

## How to use the Iowa Park and Recreation Association Professional Forum

### First Things First...

Are you a professional member of IPRA?

- If so, contact Steve Jordison at [jordison@pcpartner.net](mailto:jordison@pcpartner.net) so verify your membership status. Steve will add your email address to the list of Forum members.

Have you signed up to use Google Groups?

- Go to <http://groups.google.com> and sign up using your professional email address that you would like to use for the Forum membership. If you are asked for a “nickname”, please use your real name so other members know who you are.
- *If your office internet blocks sites such as Google Groups (highly unlikely, but possible), you can sign up at home or somewhere outside the office. You don't need to be able to access the website to use the IPRA Forum. Information is posted below.*

### I'm approved! Now what?

Once you have been added to the membership list and you have signed up to use Google Groups, go to <http://groups.google.com/group/ipraforum>. *You may have to log in to see the Forum.*

### I'm on the Forum. What should I do?

You can read the discussions, read the pages, reply to a discussion, or create a new discussion post. We just ask that you follow these simple rules:

- This is strictly a professional forum. **If you wouldn't want your boss to see it, don't post it!**
- Personal messages should be kept to private emails, not posted on the forum.
- If you have a question to ask, browse through the current discussions to make sure your question has not already been answered. Multiple posts on the same topic create confusion and take up extra space.

### Help! How do I...

#### Create a discussion?

- Click on the “+ new post button”. From there it works like an ordinary email, and will post to the discussion section after you hit “post a message”. If you change your mind and do not want to post, just click the “cancel” button. If you click on the box labeled “send me a copy of this message”, an email containing the message will be sent to your email address.

### **Reply to a discussion?**

- If you are reading a discussion and would like to send a reply, click on the “reply” link at the bottom of the message that you would like to reply to. This will open a new box in which you can type your message. Click “send” to reply, or “discard” to cancel. If you send the message, your reply will appear at the bottom of the discussion.

### **Delete a message that I posted?**

- Only Forum moderators can delete a message. Email addresses for the moderators are listed at the top of the main Forum page. Contact one of these individuals by email to have a post removed.

### **Change my Forum settings?**

- There are multiple options for your personal settings under “Edit my membership” on the right hand side of the page. Most have to do with how you read discussions. Everyone who signs up will initially be defaulted to “read on the web”. If you wish to receive emails so you do not have to come to the website to read the discussion, you may sign up for that option. *If you cannot access the website from your office, please let Steve know and your option will be set to receive messages by email.*

### **Post a new discussion without logging onto the website?**

- Send an email to [ipraforum@googlegroups.com](mailto:ipraforum@googlegroups.com) from your email account in which you are signed up as a member. The email will show up as a new discussion and the subject of your email will become the new discussions subject line.
- You can also reply to discussions in this manner if you receive the posts to your email. Just reply to the email and it will become a reply to the discussion on the Forum!

### **Frequently Asked Questions (FAQ)**

We could write 10 pages on questions regarding how to use this forum, but the best way is to use the Google Groups FAQ. You can find this using the “Help” link at the top, right hand side of the Forum page. Just type in your question, and Google likely has an answer. If you cannot find an answer, email a moderator and we will help you as much as possible.