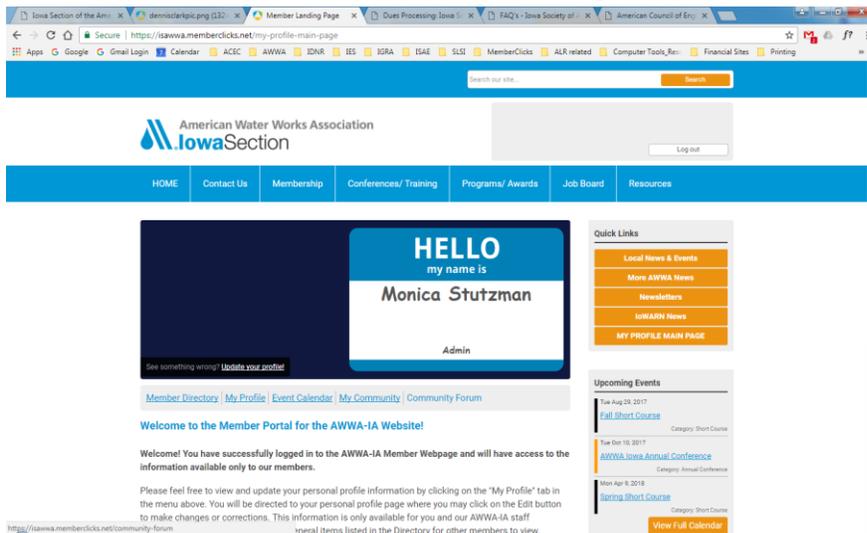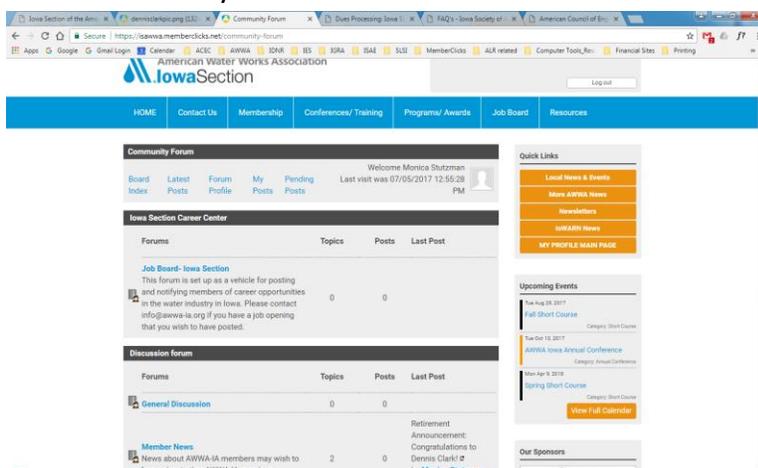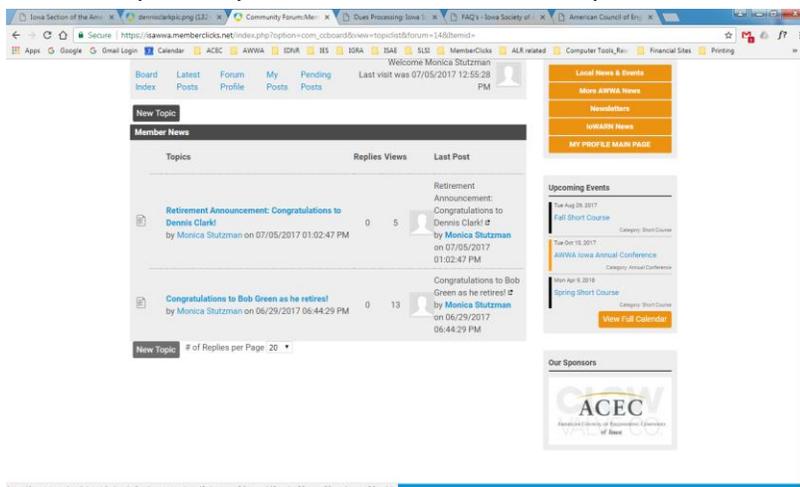# Online Member Forums: Posting Information

1. Log In as a member with your Username and Password. Then click on the Community Forum link in the Member Menu located under your name badge on your Profile Main Page.
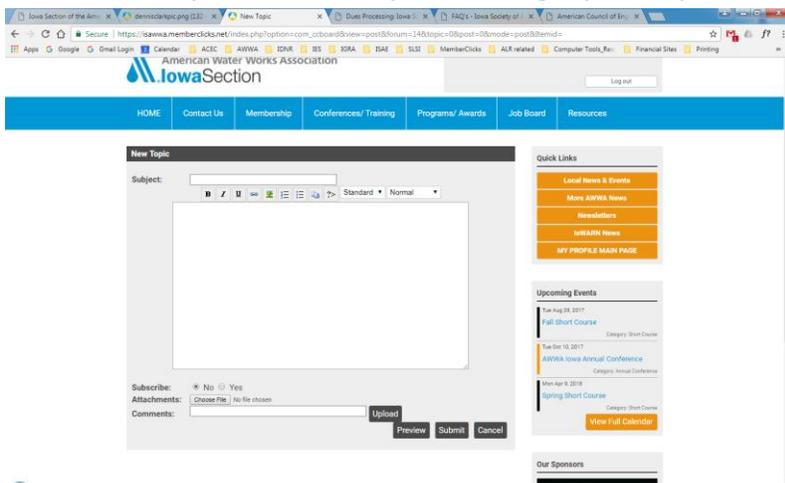


2. This will direct you to the Community Forum page where you will see a list of current forums.  Please click on the one you wish to connect to.
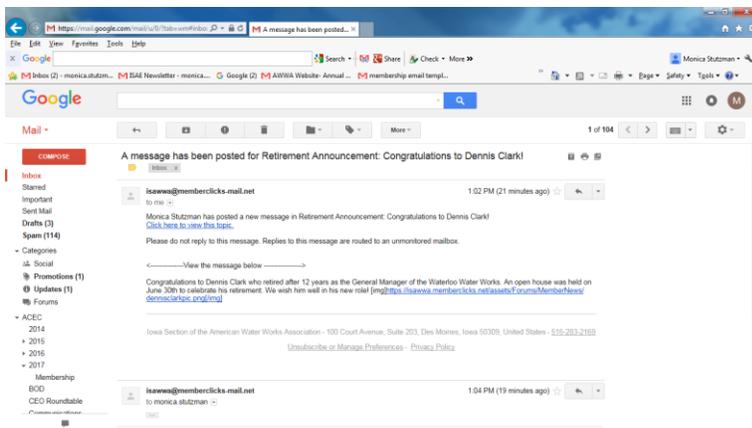


3. The next screen will show any conversations under that forum.  You may view or comment on any current topics.  If you wish to create a new topic, click on the "New Topic" button:
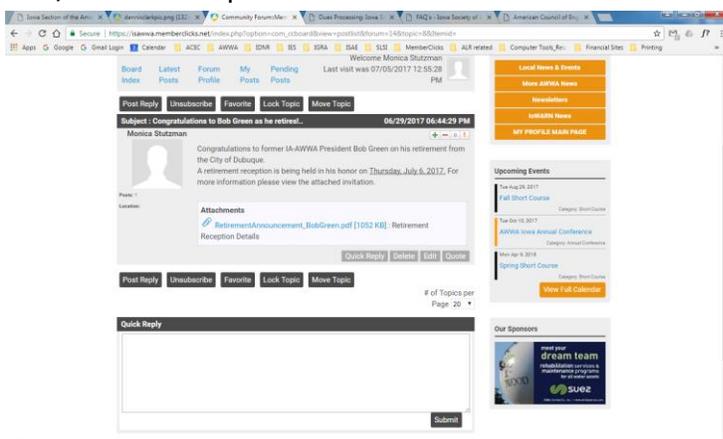
4. That will direct you to the **New Topic** form where you may create your message, attach appropriate documents, files or images. To attach a document, you click on the "Choose File" button. Then select the appropriate file in your computer and click the Upload button. You may also create a link to an online site with the "link" icon or add an image in the body of the message with the icon that looks like a tree. When you've created your message, you may Preview, Submit or Cancel it.



Once it is submitted, a notification will be sent out to the members who have elected to receive this information.



If the system allows for this type of post, members will be able to post a reply/comment on your post in order to create a discussion. They may also unsubscribe to the post, mark it as a favorite or lock/move the topic.



**If you have any questions, please contact the AWWA-IA office at info@awwa-ia.org.**