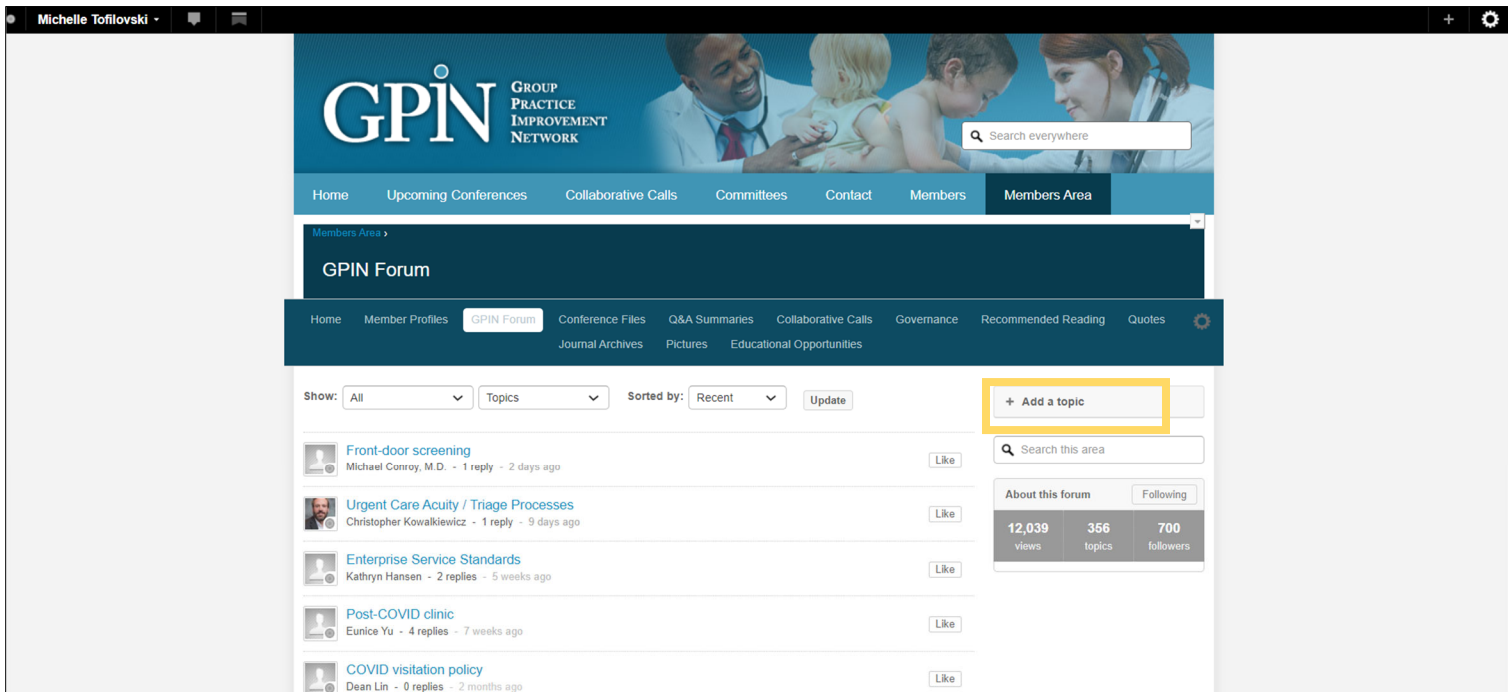
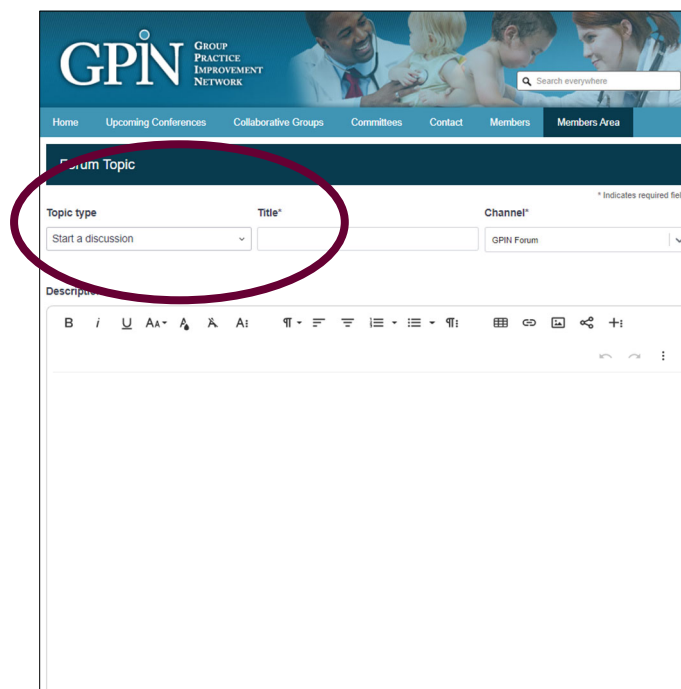


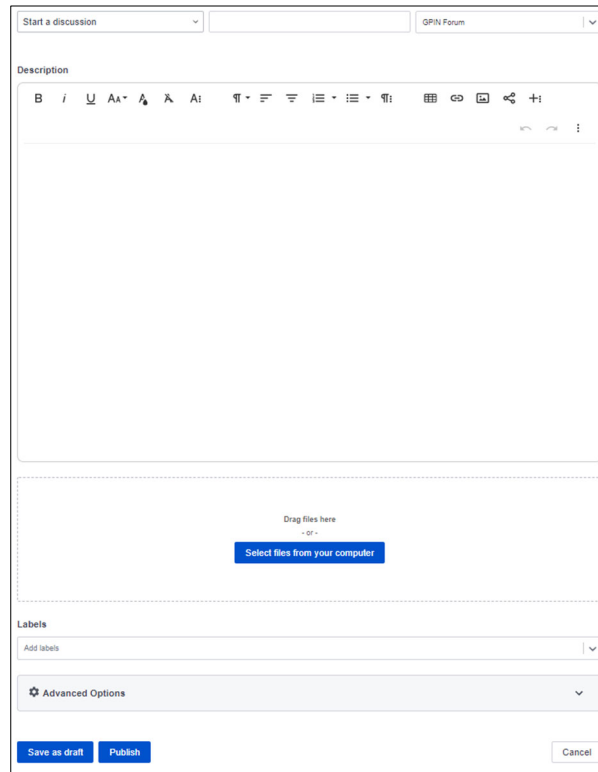
To start a new discussion thread, click on the **GPIN Forum** link in the dark blue header of the Members Area, then click on “Add Topic”. (See gold rectangle below.)



At the “Forum Topic” screen, select the type of discussion from the drop down box. (See burgundy oval below.)



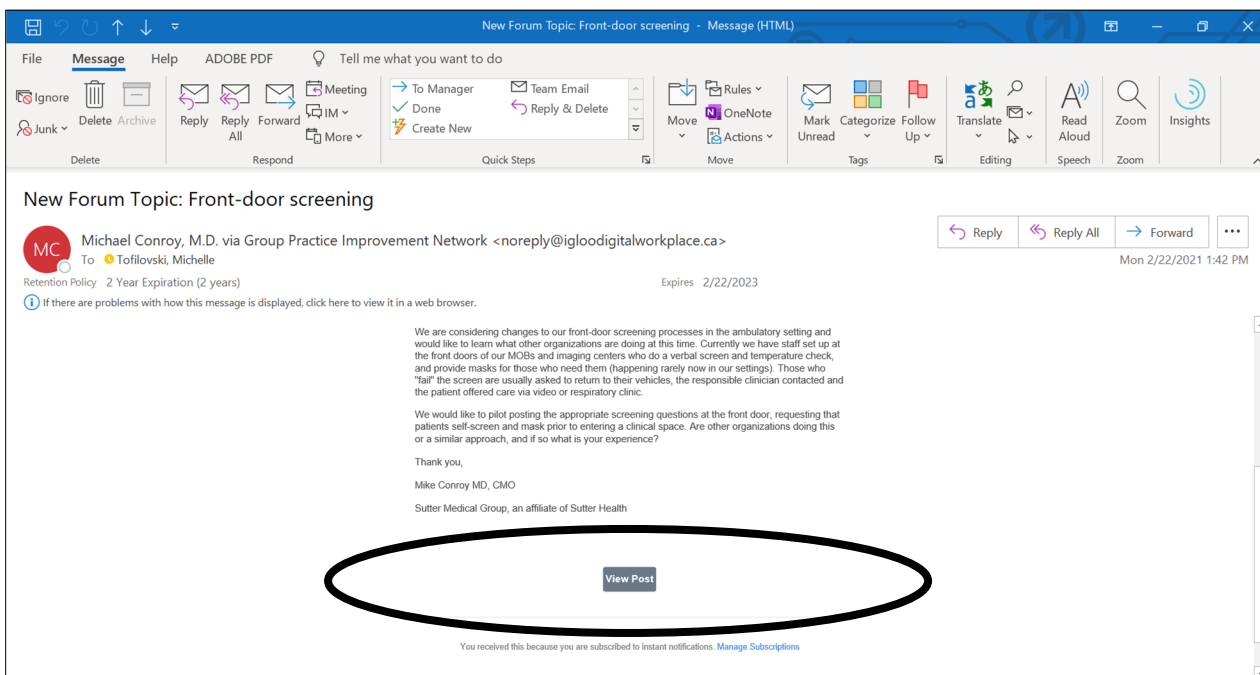
Then, 1) Type the title of the discussion or question, 2) Type the content in the box, and 3) Click the blue “Publish” button, or “Save Draft” if you want to come back to finish it later. (See screen below.)



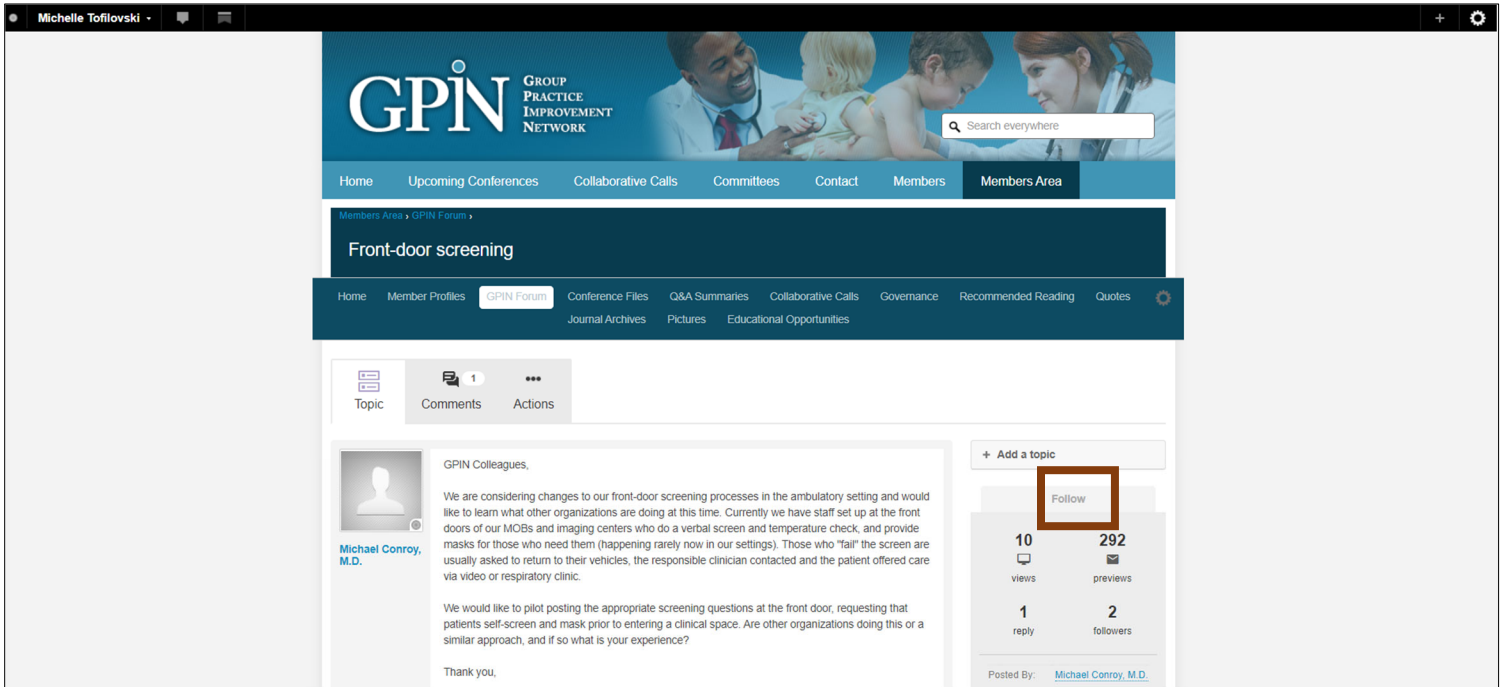
The screenshot shows a web form titled "Start a discussion" for the "GPIN Forum". It features a "Description" field with a rich text editor toolbar containing options for bold, italic, underline, text color, background color, font size, bulleted list, numbered list, link, unlink, insert image, and insert video. Below the text area is a file upload section with the text "Drag files here" and a blue button labeled "Select files from your computer". At the bottom, there are "Labels" and "Advanced Options" dropdown menus, and three buttons: "Save as draft", "Publish", and "Cancel".

Once your post is published, it is emailed to all GPIN website members!

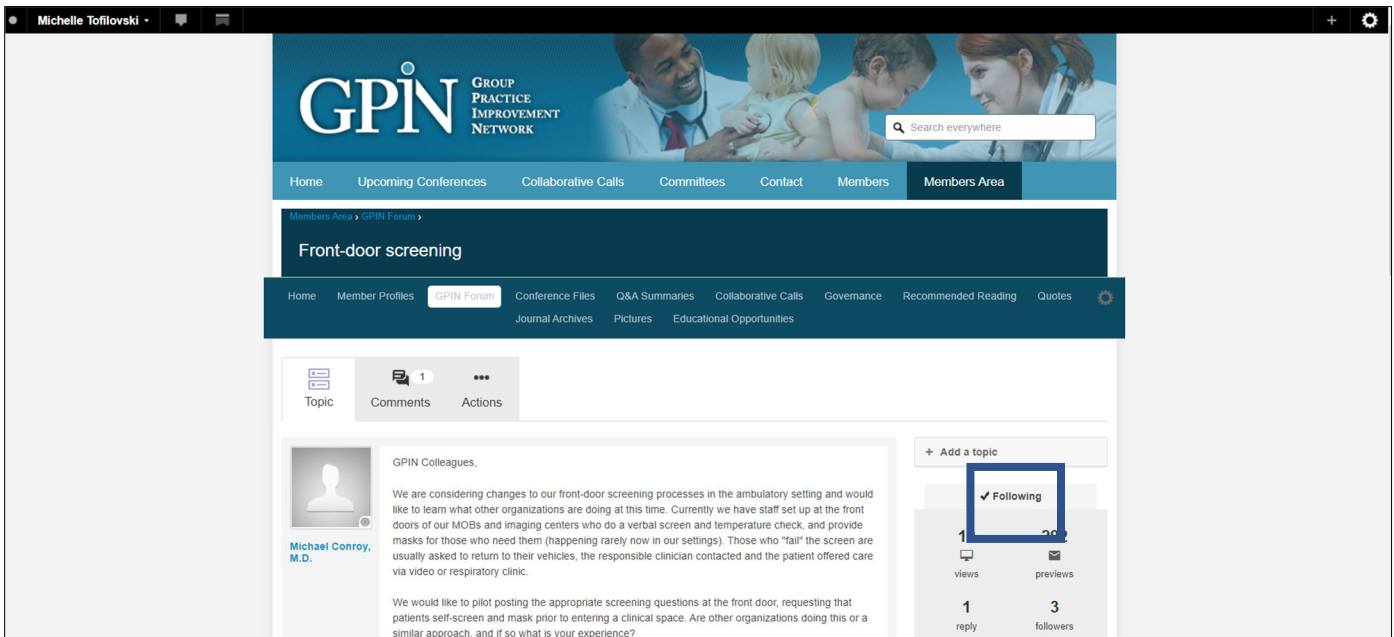
Email notifications from the GPIN Forum will look like this in your inbox – **click on View Post to read the posted responses.** (See black oval below.) You will then be required to sign in to [www.gpin.org](http://www.gpin.org) using your work email address and password.



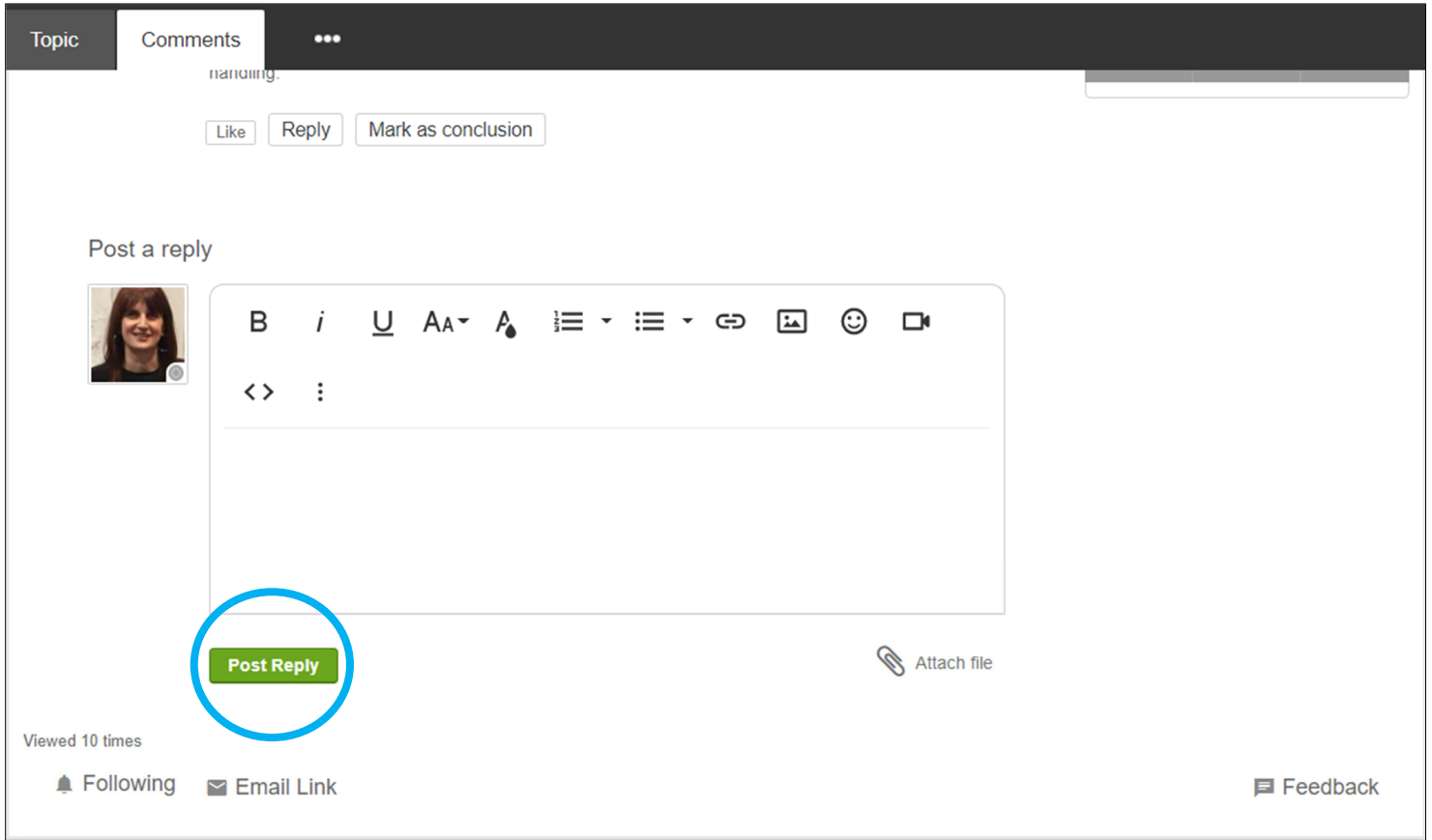
After you sign in, the GPIN Forum page will appear with the content of the post. To **receive email notifications of all comments related to the post**, click the “Follow” link to the right. (See brown box below.)



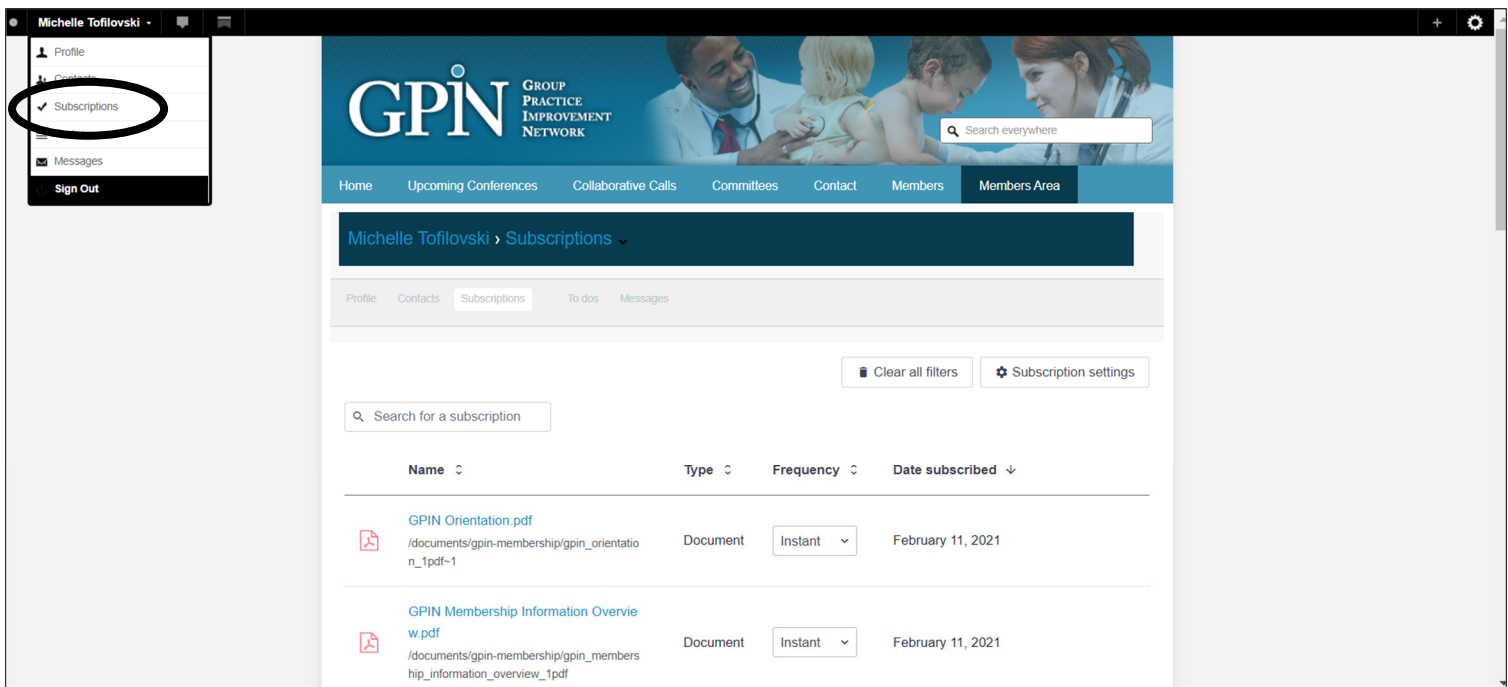
After you click “Follow”, a check mark will appear and the word will change to “Following”. (See blue box below). You may click it again to stop following a thread at any time.



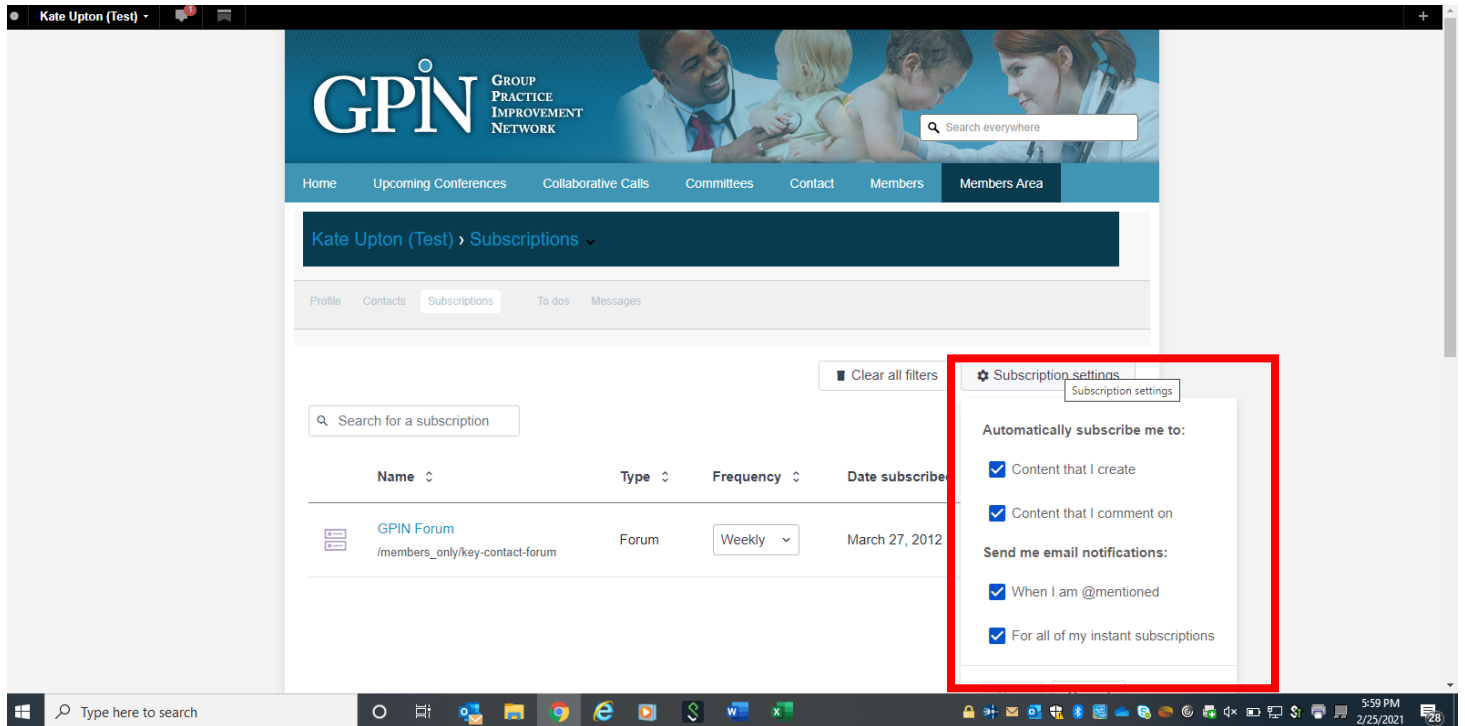
To reply or comment on a post, type in the “Post a Reply” box, then click on the green “Post Reply” button. (See teal circle below.)



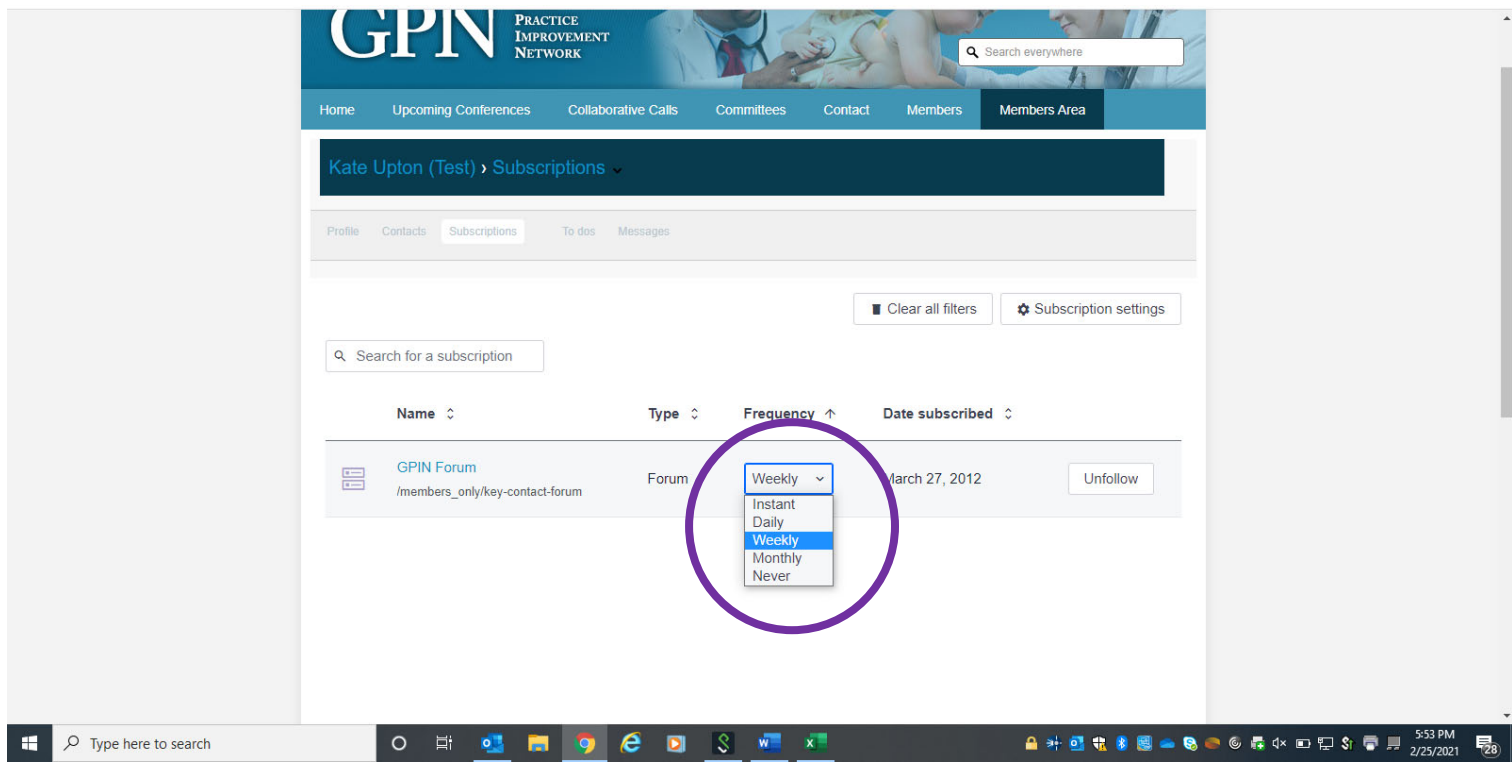
To change your subscriptions to the GPIN Forum, click on the down arrow next to your name in the upper left corner of the website after you sign in. (See black oval below.)



At the subscriptions screen, you may **turn on the automatic "Follow"** for all content you create and/or all content you comment on. (See red box below.)



You may also **change your notification frequency** for the GPIN Forum posts to 1) Instant, 2) Daily, 3) Weekly, 4) Monthly, or 5) Never. (See violet oval below.)



Please contact Kate at [kupton1@hfhs.org](mailto:kupton1@hfhs.org) with any questions you may have.

*~ Thank you for your participation in this GPIN networking venue! ~*