

AAIC TRUSTED MESSENGER & PEER AMBASSADOR COMMUNITY ACCOUNT REGISTRATION & PROFILE SET UP

HOW TO SET UP YOUR ACCOUNT

1. Click on the [Registration Page](#).

The screenshot shows the registration page for the Alive & In Color community. At the top, there is a navigation bar with links: Find a Vax Site, Covid-19 Vaccine, COVID/Vax Training, Become an Advocate, Care & Resources, Videos, Speak Out On Social, About, and Asset Gallery. A 'Sign In' link is also present.

Below the navigation bar, a message states: "Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time."

The registration form is divided into two main sections: "Account Details" and "Profile Details".

Account Details:

- Username (required): [Text input field]
- Email Address (required): [Text input field]
- Choose a Password (required): [Text input field] with a strength indicator showing "Strong".
- Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! * ? \$ % ^ & .

Profile Details:

- First Name (required): [Text input field]
- Last Name: [Text input field]
- Name of Organization (if applicable): [Text input field]
- Zip (required): [Text input field]
- Areas of impact you are interested in: [List of checkboxes]

At the bottom of the form, there is a green button labeled "COMPLETE SIGN UP".

Below the form, there is a footer section with logos for Fulton County, The Arthur M. Blank Family Foundation, and Alive & In Color. It also includes social media icons and contact information: "For more information please contact us at aliveandincolor@fultoncountycolor.org".

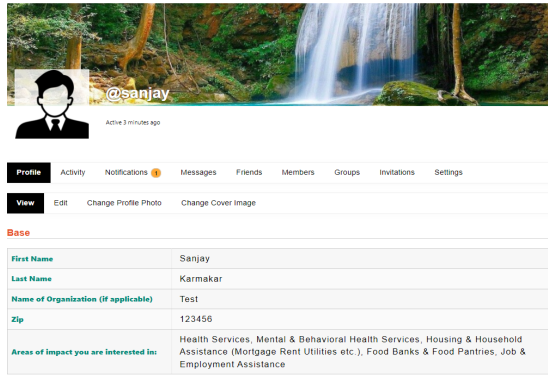
2. Complete form fields and click the “**Complete Sign Up**” button.

3. Check your email inbox for our activation email and click the activation link to activate your account. If you don't find the activation email in your inbox, please check your spam folder. **This step is required in order to begin accessing the *Alive & In Color Trusted Messenger & Ambassador Community*.**

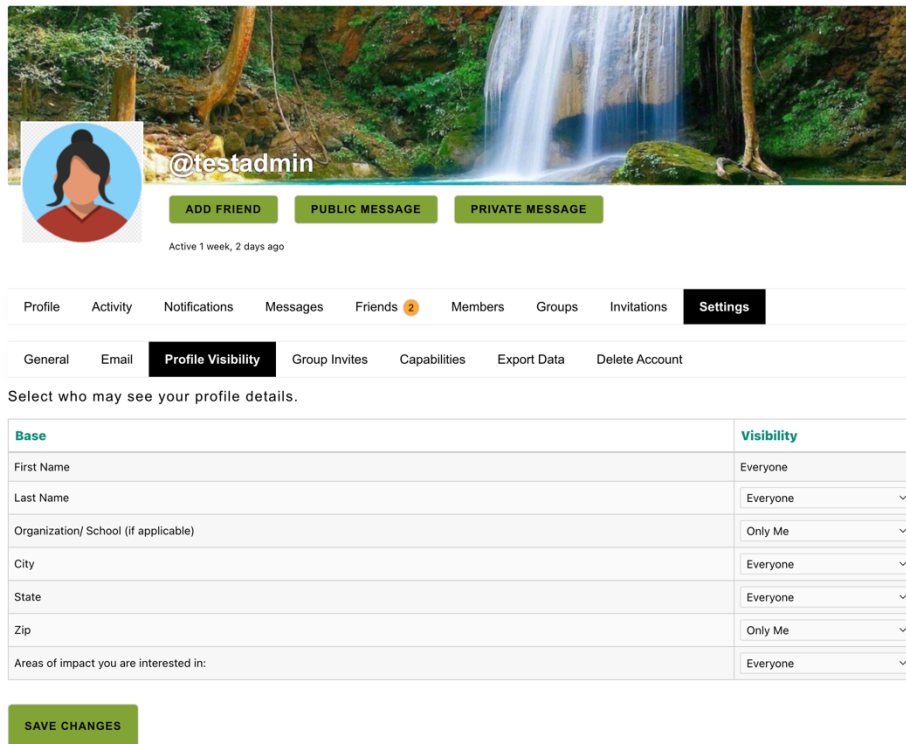
4. Complete your profile and begin exploring member activity, groups, member profiles and more!

HOW TO SET UP YOUR PROFILE

1. Click on your account icon to edit your profile information.



2. Click on “Profile Visibility” to adjust the visibility settings for each of your profile fields.



3. Click on “**Settings-General**” to change your email address and/or password.

@testadmin

ADD FRIEND PUBLIC MESSAGE PRIVATE MESSAGE

Active 1 week, 2 days ago

Profile Activity Notifications Messages Friends **2** Members Groups Invitations **Settings**

General Email Profile Visibility Group Invites Capabilities Export Data Delete Account

Email & Password

Update your email and or password.

Account Email

stuti@virginworkz.com

i Click on the "Generate Password" button to change your password.

GENERATE PASSWORD

SAVE CHANGES

4. Click on “Settings - Email” to edit your notifications.

Profile Activity Notifications Messages Friends 2 Members Groups Invitations **Settings**

General **Email** Profile Visibility Group Invites Capabilities Export Data Delete Account

Email Notifications

Set your email notification preferences.

	Yes	No
Activity		
A member mentions you in an update using "@testadmin"	<input checked="" type="radio"/>	<input type="radio"/>
A member replies to an update or comment you've posted	<input checked="" type="radio"/>	<input type="radio"/>
Messages		
A member sends you a new message	<input checked="" type="radio"/>	<input type="radio"/>
Members		
Someone accepts your membership invitation	<input checked="" type="radio"/>	<input type="radio"/>
Friends		
A member sends you a friendship request	<input checked="" type="radio"/>	<input type="radio"/>
A member accepts your friendship request	<input checked="" type="radio"/>	<input type="radio"/>
Groups		
A member invites you to join a group	<input checked="" type="radio"/>	<input type="radio"/>
Group information is updated	<input checked="" type="radio"/>	<input type="radio"/>
You are promoted to a group administrator or moderator	<input checked="" type="radio"/>	<input type="radio"/>
A member requests to join a private group for which you are an admin	<input checked="" type="radio"/>	<input type="radio"/>
Your request to join a group has been approved or denied	<input checked="" type="radio"/>	<input type="radio"/>

SAVE CHANGES

5. You may delete the notifications individually or in bulk. Any notification that you mark as “Read” or open to read is automatically moved to the “Notifications - Read” page.

6. You may filter the order of this list: Newest First (default) or Oldest First.

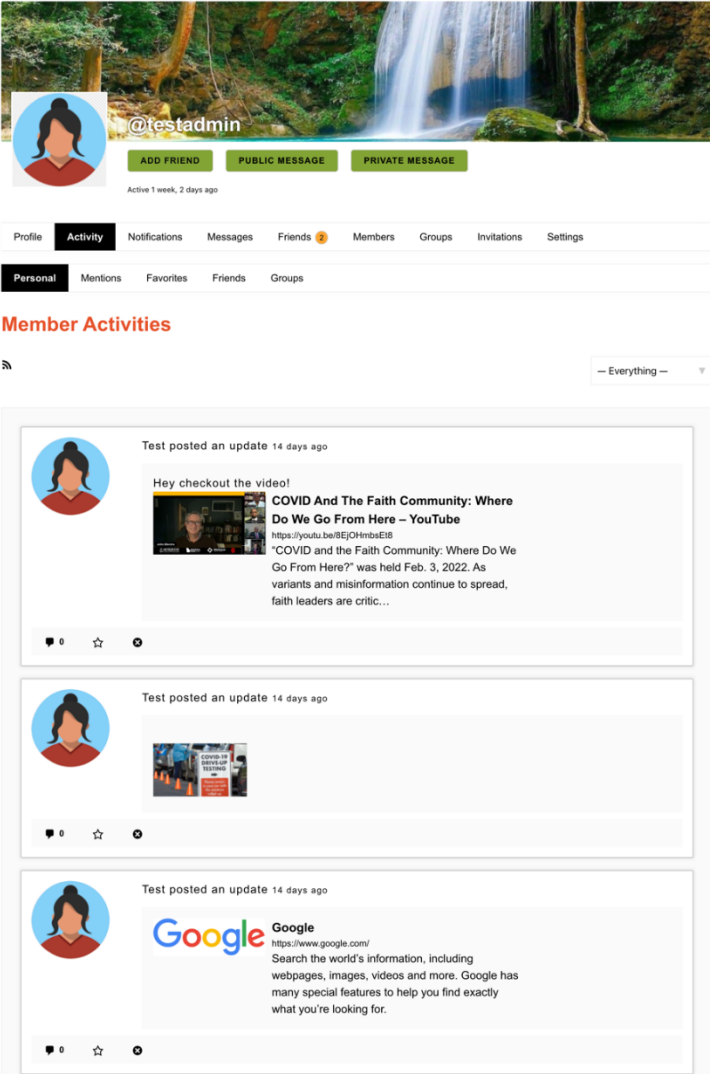
7. You may opt out or opt back in to receiving email notifications by clicking “Yes” or “No” for each listed field.

8. Begin exploring member activity, groups, member profiles and more.

9. Write your first post and start a conversation!

ACTIVITY PAGE TIPS

1. Click on “**Activity - Personal**” to view all member activity in chronological order.



The screenshot displays a social media profile for a user named '@testadmin'. The profile header includes a profile picture, the name '@testadmin', and buttons for 'ADD FRIEND', 'PUBLIC MESSAGE', and 'PRIVATE MESSAGE'. Below the header is a navigation menu with options: Profile, Activity (selected), Notifications, Messages, Friends (with a notification icon), Members, Groups, Invitations, and Settings. A secondary menu shows 'Personal' (selected), Mentions, Favorites, Friends, and Groups. The main content area is titled 'Member Activities' and features a dropdown filter set to 'Everything'. Three activity items are visible, each showing a user profile picture, the text 'Test posted an update 14 days ago', and a preview of the update content. The first update is a video titled 'COVID And The Faith Community: Where Do We Go From Here - YouTube' with a link to a YouTube video. The second update is a photo of a COVID-19 testing site. The third update is a screenshot of the Google search homepage.

2. You may adjust the dropdown filter in the upper right corner to show:

- Everything (default)
- Updates
- Posts
- Comments
- Friendships
- Group Memberships
- Group Updates

3. Click on “Activity - Friends” to show all of your friends’ activities throughout the site.

The screenshot displays a social media profile for a user named @testadmin. The profile header features a background image of a waterfall in a forest, a circular profile picture of a woman with dark hair, and the username @testadmin. Below the header are three buttons: "ADD FRIEND", "PUBLIC MESSAGE", and "PRIVATE MESSAGE". The user's status is "Active 1 week, 2 days ago".

The navigation menu includes "Profile", "Activity", "Notifications", "Messages", "Friends" (with a notification badge), "Members", "Groups", "Invitations", and "Settings". A secondary menu shows "Personal", "Mentions", "Favorites", "Friends" (selected), and "Groups".

The section is titled "Member Activities" in red text. A filter dropdown is set to "Everything".

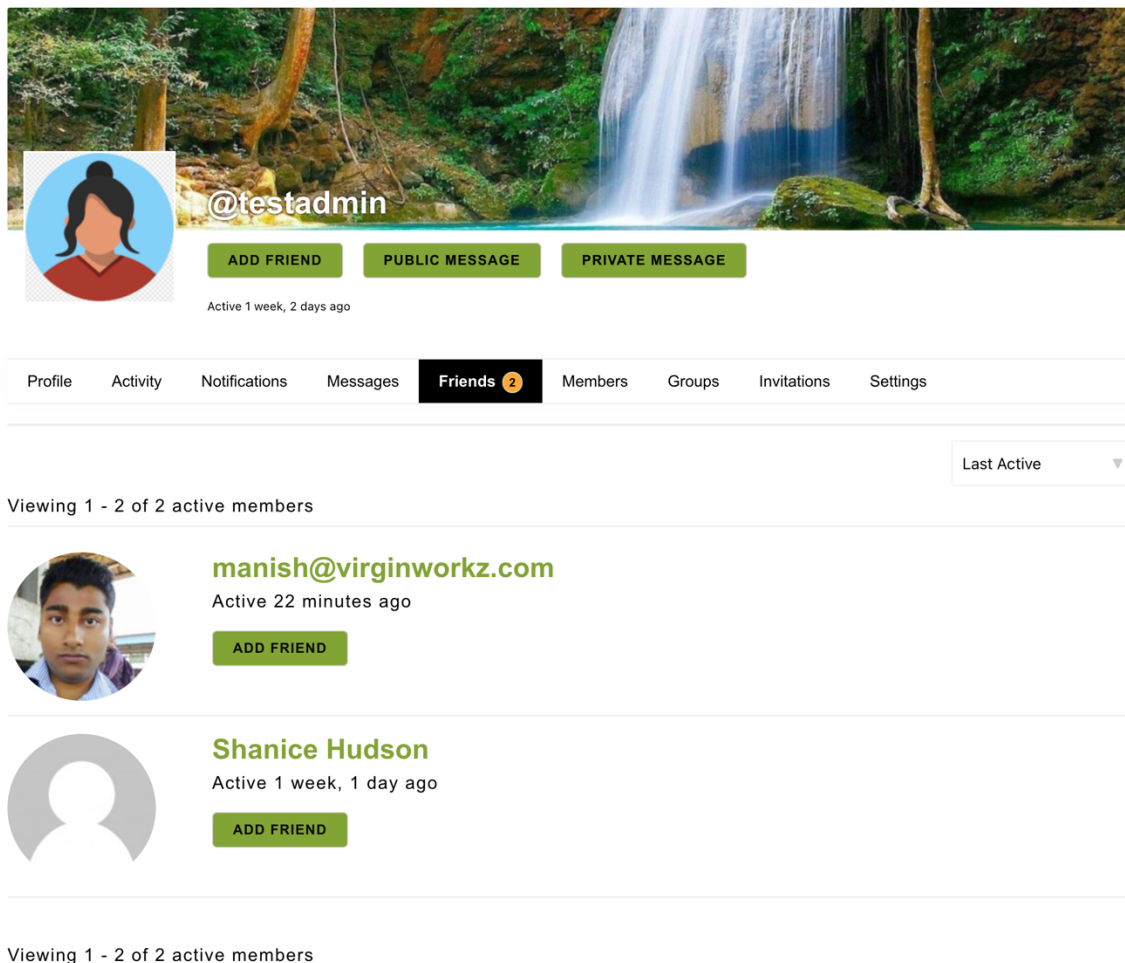
Three activity items are shown:

- Activity 1: "manish@virginworkz.com and Test are now friends 16 days ago". The main image is the waterfall background. A smaller profile picture of Test (@testadmin) is overlaid. A "VIEW PROFILE" button is at the bottom right.
- Activity 2: "Shanice Hudson and Test are now friends 16 days ago". The main image is the waterfall background. A smaller profile picture of Test (@testadmin) is overlaid. A "VIEW PROFILE" button is at the bottom right.
- Activity 3: "manish@virginworkz.com changed their profile picture 24 days ago". The main image shows a man's face (Manish) overlaid on a background of coffee cups and pastries. A smaller profile picture of Manish is overlaid. The name "manish@virginworkz.com" and handle "@manishvirginworkz-com" are shown below. A "VIEW PROFILE" button is at the bottom right.

4. You may adjust the dropdown filter in the upper right corner to show:

- Everything (default)
- Updates
- New Sites (if on Multisite installation)
- Posts
- Comments
- Friendships (if Friendships are enabled)
- New Groups (if Groups are enabled)
- Group Memberships (if Groups are enabled)
- Group Updates (if Groups are enabled)
- Topics (if bbPress is activated)
- Replies (if bbPress is activated)

5. Click on “**Friends**” to show the list of members you have friended.



The screenshot displays a user profile for '@testadmin' with a background image of a waterfall. The profile includes a circular profile picture, a bio, and three action buttons: 'ADD FRIEND', 'PUBLIC MESSAGE', and 'PRIVATE MESSAGE'. Below the profile, a navigation bar shows 'Friends' as the active tab with a notification badge. A dropdown menu for 'Last Active' is visible. The 'Friends' list shows two members: 'manish@virginworkz.com' (Active 22 minutes ago) and 'Shanice Hudson' (Active 1 week, 1 day ago), each with an 'ADD FRIEND' button. The page indicates 'Viewing 1 - 2 of 2 active members' for both sections.

QUICK LINKS

Activity - <https://www.aliveandincolor.com/members/testadmin/activity/>
Friend List - <https://www.aliveandincolor.com/members/testadmin/friends/>
Settings - <https://www.aliveandincolor.com/members/testadmin/settings/>
Email Notification Settings - <https://www.aliveandincolor.com/members/testadmin/settings/notifications/>
Member List - <https://www.aliveandincolor.com/members/>
Notifications - <https://www.aliveandincolor.com/members/testadmin/notifications/>
Group List & Create - <https://www.aliveandincolor.com/groups/>