

## How to Use the New Forums Section of the Web Site

Members: Log in as a member then click Forums on the left side navigation.

Non-members: On the CSI Phoenix Forums page, click on “Forums Registration” to create an account. Once you are logged in, you can comment on any topic. A non-member can not add a new topic.

### **Terminology**

**CSI Phoenix Forums** – the forums page set up for the chapter

**Forums** – Big topic groups, ie, Codes, Roofing, Membership Benefits

**Topics** – Particular discussion inside one of the topic groups, ie, Green Roofing is a topic in the Roofing Forum

**Post** – Comment made by a member or non-member on a particular discussion

**Quote** – A post made about an earlier post in the discussion.

The person making the new comment wants to include the earlier post within their post to clarify what they are talking about

### CSI Phoenix Forums Page

- Tabs at the top of the page let you see:
  - Unanswered: Topics which have had no responses
  - Not Read: Topics which you have not read
  - My Topics: Topics which you initiated
  - Active Topics: Topics which have not been closed by the moderator
  - Forums: Link to Forums Page
  - My Profile:
    - About Me: Information you can add that the general public will see
    - My Preferences: Settings to view the Forums
    - Forum Tracking: Settings to receive Forum updates by Email, RSS or to create a Favorites listing in your browser
  - Search: Search feature for all Forums

### Inside a specific Forums Group

- Click on the Forum heading to enter a particular topic (EX: Codes)
- Add New Topic: Anyone who is a member or who has registered in the Forums can add a new topic for discussion
- Mark All Read: If you have read the posts for that discussion, it will automatically change to “Read.” If you don’t read the posts or manually mark it as “Read,” it will show on the listing on the “Not Read” tab of the Forums Home page
- Topics List: All topics posted in this discussion will be listed.
  - Replies: Visitors who have responded with a comment.
  - Views: Visitors who have read the topic posting.
  - Last Post: Date and time of the last comment.

### Inside a specific Topic

- Quote: Includes the exact comment you are replying to in your reply. Makes it easier to understand your reply

- Reply: General comment on the particular discussion
- Alert: Sends message to moderator of inappropriate comment. Could be off topic or using inappropriate language.

Who is online:

- List of members currently logged in
- List of non-members currently logged in

## ***How to Participate***

Moderator:

- Add new topics for discussion
- Input Reply or Quote to encourage discussion
- Delete inappropriate posts

Forum Participant

- Add a topic
  - Click a Forum, ie, Roofing
  - Click Add a new topic to start a new discussion
- Reply
  - When you are in a discussion (topic), post your thoughts about the topic.
  - Stay focused on the topic under discussion.
  - Be professional
  - Use emoticons sparingly
- Quote
  - If you want to reply to a particular post made earlier, click on that post.
  - Click the Quote button to include the original post with your comment. This is to help clarify what you are responding to.
  - Stay focused on the topic under discussion.
  - Be professional
  - Use emoticons sparingly