



Step by Step Guide on How to Access Circles on the AURP database

- 1) Log in to your AURP profile by visiting www.aurp.net. If you have trouble logging in or do not remember your login information, please contact Diana Horn.
- 2) Once you login, click on “My Profile”.
- 3) You will see five (5) tabs at top of your profile. Hover your mouse over “My Features” and then click on “Circles”
- 4) Next, you will need to select “All Circles” in order to view the “COVID-19 Updates and Discussion”.
- 5) Click on the circle and select “Join” on the right hand side. This will allow you to receive all updates and notifications. You can edit the type of notifications you will receive by going to your ‘Contact Preferences’ on your profile.

The screenshot shows the AURP database user interface. At the top, there are navigation tabs: My Community, My Profile, Connections, My Features, and Inbox (with a notification badge). The 'My Features' dropdown menu is open, showing options for Circles, Photos, and E-lists. Below the navigation, the user's profile information is displayed, including a profile picture, name (Diana Horn), last online status, and profile views. To the right, there are small profile cards for other users. Below the profile, there is a section for 'Circles' with a search bar and a list of categories. The 'All Circles' category is selected, and a circle titled 'COVID-19 Updates and Discussion' is highlighted. The circle description states it is an open circle for discussing COVID-19 impacts and was created on Monday, March 23, 2020. It has 8 members, 1 discussion, and 2 wall posts. A 'Latest Discussion' section on the right shows a post titled 'Peer to Peer' started by Brian Darmoc.

To create your own Circle

- 1) You will see the option on right hand side of the grey bar. You can choose if you would like this circle to be open or private and the type of notifications that can be sent out to your members.
- 2) Please note that in order to add members to your private circle, you must add them as a connection first.
- 3) Connections can be made by browsing our directory, clicking on that members profile and clicking the “Add as a Connection” under their profile picture.