AFHTO Members Discussion Forum
User Guide

Basic functions:
- [Post topics to forums](#)
- [Reply to a topic](#)
- [Publish drafts](#)

Other functions (optional):
- [Edit account information](#)
- [Manage forum subscriptions](#)

- For further information on how to use this forum, click on ⓘFAQ on the top right corner of the discussion forum.

Post topics to forums:

1. Click on the forum in which you would like to participate, this will lead you to the list of posted topics and responses.

2. To post a new topic, click on the link NEWTOPIC* to enter text editing mode. Enter a subject and text for your post.

3. When you are finished writing you have 3 options:
   a. Save: This option saves a draft of your post to continue and post later. You can retrieve your saved drafts through your User Control Panel (see instructions below).
   b. Preview: This button will allow you to see your post as others will view it.
   c. Submit: This button will publish your post to the forum and everyone with permission to view the forum will be able to see your post.

4. You may edit the post at any time by clicking on the EDIT button that appears on the top right corner of the published post.

Reply to a topic:

1. Click on the topic you would like to reply to.

2. Click on POSTREPLY↙ to enter the text editing mode.

3. Follow steps 3 – 4 of "Posting topics to forums" to finish posting a reply.

Publish saved drafts:

Drafts are created when you click the 'Save' button on the New Post or Post Reply page. Displayed are the title of your post, the forum or topic that the draft was made in, and the date you saved it.

1. To continue editing a draft for future submission, go to the 🗩User Control Panel, under the "Overview" tab, click on "Manage Drafts", click "Load Draft", finish editing and submit the post.

2. To delete a draft, check the box next to the draft you wish to remove and click "Delete Marked".

Edit account information:

You may change your name, username, e-mail address and/or password at any time.

1. Go to the *User Control Panel* on the top left of the forum.
2. Click on the "Profile" tab, go to "Edit account settings"
3. Once you've made your updates, click "Submit" and your changes will be saved. Make a record of your changes for the next time you log-in to the discussion forum.

Manage forum subscriptions:

Subscriptions enable you to set up e-mail notifications when new posts are made to a forum or to an individual topic.

1. To create a subscription, visit the forum or topic you would like to subscribe to and click the 'Subscribe' link located at the bottom of the page.
2. To remove a subscription, go to the *User Control Panel*, under the "Overview" tab, click on "Manage subscriptions", check the box next to the subscription you would like to remove and click the 'Unsubscribe' button.