



CommunitEE

An on-line forum created exclusively for and by
Wisconsin's Environmental Education community

Frequently Asked Questions:

- **How do I become a member of the CommunitEE (sign up for the forum)?**
Create a user name and password at:
<http://naturenet.com/discussion/user/CreateUser.aspx>, enter the requested information and click "Join Now!". Once you see the "Welcome" page, you can click on "Forums" on the top navigation bar and begin posting comments.
You will receive an automated email with the subject heading "Your Account is Enabled". This email will confirm your user name and password.
Please remember to read the rules of the forum before you begin.
- **How do I edit my profile?**
Once you are logged in, the "Edit Profile" option appears on the top right corner of the screen. Here you can enter your signature, a brief bio on yourself, list where you work and your title, and create an avatar. You can also customize how the CommunitEE pages appear on your screen.
- **How do I change my password?**
Click on "Edit Profile" (on the top right corner of the screen) and select the "Password & Statistics" tab.
- **How do I change my contact information?**
All your contact information is stored on your profile. See "How do I edit my profile?" above.
- **How do I allow or disallow my contact information to be seen by others?**
In "Edit Profile" select the "Email" tab and either create or delete information in the "Public Contact Information" section.
- **Can I communicate with someone without everyone else viewing it?**
Yes, this is called "Private Messaging". If you would like to respond to a post or comment via private communication with someone, click on "Contact" in the upper right corner and select "Send a Private Message". The CommunitEE member will see your message when they next log in. Alternately, you can select "Send an Email" and your message will be sent directly to the registered email address of the CommunitEE member.



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Frequently Asked Questions:

- **How do I check if I have Private Messages?**
Once you are logged in, click on your name in the upper right corner. Any unread messages will appear.
- **Can I sign up to receive emails when someone replies to my post?**
Yes. Before you click "Post" on your message, select the "Options" tab and check "E-mail me replies to this post".
- **Can I receive an alert when someone replies to my post?**
First, make sure this option is enabled on your profile by going to "Edit Profile" and selecting the E-mail tab. Here you must select "Yes" next to "Enable E-mail Notifications of forum/thread subscriptions and replies to my posts".
Before clicking "Post" on your message, select the "Options" tab and check "E-mail me replies to this post".
- **Can I receive an alert when someone posts a new post or starts a new topic in a specific forum?**
Yes. At the bottom of the Forum page you are interested in, click on "More Options" icon and after "Send email", select either "When new topics are posted in this forum" or "When new posts are posted in this forum".
- **How do I create a new post or thread?**
From the Home page, click on "Forums" on the top navigation bar and select the relevant forum. Click on "Write a New Post" to begin entering your message. Fill in the "Subject" and "Message"; add "Tags" to create searchable descriptions of your message; remember to select the "Options" tab and select "Email me replies to this post" if you would like to receive them.
- **How do I reply to someone's post?**
Once you open and read a post, you can click on "Reply" to post your message. Please remember to keep your replies on topic.
- **What is a tag?**
A tag is a descriptive word or phrase you can attach to your message or post. Tags help make searches more easy to conduct and show up on the "Popular Tags" Side Bar based on the popularity of the topic.