

# CDAА Sidebars Community FAQ's

## What are the CDAА Sidebars Communities?

CDAА Sidebars Communities is a separate area of the CDAА website dedicated specifically to CDAА members. The Sidebars Community site has replaced the previously used listserv distribution lists. Unlike the previously used listservs, Sidebars Communities allows members to post discussion on an open forum, search through responses, post announcements and even share files/images.

## Why did we change to this platform?

Times are changing! CDAА moved away from an antiquated platform and into a new and exciting platform. The new CDAА Sidebars Community site is far more robust and has many features a stale old listserv distribution list did not.

## If I was on a listserv previously, does that mean I am automatically on a community?

If you were previously a listserv participant, you were automatically placed on the CDAА Sidebar Community that corresponded with your previous interests.

## Why do I receive a permissions error when I try to access the community site?

The CDAА Sidebars Community site is accessibly only to approved, current CDAА members. If you are receiving an insufficient privileges notification, please call our office to verify your membership status at (916) 443-2017.

## How do I access the Sidebars Community site?

Please visit the CDAА homepage, at the bottom of the page is the area, enter your credentials. Once you have logged into your account, go to the "Prosecutors Resources" tab and click on the link for "Communities", this will take you into the CDAА Sidebars Community site. If you have trouble remembering your credentials, please contact April Nelson, CDAА's Member Services Coordinator at (916) 443-2017 or [anelson@cdaa.org](mailto:anelson@cdaa.org) for assistance.

## How do I join a community?

Once you have logged into the CDAА Sidebars Communities site, click the "Communities" drop down box and select "All Communities", this will take you into the full menu of communities you are welcome to join. On the far right side of the community list is the green "Join" button, clicking this button will add you as a member to that community. If you see an "Enter" button instead of a "Join" button, this means you are already a member of that community.

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## How can I participate in a discussion?

If you see a discussion on your communities discussion board that you would like to participate in, you can click the blue button on the far right “Reply to Discussion”, or if you would like to reply to the individual only, you can select the drop down to the right of the “Reply to Discussion” button and “Reply to Sender”.

## How can I find a community member?

Once you have entered your community, you will see a link for “Members”, by clicking this link you will be taken into a searchable directory of the existing community members.

## How do I contact specific members of the community?

After finding the member you would like to contact on your community, click the “Send Message” button on the very far right side of the contact, this will allow you to send an email directly to the member.

## Why can't I find members of the listserv on my community?

The CDAA Sidebars Community site is accessible only to approved, current CDAA members only. It may be possible that the individual you are looking for may not be a member, or may have selected “Privacy” settings.

## Someone mentioned a community to me that I am not able to see, does this mean I need to be invited to participate?

There are several “private” communities, if you believe there may be a community that you would like to be part of that you are not able to see, contact your CDAA Sidebars Community Administrator, April Nelson at (916) 443-20174 or [anelson@cdaa.org](mailto:anelson@cdaa.org) for further assistance.

## How do I change my daily digest settings? What if I want to receive a real time email?

Once you have logged into the CDAA Sidebars Community site, click the drop down box in the very far right side of your screen. Directly under your profile picture you will see a button for your “profile”, click the profile button. Under the “My Account” drop down is an option for “Discussion Group Emails”, please click the “Manager Community Notifications” option. Next to the list of your communities are the notification options, you may choose from, this is where you will choose to receive “Daily Digest”, “Real Time” or “No Email Notification”.

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## How do I update my profile information?

The CDAA Sidebars Community site pulls profile information directly from the CDAA database. If you would like to update your contact data from your profile, you can either login to your CDAA profile (from the CDAA website) and update your contact information from your CDAA profile, which will update your CDAA Sidebars Community or you can contact your CDAA Sidebars Community Administrator, April Nelson at (916) 443-20174 or [anelson@cdaa.org](mailto:anelson@cdaa.org) for further assistance.

## How do I access my community inbox?

Once you have logged into the CDAA Sidebars Community site, click the drop down box in the very far right side of your screen. Directly under your profile picture you will see a button for your "profile", click the profile button. Under the "My Account" drop down is an option for "Inbox", this will take you directly to you Sidebars Communities inbox.

## How do I search the community library?

There are a few ways to search for a document or discussion in your community library.

1. In the upper right side of your screen is a search module, entering a portion of the document title or discussion will allow you to search for the discussion or document.
2. You can go to the "browse" drop down box on your toolbar and select, "Library Entries" which will allow you to search through library entries for all communities.
3. Go into your community, go to the "Library" link and search for the document here.

## How do I tag a document?

You may either tag a document that you have uploaded, or tag a document uploaded by someone else. To tag a document you have uploaded, after you have added a new library entry, scroll to the bottom of the page and click the "Tag" button, you are welcome to add a tag by clicking "add" or you can simply tag the document by using a pre-created tag". This is also how you would tag a document that has been uploaded by someone else.

## How do I see the other members of my community?

In order to see your community members, you will enter your community, the very far option on your toolbar is "Members". By clicking the "Members" link, you can find your community members by entering their first, last, company or email address. If you don't know this information, you can scroll to the bottom of your "Members" page and search for your community members by last name.

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## What is the CDAА sidebars community directory?

The CDAА Sidebars Community Directory, is a full listing of CDAА members that belong to the community site. If you would like to search the CDAА member directory, please go to the "Directory" drop down and click, "Member Directory". The directory allows you to search for members by first, last, company, email address or if you click "Advanced Find". You can also search for them by location and community name/type.

## What if I don't want to be listed in the sidebars community directory?

Privacy is our biggest concern when it comes to our members! If you would not like to be on the CDAА Sidebars Community Directory, you are welcome to opt out. Once you have logged into the CDAА Sidebars Community site, click the drop down box in the very far right side of your screen. Directly under your profile picture you will see a button for your "profile", click the profile button. Under the "My Account" drop down, you will see an option for "Privacy Settings". The very first option on the "Privacy Settings" is, "I would like to be included in the member directory and community rosters", simply select "No" instead of "Yes", this will not allow other CDAА Sidebars Community members to see you or your contact data.

## What are privacy settings?

Privacy settings are available to anyone who has a CDAА Sidebars Community account. If you click on your profile link, there is a "My Account" link, the "My Account" link allows to you customize what information is displayed on the CDAА Sidebars Community site and what other site members are able to view.

## What if I see a member of my community using inappropriate language or abusing the group discussion etiquette?

Although discussions/posts/library entries are closely monitored, there may be times that something could "slip by" the monitoring process. If you witness a fellow Sidebars Community Member using vulgar or inappropriate language and/or posting offensive materials or anything that appears to be in violation of the group discussion etiquette please, contact your CDAА Sidebars Community Administrator, April Nelson at (916) 443-20174 or [anelson@cdaa.org](mailto:anelson@cdaa.org) to report it immediately.

## Do I have to type in my username/password every time I log in?

Login to the CDAА homepage, go to the "Prosecutors Resources" tab and click on the "Communities" link. This will take you to the community's homepage. Click the "Sign In" box, in the upper right corner of your screen. Enter your username and password, then click the "Remember Me" box in right above the "Sign In" button.

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### How do I attach an attachment when I respond to a discussion post?

In order to attach an attachment to a response, you will need to be at the discussion board on the Sidebars Site, you can't attach a file to your daily digest. Once logged in, go to the discussion you wish to include an attachment for, click "Reply to Discussion", enter the body of your reply, right above the "Send" button is the "Attach" button.