Getting Started in OHANA
Participating on Forum Discussions

You must have the necessary privileges to access the Forums

1) First go to your website.

2) Go to the **Login** screen

3) Enter your **User Name** and **Password**

4) Click **Login** button.

5) Now go to the **Forums** page from your Navigation menu.

6) Once you are on the main **Forums** page – you should see the **Categories & Forums**, that you are authorized to see/access based on your login credentials.

7) You have the option to click on a main **Category** or a specific **Forum** topic within a Category by clicking directly on the name.

8) If you clicked on a particular **Category**, you will be taken to a page listing the various Forum topics within that Category area. Click on one of the topics to see more details and read what others have posted (if any).

9) Once you click on a specific Forum topic, click on one of the entries below it (if any) so you have the opportunity to read the previous post in full details and even **Post Reply** to this discussion if you wish (located below the previous posting).

10) You can also click on the **Start a Topic** button to begin a whole new Forum discussion.

   a. Enter a **Subject** for the Forum you are creating (*Required*)
   b. In the **Message** area (below the Subject) – you have more area to add further information about the Subject you entered (*Required*).
   c. You can also use the WYSIWYG tools at the top of this **Message** box to enhance and style the text you have entered, if you want.
   d. Once you have finished entering your topic details – click on the **Post** button at bottom of page to add your Forum topic to the web so others can see it.

11) **Logout** of the site when you are finished.