Welcome to the community! This will be a brief tour through the basic features and functionality of AHRI Connect so you can start benefiting and contributing right away. This document will be updated as more features are brought online, to cover any frequent questions we receive, and to capture any changes made to the AHRI Connect user experience.

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What is AHRI Connect?

AHRI Connect is an online private forum allowing invited AHRI members and guests to:

- Engage in discussion with one another
- Access a library of documents uploaded by AHRI Staff such as agendas, minutes, and exhibits
- Stay notified of community events
- Collaborate and comment on documents
- Inform AHRI of their issue and product type interests so AHRI can provide relevant communications

Why Be a Part of AHRI Connect?

AHRI Connect gives you a platform to participate in important HVACR association and industry activities, connecting from anywhere, and avoiding time zone variations and schedule constraints. AHRI Connect allows groups to be proactive, quickly responding to action items and producing deliverables as necessary.

Logging into AHRI Connect

Anyone wishing to participate in AHRI Connect, whether an AHRI association member or not, will need to have an AHRI Account and will log into AHRI Connect with their AHRI Account credentials (the same username and password you use to register for AHRI meetings, or to log into the AHRI Directory, or iSTARS). If this is your first time logging into AHRI Connect you will be required to agree to the Code of Conduct.
If you do not have an AHRI Account yet, or don’t know if you have an AHRI Account, please contact membership@ahrinet.org.

**What Kind of Communities Exist on AHRI Connect?**

AHRI Connect hosts a variety of communities, each with their own purpose, scope, and participation criteria. Communities are formed as needed to represent a working group, task force, or committee to perform a specific activity as directed by the AHRI Industry Sector Leadership Council. Or, communities can exist to represent an AHRI association business or strategic committee or subcommittee.

**How Do I Join a Community?**

Newly formed communities may host an open period for recruiting new participants. To see which communities are actively recruiting new participants, log into AHRI Connect and, from the Communities tab, choose New Communities Recruiting Participants. Click “Join” to become a participant in the community.

Communities already working, but not actively recruiting new participants, may be listed under Working Communities. It may be possible to still request participation in a community, as a non-voter or observer, on this list by contacting the listed Community Administrator.

Prior to joining or requesting to join a community, read the community’s description because some have limitations on who can participate. The Community Administrator reserves the right to deny participation to anyone not meeting the community’s eligibility requirements. Additionally, participating in a community does not automatically grant voting rights within that community. An individual’s voting status (primary voter, alternate voter, or non-voter) will be assigned when the community’s roster has been finalized.

Some AHRI communities will not appear on the New Communities Recruiting Participants or Working Communities pages because they are made up of nominated individuals and not open to others (i.e. AHRI Business or Strategic Committee, Leadership Council). AHRI Community Administrators will automatically add, or invite individuals as necessary, to such communities.
New Communities Recruiting Participants

The following new communities are actively recruiting participants. Please review the community's description prior to joining to ensure you are eligible to participate. AHRI reserves the right to deny participation to anyone not meeting the community's eligibility requirements. Participation in the community does not ensure voting rights. Voting eligibility and roles are established in the community's charter document and/or kick-off meeting.

AHRI 2019 Spring Meeting Demonstration Community

Air Conditioning & Heat Transfer Working Group

Working Communities

The following communities have finalized charters and designated voters. However, you are still welcome to join as a non-voter if you meet the community's participation criteria noted in the description. Contact the Community Administrator to request to join the community. AHRI reserves the right to deny participation to anyone not meeting the community's eligibility requirements.

<table>
<thead>
<tr>
<th>Community</th>
<th>Description</th>
<th>Community Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>FVIR Proposal Working Group</td>
<td>This group will continue the discussion on added FVIR and LDO coverage to ANSI Z21 13.3/CSA 4.3. This community is open to AHRI members in the Heating Sector producing residential and commercial water heaters and invited guests.</td>
<td>David Noyes <a href="mailto:dnoyes@ahri.net.org">dnoyes@ahri.net.org</a></td>
</tr>
<tr>
<td>Community Practice - 2 (for AHR Staff who will be Community Admins)</td>
<td>This group is open to AHRI members in the Heating Sector producing residential and commercial water heaters and invited guests.</td>
<td>Andrea Alvalle <a href="mailto:aalvalle@ahri.net.org">aalvalle@ahri.net.org</a></td>
</tr>
<tr>
<td>WM Lab Evaluation Working Group</td>
<td>This group will discuss topics related to water heater testing at AHRI's third-party laboratories. This community is open to AHRI members in the Heating Sector producing residential and commercial water heaters.</td>
<td>David Noyes <a href="mailto:dnoyes@ahri.net.org">dnoyes@ahri.net.org</a></td>
</tr>
</tbody>
</table>
What Communities do I Belong To?
Make sure you are logged into AHRI Connect and, under the Communities tab, choose My Communities to see the communities in which you are a member.

Code of Conduct
The first time you log into AHRI Connect you must indicate your acceptance of the site’s Code of Conduct before you are able to proceed towards communities. For reference, you can continue to access the Code of Conduct at the top of the page. AHRI reserves the right to restrict a community member from posting material to a community, or may involuntarily remove a user from a community, if the Code of Conduct is not observed.
How do I Set my Profile and Control my Preferences?

You can control your profile picture, what information is displayed to community members, and can set your account preferences, including what/how/when you receive email notifications, through your AHRI Connect profile.

You are encouraged to load a profile picture so community members can attach a face to the name.
You are highly encouraged to indicate your Product Interests on your Profile. You do not need to be an AHRI member or a manufacturer of the products you select as your interests. This information may be used by AHRI to identify individuals who may want to receive certain types of correspondence.

Under “My Account” you can manage your privacy settings, email receipt preferences, and set up your signature file for when you send items to the Discussion Board.
The Discussion Board

Share and discuss topics relevant to the community with your fellow community members on the Community Discussion Board.

See the two most recent discussion postings or add another post from the community home page.

Click the Discussion tab to be taken to all discussions.
Click individual Discussion threads to see all content

Use the dropdown menu to perform actions on a particular response.
The Community Library

Find documents relevant to the community, such as agendas and minutes, in the Community Library.
Stay Informed of Upcoming Community Events
The Community Admin will post upcoming community events, such as meetings and web conferences, to the Community page. Access details about these events and download the event to your calendar.

Tips for Staying On Top of Community Happenings
On the days it’s not possible to log into AHRI Connect, you can still stay connected with what has happened in your community.

When you first join a community you are asked to indicate how frequently you would like to receive a community digest of Discussion items. AHRI recommends selecting the Daily Digest option.
You may edit or further customize your notification preferences through your Profile>My Account>Community Notifications. Those users participating in multiple communities may want to opt for a consolidated daily or weekly digest that will consolidate all community digests into one email.

Community Moderation

AHRI wants the Community to actively engage in a timely manner. Therefore, the Discussion and Library features will be self-moderating once the community charter is ratified and the community begins to work. This means all material will appear on the community’s site as soon as a community member submits it. However, if any community member feels the material is not in accordance with the Code of Conduct, he/she may flag that item for moderation by using the “Mark as Inappropriate” feature. This will immediately hide the item from the community’s view until the Community Admin has a chance to review it. The Community Admin will determine if the item can be posted or if it will need to remain
hidden. If the Community Admin determines an item must remain hidden, he/she will reach out to the member who submitted the item to explain the reason behind the decision.

**Ensuring I Receive Communications from the AHRI Connect System**
Please work with your IT department to verify the following AHRI Connect email addresses are whitelisted as an approved sender. You may need to take additional steps on your local machine to ensure these email addresses do not automatically filter to your spam or junk folders.

mail@connectedcommunity.org

donotreply@connectedcommunity.org

**Do You Have Any Live Demonstrations Showing How to Use AHRI Connect?**
Yes, please visit https://www.youtube.com/watch?v=rUCt9RroCmw&feature=youtu.be.