

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

ACS Publications C&EN CAS

ACS
Chemistry for Life®

American Chemical Society → Login

Don't have an ACS ID?

[Create a free ACS ID and:](#)

- Register for a Professional Education course
- Subscribe to and manage ACS email newsletters
- Manage your ACS, ACS Network, and other ACS application profiles

[Join ACS today.](#) As a member, use your ACS ID to:

- Access exclusive online content and member benefits
- Pay your member renewal online when an invoice is available

[Create a free ACS ID](#)

Log In

User Name

Password

[Forgot User Name or Password? | Help](#)

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.

ACS Chemistry for Life® Community Connection

Snake River local Section

Rajesh Nagarajan Secretary View Team Members

3 Annual Reports

Administration Form Start Form Submit for Approval

Status: | Due Date: 2020-10-20

TASK ID-00

- Coverance
- Organization
- Communication
- Nomination
- Supporting Materials

4 Financial Form Continue Editing Submit for Approval

Status: Submitted for Approval | Due Date: 2020-10-20
Last Updated: 2020-10-27 | Updated By:

5 Events & Activities Create an Event

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

All 2020

EVENT NAME	DATE	PHASE	NOMINATED
There is no data available in table to display			

6 Officers Snake River | Member Count: 0

POSITION	NAME	EMAIL
There is no data available in table to display		

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

Administration Form
Status: [Due Date: 2020-10-20]

7 TASK TO-DO

- Governance
- Organization
- Commercialization
- Nomination
- Supporting Materials

8 [More Options] 9 Start Form 10 Submit for Approval

View Team Members

Financial Form
Status: Submitted For Approval | Due Date: 2020-10-20
Last Updated: 2020-10-27 | Updated By:

11 TASK TO-DO

- ✓ Revenues
- ✓ Expenses
- ✓ Budget
- ✓ Tax Information
- Supporting Materials

12 [More Options] 13 Continue Editing 14 Submit for Approval

Events & Activities

15 Create an Event

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

16 [Filter: All] 17 [Filter: 2020]

18 [Event Name] 19 [Date] 20 [Phase] 21 [Nominated]

There is no data available in table to display

Officers

Snake River 22 Member Count: 0

23 [Position] 24 [Name] 25 [Email]

There is no data available in table to display

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

Annual Reports

Administration Form 1
Status: | Due Date: 2020-10-20 ... Start Form Submit for Approval

View Team Members

- Governance 2
 - Organization
 - Communication
 - Nomination
 - Supporting Materials (optional)
- Submit For Approval**

Financial Form 3
Status: Not Submitted | Due Date: 02/15/2021 ... Start Form Submit for Approval

- Revenues
 - Expenses 4
 - Budget
 - Tax Information
 - 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 1 [Create an Event](#)

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

EVENT NAME	DATE	PHASE	NOMINATED
project seed 123	10/06/2020 - 10/21/2020	Completed	No
Event phase	-	Planning	
LS testing 11/2	11/10/2020 - 11/18/2020	Planning	No

Showing 1 to 3 of 3 entries

Event Name: **LS testing 11/2**

2 [Edit](#) 3 [Print](#) 4 [Delete](#)

Organization: **Snake River**

Description: **testing of issues 1**

Category:

⚠ Event must be marked "complete" in order to be nominated for an event

5 [Complete Event](#) 6 [Cancel Event](#)

7

- Overview
- Participation
- Expense
- Supporting Materials (optional)

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.
7. The form consists of 4 tabs— Overview, Participation, Expense, and Supporting Materials shown numbered 7.