

ACAA E-Forums – User Guide

14 April 2020

ACCESS

Access to the forums is for current financial ACAA members only. Nobody else has access and all posts are only read by members of the ACAA community. If membership ends for any reason, access to the forums is turned off.

REGISTERING FOR THE FORUMS

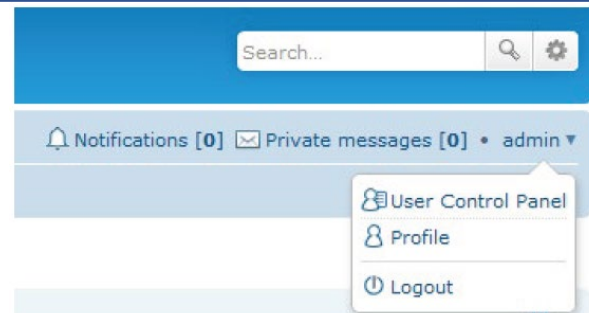
All new members are automatically registered for the forums and sent login details. It is not required for members to register for the forums yourself. Any change in email address or password, contact the ACAA Office Administrator office@access.asn.au

LOGINS

Usernames for logins are under the members real name, not your email address or a pseudonym. This policy was adopted to keep the discussion as transparent as possible. On the premise, if you are not prepared to put your name to a post, then it probably should not be posted.

MANAGING YOUR ACCOUNT

On logging into the forums, towards the top right of each page under the universal search function, there are your notifications, private messages and your name. By clicking the dropdown next to your name, this will open the **User Control Panel**. This allows self-management of your forum profile and forum preferences.



GUIDELINES

Each forum has two pinned posts at the top, the moderators' responsibilities and the user guidelines.

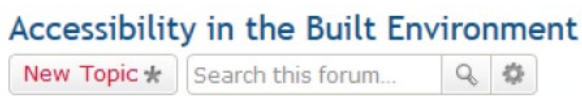
Reading these is recommended before you begin participating.

USING THE FORUMS

When you login to the home page, you will see 10 (currently) forums on different categories of topics that you can click on to participate in discussions relevant to that category, if you use the Board Index link anywhere in the forums, you will be taken back to this overview page.

FORUM	TOPICS	POSTS	LAST POST
 Accessibility in the Built Environment Information and discussion on accessibility in the built environment	619	5188	Re: easy step 2in1 staircase ... by Paul Huxtable  11 Mar 2020, 08:50
 Disability Standards for Accessible Public Transport Information and discussion on the Disability Standards for Accessible Public Transport	6	28	Re: Accessible Transport Netw... by Paul Huxtable  03 Feb 2018, 07:43
 LHA, SDA & Adaptable Housing Discussions on Livable Housing Australia, Specialist Disability Accommodation & Adaptable Housing	28	221	Re: Contacting LHA by Bryce Tolliday  29 Oct 2019, 16:11
 Accessibility Practice Information and discussion on accessibility practice and related topics	60	322	Re: Discrimination by Scott Grimley  14 Feb 2020, 18:58
 ACAA Management and Operations Information and discussions on the Association of Consultants in Access Inc.	21	134	Reminder - Call for articles ... by ACAA Moderator  01 May 2019, 08:37

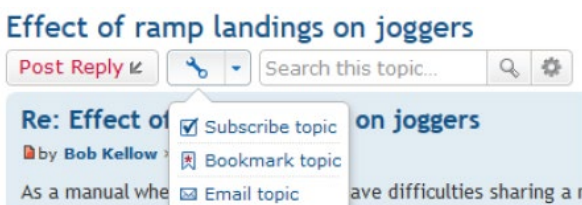
By clicking on a forums title, e.g. **Accessibility in the Built Environment** this will take you to that forum to see all the relevant topics and posts. Under the Forum's title, there is the option to create a **New Topic** or **Search this forum**.



Scroll to the bottom of the page, you will see information about the forum and your status in relation to it. The most important item here is the **Subscribe forum** tick box. If the box is ticked that box on, then notifications will receive for all notifications on each topic and post for this forum. Un tick the box to unsubscribe and all notifications for this forum will be turned off.



To not follow the whole forum but do wish to follow particular topics, unsubscribe from the forum but open the topic, and towards the top or bottom of each topic's page, use the **Topic tools** to subscribe (or unsubscribe) for that topic only. On accessing a topic, a post can be made using the **Post Reply**.



The tool bar below can be used the **Edit post**, **Delete post**, made by you, or to **Report this post**, if a post is considered inappropriate for any reason.



MODERATION

The forums are lightly moderated. This is not meant to be a blanket censorship as ACAA encourages full and frank discussions between members. However, the moderator has the power to **Warn user**, suspend, or unpublish a post if it is deemed to be outside the forum guidelines, or for investigation if the post has been reported by another member.

For assistance with the forums contact **The team** - ACAA Office Administrator Terry Osborn office@access.asn.au, ACAA Webmaster Jacqui Blanch, or use the **Contact us** to email us. *[button at the bottom of most pages]*

