

**Quick Guide to Navigating the
“Exponent Philanthropy Community”**

**Home of our new discussion groups
(formerly our discussion lists)**

Updated 9/19/16

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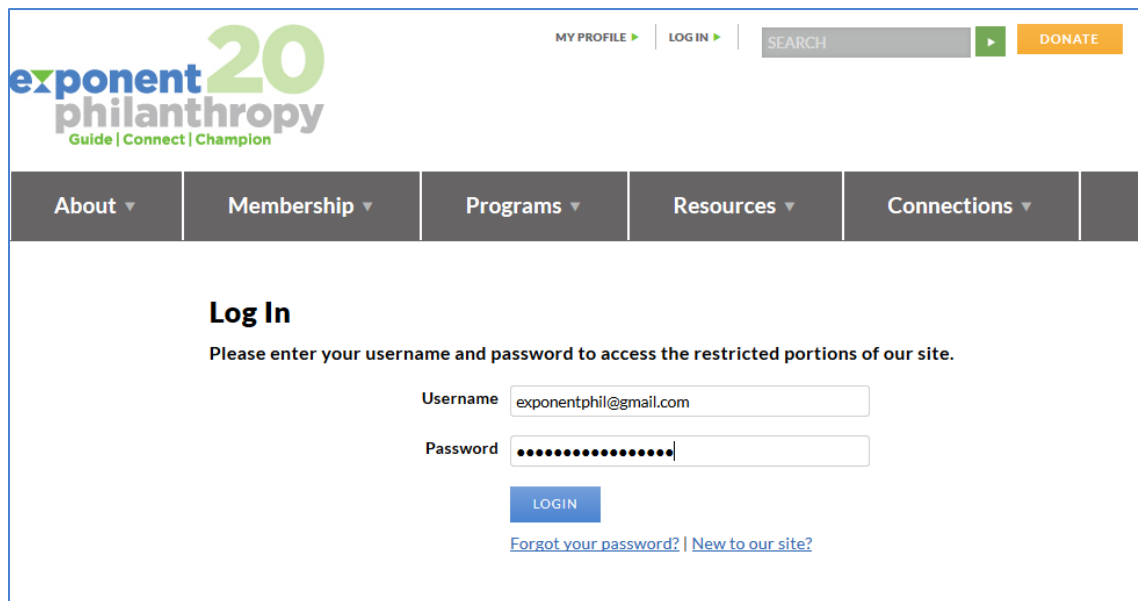
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How do I log in?

Step 1

Click **MY PROFILE** at the top of the Exponent Philanthropy home page and enter your username and password. Forget your password? Click the **Forgot your password?** link, or contact Exponent Philanthropy at 202-580-6560 or info@exponentphilanthropy.org.



The screenshot shows the Exponent Philanthropy website's login page. At the top left is the logo "exponent 20 philanthropy" with the tagline "Guide | Connect | Champion". To the right are navigation links: "MY PROFILE", "LOGIN", a search bar, and a "DONATE" button. Below this is a dark navigation bar with "About", "Membership", "Programs", "Resources", and "Connections" menus. The main content area is titled "Log In" and contains the instruction: "Please enter your username and password to access the restricted portions of our site." There are two input fields: "Username" with the value "exponentphil@gmail.com" and "Password" with masked characters. A blue "LOGIN" button is below the fields. At the bottom of the form are two links: "Forgot your password?" and "New to our site?".

Step 2

Click **Exponent Philanthropy Community**.

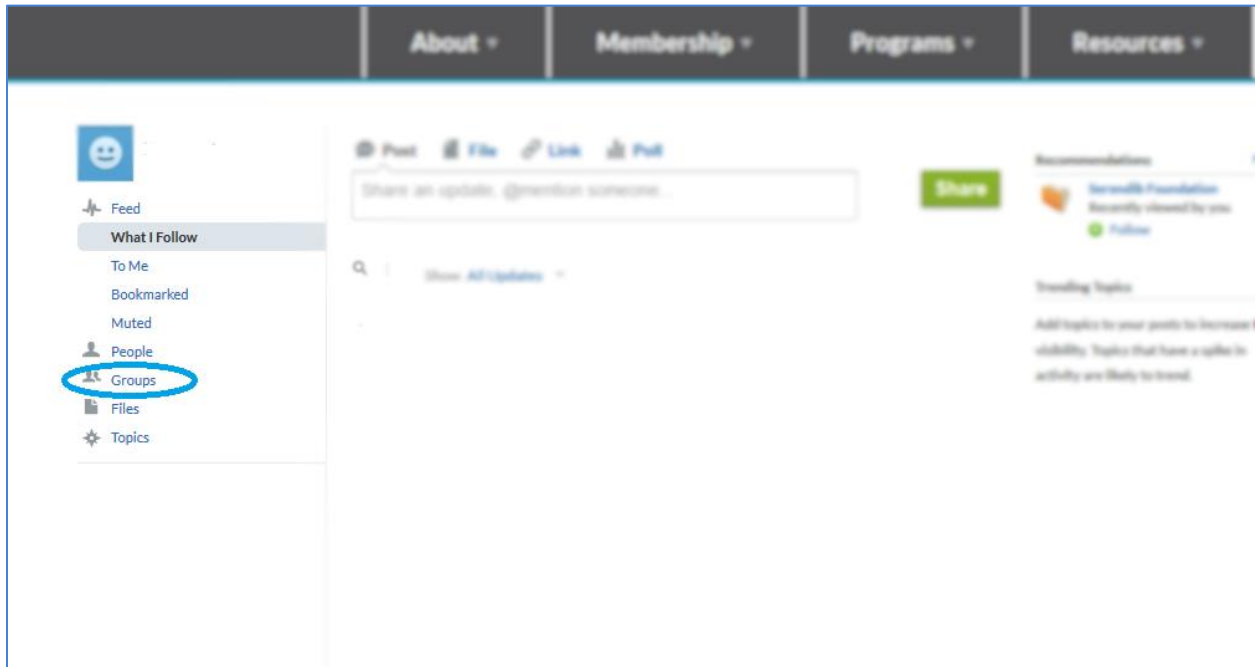


The screenshot shows a user dashboard with a blue border. At the top, it says "Your membership is current through 11/30/2017." Below this is a section titled "Collaboration" which is circled in blue. Under "Collaboration" is a single bullet point: "Exponent Philanthropy Community". Below that is a section titled "Update Information" with five bullet points: "Edit Individual Information", "Change Password", "Edit Organization Contact Information", "Edit Organization Demographic Information", and "Manage Organization Contacts".

How do I view my existing groups or join new ones?

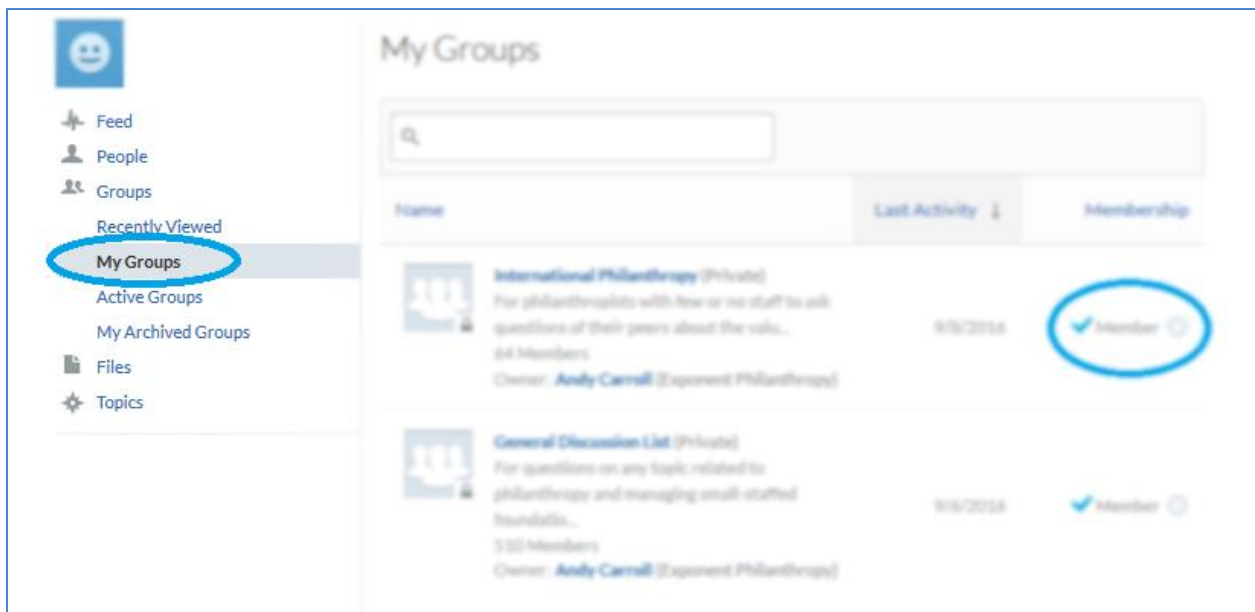
Step 1

Click **Groups** to view discussion groups to which you belong, or to join other active groups.



Step 2

Click **My Groups** to view groups to which you belong.



Step 3

Click **Active Groups** to see all active groups. You can **Ask to Join** any groups you are interested in.

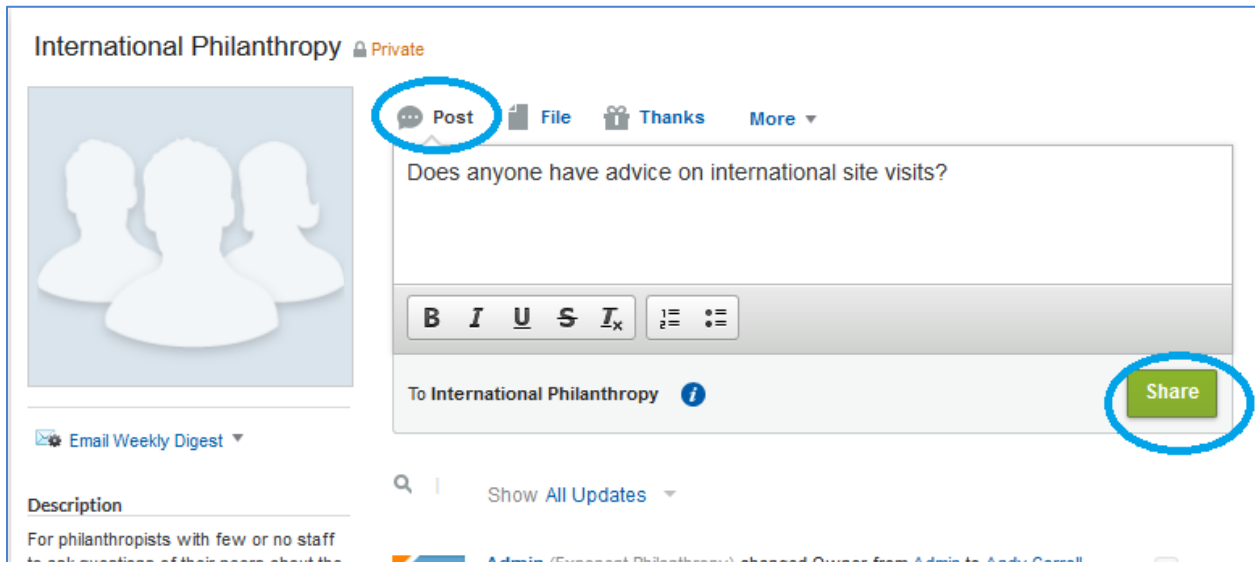
The screenshot displays a user interface for managing groups. On the left, a sidebar contains the following items: 'My Groups', 'Active Groups' (circled in blue), 'My Archived Groups', 'Files', and 'Topics'. The main content area lists three private groups:

- International Philanthropy (Private)**: For philanthropists with few or no staff to ask questions of their peers about the valu... 9/8/2016. Status: Member (checked).
- General Discussion List (Private)**: For questions on any topic related to philanthropy and managing small-staffed foundatio... 9/6/2016. Status: Member (checked).
- Northern-VA-LEG (Private)**: For participants of our Local Engagement Group in Northern Virginia 8/10/2016. Status: Ask to Join (button circled in blue).

How do I post a question?

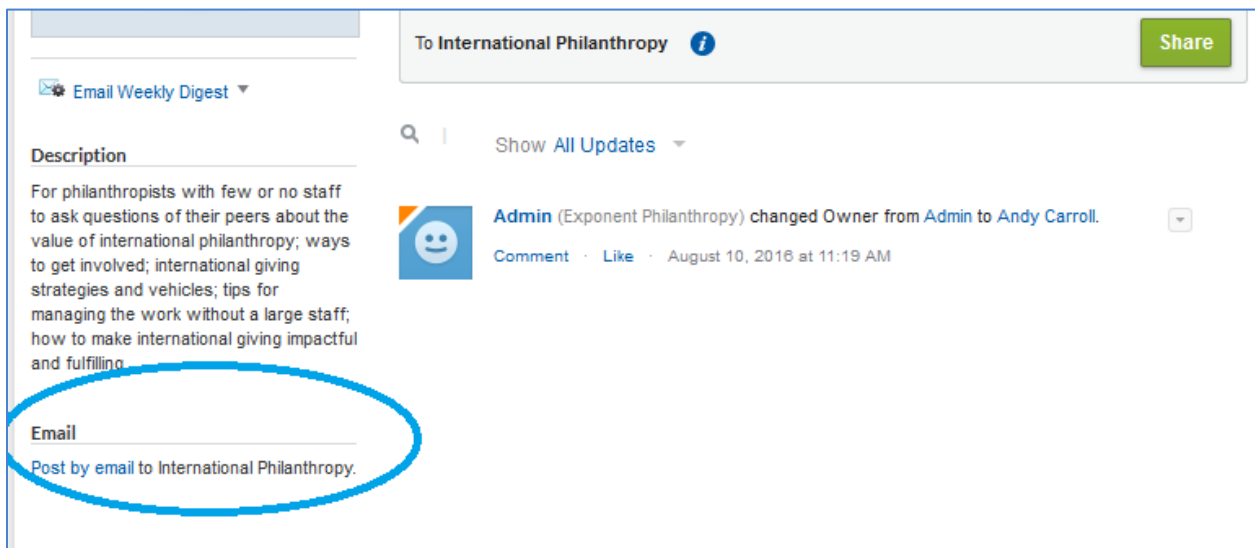
Option 1

You can post directly online by clicking **Post**, typing your question, and clicking **Share**. You also can share or upload a file by selecting **File** and **Share**.



Option 2


You may also select the **Post by email** option. This will open a new email message within your email browser with the group email address. You can type your question and send it to the group as if you are sending an email message.



How do I respond to a question?

Option 1

You can respond to a post online by commenting on it. When logged in, you will see the original post or question at the top of your feed, followed by its responses (comments) in chronological order. You may view all comments by clicking the **Show all comments** link.

Dorie Water (Blue Water Foundation) 


Hello Fellow Members,

I'm new to Exponent Philanthropy. What are some of your favorite things about being an Exponent member? What recommendations and suggestions do you have about Exponent and starting up a foundation? Thank you for sharing your thoughts!

Sincerely,
Dorie

[Show More](#)

[Comment](#) · [Like](#) · September 9, 2016 at 12:11 PM


 **Stephen Test Account** (Stephen Test Account)

Hi Dorie,

Many members find the primer "How to Start a Private Foundation" to be helpful as they begin to get their feet wet in philanthropy.

[Show More](#)

[Like](#) · September 9, 2016 at 12:51 PM

 **Andrea Clay** (Exponent Philanthropy)


One of the best ways to learn about how to start a foundation as well as maximize your Exponent Philanthropy membership is to attend an Exponent Philanthropy event. The National Conference takes place in even numbered years and the CONNECT Conference is held in odd numbered years. Several areas have local engagement groups, too, that meet regularly.

[Like](#) · Today at 12:12 PM

Option 2

If you are subscribed to receive “Every Post” (see page 8), you can view and respond to posts via your email by clicking “reply” in your email browser. If you are viewing posts in your email browser, you will see the most recent response to a post at the top of the email message, followed by the original post or question and its comments in chronological order. You may view all comments by clicking the **older comments** link (and logging in).


Note: You are not able to click “reply to this email” when viewing the post online. If you want to reply by email, click “reply” in your email browser.

 **Andrea Clay** (Exponent Philanthropy)

One of the best ways to learn about how to start a foundation as well as maximize your Exponent Philanthropy membership is to attend an Exponent Philanthropy event. The National Conference takes place in even numbered years and the CONNECT Conference is held in odd numbered years. Several areas have local engagement groups, too, that meet regularly.

[View/Comment](#) or reply to this email

Original post


 **Chatter Community Test--Week of July 26 (Private)** — **Dorie Water** (Blue Water Foundation)
Friday, September 9, 2016 12:11 PM

Hello Fellow Members,

I'm new to Exponent Philanthropy. What are some of your favorite things about being an Exponent member? What recommendations and suggestions do you have about Exponent and starting up a foundation? Thank you for sharing your thoughts!

Sincerely,
Dorie

--
Dorie Water

 **Stephen Test Account** (Stephen Test Account)

Hi Dorie,

Many members find the primer "How to Start a Private Foundation" to be helpful as they begin to get their feet wet in philanthropy.

How do I adjust my email settings?

By default, all users are subscribed to receive a **Daily Digest**. The Daily Digest provides an overview of the day's posts and comments. Other options are "Every Post," "Weekly Digest," or "Turn Off Group Email." You can adjust your settings based on your preferences.

Setting	Subscribe to this if...
<p>Every Post This setting provides an email notification whenever a new post is made.</p> <p>If you comment on a post or click "like" online to indicate interest in the post, you also will receive an email notification of other comments on the post.</p> <p>If you do not comment on a post or "like" it online, you will not receive email notifications of other comments.</p>	<p>You want to be notified immediately of each post, and receive notifications of comments to posts you are interested in</p> <p>You want the ability to respond to posts by email</p>
<p>Daily Digest (default) This setting provides a daily overview of the day's posts and comments.</p>	<p>You want one email per day</p>
<p>Weekly Digest This setting provides a once weekly overview of posts and comments.</p>	<p>You want one email per week</p>
<p>Turn Off Group Email This option provides no email notifications of posts or comments.</p>	<p>You only want to follow activity online, when logged in</p>

To change your email settings to an option other than "Daily Digest," click the drop down menu above the group description and select your preferred setting.

The screenshot shows the Facebook group page for 'International Philanthropy'. At the top, there are navigation tabs: 'About', 'Membership', 'Programs', 'Resources', and 'Connections'. Below the group name, there is a 'Post' section with a 'Share with International Philanthropy' button and a 'Share' button. A notification from 'Admin (Exponent Philanthropy)' is visible, stating 'changed Owner from Admin to Andy Carroll'. On the right side, there are sections for 'Members' (64 members), 'Group Records', 'Group Files', and 'Recently Talked About'. In the bottom left corner, a dropdown menu for 'Email' settings is open, with a blue circle highlighting the menu. The menu options are: 'Email Daily Digest' (selected), 'Every Post', 'Daily Digest', 'Weekly Digest', 'Turn Off Group Email', and 'Email Settings >>'. Below the menu, there is a link that says 'Post by email to International Philanthropy.'

What if I have a technical question?

If you have questions about our new discussion group format, or encounter technical difficulties, please contact Marice Fernando: marice@exponentphilanthropy.org or 202-580-6560.