## The New AFSS Forum - Getting Started

Visit <u>www.afssca.org</u> and click on "For Members," log in and then click on "AFSS Member Forum." The link has been updated to the new forum.

You will now see the forum as part of our website. Click on "Login/Sign up" to create your forum profile. It is linked to the website profile, but it is not automatic.

Now, you will see the following:

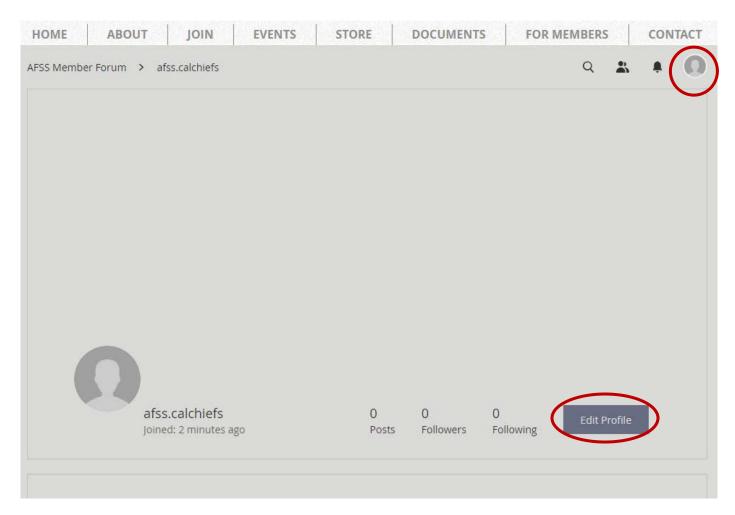






To start, click on your profile button in the right hand corner, then select "My Profile."

Here you can add a background picture, profile picture, and update your name.

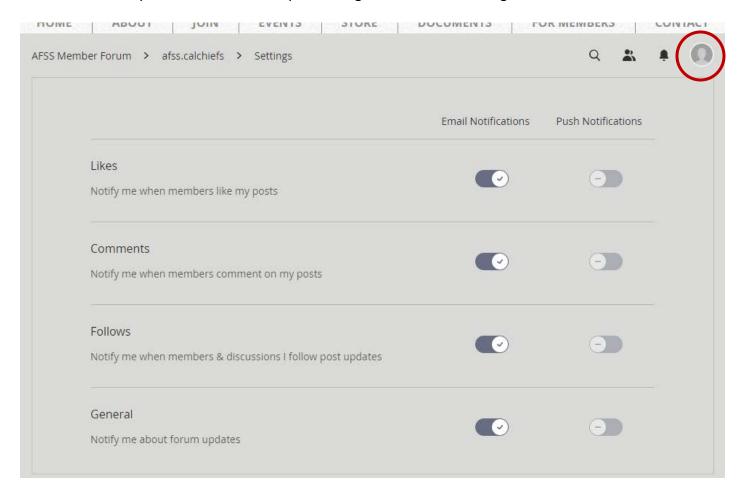


Click on "Edit Profile" and then a camera icon will appear for both the background and the profile. Click on the camera icon to upload images.

Click on your name to edit it – it will default to the beginning of your email address. You are able to update it to your actual name!

This page will also list all the posts you made, so you can easily find them and see what feedback is posted there.

## Click on the profile button in the top corner again and select "Settings"

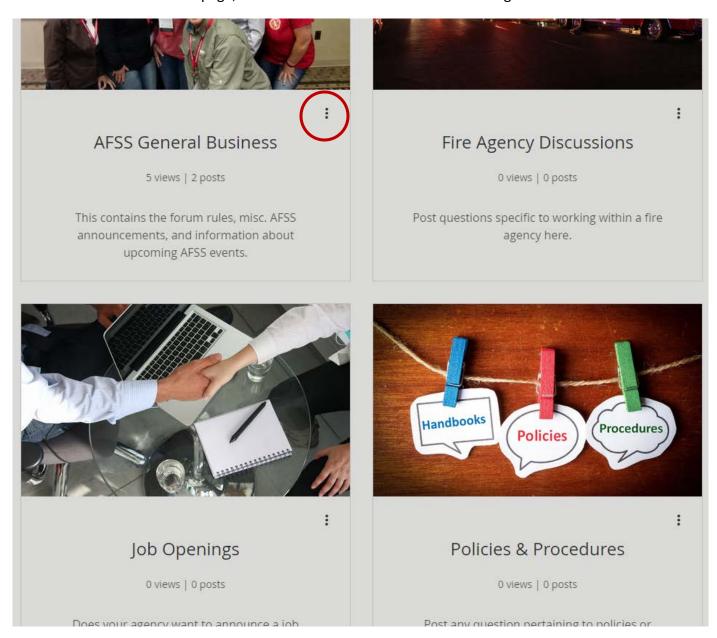


Here, you can select what type of notifications you receive. For me, email is perfectly fine.

For "Follows" – you will need to select the discussions & members you want to follow.

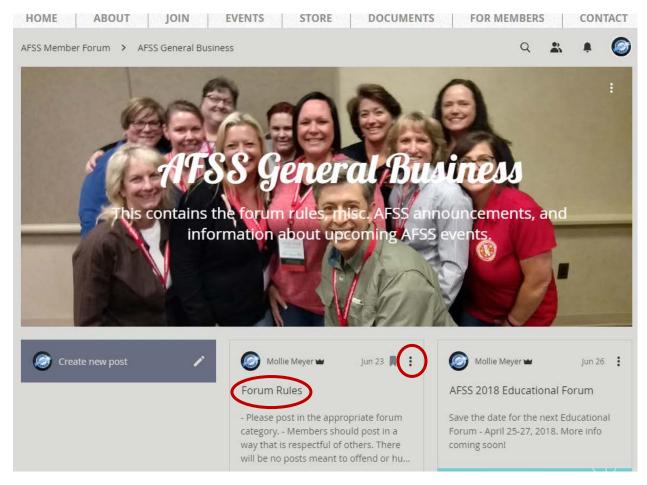
Do select the discussions, return to the main forum page by clicking on "AFSS Member Forum" in the top left corner.

Once back on the main page, scroll down to see all the discussion categories.



Click on the three dots to follow a category. You may choose to follow or unfollow whichever categories you want at any time.

Click on the category to see the posts within that discussion.



You may choose to follow or unfollow specific posts by clicking on the three dots and selecting unfollow or follow.

Click on a post name to open it. You will now view the entire post and can leave a comment at the bottom.

Of course, click on "Create new post" to create your own new thread. Anyone following you or the category will receive an email about your post.

If you would like to follow people, click on the "Forum Members" icon. Now you will see a list of everyone who has accessed the forum.

Click on "Follow" to follow a particular member. If you selected to receive "Follows" notification (on page 2), you will receive notifications whenever this member creates a post.

