

SEND Implementation Forum - Getting Started

This page covers some steps to choose/login to an account, how to view/change settings (including recommended settings), and how to use the forum.

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Logging In

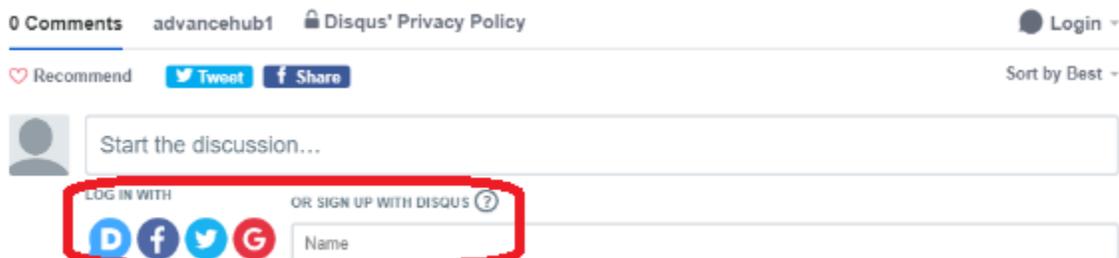
For most people, this is a one-time event - after that, any visit to the forum, you should be able to comment/post straightaway.

If you see:	Then:
<p>Various login methods:</p> 	<p>Short version: Pick any one of the methods you prefer to create or link an external account (note, this is you, not a PhUSE account) After that, you're good to post comments and replies.</p> <p>For more information/detail, see the following section: First Time Account Setup</p>
<p>No login methods, and the upper right corner shows a name (instead of "Login"):</p> 	<p>No action needed - you should be able to post.</p> <p>By clicking your name in the corner, you can go into settings to configure several things, such as:</p> <ul style="list-style-type: none">• Profile - change the name that shows when you post and add an avatar• Account - see and change your hidden username and email, password, etc.• Email Notifications - set which email notifications you want and how frequently you get them <p>For more information/detail, as well as recommended settings, see the following section: Configuring Existing Account</p>

First Time Account Setup

Choosing a Login Method

If you're starting out, you'll see that there are several choices for logging in.



Explained:

Option	Notes
 (Disqus login)	If you had a previous Disqus account (e.g., from prior Forum, or just logging on a new computer), you can click this to login.
 (Facebook/Twitter/Google)	These let you use an existing account from one of these services. <div style="border: 1px solid yellow; padding: 5px;"> This can be convenient, but please be advised that if you use a personal account, it will carry across the web with other sites that use Disqus (a common commenting platform on non-work sites too). <i>(e.g., if you post comments on other sites, someone could see these along with your work-related comments)</i></div>
 Name (New Disqus account)	This lets you create a new Disqus account (free, and advised). After clicking in the textbox, it will expand to allow you to enter your name/email/password. Enter these, then click the arrow to proceed. Note: <ul style="list-style-type: none">You can change your name/email/etc. any time later (see Configuring Existing Account below)The email you enter will be used for email notifications, and will not be shown to others Because of this, it is useful to put your work email so you get notifications sent in your work inbox.

Once you've established an account:

- Please see the [Configuring Existing Account](#) section below for how to access your settings and some highly recommended settings
- Please see the [Using the Forum](#) section below for rules of the road, and how to comment to best get an answer (e.g., when to post a new comment vs a reply)

After that, you're free to comment!

Updating Existing Account

You can go into settings to configure several things, such as:

- Profile** - change the name that shows when you post and add an avatar
- Account** - see and change your hidden username and email, password, etc.
- Email Notifications** - set which email notifications you want and how frequently you get them

Editing Settings

Click your name in the corner, and select Edit Settings, Example:

1 Comment advancehub1 Disqus' Privacy Policy

Recommend Tweet Share



Join the discussion...



- Your Profile
- Profile Media
- Edit Settings**
- Logout

Recommended Settings

It is highly recommended to review/edit these settings:

Section	Setting	Notes
Profile	Name	Use something different from your username.
Email Notifications	Enable Emails	Leave this on (or check the box if not already)
	Digests /Replies	Couple options, depending on your preference: <ul style="list-style-type: none">• (Recommended) Enable Digests (Weekly) and Replies - this ensures that you'll get notified quickly when your question is replied to, and you'll get a weekly digest of what other people have asked. You can also• Enable only Replies - if you only want to see answers to your own questions, check Replies and uncheck Digests. You will only see what other people have been asking if you visit the forum.

Using the Forum

Usage Guidelines

Two big guidelines to follow

1. Adhere to the [SEND Implementation Forum - Usage Guidelines](#) page for rules of the road
2. When to comment vs reply (below)

New Questions vs Replies (IMPORTANT!)

The "Join the discussion..." box is not entirely clear, and suggests that you are, well, *joining in the conversation* (i.e., joining an existing thread). However, this box starts up a **brand new question**, so please avoid this if you're intending to reply to something instead.

Here's a quick guide for when/how to start a new thread vs reply to an existing one.

New Thread / Question	Replies / Follow-up Questions
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Click the "Join the discussion..." to start a **brand new thread**.

This is best for:

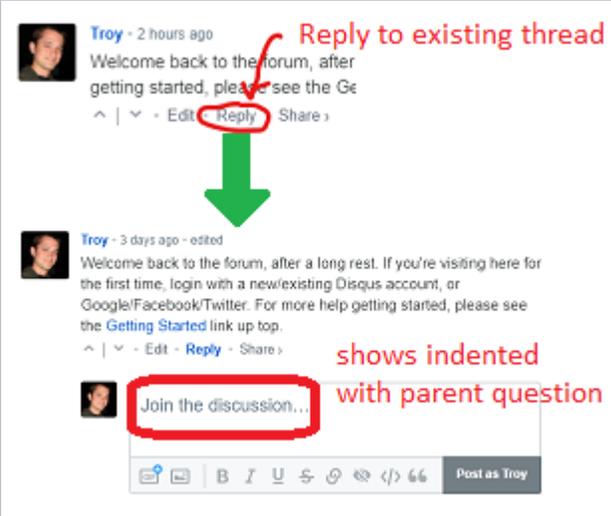
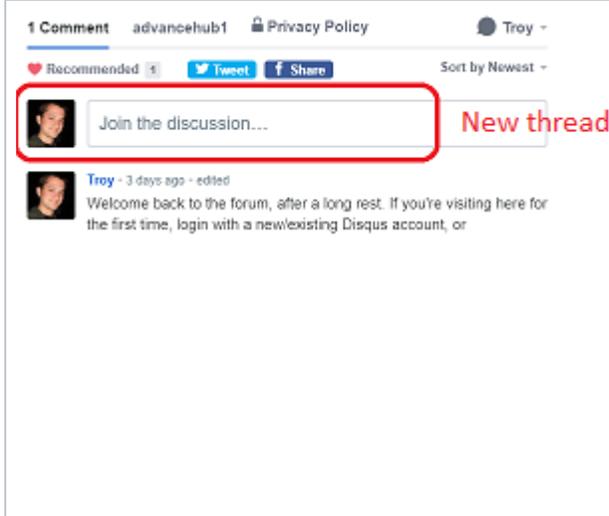
1. **A new question**
2. A spinoff question of another question
3. A new reply to a very old question (e.g., one that is not on the first page)

Note: do not use this for replies to a thread.

Click the **Reply** button to **respond** to a thread.

This is best for:

1. **Answering a question**
2. **Asking a follow-up question** or clarification (e.g., after someone replies to your original question)



This holds true for levels below too (e.g., starting a new reply vs replying to the first reply, etc.).

Ready? Set? Go!

If you've completed the above, you're good to go!

Visit the [SEND Implementation Forum](#) and you're now ready to post and reply.

Troubleshooting

Old Account

If your account is old and/or you don't remember your password, by far the easiest solution is just **create a new account**. There is no cost or penalty for doing so, and you can save yourself some headache.

Do this by:

1. Click your name in the upper right, and select Logout (note: if it says "Login", you don't need to do this and can go right to step 2)
2. Follow the steps in [First Time Account Setup](#) to set up a new account.

Email Verification for Nonexistent Email

Especially when returning after a long time, you may be prompted with an email verification.

In the event that the email is no longer active (e.g., from a prior job), go to your account settings.

1 Comment advancehub1 Disqus' Privacy Policy

Recommend Tweet Share

Join the discussion...

Troy - 41 minutes ago

- Troy
- Your Profile
- Profile Media
- Edit Settings**
- Logout

On the Account page, you can set a different email (e.g., your current work email).

In the event that you're stuck, the easiest solution is to logout and create a new account. See the Old Account section above.