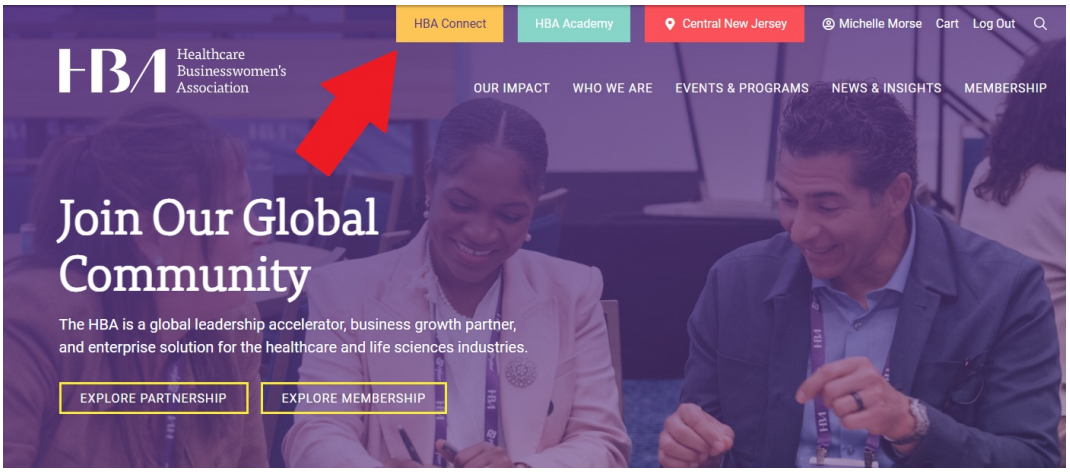
HBA Connect

Last Modified on 10/14/2026 10:53 am EDT

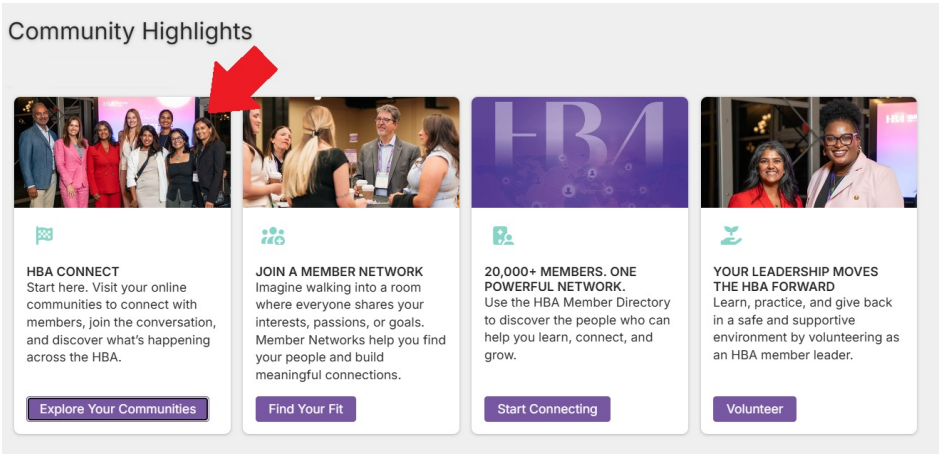
These resources pertain to HBA Connect, the HBA members-only virtual community space.

HBA Community Overview

The HBA Community (HBA Connect) is private and secure **members-only** online community, where members can connect with each other, participate in discussion, access useful information, contribute to the knowledge base and post questions to peers. It can be accessed directly by clicking here and logging into your HBA profile to access members-only content. You can also access HBA Connect by visiting the HBA website, logging into your profile, and clicking the HBA Connect link at the top of the page, which will open in a new browser window.



Once logged in, your home page will consist of easy quick links, designed to take you where you need to go. Along the center of the HBA Connect homepage is a series of links you are encouraged to explore. We recommend starting with the first box and exploring all of the communities you already belong to - often these are communities based on your geography or your volunteer role.



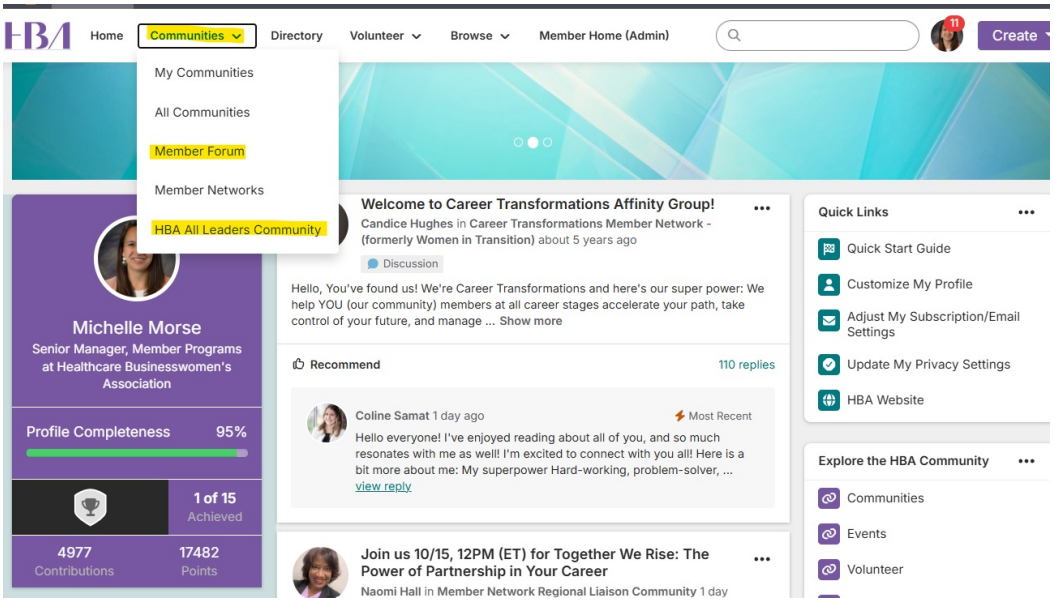
Next see what else HBA Connect offers:

- **Member Networks:** Communities based on shared interests.

- **HBA Member Directory:** Search our member directory and start connecting with HBA members around the globe.
- **Volunteer Opportunities:** Give back in a meaningful way and find the right volunteer opportunity for you.

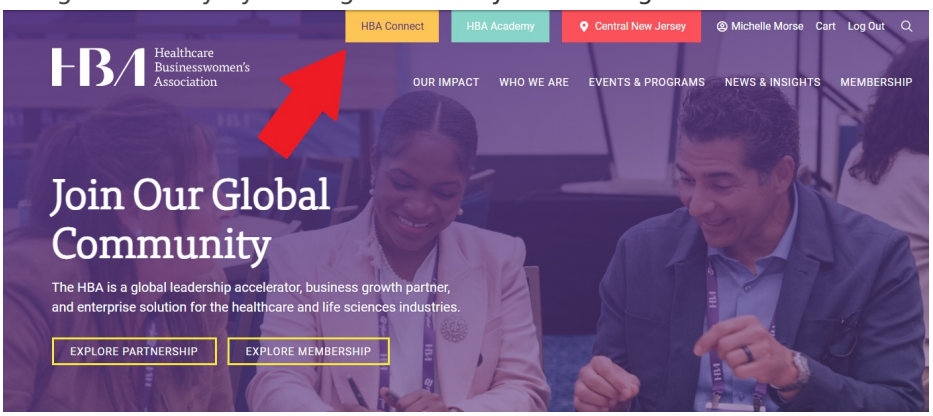
At the drop-down menu at the top of the page, you can also easily navigate to:

- **The HBA Member Forum** - reach ALL 28,000+ HBA members in this community (access only granted to current HBA members)
- **The HBA All Leaders Community** - share knowledge or ask questions of ALL HBA Volunteers in your network (access only granted to current HBA Volunteer Leaders)



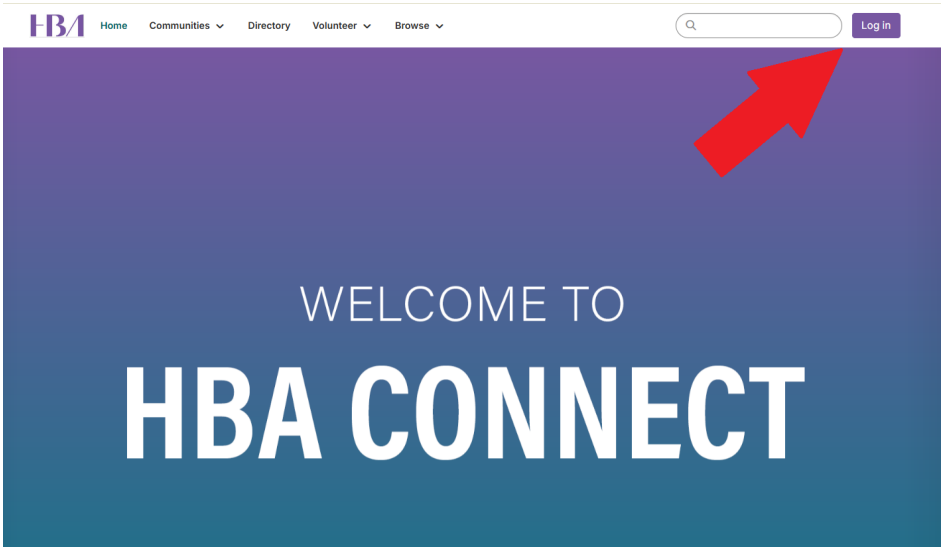
How to log into HBA Connect (the HBA Members-Only Community)

1. To access HBA Connect, click the golden button at the top of the HBA homepage. You can also navigate directly by visiting community.hbanet.org.



2. If you are already logged into the HBA website, you should already be logged into HBA Connect through single sign on.
3. If you are not logged in, click on the login button in the top right hand corner and use your

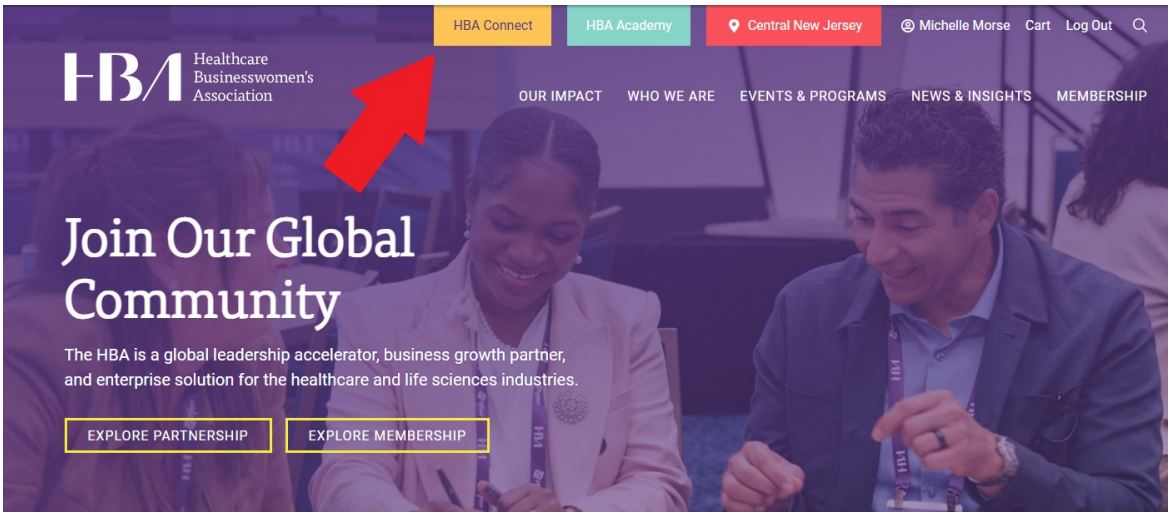
HBA credentials to log in.



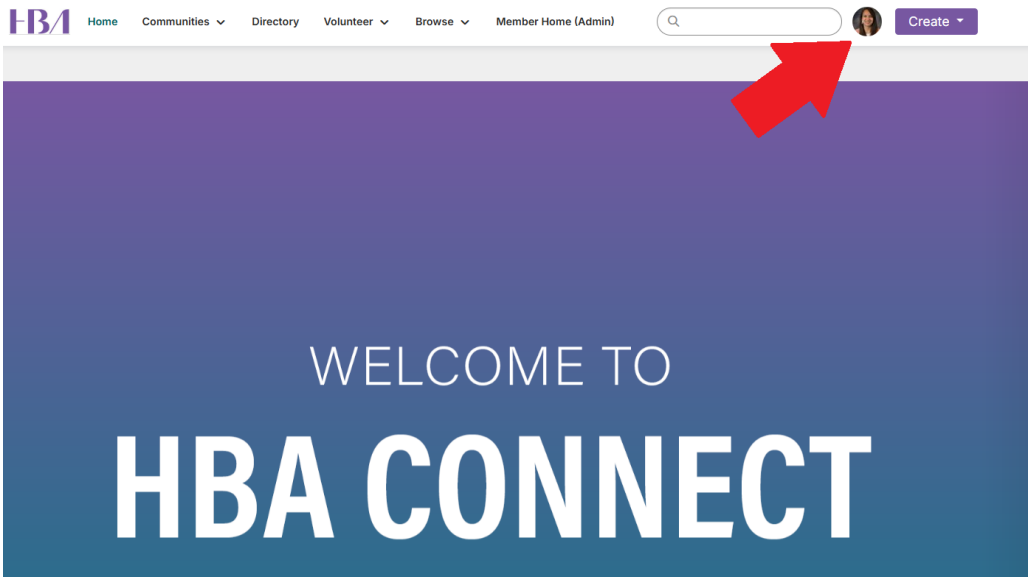
Edit your HBA Connect Profile

In HBA Connect, you can edit your profile to include information about your education and work experience.

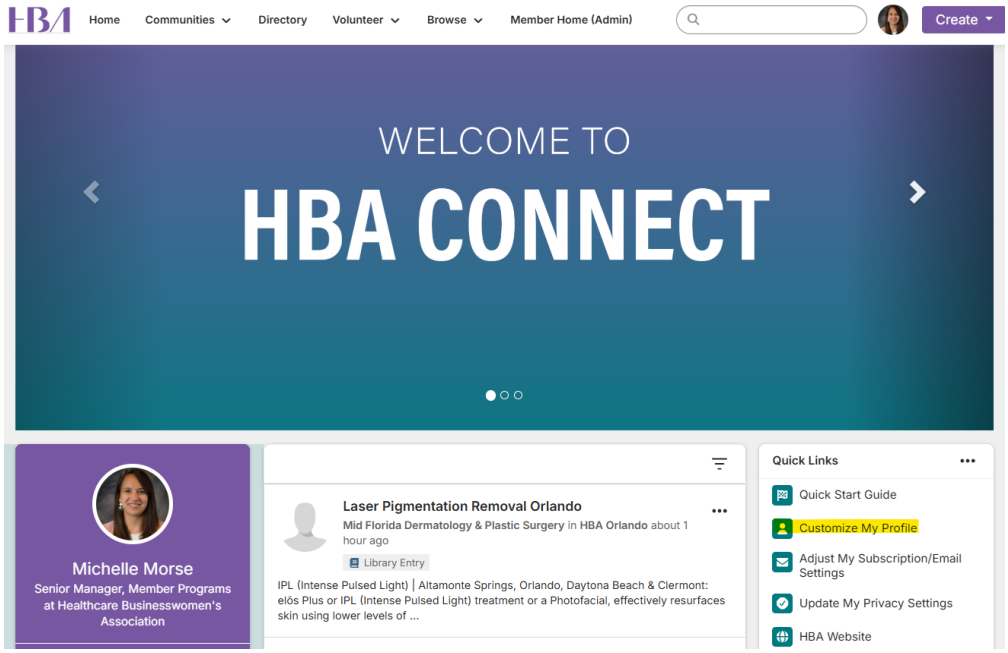
1. Click on the gold button labeled "HBA Connect" on the HBA Homepage. (You must be logged into your account to access this module.)



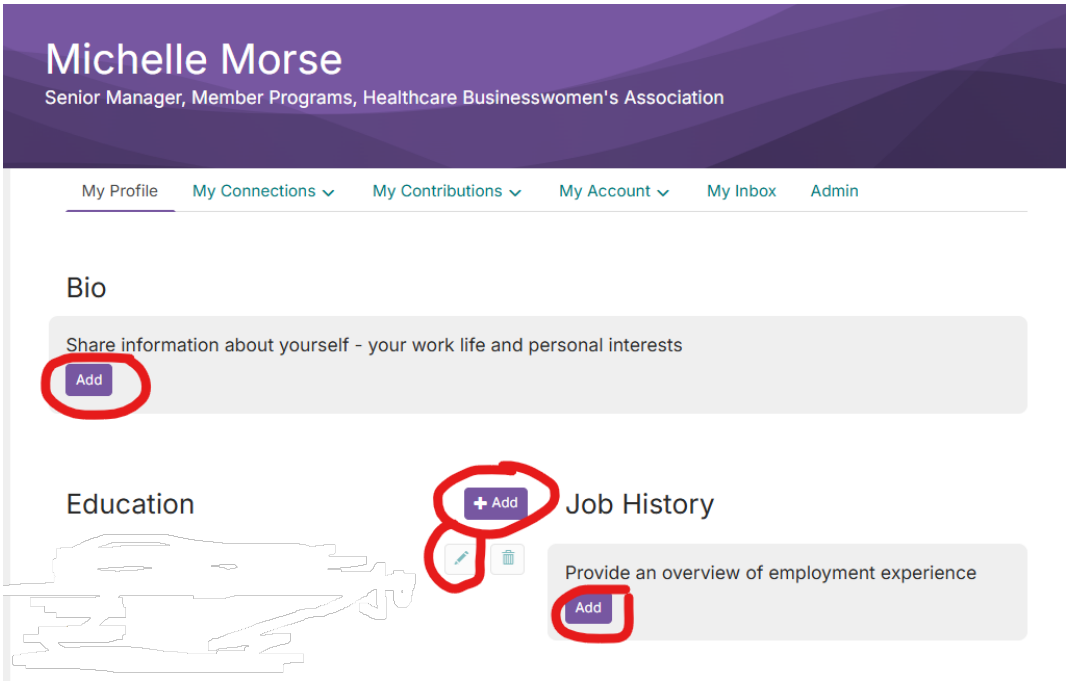
2. Navigate to your HBA Connect profile by clicking your profile picture in the top right-hand corner.



3. Alternatively, if you are already in the Communities page, you can also navigate to your profile using the right hand Quick Links menu.



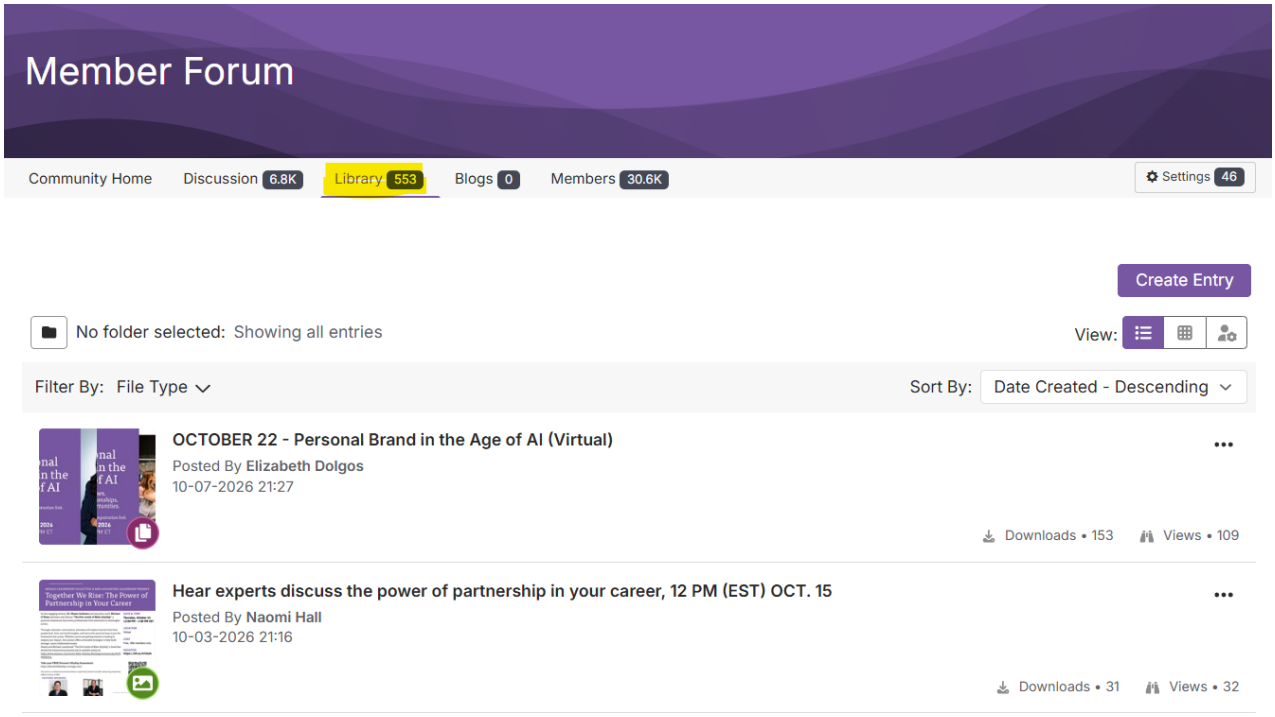
4. From there, you can click the "Add" buttons or the pencil icons to edit your profile.



Accessing documents on the HBA Connect

Members can view shared documents in community libraries.

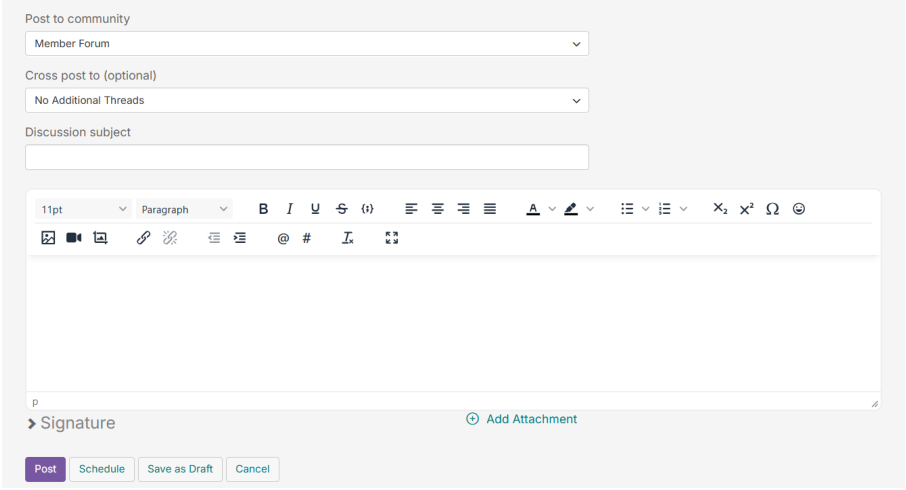
1. Navigate to the "**Library**" section of the Member Forum or a specific community.
2. When you have found the document you would like to access, double-click the title to open the document.



Posting discussions in HBA Connect

To participate in discussions in HBA Connect:

1. If you are posting in the "**Member Forum**" click the link on the community navigation bar. If you are posting in another community, choose "**My Communities**" and select the community you are planning to post the content in.
    - From here, you can browse discussions, shared files, and the membership list.
2. To add your own discussion, use the box at the top of the discussions section.



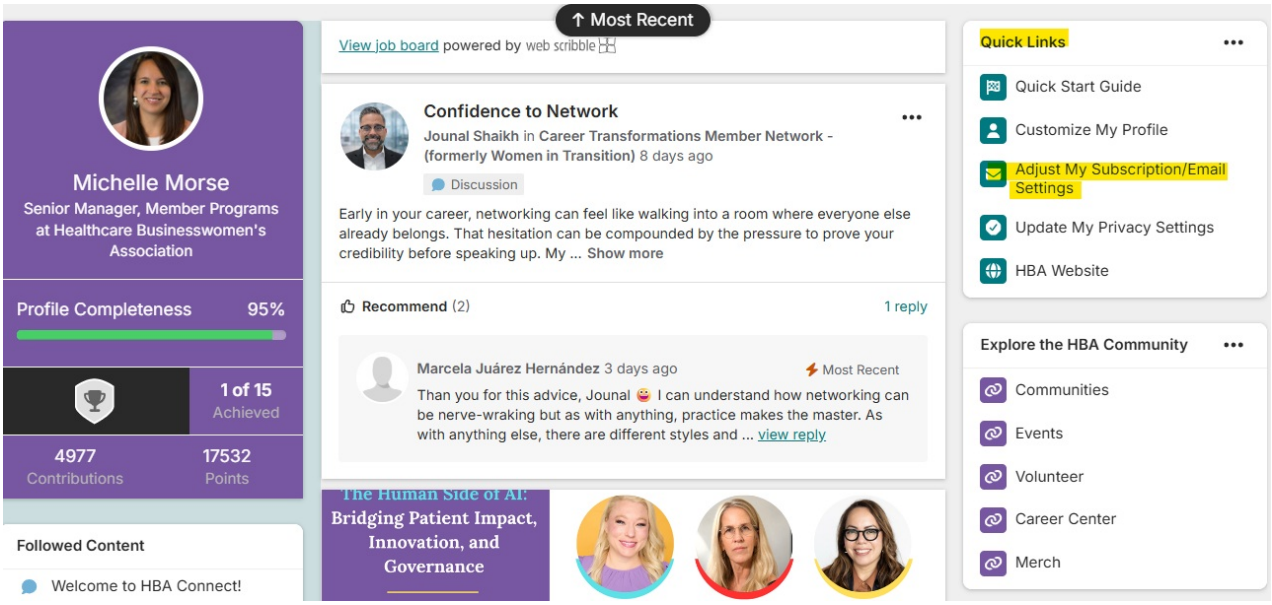
    - In accordance with the HBA Community etiquette policy, please keep topics relevant to the HBA mission and refrain from posting commercial messages.
    - Job opportunities should be posted in the HBA Career Center instead of HBA Connect.
3. You can read an existing discussion by clicking the topic title.
    - For each post, you can choose to respond publicly to the discussion by clicking on

"**Reply to Discussion**" or reply directly to the sender through a private message by selecting "**Reply to Sender.**"

How to Change Notification Settings

1. To update your communication preferences from the community directly, click the "settings" button next to the community name and choose your preference from the drop-down under "email notifications":

2. Or, to update communication preferences for all your communities at once, click here. You can locate this link in your 'Quick Links' tab to the right of the homepage.



Updating community notification settings

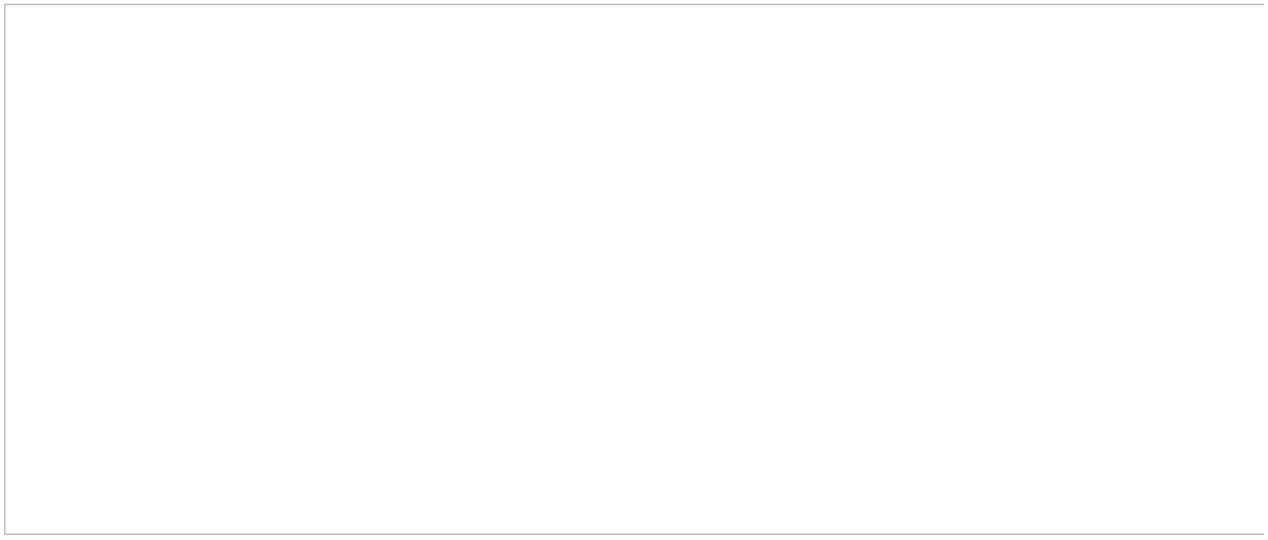
1. Go to "**My Profile**" and click on "**My Account**" and select "**Community Notifications**."

2. Scroll down to "**Notification Settings**" on this page, you'll see an option in the dropdown for Real Time, Daily Digest, PlainText or No Email (see below for descriptions of these choices). You will also see a check box for Consolidate Weekly Digest. Select your preferences and they will automatically save.

- If you would just like Weekly Digests, you can choose No Email and check Consolidated Weekly Digests

For each discussion, you have the following delivery options:

- Real time: sends an email every time a new message is posted
- Daily digest: sends one email to you each day, consolidating all of the posts from the previous day
- Plain text: sends real-time text versions of the posts, which are compatible with Blackberries and most other handheld devices. This option also allows you to reply without logging into a web browser, but it does NOT allow you to include attachments with your post.
- No Email: allows you to be part of the group without having emails sent to you. You can still post and read others' messages by logging into the community site.



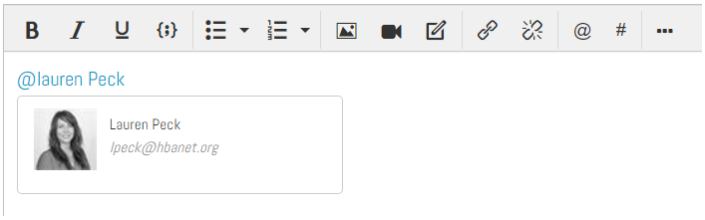
Community Engagement Toolkit

This article will help you get familiar with the HBA's member-only community**,** where members share resources, creative solutions, advice and build their networks. Various Communities within provide forums for individuals to connect with others around the world, with similar special interests and more. Please see our full toolkit deck here: Community toolkit.pptx

- *Need help getting started?* Jump into the HBA Member Forum to introduce yourself to your fellow members, search for other members, and so much more.
- Not only can you find members within your region, but you can also seek out like-minded individuals:
  - Directory
  - Regional member communities
  - Member Networks
- Explore open leadership opportunities to develop new skills and advance your career
- Need help? Visit the Community Help Center.

DO's:

- Fill out your profile, add a profile photo, and include a brief bio so community members know who you are
- Browse discussion threads to familiarize yourself with "hot topics" of the community
- Use the member directory to search and connect with colleagues
    - The "advanced search" option allows you to search by company type, role title/contributor level, or region
- When posting, always make sure there is a call to action, even something very simple
- When promoting an event, be sure to link to your event's registration page; including a quick blurb about the event is also a great best practice
- Tag your colleagues! Start with an "@" and begin typing - if they are an HBA member, their name should appear



- Spread the love: take a look at our list of unanswered threads - can you help?

DONT'S:

- Post a reply to every discussion thread
- Contact members personally in response to a post unless it is strategically decided upon as the best course of action
- Contradict or correct "wrong" answers or information provided by other members
    - Inaccurate answers will be dealt with strategically and will come from one dedicated voice of the community (i.e. the community manager)
- Post any material that could be construed as marketing or advertising