Quick Start Guide Community Connections

Getting Started

- Annual Reports are due February 15
- COMMUNITY CONNECTION consists of 3 types of forms:
  - Technical Division Administration Form
  - Technical Division Financial Form
  - Event Form
- Question formats include text boxes, yes or no, or lists of answers.
- Required fields are marked with an asterisk.
- Officers from your technical division play a role in your annual report.
  - Secretaries complete the administration form and add activities (other technical division members may be asked to collaborate in this process).
  - Treasurers are responsible for the completion of the financial form.
  - Chairs review and approve the report before it is submitted to the Divisional Activities Committee (DAC).
  - Access granted to division chairs (previous and current year), chair-elects, secretaries (previous and current year), treasurers (previous and current year), councilors, and program chairs listed as part of the executive committee.
  - The chair or chair elect of your technical division can grant access to up to 3 nonofficers. Send their ACS ID to connection@acs.org.

Signing into Community Connection

1. Access the COMMUNITY CONNECTION login page at www.communityconnectio.acs.org
2. Sign into COMMUNITY CONNECTION by entering your ACS ID in the ACS ID field and your password in the Password field; remember IDs and passwords are case sensitive. You may already have an ACS ID you use to access the ACS Network, PACS, eRosters, or other areas of acs.org.

User Tips

- If you do not already have an ACS ID, you may register for one by clicking the ‘Registering an ACS ID’ link on __________.
- Bookmark the __________ for easy access to your section’s Community Connection account.
- Note: only the Community Connection Home page at __________ can be bookmarked.
The COMMUNITY CONNECTION Home page features information specific to your role in COMMUNITY CONNECTION.

3. This accordion allows you to preview Annual Reports
4. This accordion allows you to preview Financial Forms
5. This tab allows you to preview Events and Activities

6. This tab allows you to preview Officers
Navigating the Community Connection Home Page

Annual Reports
7. Task to do list will preview incomplete items
8. This dropdown will allow you to print or preview an Admin form
9. This tab will allow you to start a new admin form
10. Once a admin form is completed, this tab will allow you to submit the form for approval

Financial Form

11. Task to list will preview incomplete items
12. This dropdown will allow you to print or preview an Admin form
13. This tab will allow you to edit a form
14. Once the financial form is complete, this tab will allow you to submit the form for approval

Events and Activities

15. This tab will allow you to create a new event
16. This tab will allow you to filter events and activities by month
17. This tab will allow you to filter events and activities by year
18. This tab will allow you to sort events and activities by event name
19. This tab will allow you to sort events and activities by date
20. This tab will allow you to sort events and activities by the phase of event and activity
21. This tab will allow you to sort events and activities by nominated events and activity

Officers

22. This section will have a count of members
23. This tab will allow you to sort events and activities by officer position
24. This tab will allow you to sort events and activities by officer name
25. This tab will allow you to sort events and activities by email
Getting Started—Administration and Financial Forms

1. Administration Form
   Status: Due Date: 2020-10-30
   - Start Form
   - Submit for Approval

2. Governance
3. Organization
4. Communication
5. Nomination
6. Supporting Materials (optional)

7. Financial Form
   Status: Not Submitted | Due Date: 02/15/2021
   - Start Form
   - Submit for Approval

8. Revenues
9. Expenses
10. Budget
11. Tax Information
12. Supporting Materials (optional)

Submit For Approval
1. **To begin the Administration Form**: on the Annual Report page select ‘Start Form’ marked 1.
2. The Administration Form consists of 5 tabs—Governance, Organization, Communication, Nomination and Supporting Materials marked 2.
3. **To begin the Financial Form**: on the Annual Report page select ‘Start Form’ marked 3.
4. The Financial Form consists of 4 tabs—Revenues, Expenses, Budget, Tax Information, and Supporting Materials.

### Getting Started—Add Event

**Events & Activities**

Click on the Event Name in the table below to view a description and options to edit, view, print, copy, cancel and nominate.

<table>
<thead>
<tr>
<th>EVENT NAME</th>
<th>DATE</th>
<th>PHASE</th>
<th>NOMINATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>project seed 123</td>
<td>10/06/2020 - 10/21/2020</td>
<td>Completed</td>
<td>No</td>
</tr>
<tr>
<td>Event phase</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>LS testing 11/2</td>
<td>11/10/2020 - 11/18/2020</td>
<td>Planning</td>
<td>No</td>
</tr>
</tbody>
</table>

1. **To create an Event**: on the Annual Report page, click the Create an Event button shown numbered 1.
2. **To edit an Event:** Select the desired event on the Annual Report page, a preview popup will appear. Click Edit in the popup box shown numbered 2.

3. **To print an Event:** Select the desired event on the Annual Report page, a preview popup will appear. Click Print in the popup box shown numbered 3.

4. **To delete an Event:** Select the desired event on the Annual Report page, a preview popup will appear. Click Delete in the popup box shown numbered 4.

5. **To complete an Event:** Select the desired event on the Annual Report page, a preview popup will appear. Click Complete Event in the popup box shown numbered 5.

6. **To cancel an Event:** Select the desired event on the Annual Report page, a preview popup will appear. Click Cancel Event in the popup box shown numbered 6.