

AHRI Connect Community Tour

Welcome to the community! This will be a brief tour through the basic features and functionality of AHRI Connect so you can start benefiting and contributing right away. This document will be updated as more features are brought online, to cover any frequent questions we receive, and to capture any changes made to the AHRI Connect user experience.

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What is AHRI Connect?

AHRI Connect is an online private forum allowing invited AHRI members and guests to:

- Engage in discussion with one another
- Access a library of documents uploaded by AHRI Staff such as agendas, minutes, and exhibits
- Stay notified of community events

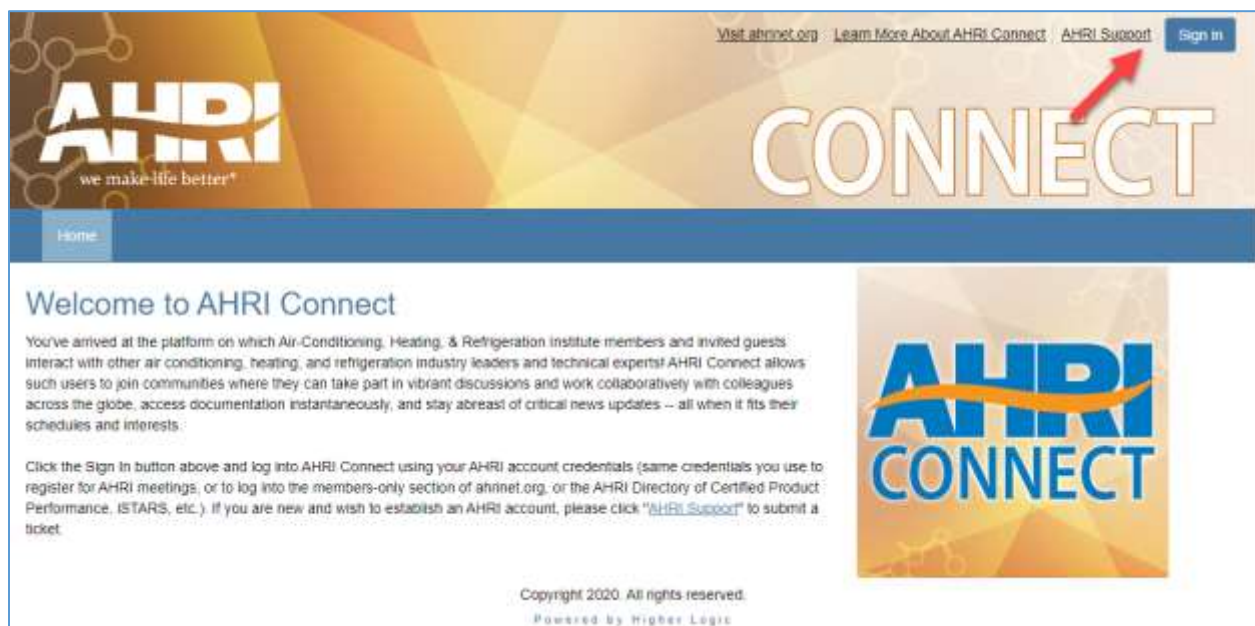
Why Be a Part of AHRI Connect?

AHRI Connect gives you a platform to participate in important HVACR association and industry activities, such as working groups and committees. You can connect from anywhere and avoid time zone variations and schedule constraints. AHRI Connect allows groups to be proactive, quickly responding to action items and producing deliverables, as necessary.

Additionally, AHRI Connect is being used by AHRI to communicate important information on topics and issues being followed by AHRI with member company O-Reps, A-Reps, and Sector Reps. Participation in AHRI Connect is an important tool in maximizing the value and benefits of AHRI association membership.

Logging into AHRI Connect

Anyone wishing to participate in AHRI Connect, whether an AHRI association member or not, will need to have an AHRI Account and will log into AHRI Connect with their AHRI Account credentials (the same username and password you use to register for AHRI meetings, or to log into the AHRI Directory, iSTARS, or ACS). If you do not have an AHRI Account yet, or do not know if you have an AHRI Account, click the “AHRI Support” button.



The first time you log into AHRI Connect you will be required to agree to the Code of Conduct.

What Kind of Communities Exist on AHRI Connect?

AHRI Connect hosts a variety of communities, each with their own purpose, scope, and participation eligibility criteria. Communities are formed as needed to represent a working group, task force, or committee to perform a specific activity as directed by the AHRI Industry Sector Leadership Council. Or, communities can exist to represent an AHRI association business or strategic committee or sub-committee.

How Do I Know What Communities are Available to Join?

Member company O-Reps, A-Reps, and Sector-Reps receive notification when a new community is formed and recruiting participants. These representatives may tell their colleagues when there is a community of interest to join.

If a community is also recruiting non-members, AHRI will announce this on its website, www.ahrinet.org. Depending on the purpose or needs of a community, AHRI may also reach out to non-members based on their Product Interests noted in their AHRI Connect user profiles.

How Do I Join a Community?

Log into AHRI Connect and look under the Communities tab. AHRI members can see lists of new communities recruiting AHRI members only and communities recruiting both AHRI members and non-members. Non-members can access the list of communities recruiting AHRI members and non-members. Click “Join” to become a participant in a community.

Communities already working, but not actively recruiting new participants, are shown in the downloadable Working Communities lists. It may be possible to still request participation in a working community, as a non-voter or observer, by contacting the listed Community Administrator.

Prior to joining or requesting to join a community, read the community’s description because some have limitations on who can participate. The Community Administrator reserves the right to deny participation to anyone not meeting the community’s eligibility requirements. Additionally, participating in a community does not automatically grant voting rights within that community. An individual’s voting status (primary voter, alternate voter, or non-voter) will be assigned when the community’s roster has been finalized.

Some AHRI communities may not appear as recruiting or working communities because they are made up of nominated individuals only (i.e. AHRI Business or Strategic Committee, Leadership Council). AHRI Community Administrators will automatically add, or invite individuals as necessary, to such communities.

Communities Lists



What Communities do I Belong To?

Make sure you are logged into AHRI Connect and, under the Communities tab, choose My Communities to see the communities in which you are a member.



Code of Conduct

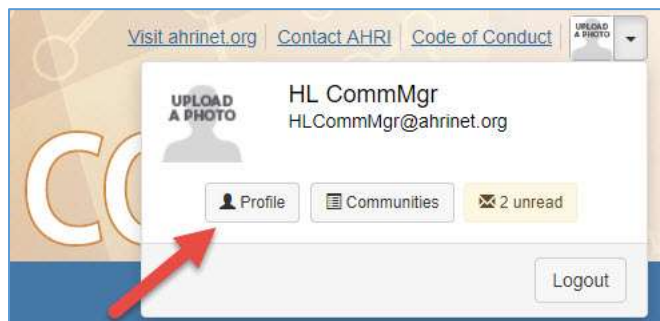
The first time you log into AHRI Connect you must indicate your acceptance of the site's Code of Conduct before you are able to proceed towards communities. For reference, you can continue to access the Code of Conduct at the top of the page. AHRI reserves the right to restrict a community member from posting material to a community, or may involuntarily remove a user from a community, if the Code of Conduct is not observed.



How do I Set my Profile and Control my Preferences?

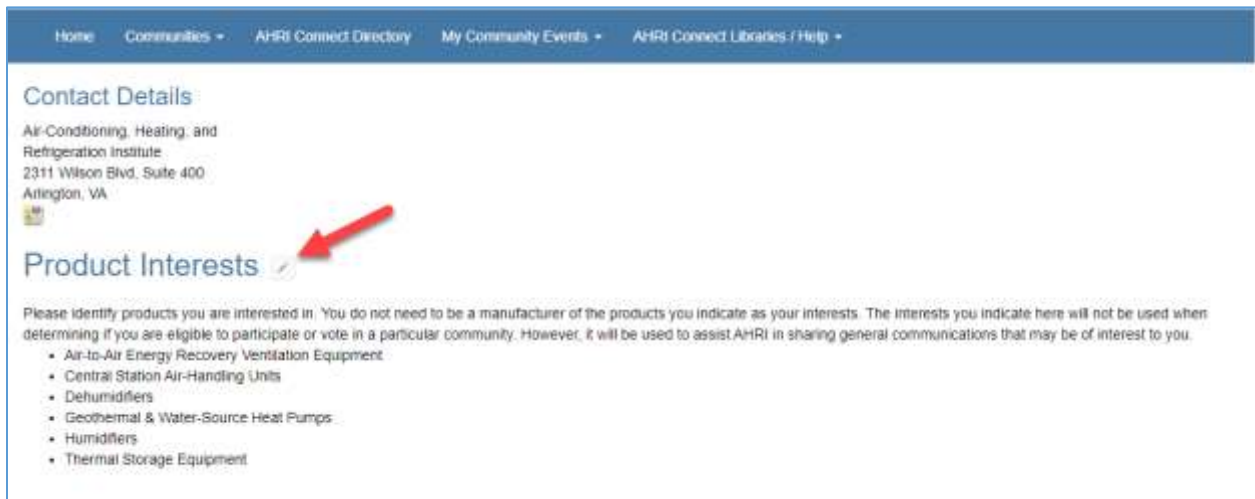
You can control your profile picture, what information is displayed to community members, and can set your account preferences, including what/how/when you receive email notifications, through your AHRI Connect profile.

You are encouraged to load a profile picture so community members can attach a face to the name.

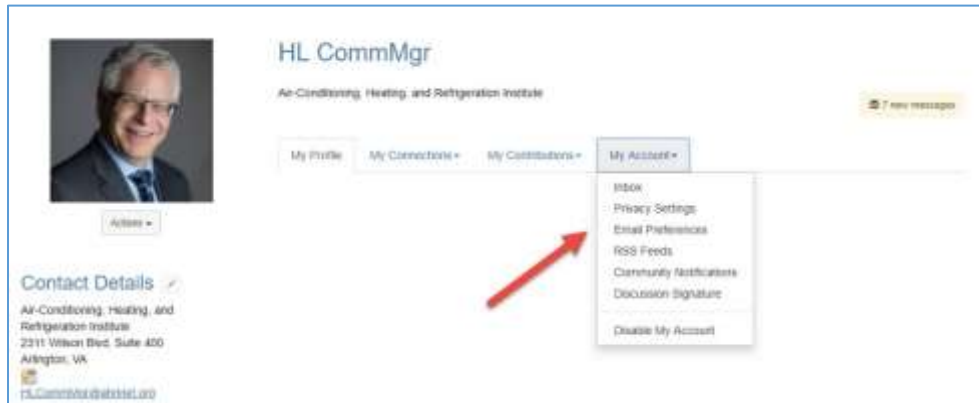




You are highly encouraged to indicate your Product Interests on your Profile. You do not need to be an AHRI member or a manufacturer of the products you select as your interests. This information may be used by AHRI to share general correspondence that may be of interest to you.



Under “My Account” you can manage your privacy settings, email receipt preferences, and set up your signature file for when you send items to the Discussion Board.

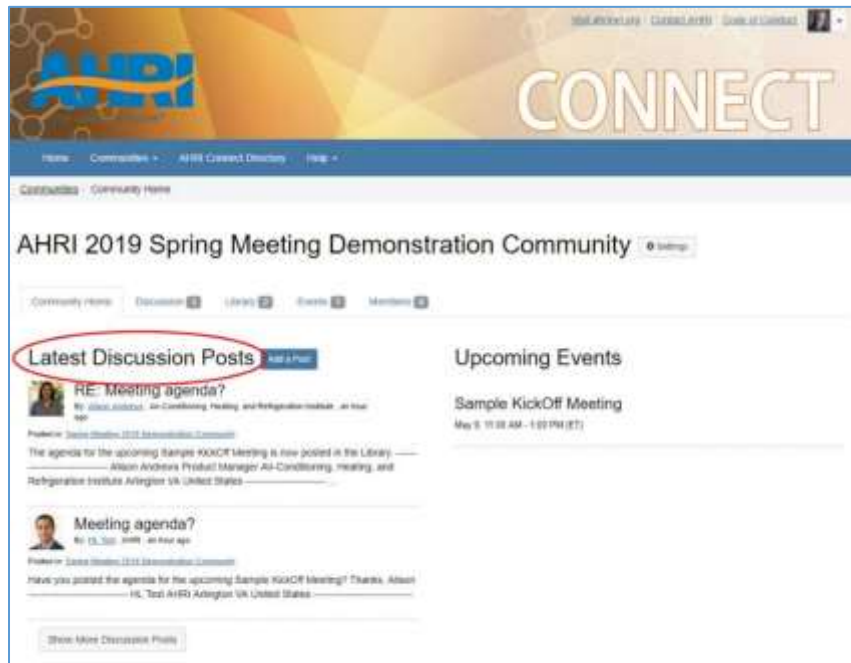


Review “**Important Tips for Staying Aware of Community Happenings**” to optimize your Email Preferences and Community Notifications.

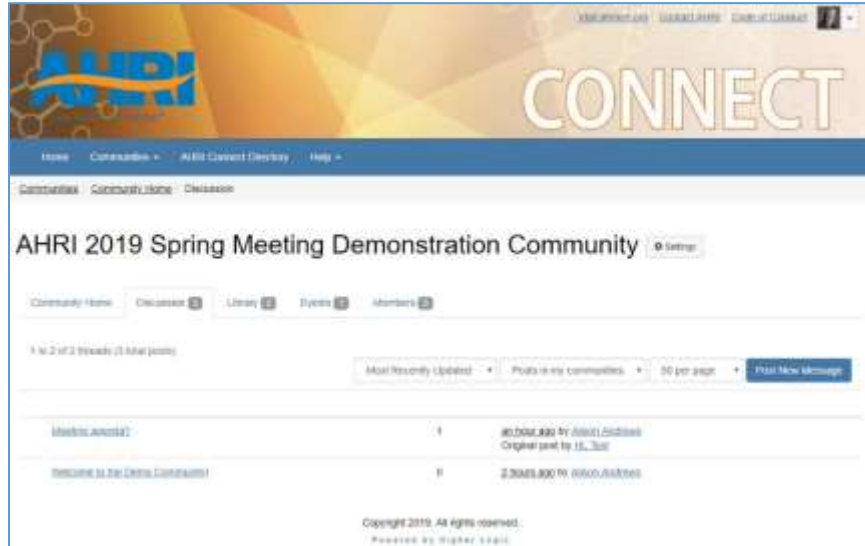
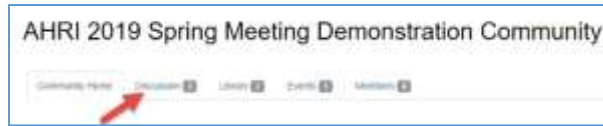
The Discussion Board

Share and discuss topics relevant to the community with your fellow community members on the Community Discussion Board.

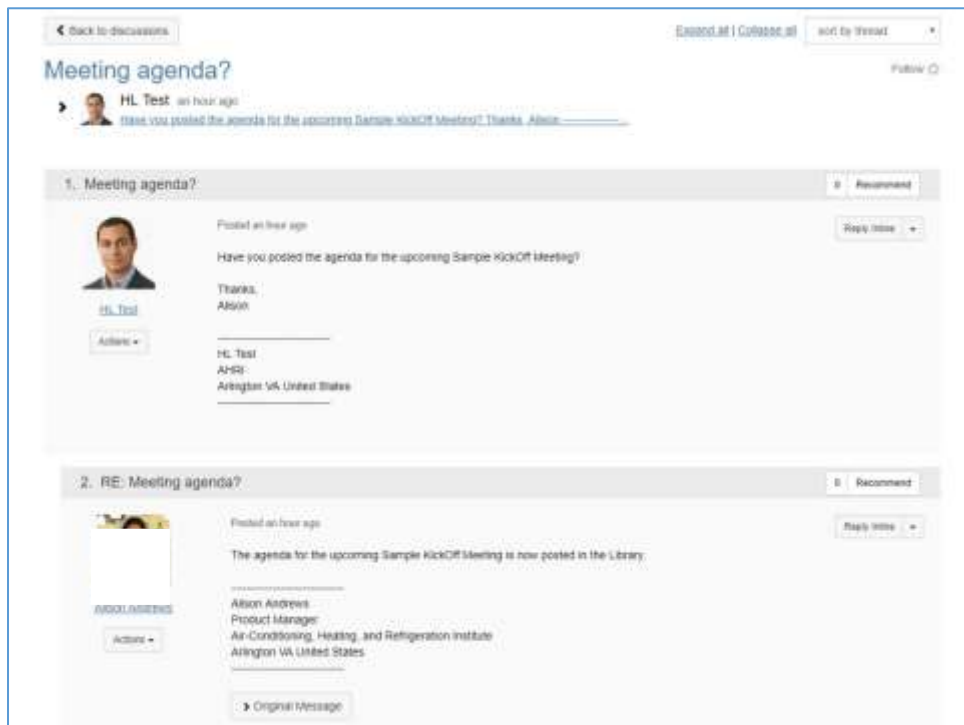
See the two most recent discussion postings or add another post from the community home page.



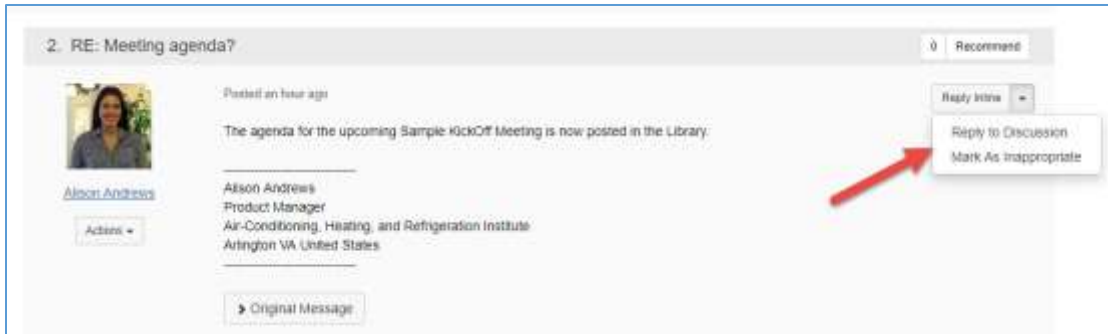
Click the Discussion tab to be taken to all discussions that have occurred in the community.



Click individual Discussion threads to see all content

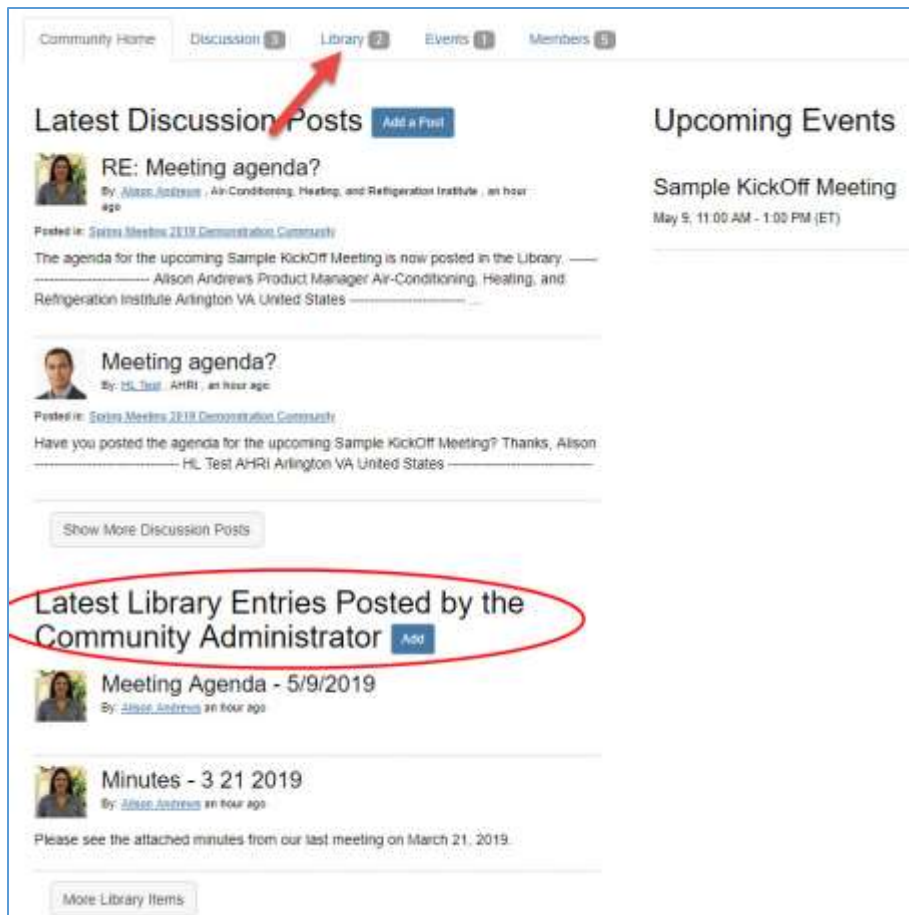


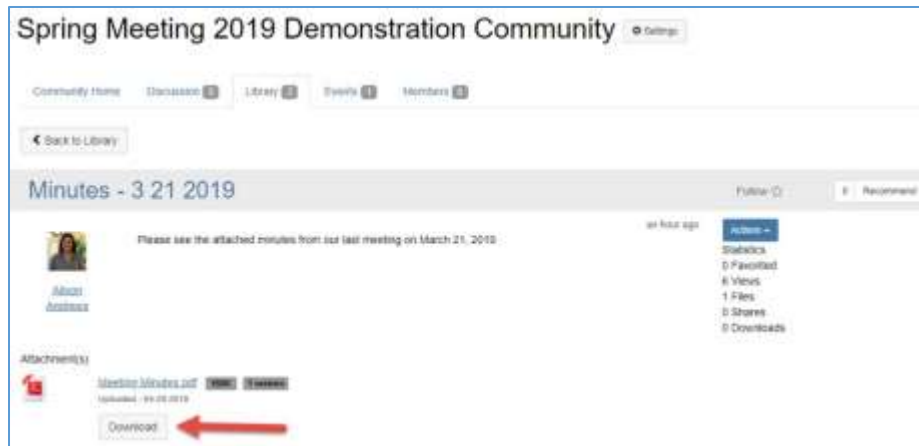
Use the dropdown menu to perform actions on a particular response.



The Community Library

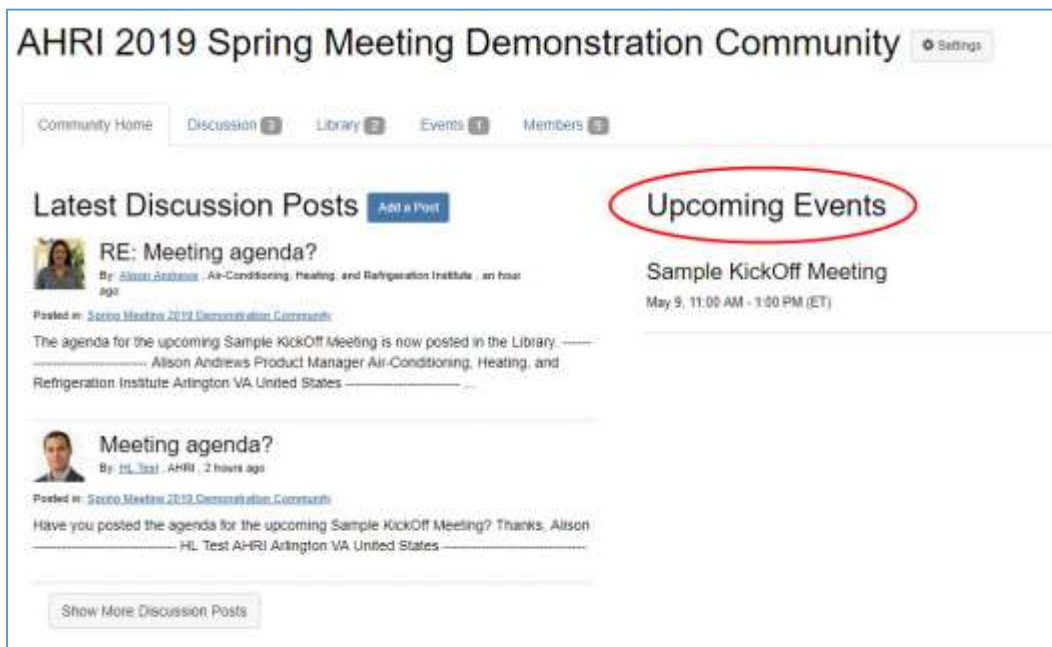
Find documents relevant to the community, such as agendas and minutes, in the Community Library.

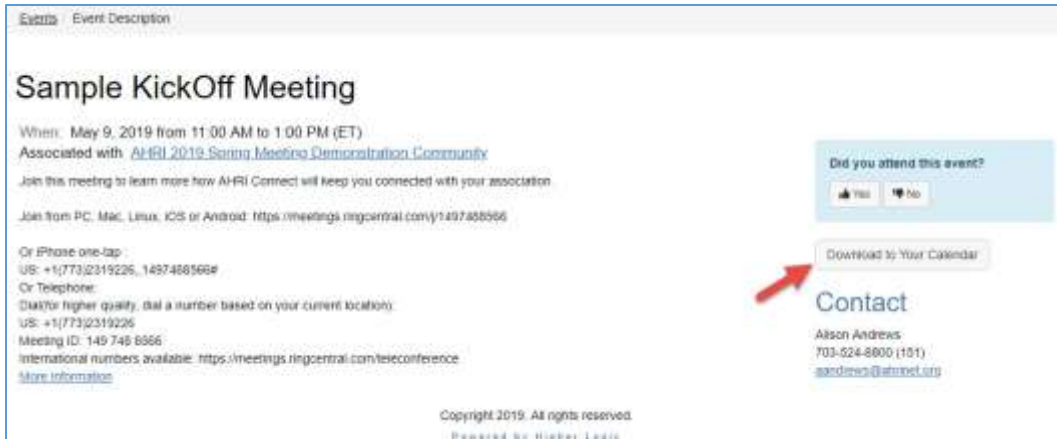




Stay Informed of Upcoming Community Events

The Community Admin will post upcoming community events, such as meetings and web conferences, to the Community page. Access details about these events and download the event to your calendar.





Important Tips for Staying Aware of Community Happenings

On the days it is not possible to log into AHRI Connect, you can still stay connected with what has happened in your community. Your Email Preferences and Community Notifications must be configured correctly for this to happen.

Verifying Your Email Preferences

Verify your AHRI Connect Email Preferences by going to your AHRI Connect user profile>Profile>My Account>Email Preferences.

Make sure "Yes" is selected for System, Community, Participation, and Promotion Email. Failure to select "Yes" may result in you being left out of important notifications and meeting invitations.



Visit [ahrinet.org](#) | [Learn More About AHRI Connect](#) | [Code of Conduct](#) | [AHRI Support](#)

AHRI CONNECT

Home Communities - AHRI Connect Directory My Community Events - AHRI Connect Libraries / Help -

AHRI Connect Directory / Find Users / Profile

HL CommMgr

Air-Conditioning, Heating, and Refrigeration Institute

51 new messages

My Profile My Connections - My Contributions - My Account - My Inbox

- Privacy Settings
- Email Preferences
- RSS Feeds
- Community Notifications
- Discussion Signature
- Disable My Account

UPLOAD A PHOTO

Actions

Contact Details

Air-Conditioning, Heating, and Refrigeration Institute
2311 Wilson Blvd, Suite 400
Arlington, VA

Product Interests

My Profile My Connections - My Contributions - My Account - My Inbox

Email Preferences

In addition to [community notifications](#), other messages are routinely sent to users. These messages - System, Community, Participation, and Promotional - will always be sent to your [profile inbox](#). By default, they are also emailed to your preferred email address. Select "no" below to opt-out of receiving certain emails per your preferences. You will always receive these messages in your profile inbox regardless of these settings.

Email notifications and communications will be delivered to the email address below.

HLCommMgr@ahrinet.org Change

System Emails

Emails required to confirm user participation. Users cannot opt-out of these emails.

Community Emails

Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly opt-out. [Manage Opt-out List](#)

NOTE: Discussion and consolidated digest settings are on the [Community Notifications](#) page.

Participation Emails

Emails reflecting one-on-one interactions (ex: reply to sender, contact requests, @mentions, real time notifications).

Promotional Emails

Emails that promote the outcome of purchase (ex: purchase the book of an annual conference speaker).

Contact Details

Air-Conditioning, Heating, and Refrigeration Institute
2311 Wilson Blvd, Suite 400
Arlington, VA

AHRI's Advice for Managing Account Preferences

Within [Email Preferences](#), AHRI highly recommends you leave your System, Community, Participation, and Promotional Emails set to "Yes." Turning any of these items to "No" may prevent you from being notified of new working groups forming or when new content is posted to your communities. Additionally, you may fail to receive general updates and invitations to non-specific community meetings (i.e. ad hoc regulatory or engineering events or other need-to-know information).

If you are concerned about the amount of email you receive from the AHRI Connect system, please review the [Product Interests](#) you have selected on your [Profile](#), removing any that may no longer be of interest. You may also consider changing your [Community Notifications](#) so that emails are received less frequently or consolidated with updates from your other communities.

Setting Your Community Notifications

The first time you visit a community, you will be asked to select your Community Notification Preferences. **This is an extremely important step.**

We highly recommend opting to Include the community in a Daily Consolidated Digest. This has two important benefits:

1. Ensures you will be notified, in a daily email, of new discussion posts, library items, and events added to the community in the past 24 hours. You will not receive a digest if nothing has been added in that time period.
2. If you are a member of multiple AHRI Connect communities, you will receive one email covering all your communities instead of receiving separate emails from each community.

If you do not opt to include the community in a Consolidated Digest, you will not receive notification when an Event is added to the community or an item is added directly to the community Library. Opting out of the consolidated digest has caused some users to miss important community information.

You can receive email notifications when community members share information.

Community Notifications

Daily Consolidated Digest - Your daily email for new content across communities can include this community's content.

Don't Include
Don't Include
Include
I would like to opt-out of receiving email messages

Discussion Digest - Community members interact in discussions - choose "real time" to fully engage.

Daily Digest - One email containing all posted messages from the previ

Yes join the community Cancel

Discussion Notification only include items posted to the Discussion board and will not include notifications when an item is loaded directly to the Library or an Event is posted. If a community is very active, and time-sensitive information is being passed, select the Real-Time Discussion Notification option. If you have included the community in your Consolidated Digest, you may choose to opt out of Discussion Notifications as that would be duplicate information. However, if you have not included the community in a Consolidated Digest, opt to receive, at minimum, a Daily Discussion Notification.

You can receive email notifications when community members share information.

Community Notifications

Daily Consolidated Digest - Your daily email for new content across communities can include this community's content.

Include

Discussion Notifications

Discussion Digest - Community members interact in discussions - choose "real time" to fully engage.

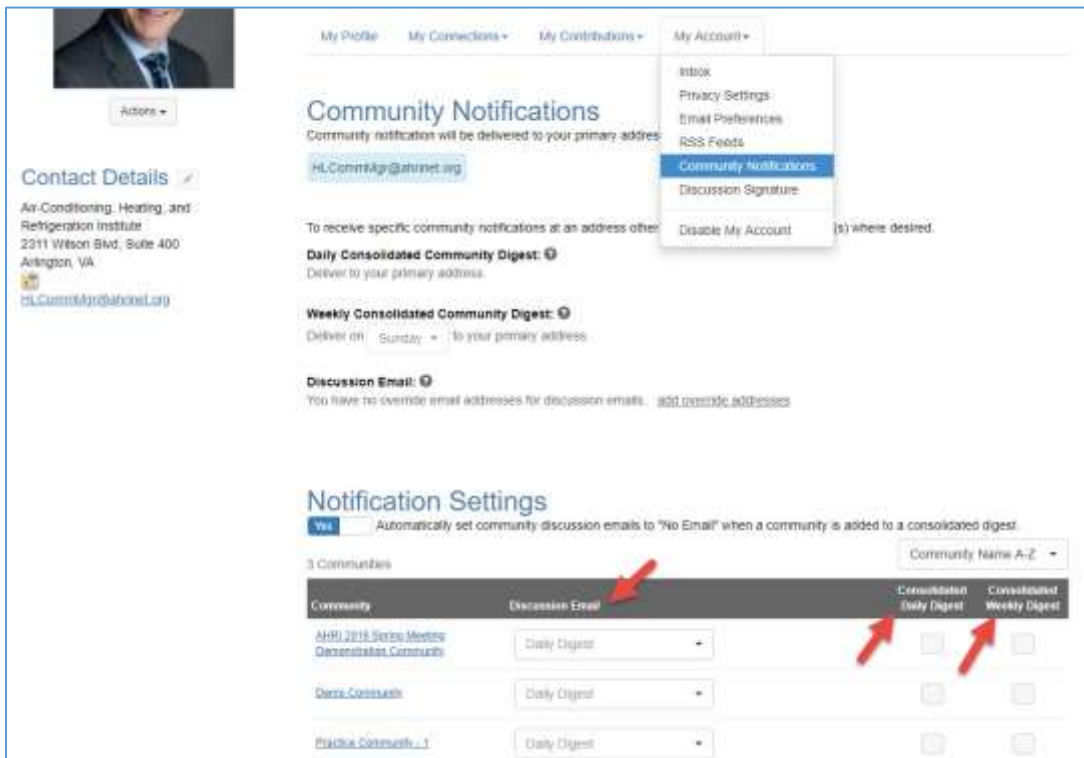
Daily Digest - One email containing all posted messages from the previ

Real Time - One email for each message

Daily Digest - One email containing all posted messages from the previous day

I would like to opt-out of receiving email messages

You may edit or further customize your notification preferences through your Profile>My Account>Community Notifications.



Community Moderation

AHRI wants the Community to actively engage in a timely manner. Therefore, the Discussion and Library features will be self-moderating once the community charter is ratified and the community begins to work. This means all material will appear on the community's site as soon as a community member submits it. However, if any community member feels the material is not in accordance with the Code of Conduct, he/she may flag that item for moderation by using the "Mark as Inappropriate" feature. This will immediately hide the item from the community's view until the Community Admin has a chance to review it. The Community Admin will determine if the item can be posted or if it will need to remain hidden. If the Community Admin determines an item must remain hidden, he/she will reach out to the member who submitted the item to explain the reason behind the decision.

Ensuring I Receive Communications from the AHRI Connect System

Please work with your IT department to verify mail@connectedcommunity.org and donotreply@connectedcommunity.org are whitelisted as an approved sender. You may need to take additional steps on your local machine to ensure these email addresses do not automatically filter to your spam or junk folders.

Detailed instructions regarding email troubleshooting and whitelisting can be downloaded from AHRI Connect -- <https://connect.ahrinet.org/viewdocument/resolving-ahri-connect-email-delive>.