

INCPAS Member Community Overview

The INCPAS Member Community is a feature that we're adding to our new web site. The Community is a web application that includes functionality for bulletin boards (also known as forums) and photo galleries. Simply put, this is a tool for members to use to communicate with each other, ask questions, get answers, network, and more. It allows members to communicate at their convenience any time of the day or night.

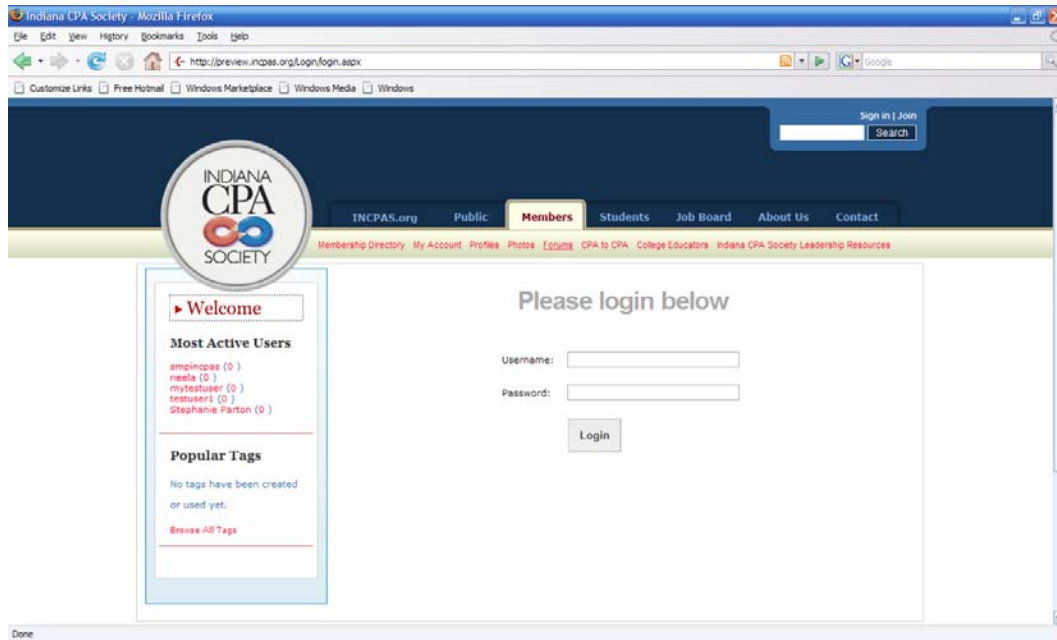


Figure 1: INCPAS Member Community main page

Logging in to INCPAS Member Community

In order to participate with the **Community**, you will need to log in. You log in to the Community using the same information as you do when you log in to the INCPAS web site: your e-mail address and password. When you log in for the first time, you will be prompted to create a user name, which you can use in place of your e-mail address when logging in.

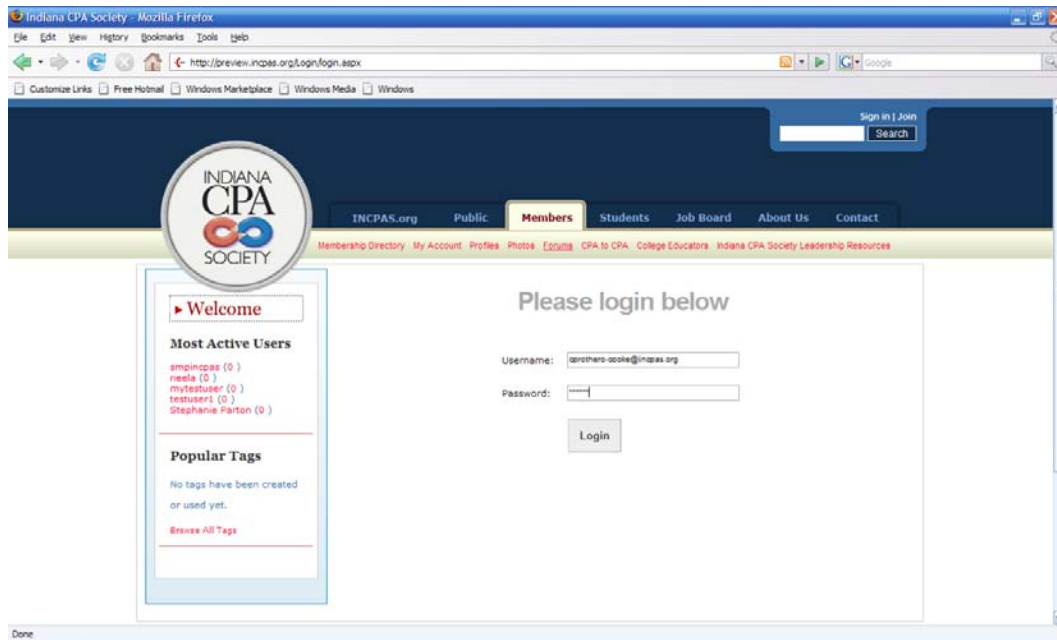


Figure 2: Login page

To login:

- Click on the **Sign in** link in the upper right hand corner of the page or click on the **Forums** link on the **Members** tab.
- On the log in page, enter your e-mail address as your username and your password. After you have created a username you will be able to log in using your e-mail address or your username.

INCPAS Member Community Overview

Navigating the INCPAS Member Community

Your initial view of the INCPAS Member Community will look similar to this:

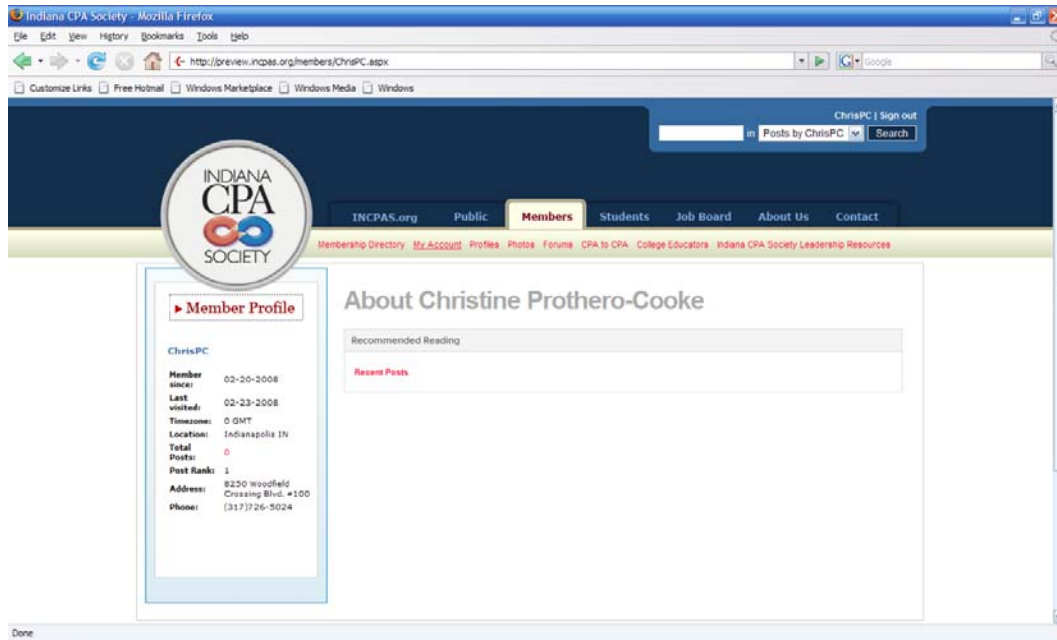


Figure 3: INCPAS Member Community main page after logging in

On the left side of the page, you will see your Member Profile. This will show various information including your username, primary address, phone number, and the number of messages you have posted to the group. To the right of the Member Profile, you may see a list of messages that you have posted in the Community.

INCPAS Member Community Overview

Forums

To view your forums, click on the **Forums** link under the **Members** tab. You will see a page that lists the different topics or discussions that you are available to view and discuss. Each forum topic will be a link that you can click on to view existing conversations for that particular topic. You will also be able to start your own conversation.

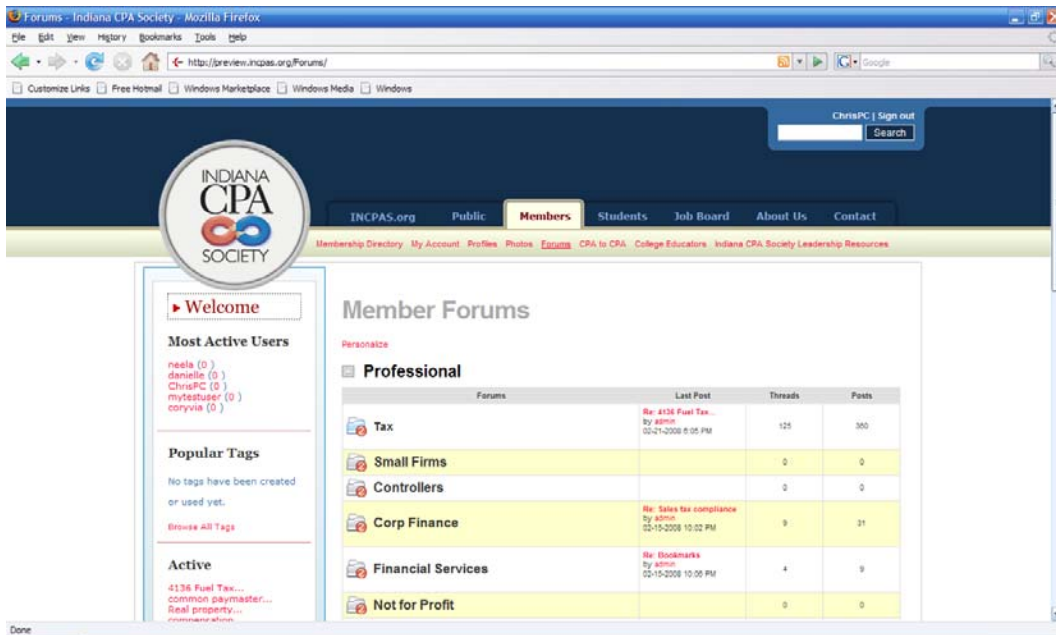


Figure 4: Discussions main page

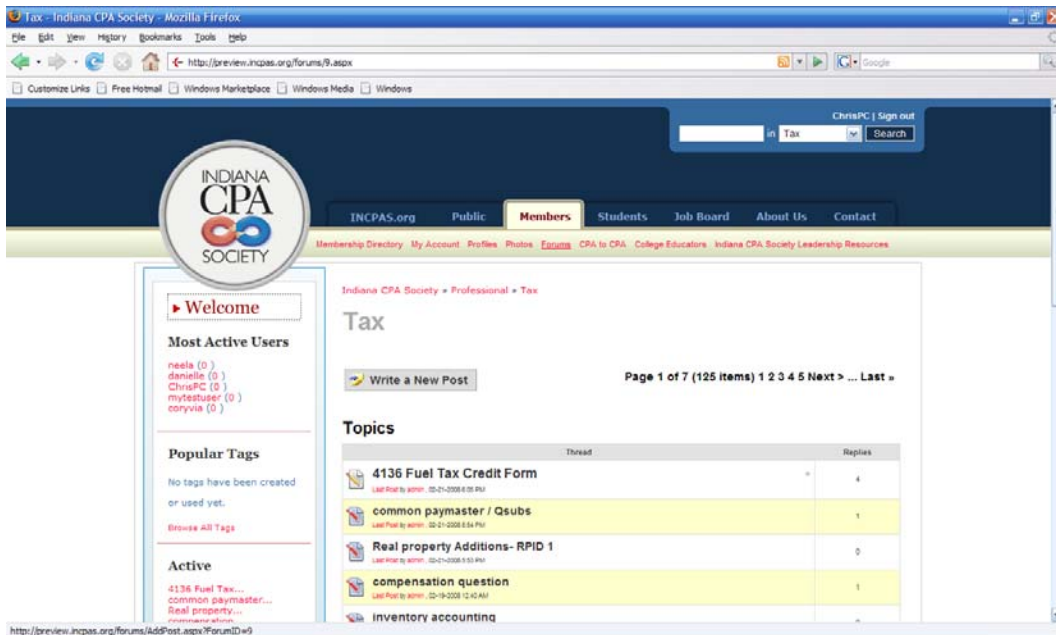


Figure 5: Forum message listing

Write a New Post

When you want to write a new message, click on the **Write a New Post** button that appears under the above the Forum message listing. You will see a page that has four tabs on it for **Compose**, **Options**, **Related**, and **Preview**. You will start by entering the subject of your message and your actual message on the **Compose** tab. You can add other options that you want to add to your message, like a video or poll, by clicking on the appropriate tab and filling in the form. When you have finished your message and set up, click the **Post** button that is found at the bottom of the page.

- **Compose** – use this to start your message. You will need to enter a subject and the content of the message on this first screen. On the **Compose** tab you have several options for formatting your message just like you would see in any word processing program, including formatting text, adding images, and making lists. (see Figure 6)

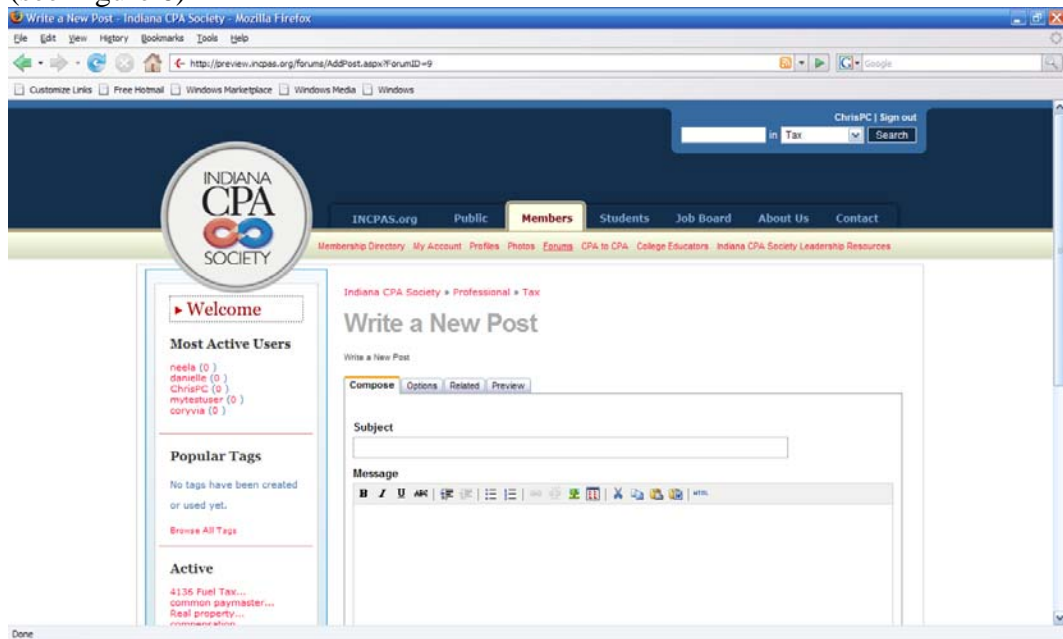


Figure 6: Compose message

- **Options** – allows you to set specific options for your message

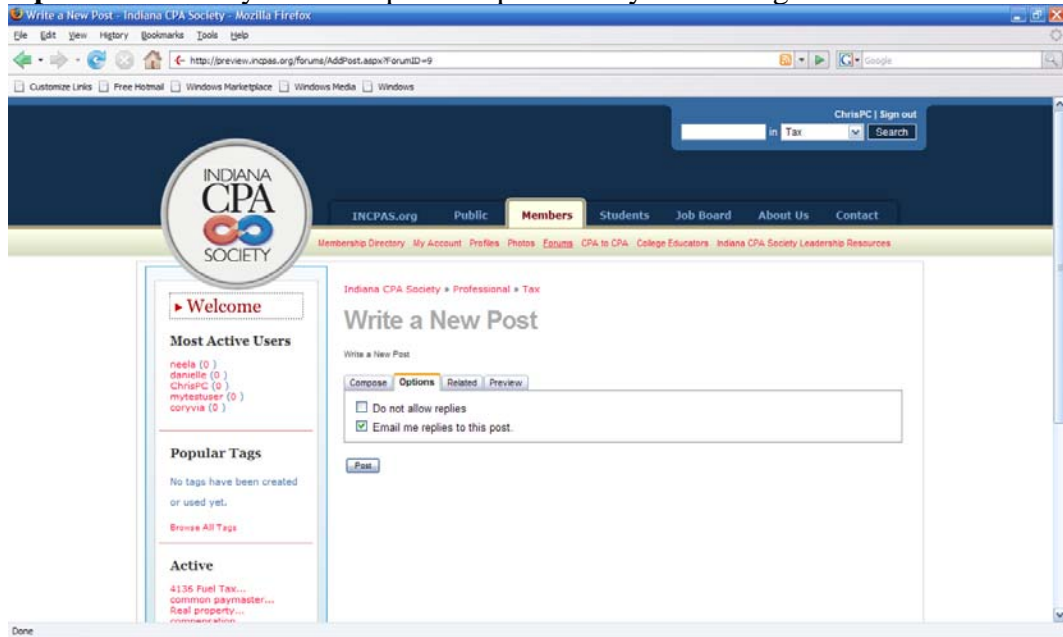


Figure 7: Options

- **Do not allow replies** – no one will be allowed to respond to the message you're creating if you check this box
- **Email me replies to this post** – a message will be sent to you when anyone responds to your message
- **Related** – lists any messages that relate to the conversation you're posting your message to

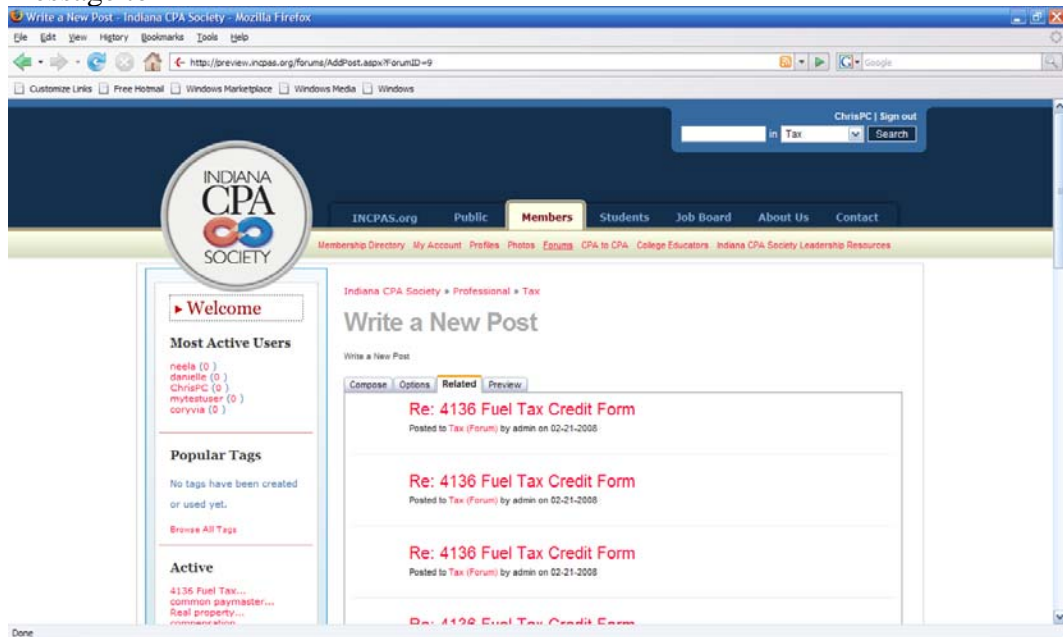
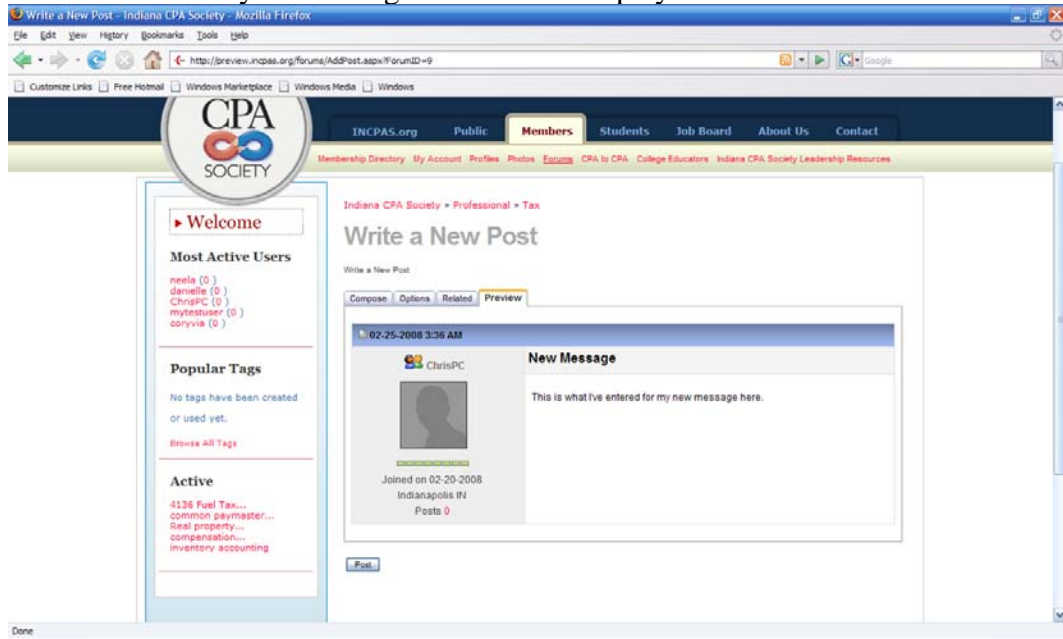


Figure 8: Related Messages

INCPAS Member Community Overview

- **Preview** – shows your message as it will be displayed to visitors



- **Figure 9: Preview**

View Message

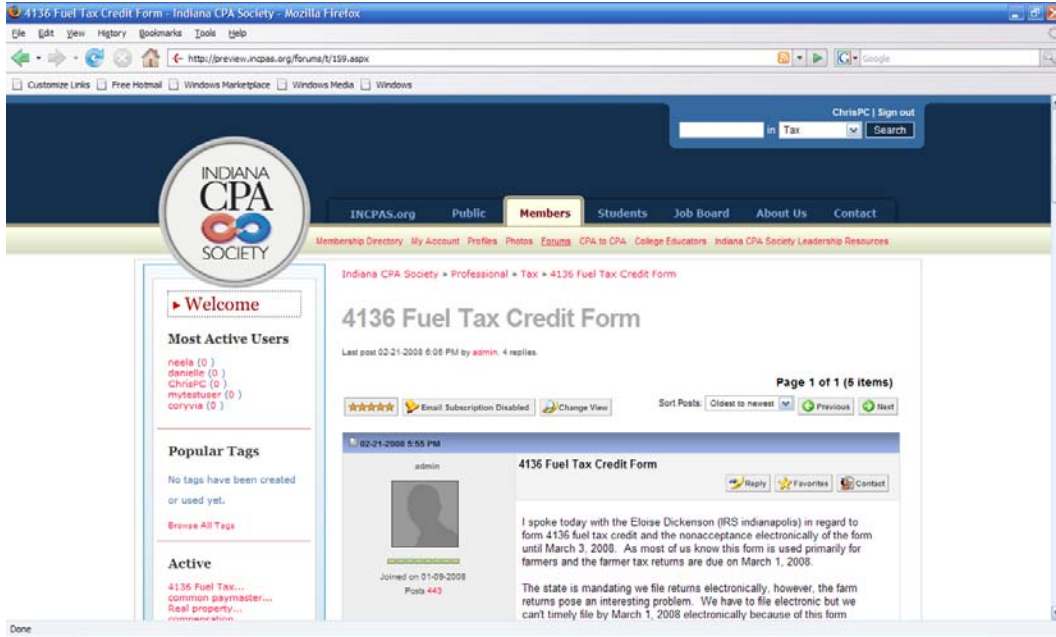


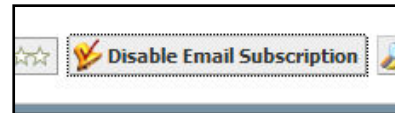
Figure 10: Forum messages

Each message or response under a forum topic will include the message and each person's response. In addition to the messages and information about the person that posted a message, you will also be able to subscribe to forums or topics, reply to the message, add the message to your favorites, or contact the person who posted the message outside of the conversation.

- **Enable Email Subscription** – click on this button and anytime someone comments on this thread, you will get an e-mail that includes a link back to this individual conversation. Once you have subscribed to a thread, the **Enable Email Subscription** button will change to **Disable Email Subscription**.



- **Disable Email Subscription** – click on this button and you will no longer receive messages as they are posted in response to this conversation thread. Once you click on this button, **Enable Email Subscription** will appear on the button.



INCPAS Member Community Overview

- **Change View** – changes how the forums are displayed. There are two options **Flat View** and **Threaded View**. The Flat View is the default view for viewing messages in the forum.

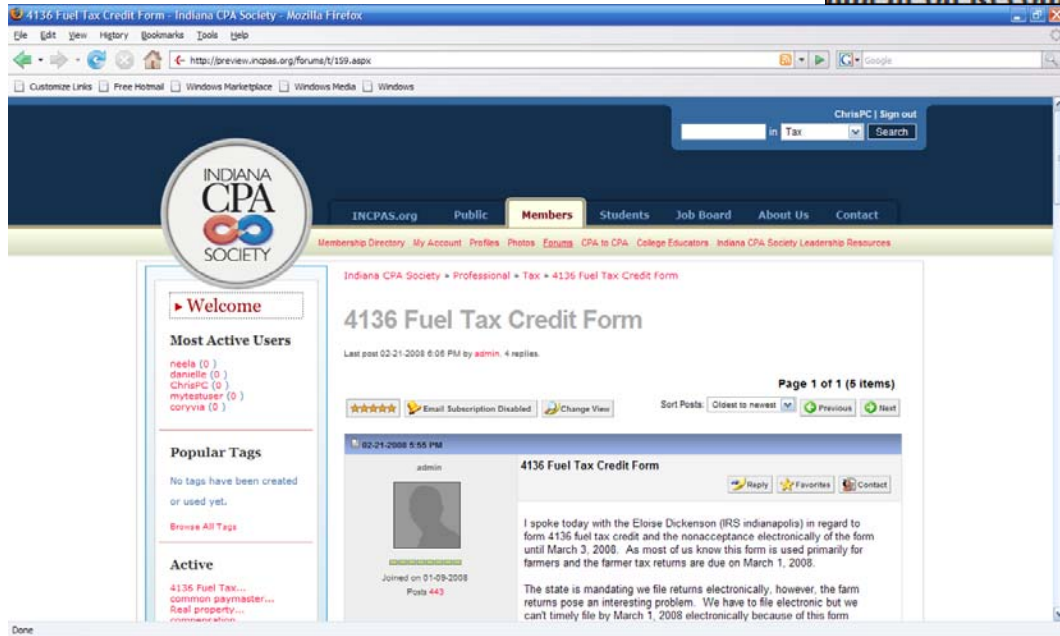
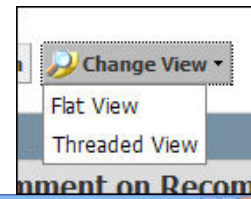


Figure 11: Forum Messages Flat View

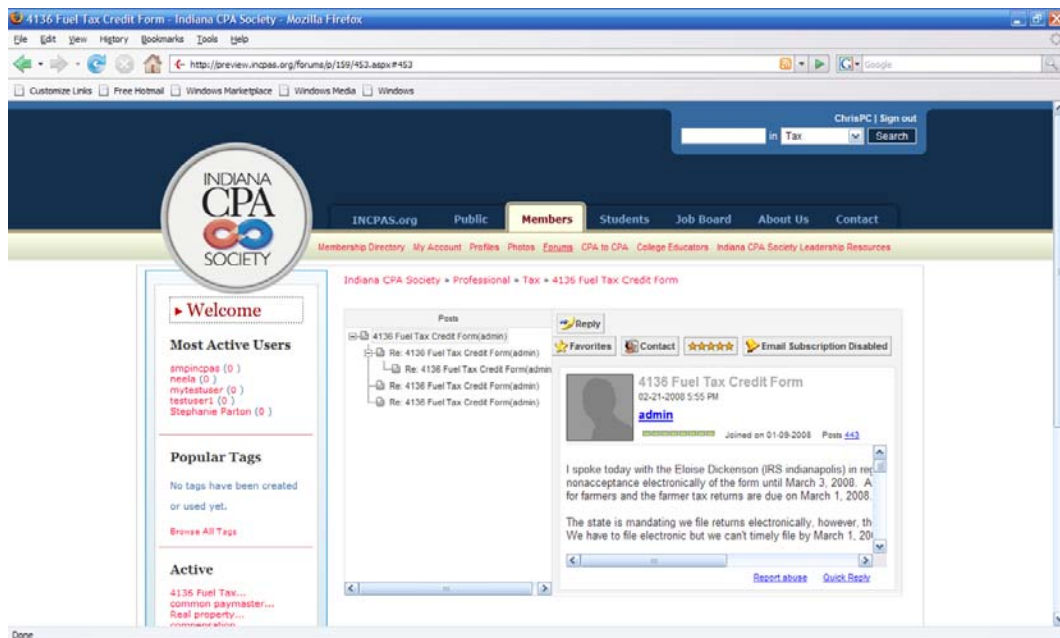
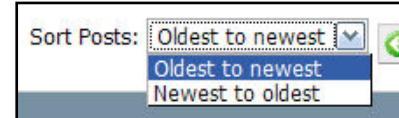


Figure 12: Forum Messages Threaded View

INCPAS Member Community Overview

- **Sort Posts** – change the order of how the messages are displayed. The default setting is to have the oldest messages (oldest) posted at the top of the page and the most recent messages (newest) posted afterwards.



- **Previous and Next** – click **Previous** button and you will be moved to the forum topic immediately preceding the one you're currently viewing or click the **Next** button to view the one immediately after it.



- **Reply** – allows you to reply to an individual's message
 - Replying to a message will be similar to creating a message. You will see the message you're replying to at the top of the screen. In addition, you will have a subject line, message box, and four tabs that include options you can add to your message.
 - **Compose**

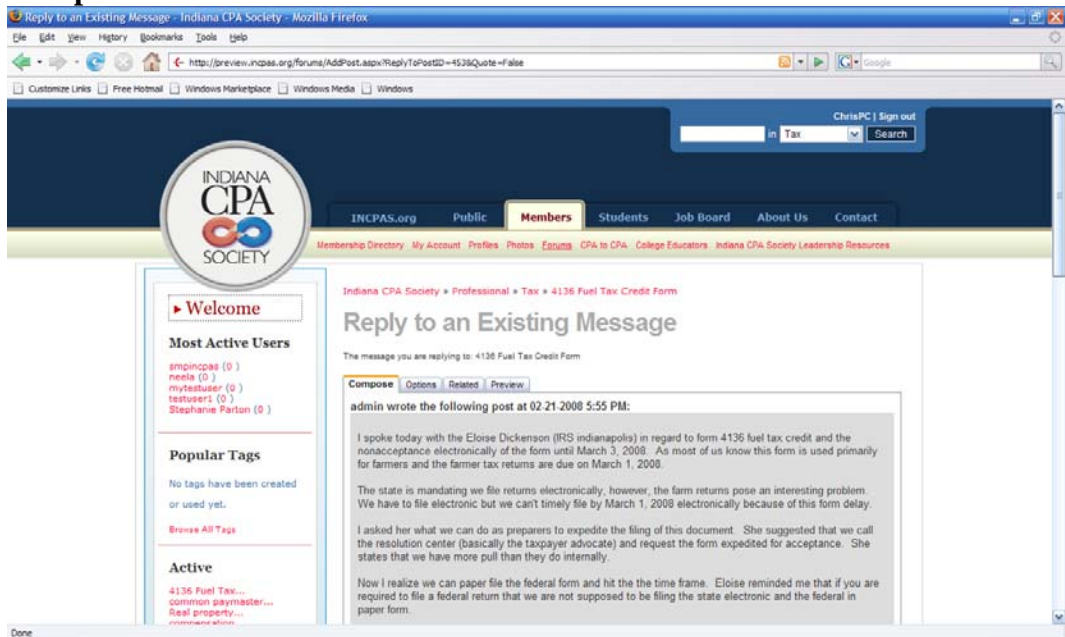
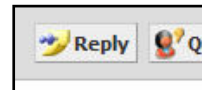


Figure 13: Reply to an Existing Message - Compose

- **Options** – allows you to set specific options for your message

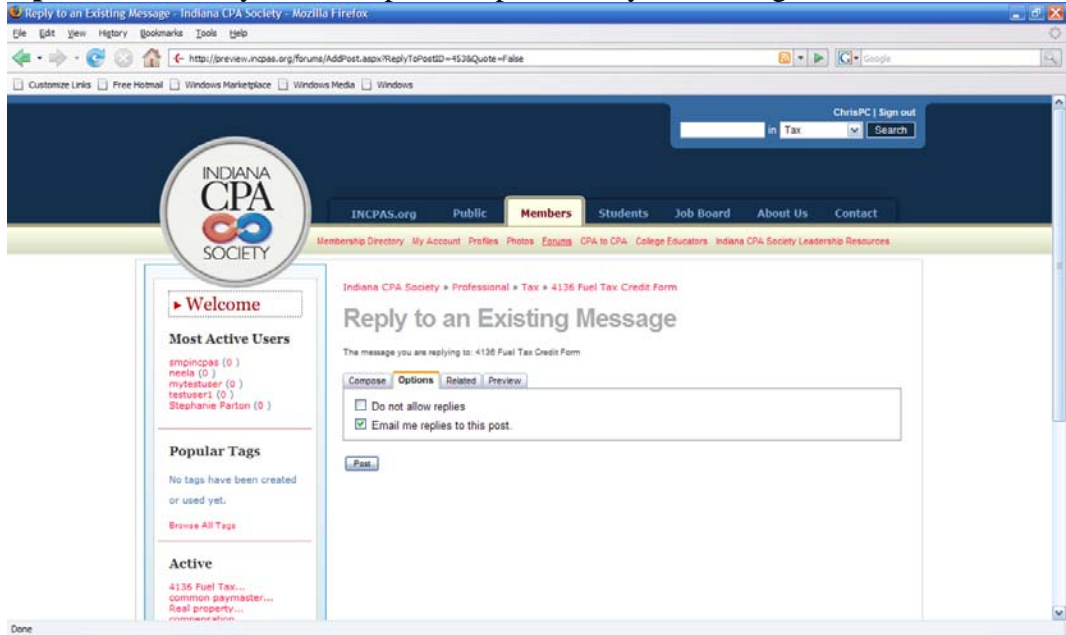


Figure 14: Reply to an Existing Message - Options

- **Do not allow replies** – no one will be allowed to respond to the message you're creating if you check this box
 - **E-mail me replies to this post** – a message will be sent to you when anyone responds to your message
- **Related** – lists any messages that relate to the conversation you're posting your message to

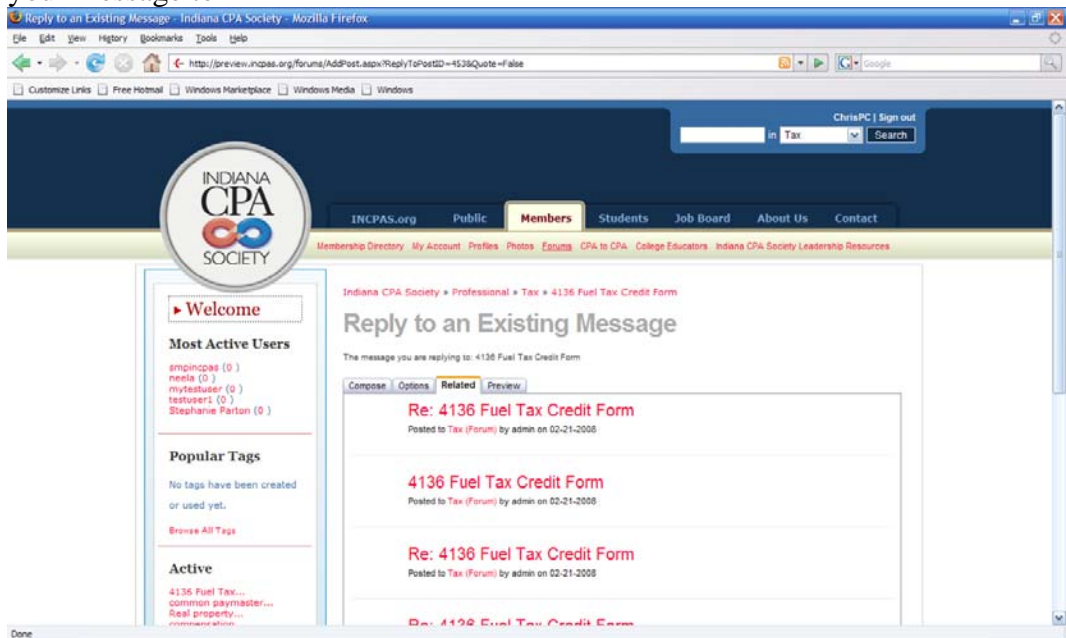


Figure 15: Reply to an Existing Message - Related Messages

- **Preview** – shows your message as it will be displayed to visitors

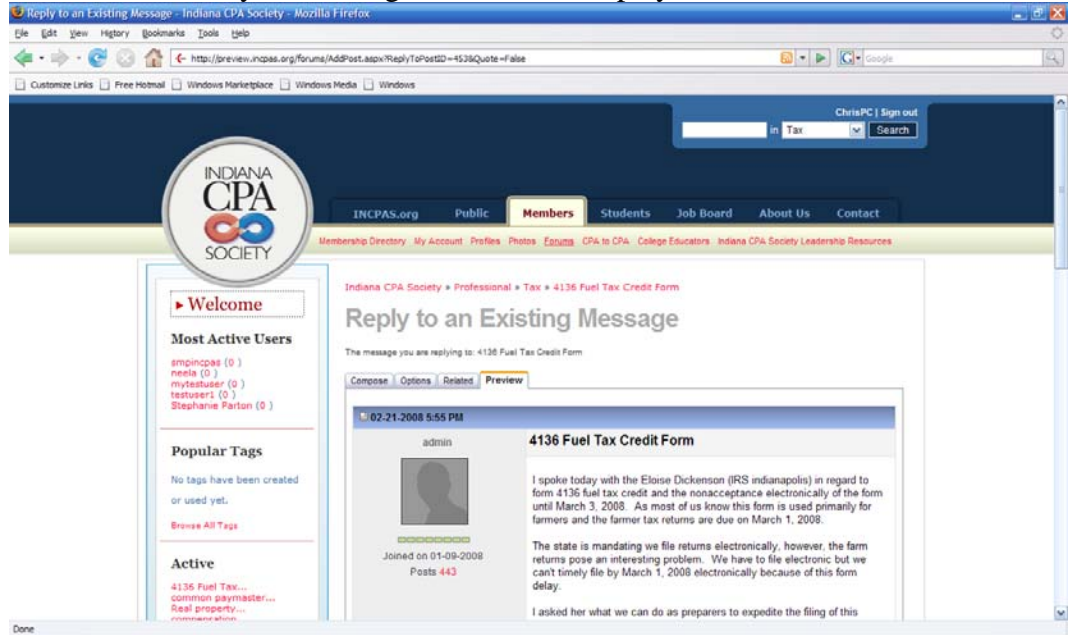
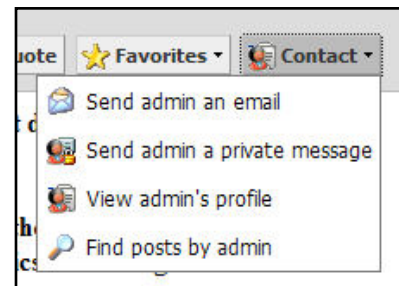
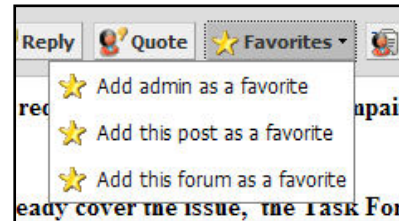


Figure 16: Reply to an Existing Message - Preview

- **Favorites** – add the topic, message, or individual that posted a message as to your personal favorites list
- **Contact** – contact and information for the person that posted an individual message
 - **Send username an email** – send an e-mail message directly to the individual that posted the message
 - **Send username a private message** – send a private message to the person that posted the message through INCPAS Community (not to the person's e-mail address)
 - **View username's profile** – view information about the person that posted the message
 - **Find posts by admin** – find any messages that the person has posted



Questions and Comments

- If you have questions or comments about how to use Community, contact Chris Prothero-Cooke at cprothero-cooke@incpas.org.
- For technical questions and issues, contact Sean Reiche at Galvin Creative Technologies at seanreiche@galvintech.com.
- For questions about online communities in general and how they are replacing INCPAS member sections, contact Jennifer Briggs at jbriggs@incpas.org.
- For questions or comments about the redesign of incpas.org, contact Dave Shatkowski at dshatkowski@incpas.org.