

Discussion Forums

1. Log in to the Gateway Website
2. On the Main Menu, click on **“Forums”**
3. Un-click the box next to *“Include Global Forums that are shared between all organizations”*
4. We currently have several forums - others can be added as needed

Alan’s Challenge
Book Discussions
Buy/Sell Equipment
General Questions
Photo Opportunities
Software Questions

New Post

1. Select the forum you wish to post in by selecting **“View Topics”** for that particular forum
2. Select **“Create new Topic”**
3. Fill in the **“Topic Title”**
4. Write your message in the **“Message”** area
5. Click **“Post”** at bottom of page

Replying to a Current Post

1. Click on **“View Topic”** for the post you want to respond to
2. Click on **“Create Reply”**
3. Type your reply in the **“Message”** area
4. Click on **“Post”** at bottom of page

Subscribing

1. You may subscribe to notifications when a new message is added to a discussion forum or topic you are interested in.
2. To subscribe to all postings from a forum, click on **“Subscribe”** to the right of that forum to subscribe to all posts from that forum. When the box comes up, click the box next to **“Subscribe”**. Click the next two boxes as you wish.
3. Or you can subscribe to individual posts by first clicking on **“View Posts”** then **“Subscribe”** next to each individual post
4. You can always unsubscribe by clicking on **“Edit Subscription”**