



STARTING A NEW THREAD IN FPA COMMUNITY

Important Note: Before starting a new discussion thread, please check that there is not already an existing thread that is a discussion your proposed topic. If there is, please consider replying in the existing thread. This is to prevent confusion amongst community members.

1. Navigate to the 'Community' you wish to post your discussion thread into.
2. Click on the 'Discussion' tab to view all the discussion threads for the community.
3. Click on the 'Post New Message' button to add the new discussion thread (as outlined in red below).

The screenshot shows the 'FPA POLICY PLATFORM' community page. At the top, there are navigation tabs: 'COMMUNITY HOME', 'DISCUSSION 116', 'LIBRARY 2', and 'MEMBERS 11.6K'. Below the tabs, it says '1 to 11 of 11 threads (116 total posts)'. There are three dropdown menus: 'Most Recently Updated', 'Posts in my communities', and '50 per page'. A red box highlights the 'POST NEW MESSAGE' button. Below these elements is a table of discussion threads.

Thread Subject	Replies	Last Post
Connective Disrupter - Government funded financial planning advice	3	2 hours ago by John Williams
Creating an insurance certificate	14	3 days ago by James P. Lee on Creating an Insurance Certificate and Financial Management Original post by John Williams
...

4. Compose your message. You are able to include images, video links, and documents as part of your message.

Note: Documents that are part of a message are added as a library entry for access to all community members.

The screenshot shows the 'POST A MESSAGE' form. The 'To' field is set to 'FPA POLICY PLATFORM'. The 'Cross Post To' field is set to 'NO ADDITIONAL DISCUSSIONS'. The 'From' field is 'Test Member' and the 'Subject' field is empty. There is a checkbox for 'Automatically insert content preview for links' which is currently unchecked. Below the form is a rich text editor with various formatting options like bold, italic, underline, strikethrough, link, unlink, list, and text color.

-
5. Click on the 'Send' button to publish your message to the community.

Signature

EDIT YOUR DEFAULT SIGNATURE

Test Member
Higher Logic

Attachment(s)

ATTACH

SEND SCHEDULE SAVE AS DRAFT CANCEL

A screenshot of a web interface for composing a message. At the top, there is a teal header bar. Below it, the word "Signature" is displayed with a downward arrow. To the right of "Signature" is a teal button with a pencil icon and the text "EDIT YOUR DEFAULT SIGNATURE". Below this is a white text box containing the text "Test Member" and "Higher Logic". To the left of the text box is the label "Attachment(s)". Below the text box is a teal button with a paperclip icon and the text "ATTACH". At the bottom of the interface is a row of four teal buttons: "SEND", "SCHEDULE", "SAVE AS DRAFT", and "CANCEL". The "SEND" button is circled in red.