

# Membership Benefits & AZA Network Tutorials

## Table of Contents

<b>I. Membership Benefits</b>	<b>3-5</b>
A. Individual Memberships	3
B. Organization Memberships	4
C. Benefits Resources	5
<b>II. AZA Network Tutorials Tutorials</b>	<b>6-43</b>
A. How do I navigate through the home page of the AZA Network?	6-7
B. How do I navigate to my profile in the AZA Network?	8-11
C. How do I search for Communities in the AZA Network?	12-14
D. How do I use filters when searching for a specific Community, Discussion Thread, or Library?	15-19
E. How do I navigate through the Community home page of the AZA Network?	20-22
F. How do I view discussion posts in the AZA Network?	23-25
G. How do I post a discussion in the AZA Network?	26-28
H. How do I use the AZA Network Library?	29-35
I. How do I view different events?	36-37
J. How do I create an event?	37-43

## Individual Memberships

### Student

Individuals who are interested in or preparing for a career in zoos or aquariums and are enrolled full-time or part-time as a student in a compulsory or higher education system.

### Professional Associate

Employees of a non-AZA member zoo or aquarium, or actively seeking employment in the zoo/aquarium community. This category is also available to those who share a non-commercial professional interest such as volunteers and docents and those in related fields like conservation, academia and government.

### Professional Affiliate

Employees of an AZA-accredited Institution, Certified Related Facility, Conservation Partner, Society Partner, or Commercial Member are eligible to apply. Professional Affiliate members have access to upgraded benefits.

### Professional Fellow

Management-level employees at an AZA-accredited Institution, Certified Related Facility, or Society Partner are eligible. Professional Fellows help shape association policy by voting in AZA elections and are eligible to chair AZA committees and be considered to serve on the Board of Directors. Professional Fellow membership requires approval by institution's Director or CEO.

	Student	Professional Associate	Professional Affiliate	Professional Fellow
AZA Network Access	X	X	X	X
Connect Magazine Subscription	X	X	X	X
INSIGHT e-newsletter	X	X	X	X
Members-Only resources on AZA.org	X	X	X	X
Discounted conference registration	X	X	X	X
Pursue Training and conservation work through the Conservation Grants Fund	X	X	X	X
Discounted and free admissions at participating AZA facilities	X	X	X	X
View AZA's job listings board	X	X	X	X
Access to AZA's Online Member Directory	X	X	X	X
Eligibility to serve on AZA committees		X	X	X
Listing in AZA's Online Member Directory			X	X
Voting Rights in association elections				X
Eligibility to chair committees or serve on the AZA Board of Directors				X
Animal Exchange access				X
Eligible for the Executive Leadership Development Program				X

## Organization Memberships

### Commercial

Companies that are product or service providers or consultants that share an interest in zoos and aquariums may apply for Commercial membership. All Commercial Members have access to a variety of resources to help reach zoos, aquariums, and zoo/aquarium professionals.

	Commercial
Subscription to Connect Magazine	X
Discounted conference registration (up to 8 employees)	X
Annual AZA-accredited member mailing label service	X
Unlimited free job listings on AZA's Job Board	X
Members-only access to web content	X
AZA member recognition certificate	X
New member announcement in Connect Magazine	X
Insight e-newsletter	X
Discounted exhibitor rates, sponsorship opportunities	X
Exclusive digital and print advertising opportunities	X
Placement in the AZA Marketplace	X
Requests for Proposal distribution service	X
Discounted and free admissions at participating AZA facilities	X
Press room postings	X
AZA commercial member logo use	X
AZA Network access	X
Listing in the Online Member Directory	X

### Conservation Partner

Conservation Partner members are organizations that support the vision, mission, and goals of zoos and aquariums. Conservation Partners can be, but are not limited to, conservation-focused organizations, university zoology departments, and other related organizations without a permanent wildlife collection.

### Society Partner

Organizations that are directly associated with and support an AZA-accredited zoo or aquarium may become a Society Partner. This membership is only available to those partner group organizations supporting AZA-accredited members.

	Conservation Partner & Society Partner
Subscription to Connect Magazine	X
Discounted conference registration (up to 3 employees, Conservation Partner only)	X
Annual AZA-accredited member mailing label service	X
Unlimited free job listings on AZA's Job Board	X
Members-only access to web content	X
AZA member recognition certificate	X
New member announcement in Connect Magazine	X
Discounted exhibitor rates, sponsorship opportunities	X
Exclusive digital and print advertising opportunities	X
Eligibility for employees to serve as AZA Animal Programs officers	X
AZA Network access	X
Listing in the Online Member Directory	X
Organization listing on the AZA website	X

\*Accredited and certified institutions not listed. For more information about accreditation, click [here](#).

## Benefits Resources

### Individual Members

- Stay informed with a member-exclusive subscription to AZA's [Connect magazine](#) and the monthly member e-newsletter, INSIGHT
- Tap into grants to pursue training and conservation work through the [Conservation Grants Fund](#) - eligibility only available to AZA members
- Save with deep discounts on AZA's [Annual Conference and Mid-Year Meeting](#)
- Plan field study at other zoos and aquariums and receive [discounted or free admissions](#)
- View AZA's [Job Listings board](#), where open positions are available across the country and internationally at zoos and aquariums
- Network with your peers on the [AZA Network](#), a private social networking community bringing together individuals to share knowledge, best practices and experiences.
- Membership provides access to AZA's [Professional Development Courses](#), where you'll learn skills and enhance career advancement opportunities
- Eligible for the [ELDP](#) (Executive Leadership Development Program). (Professional Fellows only)

### Commercial

- Stay informed about the zoo and aquarium professional community with a member-exclusive subscription to AZA's [Connect magazine](#)
- Keep the zoo and aquarium community informed about your organization, with eligibility to purchase one-time use [mailing labels](#) (one free set per year upon request)
- Receives discounts on [conference registration](#) (up to eight organization staff) and exhibiting fees at the AZA Mid-Year Meeting and Annual Conference
- Access to broader partnerships ([Commercial Member Engagement Council](#)) and event sponsorship opportunities
- Free unlimited [job postings](#) on AZA's job board
- Placement in the [AZA Marketplace-Online Buyer's Guide](#)

### Conservation Partner & Society Partner

- Free unlimited [job postings](#) on AZA's job board
- Stay informed about the zoo and aquarium professional community with a member-exclusive subscription to AZA's [Connect magazine](#)
- Keep the zoo and aquarium community informed about your organization, with eligibility to purchase one-time use [mailing labels](#) (one free set per year upon request)
- Receive discounts on [conference registration](#) (for up to three organization staff), advertising, and exhibiting fees at the AZA Mid-Year Meeting and Annual Conference (Conservation Partner only)
- Eligibility for employees to serve as officers in AZA [Animal Programs](#)
- Network with your peers on the [AZA Network](#), a private social networking community bringing together individuals to share knowledge, best practices, and experiences.

For assistance with the benefits listed, please contact the Membership Service Department at [membership@aza.org](mailto:membership@aza.org) or 301-562-0777.

# How do I navigate through the home page of the AZA Network?

Login to AZA Network. Once logged in, the Network should look like the following:

1.

AZA | network

Home Communities Marketplace Browse Activity MyAZA

search

Welcome to the AZA Network  
Your zoo & aquarium online community

**Latest Discussions**

**Whites tree frog**  
By: LeeAnn Goette, 2 days ago  
Posted in: [Amphibians](#)  
Hello everyone, Is anyone willing to share their SOPs for whites tree frogs (temp, humidity, misting, feeding, etc). We are looking at revamping their care. Thank you! ----- LeeAnn Goette Education Outreach Animal Keeper ...

**Renovate or replace?**  
By: Steve Smith, 4 days ago  
Posted in: [Aquatic/Marine](#)  
ECHO has a seven thousand display with more leaks than the federal government and so we are considering repair or replacement. This is a 1' concrete wall bordered display on a concrete floor with a Thor Holbeck habitat within. Are there any technologies ...

**2023 Amphib Mgmt. School - Early bird discount and ...**  
By: Vicki Poole, 4 days ago  
Posted in: [Amphibians](#)

**Announcements**

**San Diego - Professional Development Courses**  
By: Lauren George, one month ago  
Join us December 5-10 for two professional development course offerings in San Diego, CA! Registration is open now through November 7, 2022. [Animal Welfare: Evidence-Based Management](#) - Course takes place at the San Diego Zoo [Principles of Ambassador Animal Management](#) - Course takes place at the Hilton San Diego ... [More](#)

[View Archive](#)

**Recent Shared Files**

**Sponges on Jellies?**

2. "Home" in the Network allows you to see Latest Discussions, Announcements, and Recent Shared Files from your Communities and other Open Forums in the AZA Network

a. Under each Discussion post, Announcement, and Shared File, it will list who it was posted by, how long ago they were posted, and which communities they were posted in.

Home Communities Marketplace Browse Activity MyAZA

search

**Latest Discussions**

**Whites tree frog**  
By: LeeAnn Goette, 2 days ago  
Posted in: [Amphibians](#)  
Hello everyone, Is anyone willing to share their SOPs for whites tree frogs (temp, humidity, misting, feeding, etc). We are looking at revamping their care. Thank you! ----- LeeAnn Goette Education Outreach Animal Keeper ...

**Renovate or replace?**  
By: Steve Smith, 4 days ago  
Posted in: [Aquatic/Marine](#)  
ECHO has a seven thousand display with more leaks than the federal government and so we are considering repair or replacement. This is a 1' concrete wall bordered display on a concrete floor with a Thor Holbeck habitat within. Are there any technologies ...

**2023 Amphib Mgmt. School - Early bird discount and ...**  
By: Vicki Poole, 4 days ago  
Posted in: [Amphibians](#)  
Registration for ATAG's 2023 Amphibian Management Course is now open using the link below with only a few more weeks left for the Nov 15 Early Bird discount and the deadline to apply for the open Siegreen S scholarship (forms attached) ...

**Open Position - Oregon Zoo - Primates**  
By: Kate Gilmore, 6 days ago  
Posted in: [African-Eurasian Monkey TAG](#)  
Animal Keeper Primates, Oregon Zoo/Metro The Oregon Zoo is looking to hire for an Animal Keeper to work in the Primate area. The ideal candidate will have a passion for animal welfare and conservation, as well as a bachelor's degree and three years ...

**Dusky Smoothounds**

**Announcements**

**San Diego - Professional Development Courses**  
By: Lauren George, one month ago  
Join us December 5-10 for two professional development course offerings in San Diego, CA! Registration is open now through November 7, 2022. [Animal Welfare: Evidence-Based Management](#) - Course takes place at the San Diego Zoo [Principles of Ambassador Animal Management](#) - Course takes place at the Hilton San Diego ... [More](#)

[View Archive](#)

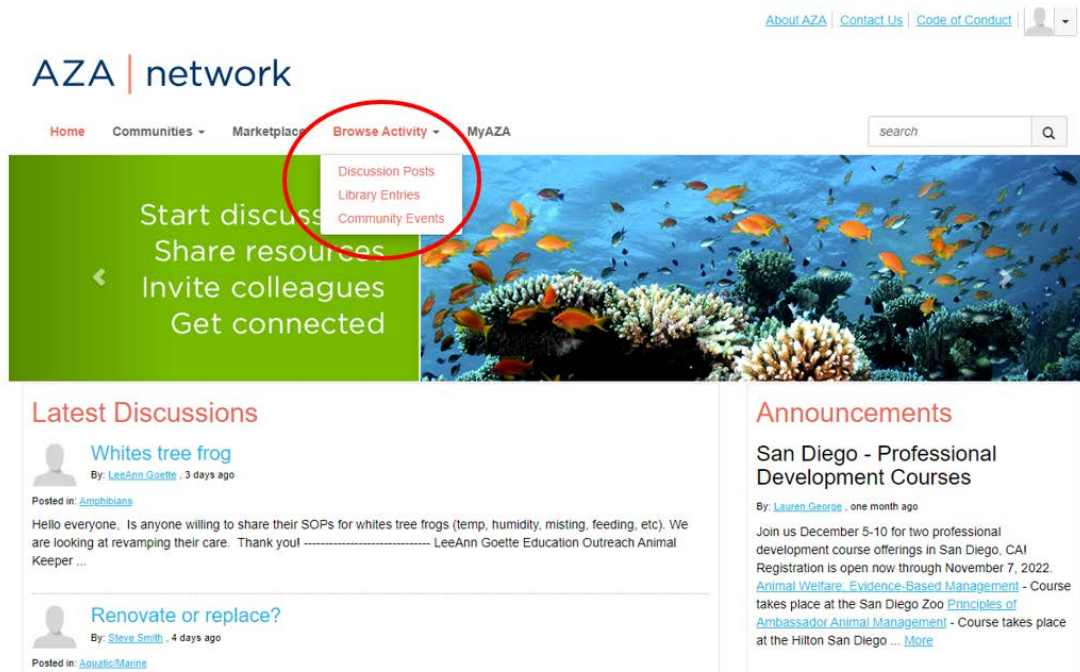
**Recent Shared Files**

**Sponges on Jellies?**  
By: Alessa Lucat, 7 hours ago  
Posted in: [Jellyfish](#)

**Party for the Planet Grant due date coming up!**  
By: Heidi Fairs, 17 hours ago  
Posted in: [Party for the Planet](#)

**RE: Ambassador Animal Cart**  
By: Patrick Antoine, 23 hours ago

3. Click “Browse Activity” to view recent discussion posts, library entries, and events from the communities you are a member of.



The screenshot shows the AZA network homepage. At the top right, there are links for "About AZA", "Contact Us", and "Code of Conduct", along with a user profile icon. The main navigation bar includes "Home", "Communities", "Marketplace", "Browse Activity", and "MyAZA". The "Browse Activity" menu is highlighted with a red circle, showing sub-options: "Discussion Posts", "Library Entries", and "Community Events". Below the navigation is a search bar. The main content area features a large green banner with the text "Start discussions", "Share resources", "Invite colleagues", and "Get connected". To the right of the banner is a large image of a coral reef with many orange fish. Below the banner, there are two columns of content: "Latest Discussions" and "Announcements".

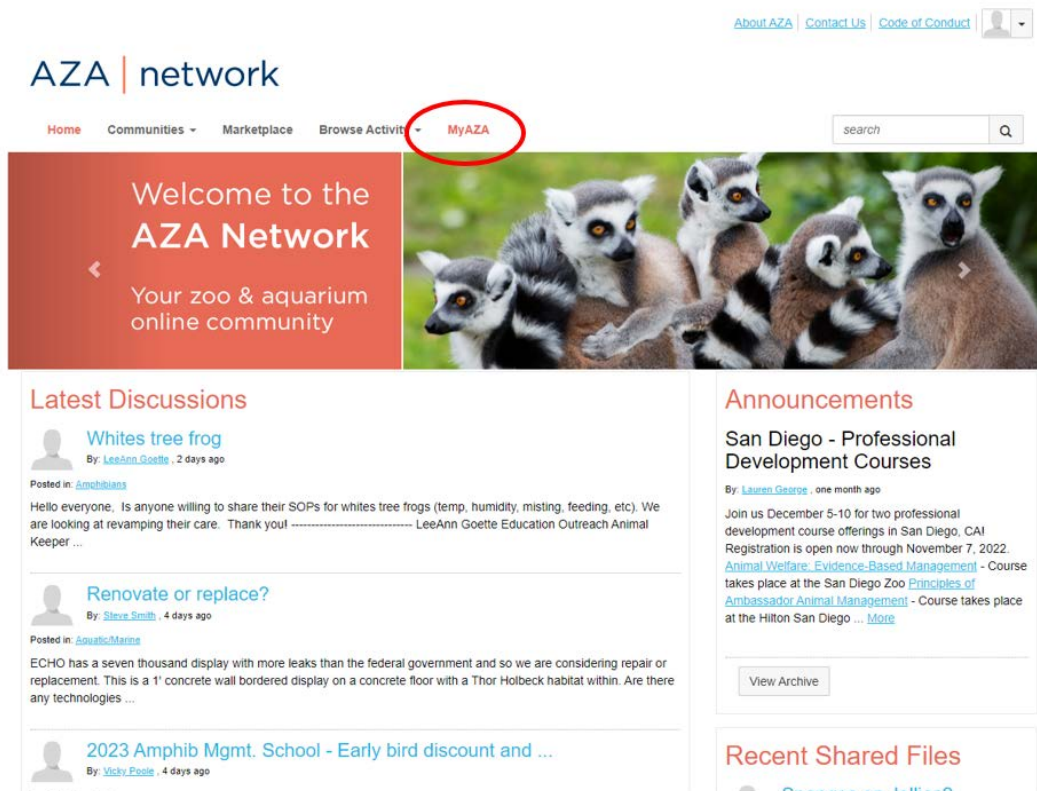
**Latest Discussions**

- Whites tree frog**  
By: [LeeAnn Goette](#) · 3 days ago  
Posted in: [Amphibians](#)  
Hello everyone, Is anyone willing to share their SOPs for whites tree frogs (temp, humidity, misting, feeding, etc). We are looking at revamping their care. Thank you! ----- LeeAnn Goette Education Outreach Animal Keeper ...
- Renovate or replace?**  
By: [Steve Smith](#) · 4 days ago  
Posted in: [Aquatic/Marine](#)  
ECHO has a seven thousand display with more leaks than the federal government and so we are considering repair or replacement. This is a 1' concrete wall bordered display on a concrete floor with a Thor Holbeck habitat within. Are there any technologies ...
- 2023 Amphib Mgmt. School - Early bird discount and ...**  
By: [Vicky Poole](#) · 4 days ago

**Announcements**

- San Diego - Professional Development Courses**  
By: [Lauren Georje](#) · one month ago  
Join us December 5-10 for two professional development course offerings in San Diego, CA! Registration is open now through November 7, 2022. [Animal Welfare: Evidence-Based Management](#) - Course takes place at the San Diego Zoo [Principles of Ambassador Animal Management](#) - Course takes place at the Hilton San Diego ... [More](#)

4. Click “MYAZA”to view your MyAZA Account



The screenshot shows the AZA network homepage. At the top right, there are links for "About AZA", "Contact Us", and "Code of Conduct", along with a user profile icon. The main navigation bar includes "Home", "Communities", "Marketplace", "Browse Activity", and "MyAZA". The "MyAZA" menu item is highlighted with a red circle. Below the navigation is a search bar. The main content area features a large red banner with the text "Welcome to the AZA Network" and "Your zoo & aquarium online community". To the right of the banner is a large image of several lemurs. Below the banner, there are two columns of content: "Latest Discussions" and "Announcements".

**Latest Discussions**

- Whites tree frog**  
By: [LeeAnn Goette](#) · 2 days ago  
Posted in: [Amphibians](#)  
Hello everyone, Is anyone willing to share their SOPs for whites tree frogs (temp, humidity, misting, feeding, etc). We are looking at revamping their care. Thank you! ----- LeeAnn Goette Education Outreach Animal Keeper ...
- Renovate or replace?**  
By: [Steve Smith](#) · 4 days ago  
Posted in: [Aquatic/Marine](#)  
ECHO has a seven thousand display with more leaks than the federal government and so we are considering repair or replacement. This is a 1' concrete wall bordered display on a concrete floor with a Thor Holbeck habitat within. Are there any technologies ...
- 2023 Amphib Mgmt. School - Early bird discount and ...**  
By: [Vicky Poole](#) · 4 days ago

**Announcements**

- San Diego - Professional Development Courses**  
By: [Lauren Georje](#) · one month ago  
Join us December 5-10 for two professional development course offerings in San Diego, CA! Registration is open now through November 7, 2022. [Animal Welfare: Evidence-Based Management](#) - Course takes place at the San Diego Zoo [Principles of Ambassador Animal Management](#) - Course takes place at the Hilton San Diego ... [More](#)

[View Archive](#)

**Recent Shared Files**

- [Species on ...](#)

5. Click "Marketplace " to find Commercial Members who provide certain products and services for the needs of zoos and aquariums.

**AZA | network**

Home Communities **Marketplace** Browse Activity MyAZA

search

Marketplace / Commercial Member Directory

Company Name

**Location**

City

Country

State/Province

**Product / Services**


<input type="checkbox"/> Animal Care Supplies	<input type="checkbox"/> Equipment / Supplies / Materials	<input type="checkbox"/> Promotional Services
<input type="checkbox"/> Animal Food Supplier	<input type="checkbox"/> Exhibit Fabricator	<input type="checkbox"/> Publisher
<input type="checkbox"/> Animal Transaction Consultant / Relocation Services	<input type="checkbox"/> Facility Management	<input type="checkbox"/> Recycling
<input type="checkbox"/> Aquatic Supplies / Services	<input type="checkbox"/> Film / Theatre	<input type="checkbox"/> Rides / Transport
<input type="checkbox"/> Architect	<input type="checkbox"/> Flooring	<input type="checkbox"/> Sanitation

## How do I navigate to my profile in the AZA Network?

1. At the top of the page, click the profile icon to see the following menu:

**AZA | network**

Home Communities Marketplace Browse Activity MyAZA

About AZA Contact Us Code of Conduct 

**Test NonMember**  
nonmember@higherlogic.org  
20%

Profile Communities Logout

**Start discussions**  
Share resources  
Invite colleagues  
Get connected

**Latest Discussions**

**Whites tree frog**  
By: LeeAnn Goette, 2 days ago  
Posted in: [Amphibians](#)  
Hello everyone, Is anyone willing to share their SOPs for whites tree frogs (temp, humidity, misting, feeding, etc). We are looking at revamping their care. Thank you! ----- LeeAnn Goette Education Outreach Animal Keeper ...

**Renovate or replace?**  
By: Steve Smith, 4 days ago  
Posted in: [Aquatic/Marine](#)  
ECHO has a seven thousand display with more leaks than the federal government and so we are considering repair or replacement. This is a 1" concrete wall bordered display on a concrete floor with a Thor Holbeck habitat within. Are there any technologies ...

**2023 Amphib Mgmt. School - Early bird discount and ...**  
By: Vicky Poole, 4 days ago

**Announcements**

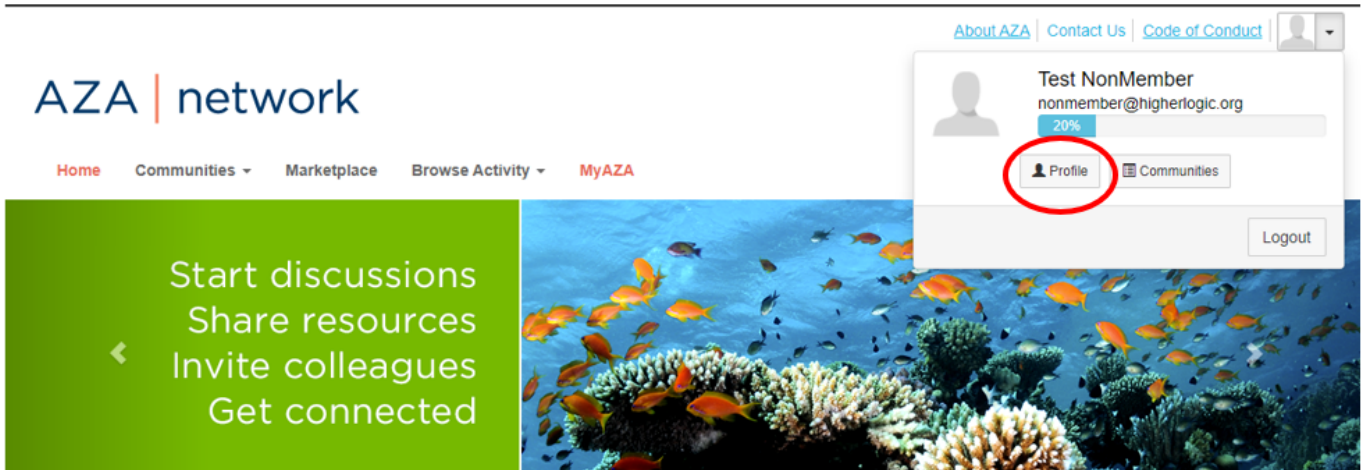
**San Diego - Professional Development Courses**  
By: Lauren George, one month ago  
Join us December 5-10 for two professional development course offerings in San Diego, CA! Registration is open now through November 7, 2022. [Animal Welfare: Evidence-Based Management](#) - Course takes place at the San Diego Zoo [Principles of Ambassador Animal Management](#) - Course takes place at the Hilton San Diego ... [More](#)

View Archive

**Recent Shared Files**

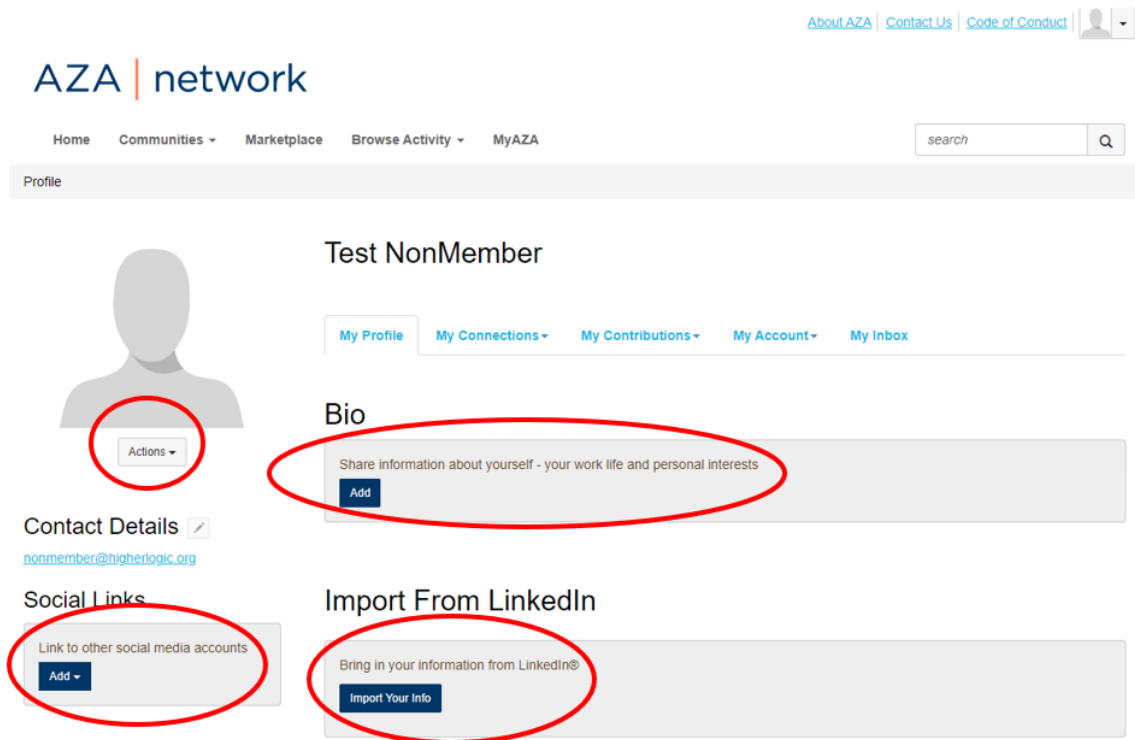


2. Click the Profile button:

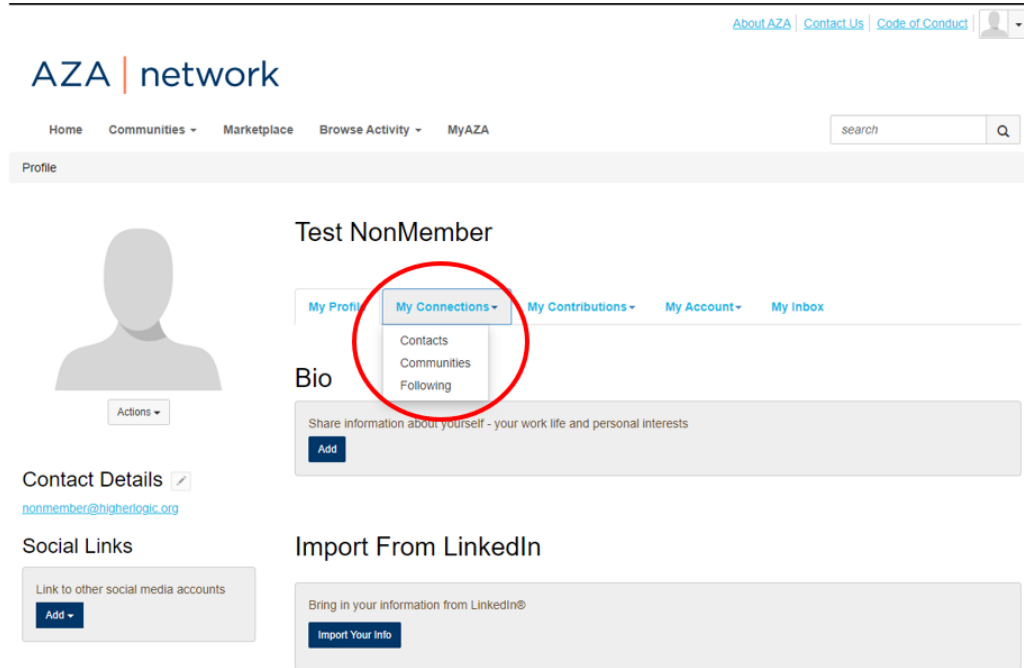


3. Your Profile looks like this

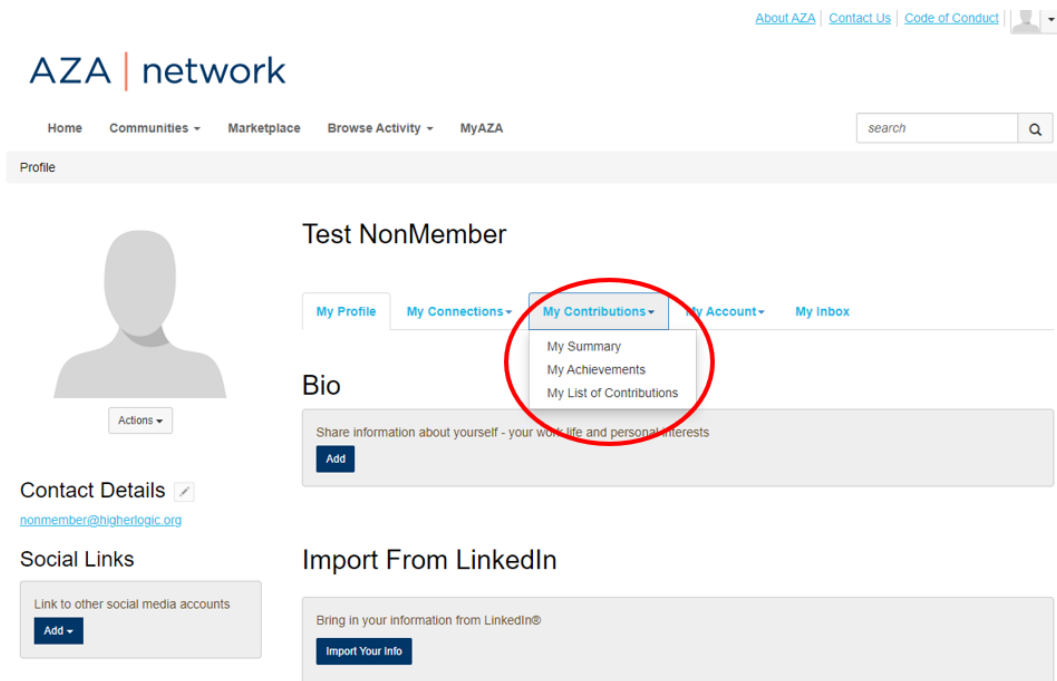
- To edit your bio, click Add
- You may also connect your LinkedIn, or other social media profiles, to connect professionally with other individuals in the zoo/aquarium community
- Click "Actions" underneath the icon to change your profile picture



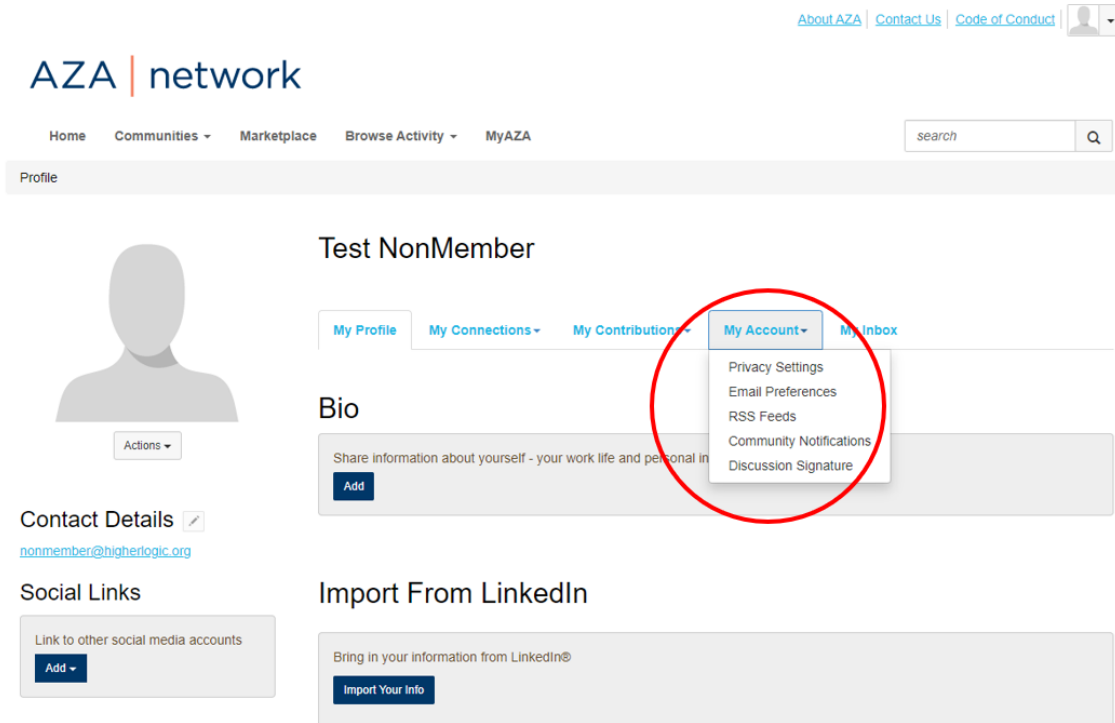
d. Click “My Connections” from the Profile menu, to view your contacts, communities, and content you are following



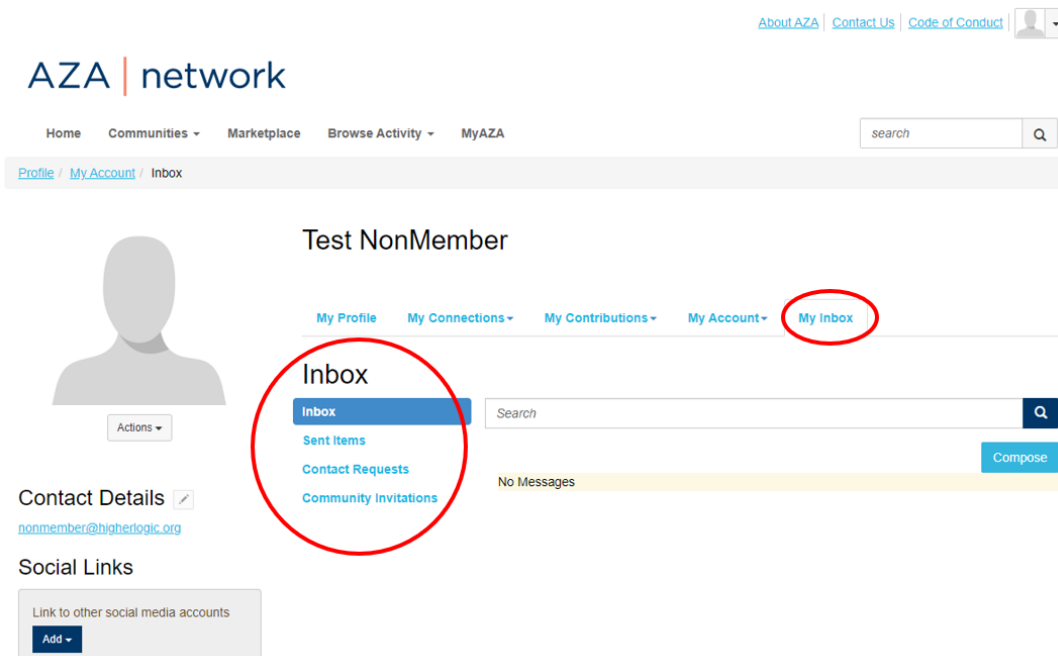
e. Click “My Contributions” to view your Summary, Achievements, and List of Contributions (the content you have shared).



f. Click “My Account” to view Privacy settings, email preferences (how you get notified for activity in a community), RSS feeds, community notifications, and your signature that appears when you create a discussion post.

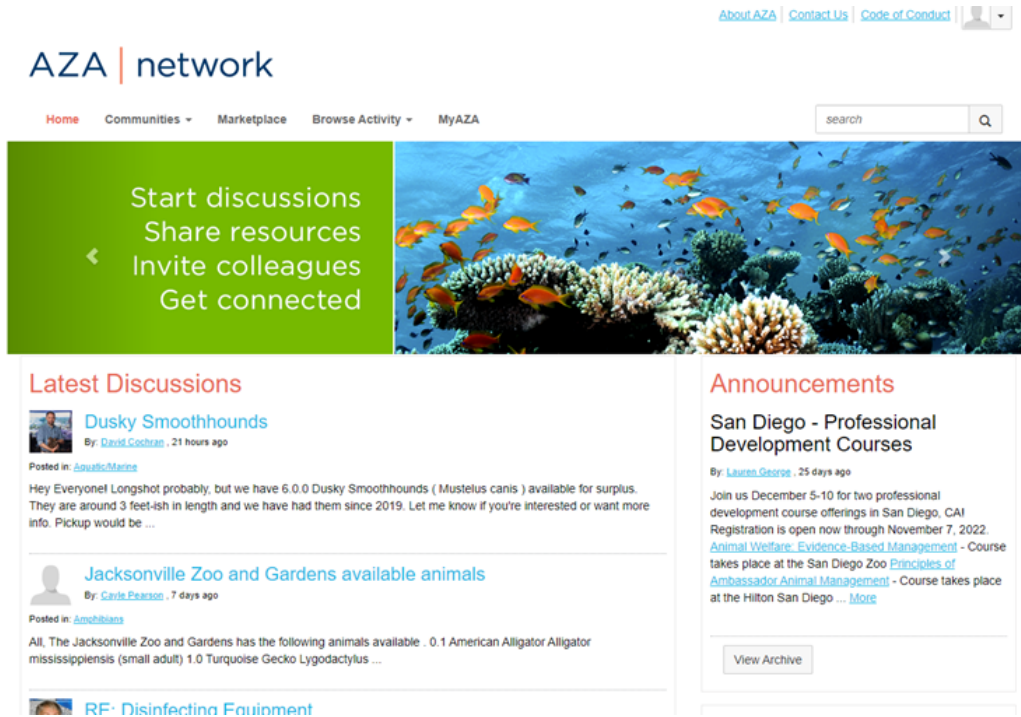


g. Click “My Inbox” to see updates from communities you follow, as well as contact, requests, and invitations to join communities.

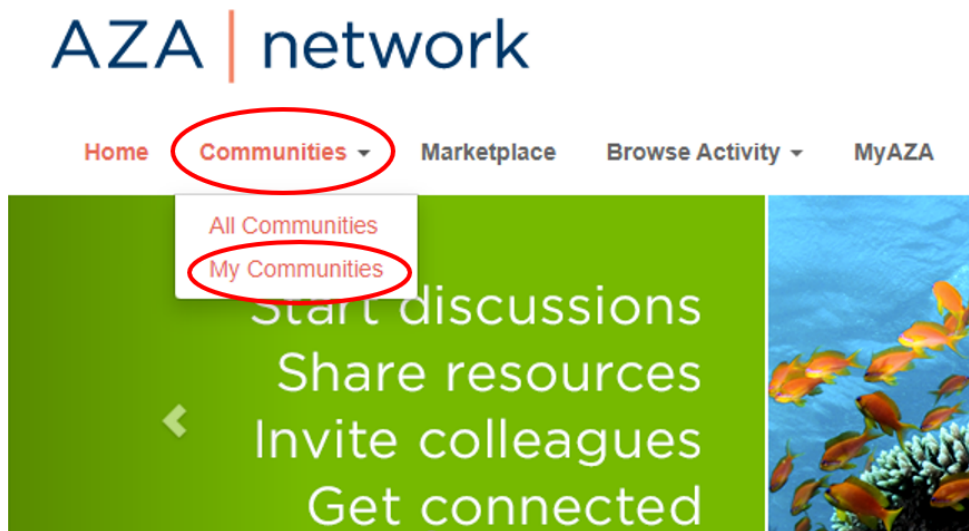


# How do I search for Communities in the AZA Network?

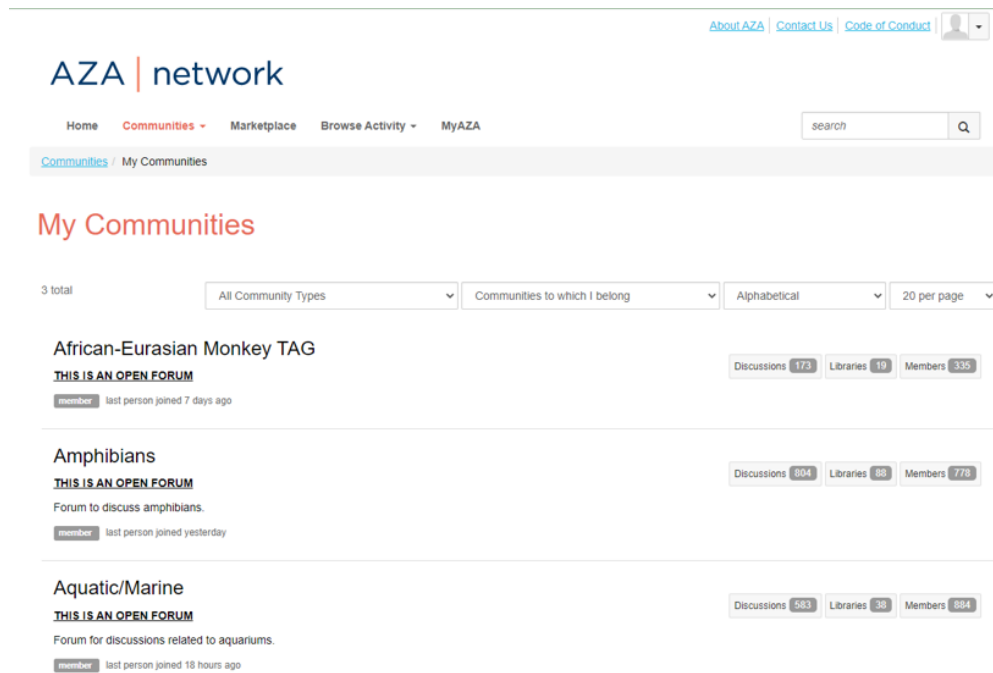
1. Login to Higherlogic/AZA Network. Once logged in, the Network should look like the following:



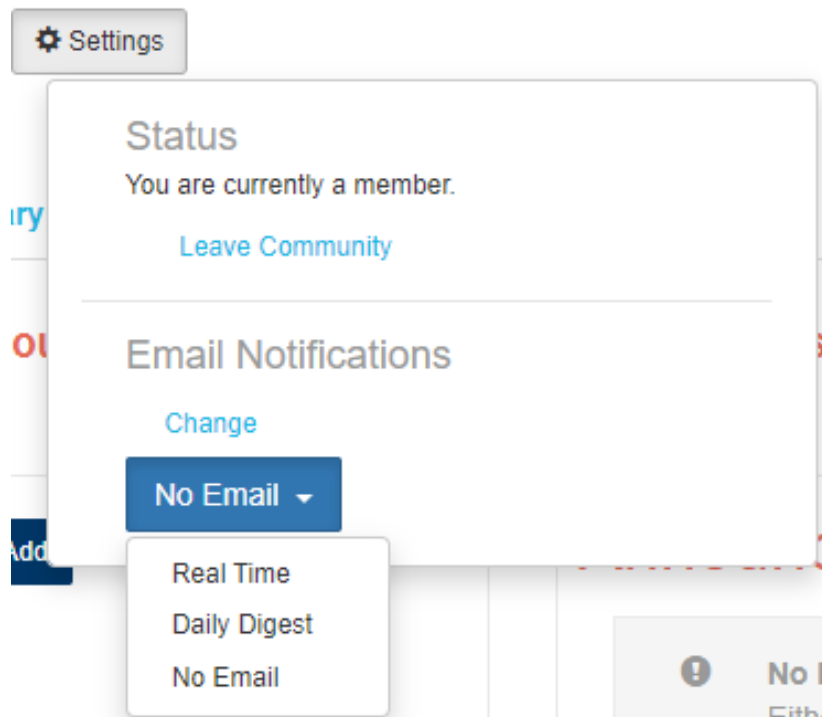
2. If searching for a community that you are a member of:
  - a. click Communities on the menu right below the "AZA network"
  - b. Click "My Communities". These communities are ones you are involved with.



c. The screen will display a list of the Communities in which you ARE a member, including whether it is a closed or open forum, the date of the last post, and how many discussions, libraries, and members are in the community.

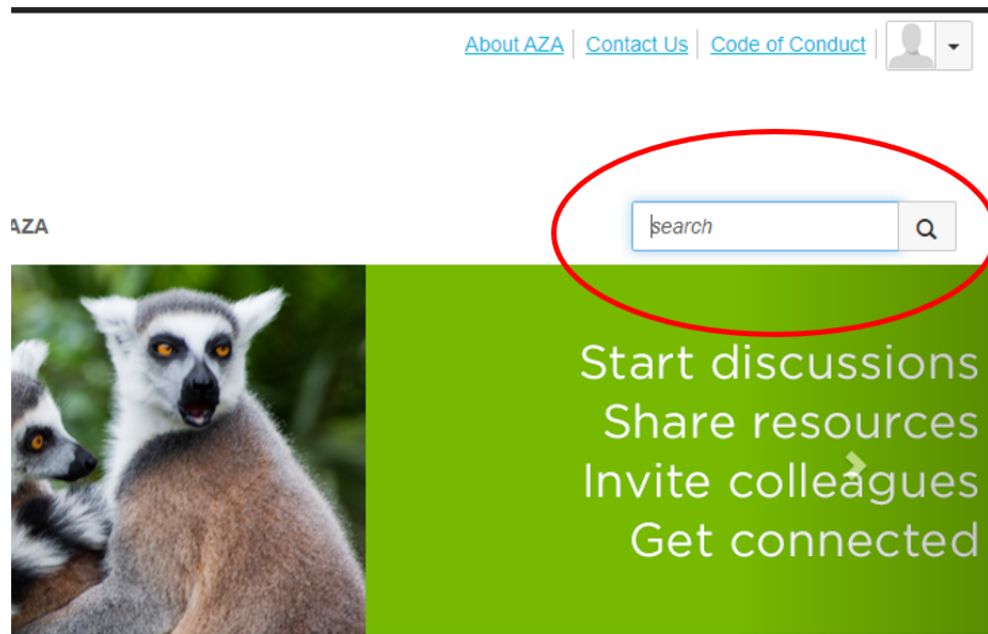


i. You can alter the frequency of email messaging of the community you are a member of by selecting the "Settings" and then "Email Notifications".

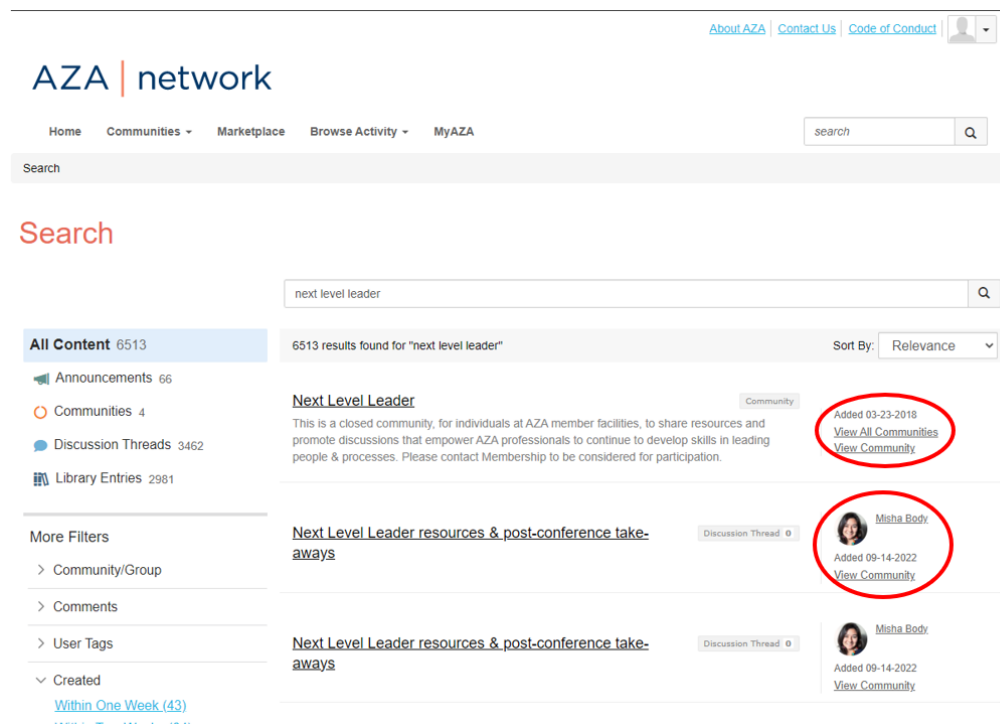


3. If looking for a Community in which you are NOT a member

- a. Click the search bar on the top right side of the page and type the name of the community that you are searching for.



- b. The screen will display a list of content that matches what was searched. For communities, it will include a description (including how to join if applicable), the date the Community was created, as well as an option to view the Community. For discussions threads and library entries, it will include the name and photo of individual who created the thread, the date it was created, as well as an option to view the thread,



c. If looking for a specific Community name, click the “Communities” filter on the left side of the page and it will then list Communities with names that match what was typed in the search bar.

## Search

The screenshot shows a search interface on the AZA network. At the top, a search bar contains the text "Next Level Leader". Below the search bar, a summary bar indicates "4 results found for 'Next Level Leader' with filters applied" and a "Sort By: Relevance" dropdown menu. On the left side, there is a navigation menu with "All Content 6513" at the top, followed by "Announcements 66", "Communities 4" (which is circled in red), "Discussion Threads 3462", and "Library Entries 2981". Below this menu is a "More Filters" section with expandable options for "Content Type" and "Created". The main content area displays two search results. The first result is for the "Next Level Leader" community, described as a closed community for AZA professionals to share resources and discuss leadership. The second result is for the "Marine Mammal TAG Program Leaders" community, described as a private community for communication among steering committee members and program leaders.

## How do I use filters when searching for a specific Community, Discussion Thread, or Library?

1. Use the search bar on the top right of the screen for Communities, Discussion Threads, or Library Entries that interest you. Results should appear:

## AZA | network

This screenshot shows the AZA network search results for the query "next level leader". The top navigation bar includes "Home", "Communities", "Marketplace", "Browse Activity", and "MyAZA", along with a search bar. Below the navigation, a "Search" bar contains the text "next level leader". A summary bar shows "6513 results found for 'next level leader'" and a "Sort By: Relevance" dropdown. The left sidebar features a navigation menu with "All Content 6513" at the top, followed by "Announcements 66", "Communities 4", "Discussion Threads 3462", and "Library Entries 2981". Below this is a "More Filters" section with expandable options for "Community/Group", "Comments", "User Tags", and "Created". The main content area displays three search results. The first result is the "Next Level Leader" community. The second and third results are discussion threads titled "Next Level Leader resources & post-conference take-aways", both posted by Misha Body on 09-14-2022.

a. If looking for a specific Community, click Communities from the “All Content” menu on the left. This will narrow the results to only community titles.

The screenshot shows the AZA network search interface. The search bar contains the text "next level leader". The left sidebar shows the "All Content" menu with "Communities 4" highlighted in a red circle. The main content area displays 4 results for "next level leader" with filters applied, sorted by Relevance. The results are:

- Next Level Leader** (Community): Added 03-23-2018. Description: "This is a closed community, for individuals at AZA member facilities, to share resources and promote discussions that empower AZA professionals to continue to develop skills in leading people & processes. Please contact Membership to be considered for participation." Links: [View All Communities](#), [View Community](#).
- Marine Mammal TAG Program Leaders** (Community): Added 05-11-2018. Description: "This is a private community to facilitate communication among the Marine Mammal TAG Steering Committee and Marine Mammal TAG Program Leaders. This is a closed group. If you are a Marine Mammal TAG Program Leader and are not on this community, please contact Marine Mammal TAG Vice Program Leader, Steven Aibel to be included." Links: [View All Communities](#), [View Community](#).
- AZA Animal Programs** (Community): Added 01-03-2018.

b. If looking for Discussion Threads or Library Entries that match you search, click either option from the same menu, shown above.

The screenshot shows the AZA network search interface. The search bar contains the text "Interpretation". The left sidebar shows the "All Content" menu with "Discussion Threads 674" highlighted in a red circle. The main content area displays 674 results for "Interpretation" with filters applied, sorted by Relevance. The results are:

- Conservation Interpretation** (Discussion Thread 1): Added 07-19-2022 by Alex Lane. Link: [See matching posts in thread - Conservation Interpretation and...](#) Link: [View Community](#).
- Interpretation Committee** (Discussion Thread 1): Added 08-24-2017 by Karen Lind. Link: [See matching posts in thread - Interpretation Committee](#) Link: [View Community](#).
- Culturally Sensitive Interpretation** (Discussion Thread 1): Added 07-24-2022 by Jennifer Izu. Link: [See matching posts in thread - Culturally Sensitive Interpretation...](#) Link: [View Community](#).
- Environmental Interpretation needs** (Discussion Thread 1): Added by Jonathan Miot.



2. If looking for more specific filters, including Community/Group Names, Comments, User Tags, and how recent a Community, Discussion Thread, or Library Entry was created, use the “More Filter” menu underneath the Content Menu.

The screenshot shows search results for "next level leader" with 6513 results found. On the left, a "More Filters" menu is circled in red, containing options for "Community/Group", "Comments", "User Tags", and "Created". The main content area displays several results, including a "Community" entry titled "Next Level Leader" and multiple "Discussion Thread" entries titled "Next Level Leader resources & post-conference take-aways".

a. The Community/Group filter will show Discussion Threads and Library Entries created by specific Groups and Communities within the Network. Below, the Education filter was applied to the search.

## Search

The screenshot shows search results for "next level leader" with 907 results found after applying filters. The search bar contains "next level leader". The "More Filters" menu is expanded, and the "Community/Group" filter is selected, with the "Education (907)" sub-filter checked. The results show a "Discussion Thread" and two "Library Entry" items, all titled "Next Level Leader resources & post-conference take-aways".

b. The Comments filter will show Discussion Threads and Library Entries with or without comments. Below, the Yes Comment filter was applied to the search.

### Search

next level leader

All Content 6513

23 results found for "next level leader" with filters applied

Sort By: Relevance

Announcements 66

Communities 4

Discussion Threads 3462

Library Entries 2981

More Filters Clear All

Community/Group

Comments 1

No (1499)

Yes (23)

RE: Teen Leadership Training

6 attachments

1 Comment - 1 search term matches found in comments.

RE: essential employee designation letter

Essential Services Letter 03212020x.pdf

1 Comment - 1 comment is at this level of shelter in place yet, but it will come in handy should we need it

Animal Survey

c. The User Tags filter will show Discussion Threads, in which individuals used Tags to emphasize what the post is about. Below, the "Savingspecies" User Tag was applied to the search.

### Search

next level leader

All Content 6513

56 results found for "next level leader" with filters applied

Sort By: Relevance

Announcements 66

Communities 4

Discussion Threads 3462

Library Entries 2981

More Filters Clear All

Community/Group

User Tags 1

Savingspecies (56)

voipoliciesandprocedures (16)

Update: Final ATFA Ticket Counts and Next Steps

See matching posts in thread - Update: Final ATFA Ticket Counts and Nex...

savingspecies

Update on SAFE Species

See matching posts in thread - As of August 1, SAFE Species include African vul...

savingspecies

Update on SAFE Species

i. You may also click on the User Tag underneath the Discussion Post search entry, to see all Discussion Threads using that specific user tag.

### Search

#savingspecies

All Content 2428

2428 results found for "#savingspecies"

Sort By: Relevance

Discussion Threads 2428

More Filters

Community/Group

User Tags

Created

FW: New SAFE species program - Maned Wolf

savingspecies

FW: New SAFE species program - Sloth Bear

savingspecies

FW: New SAFE species program - Maned Wolf

savingspecies

FW: New SAFE species program - Maned Wolf

savingspecies

d. The Created filter will show Discussion Threads posted within a certain time frame. Below, the “Within One Week” time frame was applied to the search.

The screenshot shows the AZA network search interface. At the top, there are navigation links: Home, Communities, Marketplace, Browse Activity, and MyAZA. A search bar contains the text 'next level leader'. Below the search bar, the results are displayed. On the left, there is a sidebar with 'All Content' categories: Announcements (66), Communities (4), Discussion Threads (3462), and Library Entries (2981). Under 'More Filters', the 'Within One Week' filter is selected and circled in red. The main content area shows 43 results found for 'next level leader' with filters applied. The results are sorted by Relevance. The first result is a Discussion Thread titled 'Reminder! Register for the next educator coffee chat on 10/27' by Erika Novak, added 18 hours ago. The second result is a Library Entry titled 'ada-sign-installation-2016.pdf' by Alex Lane, added 5 days ago. The third result is a Library Entry titled 'Overriding the Microsoft Word program default.pdf' by Alex Lane, added 5 days ago.

e. You may use a combination of filters from each category, to narrow down your search. Below, you will see one filter from each “More Filters” category applied to the search.

The screenshot shows the AZA network search interface with a different set of filters. The search bar still contains 'next level leader'. The results show 27 results found for 'next level leader' with filters applied. The sidebar shows the same 'All Content' categories. Under 'More Filters', three filters are selected and circled in red: 'Community/Group', 'Comments', and 'Within One Year'. The main content area shows 27 results found for 'next level leader' with filters applied. The results are sorted by Relevance. The first result is a Library Entry titled 'Next Level Leader resources & post-conference take-aways Attachments' by Misha Body, added 09-13-2022. The second result is a Library Entry titled 'AASAG Fall Newsletter Attachments' by Helen Dishaw, added 6 days ago. The third result is a Library Entry titled 'RE: Training Volunteers to Interpret Climate Change' by Meghan-Elizabeth Foster, added 09-12-2022.

# How do I navigate through the Community home page of the AZA Network?

1. Login to Higherlogic/AZA Network and search for a Community, either from all Communities in the Network, or from the Communities that you are already part of.
2. Once in a community, you will see that:
  - a. The name of the Community is listed at the top of the page, along with a menu that indicates what part of the Community you are currently in
  - b. The Community's designated email

The screenshot shows the AZA Network interface. At the top right, there are links for 'About AZA', 'Contact Us', and 'Code of Conduct', along with a user profile icon. The main header features the 'AZA | network' logo and a navigation menu with 'Home', 'Communities', 'Marketplace', 'Browse Activity', and 'MyAZA'. A search bar is located on the right. Below the navigation, the breadcrumb 'Communities / Community Home' is visible. The community name 'Education' is circled in red. A 'Join Community' button is on the right. Below the community name, there are tabs for 'Community Home', 'Discussion' (5.8K), 'Library' (495), 'Events' (0), and 'Members' (1.9K). The 'Community Home' tab is circled in red. Below the tabs, a message says 'Send an email to this community from your inbox, using [aza\\_education@ConnectedCommunity.org](mailto:aza_education@ConnectedCommunity.org)', with the email address circled in red. On the left, there is a 'Latest Discussion Posts' section with an 'Add' button. A post titled 'Pole Banners & Hardware' by Angela Kowski-Kroening is shown. On the right, there is an 'Announcements' section with a post titled 'AZA Professional Development Scholarship Opportunity'.

3. Latest Discussion Posts are under the menu on the left side of the screen.
  - a. Each Discussion Post includes:
    - The title of the post
    - A blue "Add" button to add your own discussion post
    - The profile photo and name of the individual that created the post
    - How long ago the post was created
    - The first three lines of the post
4. Announcements are under the menu on the right side of the screen.
  - a. Each Announcement includes:
    - The title of the announcement
    - The name of the individual that created the post
    - How long ago the announcement was created

### Latest Discussion Posts

Add



#### Pole Banners & Hardware

By: [Angela Kowski-Kroening](#), 13 minutes ago

For those of you that display banners on poles either at your zoo or around your city/town/etc. - I am curious if you have any strong recommendations for companies that you've ordered from, to fabricate the banners and/or the hardware for mounting on ...



#### RE: 3D printed biofacts

By: [Erika Davis](#), 38 minutes ago

Hi Tom! We were looking to start 3D printing some biofacts in-house, and I wanted to see if you had any instructions or STL files of biofacts you have printed that you would be willing to share? Also, if you would be willing to share any hurdles you ...



#### RE: Field Biologist Camp Ideas Wanted

By: [Benjamin White](#), 3 hours ago

Hi Andrea, I'm working on an after-school program with the same theme! Currently my idea is to focus on field biologists as "wildlife detectives" that solve mysteries and answer questions we have about animals. I don't have any specific activities planned ...

### Announcements

#### AZA Professional Development Scholarship Opportunity

By: [Lauren George](#), 2 months ago

AZA is pleased to offer professional development scholarship opportunities for AZA members!

There are five full scholarships available, and scholarships cover registration costs, travel & lodging expenses, and meals during the course. Scholarship applications are available now and all materials are due September 30, 2022. Learn more about the process, eligibility, and download applications at <https://www.aza.org/scholarships>.

Applicants must be employed by an AZA-accredited or certified facility and hold an individual membership to apply.

Please share with your networks, and if you have any questions, email [scholarships@aza.org](mailto:scholarships@aza.org).

5. Under the Announcements on the right side of the screen are the Recent Shared Files.

a. Each Recent Shared File includes:

- The title of the file
- A blue "Add" button to share your own file
- The name of the individual that shared the file
- How long ago the file was shared
- What Community the file was shared in

six years while I was at Houston Zoo. I hey understand our industry as their co-founders worked in zoos and aquariums. They are responsive to emails and do ...



#### AZA February 2023 Professional Development Opportu ...

By: [Lauren George](#), yesterday

Calling all educators! Join us February 13-18 at the Oglebay Resort in Wheeling, WV as we kick off the first AZA professional development courses of 2023. There are many courses to choose from - including two new courses, Effective Leadership: Foundation ...



#### RE: Education supportive materials

By: [Megan McGrath](#), yesterday

Hi there, If they have any interest in lemur vocalizations, they are welcome to reach out to me. I have access to various recordings that I'm happy to share. ----- -- Megan McGrath Education Programs Manager Duke University Lemur ...



#### Field Biologist Camp Ideas Wanted

By: [Andrea Vahey](#), yesterday

Hello all! I am working on a new theme for Summer Camp this year focusing on Field Biologists. It will be a two-day camp for 5 th , 6 th , and 7 th graders where I'd like to

### Recent Shared Files

Add

#### ASTC IF/THEN Grant Deadline Extended

By: [Kari Hart](#) yesterday

Posted in: [Education](#)

#### Research Opportunities for Undergraduates in Conservation ...

By: [Steven Whitfield](#) 6 days ago

Posted in: [Education](#)

#### !New! Education Advisor & Education Specialist Vacancies ...

By: [Jennifer Charette](#) 9 days ago

Posted in: [Education](#)

#### Education Advisors & Specialists Needed! Newly

6. At the end of the list of Discussion Posts and Recent Shared Files is a “More” button that allows you to see older posts and files.

Biologists. It will be a two-day camp for 5 th , 6 th , and 7 th graders where I'd like to focus on local, native species and conservation projects (Wisconsin and/or ...

**RE: Education supportive materials**  
By: [Matthew Igleski](#) , yesterday  
Another good resource for sounds is Xeno-canto: <https://xeno-canto.org/> The quality is variable, but you can actually download the files and embed them into presentations if you want (handy if you don't have internet access). ----- ...

[More](#)

**Education Advisors & Specialists Needed! Newly Added: ...**  
By: [Jennifer Charette](#) 28 days ago  
Posted in: [Education](#)

**AASAG Fall Newsletter Attachments**  
By: [Helen Dishaw](#) one month ago  
Posted in: [Education](#)

[More](#)

7. Underneath both the Discussion Posts and Recent Shared Files are a list of current members in the Community

a. Along with the number of members of the Community, this sections also shows the following for each member:

- The member's name and profile photo
- The member's role

Home Communities Marketplace Browse Activity MyAZA search Q

[More](#)

[More](#)

**Current Members**

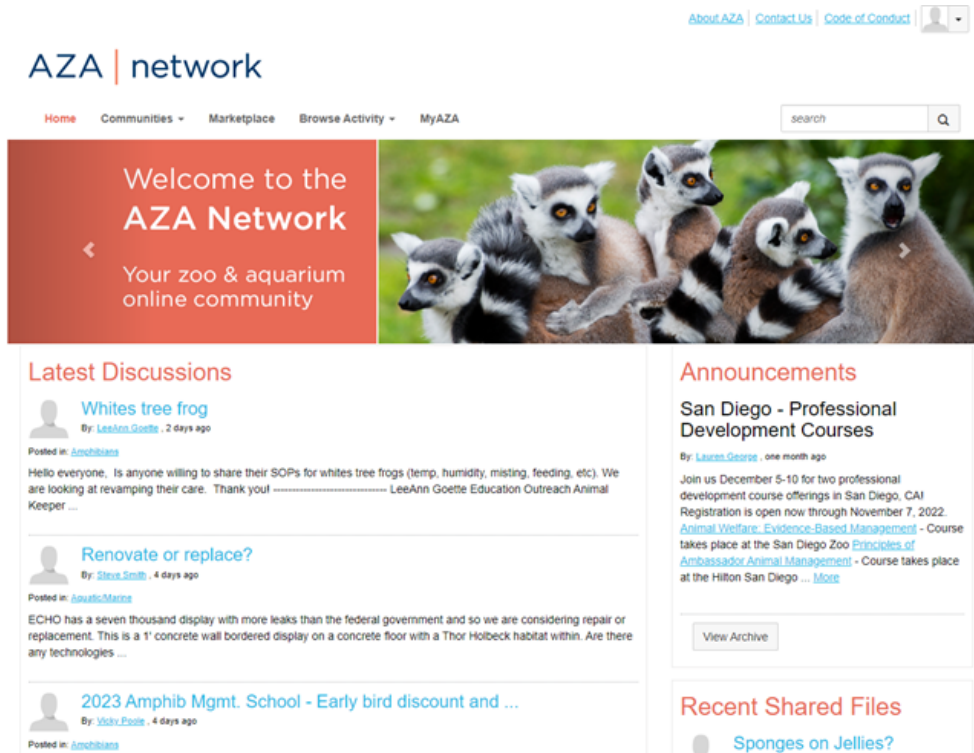
**1914 Members**

Show All 24 per page

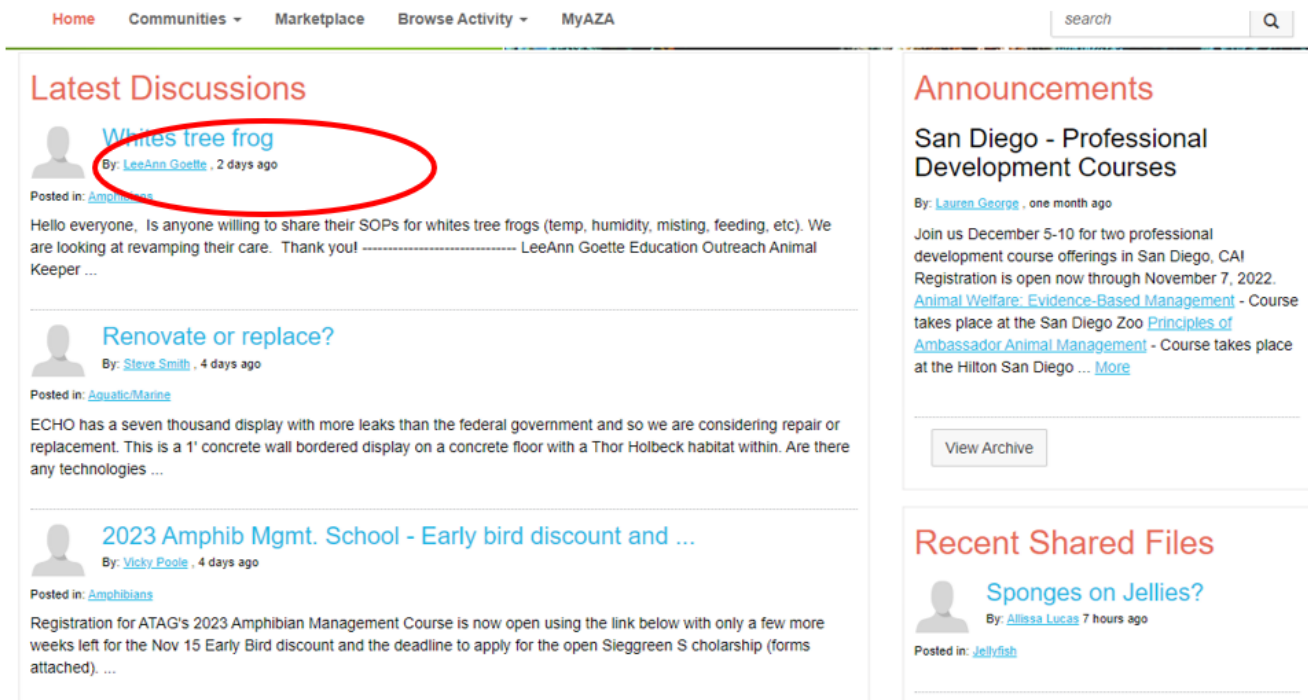
 community admin	 community admin	 community admin			

# How do I view discussion posts in the AZA Network?

1. Login to Higherlogic/AZA Network. Once logged in, the Network should look like the following:



2. On the home page, you will see the “Latest Discussions” which are the most recent and pinned Discussions from different communities.



3. To view specific discussions in communities, first select the desired community

The screenshot shows a community page for 'Next Level Leader'. At the top, there are navigation links: Home, Communities, Marketplace, Browse Activity, and MyAZA. A search bar is on the right. Below the navigation, there are tabs for 'Community Home', 'Discussion 352', 'Library 24', 'Events 0', and 'Members 641'. A dropdown menu is set to 'Most Recently Updated' and a '10 per page' selector is visible. A 'Post New Message' button is on the right. The main content is a table of threads:

Thread Subject	Replies	Last Post
<a href="#">AZA February 2023 Professional Development Opportunities</a>	0	9 minutes ago by <a href="#">Lauren George</a>
<a href="#">Performance Improvement Plans and Just Culture</a>	4	2 days ago by <a href="#">Bob Cisneros</a>
<a href="#">Webinars/courses for new leaders?</a>	6	5 days ago by <a href="#">Denise McClean</a> Original post by <a href="#">Christopher Jenkins</a>
<a href="#">Senior Leader role in Aquarium Science at Disney</a>	0	11 days ago by <a href="#">Mandi Schook</a>
<a href="#">Leadership Development Plan</a>	2	25 days ago by <a href="#">Deirdre Murphy</a> Original post by <a href="#">Grayson Pott</a>
<a href="#">Onboarding materials</a>	11	10-03-2022 by <a href="#">Sarena Gill</a>
<a href="#">Proceed without fear</a>	0	09-19-2022 by <a href="#">Denise McClean</a>
<a href="#">Self-Guided Mentorship Framework &amp; Pathways to Leadership Guides</a>	2	09-15-2022 by <a href="#">Jeff Walton</a> Original post by <a href="#">Misha Body</a>
<a href="#">Professional Development Scholarship Opportunity</a>	0	09-15-2022 by <a href="#">Lauren George</a>
<a href="#">Movie: On Up - The Power of Connections Annual Conference Recap</a>	0	09-12-2022 by <a href="#">Rachel Ritchason</a>

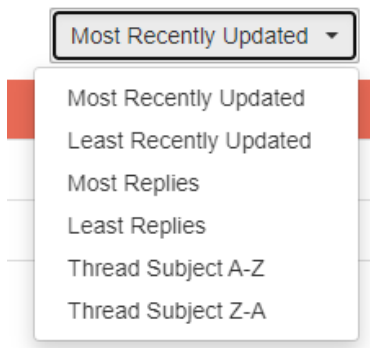
Showing 1 to 10 of 130 threads (352 total approved posts)

1 2 3 4 5 » »

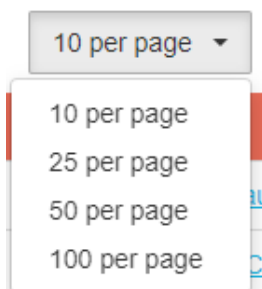
a. The number next to the “Discussion” tab indicates how many discussion posts are in the community.



b. The discussion posts can be sorted by factors:




c. You can display different amount of messages by selecting “\_\_ per page”






4. To view the post, you can select the specific post by clicking the blue underlined text:


Thread Subject	Replies	Last Post
<a href="#">What a Year This Week Has Been: digital takeaway</a>	0	09-09-2022 by <a href="#">Misha Body</a>
<a href="#">Keeper levels</a> 	1	08-23-2022 by <a href="#">Jeff Vanek</a> Original post by <a href="#">Elizabeth Johnson</a>
<a href="#">Books!</a>	4	08-08-2022 by <a href="#">Veronica Miller</a> Original post by <a href="#">Denise McClean</a>

5. Discussion posts that have documents included with them are designated with a paper clip icon:

a. These are also automatically populated into the main section of the library.

Thread Subject	Replies	Last Post
<a href="#">What a Year This Week Has Been: digital takeaway</a>	0	09-09-2022 by <a href="#">Misha Body</a>
<a href="#">Keeper levels</a> 	1	08-23-2022 by <a href="#">Jeff Vanek</a> Original post by <a href="#">Elizabeth Johnson</a>
<a href="#">Books!</a>	4	08-08-2022 by <a href="#">Veronica Miller</a> Original post by <a href="#">Denise McClean</a>

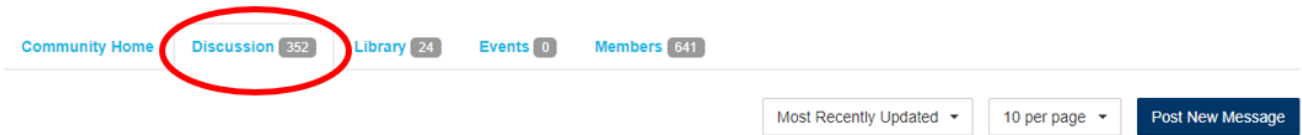
6. The original poster and the most recent comment will display in the “Last Post” section. You can see their profile by selecting the blue underline text. You can also view how many replies have been posted to the original discussion post by looking at the “Replies” column.

Thread Subject	Replies	Last Post
<a href="#">What a Year This Week Has Been: digital takeaway</a>	0	09-09-2022 by <a href="#">Misha Body</a>
<a href="#">Keeper levels</a> 	1	08-23-2022 by <a href="#">Jeff Vanek</a> Original post by <a href="#">Elizabeth Johnson</a>
<a href="#">Books!</a>	4	08-08-2022 by <a href="#">Veronica Miller</a> Original post by <a href="#">Denise McClean</a>

# How do I post a discussion in the AZA Network?

Note: You can only post a discussion in a community you are a part of. If you would like to post a discussion in a community you are not in, you must join the community first. Additionally, search in the community to ensure the topic has not already been discussed.

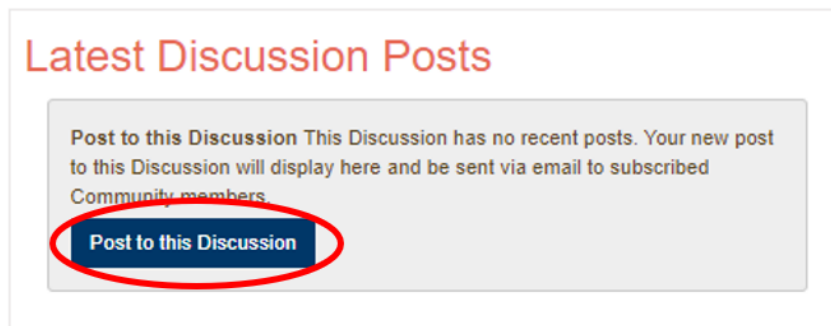
1. You must select the community you would like to post a discussion in.
2. Once in the discussion, navigate to the “Discussion” tab



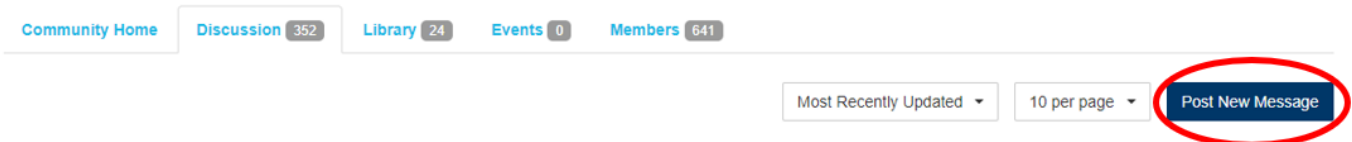
- a. An additional method is by navigating to the community home page:



Send an email to this community from your inbox, using aza\_test



3. You will notice a dark blue button “Post New Message”



4. A new section will open where you can draft your discussion post.
- a. In this section you can choose which community to publish it to by selecting the drop-down section “Post to Community”.
  - b. With the “Cross post to” you can post the same discussion in another community you are a part of.
  - c. The “Discussion Subject” will be the title that displays on home page and the discussion tab.
  - d. The message of the body can contain anything relevant to the community topic. Documents can be linked to the post by selecting “Add Attachment”

## Start New Thread

The screenshot shows the 'Start New Thread' form. The following elements are circled in red:

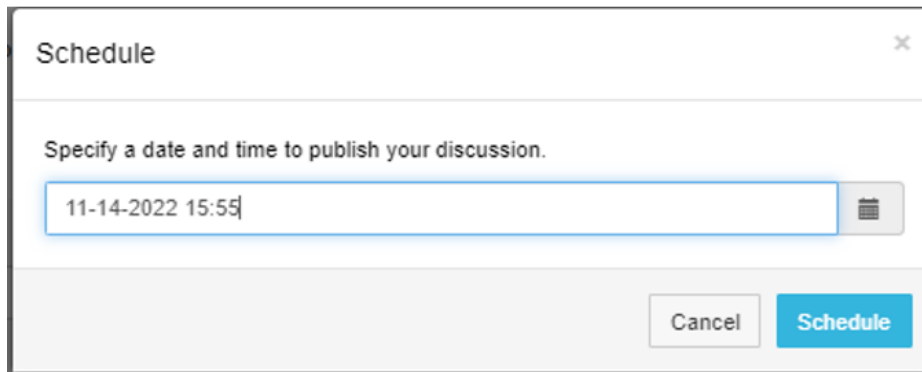
- The 'Post to community' dropdown menu, which currently shows 'Test AZA - 3'.
- The 'Cross post to (optional)' dropdown menu, which currently shows 'No Additional Threads'.
- The 'Discussion subject' text input field.
- The 'Add Attachment' button, located in the signature section.

Other visible elements include a checkbox for 'Automatically insert content preview for links' (checked), a rich text editor toolbar with options like font size (11pt), paragraph style, bold, italic, underline, strikethrough, link, unlink, list, and indent, and a signature block for 'Joan Zimmerman, Membership and Database Coordinator, Association of Zoos & Aquariums'. At the bottom, there are buttons for 'Post', 'Schedule', 'Save as Draft', and 'Cancel'.

- e. When finished with the discussion post you can “Post” immediately

A close-up of the bottom buttons of the form: 'Post', 'Schedule', 'Save as Draft', and 'Cancel'. The 'Post' button is circled in red.

f. You can also schedule the discussion to be posted on a specific date and time:



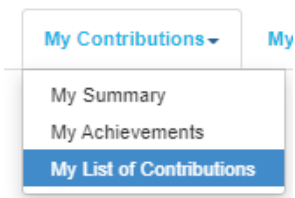
Schedule

Specify a date and time to publish your discussion.

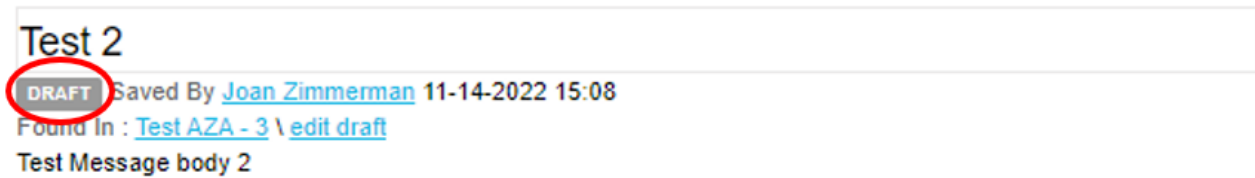
11-14-2022 15:55

Cancel Schedule

g. If you decide to save you post as a draft to edit it at a later time, the drafts can be found by navigating to your profile. Then under “My Contributions” and then “My List of Contributions”



h. It will have the text of “Draft” next to the person it was saved by:



# How do I use the AZA Network Library?

1. Login to AZA Network and search for the community you are interested in. This update allows you to interact with the documents by downloading, commenting, liking, posting descriptions, and attaching related links.

The screenshot displays the AZA Network Library interface. At the top, there are navigation tabs: **Community Home**, **Discussion** (25), **Library** (6), **Events** (6), and **Members** (2). Below the tabs is a carousel of document thumbnails. The thumbnails include:

- Test Spreadsheet**: Posted By Barbara Pueschel, 04-03-2019 13:00. 15 views, 0 downloads.
- Test - March Attachments**: Posted By Barb Skewes, 03-25-2018 13:35. 0 views, 4 downloads.
- Test Document**: Posted By Joan Zimmerman, 10-10-2022 15:47. 0 views, 0 downloads.
- Attachment via email Attachments**: Posted By Barb Skewes, 01-09-2019 11:01. 4 views, 1 download.

Below the carousel is a filter and sort section. It shows "No folder selected: Showing all entries" and "View:" options (list, grid, download). The filter is set to "File Type" and the sort is "Date Created - Descending". A sidebar on the left shows a folder structure: "Main (5)" and "Sub Test 1 (1)".

The main content area displays a list of documents:

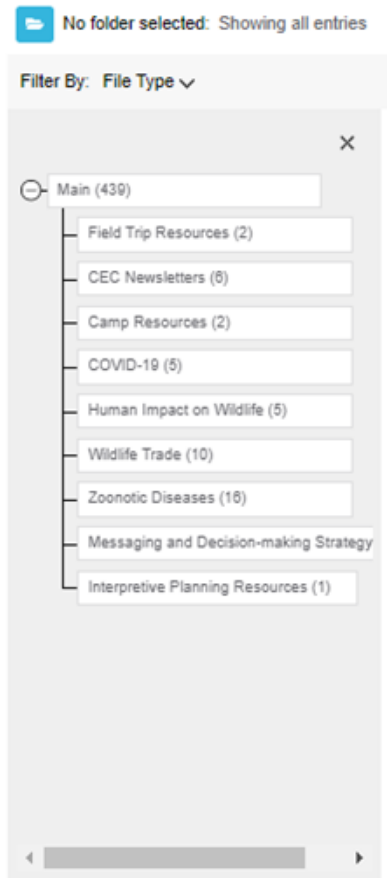
- Test Document**: Posted By Joan Zimmerman, 10-10-2022 15:47. 0 Downloads, 6 Views.
- Test**: Posted By Barb Skewes, 04-22-2019 11:49. 4 Views.
- Test Spreadsheet**: Posted By Barbara Pueschel, 04-03-2019 13:00. 0 Downloads, 16 Views.
- Attachment via email Attachments**: Posted By Barb Skewes, 01-09-2019 11:01. 1 Downloads, 4 Views.
- Test Attachment Multiple ways**: Posted By Barb Skewes, 01-09-2019 10:59.

At the bottom, there is a pagination control showing "12 entries per page", "1-6 of 6", and a "Go to Page" field with a "Go" button.

## Organization of the documents:

### Folders

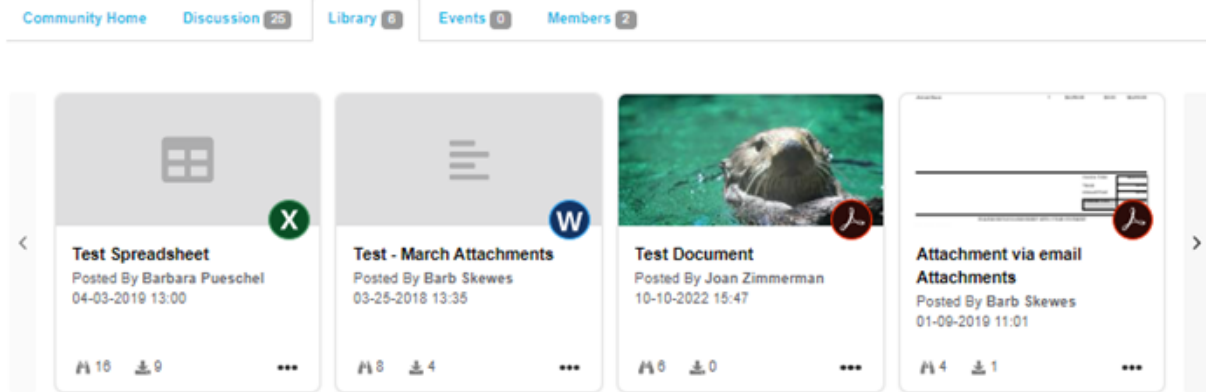
When you scroll further down, you see the folders and whole list of the documents. There is the main folder in the community and then subfolders can be created to organize the documents. To delete and add folder, please see the admin section below.



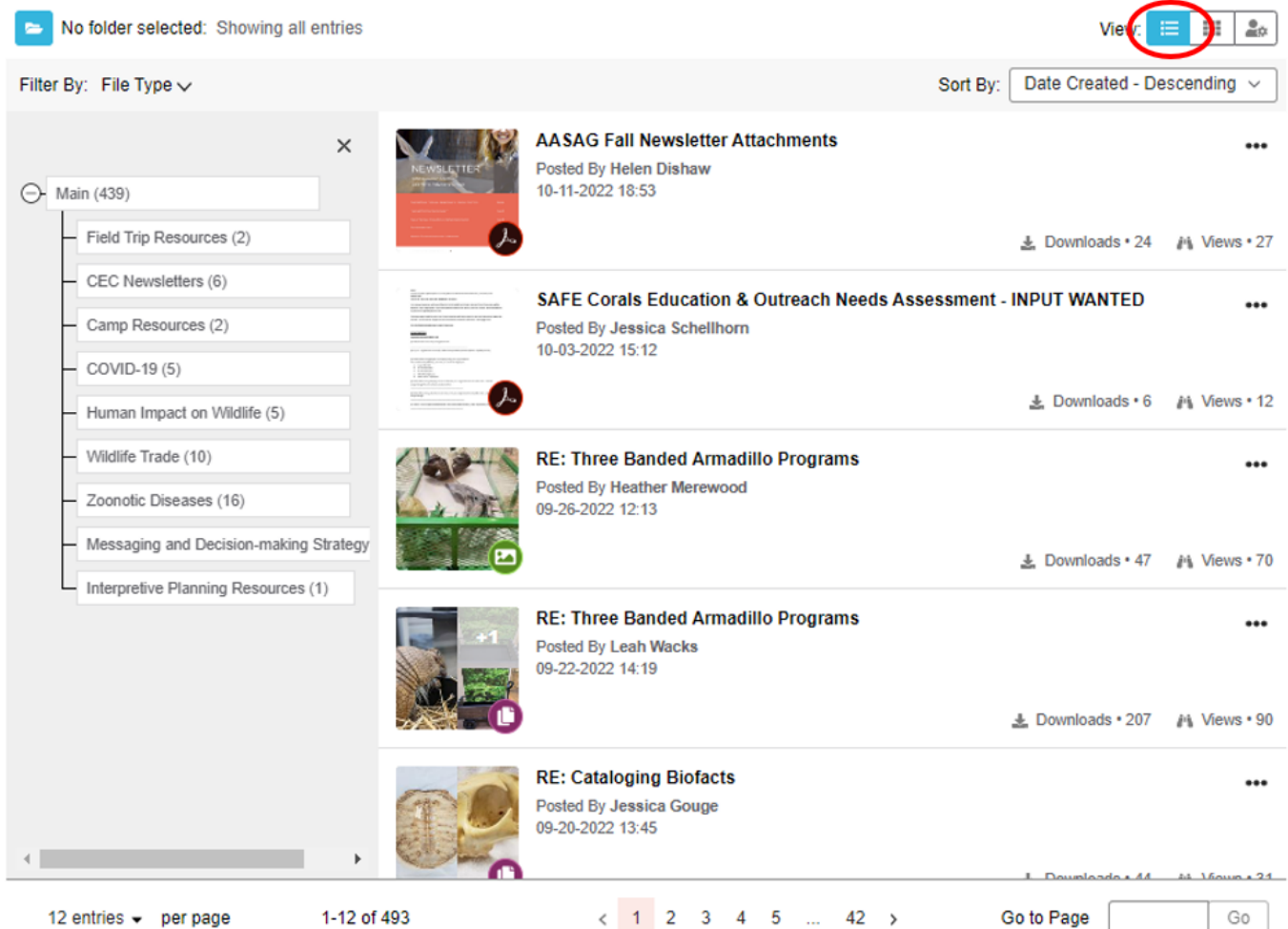
## Different ways to view the documents:

### Card Carousel:

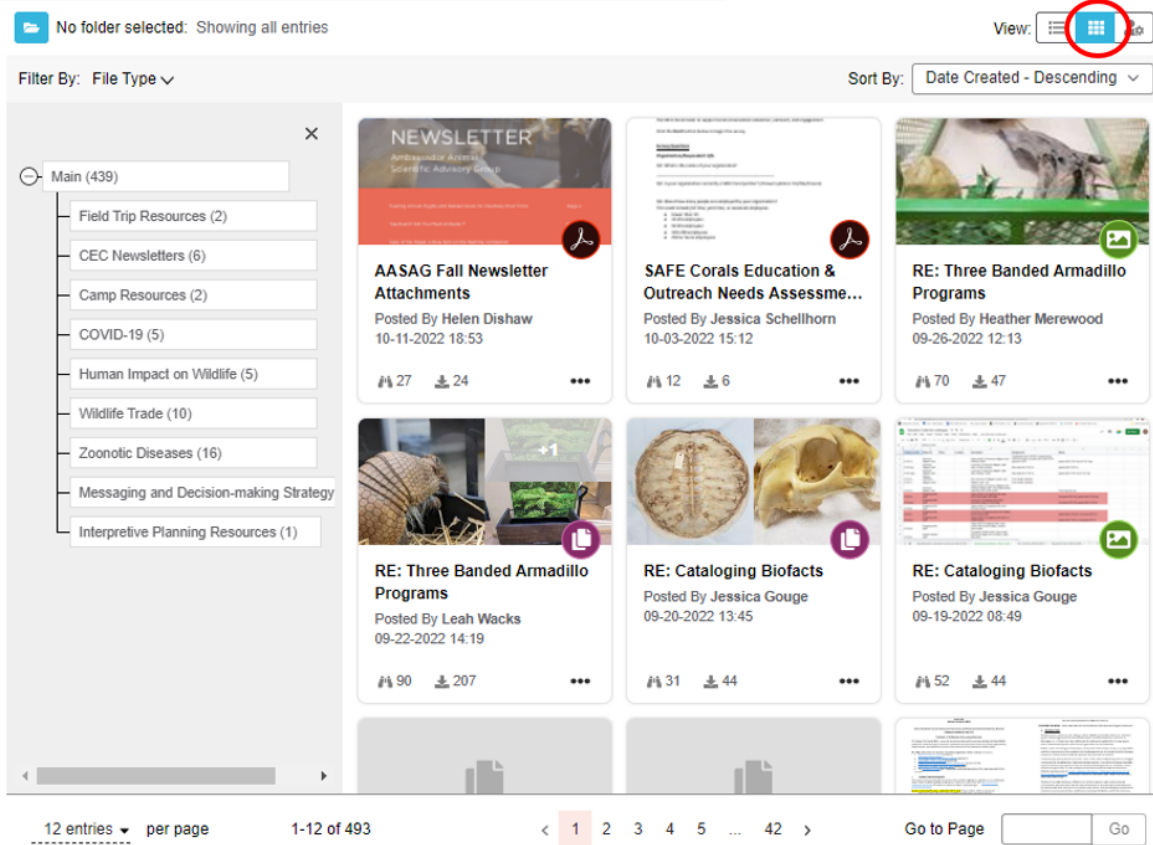
The first feature you will notice is the Card Carousel. This feature allows you a quick way to scroll through the documents in the library. You can see how many views and downloads as well.



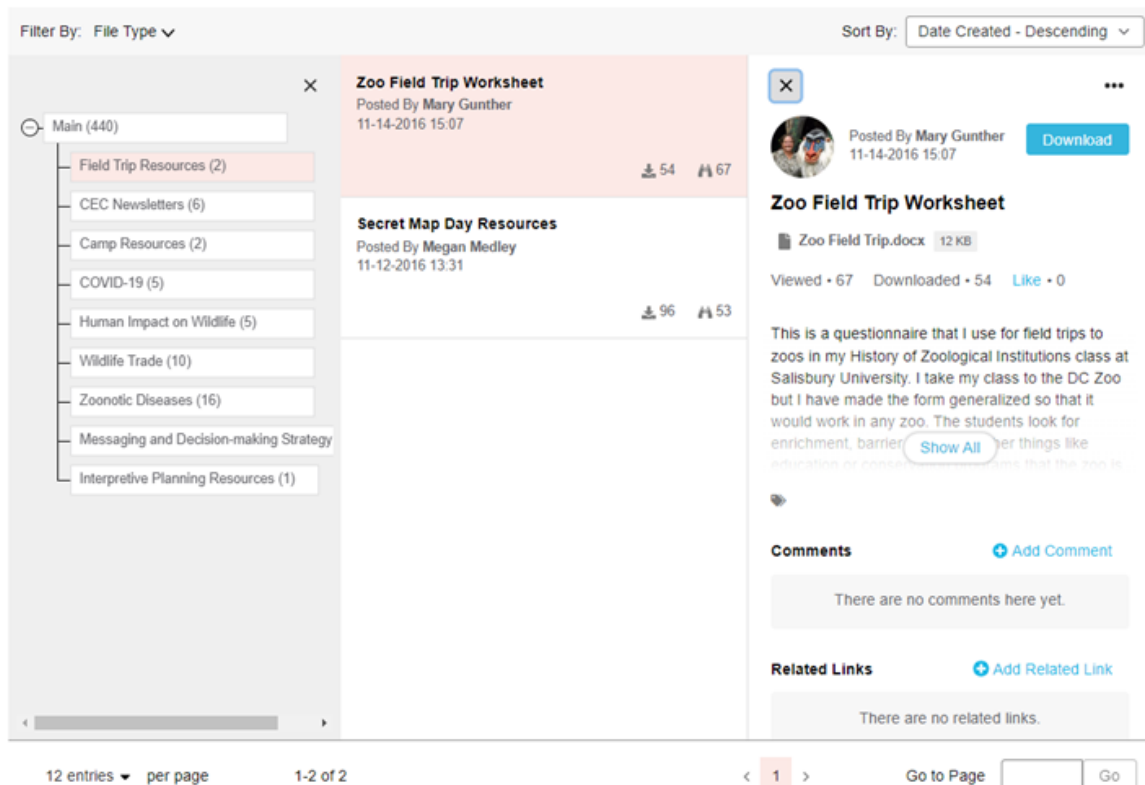
List views: When you select the list view for the library, the documents are formatted in a list.



Card View: Displays the documents in card, similar to the card carousel.

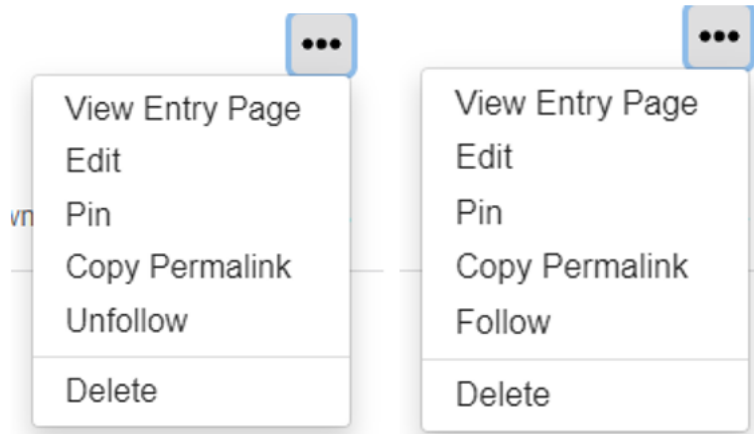


Document Detail: When you select a document in any view, a side bar will appear, giving you specific document details (Description, view amounts, download amounts, comments, related links, likes)





The Ellipsis allows you to perform the following actions:



- “View Entry Page” allow you to see the document page
- “Edit” is available to the original poster of the document
- “Pin” places the document in the AZA Network Home page
- “Copy Permalink” can be shared with other AZA Network users. When the permalink is opened, it will bring the user to the document or folder copied.
- “Unfollow” or “Follow” allows the user to stay up-to-date with the document
- “Delete” is only available to Admins

**Type of files available to upload:**

Word documents:



PDF:



Link to documents (ex. Google Document):



Multiple documents uploaded on single library entry:



Image uploaded:



Zip File:



Power point:



Excel Sheet:



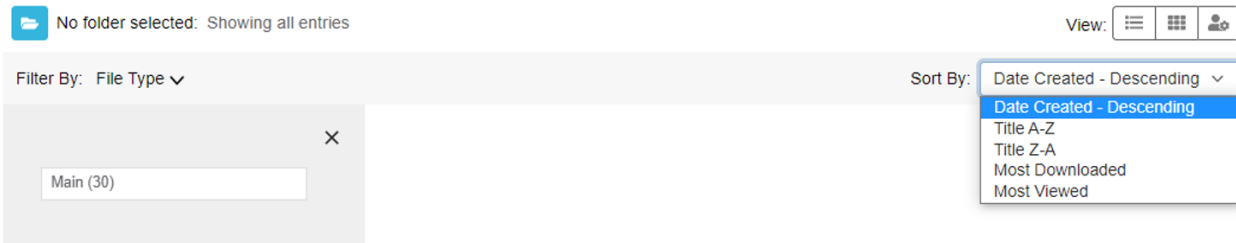
Video:



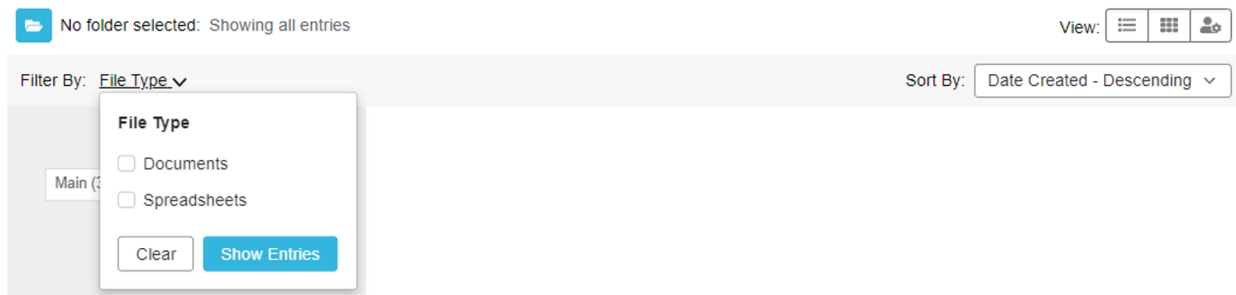
Sound Clips:



When documents are displayed in the folders, there are options to sort the documents.



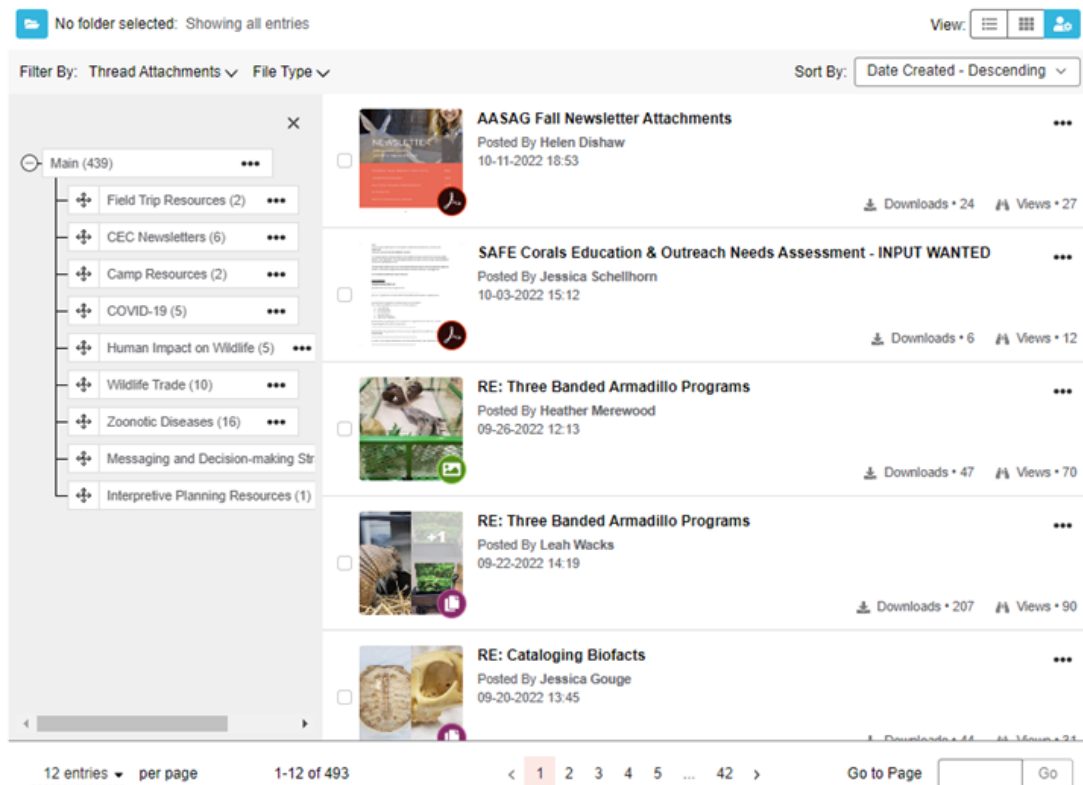
The second option is to filter by type of file, by spreadsheets or by documents.



**Administrative view:** (only available to community admins and super admins)

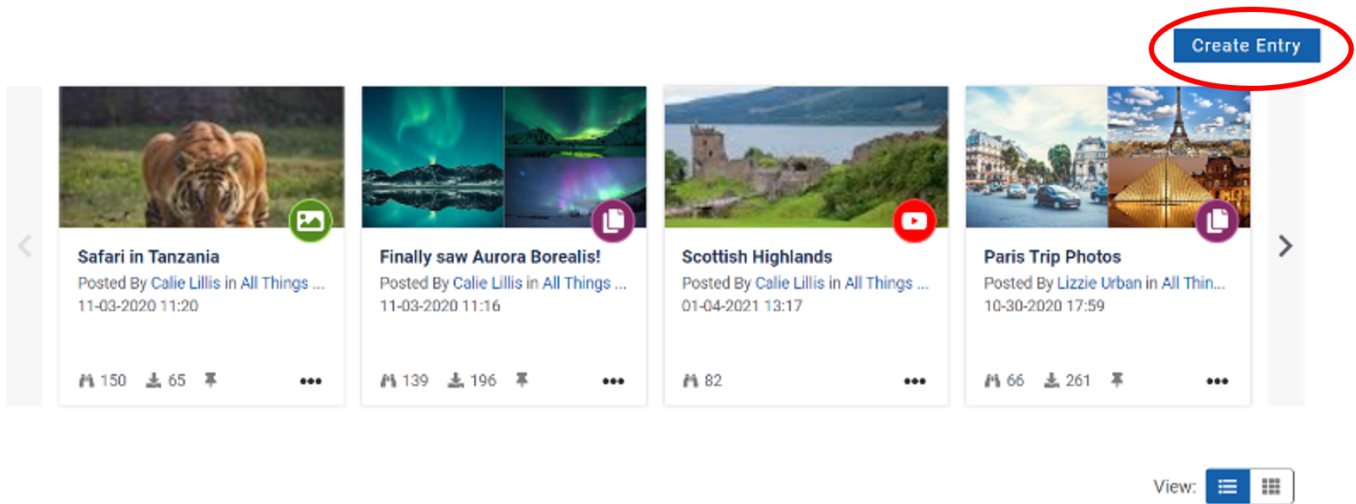
When in admin view you have different functionalities you can perform:

- Moving the folders in different order
- Add subfolders
- Delete subfolders
- Delete documents
- Edit document
- Edit details



## Uploading a new file:

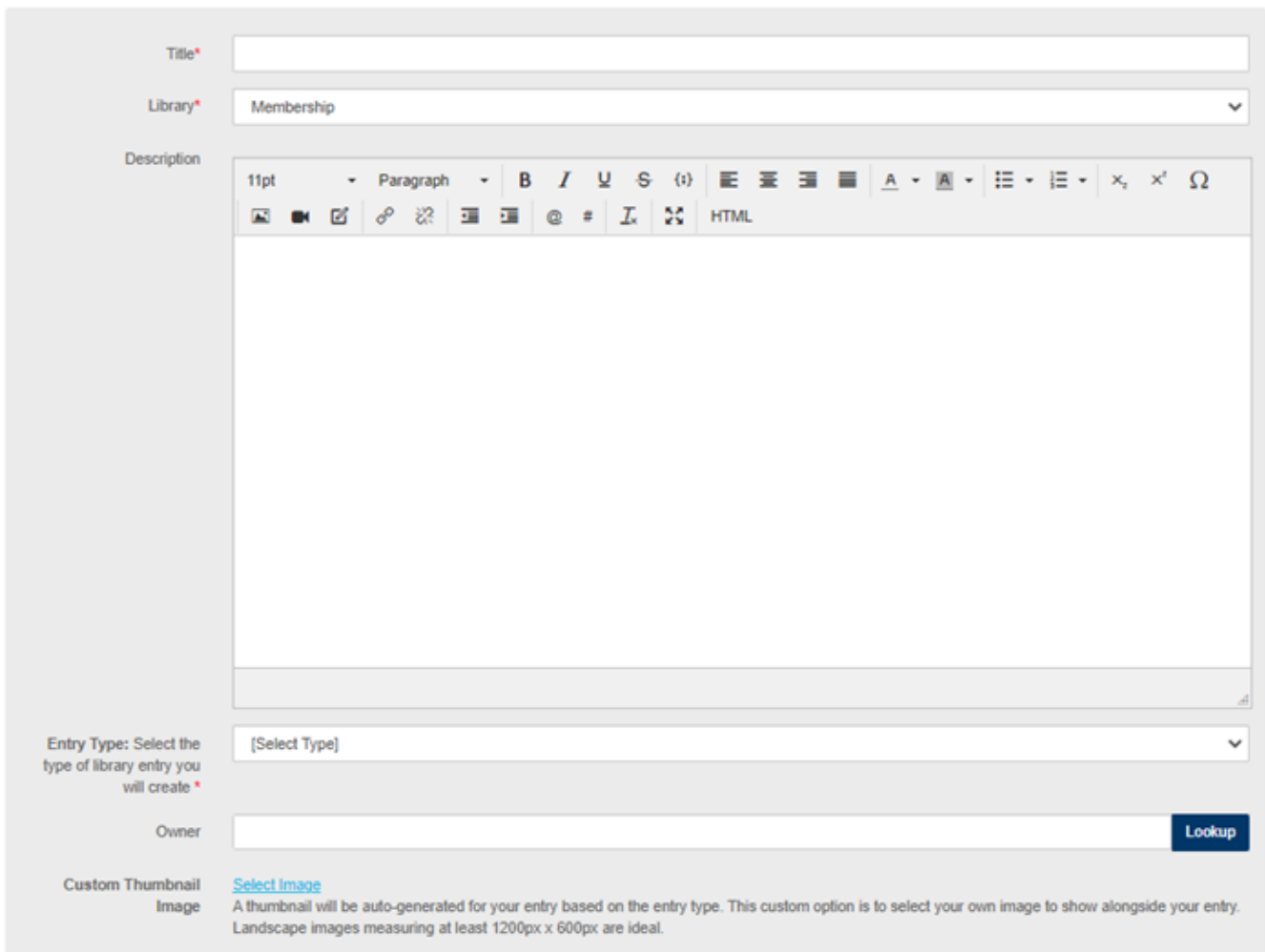
To upload a new document to the library, select "Create Entry" and fill the form out with the necessary information.



The screenshot shows a library interface with a grid of four entries. Each entry has a thumbnail image, a title, a post by name, a date, and engagement icons (likes, downloads, shares, and a menu). A red circle highlights a "Create Entry" button in the top right corner. Below the grid, there is a "View:" dropdown menu with a list icon and a grid icon.

Thumbnail	Title	Posted By	Date	Engagement
	Safari in Tanzania	Posted By Calie Lillis in All Things ...	11-03-2020 11:20	150 likes, 65 downloads, share icon, menu icon
	Finally saw Aurora Borealis!	Posted By Calie Lillis in All Things ...	11-03-2020 11:16	139 likes, 196 downloads, share icon, menu icon
	Scottish Highlands	Posted By Calie Lillis in All Things ...	01-04-2021 13:17	82 likes, share icon, menu icon
	Paris Trip Photos	Posted By Lizzie Urban in All Thin...	10-30-2020 17:59	66 likes, 261 downloads, share icon, menu icon

## Add to a Library



The screenshot shows the "Add to a Library" form. It includes a "Title\*" field, a "Library\*" dropdown menu set to "Membership", and a "Description" field with a rich text editor toolbar. Below the description field is an "Entry Type: Select the type of library entry you will create\*" dropdown menu. At the bottom, there is an "Owner" field with a "Lookup" button and a "Custom Thumbnail Image" section with a "Select Image" link and a note: "A thumbnail will be auto-generated for your entry based on the entry type. This custom option is to select your own image to show alongside your entry. Landscape images measuring at least 1200px x 600px are ideal."

# How do I view different events in the AZA Network?

1. To view current events, navigate to the desired community. If there is an event is created and it is not past the date of the event, it will appear in the “Events” tab.



2. Once you select the event, you can add it to your calendar, join, and look at more information. If you are the admin for the community, you can edit the event which also allows you to manage the attendance.

## Create your own title Edit

When: Nov 16, 2022 from 09:00 to 17:00 (ET)

Associated with [Test AZA - 3](#)

[Download to Your Calendar](#)

This event is to assist members with utilizing the Network to their benefit.

[More information](#)

 [Add a tag](#)

## Location

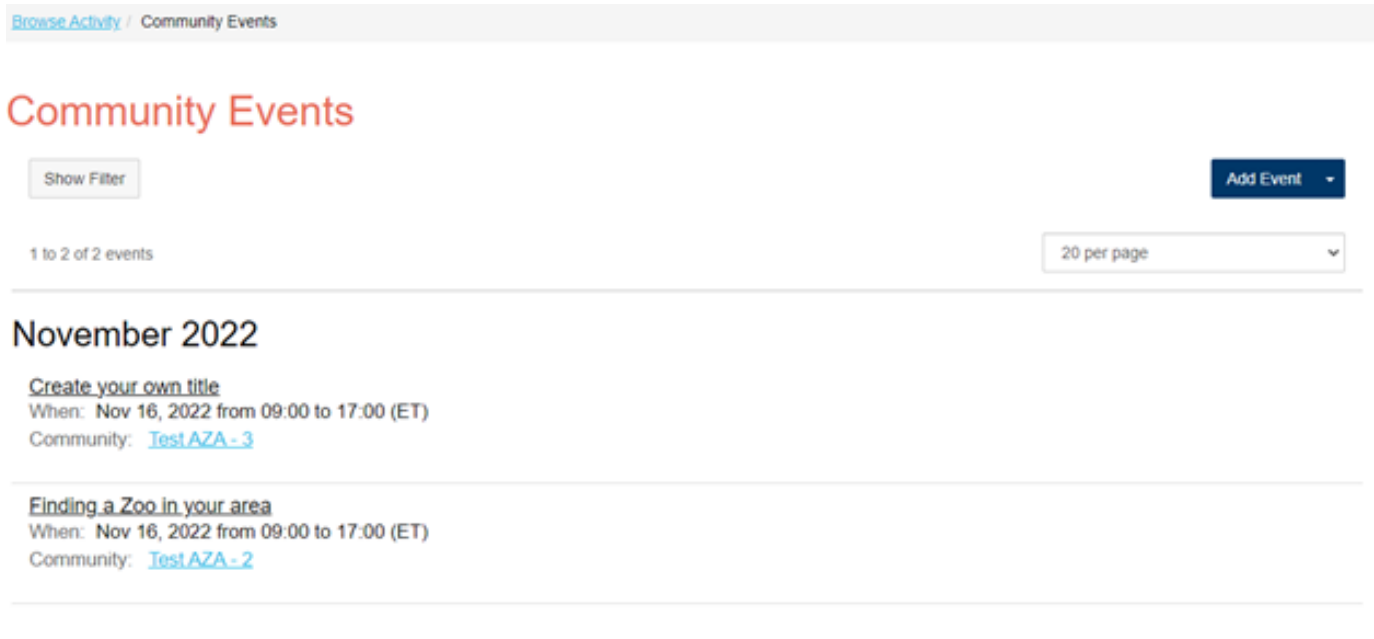
**Online Instructions:**

Url: <http://zoom.com>

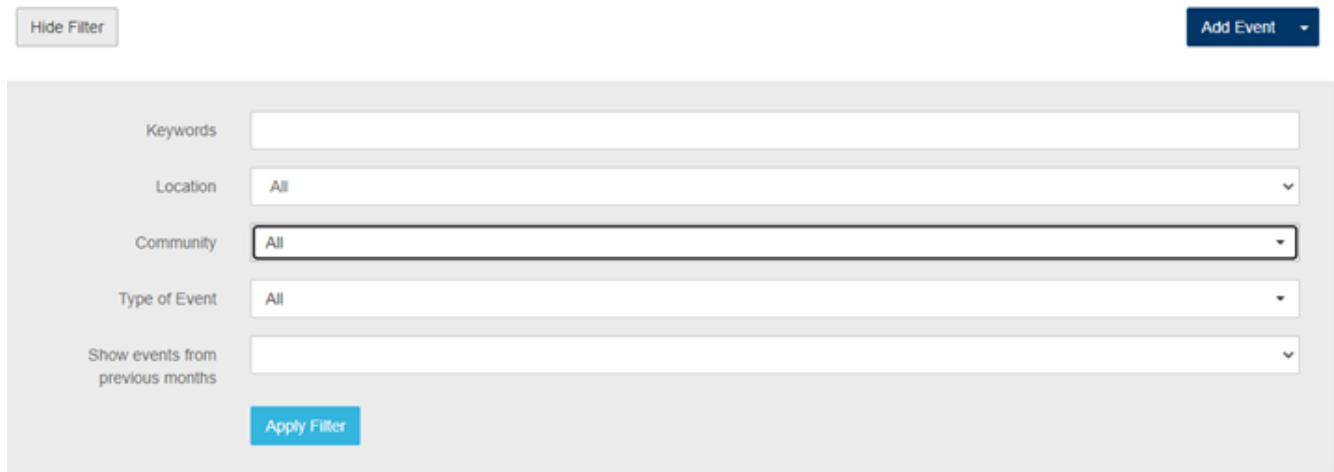
Login:

A secondary way to view all events that are created in communities you are a member:

1. On the top section of the AZA Network, select “Browse Activity” and select from the drop down “Community Events”. All the events will appear by month.



2. If there are many events or you would like to narrow down the results, you can use the filter available in the “Community Events” section.

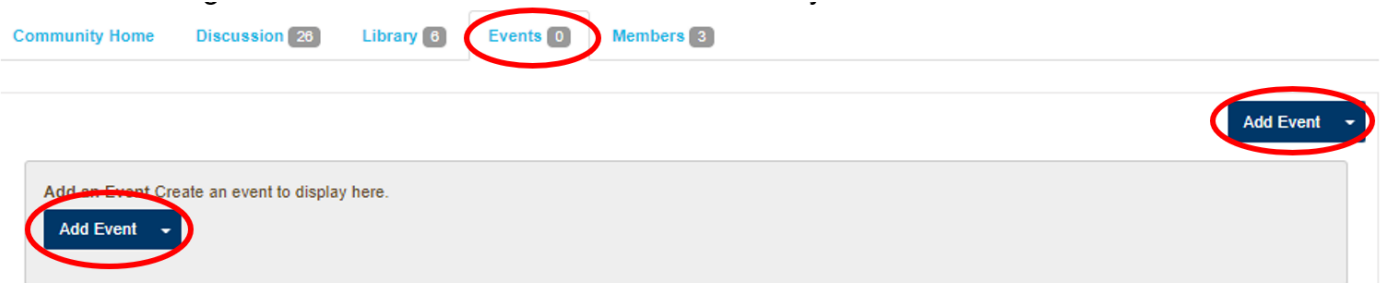


The screenshot shows a filter interface for community events. At the top left is a "Hide Filter" button, and at the top right is an "Add Event" button with a dropdown arrow. Below these are five filter fields: "Keywords" (a text input), "Location" (a dropdown menu set to "All"), "Community" (a dropdown menu set to "All"), "Type of Event" (a dropdown menu set to "All"), and "Show events from previous months" (a dropdown menu). At the bottom of the filter section is an "Apply Filter" button.

## How do I create an event in a community?

If you are an Admin, you have the ability to create events within the community you are an Admin in. If you are not an admin, only a member, you can only view current events.

1. Log into the AZA Network, and navigate to the community you are an Admin in and wish to create an event in.
2. Navigate to the “Events” tab within the community and select “Add Event”



The screenshot shows the navigation bar of a community page. The tabs are "Community Home", "Discussion 26", "Library 6", "Events 0", and "Members 3". The "Events 0" tab is circled in red. Below the navigation bar is a content area with a grey background. In the top right corner of this area is an "Add Event" button with a dropdown arrow, also circled in red. Below the button is a text prompt: "Add an Event Create an event to display here." Below the prompt is another "Add Event" button with a dropdown arrow, circled in red.

## Add Event



Active Event



### Details

Title\*

Event Type\*

Community

Description

11pt Paragraph **B** *I* U ~~S~~ `{}`

@ # *I* HTML

Optional link for an external website with more details about this event.

### Date & Time

Start Date\*

End Date\*

Timezone\*

### Contact Information

[Insert My Contact Information](#)

First Name

Last Name

Phone

Email

### Send Invitations

Invite all community members when saved.

[Save and Continue](#)

[Save](#)

[Cancel](#)

3. The first option is to display the upcoming event to members of the community or to put the “Event on Hold”. If the event is on hold, it will not be displayed to members until you, as the Admin, make it an active event.



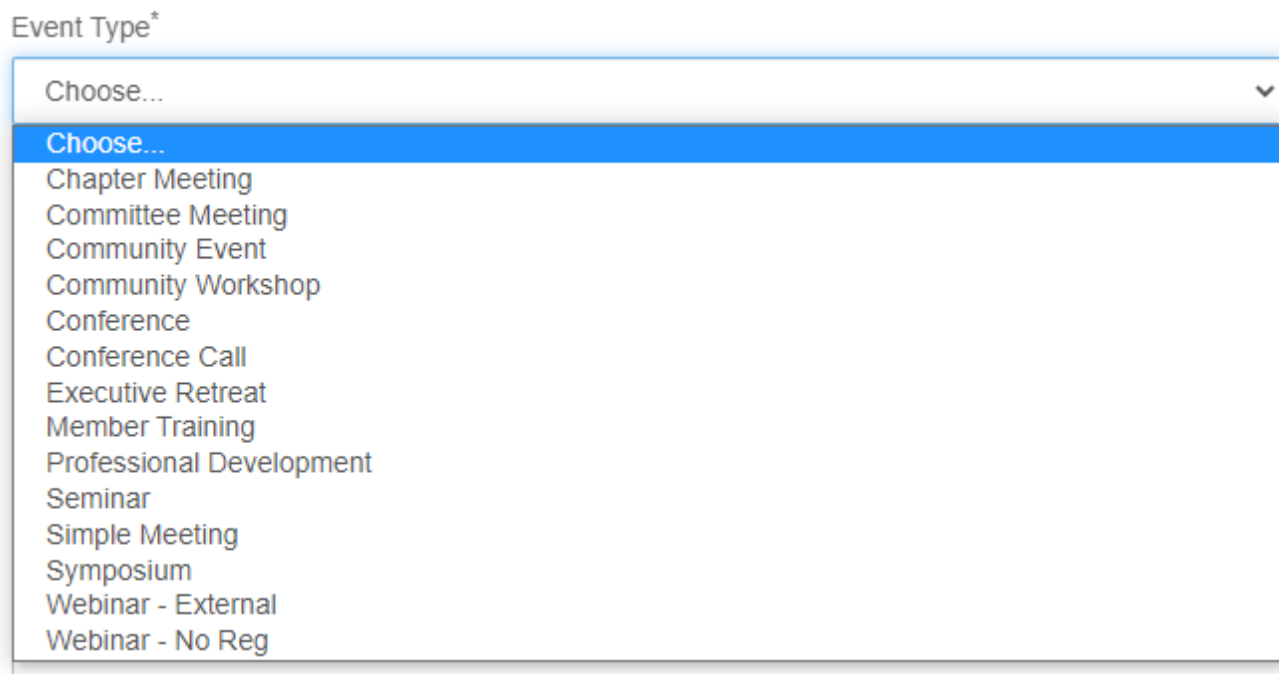
The screenshot shows a form titled "Add Event" with a close button (X) in the top right corner. Below the title, there are two radio button options. The first option is "Active Event", which is selected and highlighted in green. The second option is "Event on Hold", which is not selected and highlighted in orange. Both options have an information icon (i) to their right.

4. In the “Details” section, you must have a title for your event.



The screenshot shows a form titled "Details". Below the title, there is a text input field labeled "Title\*" with a placeholder text "Create your own title".

5. It is required to select an “Event Type”



The screenshot shows a dropdown menu titled "Event Type\*". The menu is open, displaying a list of event types. The first option is "Choose..." (highlighted in blue). The other options are: Chapter Meeting, Committee Meeting, Community Event, Community Workshop, Conference, Conference Call, Executive Retreat, Member Training, Professional Development, Seminar, Simple Meeting, Symposium, Webinar - External, and Webinar - No Reg.

6. The event will automatically fill in the event to the community you initially added it to.

Community

Test AZA - 3

7. Then select how you when and for how long you would like the event displayed in the community.

Display in events list?

Display event until the end date, then hide it

**Do not display event**

Display event until the end date, then hide it

Always display event, never hide it

- Do not display event: will not display the event at all
- Display event until the end date, then hide it: will display the event until the day/event is completed and then it will no longer appear in the events section of the community.
- Always display event, never hide it: will display the event constantly, even after the event day has passed.

8. The same options will appear for how you decide to format the search options for this event.

Display in search results?

Do not display event

**Do not display event**

Display event until the end date, then hide it

Always display event, never hide it

9. Add a description to the event about the reason for the meeting, outline of the meeting, or anything suitable for the meeting.

Description

11pt Paragraph **B** *I* U ~~S~~ {} ☰ ☷ ☹ ☺

A **A** ☰ ☷ ☹ ☺ x<sub>2</sub> x<sup>2</sup> Ω 🖼️ 📺 🗉 📄 🔗 🌐 📄 📄

@ # *I* 🔄 HTML

This event is to assist members with utilizing the Network to their benefit.



10.If there is a link to an external website, you can insert that after the description.

Optional link for an external website with more details about this event.

11. It is not required, but you can also insert an image for the meeting.

Event Image

[Select Image](#)

This image is used on the events list and the event details page. Landscape images measuring at least 1200px x 600px are ideal.

12. Required: Select the “Start Date” and Time for the meeting. Also, the “End Date” and Time for the meeting. Then select the time zone for the area the meeting will be held in.

#### Date & Time

Start Date\*

End Date\*

Timezone\*

13. The location is chosen and there are three options and you can select multiple options:

#### Location

How will people attend this event?

- Physical Address
- Conference Call
- Online

a. If a Physical Address is chosen, the following fields are required:

Location

How will people attend this event?  
Physical Address

Country\*  
(Country)

Venue\*

Address 1\*

Address 2

City\* Zip

b. If a Conference Call is chosen, the following fields will be completed:

Location

How will people attend this event?  
Conference Call

Country  
(Country)

Dial-in Instructions

c. If Online is chosen, the following fields will be completed:

Location

How will people attend this event?  
Online

Country  
(Country)

Login Instructions

Conference Web Address / URL\*  
http://

14. Insert your contact information. If there are any questions you will be the one contacted for that event.

### Contact Information

[Insert My Contact Information](#)

First Name

Last Name

Phone

Email

15. Lastly, decide if you would like the members to receive an invitation once the event has been created.

### Send Invitations

Invite all community members when saved.

 No

### Send Invitations

Invite all community members when saved.

 Yes

**ASSOCIATION  
OF ZOOS &  
AQUARIUMS**