

SONA

STUDENT ORGANISED NETWORK FOR ARCHITECTURE

**Accessing the SONA Members
Community Platform**



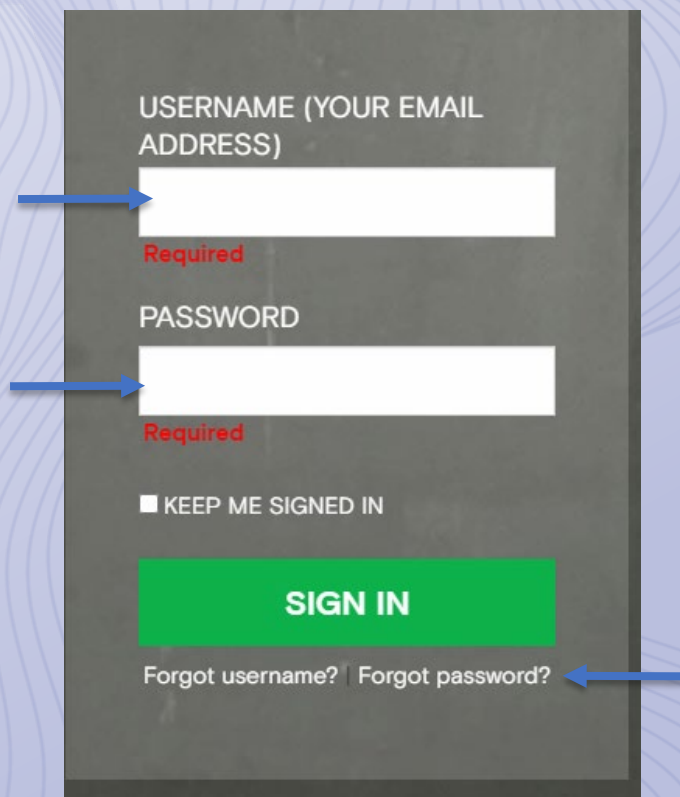
Australian
Institute of
Architects

Step 1

Logging into your member portal to access communities

- Head to the Institute homepage www.architecture.com.au and click *login*
- Using your email address and password, log into your member portal.
- If you can't remember your password, simply click on 'forgot password' and you will receive a link instantly to reset this.

For your username, it is important you are using your email address that you used when you joined the Institute. If you have multiple email addresses and you're not sure which one is associated to your account, send the membership team an email membership@architecture.com.au or call the team on 1800 770 617 to confirm your username.



USERNAME (YOUR EMAIL ADDRESS)

Required

PASSWORD

Required

☐ KEEP ME SIGNED IN

SIGN IN

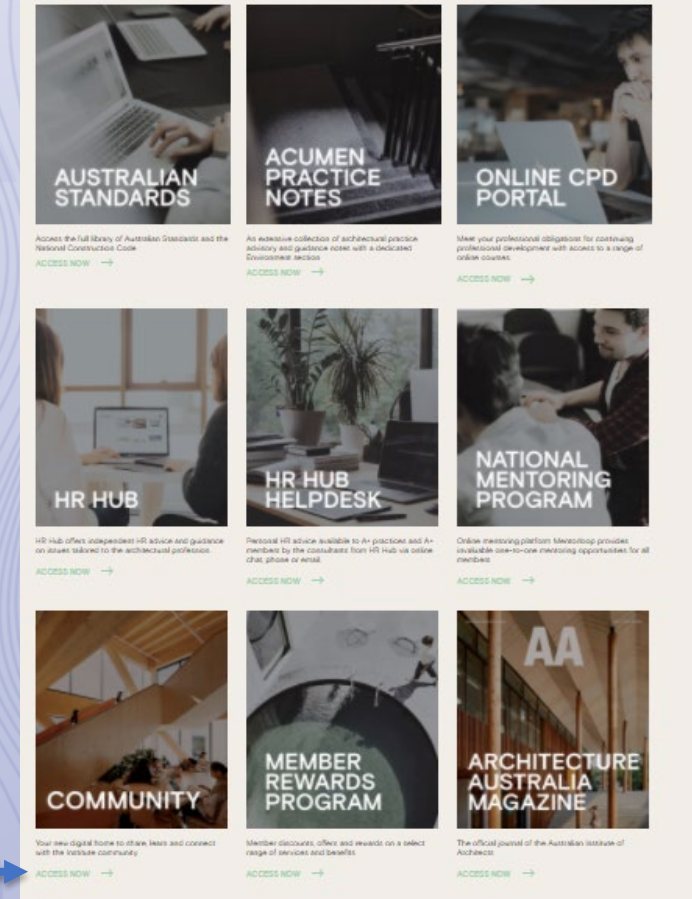
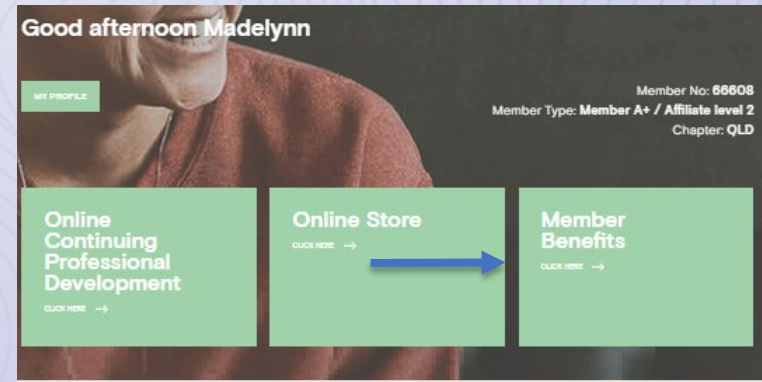
[Forgot username?](#) | [Forgot password?](#)

Step 2

Finding Communities in your member portal

- Once you are logged into the member portal you will see your home page
- Click on *Member benefits*
- To access the Community platform, click on *access Community*

Tip: Log into your member portal to easily access your membership benefits including your digital copy to the Architecture Australia Magazine. You can also keep your Institute profile and contact information up to date through your member portal.

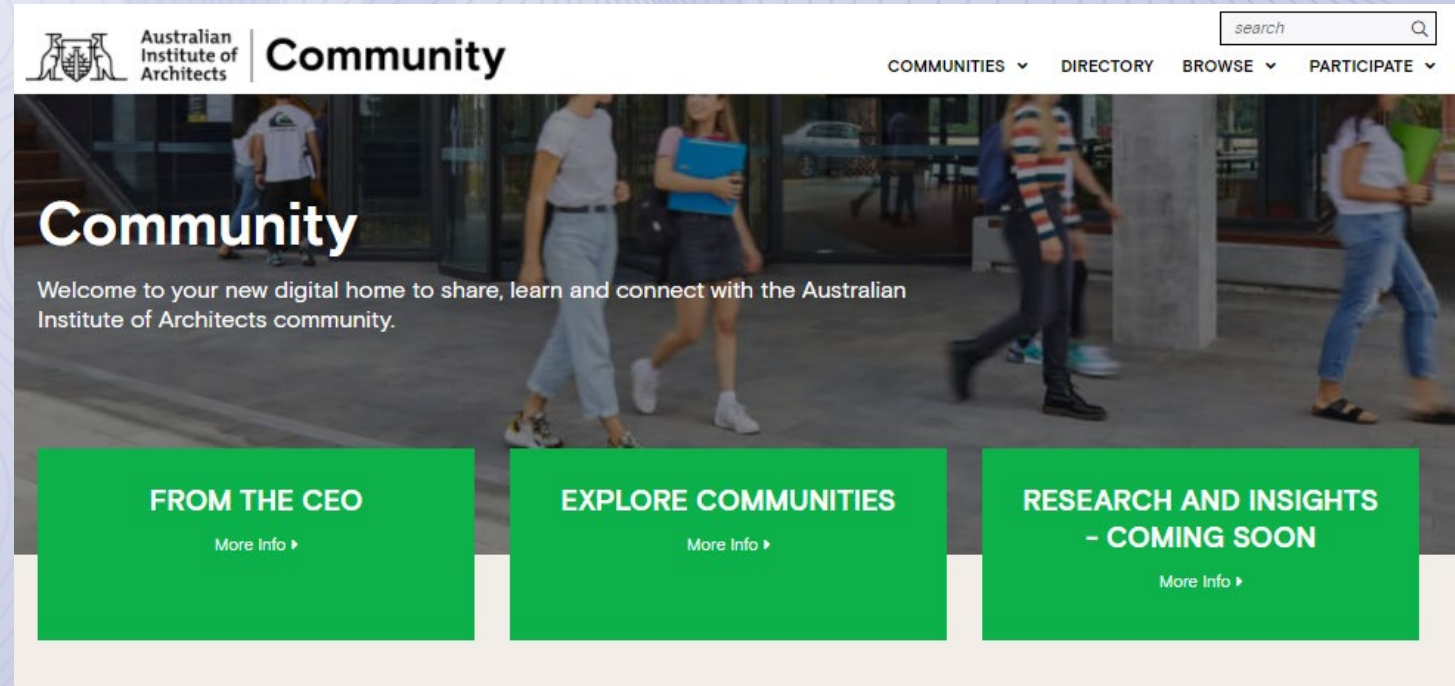


Step 3

Community Rules and Guidelines

- The first time you log in the Community platform you will be directed to the Terms and Conditions page
- If you accept, choose accept and you will enter the Community home page

We are committed to creating an environment that encourages civil and fruitful dialogue so please read and be familiar with these important rules and guidelines.

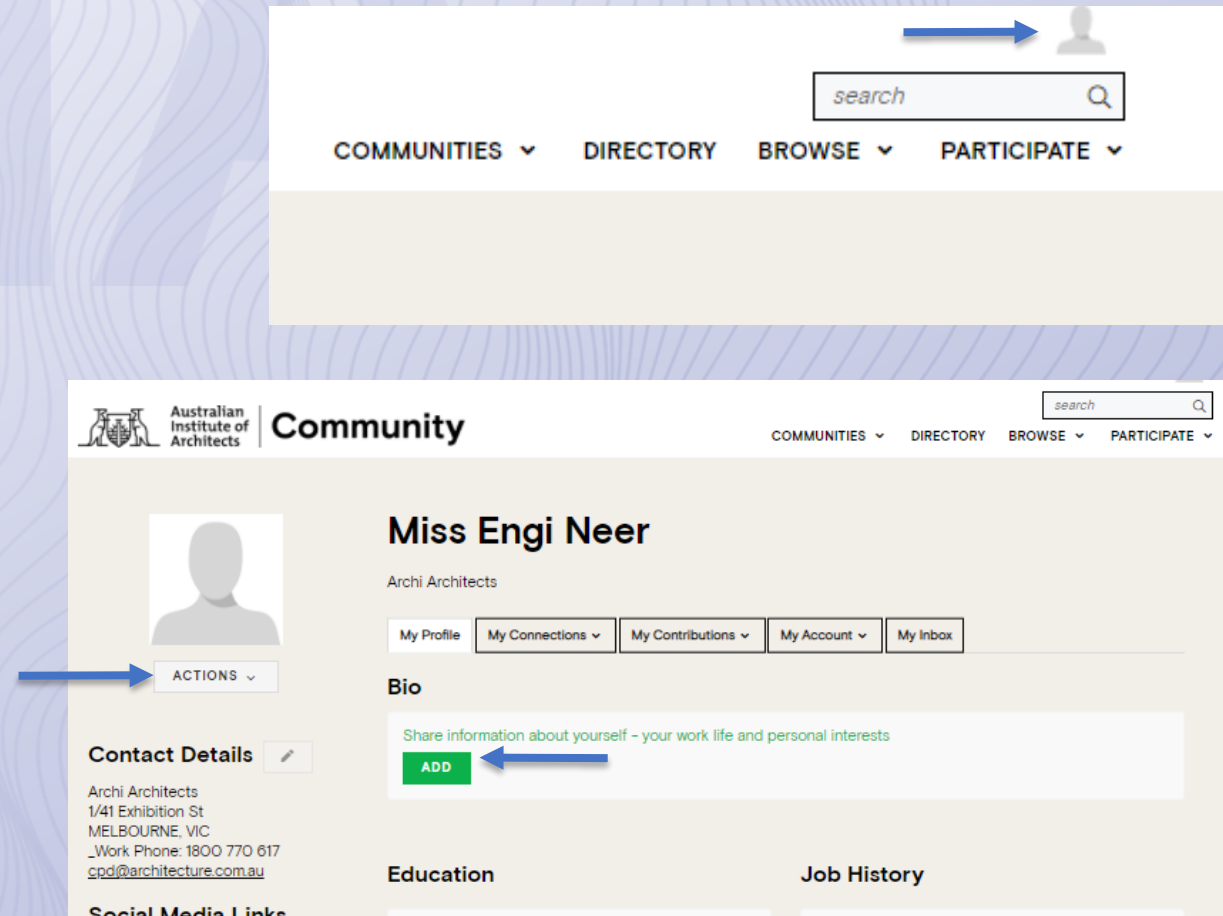


Step 4

Setting up your Profile

- Navigate to your Profile
- Upload a Profile Picture -> Click on 'Actions' -> Upload Picture and follow the prompts.
- Add your Bio -> Click on the 'Pencil icon' and add your bio. Not sure what to say? Start by sharing where and what your studying, what your design inspirations are and even mentioning a few things you enjoy doing outside of studying.

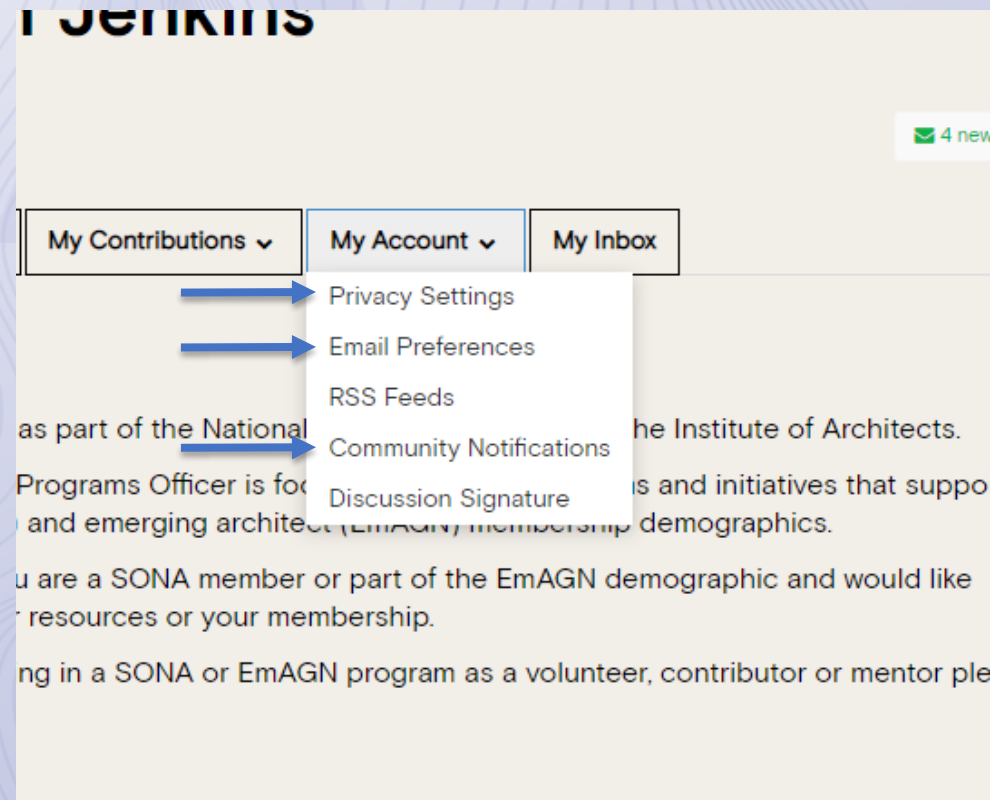
Tip: As you make connections, having a profile picture and bio available for reference is very helpful. It allows members to learn a little more about you.



Step 5

Customise your settings

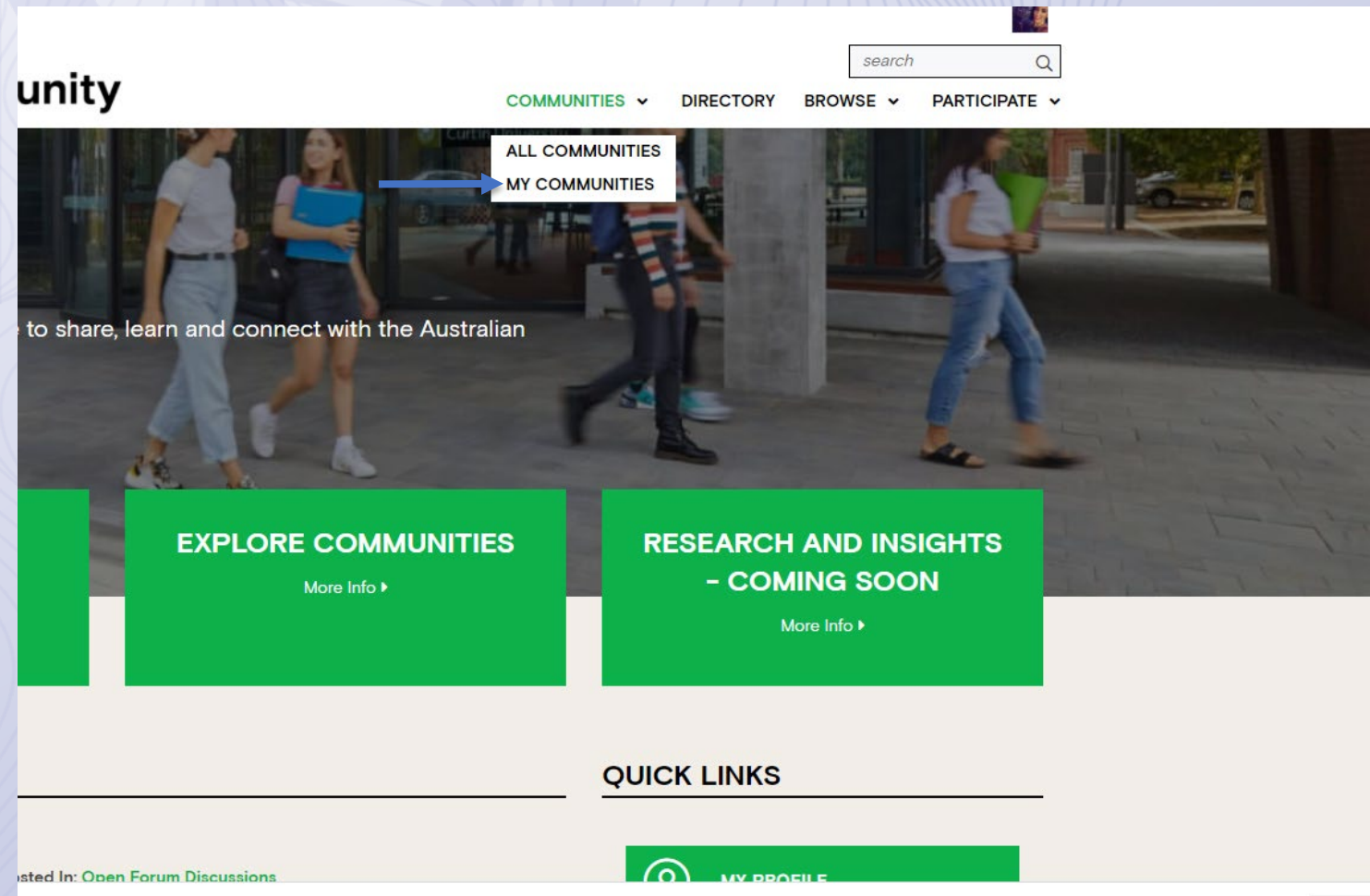
- It is important your notification and privacy settings are set up the way you want – navigate to *My account*
- **Privacy settings:** choose what contact information you want to be visible on your profile
- **Email Preferences:** By default, you receive Community emails from all your Communities unless you explicitly opt-out.
- **Community Notifications:** Don't miss a thing, its recommended to set this to real time or daily digest (real time means you receive email notifications each time a post is made. Daily digest means you receive one email per day with a snapshot of the posts for the day)



Step 6

My Community

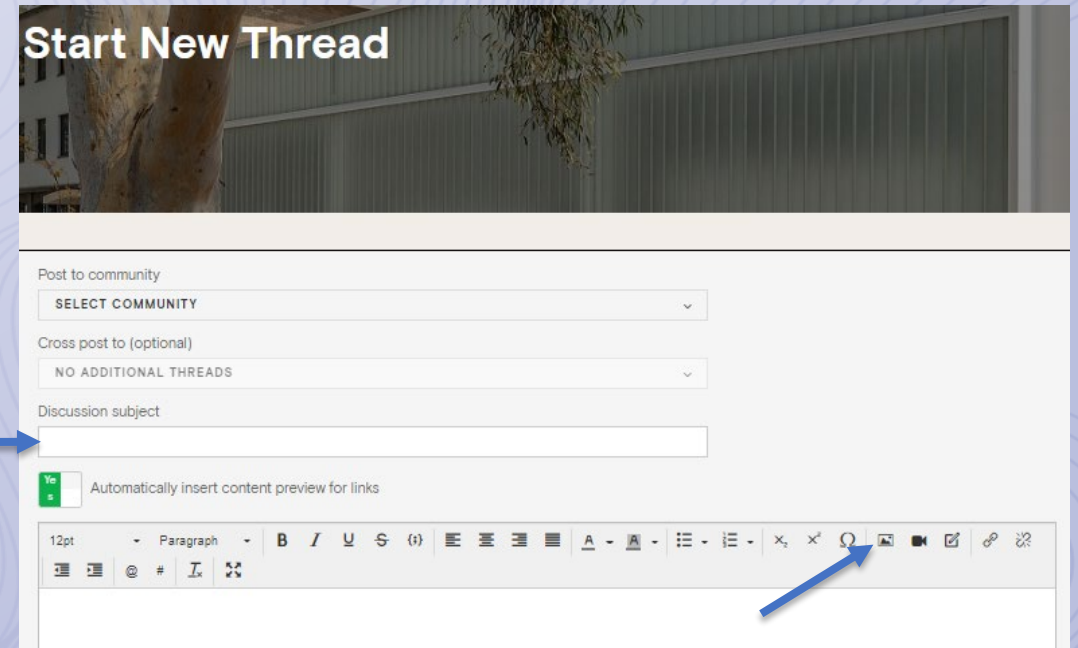
- To access the Communities you are a part of click *Communities – My Communities*
- As SONA members you are invited to and encouraged to participate in the Open Forum Community – this is open to all 10,000+ members of the Institute
- The SONA Members Community will include all SONA members in Australia



Step 7

Starting a new thread

- Now you have found your Communities, you are ready to post – click on participate and get posting!
- Use the subject line to briefly describe your post – it's good to make this clear and catchy then write your post – you can upload images, insert links and videos.
- Once the discussions get going you can easily reply to discussion threads by hitting *reply*



Your SONA Community

Get involved!

- This online community is brand new – you will be the first SONA members to use the platform
- Help us build an active and engaging online SONA community for students
- The platform has so much to offer, now you know the basics, stay tuned in the Community for regular tips to help you get the most out of the platform
- You can also head to the FAQ section in the community home page under *participate* to learn more.

Contacts

- For any questions, comments, enquiries please get in touch we would love to hear from you
sona@architecture.com.au





Australian
Institute of
Architects

SONA

THE STRENGTH TO DO MORE



Facebook:

facebook.com/sonaaustralia



Instagram:

[@sonaaustralia](https://www.instagram.com/sonaaustralia)



Email:

sona@architecture.com.au



Website:

sona.architecture.com.au