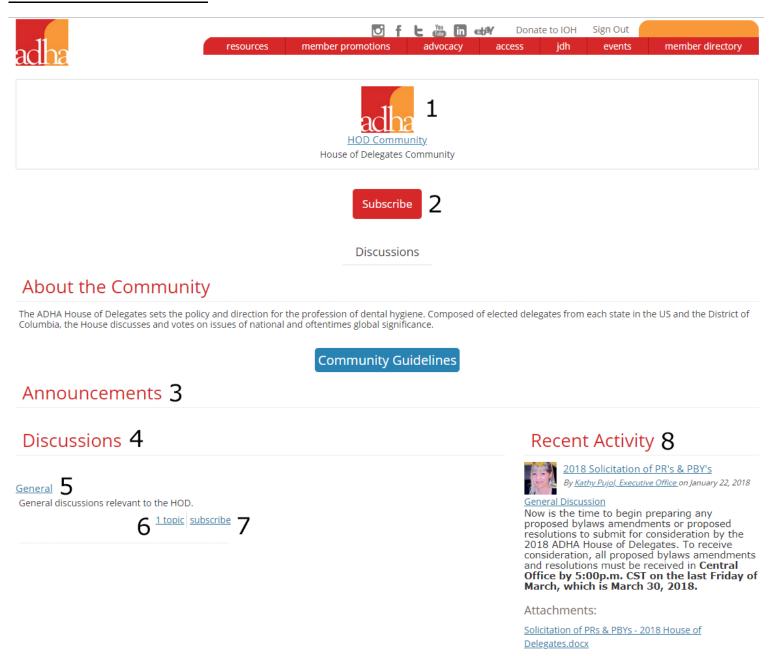
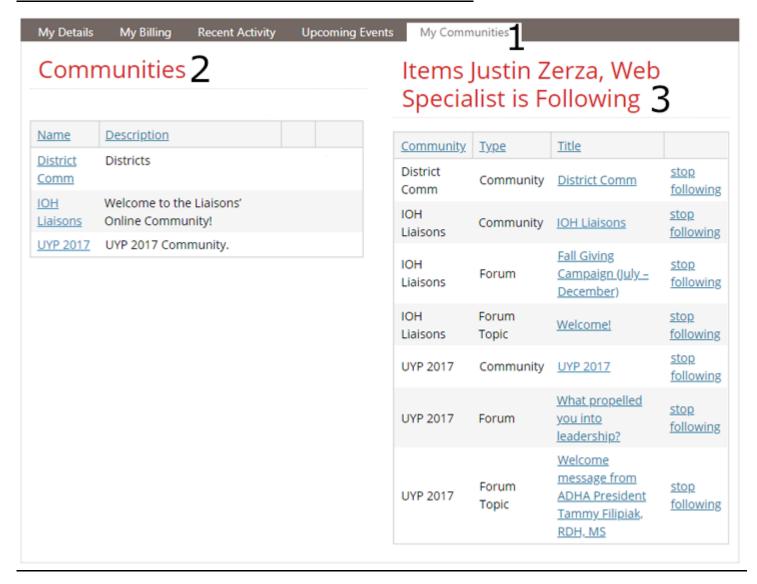
MAIN COMMUNITY PAGE



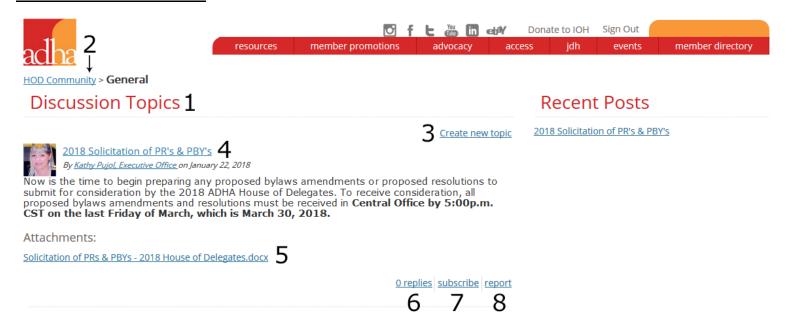
- 1. Main Community Page Each community has a main page.
- 2. Main Subscribe Button. This will subscribe you to the entire community. Every announcement, forum post, and forum reply will be emailed to you instantly.
- 3. Announcements Important announcements will be posted here. Only Administrators can post an announcement.
- 4. Discussions Forums are listed here.
- 5. Discussion Forum "General" is the only discussion forum listed here. Click on the name to be taken to the forum.
- 6. # of Topics in a Forum Displays the number of topics in that specific forum
- 7. Subscribe to this Forum Clicking this button will subscribe you to the "General" forum. All communication within this forum will be emailed to you instantly.
- 8. Recent Activity Recent activity of all announcements, forums, and topics are automatically generated here.

COMMUNITY ACCESS & MANAGING YOUR SUBSCRIPTIONS



- 1. My Communities Access to your communities are under the "My Communities" tab on your profile. Any items that you are subscribed to within the community will be automatically
- 2. Communities These are the communities that you belong to. Clicking on the link will take you to the community.
- 3. Follow List This is where you can manage your subscriptions. Anything that you subscribe to within the community will be automatically listed here.
 - Community Which community the item your subscribed to is in
 - Type The type of item your subscribed to.
 - Community You are subscribed to the entire community. You will receive all communication within the community.
 - o Forum You are subscribed to this particular forum. You will receive all communication within this particular forum
 - Forum Topic You are subscribed to this particular topic. You will receive all communication within this
 particular topic.
 - Title Clicking on the link will take you to the corresponding item.
 - Stop Following Clicking this link will unsubscribe you from this particular item

DISCUSSION TOPICS LIST



- 1. Main Discussion Topics Page Lists topics within the community. Currently, General has only 1 topic.
- 2. HOD Community Click this link to go back to the main community page
- 3. Create New Topic Click here to create a new topic
- 4. Topic Title Clicking this link will take you to this topic page where you can reply.
- 5. Attachment Click this link to download the attachment
- 6. # of Replies Lists the number of replies in this topic
- 7. Subscribe Subscribes you to this topic. You will receive instant email communication every time someone replies to this topic. This applies to only this topic.
- 8. Report Click this to report this topic as inappropriate to Administrators

REPLYING TO A TOPIC





HOD Community > General > 2018 Solicitation of PR's & PBY's



2018 Solicitation of PR's & PBY's

By <u>Kathy Pujol, Executive Office</u> on January 22, 2018

Now is the time to begin preparing any proposed bylaws amendments or proposed resolutions to submit for consideration by the 2018 ADHA House of Delegates. To receive consideration, all proposed bylaws amendments and resolutions must be received in **Central Office by 5:00p.m. CST on the last Friday of March, which is March 30, 2018.**

Attachments:

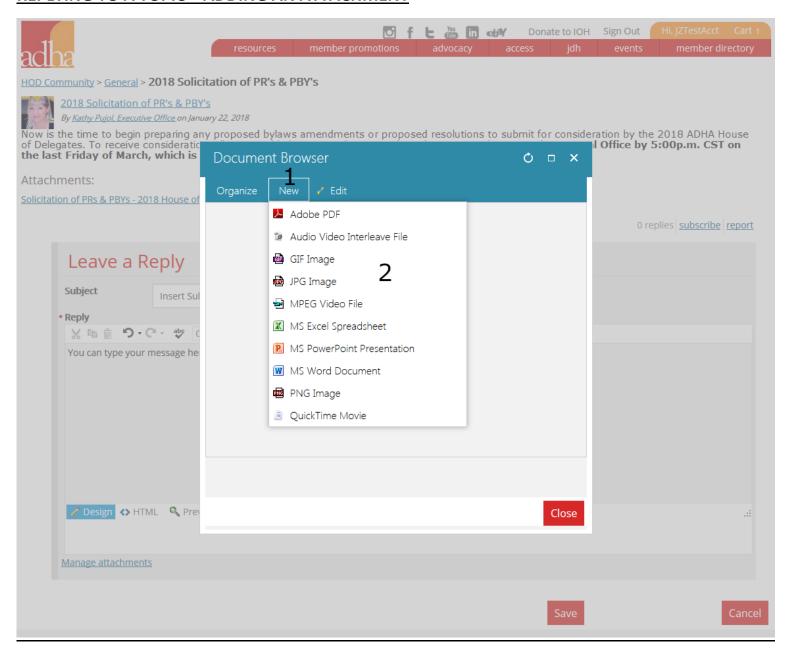
Solicitation of PRs & PBYs - 2018 House of Delegates.docx

0 replies subscribe report

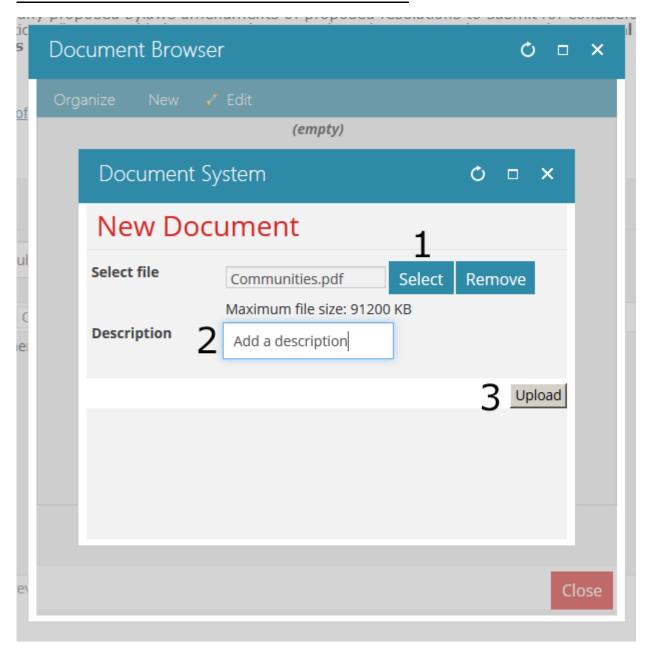


Save ← 5 → Cancel

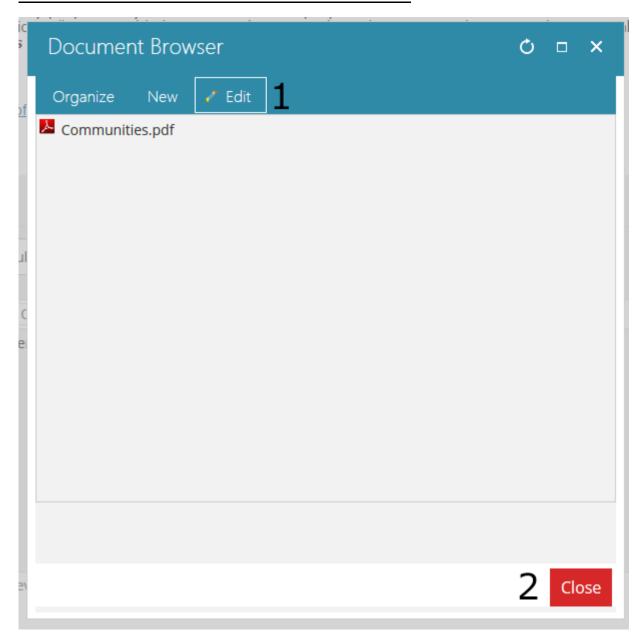
- 1. Subject Insert your subject here. Not required for replies.
- 2. Toolbar Modify your reply with these tools. (Bold, italicize, add a hyperlink)
- 3. Message Area Create your reply in this space
- 4. Manage Attachments Attach files here. (Pdfs, images, etc)
- 5. Save & Cancel Click Save to post your reply. Click Cancel to cancel your reply.



- 1. New Click New to add an attachment
- 2. Attachment Click on the type of file you would like to add



- 1. Select Click to select and add your attachment
- 2. Description Add a description to your attachment. Not required.
- 3. Upload Click upload to upload your file.

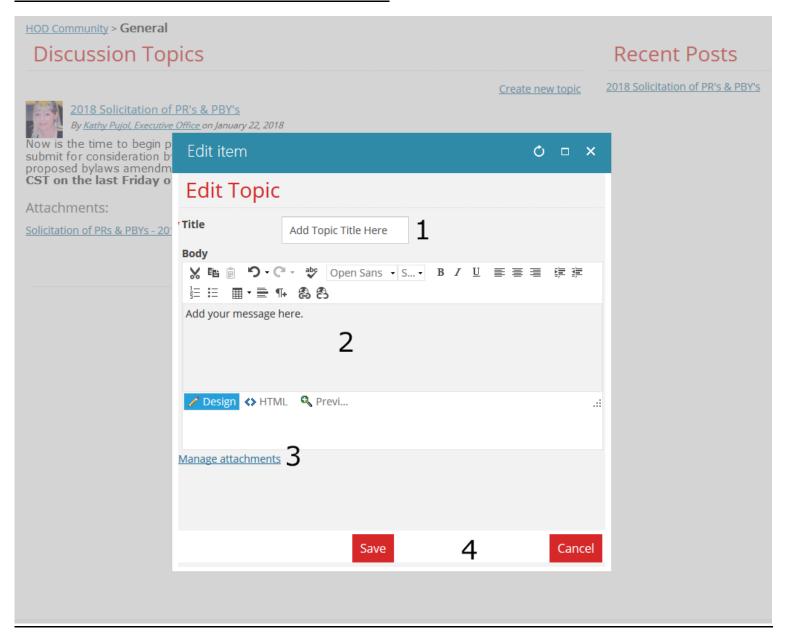


- 1. Edit Edit your attachments
- 2. Close Close the add attachment window



- 1. Your file is now attached.
- 2. Click Save to post your reply

REPLYING TO A TOPIC – CREATING A NEW TOPIC



- 1. Title Add your topic title here. Required
- 2. Message Body Add your message here
- 3. Manage Attachments Add an attachment
- 4. Save or Cancel Topic