



ASSOCIATION OF WORKPLACE INVESTIGATORS

Online Member Forum

Getting Started Guide

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A step-by-step guide to subscribing, posting,
and managing your forum preferences.

Welcome to the AWI Online Member Forums

The online forums are available exclusively to logged-in AWI members and provide a modern, organized space for peer discussion, referrals, and knowledge sharing.

This guide walks you through everything you need to know: how to access the forums, subscribe to updates, manage your notifications, and update your settings.

i Quick Facts

- Forum access requires an active AWI member login.
- Subscribing to forums is voluntary — you choose what you receive.
- You can receive instant email alerts or a single daily digest.
- You can update or cancel your subscriptions at any time.

Step 1: Accessing the Forums

Once you are logged into your AWI member account, navigate to the Forums section using the menu bar at the top of the page.

1. Log in to your AWI member account at awi.org.
2. Click Forums in the top navigation menu bar.
3. You will then see a list of all available forums. Click any forum title to view its topics and discussions.

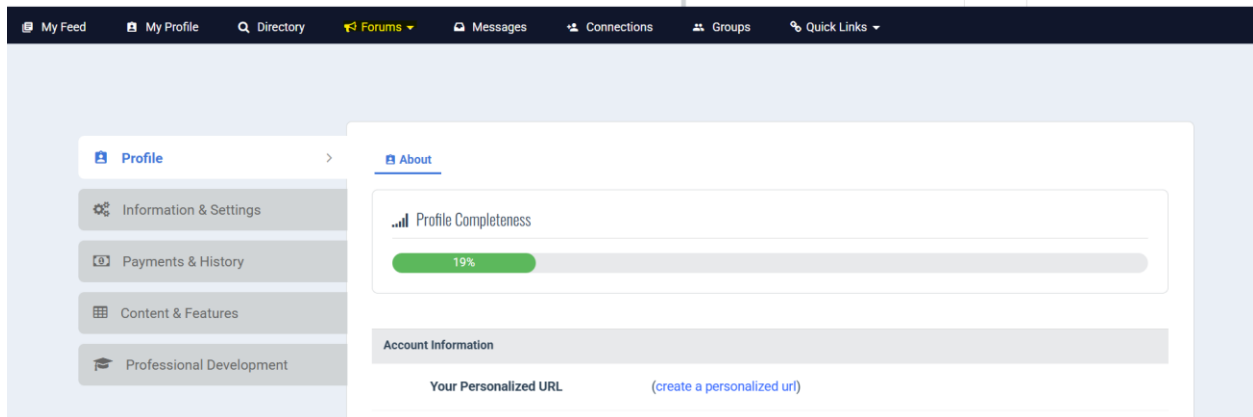


Figure 1: The Forums menu item appears in the top navigation bar of the member site.

Step 2: Understanding Subscription Options

Subscribing to forums is completely voluntary. To receive email notifications when activity occurs, you must manually subscribe based on your own preferences. There are three levels at which you can subscribe:

- **Forum Level:** Receive an email each time a new topic is created within a forum.
- **Topic Level:** Receive an email for new replies within a specific topic you are following.
- **Comment Level:** Receive an email whenever a new comment is added to a topic thread you are watching.

Notification Delivery Options

Instant Updates: You receive an email immediately each time new activity occurs in a subscribed forum or topic.

Daily Digest: Instead of individual emails, you receive one summary email at the end of each day covering all activity.

You can mix and match — for example, instant updates on one forum and a digest on another.

Step 3: Subscribing to a Forum

To subscribe at the forum level — so you are notified whenever a new topic is posted within an entire forum — follow these steps:

1. From the Forums menu, click on the forum title you are interested in (e.g., General Discussion).
2. In the upper-right corner, click Forum Actions.
3. Select Subscribe to Instant Updates from the dropdown menu.

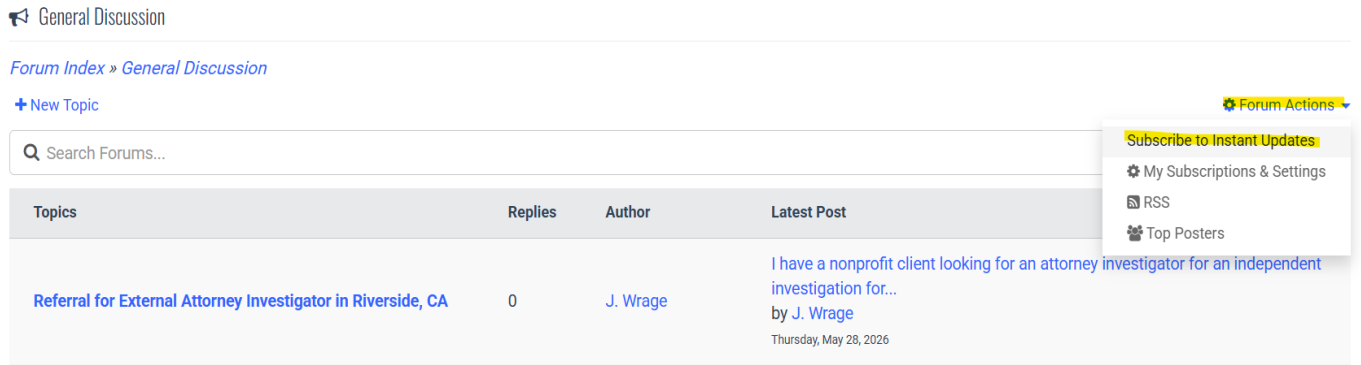


Figure 2: Click “Forum Actions” then “Subscribe to Instant Updates” to subscribe at the forum level.

Step 4: Subscribing to a Topic

To subscribe to a specific discussion thread within a forum, so you are notified only when that particular topic receives new replies:

1. Click on the forum title and inside the topic, click Thread Actions in the upper-right corner.
2. Select Subscribe to Instant Updates — OR — scroll to the bottom of the page and check the box labeled Subscribe to Instant Updates before submitting a reply.

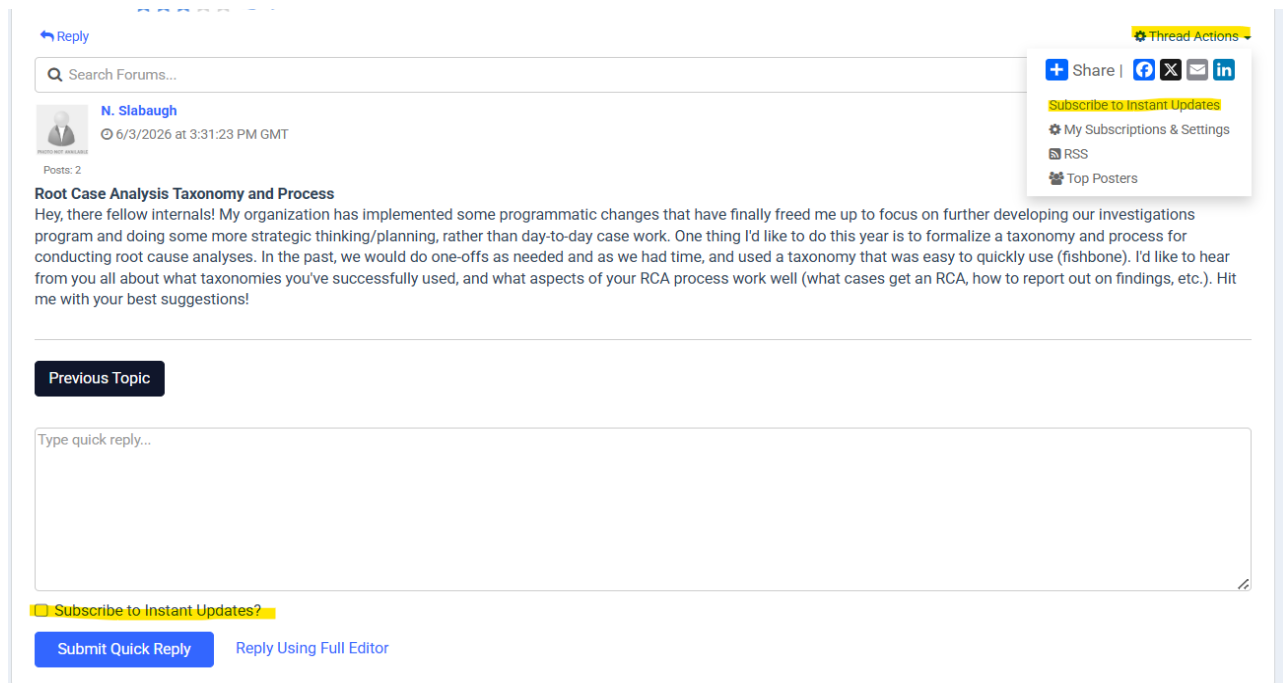


Figure 3: Inside a topic, use “Thread Actions” or the checkbox at the bottom to subscribe to that thread.

Step 5: Managing & Changing Your Subscriptions

You can update your subscription preferences at any time, either directly from within a forum or topic, or from your member profile settings page.

Option A: Change Settings Within a Forum or Topic

1. Navigate to the forum or topic you are subscribed to.
2. Click Forum Actions (or Thread Actions for a topic).
3. Choose one of the following:
 - **Unsubscribe from Instant Updates:** Select this to stop receiving notifications for that forum or topic.
 - **My Subscriptions & Settings:** Select this to switch from instant emails to a single end-of-day summary.



Figure 4: Use “Forum Actions” to unsubscribe or switch to digest mode from within any forum.

Option B: Manage All Subscriptions from Your Profile

To view and manage all of your forum subscriptions in one place, use your account settings page:

1. Click your name (e.g., “Welcome, [Your Name]”) in the top-right corner of the page.
2. Select Account + Settings from the dropdown menu.
3. Navigate to Information & Settings, then click the Forum Settings tab.
4. Here you can view all subscribed forums and topics, switch between instant updates and digest, or unsubscribe from any item.

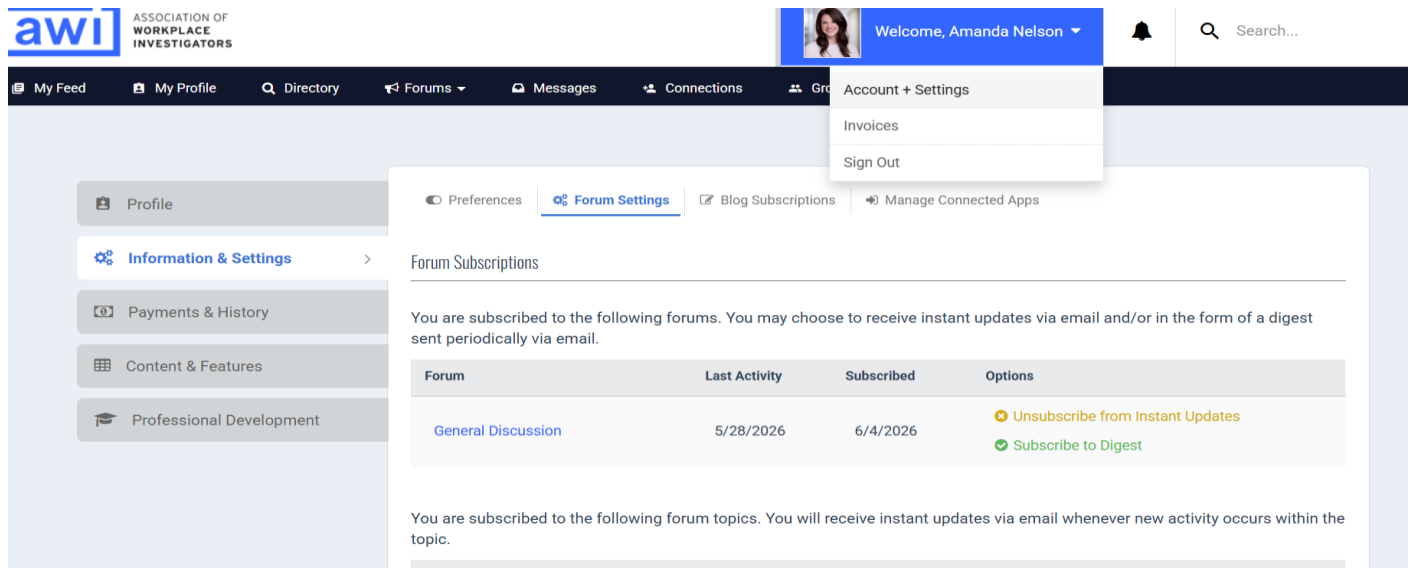


Figure 5: Click your name in the top-right corner, then select “Account + Settings.”

The Forum Settings tab shows all your subscriptions with options to unsubscribe or switch to digest

Tips & Frequently Asked Questions

💡 Tips for Getting the Most from the Forums

- Start with the Daily Digest if you prefer a quieter inbox — you still stay informed without individual email alerts.
- Subscribe at the Forum Level for high-activity forums so you never miss a new discussion.
- Subscribe at the Topic Level for specific threads you are actively participating in.
- Revisit your Forum Settings page periodically to clean up subscriptions you no longer need.

? Frequently Asked Questions

Q: Do I have to subscribe to use the forums? A: No. You can read and post in forums without subscribing. Subscribing only controls whether you receive email notifications.

Q: Will I be automatically subscribed when I post a reply? A: Not automatically — check the “Subscribe to Instant Updates” checkbox at the bottom of the reply box to opt in when posting.

Q: How do I stop all forum emails? A: Go to Account + Settings > Information & Settings > Forum Settings and unsubscribe from each forum and topic listed.

Q: Who do I contact if I have trouble accessing the forums? A: Reach out to AWI member services at office@awi.org for assistance.