

1. Getting to the Forum

- a. Go to the Maine Broadband Coalition website at mainebroadbandcoalition.org
- b. On the homepage taskbar, click "Forum" (Figure 1)

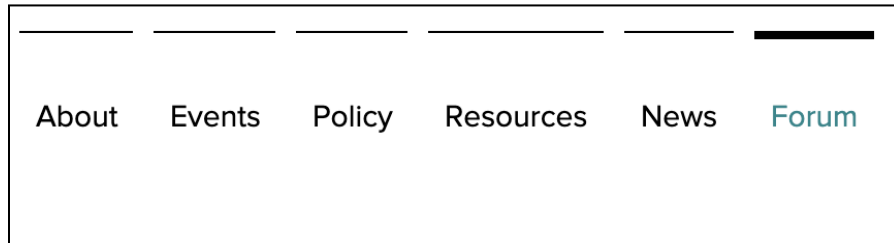


Figure 1: Maine Broadband Coalition homepage taskbar

2. Creating an Account

- a. To interact with the Forum feature, you will need to create an account. Fill out the Member Sign Up Form (Figure 2) and click "Sign up" when you are done.
 - i. If you *already have an account* look under the "Sign Up" button for where it says "Already a member?" and click "**Log In**"

MEMBER SIGN UP

First Name _____ Last Name _____ Email _____ Password _____ Company/Organization _____ Community _____ Zip Code _____	Why is Broadband in Maine important to you? * ☐ Economic Opportunity ☐ Quality of life services ☐ Community resilience ☐ Other ☐ I agree to the code of conduct View code of conduct Sign up Already a member? Log In
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Figure 2: Member Sign Up Popup



- b. You will be taken to a page asking you to confirm your email (Figure 3). Check your email, and click on the link to confirm your email (Figure 4). You will then be redirected to the Maine Broadband Coalition homepage, where you can click “Log in” on the top right (Figure 5). Scroll down to where it says “Already a member?” and click “**Log in**”. Enter the credentials for your account.

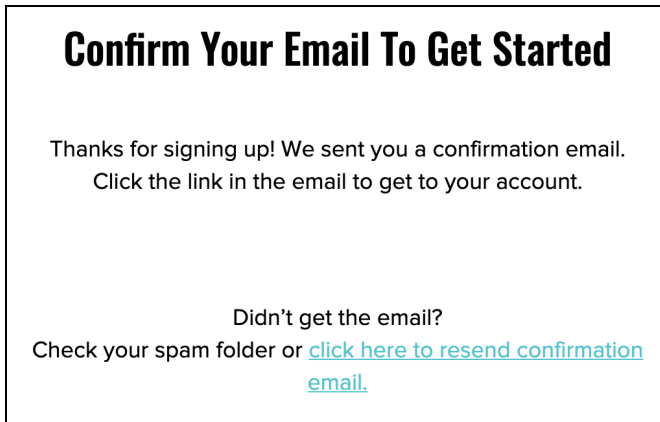


Figure 3: Notification to Confirm Email

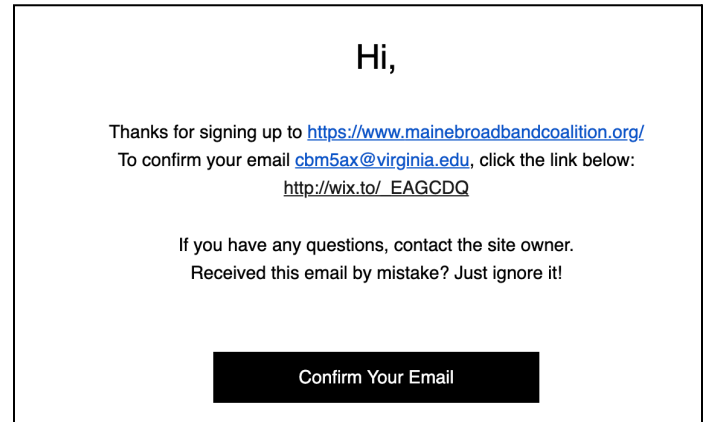


Figure 4: Email Confirmation Link

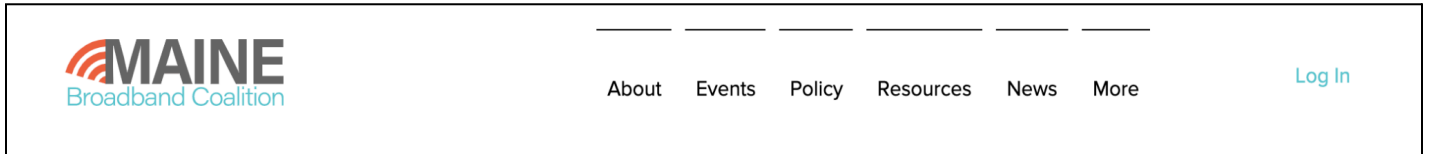


Figure 5: Maine Broadband Coalition Homepage Taskbar

3. Customizing Your Profile.

- a. Once you have created your profile, you can add information about yourself. To access your profile, click the button on the top right of the screen to see a drop down menu (Figure 6). Click “Profile”.
- b. This will take you to your profile (Figure 7), where you can add a photo and some information about yourself (Figure 8).

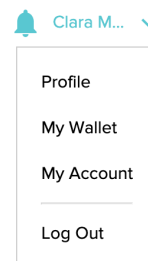


Figure 6: Account Menu

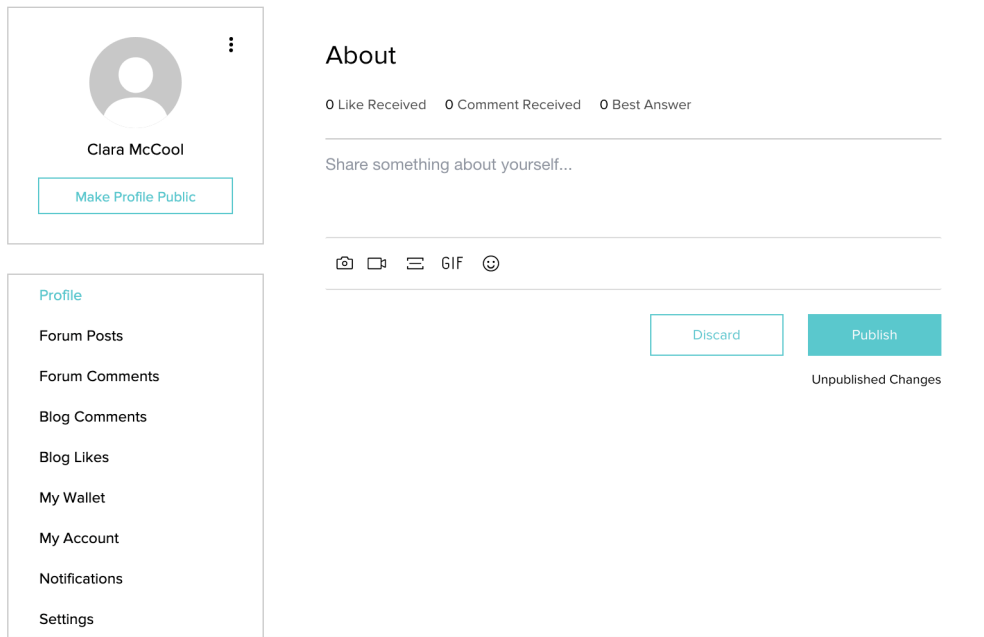


Figure 7: Blank Profile

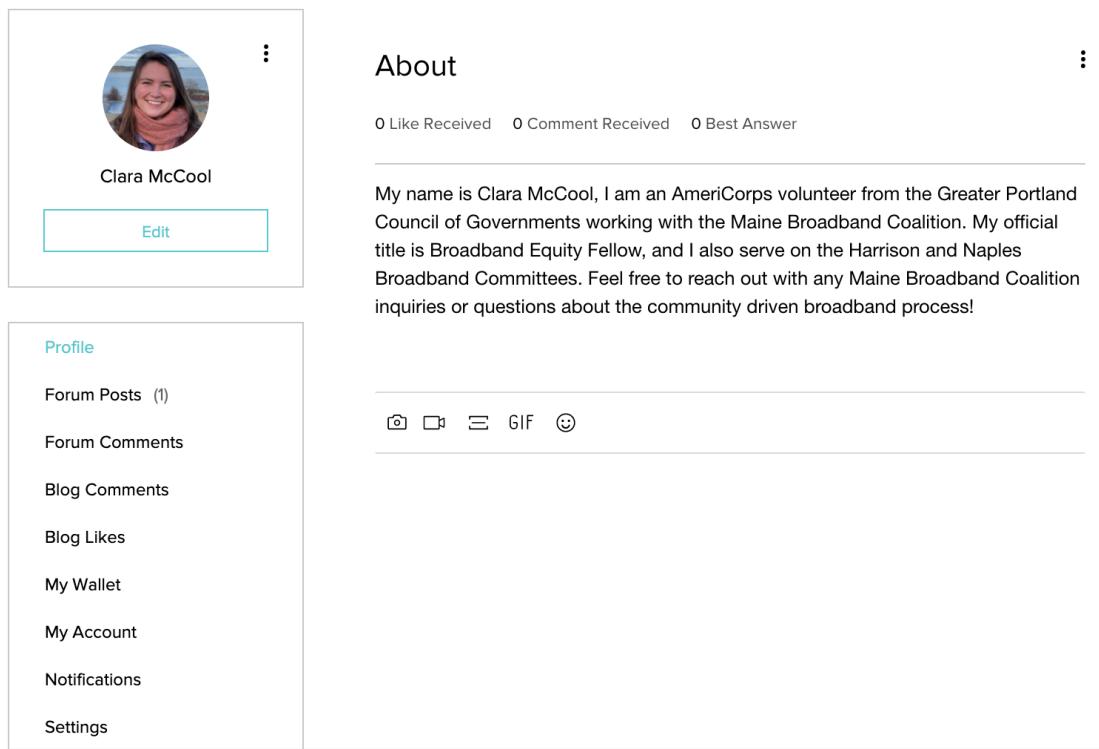


Figure 8: Example Filled In Profile

4. Interacting with the Forum

- a. Now that you have created an account, you can view and post on the Forum! When you click on the “Forum” button under the “News” section, you will be brought to the MBC Forum Homepage (Figure 9). From there, you can click on any category to enter the Forum. You can also use the search bar on the top right (Figure 9) to search for a particular question or discussion topic - you will receive results from the entire forum. **See Figure 10 below which is the Regional Broadband Dialogues Forum.**



Figure 9: MBC Forum Homepage

REGIONAL BROADBAND DIALOGUES

Get the Conversation Started

What kind of post do you want to create?

**Start a Discussion**
Share what's on your mind with the community.

**Ask a Question**
Members vote for answers and you can mark one as best.

Figure 10: Regional Broadband Dialogues Forum

MBC Forum > Regional Broadband Dialogues > Create Post

Q Search

🔔

⋮



 Clara McCool

Give this post a title

 Write your post here. Add photos, videos and more to get your message across.

     GIF 😊

Cancel

Publish

Figure 11: Posting a Discussion

5. Interacting with other Members

- a. Once you sign up your account, you can view other public accounts on the website and connect with members. Under “More” click “Members”. This will bring you to the Members page (Figure 12). Here you can follow other members to keep up with their posts.

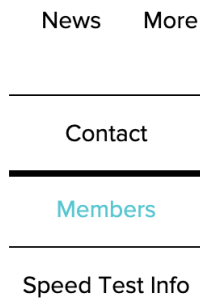


Figure 11: Homepage Taskbar

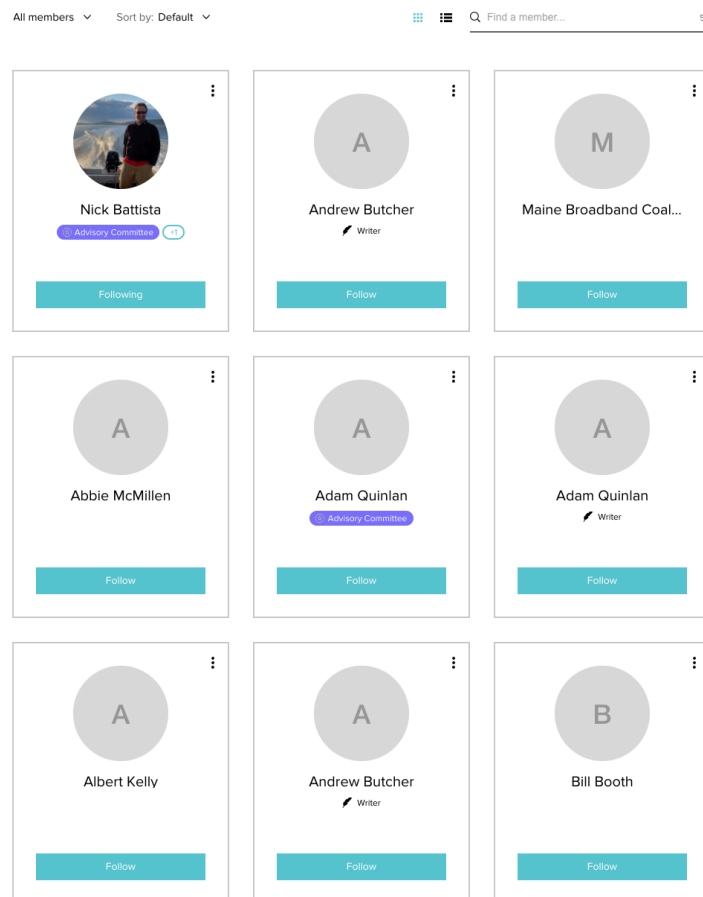


Figure 12: Maine Broadband Coalition Members Page