

What is a Forum & How do I subscribe to a forum?

Forums are threaded ongoing discussions. By default, the latest post is moved automatically to the top of the list within a forum. Replies within a forum topic are sorted chronologically so the most recent reply always appears at the bottom.

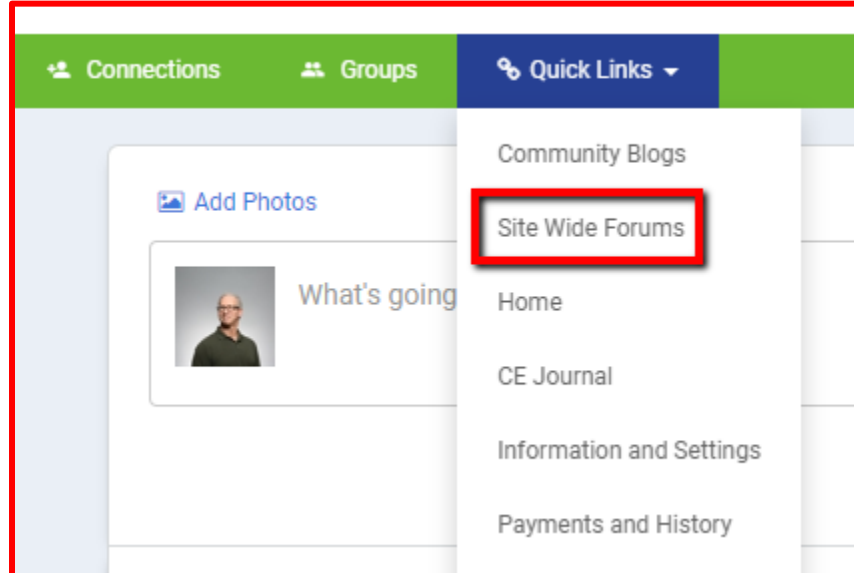
Within the BCPA Community Site, there are **two types** of discussion forums.

Site-wide – available to anyone

Group – restricted to the members of a group

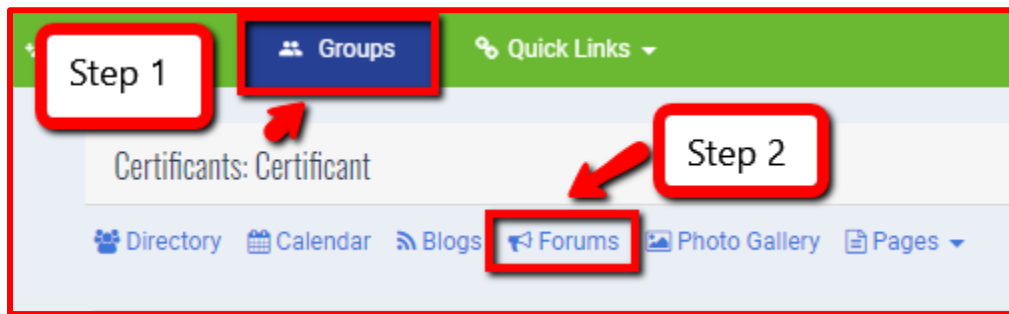
For example, all BCPAs are in a private group called “Certificants.” The forum within the **Certificant Group**, is only accessible by members of that group.

Access **Site-Wide forums** from the **Quick Links Menu** as indicated in the image.

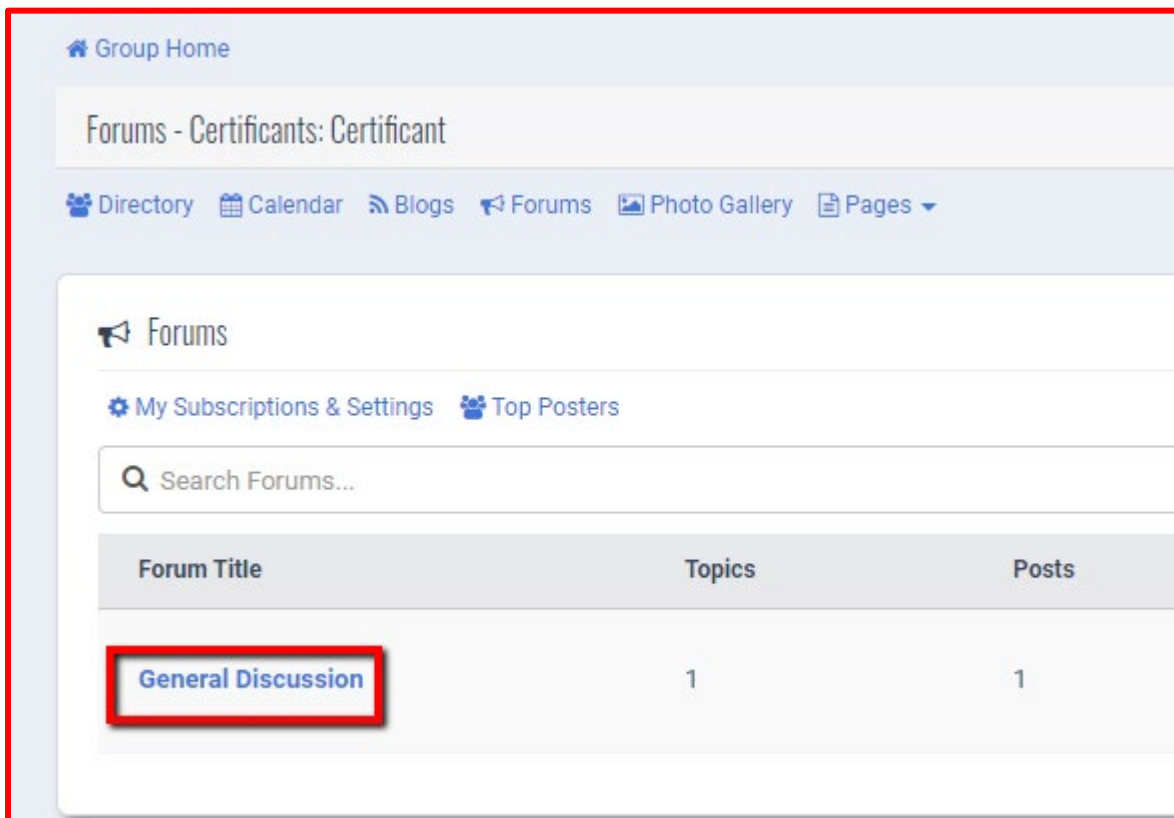


Access **Group Forums** from the Group tab on the main menu.

Group > Group Name > Forum



To **enter the forum**, click on the forum name:



There are two levels of subscription options:

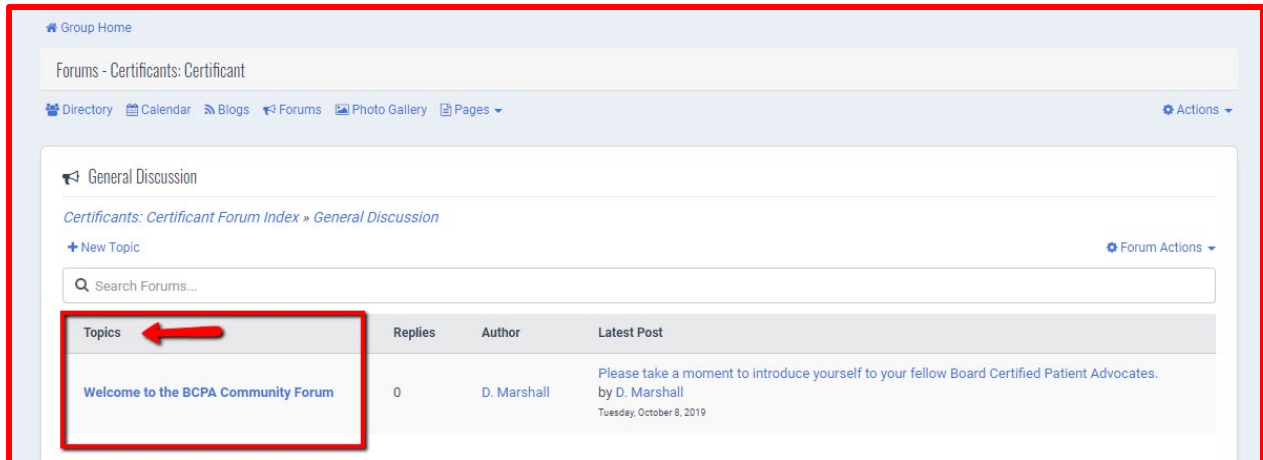
1. Forum Level: to be notified when new topics are added to the forum
2. Topic Level: to be notified when new comments are made to a specific topic.

Note: You will need to subscribe to each level separately. **Steps to subscribe to both follow.**

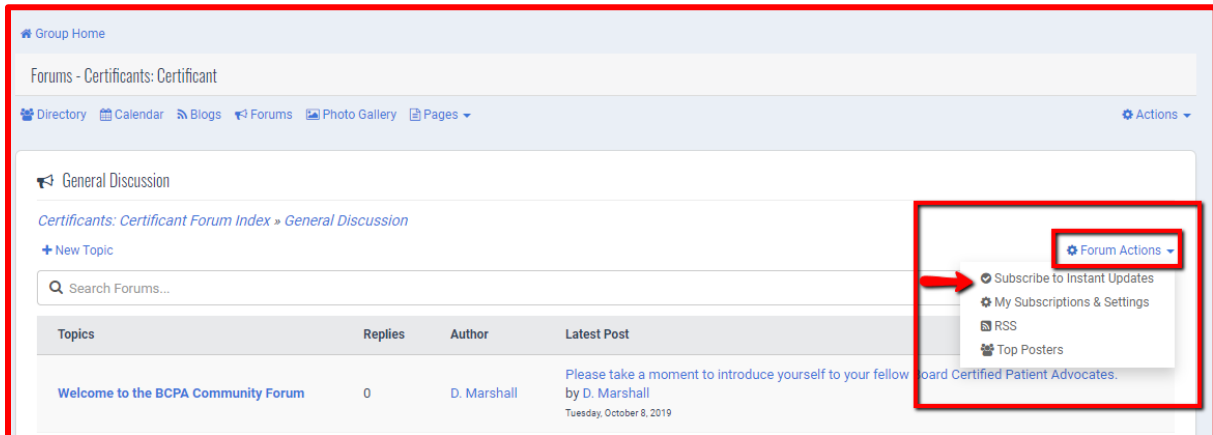
1. Navigate to your Forums page.



2. Click on the **name of a Forum**. This will pull up a list of all the topics created within this forum.



3. To subscribe to the Forum Level, select the Forum Actions button and select "Subscribe to Instant Updates." You will be notified when new topics are added to the forum.



4. To subscribe to the Topic Level, click on the name of a topic. Select the Thread Actions button and select "Subscribe to Instant Updates." You will be notified when new comments are added to this topic. Repeat for all topics as desired.

