

## Quick Start Guide to FPA Community Building

### Log In Process:

**Step 1:** From FPA Community Building ([www.community.FPAnet.org/cs](http://www.community.FPAnet.org/cs)) click “Sign In” in the upper right corner. You will be brought to the login page on the FPA Web site. Please enter your username (or e-mail address that is on file with FPA) and password in the “Previous Users” area then click “Login.” Once you have logged in, you will be brought back to the Community Home Page.

**Special Note:** The username and password for FPA Community Building is the same username and password as the FPA Web site. If you are already logged in to the FPA Web site you can enter <http://community.FPAnet.org/cs> in your web browser and simultaneously be logged into FPA Community Building.

### Posting a Message:

**Step 1:** To post a new message to the members of your forum (community/discussion group/workgroup), log on to FPA Community Building at <http://community.FPAnet.org/cs>.

**Step 2:** Select “Forums” from the horizontal navigation bar.

**Step 3:** Click on the forum in which you want to post a new message. You will see a navigational path similar to that in Exhibit 1.5. Now that you are in the appropriate forum you have the option to “Write a New Post,” as well as view/reply to any previous messages that have been posted in the forum.

### Replying To a Message:

You can reply to a message directly from your e-mail account if you’re in a public discussion (Step 1A) or from within the FPA Community Building Web site if you’re in a community of interest or private FPA workgroup (Step 1B). By clicking on “Reply” from either of these locations you will be sending your response to everyone who is subscribed to that community.

**Step 1A:** If you’re in a public discussion and receive an e-mail when a posting occurs, to reply to everyone directly from your e-mail account, click on “Reply.” If you want to respond to just the person that posted the message you can “Forward” the response directly from your e-mail account to that specific person or,

**Step 1B:** To reply to a message from within FPA Community Building (required if you’re in FPA Workplace or Communities of Interest), click on the title of the posting. While viewing the message you can select “Reply” and create your response. If you only want to respond to the person that posted the message, select “Contact – Send [member name] an email” in the upper right corner of the message.

### Attachments:

To help maintain the speed and efficiency of FPA Community Building please follow the steps outlined below to include an attachment with your posting. Start by “Uploading” the document and then creating the e-mail to the community members.

**Step 1:** Within FPA Community Building, click on “Downloads” from the horizontal navigation bar.

**Step 2:** Select the appropriate folder from the “Browse Folder” column on the left side of the screen. Here you can view other “Downloads” that have been posted and “Upload” a document of your own.

**Step 3:** After clicking the “Upload” button you will be prompted to select your document, provide a document name and a brief description. To select the document you want to

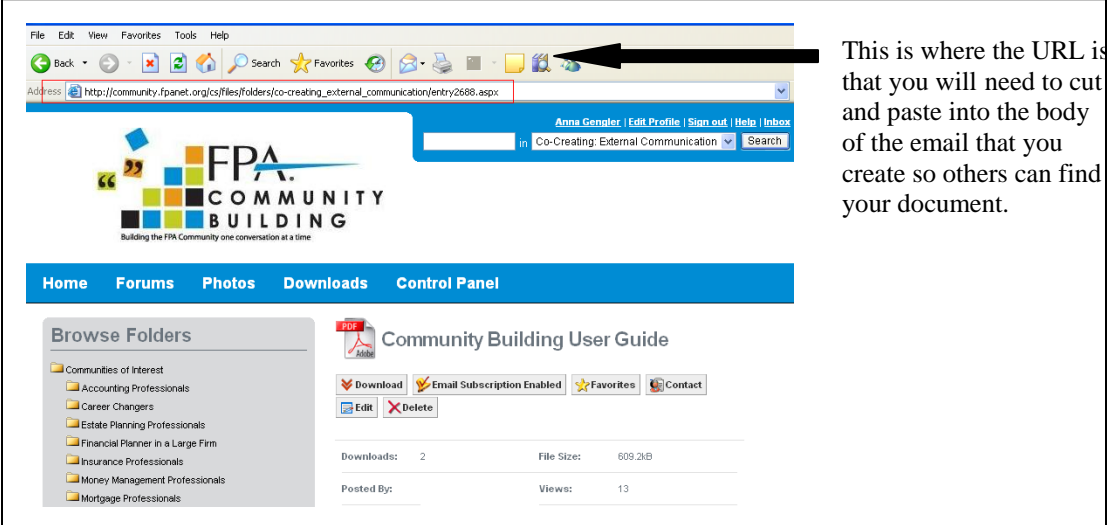
For more detailed instructions or further questions please refer to the FPA Community Building User Guide or send us an e-mail at [FPA\\_Community\\_Building@FPAnet.org](mailto:FPA_Community_Building@FPAnet.org).

upload, select “Specify File URL.” You can either browse for the appropriate document or indicate its URL and then click “Save.”

**Step 4:** You will be brought back to your original page and will need to click “Save” in the lower left corner. You will then see a detailed view of the uploaded document (Exhibit 1.1). Copy and paste the URL found in your web browser address bar into the body of the e-mail you will be posting. Simply return to the Forum Home Page, select the appropriate forum and either “Create a New Post” or “Reply” to a post and paste the URL into that message (Exhibit 1.1).

**Special Note:** Not sending attachments in a posting, but instead including a URL to where the document is stored in the “Download” folders allows FPA Community Building to function more efficiently. This also keeps your personal e-mail accounts from running out of space and makes finding documents much easier.

### Exhibit 1.1



This is where the URL is that you will need to cut and paste into the body of the email that you create so others can find your document.

### Forum Subscriptions:

A “forum” is the terminology used to refer to a particular community or discussion group. By subscribing to one of these forums you will receive e-mail notifications when a post or reply has occurred in that particular discussion group. This is the easiest way to stay informed and involved in the topics of importance to you.

**Step 1:** Click on “Forums” in the horizontal navigation bar to view all of the communities that are available for subscription.

**Step 2:** To subscribe to a forum, click on “Forum Subscriptions” near the top of the left hand navigation bar.

**Step 3:** By default, your forum subscriptions are set to “No.” You can change this by left clicking on the word “No” in the “Subscribe” column. A successful forum subscription will have the word “Yes” in the “Subscribe” column. If you are a member of an FPA Workplace forum, you will be automatically subscribed to your forum.

Special note: Currently forum subscriptions only enable e-mails from the public discussions area to be generated. If you’re subscribed to any Communities of Interest or private workgroups you will not receive e-mail notifications when a posting occurs.

For more detailed instructions or further questions please refer to the FPA Community Building User Guide or send us an e-mail at [FPA\\_Community\\_Building@Fpanet.org](mailto:FPA_Community_Building@Fpanet.org).