

How To Guide

How to receive/opt-out of event and new member notification emails from



- ◆ Go to www.ascls.org and sign in
- ◆ This will take you to your profile screen (make sure your email address is accurate)
- ◆ Click the “manage profile” link on the right hand side
- ◆ Click the “Preferences” link

 **Preferences**
View and manage preferences and notification settings for your account.



ON/OFF	CATEGORY	DESCRIPTION
<input 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 type="checkbox"/>	Connections	Allow other members to view my connections
<input 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 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 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
<input checked="" type="checkbox"/>	Messaging	Email me when new messages arrive
<input type="checkbox"/>	Profile	Display my 'Online Now' status and allow others to start a chat with me
<input type="checkbox"/>	Wall	Turn on my Wall

- ◆ You will be directed to your preferences form
- ◆ Checking the box next to a specific preference turns the preference "on."
- ◆ Don't forget to click "Save My Settings" at the bottom of the page

Save My Settings Cancel

Further Questions?

Contact us at ascls.nj@gmail.com

