



The MyAffinity Staff Portal allows you to manage all aspects of the MyAffinity experience for your residents. In the Staff Portal, you can:

- Manage MyAffinity users.
- Manage and moderate the community discussions.
- Create and facilitate Fitness Challenges.

## User Management

The **Users** menu allows you to create, edit, manage, and remove MyAffinity users. To access it, click on **Users** in the navigation bar on the left. Then choose the type of user that you need to manage: Staff, Resident, or Family.

## Creating a Staff User

To create a login to the Staff Portal for a new Affinity staff member at your community:

- Click on **Users**.
- Click on **Staff**.
- Click the **+Staff** button in the upper right corner.
- Enter the information for the user: Name, Mobile Number, Email address.
- Select your Community from the drop-down menu.
- Click on the **Active** status button.
- The Role should be automatically selected to Staff. You don't need to change this.
- Click on **Submit**.



## Creating a Resident User

To create a login to MyAffinity for a new Resident at your community:

- Click on **Users**.
- Click on **Resident**.
- Click the **+Residents** button in the upper right corner.
- Enter the information for the user: Name, Mobile Number, Email address, Unit number.
- Click on the **Active** status button.
- The resident will select their Interests when they first login to MyAffinity. You don't need to add these.
- Click on **Submit**.

## Creating a Family User

Family members should be Invited to use MyAffinity by their resident family member. You do not need to create users for them in the Staff Portal.

## Editing a User

You can edit an existing user to correct or change their name, email, or mobile number. You can also use the edit screen to reset a Staff user's password. To edit a user:

- Click on **Users**.
- Click on **Staff**, **Resident**, or **Family**, depending on which user type they are.
- Find the user in the list and click on the pencil icon to the right under **Actions**.
- Make the necessary changes to the user information.
- Click **Submit**.



## Resetting a login

To reset a Staff user's login password:

- Click on **Users**.
- Click on **Staff**, **Resident**, or **Family**, depending on which user type they are.
- Find the user in the list and click on the pencil icon to the right under **Actions**.
- Enter a new password into the **Password** field.
- Click **Submit**.

Resident and Family users do not have passwords. They simply need to open the MyAffinity app and **Request a Login**. If they need assistance, refer them to the Tech Concierge.

## Community Discussions

You can access the Community Discussions in order to post new topics, or to moderate content that has been reported as Inappropriate by residents. To access the Discussions, click on the **Social** menu on the navigation bar, and then click **Discussions**. You will see the list of **Topics** for discussion here.

To create a new Discussion category:

- Click on the **+Discussions** button.
- Enter a name for the discussion category.
- Attach an image to display as a header for the topic, if you like.
- Click **Submit**.

If a post has been reported by users as Inappropriate Content, you will see a red circle with a number next to that discussion in the list. The number indicates how many posts have been reported in that discussion.

To view any posts that have been reported as Inappropriate Content in a discussion:

- Click on the blue arrow for that discussion to the right, under Actions.
- You will see similar red circles for any topics that contain posts that have been reported.
- Click on the blue arrow for a topic you need to moderate to the right, under Actions.
- You will see the reports that have been made on posts in this topic, including any comments left by the users who reported it.
- To reply to the discussion conversation, click **Reply**. Type in your reply and click the green arrow to the right. This reply will show up in the conversation for all users to read.
- To remove a post that you confirm is Inappropriate Content, click **Disable**.
- If you accidentally disable a post, you can restore it by clicking **Enable**.

## Community Discussions

You can create Fitness Challenges for your community and record your residents' participation in them. To access Fitness Challenges, click on the **Wellness** menu on the navigation bar, and then click **Fitness Challenges**. You will see the list of **Fitness Challenges** here.

To create a new Discussion category:

- Click on the **+Game** button.
- Enter a name for the Fitness Challenge.
- Select your **Community** from the drop-down menu.
- Select the **Start Date** and **End Date** for the challenge.
- Enter a **Duration** and select a **Difficulty**.
- Enter a description of the Fitness Challenge in the **Description** box. This field supports rich-text formatting.
- Click **Submit**.
- To Edit an existing Fitness Challenge, find it in the list and click on the pencil icon.



To create a new Discussion category:

- Click on the green plus sign to the right, under Actions.
- Select the Resident from the drop-down menu.
- Select the Date of the resident's activity.
- Enter their **Score** (number of steps, minutes of activity, etc., according to the Challenge)
- Add a comment if needed.
- Click **Submit**.