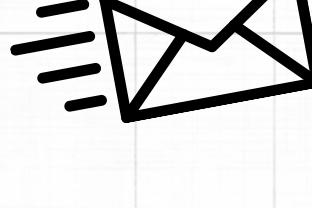


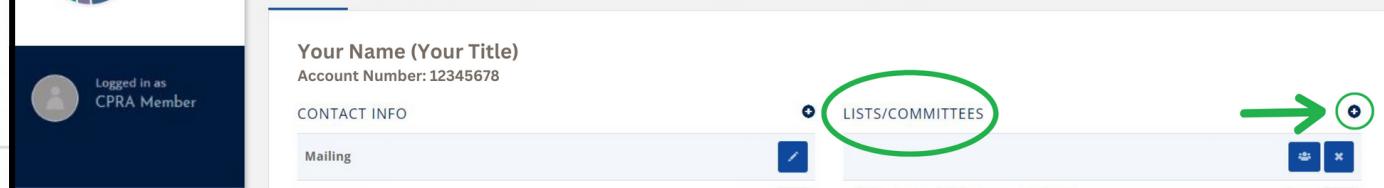
USING THE FORUM

CPRA'S ONLINE COMMUNITY



STEP 1

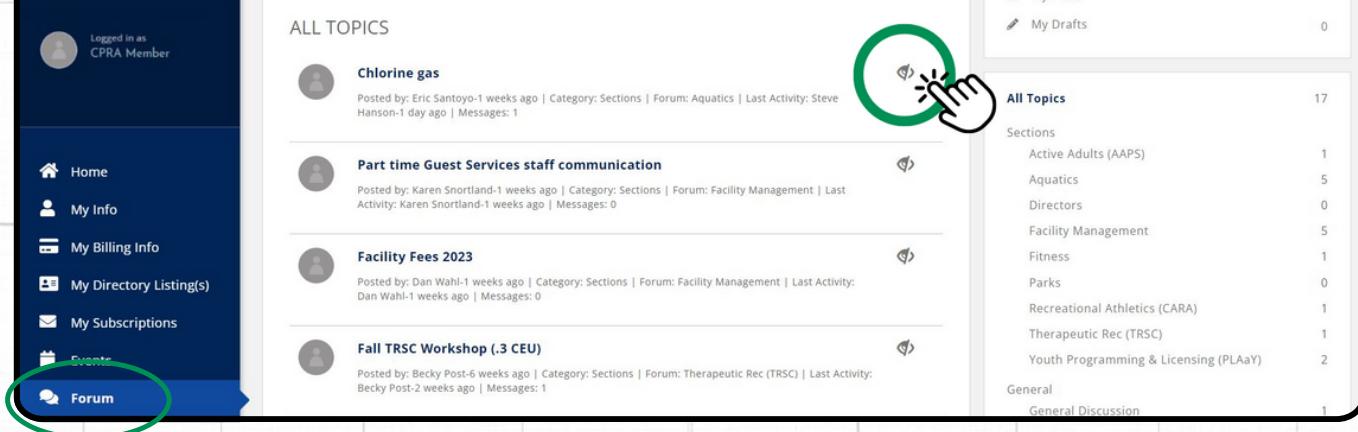
Make sure you have joined all Sections you would like to engage with by selecting them on the LIST/COMMITTEES Section on your My Info tab.



STEP 2

Visit the Forum tab!

Click the **eyeball** to the right of a post to 'watch' it and get notified when someone interacts with the thread.



STEP 3

Click the gear icon in the top right of your screen to access your Communication Preferences

STEP 4

Change your setting to get emailed with Forum engagement live, daily, or monthly. Even set your 'watch' preferences to cover entire Topics (Section threads)!



Forum Notifications

The following settings are for the Forums and Topics you are currently watching. See all of the items you are watching by clicking on the "Watching" filter on the top right side of the forum.

Email Frequency

As it happens

Forum Level Email Preferences

Watch All

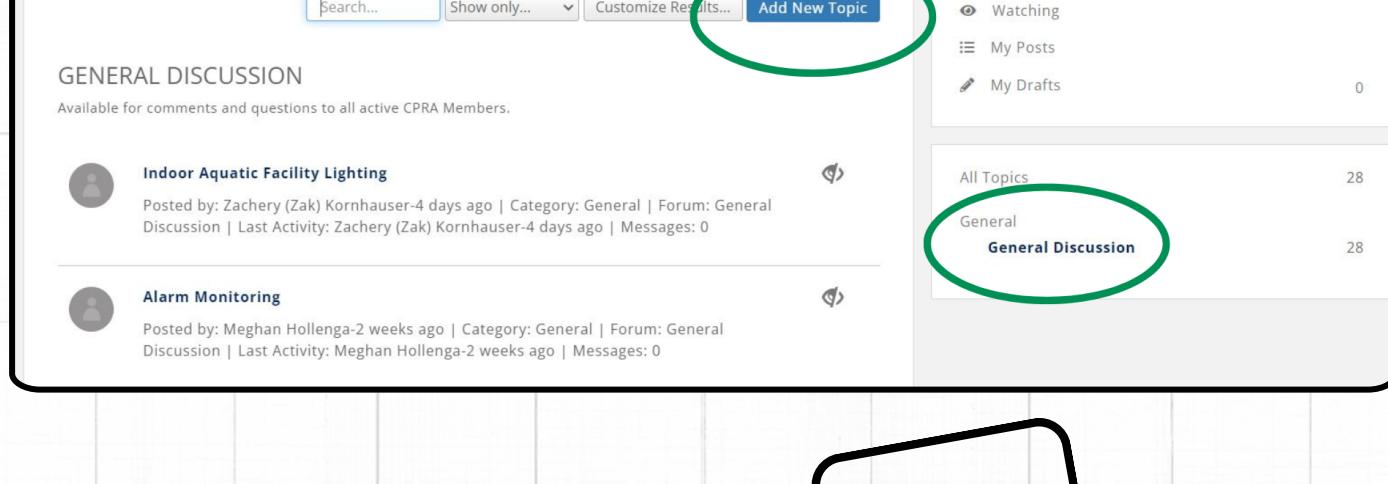
Topic Level Email Preferences

-- Select a Topic Level Email Preference --

STEP 5

Select a Topic to enter that specific thread. All joined Sections will be represented as Topics in the All Topics column.

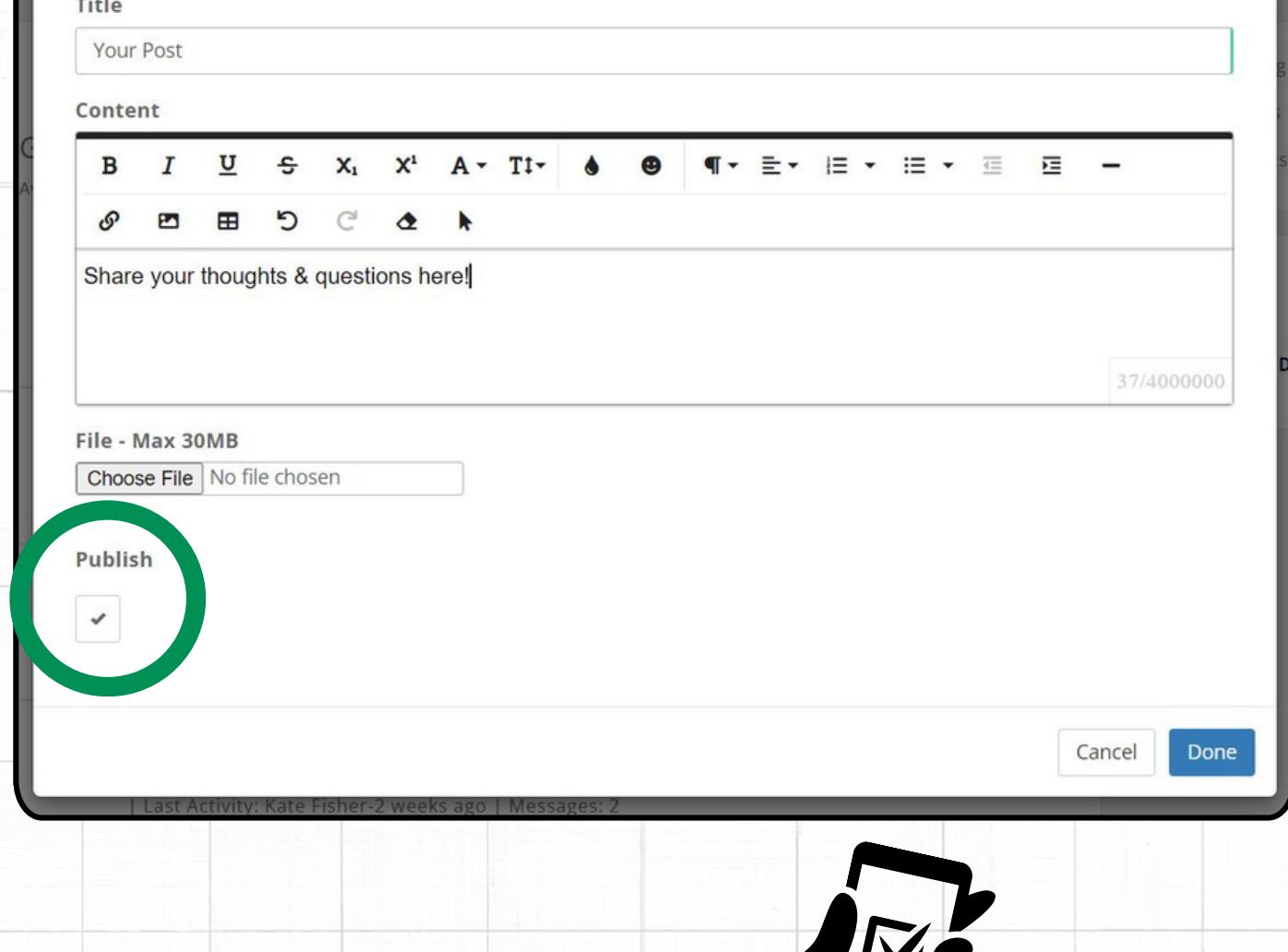
Then select the **Add New Topic** button at the top to add a new post to that thread.



STEP 6

Complete your post!

Be sure to check the **'Publish'** box when you're ready to share. Otherwise, the post will remain in your drafts.



STEP 7

Download the CPRA App to use the Forum on the go!

