

Sigma Xi Communities:

How to use your chapter's community as a website

Key Points

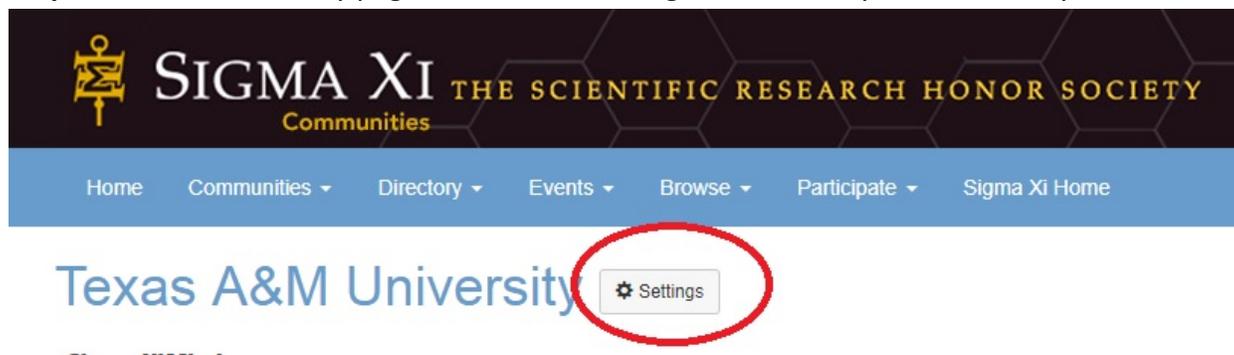
- Your chapter's community for active members has three sections available to the general public, and can be promoted to the public. These sections can be used as your chapter's website. They are:
 - 1) Community home page
 - 2) Events
 - 3) Announcements
- Three sections are restricted to community members only:
 - 1) Discussions
 - 2) Libraries
 - 3) List of members

To Add Content to the Community Home Page

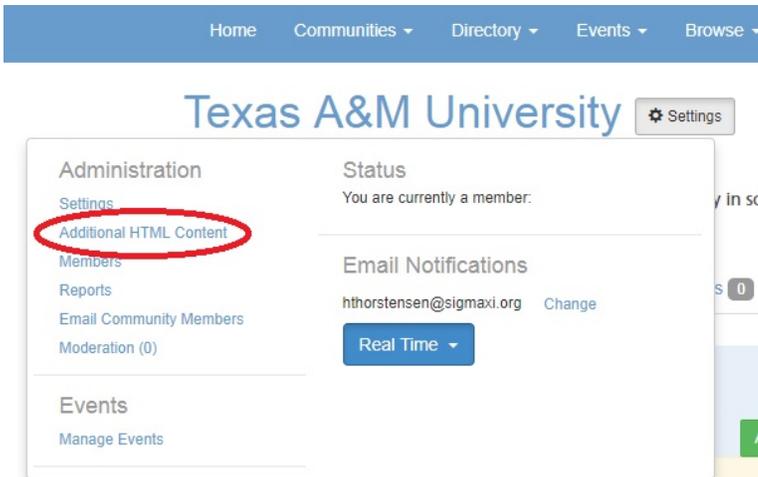
Step 1: Login to <http://community.sigmaxi.org/communities/mycommunities>. Your username is the email address that is linked to your Sigma Xi profile. If you forgot your password or need to create one, click on "Forgot Your Password?" and follow the steps.

Step 2: Find and click on the name of your chapter's community. For example, if your chapter was the District of Columbia Chapter, you would click on "District of Columbia" to find your active member community.

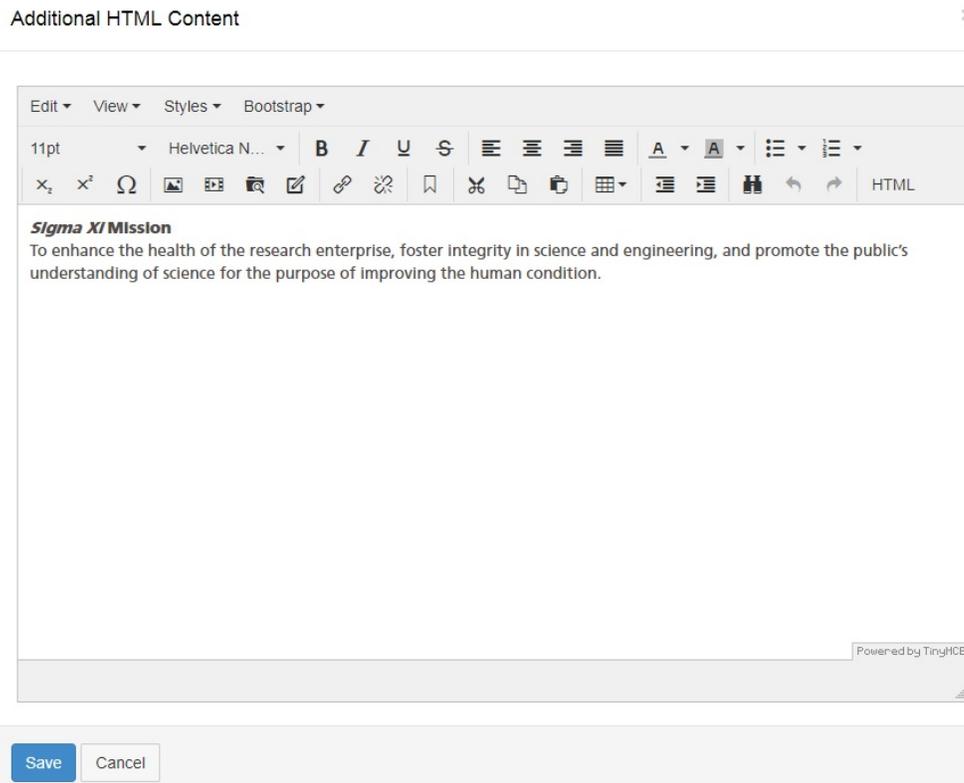
Step 3: On the community page, click on the Settings icon next to your community's name.



Step 4: Click on Additional HTML Content.



Step 5: Type a message in the text box. This will display a message at the top of your community's home page. You can add pictures, video, and links.



For example, the message above displays on the community's home page like this:

The screenshot shows the top navigation bar of the Sigma Xi Communities website. The header includes the Sigma Xi logo and the text "SIGMA XI THE SCIENTIFIC RESEARCH HONOR SOCIETY Communities". The navigation menu contains links for Home, Communities, Directory, Events, Browse, Participate, and Sigma Xi Home. A search bar is located on the right. Below the navigation bar, the community name "Texas A&M University" is displayed with a "Settings" button. The "Sigma Xi Mission" is stated: "To enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public's understanding of science for the purpose of improving the human condition." At the bottom, there are statistics for Recent Activity, Discussions (11), Library (6), Events (0), and Members (100).

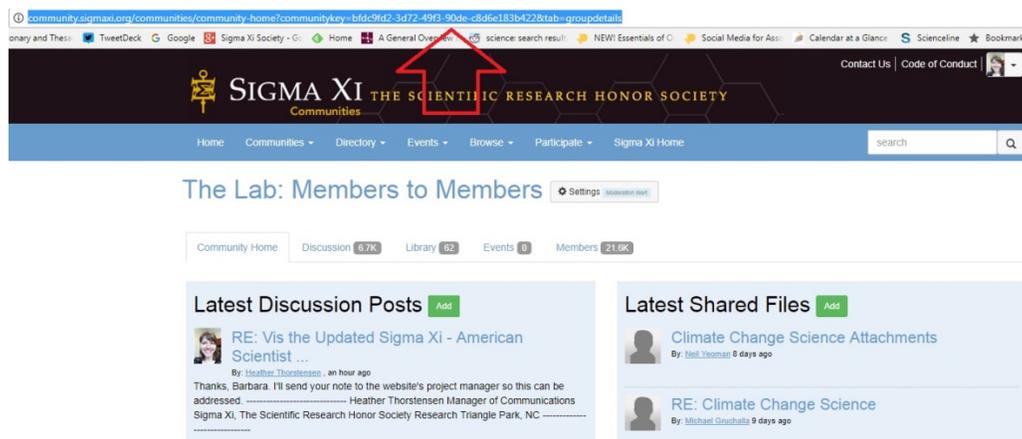
Step 6: Populate the Announcements and Upcoming Events sections by clicking on the green “Add” buttons in those areas. If you don’t see a green button in the Events area, click on Events in the top blue navigation bar to add an event.

The screenshot shows the "Announcements" section of the website. A green "Add" button is circled in red. Below the heading, there is an announcement titled "Confabularryum wants YOU!" by Michael Vilevitch, posted 15 days ago. The announcement text reads: "Dear colleagues: Ben Smith of Callahan Creek was hoping to get more involvement from KU in this year's CONFABULARRYUM (<http://confabularryum.com/>) on August 5 at Free State High School. The link to sign up with your session description for this ... [more](#)".

The screenshot shows the "Manage Events" section of the website. The "Events" menu item in the top navigation bar is circled in red. Below the navigation bar, there are options for "Upcoming Events" and "Manage Events". A search bar is present with the text "Show Events Starting" and a date field set to "7/7/2017". A blue "Go" button is next to the date field. A green "Add an Event" button is circled in red. Below the search bar, there is a table with columns for Dates, Title, Type, and Actions. The table contains one entry: "Aug 20 - 21, (ET)" with the title "See the Total Solar Eclipse", Type "Community Event", and an "Edit" button.

Step 7: Promote your community’s home page in discussion posts, social media, or other promotions to drive attention to your community webpage/chapter website by copying and pasting the URL at the top of your community’s home page and sharing it. It will be a long URL, so you may want to use a service such as <https://bitly.com/> to shorten it.

Alternatively, Sigma Xi Headquarters can provide you with a custom shortened web address for your chapter community. The format will be similar to: [https://sigmaxi.org/\[chaptername\]](https://sigmaxi.org/[chaptername]). Email chapters@sigmaxi.org to request yours.



Questions? Contact Chapter Services at 1-800-243-6534 or chapters@sigmaxi.org.