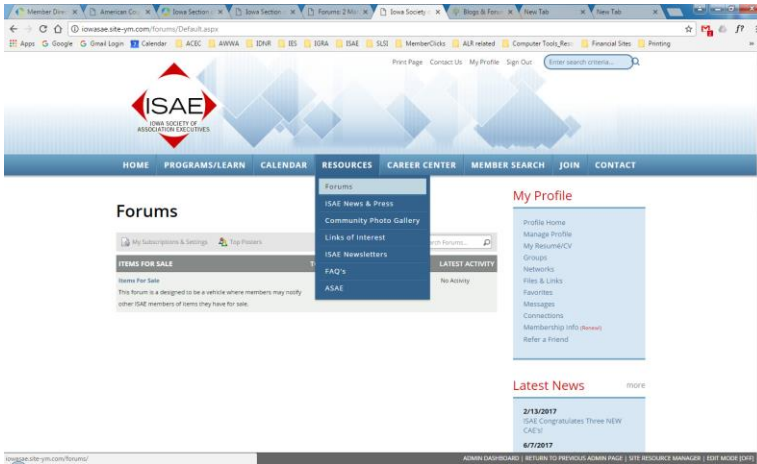


Forums- Adding a New Topic or Responding to a Current Forum

You will find the ISAE Forums page linked under the Resources Tab in the Main Menu on the ISAE website, www.iowasae.org.



There you will find any topics that are currently active on the site.

New Topic: If you wish to create a new topic, click on the “New Topic” icon.

Forum Actions: You may also choose to subscribe to forums under the Forum Actions box.



Frontend: [Subscribing to Forum Topics or Forum Posts](#)

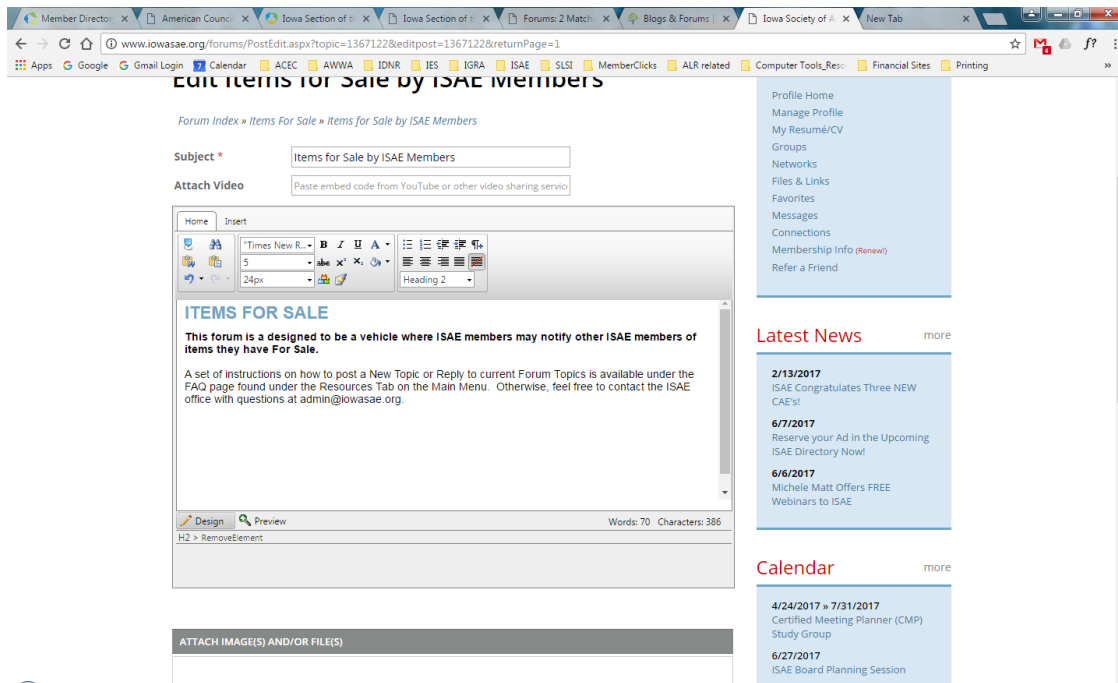
Members can subscribe to forum topics which includes all forum posts or a member can subscribe to the individual post. Automated notifications will be sent out to subscribers once a new topic is created or a new post was submitted.



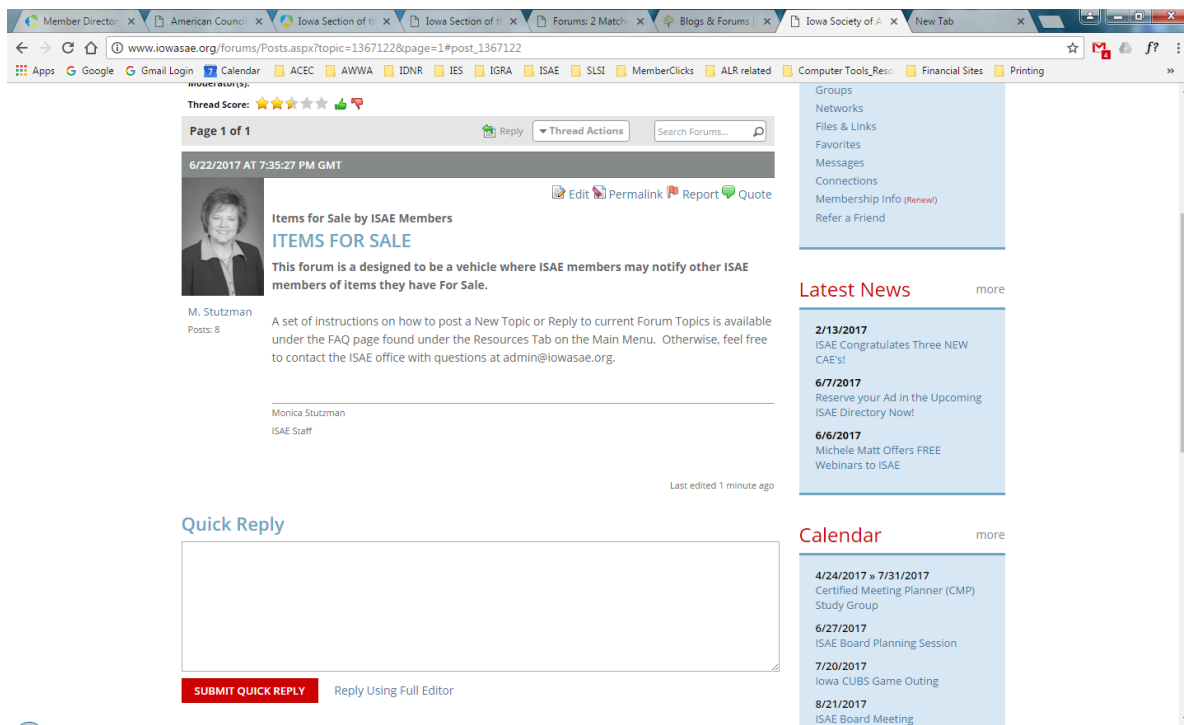
These notifications are called “Forum Activity: New Forum Reply (Subscriber Notification)” and “Forum Activity: New Forum Topic (Subscriber Notification)”. Both are located by navigating to “Content & Settings > “Control Panel” > “Notifications”. Toggle the “Filter by Type” drop down menu to “Member Alerts”.

Adding a New Topic: You will be directed to another page with a form to complete with the information you wish to post under your forum.

You may attach a video or any images or documents to your post, as needed. Submit the post once your information is complete.



Edit/ Permalink/Report/Quote on a current Forum Post: You may edit, quick reply, send a link, report or submit a quote to the forum after it has been submitted and approved by the moderator.



When a member visits the **Forum Page**, they will see:

The screenshot shows the ISAE Forum Page. At the top, there is a navigation bar with the ISAE logo and a menu with links: HOME, PROGRAMS/LEARN, CALENDAR, RESOURCES, CAREER CENTER, MEMBER SEARCH, JOIN, and CONTACT. Below the navigation bar, the main content area is divided into two columns. The left column is titled "Items For Sale" and shows a forum index for "Items For Sale" with a table of topics. The right column is titled "My Profile" and contains a list of links for profile management, including Profile Home, Manage Profile, My Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections, Membership Info (Renew), and Refer a Friend. Below the profile section, there is a "Latest News" section with a "more" link and a list of news items dated 2/13/2017 and 6/7/2017.

If they click on the topic of choice, and click the Quote icon, they will be directed to a Reply page where they may submit their comment or any attachments.

The screenshot shows the ISAE Reply page. At the top, there is a navigation bar with the ISAE logo and a menu with links: HOME, PROGRAMS/LEARN, CALENDAR, RESOURCES, CAREER CENTER, MEMBER SEARCH, JOIN, and CONTACT. Below the navigation bar, the main content area is divided into two columns. The left column is titled "Reply" and contains a form for submitting a reply. The form includes a "Subject" field, an "Attach Video" field, and a rich text editor. The rich text editor shows a quote from a previous post by M. Stutzman, which reads: "Originally posted by M. Stutzman: ITEMS FOR SALE This forum is a designed to be a vehicle where ISAE members may notify other ISAE members of items they have For Sale. A set of instructions on how to post a New Topic or Reply to current Forum Topics is available under the FAQ page found under the Resources Tab on the Main Menu. Otherwise, feel free to contact the ISAE office with questions at admin@iowasae.org." The right column is titled "My Profile" and contains a list of links for profile management, including Profile Home, Manage Profile, My Resumé/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections, Membership Info (Renew), and Refer a Friend. Below the profile section, there is a "Latest News" section with a "more" link and a list of news items dated 2/13/2017, 6/7/2017, and 6/6/2017.

The discussion may continue on this topic or a member may submit a New Topic for discussion.

Search: A member may also use the Search box to search for a topic or click on the Advanced Search link to narrow down their search request.