WELCOME to our Groups & Forums Guide

Let’s get started!

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The "Groups" serve to find a space with like-minded PRM professionals and start conversations. Each "Group" can have a "Forum" which will allow for the creation of various topics in a dynamic and organized manner.

**We also use the platform for our Committees, Task Forces and Special Interest Groups (SIGs).** They can brainstorm and keep track of the communication among members. SIGs are public groups, so you don’t need invitation to join! Just subscribe to their forum.

- After you log in to the **RESERVED AREA** (read guide) you will be able to access the Forums & Groups sections under “OUR NETWORKS”.
- Click to search a forum/group by name or key word
- Now you can join the discussion (more details in the next page)
There are 3 types of groups:

1. **Public** – anyone can request to join
2. **Private** – must be invited or request to join
3. **Hidden** – must be invited, not visible otherwise

Once you’ve joined a group you can access its Forum.
Once you have joined a group you will find it under “My Groups”. Switch to “All Groups” to search for other groups you are not yet subscribed to.
Once you’ve joined a Group you may be able to create a topic. Just go to the “Forum” section and scroll down.

Before you create a topic PLEASE check that there are no similar topics already.

Choose a short and effective title.

You can use BBCodes to format your content text, check Wiki: https://en.scratch-wiki.info/wiki/BBCode

It’s important to add tags (keywords) to help search and find similar topics and discussion. If more than one, just add a comma between each keyword.

You can upload files no larger than 1 MB and up to 5 files at a time. ISPRM Committees/TF/SIGs may request the ISPRM Office to upload larger files.

Moderators can choose the “Topic Status” to decide actions for a topic (close it, send to trash, mark as spam, etc).
On the Forum section, click the topic/post you wish to reply to it. It works the same way as creating a topic (see previous page).

You can also write a quick reply from the “Home” section of the Group by clicking on “Comment”.

Don’t forget to “Favorite” a post that you’d like to receive updates from!
Ø Keep track of all your topics and replies! Just go to your profile > **Forums**

Ø Once you joined a Group you can send invitations to your friends and colleagues to join it too! Just visit the Group page and click on “**Send invites**”. 