



Quick Start Guide

The NOMMA Exchange, powered by Sengii, is NOMMA's new online community. All NOMMA members in good standing are encouraged to participate in NOMMA Exchange, which is a valuable membership tool that connects you to peers around the world. All NOMMA members will have access to the All-Community group. Other groups, such as NOMMA's chapters, will soon be available for members to request to join.

All NOMMA Exchange participants must agree to follow the Community Rules and Etiquette. Click here to review the NOMMA Exchange Community Rules and Etiquette document.

How to Participate in NOMMA Exchange

Like NOMMA's former community platform, members can participate on NOMMA Exchange through the website or via email. The primary group where all members are subscribed is the All-Community group.

Once additional groups are made active to join, those email addresses will be added to this document for easy reference. Because members can request to join groups outside of the All-Community group, such as chapters, please be aware of the different group emails and save them to your address book.

If you have a new employee who needs to have access to the online community, the individual will need to be added as a sub-account on your record. To see instructions to add or update employees, see "Updating Employee Access" below.

Participate & Post via Email

To start a new post to the primary (all member group), send an email to community@exchange.nomma.org and include the topic in the subject line. Remember, the email must come from the one registered with your NOMMA membership account. To reply to a post via email, hit reply to the notification email received and type your response.

Logging in to the Website (Use this to access the archives)

1. Visit <https://exchange.nomma.org> to access the NOMMA Exchange website or click "NOMMA Exchange" under the Member Center menu on the nomma.org website.
2. Click "Log In" in the top right corner of the webpage.
3. The best way to log in is to click the "Website Login" button under NOMMA Member Login, but you can also request an access code to gain access as well.
4. For Website Login, use the username and password associated with the NOMMA website. If you don't remember your password, use the "Forgot your password?" link.
 - a. Once your credentials are accepted, you will see a Welcome message and letting you know that the website would like to access your basic profile. Make sure to click Submit and you will be taken to the home page.

5. For Access Code Login, an email with the access code will be sent to the email attached to your account.
 - a. Once your credentials are accepted, you will see a Welcome message and letting you know that the website would like to access your basic profile. Make sure to click Submit and you will be taken to the home page.
6. On the NOMMA Exchange home page, you can start a new discussion in the section located under the sliding banners or you can search, view, and reply to recent discussions under the “Recent Discussions” header.

How to Make or Respond to a Post on the Website

To Start a New Thread: Once logged in to <https://exchange.nomma.org>, you can start a new discussion in the section located under the sliding banners on the NOMMA Exchange home page.

To Respond to a Post: Once logged in to <https://exchange.nomma.org>, find and click the subject of the discussion you want to respond to under “Recent Discussions” on the NOMMA Exchange home page. From there, you can choose to reply to a previous post directly (privately), with quoted text (with prior post content), or to all (reply).

Updating Your Notifications

The online community offers real-time messages (immediate), daily digest, and weekly digest. Most subscribers appreciate real-time messaging to ensure they can view up to date information.

Daily digest subscribers will receive a summary of all conversations each day. The weekly digest gives a summary of conversations from the prior week. Daily and weekly digest subscribers can select the date and time they prefer to receive their digest under Email Preferences > Notifications located in the drop down under your name on the NOMMA Exchange website.

Previous ListServ Subscribers: If you were subscribed to the prior online community, ListServ, you should be opted in to NOMMA Exchange with your prior subscription preference (i.e. real-time or daily digest). You should be able to start posting as long as you are using the email connected to your NOMMA website credential.

Current Members New to NOMMA Exchange: Unless you were previously subscribed to the prior platform ListServ, when you join the NOMMA Exchange online community your default subscription will be daily digest.

To update your NOMMA Exchange notification preferences, use one of the following set of instructions:

Update by Email

1. Open one of the NOMMA Exchange notification emails in your inbox.
2. Click the “Manage your notification preferences or unsubscribe from NOMMA Exchange emails” link located at the bottom of the email message.

3. Log in to your account and select Email Notifications from the drop-down menu under your name (upper right corner of page). Update your notification for each group to Immediate (real-time), Daily, Weekly, or No Email.

Update on the NOMMA Exchange Website

1. Log in to NOMMA Exchange website.
2. Click on your name (upper right corner of page) and select Email Notifications from the drop-down menu.
3. Under the bolded header "Group Specific Emails" select your preferred notification frequency for each group and click save at the bottom of the page.

Unsubscribe

1. If you would prefer not to participate in NOMMA Exchange, you can use the options above to select "No Email".

How to Access the Archives

NOMMA's archives from the former online community platform have been migrated to NOMMA Exchange. The archives are searchable via the NOMMA Exchange website (<https://exchange.nomma.org>).

1. See "Logging into the Website" under How to Participate in NOMMA Exchange above.
2. Once logged in, click "Search Discussions" from the left side menu on the NOMMA Exchange home page.
3. On the "Search Discussions" page, you can search by name, company, subject, or other keyword.

Updating Employee Access

NOMMA Exchange is integrated with the NOMMA website. As a result, for an employee to participate in the online community, the individual needs a sub-account tied to the primary membership account. The primary membership account holder can add or remove sub-accounts through their member profile using the following instructions:

1. Log in to your NOMMA membership account by clicking "Sign In" from the nomma.org homepage or clicking <https://www.nomma.org/login.aspx>.
2. Enter your username and password and click "Sign In."
3. On the Manage Profile page, click "Sub-accounts" under the Information & Settings header
4. To create the sub-account on behalf of your employee, click "Create Sub-accounts" located in the gray shaded box. *Remember, they will need their own unique email address to participate.
5. On the sub-accounts page, you can also send employees a direct link to register or send them an email to register their account.
6. To remove a sub-account, view the list at the bottom of the sub-accounts page and click the red x next to suspend the individual's account.

If you encounter challenges with adding sub-accounts or other issues, contact NOMMA staff at info@nomma.org or 888-516-8585.