HOW TO SUBSCRIBE TO THE FORUM

1. Click on the green and white icon at the top right corner of the ARINURSING.org website.

2. You will see the Terms and Conditions page – Please click on “I agree to these terms”

3. You will be asked to sign into your ARIN account.
   (If you have signed in before clicking on the green and white icon, you will not need to sign in a 2nd time)
4. This is the screen that will come up next –

5. To setup your subscriptions Choose a Forum Topic that you want to subscribe to.

6. After you open this next screen, You will now see on the right side of the screen the option called Forum Actions. Click on the down arrow.

7. To subscribe to the Forum Level, select the Forum Actions button and select "Subscribe to Instant Updates." You will be notified when new topics are added to the forum. When you subscribe to Instant Updates under a General Forum Topic, it will include all of the “Threads” listed below that Topic.
8. **To subscribe to the Topic Level**, click on the name of a topic.

9. Select the Thread Actions button and select "Subscribe to Instant Updates." You will be notified when new comments are added to this topic. Repeat for all topics as desired.

---

**Forum Digest**

In step 5, members also have the option to subscribe to the Forum Digest. This is a newsletter that ARIN setup to be sent out monthly to those who subscribe to the Forum Digest. The digest only includes information about new topics created within the forum.

Members cannot be subscribed to forums by default. Since this can result in them receiving several emails, this is completely voluntary and everyone must manually subscribe according to their own preferences.

**HOW TO POST TO THE FORUM**

FORUMS are broken into three categories: General ARIN Topics, Nursing Procedures, and the Annual Spring Convention.
Next, click on one of the underlined topics that relate to your question or comment and select from one of the FORUMS shown there, or select the “New Topic” icon to begin your own.

Once you are on the specific FORUM page, click on the title you want to reply to.

You can post a basic response in “Quick Reply” box found below the question.

OR for more advanced reply options use the “Reply” icon, or “Reply Using Full Editor”. You could even upload a photo from this option.