**APHL Training Partners Community**

The purpose of the Training Partners (TrP) community is to post questions/answers, access resource materials and interact with others in the community about training, education and outreach. The community is managed by Marisa Barley, please email her if you have any questions or would like to join the community.

If you are interested in learning more about the other APHL colLABorate communities please visit this site.

**Beginning/responding to a community discussion:**

There are three ways to start a new discussion thread. Please note that discussions addressed to the community will be distributed to every member.

1. Send an email to aphl-TrP@connectedcommunity.org
   a. The subject line of your email will be the title of the discussion thread
   b. The body of your email will be the content of the message
2. Select the “Post New Message” link located in emails you received from other discussion threads. Selecting this link will open a new message in your email client. Then, enter the subject and body of the email, and send the message as you normally do.
3. Visit the community site, https://collaborate.aphl.org/trp, select the discussion tab and then select the button “Post New Message”. You will be directed to a form where you can enter information and post your discussion. Note that your signature will automatically populate from the information in your account.

You also have a few options when responding to a discussion thread.

1. Use the links available in the discussion thread email you received. Select either “Reply to Group” or “Reply to Sender”.
2. Use the reply button in your email client. This will send your reply to all members of the community, there is no option to respond to only the sender when using the reply button in your email client.
3. Visit the community site, https://collaborate.aphl.org/trp, select the discussion tab and then select the discussion to which you wish to reply. You will see a button titled “Reply” or you can expand to select “Reply Privately”. Reply goes to everyone in the community, Reply Privately only goes to the sender.

**Receiving community emails:**

Your account is set up to receive email messages in real time, meaning as soon as a new discussion thread is posted or a reply is received, you will receive an email with the information. If you would like to change the frequency of the email messages from real time to a daily digest, visit the community home page, https://collaborate.aphl.org/trp, and select Settings. Under Email Notifications you have the ability to change from Real Time to Daily Digest or to Weekly Digest.

Please add Mail@ConnectedCommunity.org and donotreply@connectedcommunity.org to your safe senders email list so that messages from colLABorate do not get blocked.