

# SSP Engage User Guide

Download the SSP Engage app today to stay connected to the SSP community from your phone or device. The app features year-round access to SSP news and events, serving as a hub for SSP content and collaboration.

- Access the latest SSP and TSK articles and member news. Like, comment, and share directly within the app.
- Think of it as a scholarly communications-focused social media stream—post updates, ask questions, and engage with your peers.
- Direct message individuals or start group chats to collaborate and connect.
- Register for upcoming SSP events and revisit past sessions.
- Keep your SSP profile up to date, visit the member center, and access your personal QR code business card, notes, and bookmarks.
- No more needing to search websites, LinkedIn, business cards, etc., to find and contact fellow members.
- One-click access to the OnDemand Library, Career Center, the C3 Community, and more.

## Getting Started

- Access the App or Google Play Store from your device
- Search for "SSP News and Events" and download for FREE!
- Open the "SSP Engage" app and log in with your SSPnet.org username and password.

Don't have an account or having trouble logging in? Contact [info@sspnet.org](mailto:info@sspnet.org).

## Navigation Menu

- Android Users: Quickly view any page by clicking on the 3-line icon at the top left.
- Apple Users: Quickly view any page by clicking on the icons along the bottom of the screen or the More menu (...).

## News & Community Feed

The News feed is where we share all the most recent SSP news and TSK updates. You can interact with content while in the News Feed by liking, commenting, bookmarking, and sharing.

- Like by clicking the “Like” icon underneath the post.
- Save content to your profile by clicking the “Bookmark” icon.
- Share directly with your groups and other users by clicking the “Share” icon.
- Comment by first clicking on the post, then clicking “Your text here...” at the bottom.
- Reply to other members’ comments by clicking “Reply” at the bottom right.

Switch to the Community feed for a scholarly communications-focused social media stream where you can post updates, ask questions, and engage with your peers.

- Click the pencil icon to create a post. You can create a text post with an image or a video post.
- When you add a post, you can choose to share it to All Users or to groups of users you belong to.
- Add title, text, links, and tags. Please be sure to allow comments when you ask for feedback. Add an image or video if you like.

You can search either feed by keyword. Click on the tag in a post or use the “Tags” button at the top of the feed to filter by tags.

## Messages

Chat with individuals or start group chats to collaborate and connect.

- View your sent and received messages in the “Direct” and “Group” options at the top of the page.
- To create a message, click the “+” symbol at the top of the page to select a recipient or create a group by selecting multiple users.
- Inside a message, you can attach photos or files by clicking on the paperclip icon at the bottom of the screen.
- Click the three buttons in the upper-right corner to access chat settings, where you can add additional members, clear chat history, and more.

## Events

Register for upcoming SSP events and revisit past sessions.

- Scroll through upcoming events or view in a “Calendar” format by clicking on the calendar icon at the top right. You can also filter events by category or month.
- Share events by clicking the “Share” icon, then select recipients from the list that appears within the app. You can search for recipients in the top search bar.
- Add an event to your schedule by clicking the “Add to my Agenda ” button in the bottom left corner of an event. Select to add to your schedule, your device’s calendar, or both. Note: Adding an event to your agenda does not register you for the event.
- Tap the event to see details. Click “Register” to be taken directly to the event’s registration page.

## Profile

Keep your SSP profile up to date and access your digital business card, notes, and bookmarks.

- Click “Edit Profile Details” to update.
- Click “Edit Your Photo” to change your profile picture.
- Click “View Profile” to see the details you share with other app users. Note: only name, title, organization, city, state, country, email, role, and publishing focus are visible to others that you connect with.
- Click “Open” to visit the SSP member center.
- Saved content from the News Feed will appear under the "Bookmarks" tab.
- You can create notes about other SSP members when viewing their profile, which will be saved under the "Notes" tab. These notes are only seen by you.
- Click “Business Card” to view your digital business card and personal QR code. You can also click “Scan QR” to scan a new contact’s card.

## Connect

No more needing to search websites, LinkedIn, business cards, etc., to find and contact fellow members. This is linked directly to the SSP database, so your contact information will remain up to date throughout the year.

- Use the search feature at the top to quickly find who you’re looking for. Search community members by location by clicking the pin icon.

- Add a member to your “Favorites” list by first selecting the member, then clicking “Favorite.” Click the speech icon to the right of a member to start a direct chat with them. Click add note to jot down any important things to remember about them. These notes are only seen by you.

## My Schedule

- Click on “My Schedule” to see the SSP events you've added to your app calendar. And don't forget to register for those events!

## Resources

- One-click access to the OnDemand Library, Career Center, the C3 Community, and more through the menu.

## Digital Business Card

- View your digital business card and personal QR code. You can also click “Scan QR” to scan a new contact's card.
- View saved cards to see who you've connected to.

## Notifications

- View any notifications from the app that you may have missed.

## Settings

- Click "Account Details" or "Contact Details" to update your profile and primary contact information.
- Toggle the switch for “I'm available for Near Me” to show your location in the App Users list.
- Toggle the switch for "Show In-App Chat Notifications" to display a red notification bubble on the SSP Engage app icon with an alert indicating that you have a Message.
- Review the “Notification Settings” to customize the notifications you receive from SSP Engage.
- Click 'Contact us' to open your phone's email client and send us a message.

