

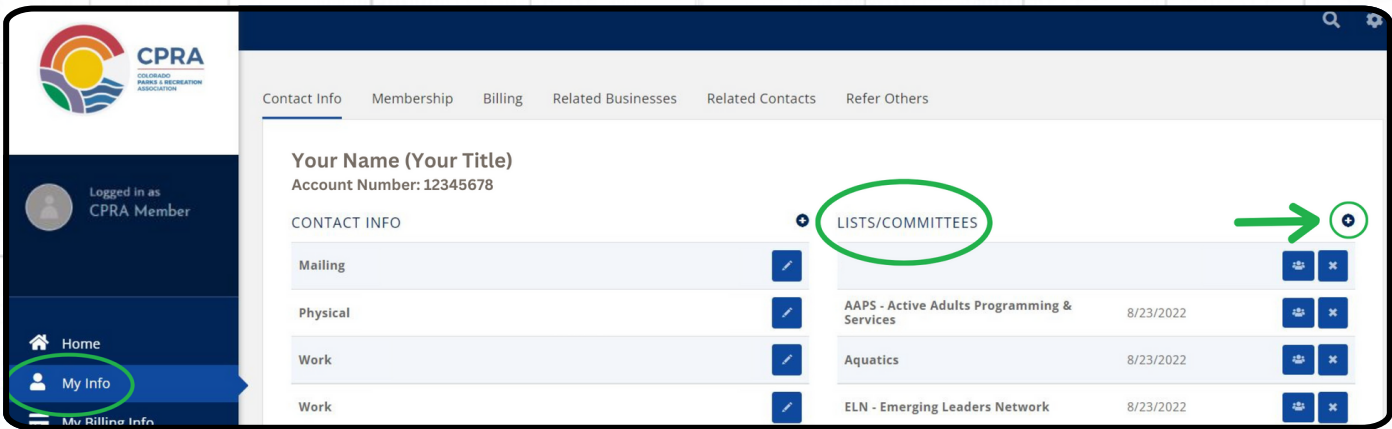
USING THE FORUM

CPRA'S ONLINE COMMUNITY



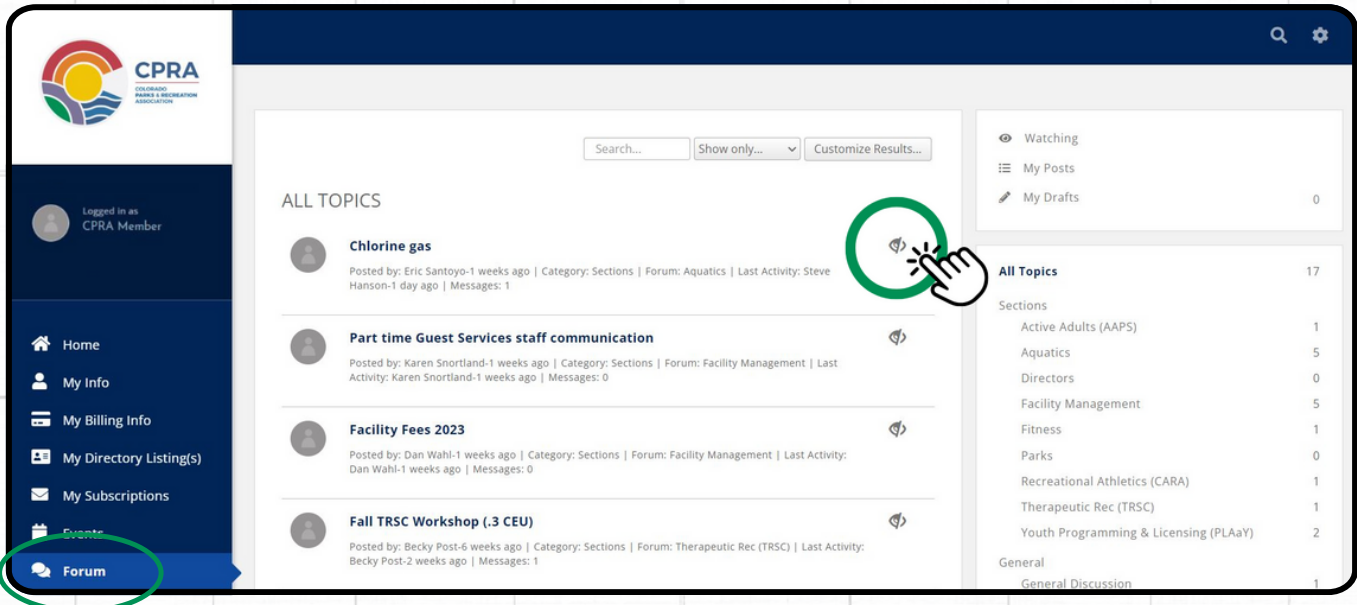
STEP 1

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



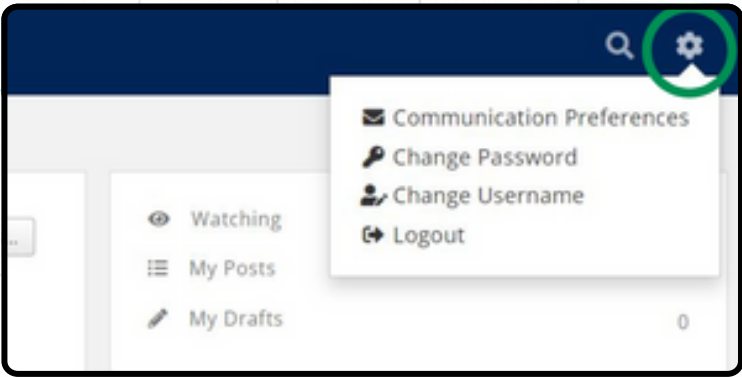
STEP 2

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.



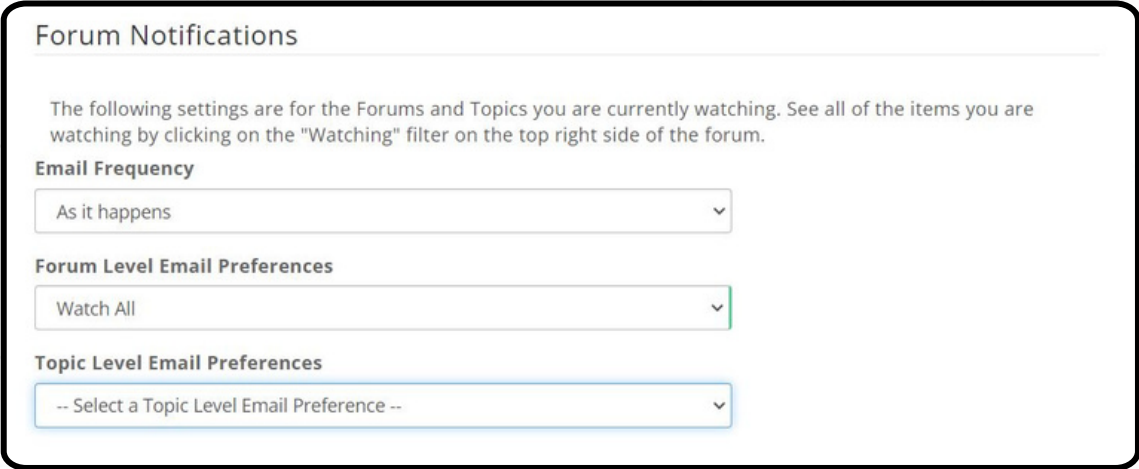
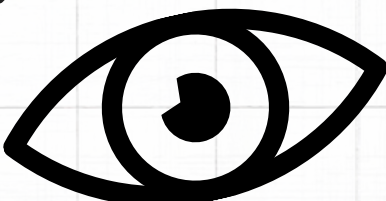
STEP 3

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



STEP 4

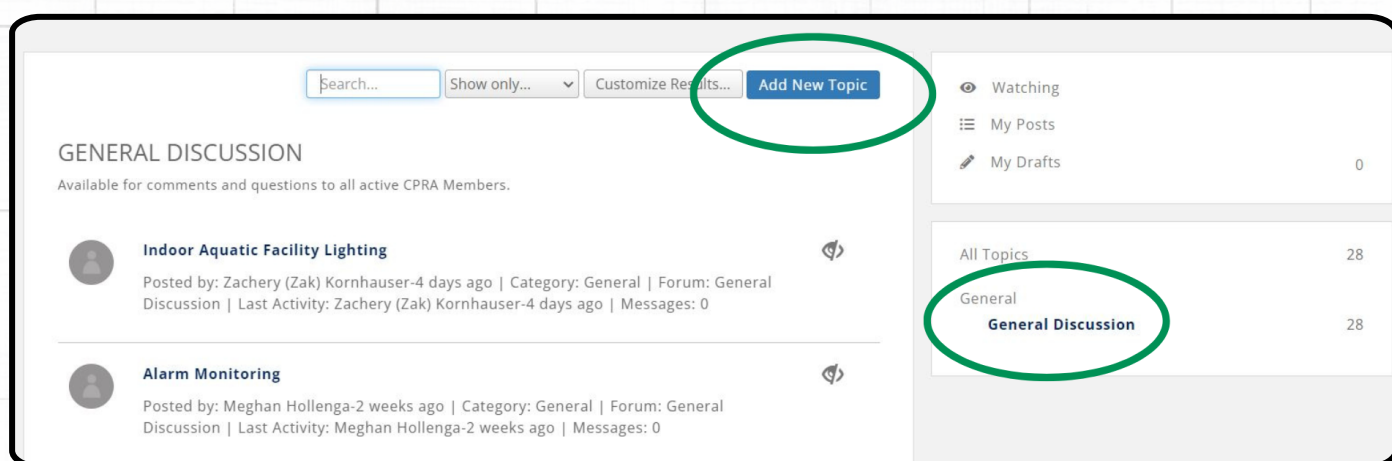
Change your setting to get emailed with Forum engagement live, daily, or monthly. Even set your 'watch' preferences to cover entire Topics (Section threads)!



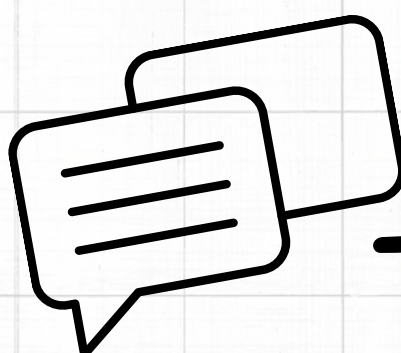


STEP 5

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.

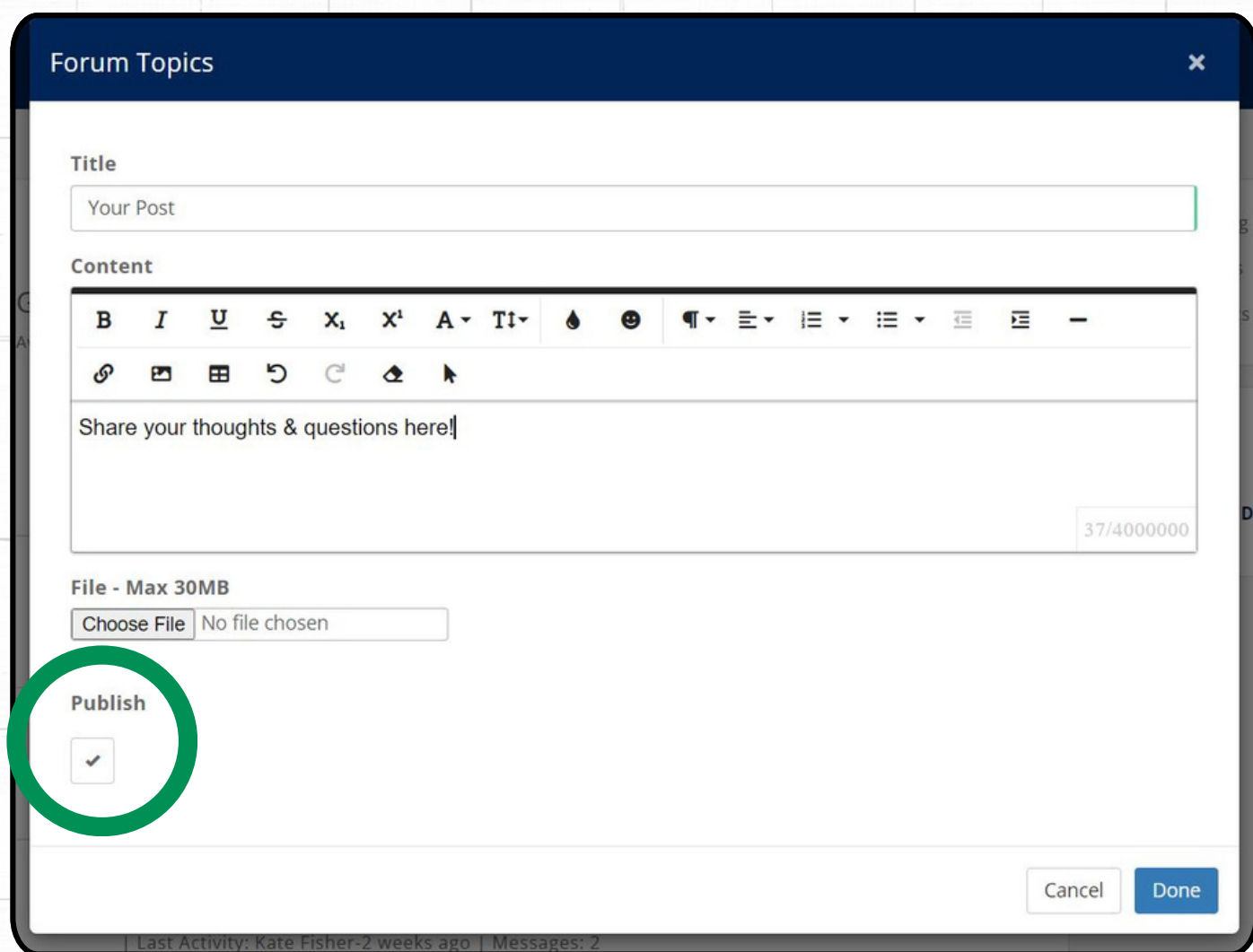


STEP 6



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!

