



# AOI Community

## **Access and Navigation Guide**

Revised February 1, 2024

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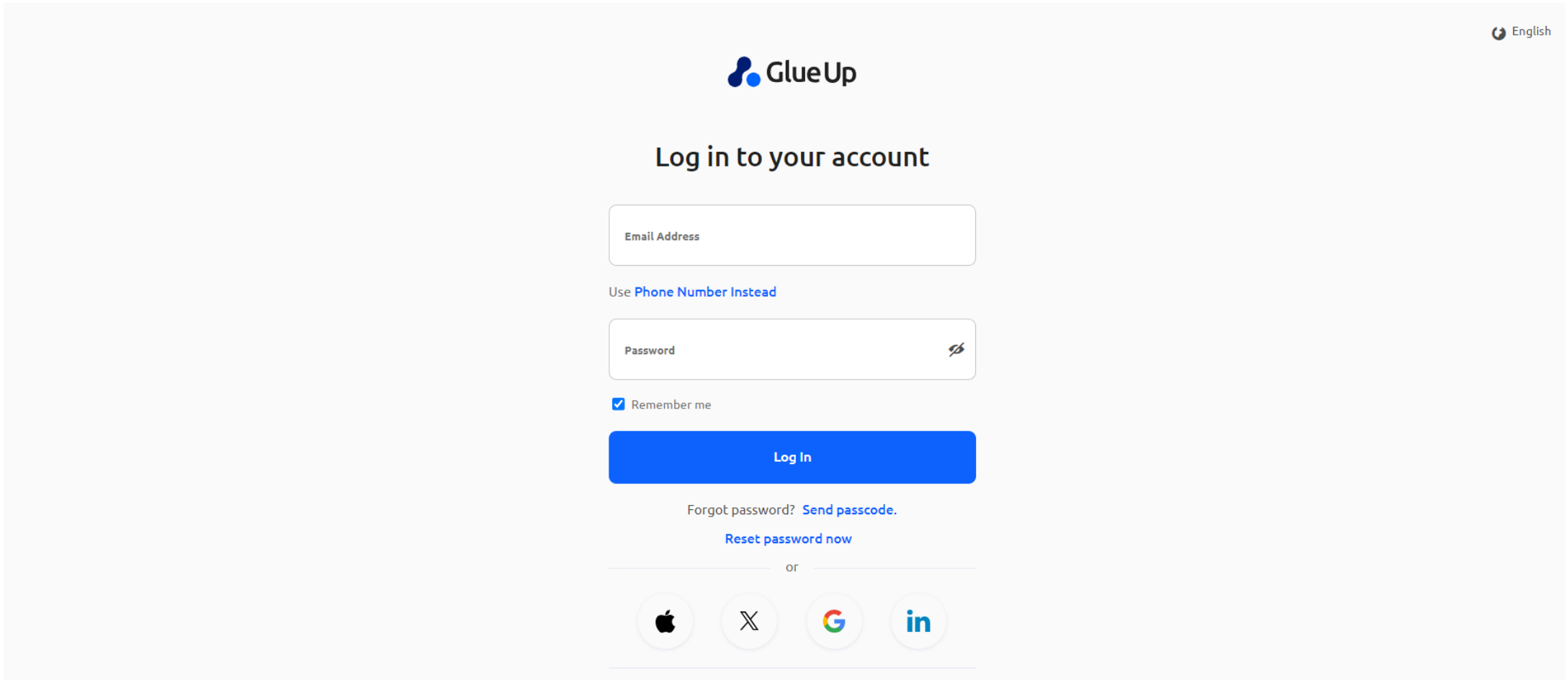


# Logging In

Instructions after Activation

# Logging In Process after Initial Login & Activation

Go to <https://app.glueup.com/account/login> and type your login credentials in the boxes. Click Log In to get into the community. The system will take you to your Home Page.



The screenshot shows the GlueUp login interface. At the top right, there is a language selector set to "English". The GlueUp logo is centered at the top. Below it, the heading "Log in to your account" is displayed. The form contains an "Email Address" input field, a link "Use Phone Number Instead", a "Password" input field with a toggle icon, and a checked "Remember me" checkbox. A prominent blue "Log In" button is centered below the form. Underneath the button, there are links for "Forgot password? Send passcode." and "Reset password now". At the bottom, there is a horizontal line with "or" in the center, followed by four circular icons for social login: Apple, X, Google, and LinkedIn.



# Home Page

Main Page & Menu

# Home Page: Personal Feed

The Home Page includes your own personal feed, which shows posts from members you're following and your own posts. This is also where you write out your own posts.

The screenshot displays the Home Page Personal Feed interface. On the left, a vertical navigation menu is shown, with the Home icon (a house) circled in red. The main content area is divided into three columns. The left column features a profile card for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below this is a 'MY ACTIVE MEMBERSHIP' section for 'AOI Board and Employees Individual Membership' and a 'YOUR COMMUNITY' section for 'AOI Community'. The middle column contains a 'Write something' text box with a yellow arrow pointing to it, and a post by Lynn Tonini titled 'Fundraising Letters: 17 Templates for Nonprofits and Individuals'. The right column includes 'MY CONNECTIONS' (No Business Cards Or Followers), 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events), and a 'Write a comment...' input field at the bottom.

# Home Page: Profile and Business Card

You also have a link to your profile at the top left. There is also a link to your “Business Card,” which you can edit and share with other members.

The screenshot displays a social media interface for Lynn Tonini. On the left, a vertical navigation menu includes a home icon (circled in red), a group of people icon, a share icon, a calendar icon, a crown icon, an envelope icon, a group of people icon, and a folder icon. The main content area is divided into three columns. The left column features a profile card for Lynn Tonini, Executive Director of Aging Out Institute, with a 'My Profile' link and a 'MY BUSINESS CARD' button (indicated by a yellow arrow). Below this is a 'MY ACTIVE MEMBERSHIP' section for 'AOI Board and Employees Individual Membership' and a 'YOUR COMMUNITY' section for 'AOI Community'. The middle column shows a post by Lynn Tonini with a 'Fundraising Letters: 17 Templates for Nonprofits and Individuals' image. The right column contains 'MY CONNECTIONS' (No Business Cards Or Followers), 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events), and a 'View My Connections' link. The top right corner shows a user profile picture and notification icons.

# Home Page: My Active Membership

To the left, you also will see your membership tier and start date. There are also links to edit certain things about your membership (primary representatives from organizations).

The screenshot displays a social media profile page for Lynn Tonini. On the left, a vertical navigation menu includes icons for Home, Friends, Groups, Events, Profile, Messages, and More. The Home icon is circled in red. The main content area is divided into three columns. The left column shows the user's profile information: Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below this is the 'MY ACTIVE MEMBERSHIP' section, which features the AOI logo and details for 'AOI Board and Employees Individual Membership', stating 'Member since Dec 31, 2023'. A yellow arrow points to this membership section. The middle column contains a post by Lynn Tonini, Admin, featuring a 'Fundraising Letters: 17 Templates for Nonprofits and Individuals' graphic. The right column shows 'MY CONNECTIONS' (No Business Cards Or Followers), 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events), and 'YOUR COMMUNITY' (AOI Community, 2 Participants).



# Home Page: AOI Community

To the left, you will also see the number of members in the AOI Community who have activated their accounts.

The screenshot displays the home page of the AOI Community. On the left, a vertical navigation menu includes icons for Home (circled in red), People, Groups, Events, My Profile, My Business Card, My Active Membership, and Your Community. The main content area features a profile for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below this is the 'MY ACTIVE MEMBERSHIP' section, showing Lynn Tonini as a member since Dec 31, 2023. The 'YOUR COMMUNITY' section at the bottom left shows the 'AOI Community' with 2 participants, indicated by a yellow arrow. The central feed shows a post by Lynn Tonini, Admin, titled 'Fundraising Letters: 17 Templates for Nonprofits and Individuals', featuring a blue graphic with the FundRazr logo. The right sidebar contains 'MY CONNECTIONS' (No Business Cards Or Followers), 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events), and a 'Write something' input field at the top.

# Home Page: My Connections

To the right, you will see a block for the business cards of those members with whom you have connected. You can click the link to see them all.

The screenshot displays a social media profile for Lynn Tonini, Executive Director of Aging Out Institute. The page is divided into several sections:

- Navigation:** A vertical sidebar on the left contains icons for Home (circled in red), Friends, Groups, Events, Profile, Messages, and More. The top right corner features icons for Home, Profile, Messages, Notifications, and a user profile picture.
- Profile Card:** Shows Lynn Tonini's profile picture, name, title, and a "MY BUSINESS CARD" button.
- MY ACTIVE MEMBERSHIP:** Lists "AOI Board and Employees Individual Membership" with a join date of Dec 31, 2023.
- YOUR COMMUNITY:** Shows "AOI Community" with 2 participants.
- Post:** A post by Lynn Tonini (Admin) from 17h ago, titled "Fundraising Letters: 17 Templates for Nonprofits and Individuals". The post includes a video player and a "FundRazr" logo.
- MY CONNECTIONS:** A section on the right titled "MY CONNECTIONS" with a sub-header "No Business Cards Or Followers". It includes a search prompt and a "View My Connections" link. A yellow arrow points to this section.
- UPCOMING EVENTS:** A section on the right titled "UPCOMING EVENTS" showing "Aging Out Institute has 3 upcoming events" with a "Check them out" link and a "See All Events" link.

# Home Page: Upcoming Events

To the bottom right, there is a link to all the upcoming AOI events that members can register to attend, such as the Community Chats and webinars.

The screenshot displays the AOI Home page. On the left sidebar, the home icon (a house) is circled in red. The main content area features a profile for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below this is the 'MY ACTIVE MEMBERSHIP' section, showing 'AOI Board and Employees Individual Membership' with a 'View Details' and 'Edit Member Profile' link. The 'YOUR COMMUNITY' section shows 'AOI Community' with 2 participants. The central feed shows a post by Lynn Tonini (Admin) about 'Fundraising Letters: 17 Templates for Nonprofits and Individuals' with a 'FUNDLY' logo. The right sidebar contains 'MY CONNECTIONS' (No Business Cards Or Followers), 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events. Check them out. See All Events), and a yellow arrow points to the 'UPCOMING EVENTS' section.



# Home Page

Quick Links

# Home Page: Quick Links

At the top right of every page in the AOI Community you will see these icons. You can access these no matter what page you are on.

The screenshot displays the AOI Community Home Page. On the left, a vertical navigation menu contains several icons, with the home icon (a house) circled in red. The top right corner features a set of icons for notifications, profile, messages, and a user profile picture, all enclosed in a red bracket. The main content area includes a user profile for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below this is a 'MY ACTIVE MEMBERSHIP' section showing 'AOI Board and Employees Individual Membership' with a 'View Details' link. The 'YOUR COMMUNITY' section shows 'AOI Community' with 2 participants. The central feed shows a post by Lynn Tonini, Admin, featuring a 'Fundraising Letters: 17 Templates for Nonprofits and Individuals' graphic. The right sidebar contains 'MY CONNECTIONS' (No Business Cards Or Followers), 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events), and a 'View My Connections' link.

# Home Page: Events Quick Link

The first icon is a ticket. Click this and you will see all the events that you have registered to attend.

Home

**Home** (circled in red)

**Lynn Tonini**  
Executive Director of Aging Out Institute  
Harrisburg, Pennsylvania  
[My Profile](#)  
[MY BUSINESS CARD](#)

**MY ACTIVE MEMBERSHIP**

**AOI**  
Aging Out Institute  
AOI Board and Employees  
Individual Membership  
Member since Dec 31, 2023  
[View Details](#) [Edit Member Profile](#)

**YOUR COMMUNITY**

**AOI Community**  
2 Participants

Write something

Photo Video Document

**Lynn Tonini** Admin  
Executive Director at Aging Out Institute • 40 min ago  
Posted in AOI Community

Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!

0 likes • 0 comments • 0 shares

Like Comment Share

Write a comment ...

**Lynn Tonini** Admin  
Executive Director at Aging Out Institute • 22h ago  
Posted in AOI Community

**MY CONNECTIONS**

**No Business Cards Or Followers**

Search through events and connect with people that might interest you.


[View My Connections](#)

**UPCOMING EVENTS**

Aging Out Institute has 3 upcoming events.  
[Check them out](#)

[See All Events](#)

**Your Upcoming Registered Events**



You have no registered events happening today.  
The upcoming event that you have registered for will appear here.

# Home Page: Accreditations Quick Link

The second icon is a ribbon. Click this and you will go to the “My Accreditations” page. See slide #47 for more information about this page.



The screenshot displays a Facebook profile for Lynn Tonini, Executive Director of Aging Out Institute. The navigation menu on the left has a home icon circled in red. The main content area features a post by Lynn Tonini, Admin, dated 17h ago, titled "Fundraising Letters: 17 Templates for Nonprofits and Individuals". The post includes a blue banner with the text "Fundraising Letters: 17 Templates for Nonprofits and Individuals" and the FundRazr logo. Below the post, there are 0 likes and 0 comments, and a "Write a comment ..." input field. The right sidebar shows "MY CONNECTIONS" with the message "No Business Cards Or Followers" and "UPCOMING EVENTS" with the message "Aging Out Institute has 3 upcoming events."

# Home Page: Direct Message Quick Link

The third icon is a message bubble. Click this and you will go to the “Direct Message” page. This page will enable you to find and direct message other members.



The screenshot displays a social media interface. At the top, a navigation bar contains several icons: a home icon (circled in red), a search icon, a message bubble icon (highlighted by a yellow arrow), and a notification bell icon. The main content area features a profile card for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below this is a post by Lynn Tonini, Admin, titled 'Fundraising Letters: 17 Templates for Nonprofits and Individuals', which includes a video player and a 'FUNDLY' logo. The right sidebar contains sections for 'MY CONNECTIONS' (No Business Cards Or Followers) and 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events).



# Home Page: Direct Message Quick Link

The fourth icon is a bell. Click this and the “Notifications Center” will appear. This list will show you the most recent posts.



The screenshot displays the AOI Home page. On the left sidebar, the home icon (a house) is circled in red. In the top right corner, the notification bell icon is highlighted with a yellow arrow. The main content area features a profile for Lynn Tonini, Executive Director of Aging Out Institute, with a "MY BUSINESS CARD" button. Below the profile is a post from Lynn Tonini, Admin, posted 49 minutes ago, with the text: "Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!". The post has 0 likes, 0 comments, and 0 shares. Below the post is a comment input field. To the right, the Notifications panel is open, showing a list of notifications from the Aging Out Institute, including announcements for webinars and community chats.

# Home Page: Profile Picture Quick Links

The last icon is actually your profile picture. Click this and you will open a dropdown menu of additional quick links. Yours may not look exactly like this one, but it will look similar.



The screenshot displays the AOI Home page interface. On the left, a vertical navigation bar contains several icons, with the home icon (a house) circled in red. The main content area features a user profile for Lynn Tonini, Executive Director of Aging Out Institute, with a "MY BUSINESS CARD" button. Below the profile is a "MY ACTIVE MEMBERSHIP" section showing membership in the "AOI Board and Employees Individual Membership" since Dec 31, 2023. The central feed shows a post from Lynn Tonini with a welcome message and a "Write something" input field. On the right, a dropdown menu is open, listing quick links: "Go to Organization Dashboard", "Settings", "My Connections", "Change Language", and "LOG OUT". A yellow arrow points to the profile picture icon in the top right navigation bar, which is the trigger for this dropdown menu.

# Home Page: Go to Organization Dashboard Quick Link

The “Go to Organization Dashboard” link is only available to the “Primary” member from each organization.

The screenshot displays the AOI Home page interface. On the left, a vertical navigation menu contains several icons, with the home icon (a house) circled in red. The main content area features a user profile for Lynn Tonini, Executive Director of Aging Out Institute, with a "MY BUSINESS CARD" button. Below the profile is a "MY ACTIVE MEMBERSHIP" section showing Lynn Tonini as a member since Dec 31, 2023. The central feed shows a post from Lynn Tonini (Admin) with a "Go to Organization Dashboard" link highlighted by a yellow arrow. The right sidebar contains a "MY CONNECTIONS" section with a "Go to Organization Dashboard" link also highlighted by a yellow arrow. A large yellow arrow points down from the top right corner of the page towards the user profile area.

# Organization Dashboard Page

The “Primary” member from each organization is the individual in charge of their organization’s membership). They will be able to see the summary of basic information about their membership.

The screenshot displays the 'Aging Out Institute' dashboard for user 'Lynn'. The top navigation bar includes the organization name, 'Home', and utility icons for adding, settings, info, notifications, and profile. A welcome message and a 'Modify Dashboard' link are present. The main content area is titled 'My Dashboard' and features a 'Set up your organization account' section with a task to 'Download the Glue Up Manager Mobile app'. Below this, the organization profile for 'Aging Out Institute' is shown, including website links and an 'Add Team Member' button. A summary row displays five key metrics: Value of Payments (0), Events (0 with 3 attendees), New Contacts (2 with 265 total contacts), Campaigns Sent (0 with 0 emails sent), and Membership (+1, including 1 new, 0 churned, and 5 total active memberships). The bottom section contains three widgets: 'Tasks Assigned to Me', 'Campaign Summary', and 'Current & Upcoming Events', which lists a community chat event for 'National Certification Program Idea' on February 2, 2024.

Metric	Value	Additional Info
VALUE OF PAYMENTS	0	
EVENTS	0	3 Attendees
NEW CONTACTS	2	265 Total Contacts
CAMPAIGNS SENT	0	0 Emails Sent
MEMBERSHIP	+1	1 New, 0 Churned 5 Total Active Memberships

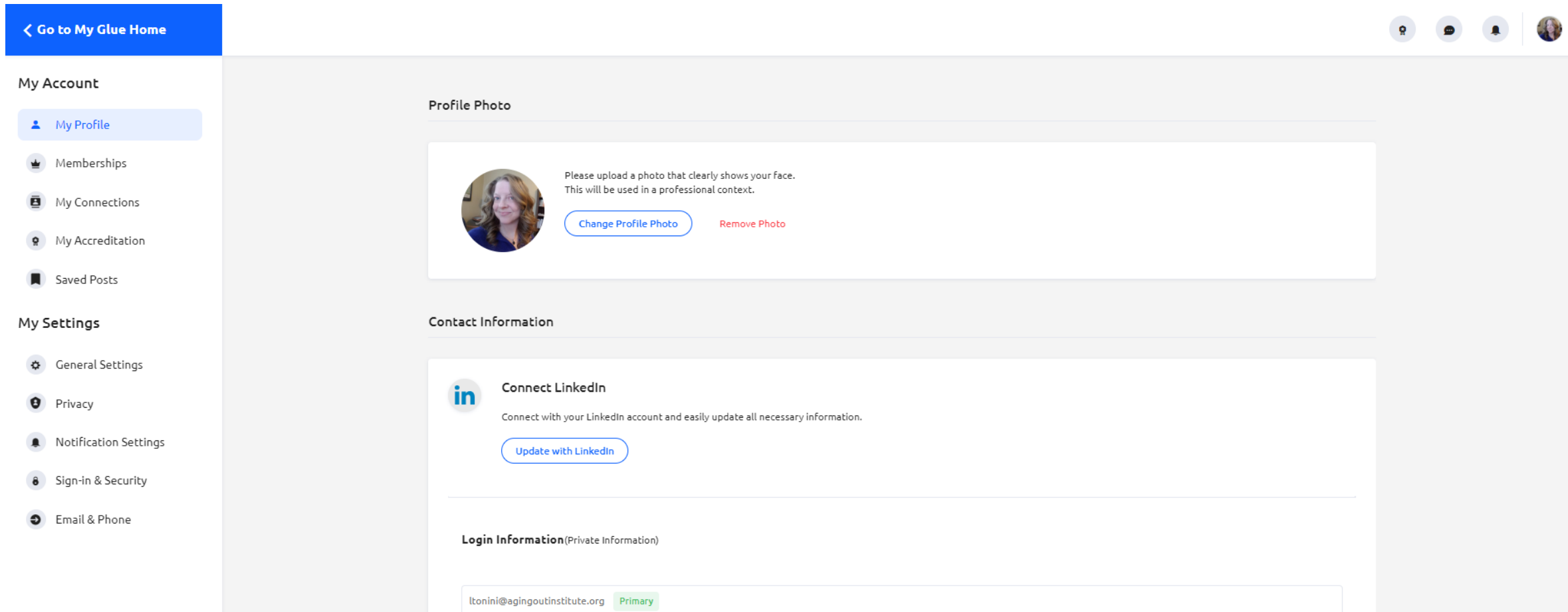
# Home Page: Settings Quick Link

The “Settings” quick link can be accessed here or from left side of the Home Page through the “My Profile” link.

The screenshot displays the AOI Home Page interface. At the top left, the AOI logo and the word "Home" are visible. A vertical navigation menu on the left side contains several icons, with the home icon (a house) circled in red. A yellow arrow points from this icon towards the user profile card. The user profile card for Lynn Tonini, Executive Director of Aging Out Institute, is shown with her profile picture, name, title, location (Harrisburg, Pennsylvania), and a "My Profile" link. Below the profile card is a "MY BUSINESS CARD" button. To the right of the profile card is a post input area with a "Write something" text box and options for "Photo", "Video", and "Document". Below this is a post by Lynn Tonini, Admin, dated 54 minutes ago, with the text "Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!". The post has 0 likes, 0 comments, and 0 shares. At the bottom right, a settings menu is highlighted with a red border. A yellow arrow points from the top right of the page towards this menu. The settings menu includes options for "Go to Organization Dashboard", "Settings", "My Connections", "Change Language", and "LOG OUT".

# Settings Page (also My Profile Page)

The first thing you see at the top of this page is where you can add a photo of yourself. Click the Change Profile Photo button and follow the steps to upload the photo. You can access this page from the Home Page, as well.



The screenshot shows the 'My Account' settings page. At the top left is a blue button labeled '< Go to My Glue Home'. The left sidebar contains a 'My Account' section with 'My Profile' selected, and a 'My Settings' section with options for General Settings, Privacy, Notification Settings, Sign-in & Security, and Email & Phone. The main content area is divided into three sections: 'Profile Photo' with a current photo and 'Change Profile Photo'/'Remove Photo' buttons; 'Contact Information' with a 'Connect LinkedIn' section and an 'Update with LinkedIn' button; and 'Login Information' showing the email 'ltonini@agingoutinstitute.org' as the primary contact.

# Home Page: My Connections Quick Link

The “My Connections” quick link can be accessed here or from the top right of the Home Page under My Connections.

The screenshot displays the AOI Home Page interface. On the left, a vertical sidebar contains several icons, with the home icon (a house) circled in red. The main content area features a user profile for Lynn Tonini, Executive Director of Aging Out Institute, with a "MY BUSINESS CARD" button. Below the profile is a "MY ACTIVE MEMBERSHIP" section showing membership in the "AOI Board and Employees Individual Membership" since Dec 31, 2023. The central feed shows a post from Lynn Tonini, Admin, with a welcome message and a "View My Connections" link. On the right, a dropdown menu is open, listing options: "Go to Organization Dashboard", "Settings", "My Connections" (highlighted with a yellow arrow), "Change Language", and "LOG OUT". A yellow arrow at the top right points to the user profile icon in the navigation bar.

# My Connections Page

When you click “My Connections,” you will see the business cards of other members you’ve sent your card to.

The screenshot shows a user interface for a web application. On the left, there is a navigation menu with a blue header button that says "Go to My Glue Home". Below this, the menu is divided into two sections: "My Account" and "My Settings". Under "My Account", there are links for "My Profile", "Memberships", "My Connections" (which is highlighted in blue), "My Accreditation", and "Saved Posts". Under "My Settings", there are links for "General Settings", "Privacy", "Notification Settings", "Sign-in & Security", and "Email & Phone".

The main content area on the right shows a "Business Cards" section. It has a header with a business card icon and the text "Business Cards". Below the header, there are two tabs: "RECEIVED (0)" and "SENT (0)". The "RECEIVED (0)" tab is currently selected. The content area below the tabs is empty, displaying a message: "You do not have any business cards at the moment. Once people start sharing business cards with you, they will appear here." There is a small business card icon above the message.



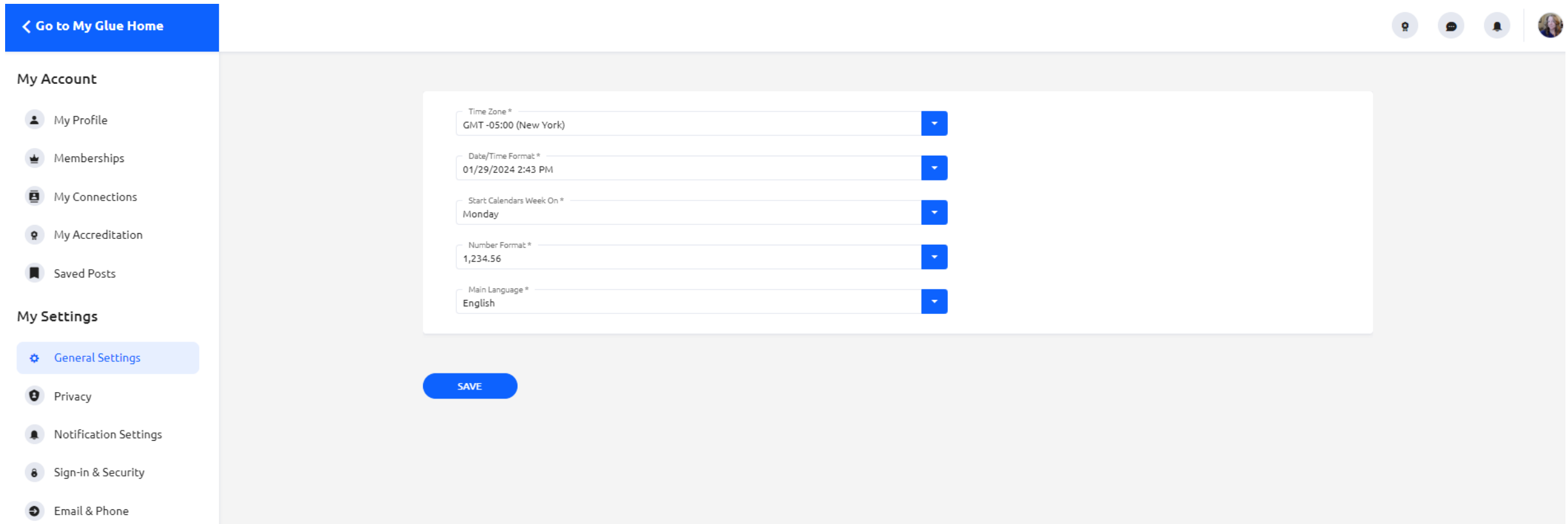
# Home Page: Change Language Quick Link

The “Change Language” quick link can be accessed here or from the left-hand menu on the My Profile Page. The page it directs you to is called the General Settings.

The screenshot displays the AOI Home page interface. On the left, a vertical navigation menu contains several icons, with the home icon (a house) circled in red. The main content area features a user profile for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below the profile is a 'MY ACTIVE MEMBERSHIP' section showing membership in the 'AOI Board and Employees Individual Membership' since Dec 31, 2023. The central feed shows a post from Lynn Tonini, Admin, with a welcome message to the new AOI Community platform. On the right, a 'MY CONNECTIONS' sidebar lists 'Aging Out Institute' and a 'Go to Organization Dashboard' button. A red-bordered box highlights the user profile menu on the right, which includes options for 'Settings', 'My Connections', 'Change Language', and 'LOG OUT'. A yellow arrow points to the 'Change Language' option. Another yellow arrow points to the user profile icon in the top right corner of the page.

# General Settings Page

When you click “General Settings,” you be able to set the time, date, and number formats, as well as select your primary language.



The screenshot shows a user interface for the 'General Settings' page. At the top left, there is a blue button labeled '< Go to My Glue Home'. The top right corner features a navigation bar with icons for profile, messages, notifications, and a user profile picture. On the left side, there is a sidebar menu with two sections: 'My Account' and 'My Settings'. Under 'My Account', there are links for 'My Profile', 'Memberships', 'My Connections', 'My Accreditation', and 'Saved Posts'. Under 'My Settings', there are links for 'General Settings' (which is highlighted), 'Privacy', 'Notification Settings', 'Sign-in & Security', and 'Email & Phone'. The main content area displays five settings, each with a dropdown menu: 'Time Zone \*' set to 'GMT -05:00 (New York)', 'Date/Time Format \*' set to '01/29/2024 2:43 PM', 'Start Calendars Week On \*' set to 'Monday', 'Number Format \*' set to '1,234.56', and 'Main Language \*' set to 'English'. A blue 'SAVE' button is located at the bottom center of the settings area.



# Profile Page

Main Page & Menu

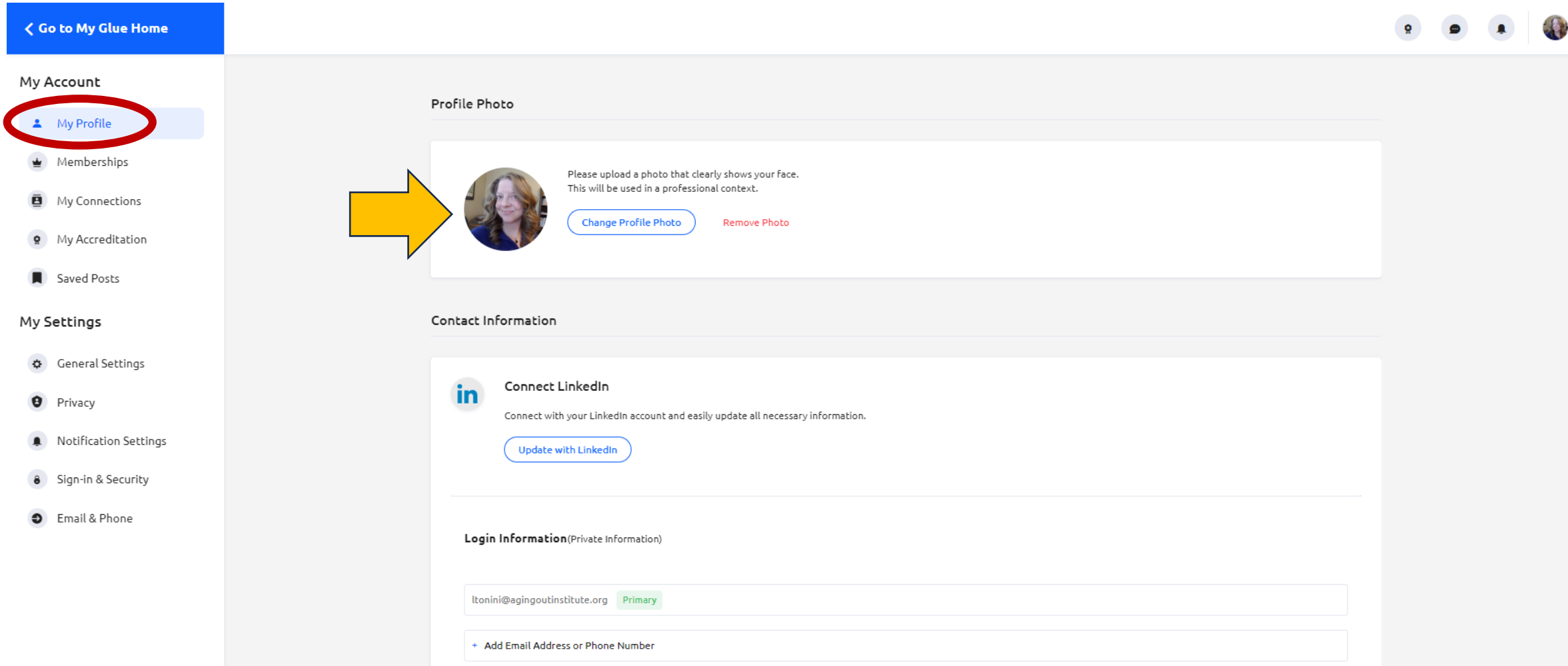
# Profile Page Access

From the Home Page, click the “My Profile” link to add your photo and update your profile.

The screenshot shows a social media interface with a left-hand navigation menu. The top-left icon, representing a home page, is circled in red. A yellow arrow points from this icon to the 'My Profile' link on the user's profile card. The profile card for Lynn Tonini, Executive Director of Aging Out Institute, includes a 'MY BUSINESS CARD' button. Below the profile card is a section for 'MY ACTIVE MEMBERSHIP' showing membership in the 'AOI Board and Employees Individual Membership' since Dec 31, 2023. At the bottom of the profile area is a 'YOUR COMMUNITY' section for 'AOI Community' with 2 participants. The main content area shows a post by Lynn Tonini about fundraising letters, featuring a 'FUNDLY' logo and a blue graphic with the text 'Fundraising Letters: 17 Templates for Nonprofits and Individuals'. The right-hand side of the page contains sections for 'MY CONNECTIONS' (No Business Cards Or Followers) and 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events).

# Profile Page: Profile Photo

The first thing you see at the top of the Profile Page is where you can add a photo of yourself. Click the Change Profile Photo button and follow the steps to upload the photo.



The screenshot displays a user's profile page. On the left is a navigation sidebar with a blue header containing a back arrow and the text "Go to My Glue Home". Below this, the sidebar is divided into "My Account" and "My Settings". Under "My Account", "My Profile" is highlighted with a red circle. Under "My Settings", options include "General Settings", "Privacy", "Notification Settings", "Sign-in & Security", and "Email & Phone". The main content area is titled "Profile Photo" and features a circular profile picture of a woman. To the right of the photo is the text: "Please upload a photo that clearly shows your face. This will be used in a professional context." Below this text are two buttons: "Change Profile Photo" (highlighted with a yellow arrow) and "Remove Photo". Below the profile photo section is the "Contact Information" section, which includes a "Connect LinkedIn" option with an "Update with LinkedIn" button. At the bottom, there is a "Login Information" section (marked as private) showing an email address "ltonini@agingoutinstitute.org" with a "Primary" label and an option to "+ Add Email Address or Phone Number".

# Profile Page: Connect LinkedIn

There is also a button to connect your AOI Community membership with your LinkedIn account. Click the button and follow the steps to make the connection.

The screenshot displays the user's profile page. On the left, a navigation menu includes 'My Account' and 'My Settings'. 'My Profile' is circled in red. The main content area shows the 'Profile Photo' section with a 'Change Profile Photo' button. Below that is the 'Contact Information' section, where the 'Connect LinkedIn' button is highlighted with a yellow arrow. The 'Login Information' section shows the email 'ltonini@agingoutinstitute.org' as the primary contact.

[Go to My Glue Home](#)

**My Account**

- My Profile**
- Memberships
- My Connections
- My Accreditation
- Saved Posts

**My Settings**

- General Settings
- Privacy
- Notification Settings
- Sign-in & Security
- Email & Phone

**Profile Photo**

Please upload a photo that clearly shows your face. This will be used in a professional context.

[Change Profile Photo](#) [Remove Photo](#)

**Contact Information**

**Connect LinkedIn**

Connect with your LinkedIn account and easily update all necessary information.

[Update with LinkedIn](#)

**Login Information** (Private Information)

ltonini@agingoutinstitute.org Primary

+ Add Email Address or Phone Number

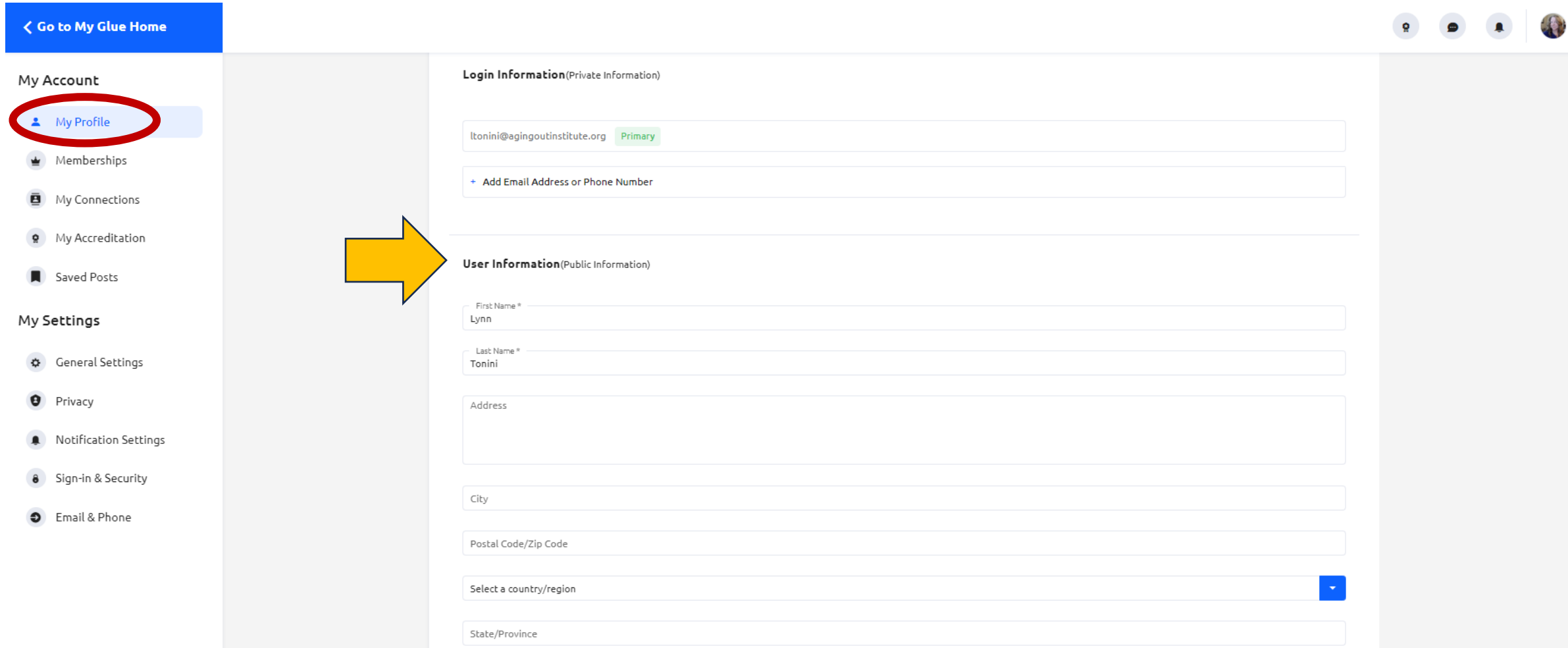
# Profile Page: Login Information

The next section down is where you can add a different email address or phone number for logging in. Click in the “Add Email Address or Phone Number” block and follow the steps.

The screenshot displays a user profile page with a left-hand navigation menu and a main content area. The navigation menu includes a blue button labeled "Go to My Glue Home" at the top. Below it, the "My Account" section is highlighted, with "My Profile" circled in red. Other options in "My Account" include Memberships, My Connections, My Accreditation, and Saved Posts. The "My Settings" section includes General Settings, Privacy, Notification Settings, Sign-in & Security, and Email & Phone. The main content area is divided into sections: "Profile Photo" with a photo of a woman and buttons for "Change Profile Photo" and "Remove Photo"; "Contact Information" with a "Connect LinkedIn" section and an "Update with LinkedIn" button; and "Login Information (Private Information)" which shows a primary email address "ltonini@agingoutinstitute.org" and a button to "+ Add Email Address or Phone Number". A large yellow arrow points to the "Add Email Address or Phone Number" button.

# Profile Page: User Information

The next section is where you can fill in additional information for your member profile, such as your address, state, country, etc. Be sure to scroll down and save any changes.



The screenshot displays the 'My Profile' page of the AOI (Agouti Outing Institute) website. The left sidebar contains navigation options under 'My Account' and 'My Settings'. The 'My Profile' option is highlighted with a red circle. A yellow arrow points from this option to the 'User Information' section of the main content area. The 'User Information' section includes fields for First Name (Lynn), Last Name (Tonini), Address, City, Postal Code/Zip Code, a dropdown menu for 'Select a country/region', and a 'State/Province' field. The 'Login Information' section above it shows the email address 'ltonini@agingoutinstitute.org' as the primary contact.

[Go to My Glue Home](#)

**My Account**

- My Profile**
- Memberships
- My Connections
- My Accreditation
- Saved Posts

**My Settings**

- General Settings
- Privacy
- Notification Settings
- Sign-in & Security
- Email & Phone

**Login Information** (Private Information)

ltonini@agingoutinstitute.org Primary

+ Add Email Address or Phone Number

**User Information** (Public Information)

First Name \*  
Lynn

Last Name \*  
Tonini

Address

City

Postal Code/Zip Code

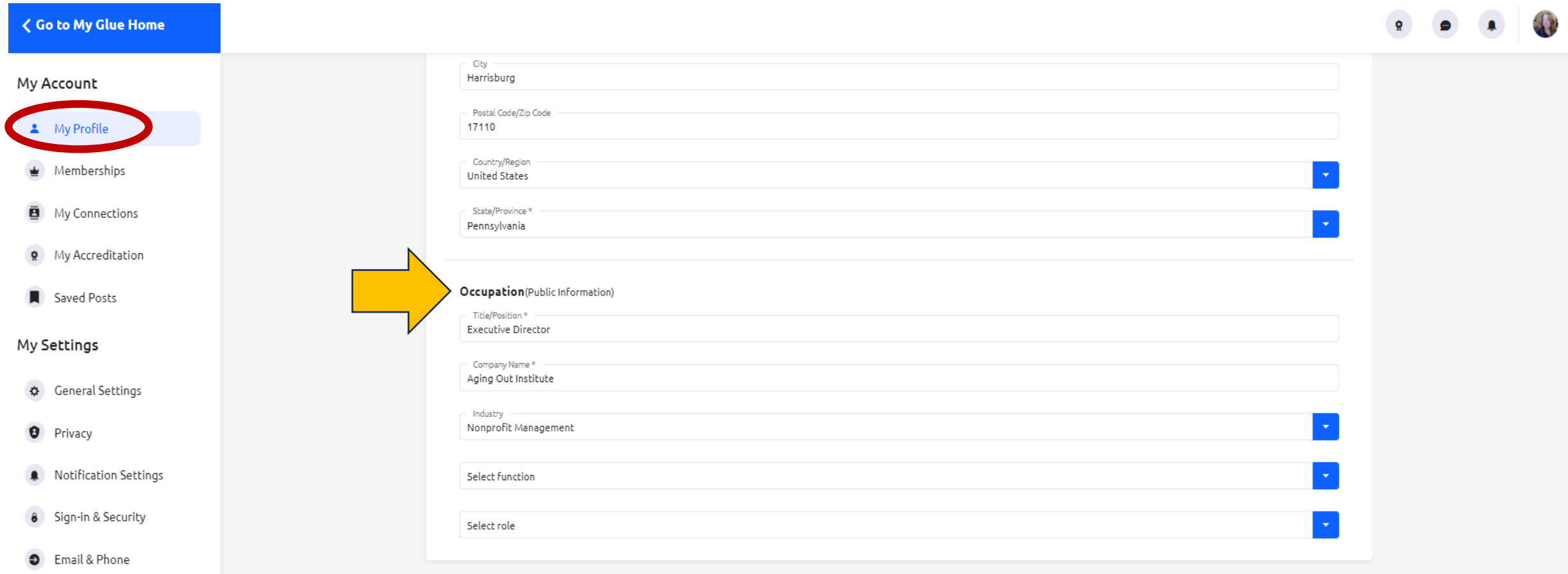
Select a country/region

State/Province



# Profile Page: Occupation

The next section is where you can fill in information about your occupation for your member profile, such as your company, title, industry, etc. Be sure to scroll down and save any changes.



The screenshot shows a user's profile page with a left sidebar and a main content area. The sidebar includes a blue button labeled 'Go to My Glue Home' and two sections: 'My Account' and 'My Settings'. In the 'My Account' section, 'My Profile' is highlighted with a red circle. The 'My Settings' section includes 'General Settings', 'Privacy', 'Notification Settings', 'Sign-in & Security', and 'Email & Phone'. The main content area displays a form with the following fields:

- City: Harrisburg
- Postal Code/Zip Code: 17110
- Country/Region: United States
- State/Province \*: Pennsylvania
- Occupation (Public Information)**
- Title/Position \*: Executive Director
- Company Name \*: Aging Out Institute
- Industry: Nonprofit Management
- Select function
- Select role

A yellow arrow points to the 'Occupation (Public Information)' section header.

# Profile Page: Linked Social Accounts

The next section is another place where you can link to your LinkedIn account. You can also link with Google, Apple, and Twitter, which can provide a different avenue for logging in.

The screenshot displays the 'My Profile' page. On the left, a navigation menu includes 'My Account' (with 'My Profile' circled in red) and 'My Settings'. The main content area shows a profile form with fields for 'Aging Out Institute', 'Industry' (Nonprofit Management), 'Select function', and 'Select role'. Below this is the 'Linked Social Accounts' section, which includes a yellow arrow pointing to it and a sub-header: 'You can link your LinkedIn, Google, Apple or Twitter to easier update your information and login quicker.' The section contains four rows, each with a social media icon and a '+ LINK' button: LinkedIn, Google, Apple, and Twitter.

# Profile Page: More Account and Setting Links

To the left, you will see a different set of links. The top set are account links. The bottom set are membership settings.

The screenshot shows a user profile page with a navigation menu on the left and a main content area on the right. A red bracket highlights the 'My Account' and 'My Settings' sections in the navigation menu. The 'My Account' section includes links for 'My Profile', 'Memberships', 'My Connections', 'My Accreditation', and 'Saved Posts'. The 'My Settings' section includes links for 'General Settings', 'Privacy', 'Notification Settings', 'Sign-in & Security', and 'Email & Phone'. The main content area displays the user's profile information, including their name 'Aging Out Institute', industry 'Nonprofit Management', and options to select function and role. Below this is a section for 'Linked Social Accounts' with links to connect LinkedIn, Google, Apple, and Twitter.

[Go to My Glue Home](#)

**My Account**

- [My Profile](#)
- [Memberships](#)
- [My Connections](#)
- [My Accreditation](#)
- [Saved Posts](#)

**My Settings**

- [General Settings](#)
- [Privacy](#)
- [Notification Settings](#)
- [Sign-in & Security](#)
- [Email & Phone](#)

Aging Out Institute

Industry  
Nonprofit Management

Select function

Select role

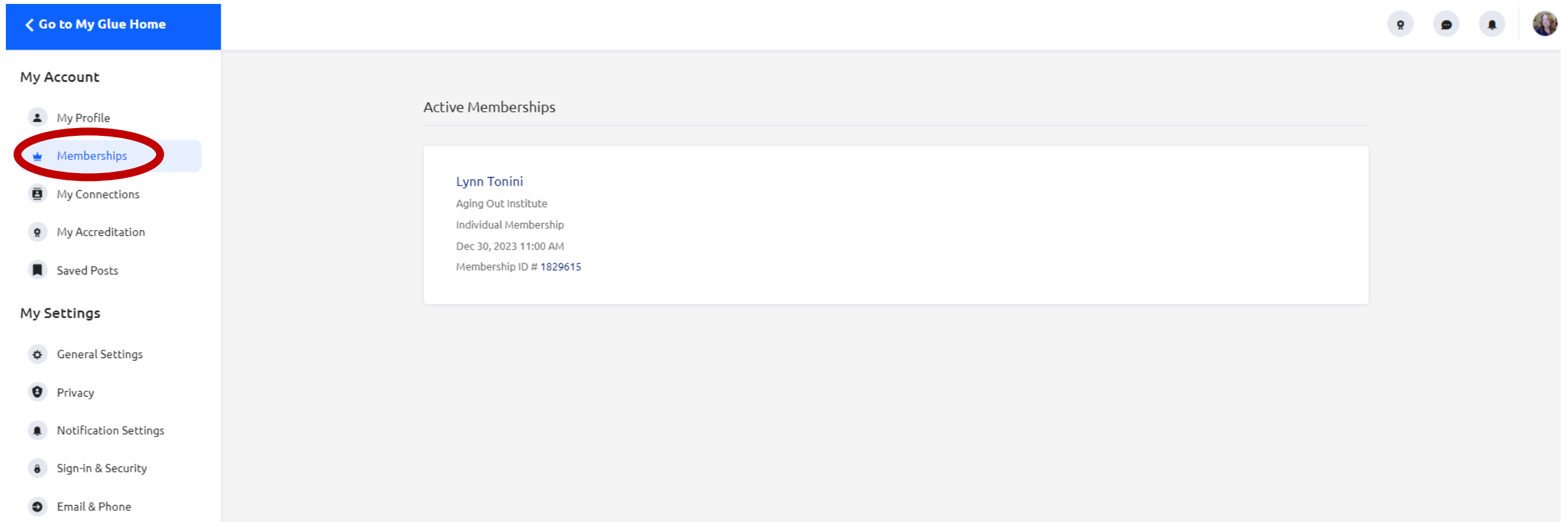
**Linked Social Accounts**

You can link your LinkedIn, Google, Apple or Twitter to easier update your information and login quicker.

- [LinkedIn](#) + LINK
- [Google](#) + LINK
- [Apple](#) + LINK
- [Twitter](#) + LINK

# Memberships Page

When you click “Memberships,” you will see some basic information about your membership. You can also see this page by clicking the “My Active Memberships” link on the Home page.



The screenshot shows a web application interface. At the top left, there is a blue button labeled "Go to My Glue Home". Below it is a sidebar menu with two sections: "My Account" and "My Settings". In the "My Account" section, the "Memberships" link is highlighted with a red circle. The "My Settings" section includes links for "General Settings", "Privacy", "Notification Settings", "Sign-in & Security", and "Email & Phone". The main content area is titled "Active Memberships" and displays a single membership card for "Lynn Tonini" at "Aging Out Institute". The card lists "Individual Membership", the date "Dec 30, 2023 11:00 AM", and the "Membership ID # 1829615". In the top right corner, there are icons for profile, messages, notifications, and a user profile picture.

# My Connections Page

When you click “My Connections,” you will see the business cards of other members you’ve sent your card to. You can also see this by clicking the “My Connections” link on the Home page.

The screenshot displays a user interface for a web application. On the left, a blue navigation bar contains a link labeled "Go to My Glue Home". Below this, a sidebar lists various account and settings options: "My Account" (My Profile, Memberships, My Connections, My Accreditation, Saved Posts) and "My Settings" (General Settings, Privacy, Notification Settings, Sign-in & Security, Email & Phone). The "My Connections" option is highlighted with a red circle. The main content area shows a "Business Cards" section with two tabs: "RECEIVED (0)" and "SENT (0)". A message in the center of the page reads: "You do not have any business cards at the moment. Once people start sharing business cards with you, they will appear here."

# My Accreditation Page

When you click “My Accreditation,” you be able to add any current accreditations you are working on and/or completed. Simply click “Add New Accreditation” and follow the steps.

The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar has a blue button at the top that says "Go to My Glue Home". Below it, there are two sections: "My Account" and "My Settings". Under "My Account", there are five items: "My Profile", "Memberships", "My Connections", "My Accreditation" (which is circled in red), and "Saved Posts". Under "My Settings", there are five items: "General Settings", "Privacy", "Notification Settings", "Sign-in & Security", and "Email & Phone". The main content area has a blue button at the top that says "+ ADD NEW ACCREDITATION". Below this button, there is a white box with a star icon and the text "Setup Your Accreditation" and "Manage & View your credits by adding your first accreditation". At the bottom of this box, there is a blue link that says "+ ADD NEW ACCREDITATION". In the top right corner of the main content area, there are four circular icons: a person, a speech bubble, a bell, and a profile picture.

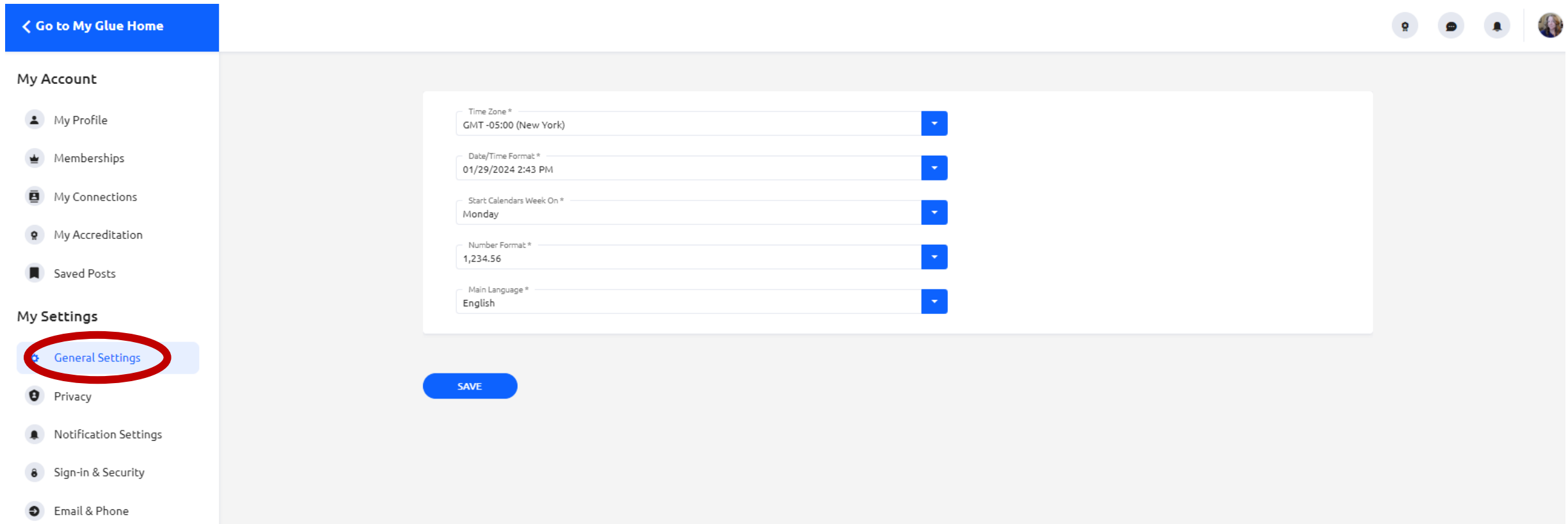
# Saved Post Page

When you click “Saved Posts,” you be able to add any posts from any discussions that you wanted to save to refer to later.

The screenshot displays the user interface for the 'Saved Posts' section. On the left, a navigation menu includes a blue button for 'Go to My Glue Home', a 'My Account' section with options like 'My Profile', 'Memberships', 'My Connections', 'My Accreditation', and 'Saved Posts' (highlighted with a red circle), and a 'My Settings' section with options like 'General Settings', 'Privacy', 'Notification Settings', 'Sign-in & Security', and 'Email & Phone'. The main content area, titled 'Saved Posts', shows a single saved post card. The card contains a post icon, the text 'Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!', the word 'Post', and the source information 'Saved from Lynn Tonini's post in AOI Community'. An 'Unsave' button is located on the right side of the card.

# General Settings Page

When you click “General Settings,” you be able to set the time, date, and number formats, as well as select your primary language.



The screenshot shows a user interface for the 'General Settings' page. On the left, there is a navigation menu with two main sections: 'My Account' and 'My Settings'. Under 'My Account', there are links for 'My Profile', 'Memberships', 'My Connections', 'My Accreditation', and 'Saved Posts'. Under 'My Settings', there are links for 'General Settings' (which is highlighted with a red circle), 'Privacy', 'Notification Settings', 'Sign-in & Security', and 'Email & Phone'. At the top left of the main content area, there is a blue button labeled '< Go to My Glue Home'. At the top right, there are icons for a user profile, messages, notifications, and a profile picture. The main content area contains a white card with five settings, each with a dropdown menu:

- Time Zone \*: GMT -05:00 (New York)
- Date/Time Format \*: 01/29/2024 2:43 PM
- Start Calendars Week On \*: Monday
- Number Format \*: 1,234.56
- Main Language \*: English

Below the settings card is a blue 'SAVE' button.



# Privacy Page

When you click “Privacy,” you be able to change who can view your profile, send you business cards, and direct message you. (In this platform, “Public” means everyone in the AOI Community, so we recommend that you not change these.) You can also block other members by adding them to the Exclude List. Just click the button and follow the steps to do this.

The screenshot displays the 'Privacy Settings' page in the AOI community. On the left, a navigation sidebar includes 'My Account' (My Profile, Memberships, My Connections, My Accreditation, Saved Posts) and 'My Settings' (General Settings, Privacy, Notification Settings, Sign-in & Security, Email & Phone). The 'Privacy' option is highlighted with a red circle. The main content area is titled 'Privacy Settings' and includes a sub-header 'Use these settings to control your privacy and security on Glue Up.' Below this, there are four sections: 'Searching' (Who can view my profile information, Who can send me business cards), 'Direct Messaging' (Who can direct message me), and 'Exclude List' (Exclude Individuals (0)). Each section has a 'Public' or 'Exclusion List' button.

# Notification Settings Page

When you click “Notification Settings,” you be able to select which activities will trigger a notification to either your email or the Notification Center, which you see when you click the bell at the top right.

The screenshot displays the 'Notification Settings' page. On the left, a sidebar contains 'My Account' and 'My Settings' sections. 'Notification Settings' is highlighted in the sidebar. The main content area is titled 'Notifications' and includes a sub-section for 'My Home' and 'Dashboard'. Below this is a table of notification preferences:

	Email	Notification Center
<b>Weekly Digest</b> Weekly summary of what has happened in the Community	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Business Card</b> Notifications when you receive a business card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Comments</b> Notifications for comments on your posts and replies to your comments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Community Activation &amp; Deactivation</b> Notification when a community is activated and/or deactivated	<input type="checkbox"/>	<input type="checkbox"/>
<b>Group Creation &amp; Approval</b> Notification when a new group is being created and approval is needed.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Likes</b> Notification for received likes on your posts	<input type="checkbox"/>	<input type="checkbox"/>
<b>File Shares</b> Notification when a file is shared in the Community	<input type="checkbox"/>	<input type="checkbox"/>

# Sign-in & Security Page

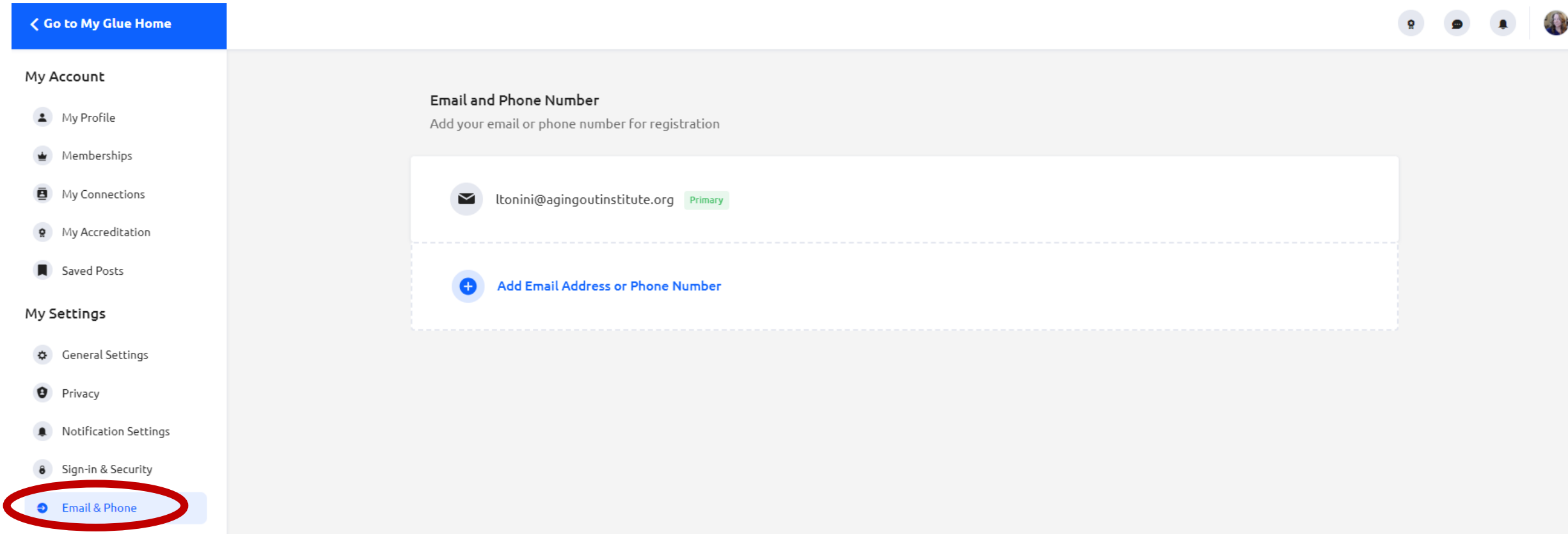
When you click “Sign-in & Security,” you be able to manage your linked accounts and change your password. Please do not delete your account.

The screenshot shows a user interface for account management. On the left is a navigation sidebar with a blue header containing a back arrow and the text "Go to My Glue Home". Below this, the sidebar is divided into two sections: "My Account" and "My Settings". Under "My Account", there are links for "My Profile", "Memberships", "My Connections", "My Accreditation", and "Saved Posts". Under "My Settings", there are links for "General Settings", "Privacy", "Notification Settings", "Sign-in & Security" (which is highlighted with a red circle), and "Email & Phone".

The main content area on the right has a top navigation bar with three tabs: "Linked Accounts", "Change Password" (which is selected), and "Delete Account". Below the tabs is a form for changing the password, consisting of three input fields: "Type your current password", "Enter new password", and "Retype your new password". Each field has a toggle icon on the right. A blue "CHANGE PASSWORD" button is located below the form. In the top right corner of the page, there are several icons: a profile icon, a chat icon, a notification icon, and a user profile picture.

# Email & Phone Page

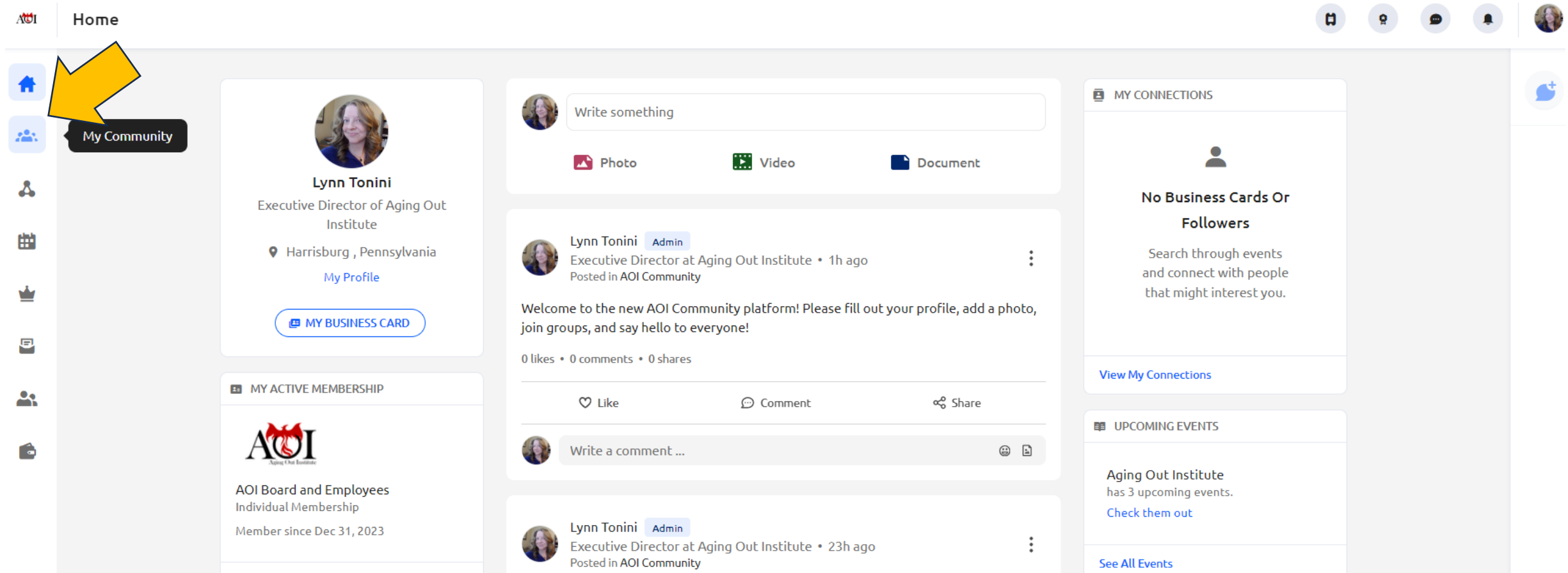
When you click “Email & Phone,” you be able to manage the emails and phone numbers associated with your account.



The screenshot shows a user interface for managing account settings. On the left is a navigation menu with a blue header button labeled '< Go to My Glue Home'. Below this are two sections: 'My Account' and 'My Settings'. The 'My Account' section includes links for 'My Profile', 'Memberships', 'My Connections', 'My Accreditation', and 'Saved Posts'. The 'My Settings' section includes links for 'General Settings', 'Privacy', 'Notification Settings', 'Sign-in & Security', and 'Email & Phone'. The 'Email & Phone' link is highlighted with a red oval. The main content area is titled 'Email and Phone Number' and contains the instruction 'Add your email or phone number for registration'. It displays one email address, 'ltonini@agingoutinstitute.org', with a 'Primary' status. Below this is a dashed-line box containing a blue plus icon and the text 'Add Email Address or Phone Number'. In the top right corner of the interface, there are icons for a profile, chat, notifications, and a user profile picture.

# My Community Page: Access

Click the “My Community” to go to the My Community Page.



The screenshot shows the AOI Home page interface. On the left sidebar, the 'My Community' button is highlighted with a yellow arrow and a tooltip. The main content area displays the profile of Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below the profile is the 'MY ACTIVE MEMBERSHIP' section, showing Lynn Tonini's membership in the 'AOI Board and Employees Individual Membership' since Dec 31, 2023. The central feed shows a post by Lynn Tonini (Admin) with the text: 'Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!'. The right sidebar contains 'MY CONNECTIONS' (No Business Cards Or Followers) and 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events).



# My Community

Feed, Groups, Members, & Files

# My Community Page: Overview

This is going to be the page you want to go to in order to see all community posts and activity. You also have access to the different community groups and can search for other members.

The screenshot displays the 'My Community' page for the AOI Online Community. The page is divided into several sections:

- Header:** 'My Community' with a small AOI logo on the left and navigation icons (calendar, search, chat, notifications, profile) on the right.
- Left Sidebar:** A vertical menu with icons for Home, Community (circled in red), Profile, Calendar, Awards, Messages, Groups, and Files.
- Community Overview:** A banner image showing a group of diverse people sitting together. Text reads 'AOI Online Community' with the AOI logo and 'Aging Out Institute' below it.
- Navigation Menu:** A list of options: 'Feed', 'Groups', 'Members', and 'Files'.
- My Groups:** A list of categories with colored squares: Education, Employment, Financial Competency, Housing, Legal, Life Skills, Measuring Success, Mentoring/Coaching, Running a Nonprofit, and Wellness.
- Community Post:** A post by Lynn Tonini, Admin, Executive Director at Aging Out Institute, posted 22 minutes ago. The post text is: 'Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!'. It has 0 likes, 0 comments, and 0 shares. Below the post are buttons for 'Like', 'Comment', and 'Share'.
- About Section:** A section titled 'About' with a lock icon. The text reads: 'The AOI Community is an online platform for organizations and individuals that support youth aging out of foster care. This community will enable us to collaboratively build and share best practices to improve outcomes for these young people.' Below this is a 'Members (2)' section with a 'See All' link and a search bar labeled 'Search Participants'.

# My Community Page: AOI Community Section

The first section of links on this page will take you to where you can see your feed (the default view), the different discussion groups, a list of members, and the central repository of all shared files.

The screenshot displays the 'My Community' page for the AOI Online Community. The page is divided into several sections:

- Left Sidebar:** A vertical navigation menu with icons for Home, Community (circled in red), Groups, Members, Files, My Groups, and a search bar. The 'Community' icon is highlighted with a red circle.
- Community Overview:** A large banner image showing a group of diverse people sitting together, with the text 'AOI Online Community' and 'Aging Out Institute' overlaid.
- Navigation Menu:** A list of links for 'AOI Community' (2 members): Feed, Groups, Members, and Files. A red bracket groups these four items.
- My Groups:** A list of categories for groups, including Education, Employment, Financial Competency, Housing, Legal, Life Skills, Measuring Success, Mentoring/Coaching, Running a Nonprofit, and Wellness.
- Community Feed:** A post by Lynn Tonini, Admin, Executive Director at Aging Out Institute, posted 22 minutes ago. The post text reads: 'Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!'. It has 0 likes, 0 comments, and 0 shares.
- About Section:** A section titled 'About' with a description: 'The AOI Community is an online platform for organizations and individuals that support youth aging out of foster care. This community will enable us to collaboratively build and share best practices to improve outcomes for these young people.' Below this is a 'Members (2)' section with a 'See All' link and a search bar for participants.



# My Community Page: Groups

The “Groups” link will take you to the Groups page where you can see your own feed. You can also click on “Groups I have Joined” to see all the groups. (All members belong to all groups, so they will all be visible.) Click “Visit Group” or the links on the left to access the groups.

The screenshot displays the 'My Community' page. On the left sidebar, the 'Groups' icon is circled in red. A yellow arrow points from the text above to the 'Groups' link in the left sidebar. Another yellow arrow points from the text above to the 'Groups I have joined' tab in the top navigation. The main content area shows a grid of group cards, each with a 'Visit Group' button. The groups listed are: Education, Employment, Financial Competency, Housing, Legal, and Life Skills. Each group has 2 members and is a Public Group.

# My Community Page: Group Page

When you link to a group, you'll see the group feed by default, a tab for all the group members, and a tab to see all the documents that have been shared within the group.

The screenshot displays the 'My Community' interface. On the left, a navigation sidebar contains icons for Home, a group of people (circled in red), Profile, Calendar, a crown, Mail, a group of people, and a briefcase. The main content area is titled 'My Community' and features a sidebar with 'AOI Community' (2 members) and 'My Groups'. The 'My Groups' list includes Education, Employment, Financial Competency, Housing (highlighted with a yellow arrow), Legal, Life Skills, Measuring Success, Mentoring/Coaching, Running a Nonprofit, and Wellness. The main feed shows the 'Housing' group (2 members, Public Group) with tabs for Feed, Members (2), and Files (the latter is highlighted with a yellow arrow). The feed includes a 'Write something' input field, options for Photo, Video, and Document, and a post by Lynn Tonini, Executive Director at Aging Out Institute, from 1 day ago. A banner at the bottom of the post reads 'WHAT YOU NEED FOR YOUR VERY'. On the right, there is an 'About' section, a 'Members (2)' list with a 'See All' link, and a 'Latest Added Participants' section.

# My Community Page: Members

The “Members” link will take you to a list of members in the AOI Community. Click on the ellipsis (3 dots) to the right of member names to see their profile, send your business card, or send direct messages.

The screenshot displays the 'My Community' page for the AOI. On the left sidebar, the 'Members' icon is circled in red. The main content area shows the 'AOI Community' with 2 members. A yellow arrow points to the 'Members' link in the left sidebar. The 'Members (2)' section contains a search bar and a list of members. The first member, Lynn Tonini, is highlighted. A yellow arrow points to the three-dot ellipsis menu next to her name. A red box highlights the dropdown menu options: 'View Profile', 'Send Business Card', and 'Send Message'.

AOI My Community

AOI Community  
2 members

- Feed
- Groups
- Members
- Files

My Groups

- Education
- Employment
- Financial Competency
- Housing
- Legal
- Life Skills
- Measuring Success
- Mentoring/Coaching
- Running a Nonprofit
- Wellness

Members (2)

Search Participants

Lynn Tonini  
Executive Director at Aging Out Institute

TT Test Tonini

- View Profile
- Send Business Card
- Send Message

# My Community Page: Files

The “Files” link will take you to a list of all the documents that have been shared by members in the community. (If a document is shared within a group discussion, that file will be seen here and also in the group’s Files tab.) You can search for documents using a key word search at the top.

The screenshot shows the 'My Community' page for the 'AOI Community' (2 members). The left sidebar contains navigation options: Home, Files (circled in red), Groups, Members, and My Groups. The 'Files' link is highlighted with a yellow arrow. The main content area displays a list of 38 files with a search bar at the top, also highlighted with a yellow arrow. The file list includes:

- RunningOrg\_TemplateFundraisingLetters\_EmptyFrames.pdf (164.95 KB • Lynn Tonini • 28.1.2024)
- RunningOrg\_Glossary\_MissionTriangle\_EmptyFrames.pdf (219.29 KB • Lynn Tonini • 28.1.2024)
- RunningOrg\_Information\_StepsToStartNonprofit\_EmptyFrames.jpeg (364.78 KB • Lynn Tonini • 28.1.2024)
- RunningOrg\_Information\_ElementsGreatMissionStatement\_EmptyFrames.jpeg (1.05 MB • Lynn Tonini • 28.1.2024)
- RunningOrg\_Toolkit\_FosterClubTransition\_EmptyFrames.pdf (4.19 MB • Lynn Tonini • 28.1.2024)
- General\_List\_AOICommunityRunningNonprofitLinkReferrals\_AOICommunity2023.pdf (121.41 KB • Lynn Tonini • 28.1.2024)
- General\_List\_AOICommunityLegalLinkReferrals\_AOICommunity2023.pdf (110.59 KB • Lynn Tonini • 28.1.2024)
- General\_List\_AOICommunityEmploymentLinkReferrals\_AOICommunity2023.pdf (121.31 KB • Lynn Tonini • 28.1.2024)
- General\_List\_AOICommunityRelationshipsLinkReferrals\_AOICommunity2023.pdf (114.78 KB • Lynn Tonini • 28.1.2024)

# Groups Page

The “Groups” link will take you to the Groups page where you can click into different topic-focused discussions.

The screenshot displays the 'AOI Online Community' interface. On the left, a navigation sidebar includes icons for Home, Groups (circled in red), Profile, Calendar, Awards, Messages, and a user profile icon. The main navigation menu below the sidebar lists 'Feed', 'Groups' (highlighted with a yellow arrow), 'Members', and 'Files'. Under 'My Groups', various topic categories are listed: Education, Employment, Financial Competency, Housing, Legal, Life Skills, Measuring Success, Mentoring/Coaching, Running a Nonprofit, and Wellness. The main content area features a banner for 'AOI Online Community' with a group of people. Below the banner, a post by Lynn Tonini, Executive Director at Aging Out Institute, is visible. The right sidebar contains an 'About' section and a 'Members (2)' section with a search bar.

# My Community Page: My Groups Section

After you join groups, you will see all the groups listed on this page for each access. By default, all groups are public groups, so all members belong to all groups.

The screenshot displays the 'My Community' page for the AOI Online Community. On the left sidebar, the 'Groups' icon is circled in red. Below it, a red bracket highlights the 'My Groups' section, which lists various categories: Education, Employment, Financial Competency, Housing, Legal, Life Skills, Measuring Success, Mentoring/Coaching, Running a Nonprofit, and Wellness. The main content area features a header for 'AOI Online Community' with a banner image of a diverse group of people. Below the header, there is a 'Write something' text box with options for Photo, Video, and Document. A post by Lynn Tonini, Admin, is visible, welcoming members to the community. The right sidebar contains an 'About' section and a 'Members (2)' section with a search bar.



# Member Directory

# Member Directory: Access & Overview

Click the “Member Directory” icon to go to the Member Directory. After members have activated their accounts, you’ll be able to see a list of active members and search for members by different criteria, such as organization, state, and services they provide youth.

The screenshot displays the AOI community platform interface. At the top left, the AOI logo and "Home" are visible. A navigation sidebar on the left contains several icons, with the "Member Directory" icon (a blue circle with a white person icon) highlighted by a yellow arrow and a black callout box labeled "Member Directory". The main content area is divided into three columns. The left column shows the profile of Lynn Tonini, Executive Director of Aging Out Institute, with a "MY BUSINESS CARD" button. Below this is a "MY ACTIVE MEMBERSHIP" section for "AOI Board and Employees Individual Membership", showing she is a member since Dec 31, 2023. The middle column features a post by Lynn Tonini, Admin, with the text "Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!". The right column contains "MY CONNECTIONS" (stating "No Business Cards Or Followers") and "UPCOMING EVENTS" (listing 3 upcoming events for Aging Out Institute).





# Events

# Events Page: Access

Click the “Events” icon to go to the Events Page.

The screenshot shows a social media profile for Lynn Tonini, Executive Director of Aging Out Institute. The profile includes a bio, location (Harrisburg, Pennsylvania), and a 'MY BUSINESS CARD' button. A navigation menu on the left has the 'Events' icon highlighted with a yellow arrow. The main content area shows a post from Lynn Tonini with a welcome message to the AOI Community platform. The right sidebar contains sections for 'No Business Cards Or Followers' and 'UPCOMING EVENTS'.

**Navigation Menu:**

- Home
- Events (highlighted)
- Groups
- Marketplace
- Profile
- Activity
- Settings

**Profile Information:**

- Lynn Tonini**  
Executive Director of Aging Out Institute  
Harrisburg, Pennsylvania  
[My Profile](#)  
[MY BUSINESS CARD](#)

**MY ACTIVE MEMBERSHIP:**

- AOI**  
Aging Out Institute  
AOI Board and Employees  
Individual Membership  
Member since Dec 31, 2023  
[View Details](#) [Edit Member Profile](#)

**Post:**

Write something

Photo Video Document

**Lynn Tonini** Admin  
Executive Director at Aging Out Institute • 1h ago  
Posted in AOI Community

Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!

0 likes • 0 comments • 0 shares

Like Comment Share

Write a comment ...

**Lynn Tonini** Admin  
Executive Director at Aging Out Institute • 23h ago  
Posted in AOI Community

**No Business Cards Or Followers**

Search through events and connect with people that might interest you.

[View My Connections](#)

**UPCOMING EVENTS**

Aging Out Institute has 3 upcoming events.  
[Check them out](#)

[See All Events](#)

# Events Page: Overview

This is going to be the page you want to go to in order to see all the events that AOI is hosting or has hosted. You can register for events on this page and see which ones you've registered for.

The screenshot shows the AOI Events page. At the top left, the AOI logo and the word "Events" are visible. A navigation bar contains tabs for "REGISTERED EVENTS (3)", "UPCOMING EVENTS", "PAST EVENTS", "CPD EVENTS", and "VIEW ALL EVENTS". A yellow arrow points to the "VIEW ALL EVENTS" tab. On the left side, a vertical sidebar contains several icons, with the calendar icon circled in red. The main content area is titled "HAPPENING LATER THIS WEEK" and features a large event card for "02 February 3:00 PM" with the title "Community Chat: National Certification Program Idea". This card includes a blue banner that says "Registration Complete" and buttons for "VIEW REGISTRATION" and "EVENT INFO". Below this, a section titled "HAPPENING LATER THIS YEAR" shows two smaller event cards for "16 February 3:00 PM" and "27 February 2:00 PM".



# Memberships

# Memberships Page: Access

Click the “Memberships” icon to go to the Memberships Page.

The screenshot displays the AOI Home page interface. On the left sidebar, the 'Memberships' icon, represented by a crown, is highlighted with a yellow arrow and a black tooltip containing the text 'Memberships'. The main content area is divided into three columns. The left column features a user profile for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below this is a 'MY ACTIVE MEMBERSHIP' section for 'AOI Board and Employees Individual Membership', showing the user is a member since Dec 31, 2023. The middle column contains a post from Lynn Tonini, Admin, with the text 'Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!'. The right column includes 'MY CONNECTIONS' (No Business Cards Or Followers) and 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events).

# Memberships Page: Overview

On this page, you will see some basic information about your active membership and a link to see more details. You can also apply for additional memberships at different levels under the Membership Options tab, but there is typically no need to do that.

The screenshot displays the 'Memberships' page in a web application. At the top left, the AOI logo is visible next to the page title 'Memberships'. The page has two tabs: 'ACTIVE MEMBERSHIPS' (selected) and 'MEMBERSHIP OPTIONS'. On the left side, there is a vertical navigation menu with icons for home, people, share, calendar, a crown icon (circled in red), mail, and a folder. The main content area shows a membership card for Lynn Tonini. The card includes the name 'Lynn Tonini', the membership type 'Individual Membership', and the 'Membership ID # 1829615'. Below this information is a blue link that says 'VIEW MEMBERSHIP DETAILS'. To the right of the text is the AOI logo and a profile picture of Lynn Tonini, with the text 'Lynn Tonini, Executive Director of Aging Out Institute'. At the bottom right of the card, it says 'AOI Board and Employees' with a star icon and 'Member since Dec 31, 2023'. The top right corner of the page contains several utility icons: a calendar, a person, a speech bubble, a bell, and a profile picture.



# Subscriptions

# Subscriptions Page: Access

Click the “Subscriptions” icon to go to the Subscriptions Page.

The screenshot shows the AOI Home page interface. On the left sidebar, there are several icons: a home icon, a group of people icon, a person icon, a calendar icon, a crown icon, a mail icon, a person icon, and a folder icon. A yellow arrow points to the mail icon, which has a black tooltip that says "Subscriptions". At the top left, there is an "AOI" logo and the word "Home". At the top right, there are icons for a calendar, a person, a chat bubble, a bell, and a profile picture. The main content area is divided into three columns. The left column shows the user's profile for Lynn Tonini, Executive Director of Aging Out Institute, with a "MY BUSINESS CARD" button. Below this is the "MY ACTIVE MEMBERSHIP" section, showing "AOI Board and Employees Individual Membership" with a member since date of Dec 31, 2023. The middle column shows a post by Lynn Tonini, Admin, with the text "Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!". The right column shows "MY CONNECTIONS" with the text "No Business Cards Or Followers" and "UPCOMING EVENTS" with the text "Aging Out Institute has 3 upcoming events."



# Subscriptions Page: Overview

The only thing you might end up doing on this page is to unsubscribe from the AOI email list. However, this is how we are going to communicate with all members moving forward, such as sending announcements, event changes, etc. So, we do not recommend unsubscribing.

Subscriptions

There are no available subscriptions.

Click below if you do not want to receive emails from Aging Out Institute

[UNSUBSCRIBE FROM ALL EMAIL LISTS](#)

Aging Out Institute's [PRIVACY POLICY](#) and [TERMS OF USE FOR USERS](#)



# Committees

# Committees Page: Access & Overview

Click the “Committees” icon to go to the Committees Page. If, in the future, AOI sets up committees of volunteers willing to come together to work on specific goals, this is the page to go to in order to manage your committee memberships.

The screenshot displays the AOI community platform interface. On the left sidebar, the 'Committees' icon is highlighted with a yellow arrow. The main content area features a user profile for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below the profile is the 'MY ACTIVE MEMBERSHIP' section, showing the AOI logo. The central feed shows a post from Lynn Tonini, Admin, with the text: 'Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!'. The post has 0 likes, 0 comments, and 0 shares. To the right, the 'MY CONNECTIONS' section displays 'No Business Cards Or Followers' and a 'View My Connections' link. The 'UPCOMING EVENTS' section shows 'Aging Out Institute'.



# My Wallet

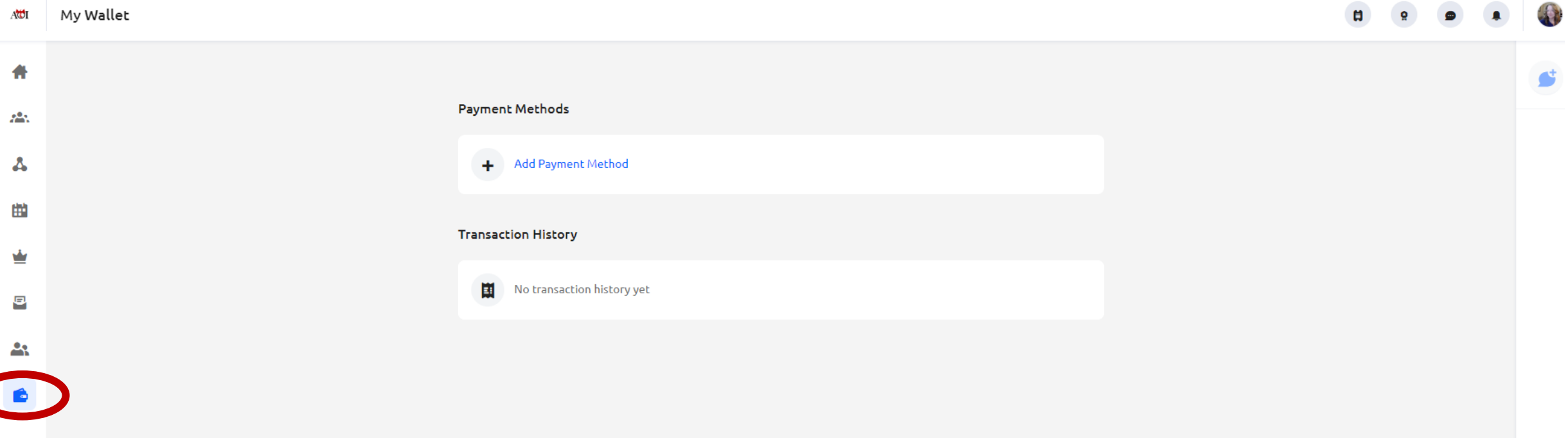
# My Wallet Page: Access

Click the “My Wallet” icon to go to the My Wallet Page. If, in the future, AOI sets up committees of volunteers willing to come together to work on specific goals, this is the page to go to in order to manage your committee memberships.

The screenshot displays the AOI Home page interface. On the left sidebar, the 'My Wallet' icon is highlighted with a yellow arrow. The main content area shows a user profile for Lynn Tonini, Executive Director of Aging Out Institute, with a 'MY BUSINESS CARD' button. Below the profile is the 'MY ACTIVE MEMBERSHIP' section, which lists 'AOI Board and Employees Individual Membership'. The central feed features a post by Lynn Tonini, Admin, with the text: 'Welcome to the new AOI Community platform! Please fill out your profile, add a photo, join groups, and say hello to everyone!'. The right sidebar contains sections for 'MY CONNECTIONS' (No Business Cards Or Followers) and 'UPCOMING EVENTS' (Aging Out Institute has 3 upcoming events).

# My Wallet Page: Overview

This page will only be used by members who joined under the “Individual” tier and the Primary Member of each organization that joined under one of the three “Organization” tiers. It will enable them to add payment methods and see their AOI Community access billing transaction history.





# Logging Out

# Logging Out

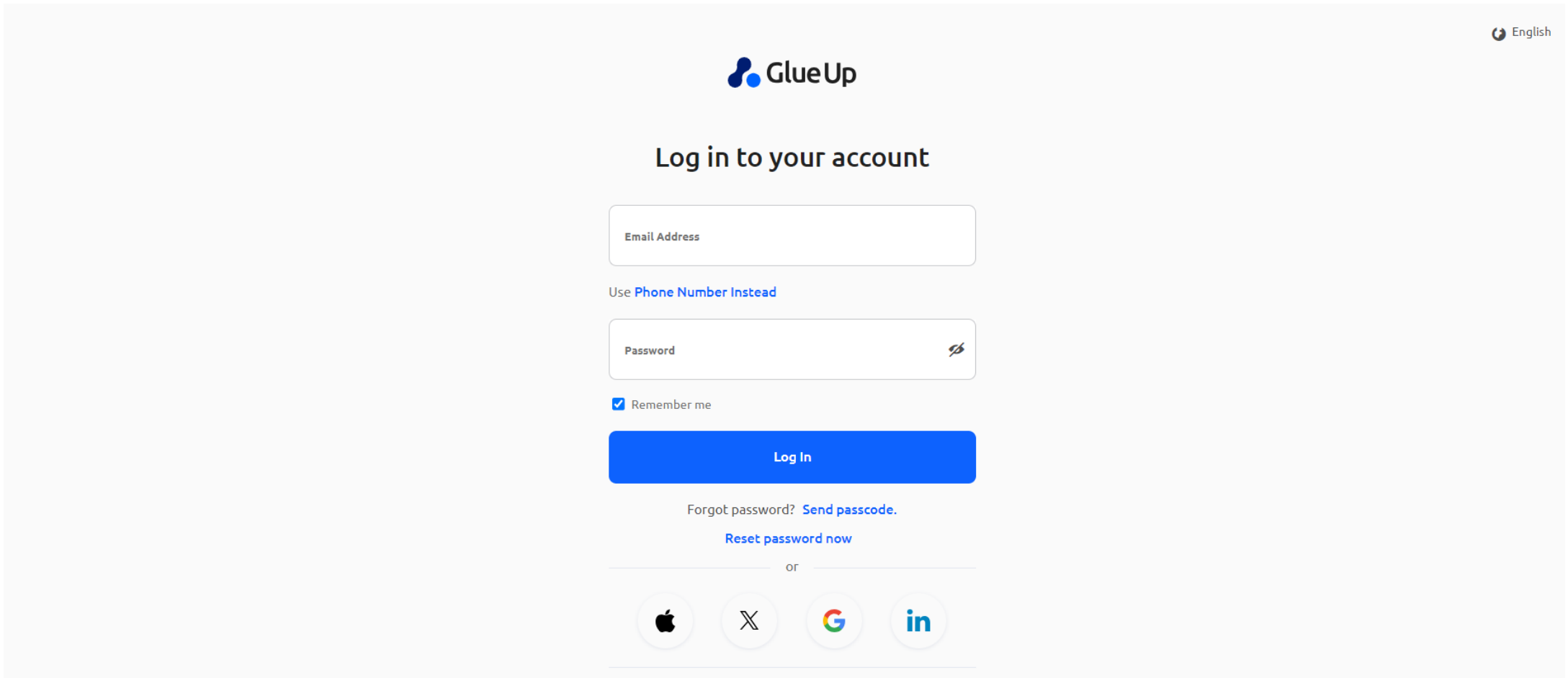
Log out of the AOI Community by clicking on your profile picture at the top right of the Home Page. Then, scroll down and click the Log Out link. This will log you out immediately.

The screenshot displays the AOI Community Home Page. At the top left, the AOI logo and the word "Home" are visible. A red circle highlights the home icon in the left sidebar. At the top right, a yellow arrow points to the user's profile picture. The profile card for Lynn Tonini, Executive Director of Aging Out Institute, is shown. Below it, a post from Lynn Tonini (Admin) is visible. On the right side, a dropdown menu is open, showing options: "Go to Organization Dashboard", "Settings", "My Connections", "Change Language", and "LOG OUT". A yellow arrow points to the "LOG OUT" option.



# Logged Out

After you log out, you will be taken to the platform Log In page.



The screenshot shows the GlueUp login interface. At the top right, there is a language selector set to "English". The GlueUp logo is centered at the top. Below it, the heading "Log in to your account" is displayed. The form includes an "Email Address" input field, a link to "Use Phone Number Instead", a "Password" input field with a toggle icon, and a checked "Remember me" checkbox. A prominent blue "Log In" button is centered below the form. Underneath the button, there are links for "Forgot password? Send passcode." and "Reset password now". At the bottom, a horizontal line with the word "or" is followed by four circular icons for social login: Apple, X, Google, and LinkedIn.