

PDA Social Network is Open for Business!

By Jessica S. Forte, Component Relations Manager

PDA is pleased to launch its private social network for members! This network will give you the ability to have increased communication with PDA leaders and staff, as well as with your colleagues. Some highlights of the new software include:

- Open forums for discussing dental office equipment and products, legislative topics and practice management issues.
- A library for you to search and share documents, as well as provide product reviews and share testimonials.
- Public and private groups that serve as an electronic mailing list.
- An online calendar, giving you access to upcoming events across the state.
- A personal profile for sharing and connecting with colleagues.

There is all of this and much more. The new communication possibilities provided by this social network are endless. Log on today and try it out for yourself.

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Instructions

If at any time you need assistance, please e-mail your questions to community@padental.org. You may also call (800) 223-0016 during regular business hours, Monday-Friday 8:30 a.m. – 5 p.m., for assistance.)

Getting Started

1. Open your internet browser and visit www.community.padental.org
2. Login the same way you would to the PDA website. *Your default user name is your first initial, last name and four-digit year of birth with no spaces (e.g., [asmith1974](#)); your default password is your ADA membership number preceded by the letters "ADA" (e.g., [ADA123456789](#)).*
3. Once logged in, you will be prompted to read and accept the terms of use. This will happen only once. You will not be prompted to do this during any future logins.
4. You are now on the PDA Social Network welcome page!
5. Bookmark www.community.padental.org now for quick access in the future.



Your Profile

1. In the top right hand corner of the page, you will find your **HUB**. Click on "My Profile"



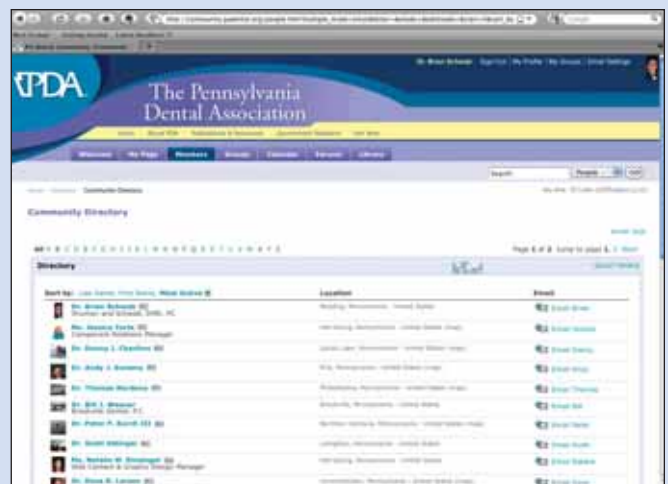
2. Your information has been pre-loaded into the system, so you will see that some of the fields in your profile are already populated.
3. In the **far left column** you will see links for editing each of the sections of your profile. Here are some tasks to get you started:



- a. Add a photo of yourself. ([Browse your computer files for a photo of yourself, select the photo you would like, and click "Upload"](#))
- b. Choose which address you would like to appear on your profile ([remember, only member dentists and PDA Staff can view this information](#))
- c. Map your address by using the Google Maps function.
- d. Add a bio of yourself.
- e. In the "tags" section, include a few **one-word** topics that interest you. For example you might list "Orthodontics, dogs, skiing." *By doing this you will be able to find colleagues with common interests.*

Your Colleagues

1. Click the Members tab on the **horizontal main menu** to explore your network of colleagues. You can view all, or sort by the first letter of their last name.



2. Using the search bar just below the horizontal main menu, you can search for a colleague by entering their first and last name. You can also search for people in your community by entering your city. ([Try searching your alma mater to find long lost classmates.](#))
3. If the person you're looking for does not appear in your search, it is likely they have not logged on to the social network yet. [Perhaps a friendly e-mail or phone call might encourage them to get started and you can navigate the new social network together.](#)

Exploring the Calendar

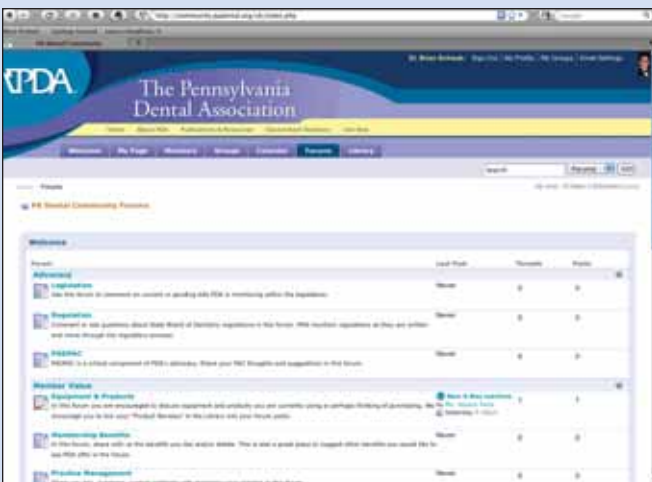
1. Click the Calendar tab on the **horizontal main menu** to view the user-friendly calendar.
2. Using the image links in the upper right hand corner of the calendar, you can view by month, year, or even see the events on a map!
3. Scrolling below the Calendar to the "Quick Navigation" box, will allow you to move quickly to the particular month or year you're interested in viewing.
4. Click on any event listed on the calendar to view more in depth details about the events start time, location and contact information.



Exploring Forums

A forum, or message board, is an online discussion site. A forum consists of a tree-like directory structure containing at the lowest end topics (commonly called threads) and inside them posts.

1. Click the Forum tab on the **horizontal main menu** to view the wide variety of forums offered in PDA's Social Network.
2. Click on a topic that interests you and contribute to or start a new thread by clicking the "New Thread" button. *A thread is a question or comment you'd like to make on a particular issue. For instance, you might want to inquire about a piece of equipment you're considering for your office. See if others have the equipment and what they like/dislike about it.*
3. Once you've composed your post, but before submitting it, please scroll down to the "Additional Options" section. Here you can add attachments, subscribe to this thread to receive e-mail notifications of future posts and even post a poll!
4. If you are interested in more than one thread in the forum, you can subscribe to an entire forum:
 - a. On the main page of the forum, on the top right of the first blue box is a button named "Forum Tools." Click this button.



- b. A menu will drop down. Click "Subscribe to this Forum."
- c. Choose your notification preference and click "Add subscription."

Exploring the Library

1. Click the Library tab on the **horizontal main menu** to view the PDA Social Network Library.
2. A number of documents have been added already for your convenience in the "Member Resources" Folder as well as Quick Links to PDA's website.
3. Here you can add product reviews, testimonials or any type of document you'd like to share with your colleagues. *Try adding your own testimonial – why do you value your PDA membership?*



As you become more comfortable with the social network, consider the volunteer opportunities PDA has available within the social network:

- Forum moderators
- Public or Private Group (electronic mailing list) administrators

For more information on volunteering within PDA's Social Network or to request a public or private group be created, contact Jessica Forte at (800) 223-0016, ext. 134 or jsf@padental.org.

*The future of communication is here.
Start networking with your colleagues today!*