



# VAP Connect Tip Sheet

Below, please find some quick tips and best practices for using VAP Connect. We're excited to provide you this new and exciting resource for engaging with your fellow VAPs!

## Accessing VAP Connect:

- [Vapconnect.com](http://Vapconnect.com)
- Create a username and password (approval required; this can take 1-5 business days)
- Set up your profile and ensure notifications are turned ON
  - **Note:** VAP Connect is open to OVS-funded grantees only at this time
  - **PRO TIP:** Not receiving emails? Make sure your IT whitelists [notifications@forums.wix.com](mailto:notifications@forums.wix.com) to ensure notifications aren't going to SPAM

## Connecting with Peers:

- Visit the [Members Page](#) to see who is using VAP Connect. Here you can follow specific members to be notified of their posts, as well as message them directly to create new networks

## Engaging with the Community:

- Go to the [Forum Page](#) and review the discussion threads available
  - Want to create a new discussion thread? Contact [training@ovs.ny.gov](mailto:training@ovs.ny.gov) for more information and to request a new thread
- Use the SEARCH function to see if pertinent topics are being discussed and join in the conversation! Adding comments or answering questions is easy: There's a field below each post where you can add a comment, including uploading files, photos, or GIFs
  - **PRO TIP:** to keep the forum user-friendly, avoid duplicate posts – instead, add comments to existing threads to keep pertinent information in one place
- No existing posts about your topic? Creating a new post is as simple as clicking the navy blue "Create a New Post" button in the appropriate discussion thread to start a new topic
  - **PRO TIP:** Have a question? Use the "Ask a Question" feature to get direct answers from the community
- Use the @ symbol to flag specific people in your posts. You can also hashtag topics and themes for easier searching, and to link like-items

Join us on August 18<sup>th</sup> at 10:00 am for an introductory webinar on getting started with VAP Connect. [Register here.](#)