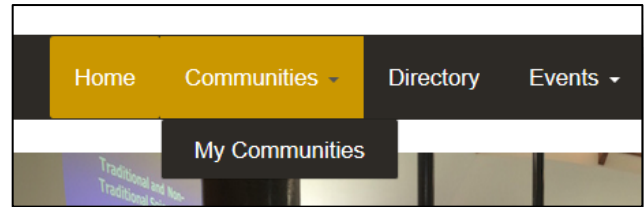
You will be prompted to log in with your mbaa.com username and password. If you do not know your username or password, reset them by clicking "I don't know my username or password" here.

Getting Started: Show Me How To…

- • Find my District Community on the Community Site
- • Create a New Discussion
- • Reply to a Discussion
- • Change my Community Notification Settings
- • Use the Document Library
- • Create an Event
- • Edit an Event
- • Use the District Officer Community

How To: Find my District Community on the Community Site

1. From community.mbaa.com, you can see all Communities you're a member of by navigating through the "Communities" top navigation button and clicking "My Communities."

2. You may be prompted to log in. Use your mbaa.com username and password.

3. On the My Communities page, browse through your list of Communities and click on the name of the Community you want to access. You will be taken to that Community's homepage.

How To: Create a New Discussion

1. Once in your District Community, click the "Discussion" tab located under the district name.

2. Click the green "Post New Message" button to start a new discussion.
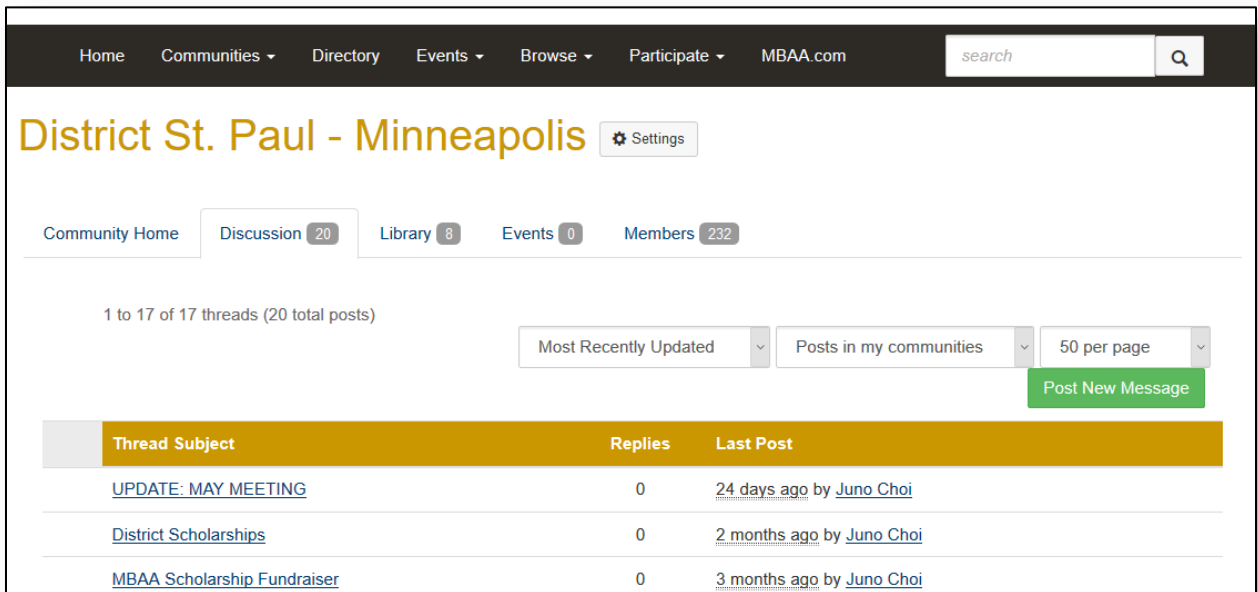
3. Your message will be emailed to all members of your Community depending on their e-mail settings.

Did you know? The Community site is directly linked to everyone's contact info in the Master Brewers database, so there's no need to keep track of your district members' e-mail addresses!

How To: Reply to a Discussion

There are two ways to reply to a discussion:

From your E-mail Inbox

1. If your Notification Settings for this Community are set to "Real Time," you will see each discussion as it happens, just like a normal e-mail chain. Included in these e-mails will be blue "Reply to Group" and "Reply to Sender" buttons.


    a. **"Reply to Group" Button**: Replies to the full discussion so that everyone in the committee can see your post.

    b. **"Reply to Sender" Button**: Sends a private message just to that individual person.

    c. You can also reply to the e-mail as you would any other e-mail, and everyone else in the Community will see your reply.

    Did you know? Even if you only reply by e-mail, your e-mail will automatically be cross-posted to the Community Site, so anyone in your district can access the discussion from either location.

2. If your Notification Settings for this Community are set to either Daily or Weekly Digest, you will see all discussions that took place in the designated time period. Click on any discussion title to be taken to that discussion on the Community Site.

From the Community Site

1. Once in your District Community, click the "Discussion" tab located under the district name.

2. All discussions will be listed by most recently updated. Use the filters by the green "Post New Message" button to sort them differently.

3. Click the title of a discussion to see all posts in that discussion.

4. While viewing that discussion's posts, click any blue "Reply to Discussion" button on any post to reply to the entire discussion, or select the adjacent triangle to see more options.

5. When you reply to a discussion, your message will be emailed to all members of your Community depending on their e-mail settings.
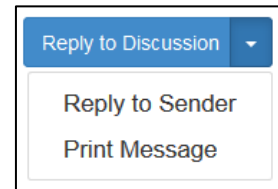
## How To: Change my Community Notification Settings

1. Once in your Community, click the "Settings" button located to the right of the committee name.
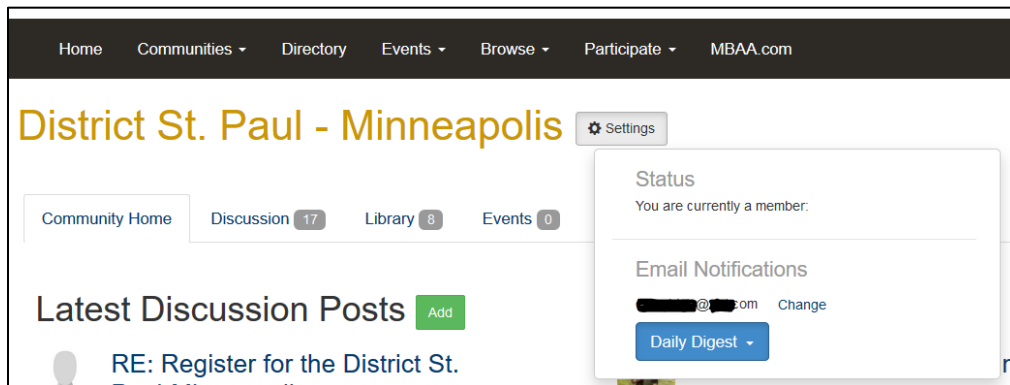
2. Click the blue button to change your notification settings between Real Time, Daily Digest, or Weekly Digest.

How To: Use the Document Library

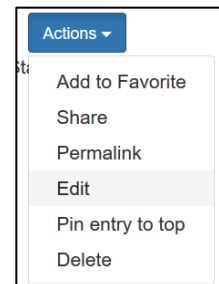1. Once in your District Community, click the "Library" tab located under the Community name.
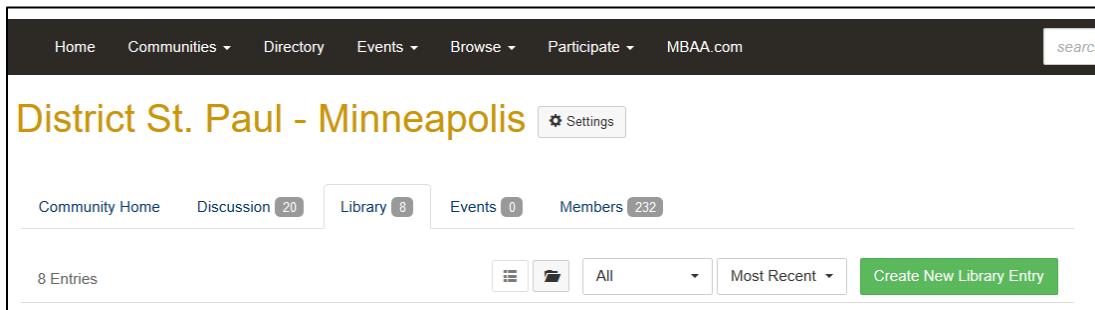
2. Use the List View and Folder View buttons near the green "Create New Library Entry" button to customize your library view:

   ▤ **List View:** View the most recent uploads and download documents

   🗁 **Folder View:** See all documents in a more compact format and create folders to help keep your district's d ocuments organized

3. Double-click the name of any document to see details and additional options.

4. Click the green "Create New Library Entry" button to upload a new document from your computer.

5. To update a document you previously uploaded:

   a. Go to the Library and double-click the name of the document you would like to edit to view the document details.

   b. Click the blue "Actions" button and select "Edit."

Did you know? When you upload a document, you become its "Owner." Only the Owner can update or edit a document. However, if the previous Owner is no longer available (such as a committee member whose term has expired), a Community Admin can change the Owner.

How To: Create an Event

If you like, a 5-minute video tutorial on how to create an event is available [here](#).

1. Once in your District Community, click the "Events" tab located under the Community name. Upcoming events for your district will be listed.
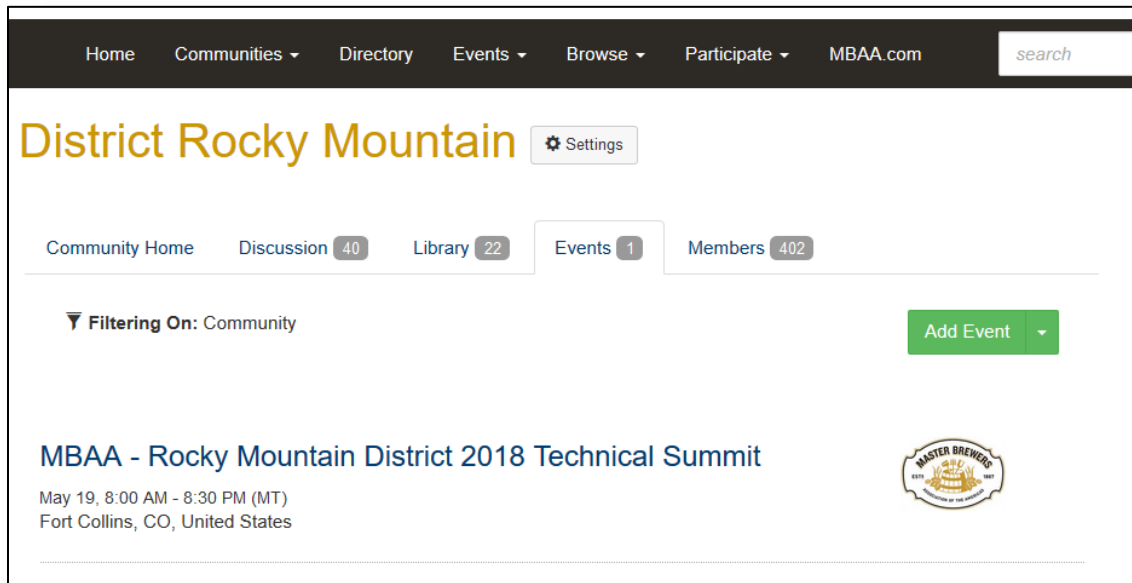
2. **District Officers only** will see a green "Add Event" button. Click the button to open the Event Panel.

Did you know? Once saved, your event will automatically appear on the [Upcoming Events](#) page on the Community and the [Calendar of Events](#) at mbaa.com.

3. Fill out the Event Panel:

Active Event Toggle

Toggles the event from "Active" to "On Hold." Active is the default. Once you've created your event, this toggle will no longer be accessible. If you need to put your event On Hold or Activate an On Hold event, please contact a Community Admin.

Details Section

- **Title**: Name your event. Include your district name in the event title, as your event will be listed on the Calendar of Events alongside other districts' events. Example: District Northern Rockies Spring Meeting

- **Event Type**: Choose "District Meeting - External" or "District Meeting – No Reg"

  o **External:** Select if you have a registration link. This template adds a "Register Now" button on the event page and Upcoming Events list.

  o **No Reg:** Select if you do not yet have a registration link. You can change the Event Type to External once you have a registration link.

- **Community**: This should say your district name. Do not post events directly to the District Officers Community.

- **Display in events list?** and **Display in search results?**: Indicates whether your event will appear on the Calendar of Events and Upcoming Events pages. The default option is recommended. To keep the calendar current, do not select "Always display."

- **Description:** This section is where you build the main content of your webpage. If you're unsure what something in the toolbar is, hover your mouse over the icon to see what it does.
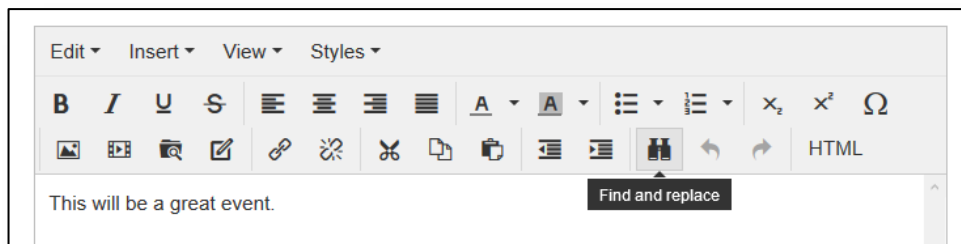
- **Optional link for an external website**: This replaces the event page on the Calendar of Events page, so only use this field if you prefer an external website to the Community event page.

- **Event Image:** Choose an optional image to be displayed on the event page and Upcoming Events page.

Date & Time

- Select the dates, times, and time zone. Dates are selected in Month–Day–Year format and times use a 24-hour clock, but will be displayed on the event page and calendars in longform. For example: 5-18-2018 at 13:00 Pacific Time becomes "May 18, 2018 1:00 PM (PT)"

Location

- Indicate how attendees can attend. This information will be automatically displayed on the event page as well as on the event listings on the calendars.

- You may select multiple formats, such as including both a physical location as well as login instructions for online attendees (though if access is paid, remember that this page is public).

Contact Information

- This information is public and will be visible on the event page. **Master Brewers recommends leaving the email field blank so as not to post a personal email address on a public webpage**.

External Registration ("External" Event Type Only)

- Indicate what link you would like the "Register Now" buttons to lead to.

- If you do not have a link yet, save your progress with the "Save and Continue" button below, then return to the "Event Type" dropdown at the top of the Event Panel and select "District Meeting – No Reg"

Save Buttons:

- **Save and Continue:** Select to save your progress and continue building your event.

- **Save:** Select to save your event and close the panel.

- If you see a message that the "Event data is invalid" after pressing one of the Save buttons, you missed something! Look over the Event Panel for any boxes with red outlines.
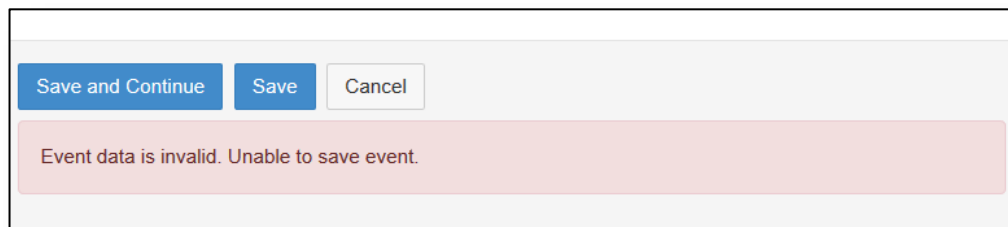
You're finished!

Once you've posted your event, make sure to create new a discussion announcing it to your district!

How To: Edit an Event

You may edit any event you created.

1. Find your event on the District Events page, the Upcoming Events page, or the Calendar of Events. Click the name to access the event page.

2. At the top of the page, there will be a blue "Edit" button next to the title.

3. Use the Event Panel to edit your event, then press the blue "Save" button at the bottom of the panel.

4. The event page will automatically refresh and your changes will display immediately.

Only the person who created the event page may edit it. If you need to update an event that you do not have access to, please contact the person who built the page or a Community Admin.

How To: Use the District Officers Community

The District Officers Community is your resource for all things related to being a district officer.

1. Find the District Officer Community on your My Communities page and click on the name to enter the DO Community.
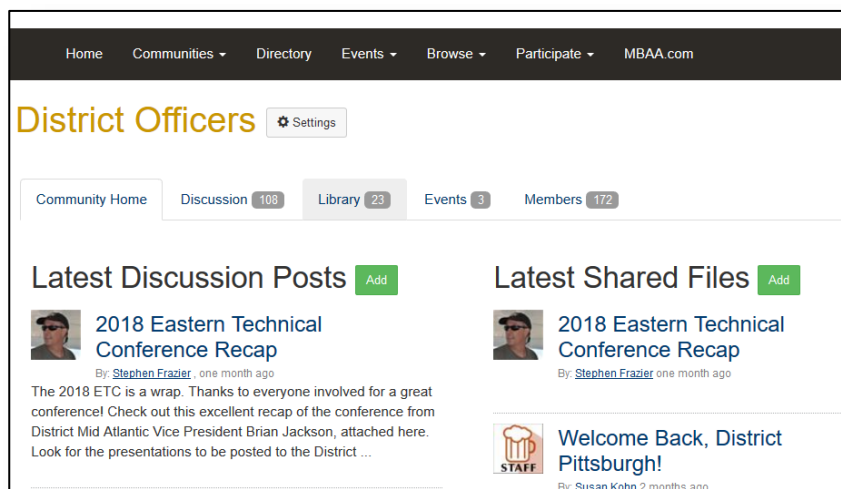
2. From there, use the tabs to navigate to your desired location:

Discussions

*   See announcements relevant to all Master Brewers districts or post a question to your fellow officers.

*   Anything posted to discussions will be emailed to all current District Officers.

Library

*   Access district resources, including guidelines, templates, and flyers that can be distributed at your district events.

*   **Tip:** Use Folder View in the document library for easier browsing! (See: How to Use the Document Library)

Events

*   See events relevant to District Officers, such as upcoming BOG meetings.

*   **Do not post district events to the DO Community**. Your district members can't see it here! Instead, post it to your District Community, so that your district members will be able to see it on you District Events page.
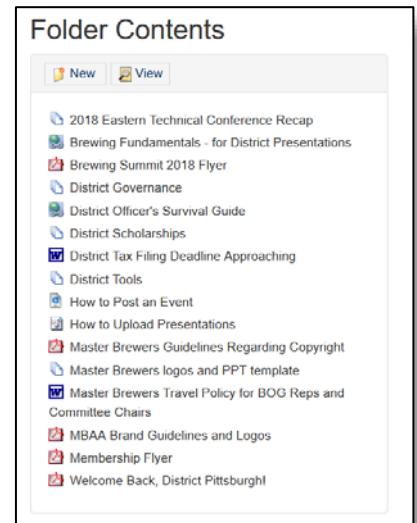
Start Exploring Your Community.

Questions?

Contact us with any questions about the Master Brewers Community Site.