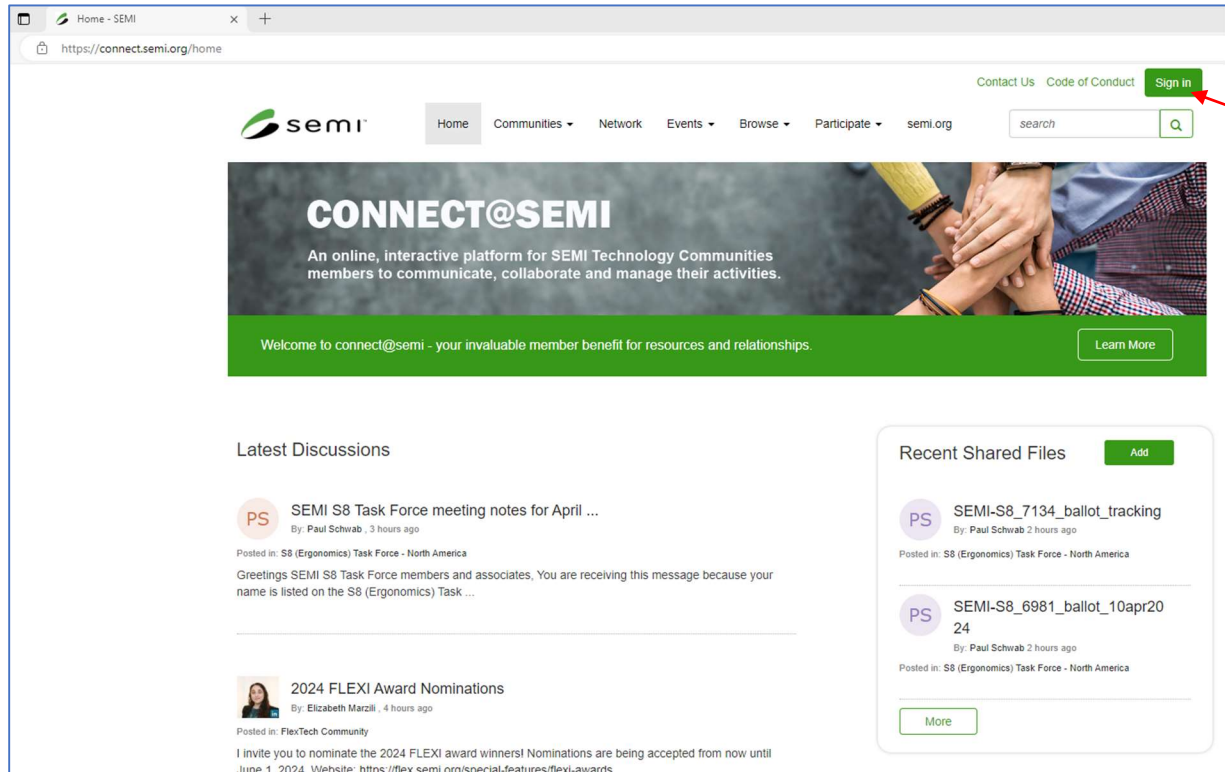




Guide for a TF Leader or a Community Admin

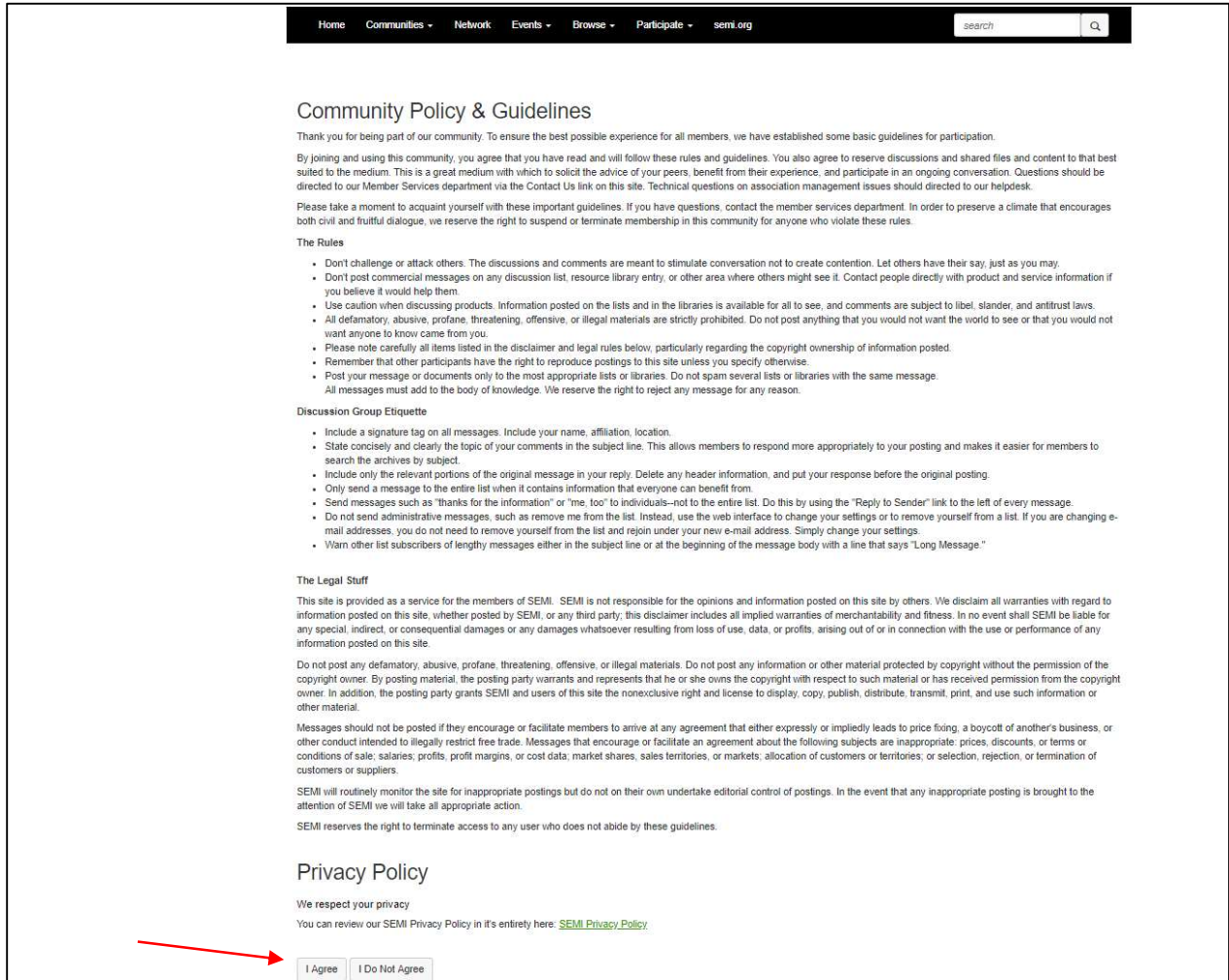
I. Logging In

- 1) Open a web browser and enter <https://connect.semi.org>
- 2) Sign In on top right corner



- 3) Enter your Email and Password (SEMI Standards Program Membership log-in). If you forgotten your password, you may retrieve at by clicking on "Forgot Password"

4) Review Community Policy & Guidelines and select on “I Agree”



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search

Community Policy & Guidelines

Thank you for being part of our community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions and shared files and content to that best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Questions should be directed to our Member Services department via the Contact Us link on this site. Technical questions on association management issues should be directed to our helpdesk.

Please take a moment to acquaint yourself with these important guidelines. If you have questions, contact the member services department. In order to preserve a climate that encourages both civil and fruitful dialogue, we reserve the right to suspend or terminate membership in this community for anyone who violates these rules.

The Rules

- Don't challenge or attack others. The discussions and comments are meant to stimulate conversation not to create contention. Let others have their say, just as you may.
- Don't post commercial messages on any discussion list, resource library entry, or other area where others might see it. Contact people directly with product and service information if you believe it would help them.
- Use caution when discussing products. Information posted on the lists and in the libraries is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, profane, threatening, offensive, or illegal materials are strictly prohibited. Do not post anything that you would not want the world to see or that you would not want anyone to know came from you.
- Please note carefully all items listed in the disclaimer and legal rules below, particularly regarding the copyright ownership of information posted.
- Remember that other participants have the right to reproduce postings to this site unless you specify otherwise.
- Post your message or documents only to the most appropriate lists or libraries. Do not spam several lists or libraries with the same message.

All messages must add to the body of knowledge. We reserve the right to reject any message for any reason.

Discussion Group Etiquette

- Include a signature tag on all messages. Include your name, affiliation, location.
- State concisely and clearly the topic of your comments in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.
- Include only the relevant portions of the original message in your reply. Delete any header information, and put your response before the original posting.
- Only send a message to the entire list when it contains information that everyone can benefit from.
- Send messages such as "thanks for the information" or "me, too" to individuals—not to the entire list. Do this by using the "Reply to Sender" link to the left of every message.
- Do not send administrative messages, such as remove me from the list. Instead, use the web interface to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you do not need to remove yourself from the list and rejoin under your new e-mail address. Simply change your settings.
- Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says "Long Message."

The Legal Stuff

This site is provided as a service for the members of SEMI. SEMI is not responsible for the opinions and information posted on this site by others. We disclaim all warranties with regard to information posted on this site, whether posted by SEMI, or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall SEMI be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site.

Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials. Do not post any information or other material protected by copyright without the permission of the copyright owner. By posting material, the posting party warrants and represents that he or she owns the copyright with respect to such material or has received permission from the copyright owner. In addition, the posting party grants SEMI and users of this site the nonexclusive right and license to display, copy, publish, distribute, transmit, print, and use such information or other material.

Messages should not be posted if they encourage or facilitate members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Messages that encourage or facilitate an agreement about the following subjects are inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers.

SEMI will routinely monitor the site for inappropriate postings but do not on their own undertake editorial control of postings. In the event that any inappropriate posting is brought to the attention of SEMI we will take all appropriate action.

SEMI reserves the right to terminate access to any user who does not abide by these guidelines.

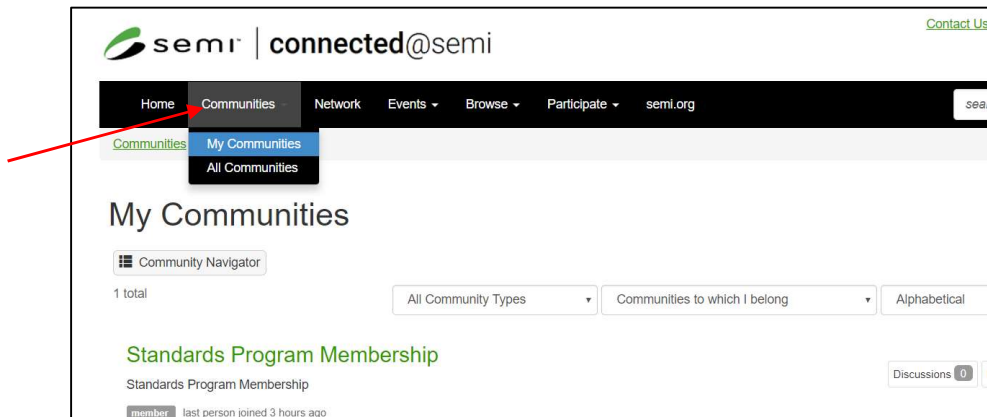
Privacy Policy

We respect your privacy

You can review our SEMI Privacy Policy in its entirety here: [SEMI Privacy Policy](#)

I Agree I Do Not Agree

5) Once you are logged in, under Communities, you will be able to view your current communities



semi | connected@semi

Home Communities Network Events Browse Participate semi.org

Communities My Communities All Communities

My Communities

Community Navigator

1 total

All Community Types Communities to which I belong Alphabetical

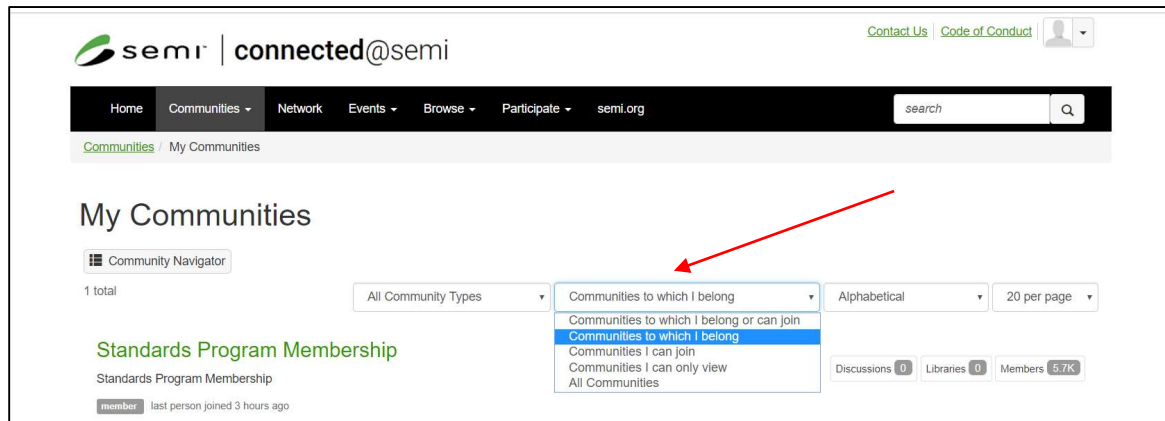
Standards Program Membership

Standards Program Membership

Discussions 0

member last person joined 3 hours ago

6) You are able view and navigate various communities tab

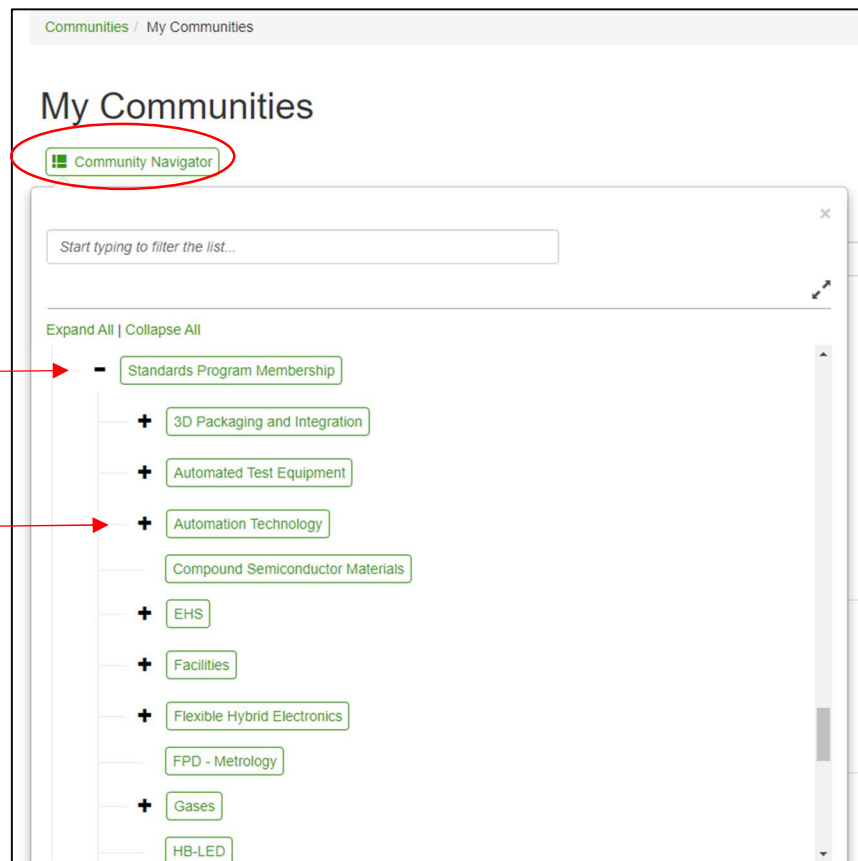


7) Or Accessing Standards Communities

Click the Community Navigator button.

Scroll down to **Standards Program Membership**, Click the + to expand.

And click the + next to each Committee to see all available task force.

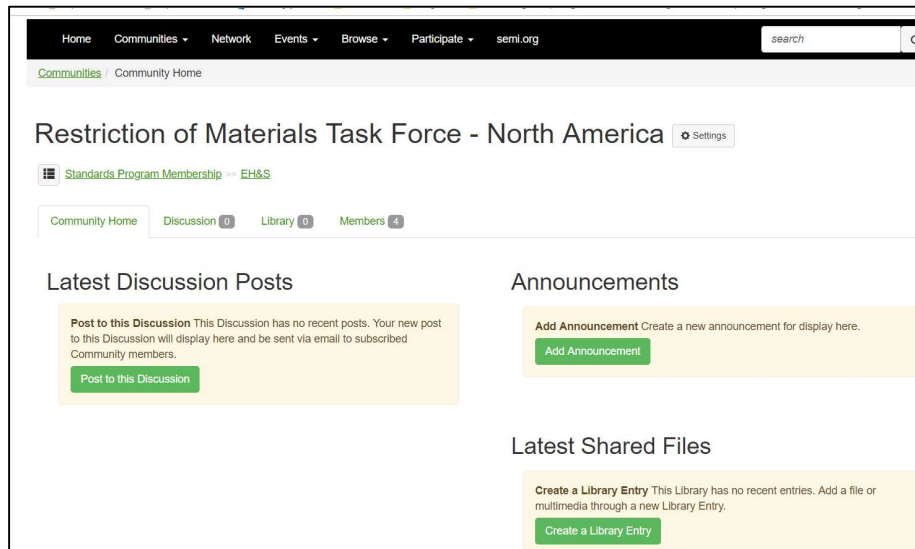


II. Managing a Task Force

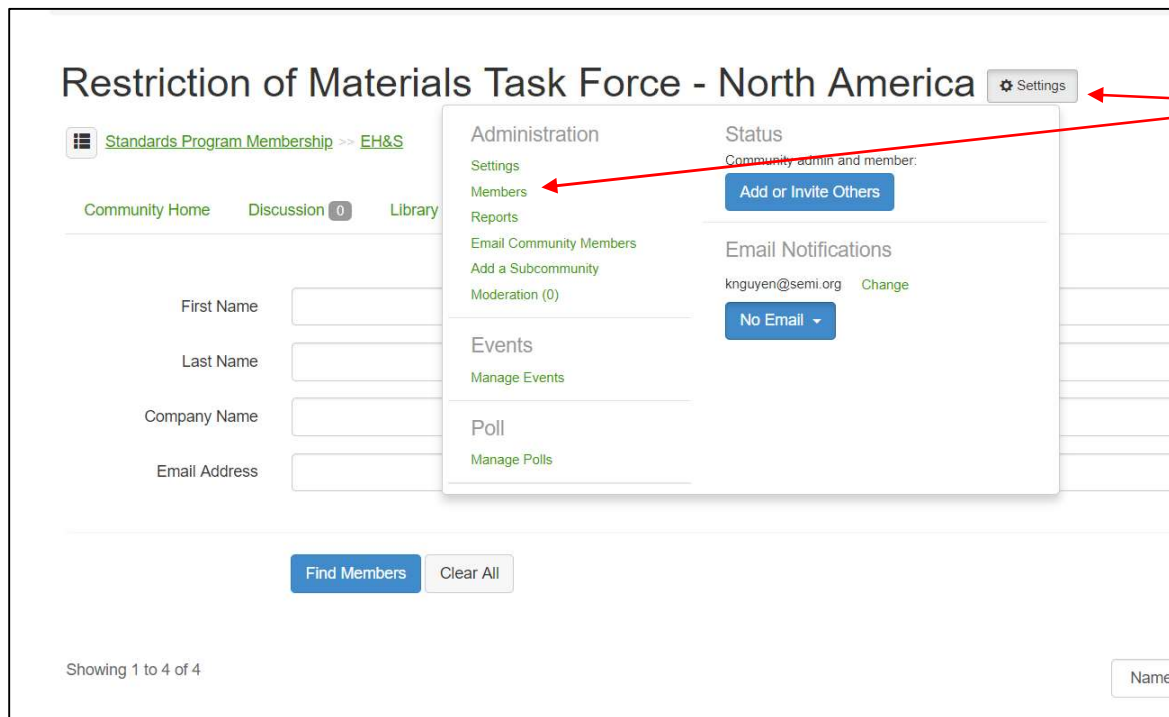
1) Adding a member.

Note: new member must be registered to the SEMI Standards Program. If not, please direct the individual to www.semi.org/standardsmembership

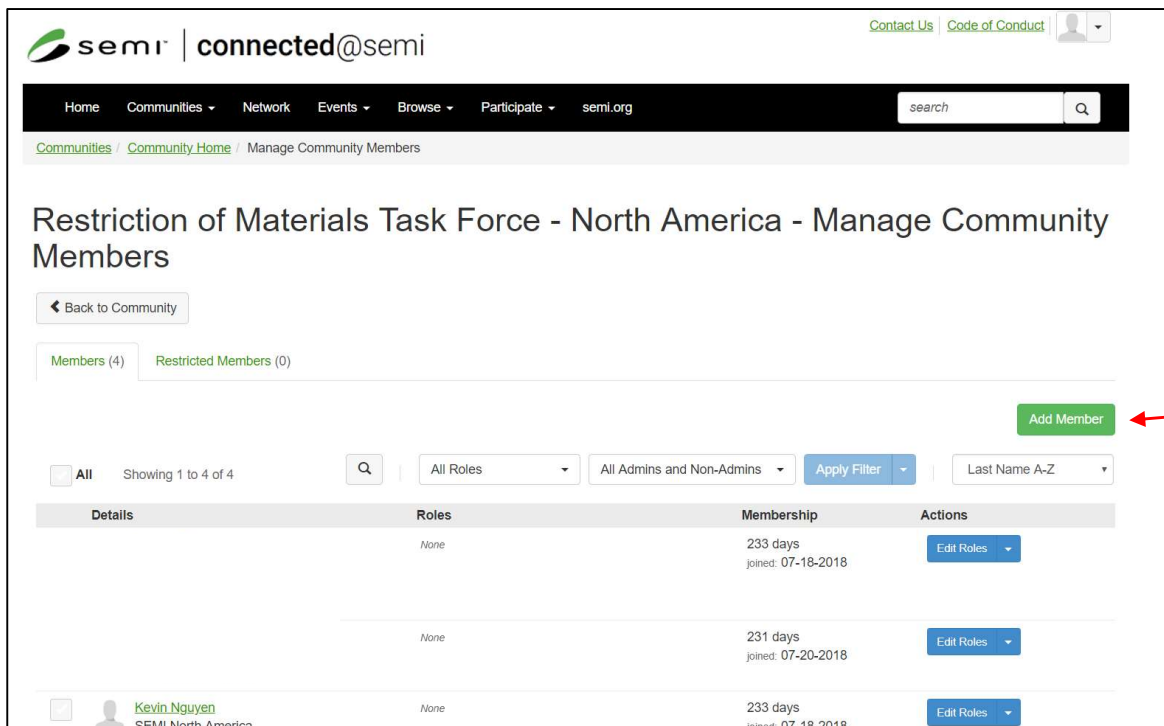
A) For example, click on Restriction of Materials Task Force, under your My Communities



B) Click on Settings , and select “Members”

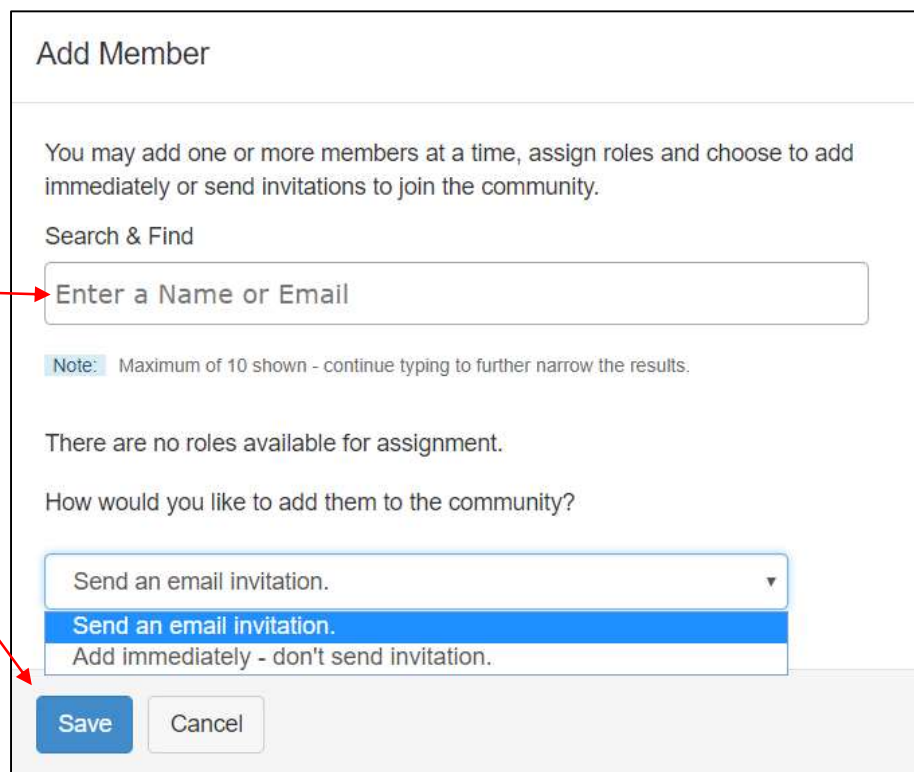


C) Select on “Add Member”



The screenshot shows the SEMI Connected@SEMI interface. The user is logged in as 'connected@semi'. The page title is 'Restriction of Materials Task Force - North America - Manage Community Members'. There are tabs for 'Members (4)' and 'Restricted Members (0)'. A table lists the current members, with columns for 'Details', 'Roles', 'Membership', and 'Actions'. A red arrow points to a green 'Add Member' button in the top right corner of the page.

D) Enter an email (recommended) or name, and select the person, and select “Save.”

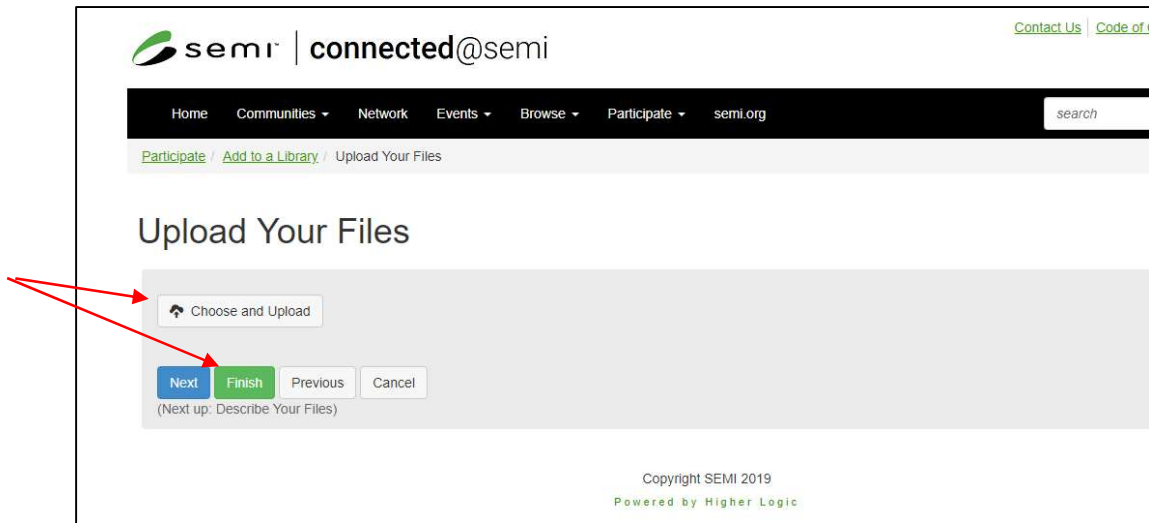


The 'Add Member' modal form contains the following elements:

- Title:** Add Member
- Instructions:** You may add one or more members at a time, assign roles and choose to add immediately or send invitations to join the community.
- Search & Find:** A text input field with the placeholder 'Enter a Name or Email'.
- Note:** Maximum of 10 shown - continue typing to further narrow the results.
- Roles:** A message stating 'There are no roles available for assignment.'
- Selection Method:** A question 'How would you like to add them to the community?' with a dropdown menu showing 'Send an email invitation.' (selected), 'Send an email invitation.', and 'Add immediately - don't send invitation.'
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

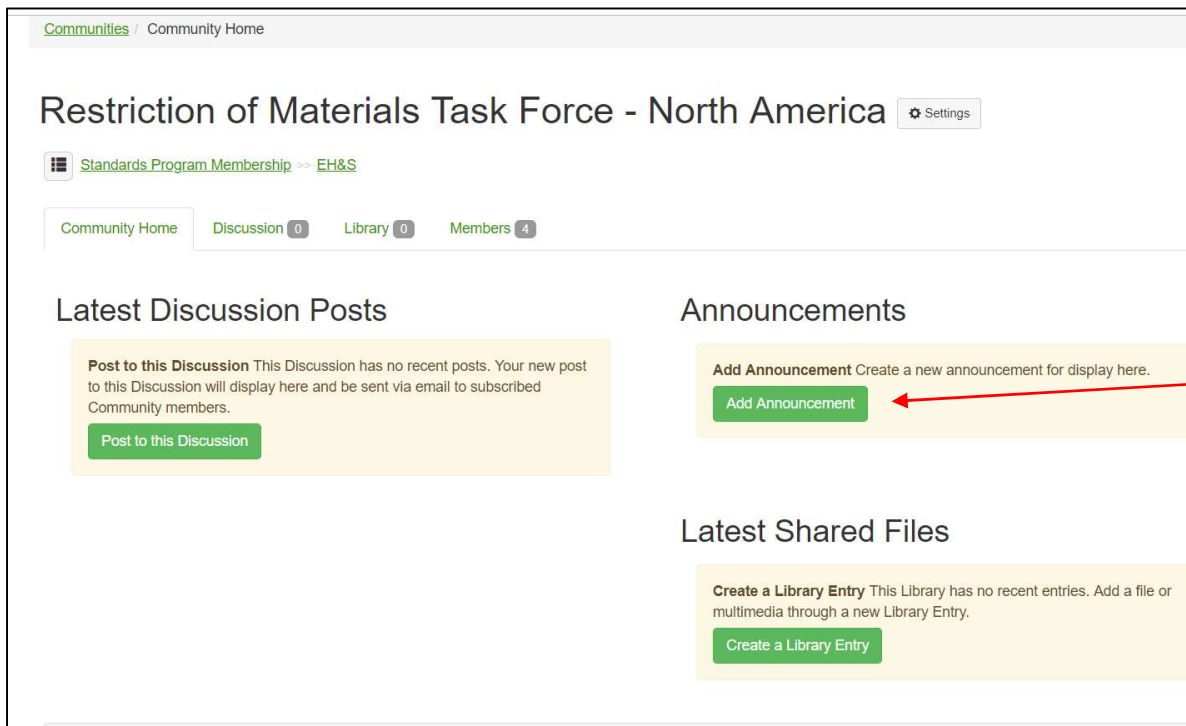
Two red arrows are present: one pointing to the 'Enter a Name or Email' input field and another pointing to the 'Save' button.

C) Choose and upload file(s), and select “Finish”

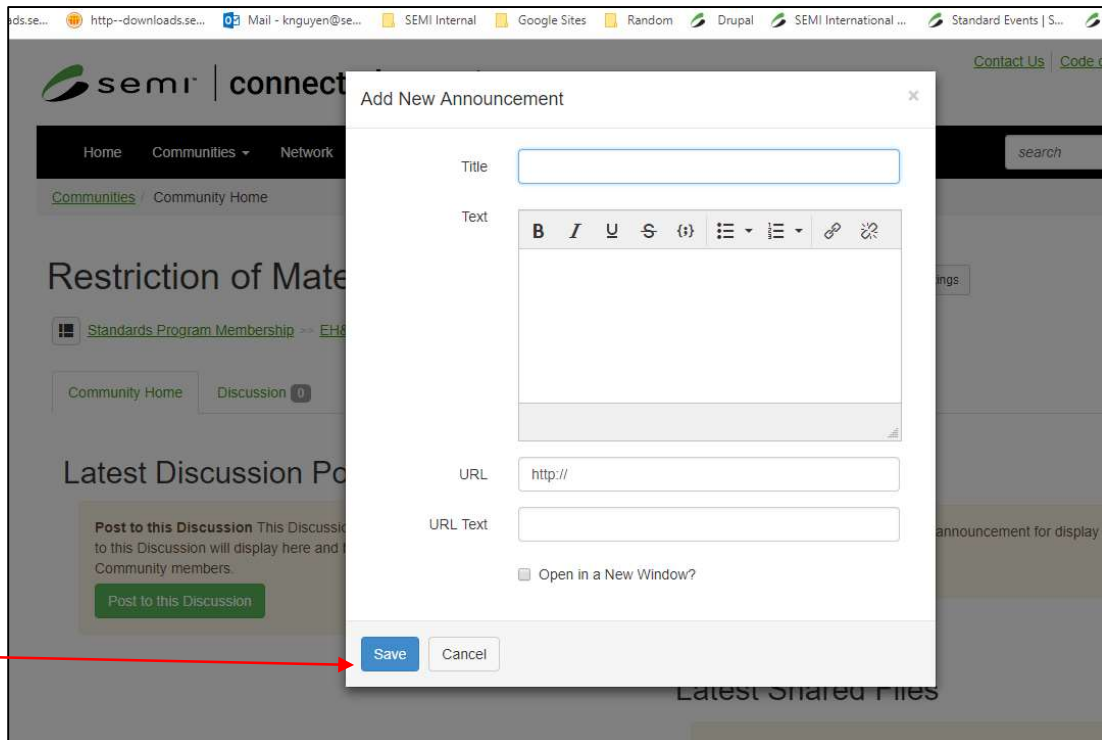


3) Posting an announcement

A) Click on “Add Announcement”



B) Fill out appropriate details, and select “Save”



semi | connect

Home Communities Network

Communities / Community Home

Restriction of Materials

Standards Program Membership >> EH&S

Community Home Discussion 0

Latest Discussion Posts

Post to this Discussion This Discussion has no recent posts. Your new post to this Discussion will display here and be sent via email to subscribed Community members.

Post to this Discussion

Add New Announcement

Title

Text

URL

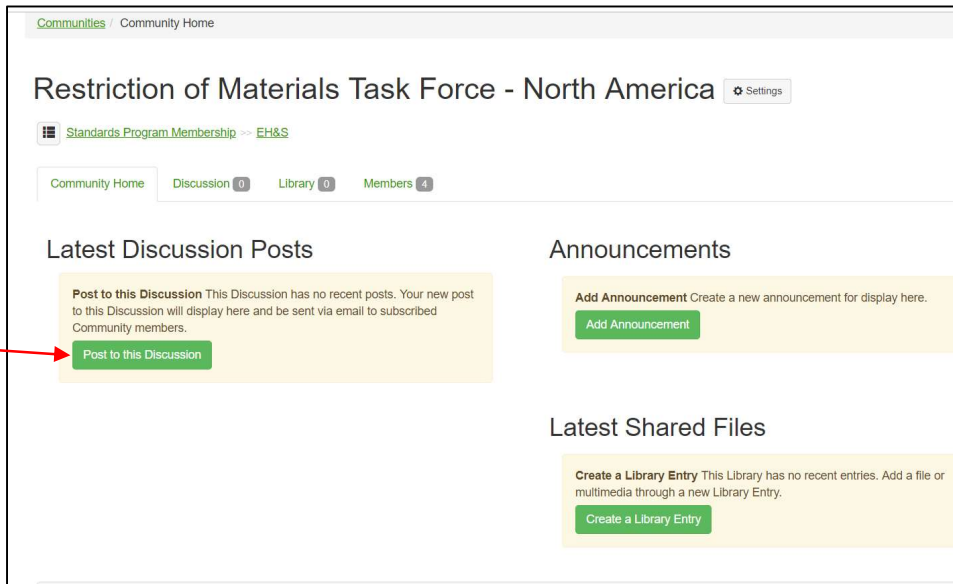
URL Text

☐ Open in a New Window?

Save Cancel

4) Posting a Discussion Thread

A) Click on “Post to this Discussion”



Communities / Community Home

Restriction of Materials Task Force - North America Settings

Standards Program Membership >> EH&S

Community Home Discussion 0 Library 0 Members 4

Latest Discussion Posts

Post to this Discussion This Discussion has no recent posts. Your new post to this Discussion will display here and be sent via email to subscribed Community members.

Post to this Discussion

Announcements

Add Announcement Create a new announcement for display here.

Add Announcement

Latest Shared Files

Create a Library Entry This Library has no recent entries. Add a file or multimedia through a new Library Entry.

Create a Library Entry

B) Fill these fields and select “Send”

Post a Message

To: Restriction of Materials Task Force - North America

Cross Post To: No Additional Discussions

From: Lauren Crane

Subject:

☒ Automatically insert content preview for links

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Table, Undo, Redo, Source Code, Full Screen, Print, Help.

Signature: Lauren Crane

Attachment(s):

5) Emailing Community Members

A) Click on “Settings”, and select “Email Community Members”

Restriction of Materials Task Force - North America [Settings](#)

Community Home Discussion (0) Library

First Name:

Last Name:

Company Name:

Email Address:

Showing 1 to 4 of 4

Name A-Z

Export

Administration: Settings, Members, Reports, Email Community Members, Add a Subcommunity, Moderation (0)

Events: Manage Events

Poll: Manage Polls

Status: Community admin and member:

Email Notifications: [Change](#)

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TEL
Product Environmental Compliance Mgr.
Austin
United States

Mark D'Agostino
Applied Materials, Inc.



B) Compile your message. You may preview email before sending. Once you are completed reviewing, select “Send Email.”

Email Community Members

To: 4 members selected to receive this email.

Subject* Message From Restriction of Materials Task Force - North America

Email Template* Replacement merge variables are in square brackets and are converted to text when the email is sent. Remember to "Preview Email Before Sending".

[Contact.InformalOrFirstOrCompany],

[CommunityAdminMessage]

[CommunityAdminHyperlinks]

Community Admin Message* Text entered below appears in place of the [CommunityAdminMessage] merge variable shown in the template box above.

Enter message...

Attach

Preview Email Before Sending Send Email Cancel

II. If you have any question, please contact your regional staff under contact

www.semi.org/standards

<https://www.semi.org/en/products-services/standards/staff-contact>

Or visit FAQ from our provider at

<https://hug.higherlogic.com/participate/faq#whatarecommunities>