

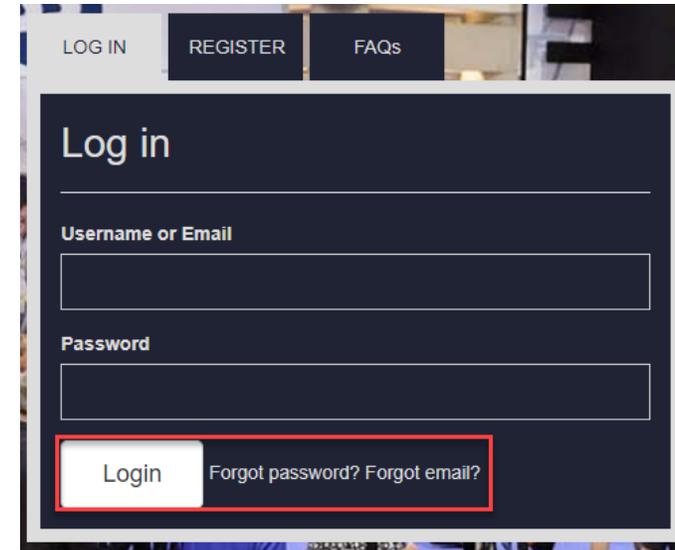
# Getting Started Guide

# What is my username/password?

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Sign it at: <https://engage.ifma.org/home?>

Your credentials are the same username and password that you use on the main site. If you have trouble logging in, click *Forgot password? Forgot email?*



LOG IN REGISTER FAQs

## Log in

Username or Email

Password

Login [Forgot password? Forgot email?](#)



## Mary Ressler

Director, Membership and Components, International Facility Management Association

✉ 15 new messages

[My Profile](#) [My Connections ▾](#) [My Contributions ▾](#) [My Account ▾](#) [Admin](#)

### Bio

Tell us about yourself!

Add or change your profile picture

Association Director who currently oversees support and acts as a strategic partner to all component volunteer leaders and members. Also, manages strategic visioning and relationships with all components and creates and executes an annual volunteer support plan.

Management and oversight of the association's value proposition narrative, operating as a cross- departmental strategist and collaboration focal point. Plans, oversees, and evaluates all membership initiatives.

Clifton StrengthsFinder Top 5 Strengths: Activator, Individualization, Relator, Belief, Restorative

### Contact Details

International Facility Management Association  
800 Gessner Road  
Houston, TX 77024  
 Work: 281-974-5641  
[mary.ressler@ifma.org](mailto:mary.ressler@ifma.org)

### Import From LinkedIn

Save time by uploading fields from LinkedIn

Update your information from LinkedIn®

[Import Your Info](#)

Last Imported: 2 years ago

### Social Links



Connect to your social accounts

### Education

Click "add" to add more information

Auburn University  
Auburn, Alabama, United States

### Job History

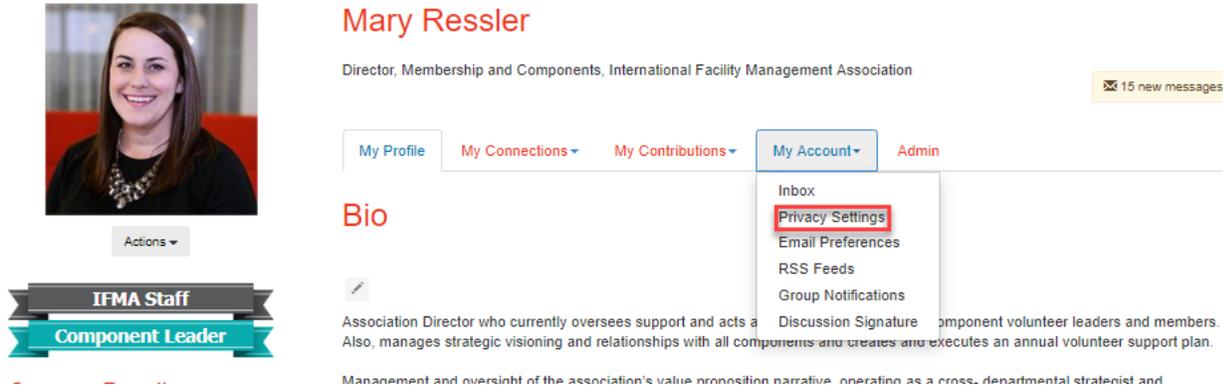
[+ Add](#)

Provide an overview of employment experience

# Update your profile

- Underneath my connections, check out your network! The more you fill out on your profile, the more IFMA members that will appear in your network.

# Update your privacy settings



**Mary Ressler**  
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My Profile | My Connections | My Contributions | **My Account** | Admin

**Bio**

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- Go to your profile > my account > privacy settings to decide what information you would like to share and with who.

- You can decide from these elements: public, members only, your contacts, and only you!

## Privacy Settings

Your profile may be accessed through the member directory and group rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and group rosters:  Yes

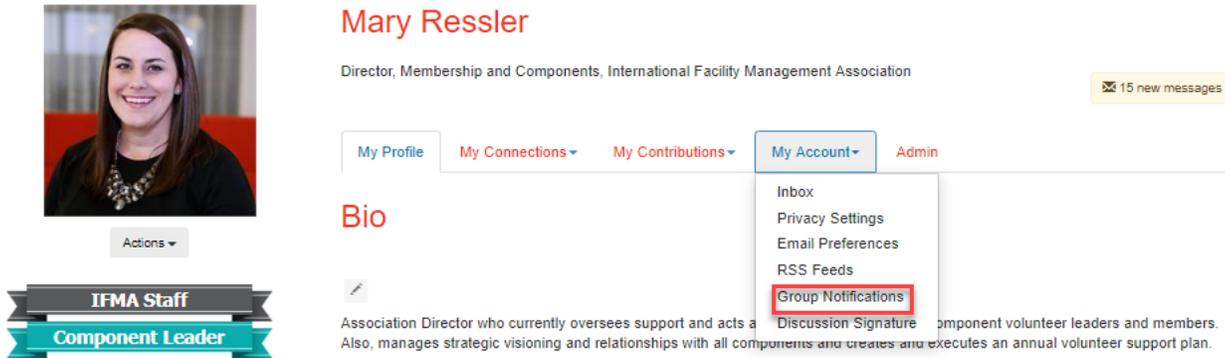
Picture

My Networks

Company Information

Job Title and Department

# Group Notifications



**Mary Ressler**  
Director, Membership and Components, International Facility Management Association

15 new messages

My Profile My Connections My Contributions My Account Admin

**Bio**

Association Director who currently oversees support and acts as a component volunteer leaders and members. Also, manages strategic visioning and relationships with all components and creates and executes an annual volunteer support plan.

Group Notifications

- Go to your profile > my account > group notifications to update your email preferences

- You can choose from: No email, daily digest (1 email containing the previous day's community activity), real time (receive an email in real time), consolidated daily (1 consolidated email each day), or consolidated weekly (1 consolidated email each week). Select No Email and then "Check" Consolidated Weekly/Daily if you would like that subscription!

## Notification Settings

Automatically set group discussion emails to "No Email" when a group is added to a consolidated digest.

3 Groups Group Name A-Z

Group	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">All Member Forum</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Component Leaders</a>	Daily Digest	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Engage Ambassadors</a>	Real Time	<input type="checkbox"/>	<input type="checkbox"/>

**\*\*Tip:** If you attach a file to a discussion post, it will automatically be uploaded to the group library!

To: All Member Forum

From: Mary Ressler

Subject:

No Automatically insert content preview for links

11pt Paragraph **B** *I* U ~~S~~ (i) [List Icons] [Color Icons] [Link Icons] [Table Icons]

Attachment(s) **Attach**

**Send** Schedule Save as Draft Cancel

Signature

Edit Your Default Signature

Mary Ressler  
Director, Membership and Components  
International Facility Management Association  
Houston TX  
281.871.5611

1 to 50 of 1594 threads (7.7K total posts)

Most Recently Updated ▾ Posts in my groups ▾ 50 per page ▾ [Post New Message](#)

Thread Subject	Replies	Last Post
<a href="#">Introduce Yourself!</a>	0	27 minutes ago by <a href="#">Marnie Carter</a>
<a href="#">Electric Vehicle Charging - Survey of Practices</a>	0	35 minutes ago by <a href="#">Robert Lambe</a>
<a href="#">D.C. Area Electricians and Network Cabling company needed</a>	0	39 minutes ago by <a href="#">La Shawn Harrison</a>
<a href="#">HPW Where are my water peeps at?</a>	0	an hour ago by <a href="#">Matthew Smith</a>

# Post a new message

- To write a new thread, go to My Groups, find the group you would like to post to, and click “post new message.” Or search for posts through the latest discussions feature (see left picture).

## Latest Discussions

### September Benefit of the Month ✨

By: [Vivvy Martin](#), yesterday  
As an IFMA member, you have access to exclusive benefits, including a special monthly resource or opportunity. ...

### Exciting new updates on features! ✨

By: [Seth Salati](#), one month ago  
Good afternoon, I'm excited to announce we have new product features on Engage! Listed below are descriptions ...

[2 likes](#) like this.

### Introduce Yourself

By: [Marnie Carter](#), 20 minutes ago  
Hello IFMA members! My name is Marnie Carter and I am a Business Development Manager for Milestone Technologies. ...

[More](#)

Reply to a discussion

1. September Benefit of the Month 

0 Like

 Posted yesterday

As an IFMA member, you have access to exclusive benefits, including a special monthly resource or opportunity. Each complimentary is selected to enhance your membership experience and provide you with valuable knowledge you can apply to your career goals or

**IFMA Staff**

[Wendy Martinez](#)

Actions ▾

**This Months benefit is brought to you by:** Technology Community of IFMA  
**Webinar Title:** When is Building IoT Right for You?  
**Date:** September 19, 2019  
**Time:** 12:00pm - 1:00pm Central

**Description:**  
Are IoT technologies only suitable for large enterprises and state-of-the-art buildings? Not at all. Even if you are a medium-sized business and your buildings are not new, they can easily be made smart through low-cost wireless IoT sensors. As a result of the plunge of sensor prices and new business models like cloud-based sensing-as-a-service, IoT projects today have a relatively low entry threshold and can quickly drive ROI. It's important to realize, however, that the IoT is only a means to an end. The value is in utilizing connected technology and granular, real-time data to enable new scenarios – make occupants comfortable, optimize space and services, and provide a personalized workplace experience. In this webinar we will look at real-life use cases at scale and their return on investment.

[Register Today](#)

Reply ▾

Reply Privately  
Mark As Inappropriate

- To reply to a discussion, click reply next to the thread. You can also click the drop-down to see the Reply Privately option. This is a private reply to the author of the message. Mark as inappropriate is a button you can use for any posts that go against our [Code of Conduct](#).

# Reply to a discussion- via email

[top](#) [previous](#) [next](#)

2. [September Benefit of the Month](#)

[Reply to Group](#) [Reply to Sender](#) [Reply to Sender via Email](#)

 Sep 4, 2019 2:13 PM  
[Wendy Martinez](#)

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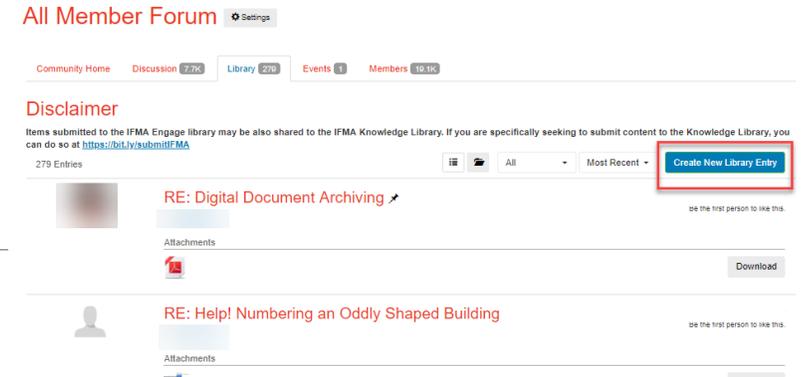
[Register Today](#)

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- You can reply to discussions via email too! Simply locate your daily digest, and click Reply to Group to reply publicly or Reply to Sender via email to just reply to the author of the post.

# Upload a Library Resource

- Locate the group you would like to upload a resource to and click “create new library entry”. Give your resource a title, select the type, and click next to upload!



The screenshot shows the 'Create New Library Entry' form. The form has several fields: 'Title\*' (a text input field), 'Library\*' (a dropdown menu with 'All Member Forum' selected), 'Folder' (a dropdown menu with '[Select Folder]' selected), 'Description' (a rich text editor with a toolbar), 'Entry Type: Select the type of library entry you will create \*' (a dropdown menu with '[Select Type]' selected), and 'Owner' (a text input field with a 'Lookup' button). Red arrows point to the 'Title\*', 'Library\*', and 'Entry Type' fields.

# Find a member

- To find a member, go to the Directory > Member Directory on the Engage homepage. Find a member by using either the basic search, or the advanced search for more criteria options.

## Member Directory

[Basic Search](#) [Advanced Search](#)

First Name

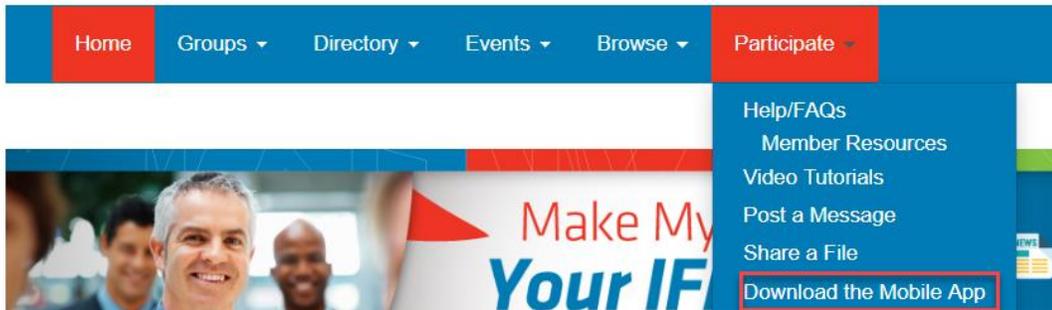
Last Name

Company Name

Email Address

Find People  Find Companies  Find Both

# Download the Engage mobile app



## Download the official Engage mobile app today!

Visit the app store and search for the "IFMA Engage" app, or click one of the links below.

### Download for Android

[Download the official app for Android devices](#)



### Download for iOS

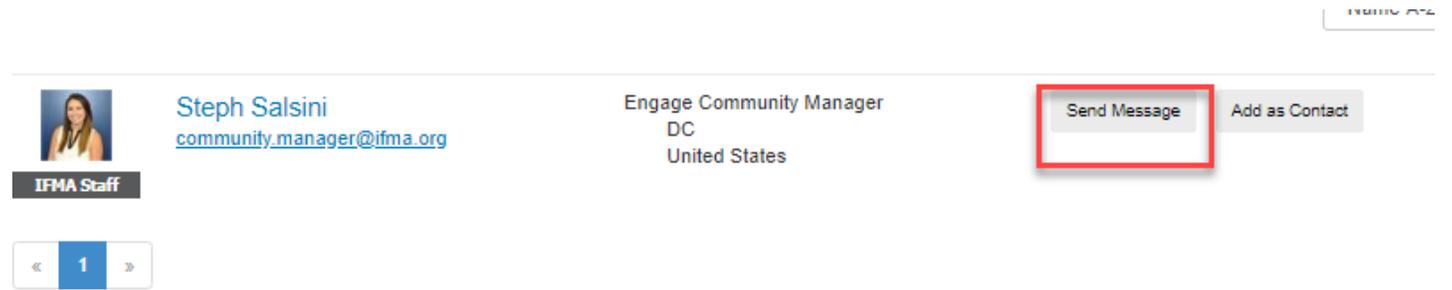
[Download the official app for iOS devices](#)



- For instructions on how to download the mobile app, go to Participate > Download the Mobile App to learn more!

# Questions?

- Message me in Engage!



A user profile card for Steph Salsini. On the left is a small profile picture of a woman with long brown hair. Below the picture is a dark grey badge with the text "IFMA Staff" in white. To the right of the picture, the name "Steph Salsini" is displayed in blue, with the email address "community.manager@ifma.org" in a smaller blue font below it. Further right, the text "Engage Community Manager", "DC", and "United States" is stacked vertically. On the far right of the card are two buttons: "Send Message" (highlighted with a red border) and "Add as Contact". At the bottom left of the card is a pagination control showing a left arrow, the number "1" in a blue box, and a right arrow.

IFMA Staff

Steph Salsini  
[community.manager@ifma.org](mailto:community.manager@ifma.org)

Engage Community Manager  
DC  
United States

Send Message Add as Contact

< 1 >