

QUICK REFERENCE GUIDE

Welcome to the QMNC Research Alliance. As a member of our online community, you can connect with others who share the same research interests and help the alliance to expand its knowledge and practices across the globe. This quick reference guide is designed to get you started and familiarize yourself with the features that will allow you to connect and share with other members.

1. LOGIN

Go to www.qmnc.org.
Click on the **Login** link on the Top Menu
Enter your email and password
Click the **Login** button

2. UPDATE PROFILE

- Click on **My Account** on the top menu
- Upload/add a **profile image** and **cover image**
- Check information to be sure it's accurate
- You can update this at anytime

3. JOIN A GROUP

Click on the **Groups** link on the Top Menu
Locate a group you want to join
Click the **Join** button

4. CONNECT WITH OTHERS

PARTICIPATE IN A DISCUSSION

- Once you have joined a group, you can participate in the group discussion.
- Go to the group page, and click on the **Discussion** tab.
- Create a new topic or
- Reply to an existing discussion

PRIVATE MESSAGE AN INDIVIDUAL OR GROUP MEMBER

- A complete list of all QMNC Alliance Members by clicking on the **Members** link on the Top Menu.
- A list of group members can be found by clicking on the **Members** tab within a specific group.
- Click on the Member's name to access the full profile.
- You can email them directly using your personal email application
- OR you can click on the **Private Message** button to message them through the website.

GROUP ETIQUETTE

- **Respect** others and their opinions.
- Consider others' **privacy**. Do not share information without permission.
- Be mindful of **tone**, leave sarcasm at the door.
- **Think carefully** about the content of your message before contributing it.
- **Brevity** is best, be as concise as possible when contributing to a discussion.
- Contributions to a discussion should **stay on topic**.