DIFM Discussion Board Instructions

1. Navigate to the Discussion Boards page.
2. Click on the red “Sign in” button in the upper-right corner.
3. Log in using your Academy username and password.
4. Click on “Join Now!” under ‘Join DIFM Discussion Board.’
5. Select the discussion boards you would like to be a member of.
6. The system may take up to two hours to add you into your discussion board. Once you have been added, you will see the links to the discussion board on the Discussion Board page.

7. On each of the discussion board pages, you will see instructions for how to post and reply to a message.
   a. Instructions to Post a Message
      i. Click "Post New Message".
      ii. Add a Subject and your discussion content.
      iii. Add a tag at the end of your discussion content by typing hashtag "#" and selecting a tag.
         1. You must select a tag from the green box.
      iv. Click the blue “Send” button.
   b. Instructions to Reply to a Message
      i. If you are replying while logged in to the SCAN website, click "Reply to Discussion" to send your message to the entire community or "Reply to Sender" to reply privately to the original sender; both links are, located in the gray column at the right. (We recommend replying to the sender for simple comments that add little value to the overall discussion; and replying to the entire community when you are sharing knowledge, experience or resources that others could benefit from.)
      ii. You can also reply from your email account by replying directly from the email notification you receive without having to log in to the community website. Simply click on the "Reply to Discussion" link in the column at the right and type in your message.

8. As a member of the discussion board, you are automatically enrolled in a “Daily Digest” email.

9. To change your email preferences, go to your ‘Profile’ page.
a. Select “Community Notifications” under ‘My Account.’

b. Change your discussion board email preferences.

10. With the “Daily Digest” you will receive an email at the end of every day with all the posts that were sent. Below is an example email:

DIFM Clinical Discussion Board

Re: FNCE 2019

[Email content]

a. The links in the email allow you to either “Post New Message” to the discussion board, reply to the group or sender, or view the post on the website.