

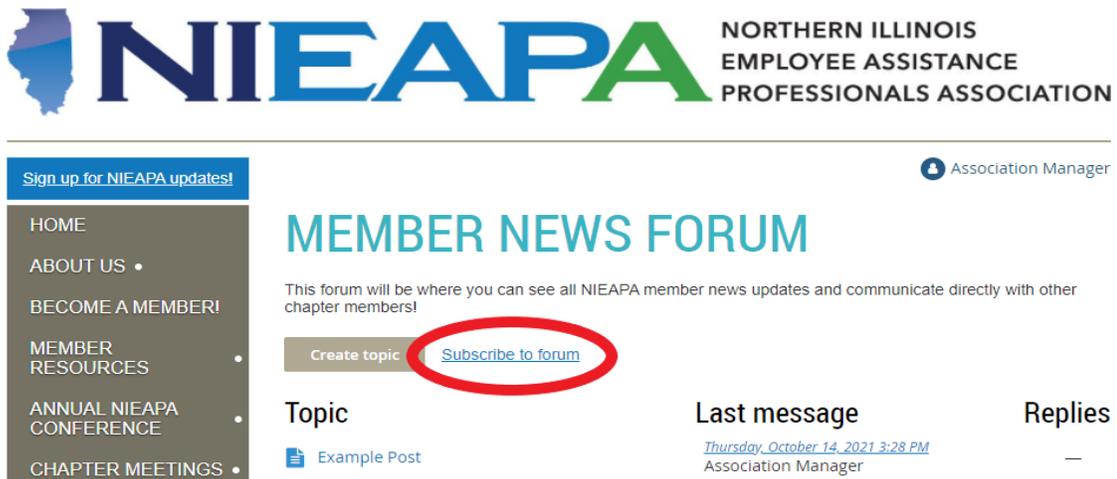
This guide contains directions for accessing and using the NIEAPA Members Forum. If you have further questions or concerns, please contact Asher Robeson, Association Manager, at nieapa@corpevent.com or call the association office at 312-756-7756. Thank you!

1. Go to nieapa.org, and log in to the website; instructions on how to log in can be found here.
2. In the menu at the left, mouse over "MEMBER RESOURCES", and in the additional links displayed, click on "MEMBER NEWS FORUM"



The screenshot shows the NIEAPA website home page. On the left is a navigation menu with "MEMBER RESOURCES" circled in red. A sub-menu is open, showing "MEMBER NEWS FORUM" also circled in red. To the right is a banner for a virtual meeting with the text: "Time is running out! NIEAPA's Virtual October Chapter Meeting & Professional Education. What is legal and ethical in a post-pandemic world? Join us as we explore the persistent challenges of responding ethically to the ongoing impact of the pandemic. Register TODAY!"

3. The first time you visit the forum, click the "Subscribe to Forum" link, circled below in red.



The screenshot shows the "MEMBER NEWS FORUM" page. The "Subscribe to forum" link in the "Create topic" dropdown menu is circled in red. Below the menu, there is a table with columns for "Topic", "Last message", and "Replies". The first row shows "Example Post" as the topic, "Thursday, October 14, 2021 3:28 PM Association Manager" as the last message, and a dash as the number of replies.

- To post a new topic thread to the forum, click the “Create Topic” button.

MEMBER NEWS FORUM

This forum will be where you can see all NIEAPA member news updates and communicate directly with other chapter members!



Topic

Last message

Replies

- Below is the topic thread creation screen. The following steps will explain some of its features. * Mandatory fields

A screenshot of the "Creating new topic" form. At the top, it says "Author Association Manager". Below that is a "Subject" field containing "Example Post", with a red arrow pointing to it. Below the subject field is a "Body" field, marked with a red asterisk and a red arrow. The body field has a rich text editor toolbar with options for bold, italic, underline, link, and more. The body text reads "This is an example post for demonstration purposes". Below the body field is an "Attachments" section with a "Choose files" button and the text "You can upload up to 20 files. Each file should be less than 20 MB.", with a red arrow pointing to the button. At the bottom, there are "Create" and "Cancel" buttons, a checkbox for "Subscribe to topic", and a dropdown menu set to "Daily", with red arrows pointing to the "Create" button and the dropdown menu.

- First, add a Subject. This is like the subject line of an email, and lets people know what the message is about. Good examples would be “Consultation needed” or “Upcoming Chapter Meeting Question”
- Compose your post in the large text field labeled “Body”. This is where your message goes. You can edit your text with the tools provided, or add images by copy-and-pasting them into the field.
- Below the Body field is a button that allows you to attach files to a post.
- Before you click “Create,” the dropdown and checkbox to the right allow you to decide how often you want to get notified about responses to this post. You can choose to receive notifications immediately, or in a daily or weekly “digest” form. Be sure to check the box!
- When you’re ready, click “Create” and the post will be created!

11. To view and read a thread, click the title of the thread.

MEMBER NEWS FORUM

This forum will be where you can see all NIEAPA member news updates and communicate directly with other chapter members!

[Create topic](#) ✓ [Subscribed \(Unsubscribe\)](#)

Topic	Last message	Replies
 Example Post	Thursday, October 14, 2021 3:28 PM Association Manager (Administrator)	—

[Create topic](#)

12. While viewing a thread, you'll see the original message, and all replies. To the left, you'll see the time and date a message was posted, the name of the person who posted the message, and to the right of their name, you'll see the message they've posted.

[Back to topics](#)

EXAMPLE THREAD

[Reply](#) [Show latest replies on top](#) [Subscribe to topic](#)

[Thursday, October 14, 2021 3:28 PM](#) Message # [11480279](#) [Edit](#) [Delete](#) [Quote](#)

[Association Manager \(Administrator\)](#) This is an example post for demonstration purposes.
Last modified: Thursday, October 14, 2021 3:47 PM | [Association Manager \(Administrator\)](#)

[Reply](#) [Back to top](#)

13. To reply to a thread, click the "Reply" button.

[Back to topics](#)

EXAMPLE THREAD

 [Reply](#) [Show latest replies on top](#) [Subscribe to topic](#)

[Thursday, October 14, 2021 3:28 PM](#) Message # [11480279](#) [Edit](#) [Delete](#) [Quote](#)

[Association Manager \(Administrator\)](#) This is an example post for demonstration purposes.
Last modified: Thursday, October 14, 2021 3:47 PM | [Association Manager \(Administrator\)](#)

[Reply](#) [Back to top](#)

14. Compose your reply in the field provided; in addition to text, you may insert images by copy-and-pasting, and attach files using the button below the text field. When your message is ready, click the “Post” button at the bottom to post it to the thread.

Reply to: Example Thread

* Mandatory fields

Author Association Manager

 * Body

Rich text editor toolbar with options: Undo, Redo, Bulleted list, Numbered list, Indent, Outdent, Bold, Italic, Underline, Link, Unlink, Table, More.

Normal | Arial | 14 | B I U

This is an example reply for demonstration purposes

 Attachments You can upload up to 20 files. Each file should be less than 20 MB.



15. You'll now see your reply below any previous messages.

[Back to topics](#)

EXAMPLE THREAD

[Show latest replies on top](#) [Subscribe to topic](#)

Thursday, October 14, 2021 3:28 PM Message # [11480279](#) [Edit](#) [Delete](#) [Quote](#)
[Association Manager](#) (Administrator) This is an example post for demonstration purposes.
Last modified: Thursday, October 14, 2021 3:47 PM | [Association Manager](#) (Administrator)

Thursday, October 14, 2021 4:11 PM Reply # [11480811](#) on [11480279](#) [Edit](#) [Delete](#) [Quote](#)
[Association Manager](#) (Administrator) This is an example reply for demonstration purposes 

[Back to top](#)