

## Instructions for Using the "gpcma managers and vendors" Forum

Welcome to "gpcma managers and vendors", the new Google-based listserv/forum for GPCMA managers and professional associates. This is the place to post topics for discussion, ask questions or respond to posts. This is a restricted group; as such, approval for membership is required prior to being added to the group.

A topic, post or response can be initiated via the email address you used to register as a member. Using that email address, write your post and then send it to: [gpcma-managers-and-vendors@googlegroups.com](mailto:gpcma-managers-and-vendors@googlegroups.com). If you are responding to a post, you can send your response only to the one who posted by simply clicking Reply. If you want your response seen by every member of the group, then click Reply to all – every member in the group will receive an email with your posted response.

A topic, post or response can also be initiated in the Google Groups web interface. Simply go to: <https://groups.google.com/d/forum/gpcma-managers-and-vendors>. However, since this is a Google group, access to the group posts via the web interface requires registration with a Google account. If you do not have a Google account and would like to send and receive posts using the web interface, you can create a gmail account by going to: [www.google.com/accounts/NewAccount](http://www.google.com/accounts/NewAccount).

Once inside the Group (web forum interface), a Topic screen appears with a list of all topics. All of the unread posts for a topic are shown (in bold). Click on a topic, and the first post (created when the topic was created) is displayed on top followed by all responses. Click on the **Post reply** button to the right of the time for the post. A reply field appears with a formatting toolbar at the top. Type your reply in the reply field and then click the **Post** button. Your post will appear in the web interface for that topic, and will also be sent as an email to every member in the group.

To create a new topic in the web interface, simply click on the **New Topic** button. You are automatically creating the first post for that topic. Then select the type of post (discussion, question or announcement). Type the subject of the topic in the **Subject** field, and then type the introduction to the topic. Click the **Post** button to post the topic.

You can remove any post you have authored in the web interface, by simply selecting **Delete post**.

This is a simple-to-use listserv. It is your place and channel for communication with the other members of this forum - the GPCMA managers and professional associates. Use the forum freely. If you have any questions, please do not hesitate to contact me (David Richter). I can be reached at [davidrichter22@gmail.com](mailto:davidrichter22@gmail.com).