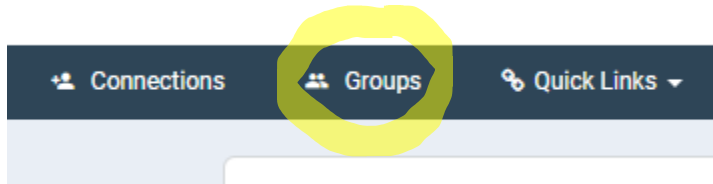


# Chapter Member in Chapter/Groups

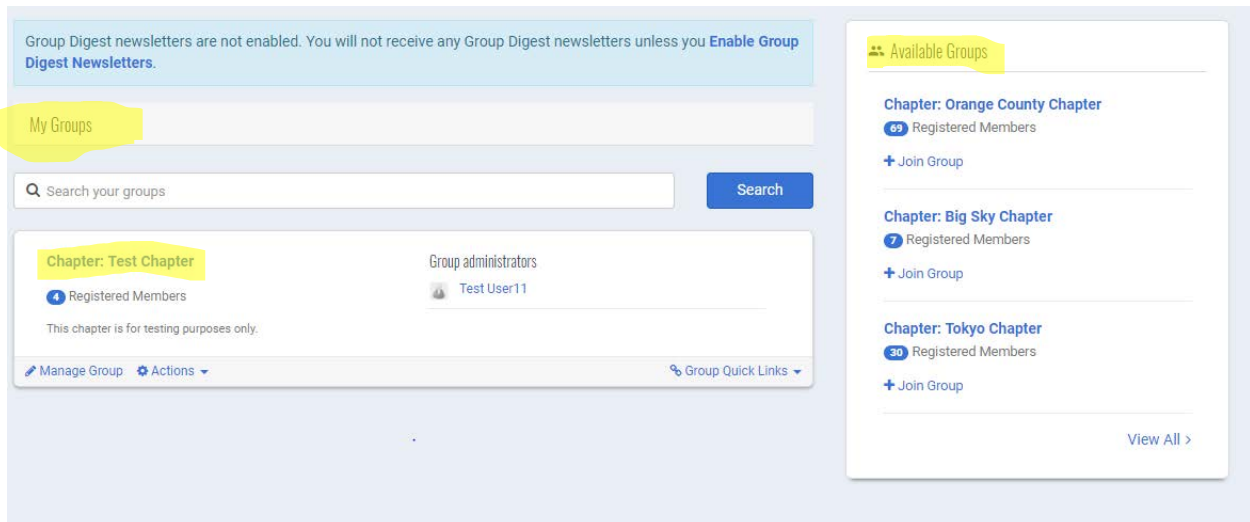
Each chapter has an individualized Group in our new platform. This new page is accessible in your My ARMA account, and is separate from your individual membership page. In this new platform, the term Group will be used in reference to chapters and regions.

To find the groups/chapters you belong to, click on Groups tab along the top menu choices in your My ARMA account.

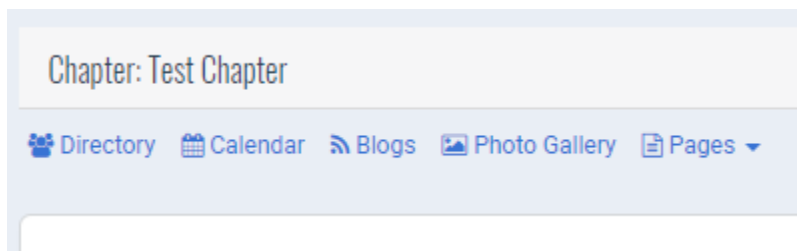


On the next page, each group or chapter you are a member of will be listed in the center of the screen under My Groups.

The list on the right side of the screen will showcase the chapters you have the option to join.



Only members of your chapter will be able to view or get into this new area for your chapter.



Once inside your chapter group, members will be able to use:

**Directory:** Here you will be able to connect with all members of your chapter.

**Calendar:** Your chapter has a calendar in which you are able to share important dates and information. You are also able to create events on this calendar and ask for RSVP's. Important to note- there is not an option to charge money for these RSVP's through this page.

**Blogs:** Can be created and members are able to comment and interact on this information.

**Photo Gallery:** Members can submit photos to be posted to the group. Photos must be approved by group administrator before post will be viewable.

**Pages:** Your group administrator will have the ability to create custom pages for your chapter to utilize. These pages will only be viewed internally by members of your chapter.

The center section of your group page houses different zones: Group Feed, Updated Profiles, Group Events, Blog Activity, Forum Activity, & Group News.

**Group Feed:** Each member of your group/chapter will be able to post messages to this group wall.

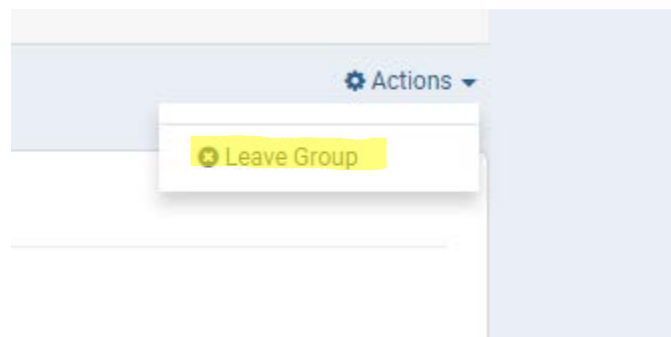
**Update Profiles:** See who has updated their profile information in your chapter.

**Group Events:** Show the upcoming events on your chapter calendar.

**Blog Activity:** Lists the latest blogs your chapter has posted.

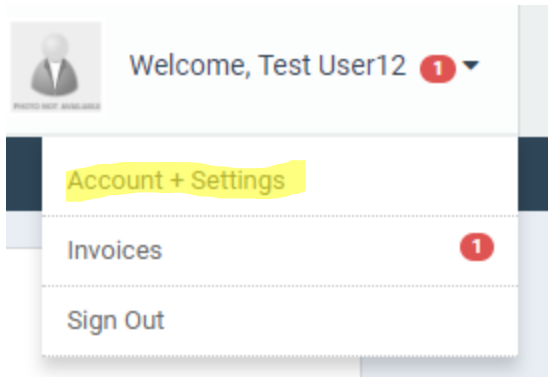
**Forum Activity:** Items that are being discussed in the Forum area.

**Group News:** Important information from ARMA HQ for members to know.



**Actions: Leave Group.** This action will remove your membership from the chapter. If you decide that you no longer want to be a member of this chapter, you may remove your own membership from this group. In the top right of the screen there is an Actions drop down. The option to Leave Group is available. Selecting this option will remove your membership in this chapter only, not ARMA International.

If you would like to change the settings of communications you receive, click on the drop-down menu next to your name in the top right corner and choose Account + Settings:



On the left side choose Information & Settings, then Preferences:

A screenshot of the "Information & Settings" page. The left sidebar shows several menu items: "Profile", "Information & Settings" (highlighted in yellow), "Payments & History", "Content & Features", and "Professional Development". The main content area has a header with "Preferences" (highlighted in yellow) and other tabs: "Forum Settings", "Blog Subscriptions", "Referrals", and "Manage Social Sign-On". Below the header, there is a text instruction: "Customize your member profile options using the form below. Checking the box next to a specific preference status to 'on.'" followed by a table with three columns: "On/Off", "Category", and "Description".

On/Off	Category	Description
<input type="checkbox"/>	Career Center	Email me when someone applies for an opening I have posted
<input checked="" type="checkbox"/>	Community	Email me when a community event is added
<input type="checkbox"/>	Connections	Allow other members to view my connections

In this list, you can manage the communications that you receive.

**New Chapter Member Notifications:** Toward the bottom of this list is the option to turn on or off notifications when a new member joins your chapter. If you wish to receive these notifications, please check this setting for your preference.

- Profile
- Information & Settings**
- Payments & History
- Content & Features
- Professional Development

[Preferences](#) | 
 [Forum Settings](#) | 
 [Blog Subscriptions](#) | 
 [Referrals](#) | 
 [Manage Social Sign-On](#)

Customize your member profile options using the form below. Checking the box next to a specific preference turns the preference status to "on."

On/Off	Category	Description
<input checked="" type="checkbox"/>	Career Center	Email me when someone applies for an opening I have posted
<input type="checkbox"/>	Community	Email me when a community event is added
<input checked="" type="checkbox"/>	Connections	Allow other members to view my connections
<input checked="" type="checkbox"/>	Connections	Email me when I receive a connection invite
<input type="checkbox"/>	Connections	Email me when one of my connections updates their profile *
<input type="checkbox"/>	Connections	Email me when one of my connections uploads a new photo *
<input checked="" type="checkbox"/>	Favorites	Share my favorites with other people who can see my profile
<input checked="" type="checkbox"/>	Groups	Email me when an event is added to a group of which I am a member
<input type="checkbox"/>	Groups	Email me when someone in one of my groups updates their profile *
<input checked="" type="checkbox"/>	Groups	Email me when someone joins a group of which I am a member
<input checked="" type="checkbox"/>	Groups	Email me when someone uploads a photo to a group of which I am a member *
<input type="checkbox"/>	Messaging	Email me when I have unread messages older than 30 days in my inbox