

# FAQ

## PDA Social Network

PDA's Social Network (SoNet) provides members the opportunity to communicate with colleagues in their district and local society groups. Groups are linked to PDA's database, so only members in your district or local society are included in your group.

Below are some frequently asked questions to help you get started.



### 1 How do I participate in the SoNet group?

- Enter **community.padental.org** into your web browser.
- Sign in to the website with your PDA **username and password**.
- Hover over the **Groups** tab, choose **My Groups** from the drop-down menu.
- Choose **your district/local group name** from the list. This list contains all of your groups.

### 2 What is the group Forum?

The Forum allows group members to start discussions using different **threads**. To view a discussion thread, click the title of the thread. You can then see all of the posts, who posted it and when.

Threads in Forum : PDA Staff

Thread / Thread Starter	Rating	Last Post	Replies	Views
2016 Closing Event Rebecca E. Von Nieda		September 23rd, 2015 1:31pm by Becky Brown	6	55
Holiday Charity Ms. Harriet M. Task		September 15th, 2015 3:30pm by Ms. Harriet M. Task	0	22

### 3 How can I post a reply in a Forum thread?

You have two options for posting a reply to a thread:

- **Post Reply** - click this to draft your reply. You will be taken to a new page where you can type in the text box.
- **Quick Reply** - this is the fastest way to post your reply. You can type your reply in the text box that appears under the last post in the thread.

Becky Brown  
Member

Join Date: Jul 2015  
Posts: 14

I like the food station idea a lot, since it helps move people around the space and offers the chance for variety. Taco bars are always a big hit, and pretty easy to put together. I thought maybe we could do a sangria bar with different local Pennsylvania wines, and then people can add in different fruits and choose the wine they'd like to pair it with. Just thought sangria would be a fun summer drink! Here's a link to what it may look like too. <http://www.stylemepretty.com/vault/image/1511959>

Quote Quick Reply

Post Reply

## 4 How will I know when there is a new thread or post in the group Forum?

You will receive an email notification when there is a new thread or post in the Forum. The email will contain a snapshot of the post. See a sample notification email below.

To: ach@padental.org

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Becky Brown posted "I like the food station idea a lot, since it helps move people around the space and offers the chance for variety. Taco bars are always a big hit, and pretty easy to put together. I thought maybe we could do a sangria bar with different local Pennsylvania wines, and then people can add in different fruits and choose the wine they'd like to pair it with. Just thought sangria would be a fun summer..."

To read more or reply, follow this link:  
<http://community.padental.org/group.htm?m=n&igid=18706&ncid=82107>

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To change your notification settings, go here:  
<http://community.padental.org/p.htm?m=ns>

You are receiving this notification from PA Dental Community:  
<http://community.padental.org/>

## 5 Can I adjust the amount of email notifications I receive when there is activity within the group, such as Forum posts?

**Yes!** When you are in your designated group, click **My Group Settings** on the left side of the page.

Under **Listserv Message Delivery**, you can choose the frequency of email notifications that you receive.

### Listserv Message Delivery

- Individual emails.** Send individual email messages.
- Daily digest.** Send a daily summary of all emails.
- No email.** Don't send email - I will read the messages online.

**Individual emails** - you will receive an email notification each time someone posts a new thread or reply in the Forum.

**Daily digest**- if there is activity in the group, you will receive an email summary of the posts on a daily basis. You do not receive an email if there is no activity.

**No email** - you will not receive email notifications when there is activity in the group. You must sign in to the SoNet group to view new threads or posts.

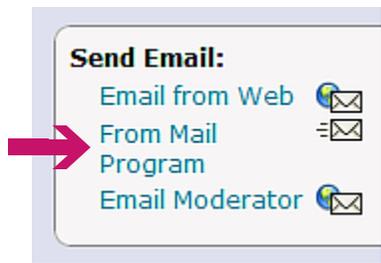
## 6 Am I able to send an email to all members in my district/local group?

**Yes, you can!** Please note that the group emails are **not** to be used for self-promotion. See example guidelines for group emails below.

- Send a group email to share an invitation for an upcoming meeting or event for your district/local society.
- If your hygienist has retired, send a group email to ask colleagues' assistance with finding a new hygienist.
- If you're going on vacation and need someone to cover in your office, you can send a group email to ask colleagues' assistance with coverage.
- **Do not send a group email** if you're a specialist and want to promote your practice to general dentists in your area.

## 7 How do I send an email to my district/local group?

When you are in your designated group, look under **Send Email** on the left side of the page and choose the **From Mail Program** option.



Then, an **email draft box** will pop up through your personal email program. Draft the message to your group and send!

You can make the most of your district/local SoNet group by signing in and getting involved in discussion.

With questions about the SoNet or your group, please contact Andrea Hoover at [ach@padental.org](mailto:ach@padental.org) or (800) 223-0016, ext. 123.

## Enjoy your Social Network!