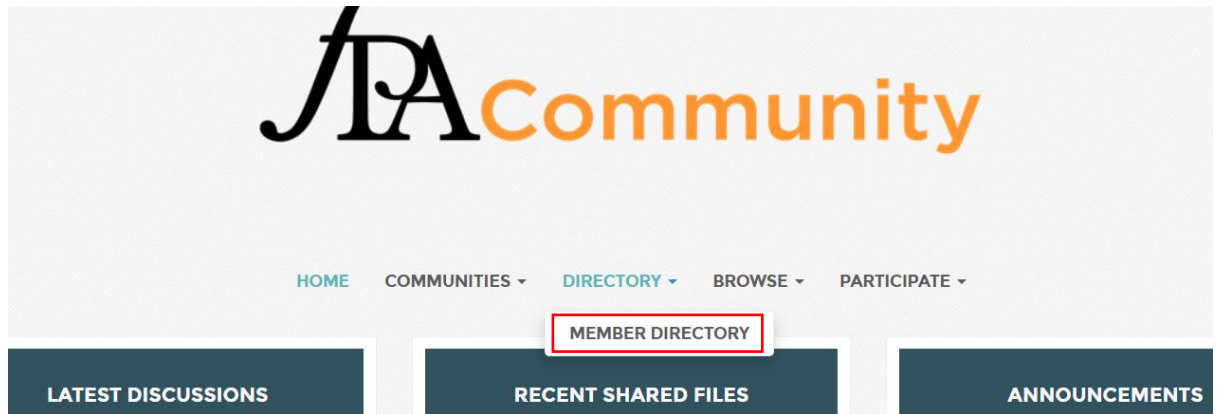




HOW TO SEND A MESSAGE TO A MEMBER ON FPA COMMUNITY

1. Navigate to the Member directory via the top menu (highlighted by red box below)



2. Then you may search by parameters (e.g. First name, Last name, etc.) shown in the screenshot below.

MEMBER DIRECTORY

[BASIC SEARCH](#) | [ADVANCED SEARCH](#) ☰

First Name

Last Name

Company Name

Email Address

[FIND MEMBERS](#) [CLEAR ALL](#)

3. Click on 'Find Members' button to initiate the search.
 4. Click on the 'Send message' button to compose a message to the intended member.
-

MEMBER DIRECTORY

< - BACK TO SEARCH OPTIONS

Showing 1 to 20 of 101*

Name A-Z

	Adam Smith General Practice Health Adelaide Practice 12345 Street, SA Adelaide	SEND MESSAGE	ADD AS CONTACT
	Adam Smith Specialist Women's Treatment Services 12345 Street Adelaide, SA Adelaide	SEND MESSAGE	ADD AS CONTACT

5. Compose your message and then click on the 'Send' button to send your message to the member.

Message to **Adam Smith**

Subject

Message

SEND **CANCEL**

Australia