

Forum Guide

Hello and welcome! There are a couple of things you need to do to be able to read, comment, and post topics to this forum and stay connected with your fellow LGMA Villagers.

1. **Subscribe**

If you want to post topics to the forum and receive email notifications when other users post or comment, click the [Subscribe to forum](#) link.

2. **Login or Create Account**

After clicking the subscribe to forum link the page should automatically redirect to the login page.

If you're an existing member, enter your email and password.

If you're a new user, go to [Create Account](#).

If you're a first-time user, once you login, accept the terms of use and click continue.

3. **Create a topic**

Once logged in, you should now be able to see a Create Topic button in the Discussion Forum section.



Click the button if you wish to post a question or upload a document to the forum using the form. You can also Subscribe to the Topic and receive email notifications.

Author: Joe Bloggs

Subject: [input field]

Body: [Rich text editor with toolbar]

Attachments: [Choose files](#) You can upload up to 20 Files. Each File should be less than 20 MB.

CREATE CANCEL Subscribe to topic Daily

4. **View Profile**

Click on the purple login icon in the top right corner of your screen to reveal your user menu, then click on the View profile link. Once inside your Profile you can add/update your details. By checking a box in the Role/Responsibilities section you will automatically be added to the mailing list to receive invitations to attend Exchanges, Webinars and Forums and you can belong to as many Villages as you like!

Joe Bloggs

[View profile](#)
[Change password](#)
[Log out](#)

Role/Responsibility

- Comms Marketing & Media
- Community Services
- Compliance
- Customer Service
- EA's & Office Professionals
- Environmental Health
- Facilities & Venues
- Finance Payroll & Rates

5. **Manage Notifications**

Once inside your profile select Email subscriptions, then EDIT PROFILE. You can now change the subscription settings and change the frequency of notification emails to Daily, Weekly, or Immediately.

Click SAVE to keep the changes.

My profile

EDIT PROFILE [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#)

FORUM SUBSCRIPTIONS

Daily Weekly Immediately

Forum

SAVE