

Communicate.
Participate.
Collaborate.

Connecting on SCACPA's online community can:

- Expand your network
- Update you on all things accounting
- Access knowledge sharing
- Obtain career advice
- Hone your leadership skills
- Make a difference in your association and your community

YOUR SCACPA **Online Community** **Quick Start Guide**



Starting SCACPA Connect
is easy as 1-2-3!

1. Use our online community to connect with other members and share your expertise

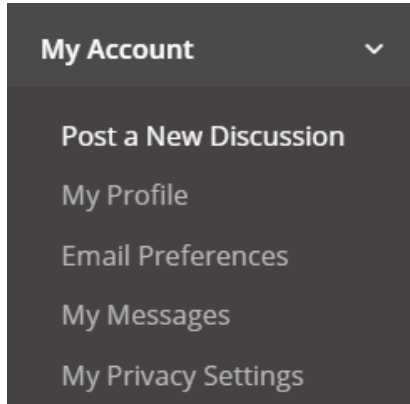
2. Establish yourself as a knowledge leader when you share real-world experience

3. Stay up-to-date on the issues South Carolina CPAs are talking about

Questions? Email us at
communications@scacpa.org

Getting Started is Easy!

The *My Account* menu dropdown on the left-hand side of the screen will give you access to navigational tools necessary to start exploring and contributing to the community.



Upload a Profile Picture

Click on your current profile picture or click on the *My Account* dropdown menu and select *My Profile*.

Click the green pencil on the right side of your current picture. Select *Choose File* to find your new picture, then click Upload.

If your picture is large, you can crop it, just zoom and drag the crop region as desired. Click *Crop* or *No Thanks* to skip this step.

How to Post a New Discussion

In the left menu under *My Account*, click *Post a New Discussion*. A dialog box will appear.

Select the Open Forum for the discussion post and enter the subject.

Finally, enter the details of your post. You can also attach files.

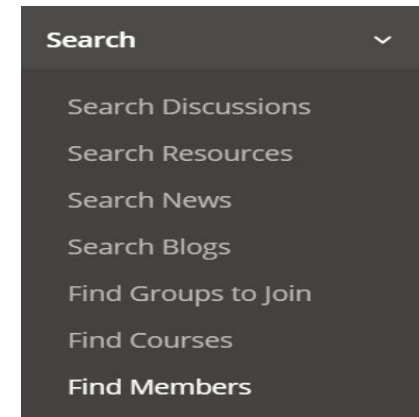
Click *Post* and you're done!

- ✓ Please read and follow the community posting guidelines.
- ✓ Always maintain professional courtesy.
- ✓ Post things that add value to the community.
- ✓ Consult the [Etiquette Page](#) for details.

Search the Member Directory

In the left-hand menu, expand *Search*, click *Find Members* and enter the first and last name you are searching.

Locate their contact information or *Message* them via Connect.



Send a Private Message

Under *My Account*, click *My Messages*, then *Compose Message*.

Enter the subject of your message and the name of your intended contact until name suggestions appear. Click on the desired name and repeat for additional contacts you would like added to the message.

Enter message details and/or attach files and click *Send Message*.