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# *My ADRP* User Guide

**January 2021**

The Association of Donor Relations Professionals



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## ***My ADRP* User Guide**

Welcome to *My ADRP*! [My ADRP](#) is the newest donor relations platform for networking, sharing effective practices, learning, connecting, and collaborating. We're excited for you to explore and utilize the newest resource for donor relations and stewardship professionals!

### **Table of Contents**

<b>Getting Started</b> .....	<b>2</b>
<b>Setting Up Your <i>My ADRP</i> Profile</b> .....	<b>2</b>
Your <i>My ADRP</i> Profile Overview .....	3
Updating Your Profile/Email Preference and Privacy Settings .....	4
<b>Adding a Connection</b> .....	<b>5</b>
<b>Sending a Message</b> .....	<b>6</b>
<b>Reviewing Your Inbox Messages (Where You'll Find Connection Requests)</b> .....	<b>6</b>
Reviewing a Connection Request .....	7
<b>Navigating and Posting in Communities</b> .....	<b>8</b>
Finding All Communities .....	8
Joining or Creating a Community .....	9
Inside the Community .....	10
Posting Your First Message to a Community .....	11
An Example Post in a Community .....	12
<b>Contact Us</b> .....	<b>12</b>



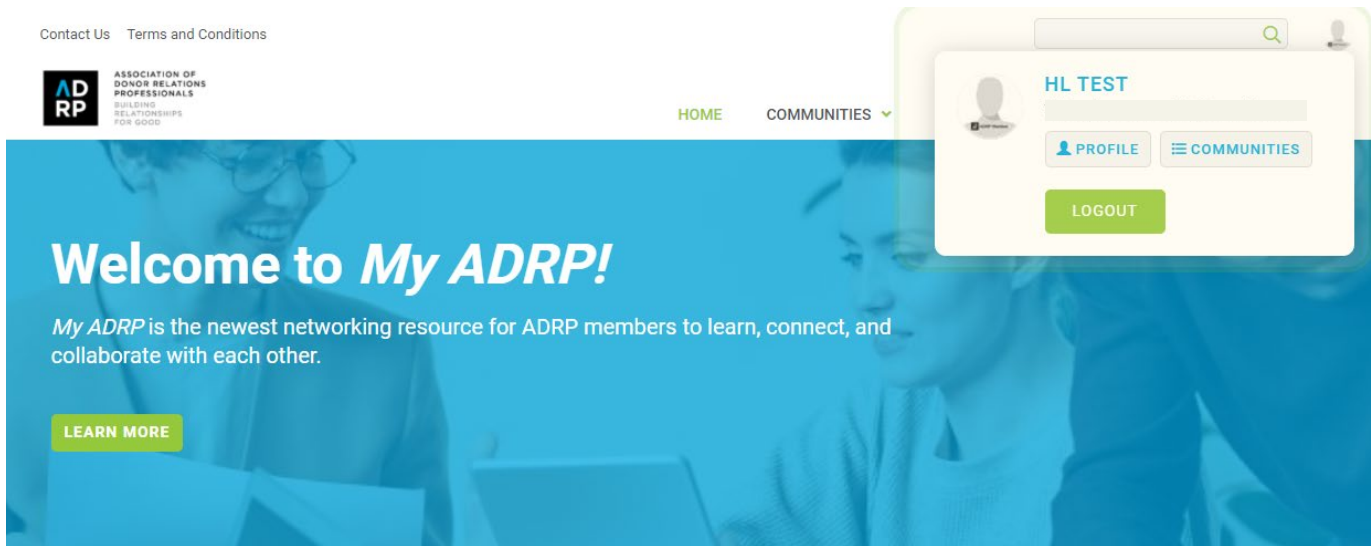
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## Getting Started

- Navigate to [my.adrp.net](https://my.adrp.net)
- Find and select the “SIGN IN TO MY ADRP” button located in the top right corner of your screen
- Read through and accept the Community Rules & Etiquette and Privacy Guidelines
- **You will notice that you have been redirected to the main ADRP.net site.** Enter your credentials to log in and wait for your browser to redirect you to *My ADRP*  
*Forgot your username or password? Give us a call at the ADRP office at (206) 209-5298 and we'll help you out!*
- You now have access to *My ADRP*!

## Setting Up Your *My ADRP* Profile


- Locate the small circle near the search bar and click on it
- Then, select “PROFILE”
  - Reference the screenshot below for guidance





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## Your My ADRP Profile Overview



ADRP Member

ACTIONS ▾

Upload a new profile photo from your device.

**Contact Details** ✎

test@email.com

**Social Links**

Link to other social media accounts

ADD ▾

Add links to your social media accounts.

**Digital Ribbons and Badges**

More Information coming soon!

# HL Test

MY PROFILE
MY CONNECTIONS ▾
MY CONTRIBUTIONS ▾
MY ACCOUNT ▾
MY INBOX

## BIO

You have not yet added any bio.

ADD Add a short blurb about yourself, what you do, and why you love donor relations and stewardship!

### PROFESSIONAL TITLE

Add and edit these fields as they apply to you. You can edit these fields if they change.

Add professional title

ADD

### INSTITUTION TYPE

Add institution type

ADD

### What You Can Update within My ADRP

Your biography, if you're a Member of the Board (and which position), Professional Associations, Education, Honors and Awards, and Volunteer Experience.

### What You Can Update in the Profile Portal at ADRP.net

My ADRP ([my.adrp.net](http://my.adrp.net)) is a platform powered by Higher Logic that integrates with our ADRP membership database. All of your profile data within the My ADRP site is safely stored within our membership database and can be updated by navigating back to your profile within the [Profile Portal](#) on the main ADRP site. We ask that you update your institution, years in donor relations, title, and region within the main ADRP site ([ADRP.net](http://ADRP.net)) so our records remain as accurate as possible.



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## Updating Your Profile/Email Preferences and Privacy Settings

**HL Test**

MY PROFILE | MY CONNECTIONS ▾ | MY CONTRIBUTIONS ▾ | **MY ACCOUNT ▾** | MY INBOX

- Update your privacy settings including who can see your profile specifics. → PRIVACY SETTINGS
- Designate which emails you'd like to receive from the My ADRP system. → EMAIL PREFERENCES
- RSS FEEDS
- Indicate which emails you'd like to receive from the My ADRP system from the communities you've joined. → COMMUNITY NOTIFICATIONS
- Customize your community posts signature. → DISCUSSION SIGNATURE

ADRP Member

ACTIONS ▾

Contact Details ✎

test@email.com



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## Adding a Connection

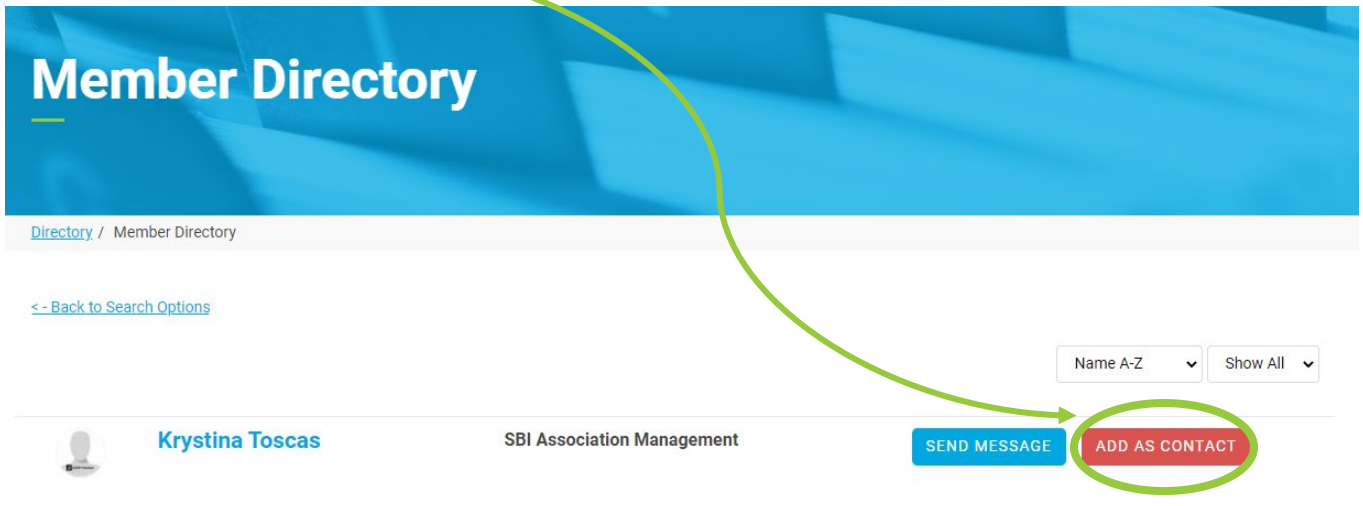
- Navigate to the Member Directory. You can find the Member Directory as a drop-down option under the main menu item titled “Directory”
- Use the Basic or Advanced Search to find contacts
- For example, type in a person’s name you’d like to connect with



First Name       Last Name

Company Name       Email Address

**FIND MEMBERS**   CLEAR ALL

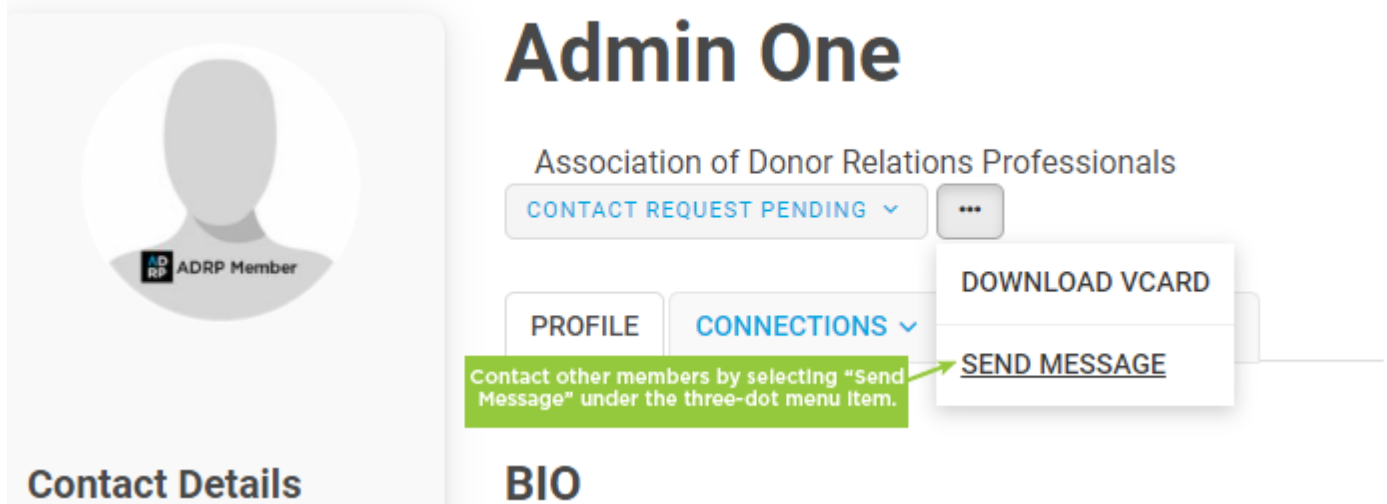




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## Sending a Message to another My ADRP User

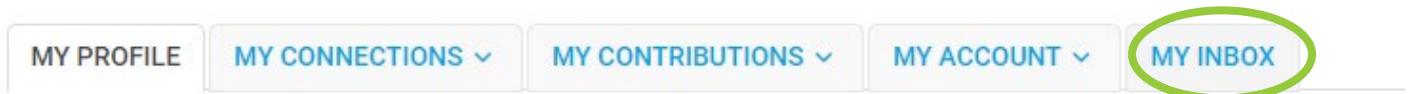
- Search for the contact in the Member Directory.
- Send them a message by clicking on the “Send Message” button.
- Alternatively, you can message someone by navigating to their profile, selecting the three-dot menu item, and choosing “Send Message”



## Reviewing Your Inbox Messages (Where You'll Find Connection Requests)

- Navigate to your profile
- Click on the “My Inbox” tab

# HL Test



## BIO



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## Reviewing a Connection Request

**Admin One**  
Association of Donor Relations Professionals

**Navigate to your inbox.** → 1 NEW MESSAGE

MY PROFILE | MY CONNECTIONS | MY CONTRIBUTIONS | MY ACCOUNT | MY INBOX | ADMIN

**Inbox** | Search | **Open the message and choose to accept or decline connection requests.**

← Back to Inbox

REPLY TO MESSAGE

From: [HL Test](#)  
To: [Admin One](#)  
Sent: 1/5/2021 12:32:11 PM  
Subject: Association of Donor Relations Professionals "Add Contact" request from HL Test

HL Test has requested to add you as a Contact using the my.adrp.net community network.

Accept Request and View Their Profile:  
<http://my.adrp.net/network/members/profile/myaccount/inbox?TabBack=Request&FriendKey=eaf795f0-a4f6-44ba-b885-045d23eb32ff&FriendContactKey=3f177693-d118-492e-a971-92d9edbd7f71&Accept=True>

Decline Request:  
<http://my.adrp.net/network/members/profile/myaccount/inbox?TabBack=Request&FriendKey=eaf795f0-a4f6-44ba-b885-045d23eb32ff&FriendContactKey=3f177693-d118-492e-a971-92d9edbd7f71&Accept=False>





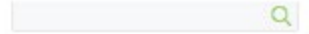
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## Navigating and Posting in Communities

### Finding All Communities

- Navigate to the Communities tab from anywhere on the *My ADRP* site
- Click “ALL COMMUNITIES” to see a list of communities available for you to join

Contact Us Terms and Conditions



HOME COMMUNITIES ▾ DIRECTORY ▾ BROWSE ▾ PARTICIPA

Navigate to “All Communities”

ALL COMMUNITIES

MY COMMUNITIES

# Welcome to *My ADRP!*

*My ADRP* is the newest networking resource for ADRP members to learn, connect, and collaborate with each other.

LEARN MORE



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## Joining or Creating a Community

# Communities

[Communities](#) / All Communities

Create a New Community. New communities must be approved by an admin before becoming active.

CREATE A NEW COMMUNITY

All Community Types

All Communities

Alphabetical

20 per page

---

**East Coast Professionals** JOIN

*last person joined one month ago*

Discussions 0

Libraries 0

Members 1

---

**Equity, Diversity, and Inclusion Discussions** JOIN

*last person joined one month ago*

Share your best practices, initiatives, resources, and programs relating to equity, diversity, and inclusion.

Join an active community by selecting the Join button

Discussions 0

Libraries 0

Members 1

---

**General Community** member

*last person joined one month ago*

Discussions 0

Libraries 0

Members 1.6K



## Inside the Community

- Navigate to the “DISCUSSION” tab to view previous discussion threads, to create a new thread, or to post a new message within a thread
- Filter posts, post a new message, view other members within the community, and review the community library

The screenshot shows the ADRP community interface. At the top, there are navigation tabs: COMMUNITY HOME, DISCUSSION (1), LIBRARY (2), BLOGS (0), and MEMBERS (13). Callouts point to these tabs: 'View resources posted within the community including photos, documents, PowerPoints, and more!' points to LIBRARY; 'View members included in this community.' points to MEMBERS. Below the tabs is a 'Filter posts' section with dropdowns for 'Most Recently Updated', 'Posts in my communities', and '50 per page', followed by a green 'POST NEW MESSAGE' button. Below this is a table of discussion threads. The first thread has the subject 'Hi, I'm New Here!', 0 replies, and a last post '3 hours ago by ADRP HL Test'. Callouts explain: 'Click on the thread subject to open the discussion!' points to the thread subject; 'Post a new message to the community you've joined.' points to the 'POST NEW MESSAGE' button.

THREAD SUBJECT	REPLIES	LAST POST
Hi, I'm New Here!	0	3 hours ago by ADRP HL Test



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## Posting Your First Message in a Community

### Create a Discussion in

COMMUNITY

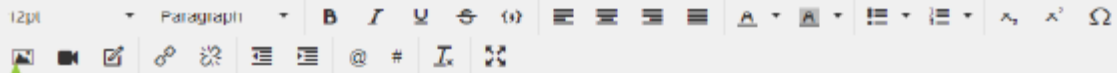
Post your message in one community or multiple.

Cross post to

NO ADDITIONAL THREADS

Discussion subject

Yes  Automatically insert content preview for links



Compose your message here. Experiment with the font color, size, highlights, and text decoration.

Insert a photo.

Insert a link.

Add a Word doc, PDF, PowerPoint, or any other supported media. Max size 1 GB.

Signature

+ Add Attachment

POST

SCHEDULE

SAVE AS DRAFT

CANCEL

Late night thought? Schedule your post for a later date or time.



## An Example Post in a Community

COMMUNITY HOME | DISCUSSION 1 | LIBRARY 2 | BLOGS 0 | MEMBERS 13

[Back to discussions](#) [Expand all](#) | [Collapse all](#)


**Hi, I'm New Here!** [Follow](#)

**1. Hi, I'm New Here!** 0 RECOMMEND

**ADRP HL Test** [REPLY](#) | [REPLY PRIVATELY](#)

Posted 4 hours ago  
Edited by ADRP HL Test 4 hours ago

Hi My ADRP Community,  
I'm new here and I'm excited to connect and network with other donor relations professionals.  
Check out this cool photo of one of our students creating a handmade Thank You card for a donor.



Do you have any photos or Ideas of personalized Thank You cards or notes that were effective for your organization? Share them below!

Thank you,  
ADRP HL Test

**Annotations:**

- Follow the post and receive notifications about post activity. Recommend the post for others to read!
- Respond to a post either publicly or privately. Private responses will go to the poster's Inbox.
- Add other ADRP members as a contact. Hooray for new friends and networking!

## Contact Us

The ADRP office is here for all of your technical support requests. Please give us a call us at (206) 209-2598 or email us at [office@adrp.net](mailto:office@adrp.net) for your *My ADRP* questions.