



PPI Community – How-to Guide (v1.1, 10/15/22)

Welcome to the PPI Community Platform. The platform is simple and intuitive to use. The PPI Community will enhance your PPI experience through easier engagement and increased productivity. The platform provides:

- forums for division, committee and project group discussions
- email digests that facilitate keeping abreast of those important and relevant topics to you
- direct messaging allowing you to contact other members directly

Getting started is easy: Follow the *Getting Started* instructions (or [videos](#)) below to get connected. We encourage you to update your *Profile, Notification & Privacy* settings. Reference the other trainings if you need assistance or contact [staff](#).

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When to Use PPI Communities

- To initiate a discussion and solicit information & opinions on a topic of mutual interest to you and other members
- To inform members of important industry happenings and events
- To solicit advice or answers to a question from other members
- To conduct a poll of members to gather opinions
- To contact a member directly, as an alternative to email or texting, use the Direct Messaging feature

Getting Started on Your Computer

Note: Some steps may be automatically skipped if you are already signed into the PPI website as a member.

1. **Click** on <https://community.plasticpipe.org> to be brought to the PPI Community site
2. **Select** “Login with your existing PPI account” if you are provided with this choice.
3. You may be taken to the PPI Website where a *Sign In* box may appear.
 - Use your PPI Website member sign-in credentials to sign in. Use the **Forgot Username** or **Forgot Password** options, if needed.
 - If you don’t have PPI credentials, choose Create A New Account. It may take a few days for your account to be approved. Restart with Step 1 above.
4. Once signed-in, be sure to **bookmark it** changing the bookmark label to “PPI Community” or something similar
5. The first time you sign in to the site you will be presented with the *PPI Community Code of Conduct*. You must review and **Accept**. Attachment 1 provides the Code of Conduct to facilitate your review.
6. Your sign-in is complete and you should see the PPI Community Home Page as shown in Figure 1.

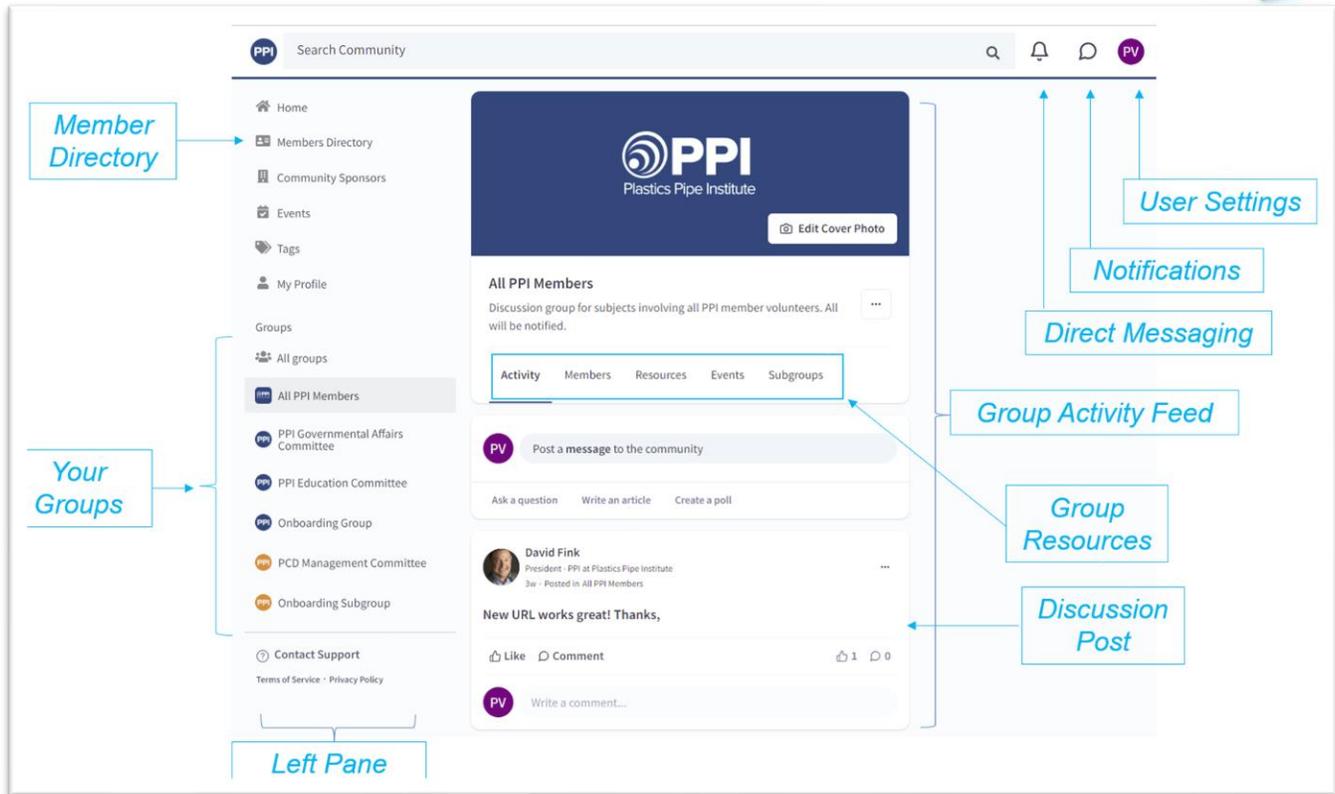


Figure 1 - PPI Community Home Page

Getting Started on Your Mobile Device

Note: The app will appear as “TRADEWING”, and not PPI Community, on your mobile device. Look for the “TRADEWING” app when using your mobile device.

1. **Download** the *Tradewing* app from your mobile app store 
2. **Enter** your email address (the one you use for the PPI membership)
3. **Check** your email for an email from PPI Communities. Click on **Confirm your Login**
4. **Allow** Tradewing to send you notifications if you receive the request. (Tradewing is the platform that hosts PPI Community. Notifications are required so that you know when posts are made. You can control the frequency of the posts)
5. Your sign-in is complete and you should see the PPI Community Home Page on your mobile app



Updating Your Profile, Notifications & Privacy Settings

Note: We recommend you do the settings function from the computer app as not all features are available from the mobile app.

1. **Open** the *User Profile and Settings* drop down using the top right-hand circle containing your initials or picture, as shown in Figure 2.

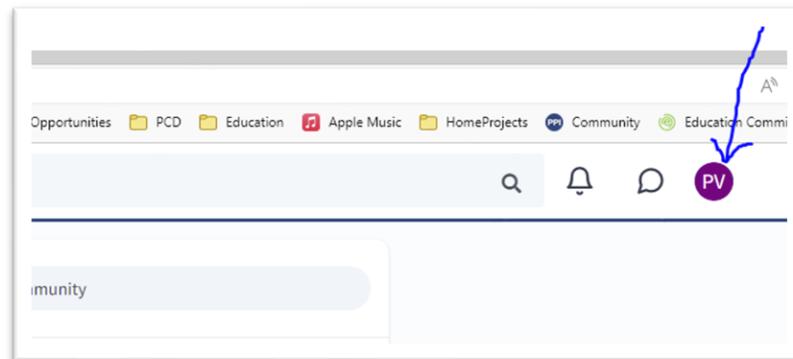


Figure 2 - User Profile and Setting

2. **Click** on *View Your Profile*
3. **Edit** any of the data, add your picture and add an *About Me* bio. **Save** any changes. Some data may not be editable – email staff if you need something corrected.
4. From the same *User Profile And Settings* drop down as in Step 1, **Select Account Settings**
 - a. The Settings page will appear.
 - b. **Select** the Notifications button in the left pane, if not already selected. You will be taken to the Notifications page which allows you to change the way you are notified of activity within the PPI Community.
 - i. For the Groups you've been assigned, you can select the frequency to receive an email summary of any activity in a group. We recommend *Daily* or *Weekly*.
 - ii. *Private Messages:* You can choose whether to receive immediate email notification of private messages directed to you through the direct messaging feature of the platform.



- iii. *Mentions*: You can choose whether to receive immediate email notification when you are specifically named in a discussion.
- iv. *Event*: We are not implementing the *Events* feature at this time so these settings will have no impact
- c. **Select** the *Privacy* button in the left pane. You will be taken to the *Privacy* settings page which allows you to control what other members see about you. We recommend *Members Only* for most settings.

Following & Participating in a Discussion Group

Notes:

- The *Groups* that are visible to you on the left pane will depend on your membership within PPI divisions, committees and/or projects and whether a group has been established within the PPI community for that group.
- If you are rostered to a specific committee or project, or your company is a member of a specific division, you will automatically be shown those groups if a group exists. If you would like to be added to a group, please contact staff.
- The difference between *Post a Message*, *Ask a Question*, *Write an Article* is minor and results in slightly different appearance of the post within the activity feed. Please experiment.

Caution: When posting within the group, all members will receive the post. Be sure that you are posting in the correct group.

1. **Select** the *Group* you would like to interact with from those groups shown in the left bar. This will display the discussion forum for the group.
2. You can review the *Members* roster for the group and view any *Resources* that have been posted. We are not using the *Events* feature at this time.
3. Under the *Activity* feed, as shown in Figure 3, you can see any *Announcements* and the recent discussions within the group. Announcements are important messages that are pinned to the message board by PPI Staff.



4. You can initiate a new thread by using *Post a Message*, *Ask a Question*, *Write an Article* or *Create A Poll* within the group. Alternatively, you can *Comment* or *Reply* on an existing posting or comment.
5. **Remember** when reading a discussion thread, look to the speech balloon associated with the discussion to see if there are additional comments within the thread.

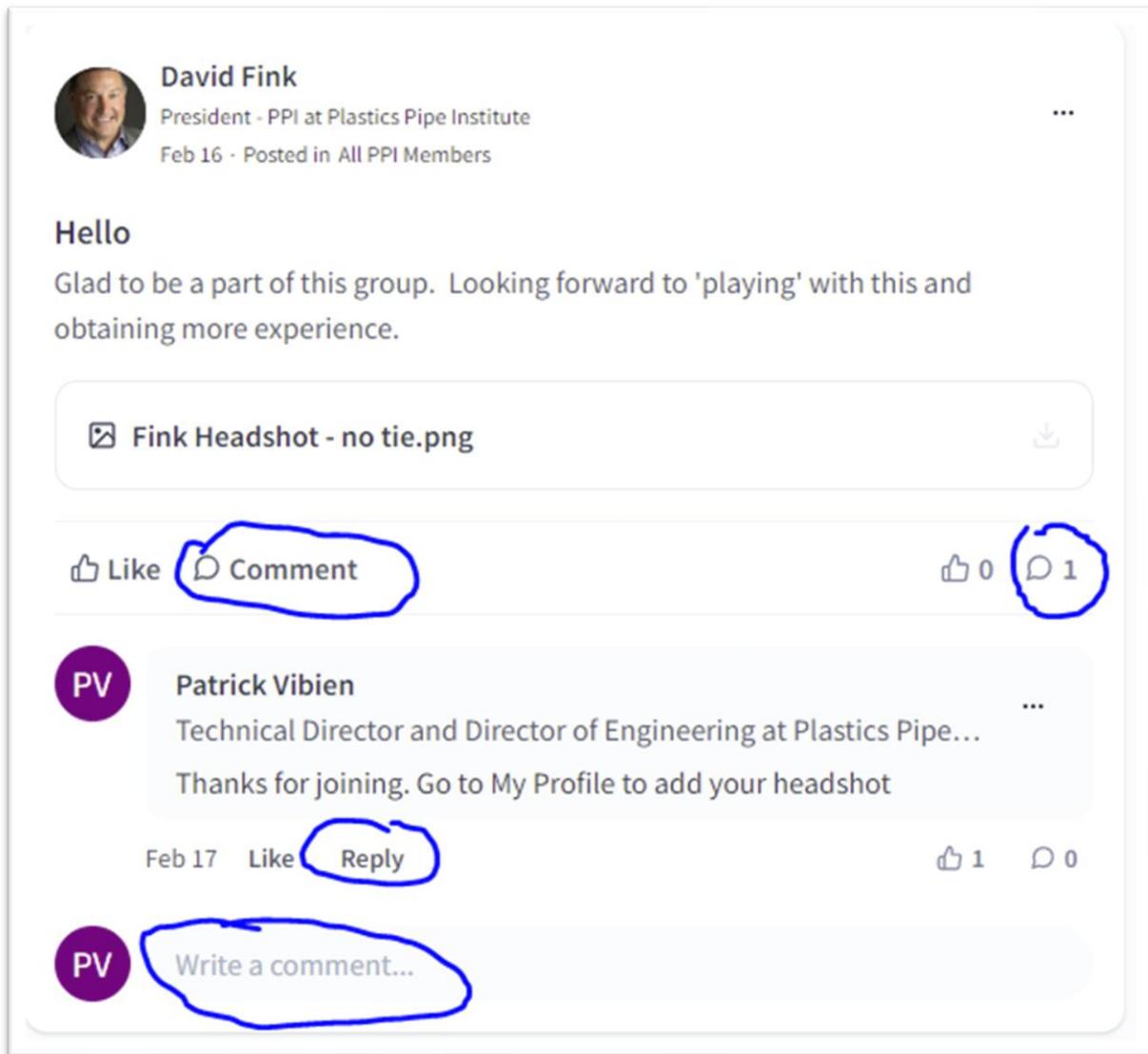


Figure 3 - Typical Group Posting with Comment



Direct Messaging Another Member

Note: With direct messaging, you can converse directly with one other member just as you would when texting. You can include attachments and emojis to enhance your message.

1. Locate and **Click** on the *Direct Messaging* speech balloon as shown in Figure 4.
2. To chat with someone or a group for the first time, **Click** on the *Edit* button, **Select** a member(s) to chat with from the dropdown box, and **Click** on *Create*, as shown in Figure 5. The member's name or group is displayed in the left pane.
3. To view or continue an existing chat, **Select** the member's name or group from the left bar. Enter your message in the message bar at the bottom of the screen and **Click** the arrow to send.

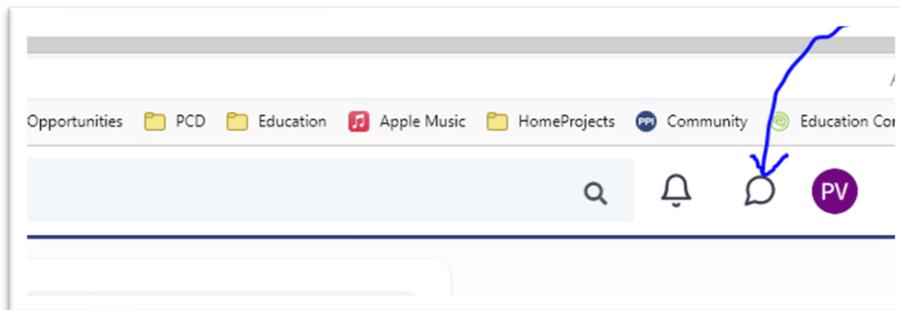


Figure 4 - Direct Messaging

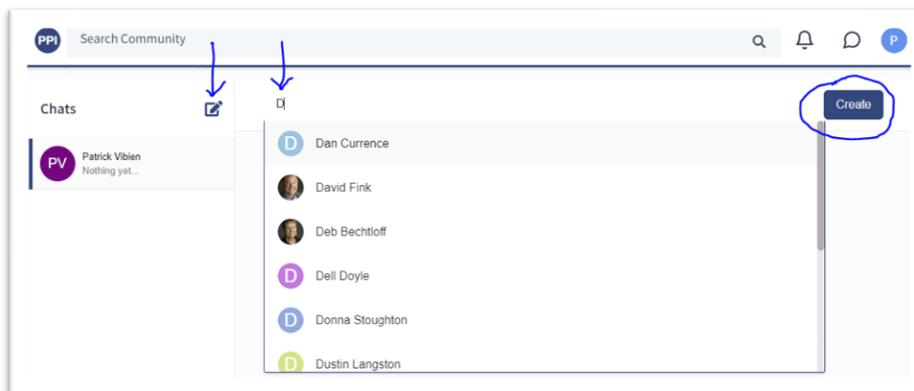


Figure 5 - Direct Messaging Page



Notifications

Note: In addition to the notifications, you will receive by email digest, when in the app you can view the notification using the *Bell* icon as shown in Figure 6.

1. The difference between *Post a Message*, *Ask a Question*, *Write an Article* is minor and results in slightly different appearance of the post within the activity feed.
2. Clicking on the *Bell* icon (circled) will show you the list of activity within all your groups. Items that you have not viewed will be shown with blue contrast.
3. Click on the item to be moved to that item

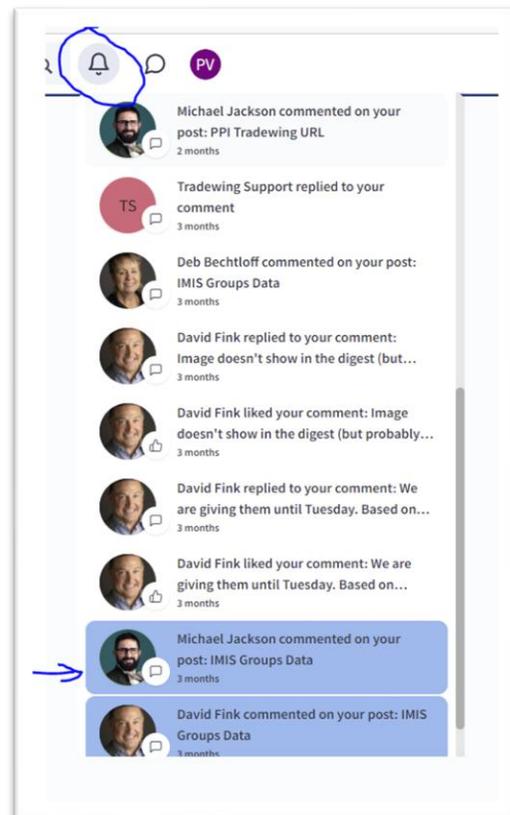


Figure 6 – Notifications Dropdown

Post Moderation

Being a member of PPI and using the PPI Community platform requires that you follow the Codes of Conduct for both PPI and the PPI Community platform (see Attachment 1).

If you observe any post that you think may violate these rules, please use the *Report This Post* function to be found with the ellipsis associated with the post, as illustrated in Figure 7. The site administrators will review the post.

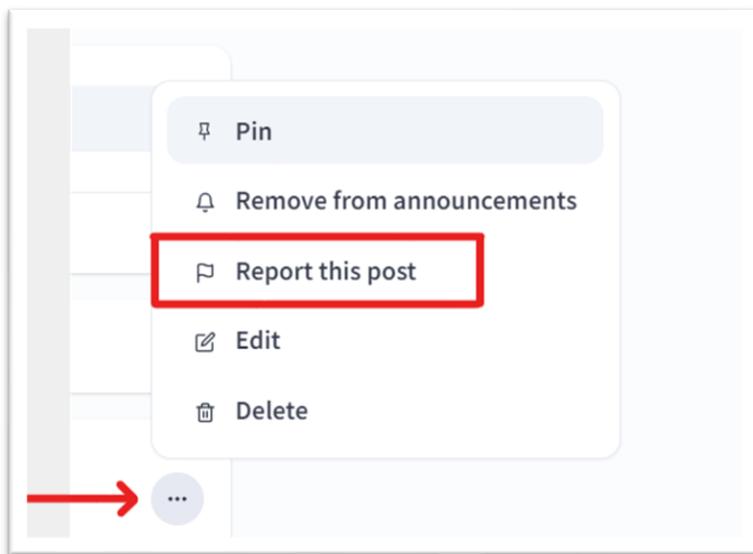


Figure 7 – Reporting a Post





Attachment 1 - PPI Community Code of Conduct

PPI Communities code of conduct

- Help us cultivate a community we all enjoy!

PPI Policies and Communities Ground Rules:

- Thank you for being a part of the Plastics Pipe Institute online community PPI Community. PPI Community is a great online space for you to connect, collaborate, and learn from your peers. To ensure that all members have the best possible experience on the platform, we have a few policies and ground rules that we ask everyone to adhere to. These policies and rules apply equally to every person in the community. Please keep in mind that this isn't necessarily an exhaustive list of things that you can't do. Instead, this is intended as a guide to foster an online space that enriches the professional lives of the community members.

PPI Policies

- Participation in the PPI Community is dependent on continued observation of the PPI Code of Conduct, Antitrust and Code of Ethics policies, available within Member Portal site (contact administration if access is required, pvibien@plasticpipe.org):
 - [PPI Code of Conduct](#)
 - [Antitrust Policy](#)
 - [PPI Code of Ethics](#)
- You are also subject to and agree to the Terms of Service and Privacy Policy of the platform, Tradewing Inc. These can be found on the main page of the platform.



Antitrust Tips:

- Either in community discussions or direct messaging, do not, in fact or appearance, discuss or exchange information regarding:
 1. Individual company prices, price changes, price differentials, mark-ups, discounts, allowances, credit terms, etc., or data that bear on price, e.g., costs, production, capacity, inventories, sales, etc.
 2. Industry pricing policies, price levels, price changes, differentials, etc.
 3. Bids on contracts for particular products, procedures for responding to bid invitations.
 4. Plans for individual companies concerning the design, production, distribution or marketing of particular products, including proposed territories or customers.
 5. Matters relating to actual or potential individual suppliers that might have the effect of excluding them from any market or of influencing the business conduct of firms toward such suppliers or customers.
- Do flag discussions that appear to violate the antitrust laws; disassociate yourself from any such discussions or activities and leave any discussion in which they continue

Ground Rules

- **Be welcoming**

We strive to be a community that welcomes and supports people of all backgrounds and identities. Please also extend the benefit of the doubt to newer guests and members — there is no such thing as a stupid question.
- **Be respectful**

We won't all agree all of the time, but when we disagree don't let those disagreements turn into personal attacks. A community where people feel uncomfortable or threatened will not be a productive one. Instead, when having discussions in the online community, create productive conversations around the content being presented, not the person behind the content.



- **Be considerate of the purpose of the community**

Use the community to communicate goals, challenges, constructive feedback, and questions. The community should be a place for continued learning and development as well as a place where you can get help on some of the challenges you are facing as a professional (solicitation, without the written consent of PPI, is strictly prohibited).

- **Be careful when choosing your words**

We are a community of professionals. Be kind to others. Harassment and other exclusionary behavior will not be tolerated. This includes, but is not limited to:

- Conduct such as derogatory epithets, jokes, slurs, or comments.
- Displays such as derogatory or sexually oriented posts, photography, cartoons, drawings, or gestures.
- Conduct including assault, unwanted touching, intentionally blocking normal movement, and unwanted sexual advances or invitations.
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- Retaliation for reporting or threatening to report harassment.
- Inappropriate e-mails or other electronic messages.

A good rule of thumb is to never post anything that you wouldn't be comfortable with the world seeing or that you wouldn't want anyone knowing came from you.

- **Post your discussions or documents in the most appropriate group or topic**

Make reasonable efforts to ensure that posts and materials are allocated to the appropriate group or topic. This will prevent cluttering the community and make it easier for everyone to find the materials that they are looking for.