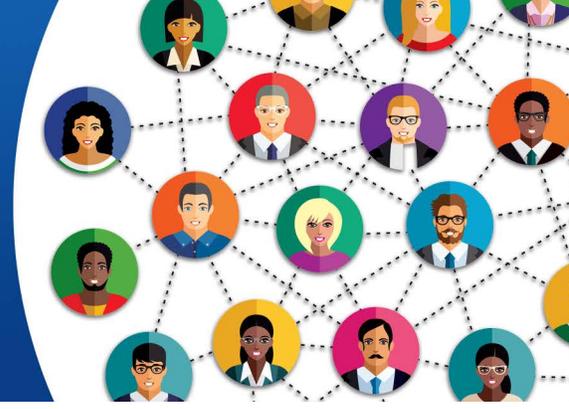


# COMMUNITY FORUM

## INFORMATION SHEET



The NGMA Community Forum is **your** online grants management network. It is a member benefit that enables you to easily connect and share news/information with other members.

## HOW TO USE THE FORUM

[LOGIN/ACCOUNT SETUP/SETTINGS](#) | [DISCUSSIONS](#) | [GROUPS](#) | [MEMBERS](#)

### LOGIN/ACCOUNT SETUP/SETTINGS



Go to <https://community.ngma.org> and click the **Login** button.

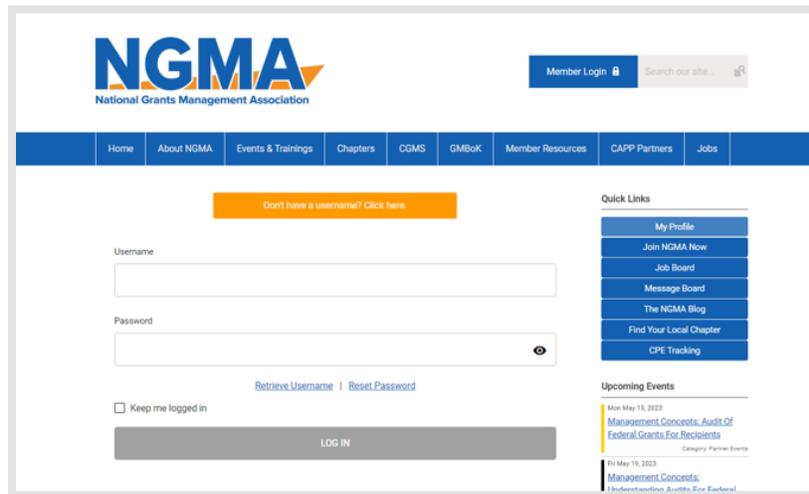
*Bookmark this URL -OR- access via NGMA.org*

*(NGMA.org > Member Resources (top menu) > NGMA Community Forum (select from drop down menu).*

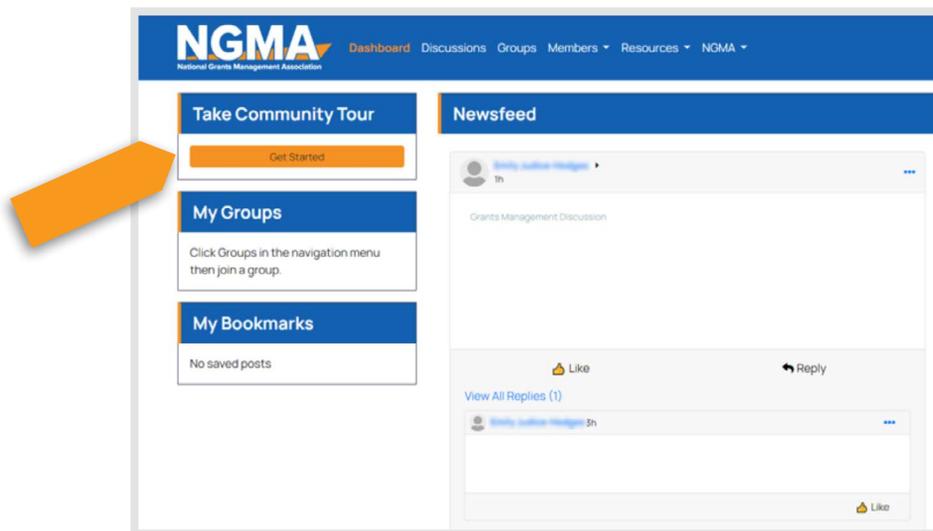
*Forum is also in the Quick Links menu on the right.)*



- 2 NGMA login page will appear. Login with the same login information you use to access your Member Profile. *Need help logging in? Contact NGMA at [info@ngma.org](mailto:info@ngma.org).*



- 3 You're in! This is your Dashboard. On your first visit, we suggest using the **Take Community Tour** option to familiarize yourself with the Forum. Click the orange **Get Started** button to begin your tour.



## PROFILE SETUP

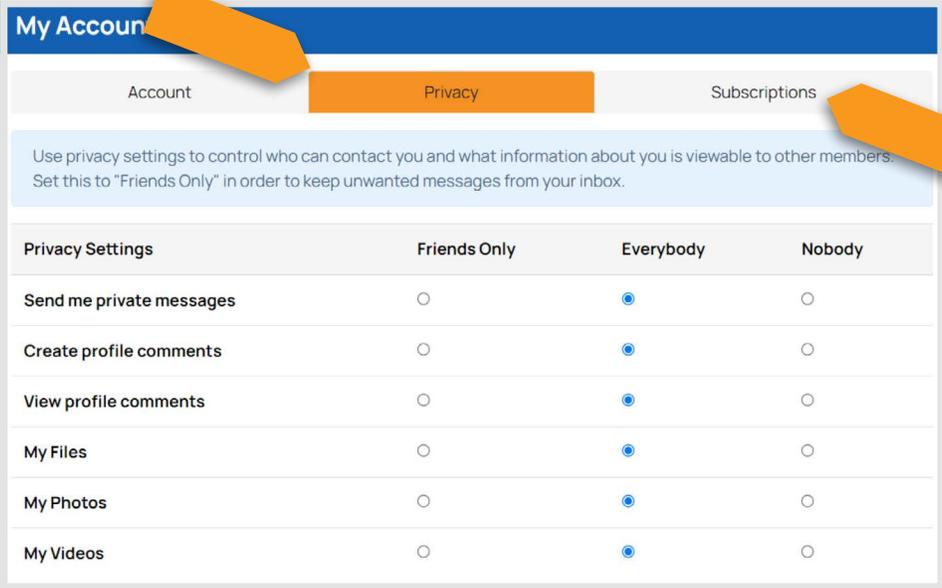
To set up your profile, go to your name (upper right) and click on it. Select **View Profile** from drop down menu. Add information about yourself, including About Me, Contact Info, Social Media links. Don't forget to add your photo!

## PRIVACY/SUBSCRIPTION SETTINGS

You control what part(s) of your profile others can see, as well as the types and frequency of Forum notifications you receive. To do this, go to your name (upper right) and click on it. Select **Account Settings** from drop down menu.

**Privacy:** Select who can see which parts of your profile: Friends only | Everybody | Nobody

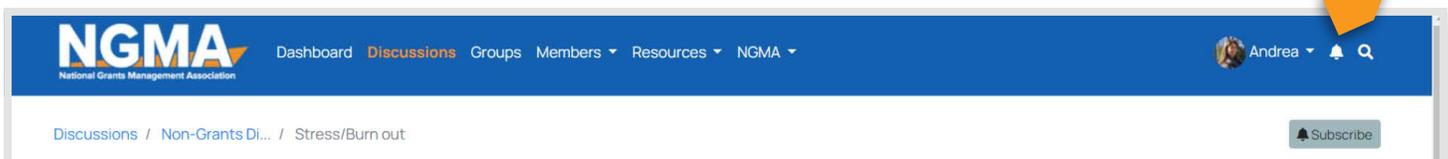
**Subscriptions:** Select how often you receive Forum digest alerts: Daily | Weekly | None  
You may also select whether or not you want to receive Instant Alerts.



Privacy Settings	Friends Only	Everybody	Nobody
Send me private messages	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create profile comments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
View profile comments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Files	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Photos	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Videos	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## NOTIFICATIONS (Messages/Friend Requests)

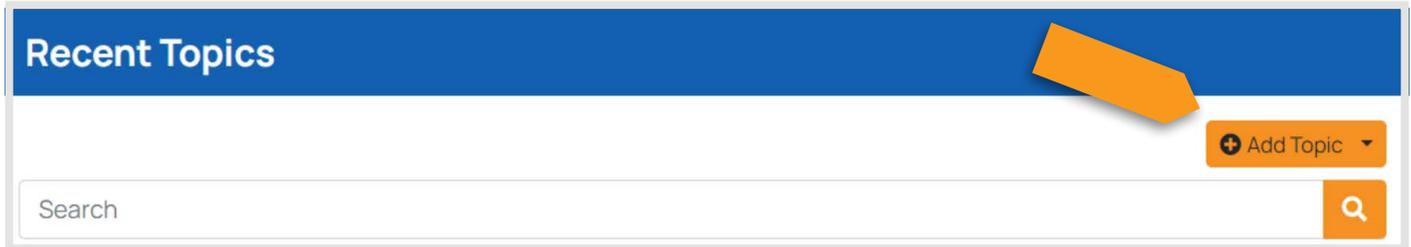
See who messaged you or sent a friend request! In your dashboard, click the bell icon next to your name.



## DISCUSSIONS

The Discussion forum is open to all NGMA members. Find discussion categories/topics here. You may scroll through or use the "Search" option.

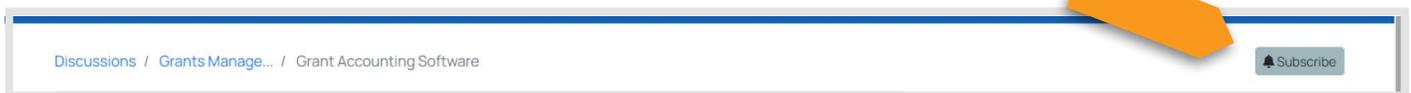
**Make a post:** Click the orange "Add a Topic" button and select in which Category to post. Create and publish your post.



**Reply to a post:** Click on the post. Click "Reply" (bottom right of post).



**Don't forget to SUBSCRIBE!** Click the "Subscribe" button on any category/topic you wish to follow so you receive notifications. You may unsubscribe at any time.



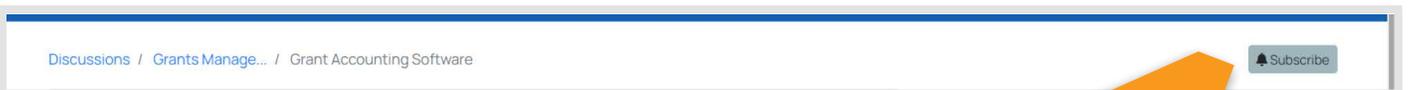
## GROUPS

You will automatically be added to your Sector and Chapter groups listed in your NGMA member profile.

If you need to change your current Sector or Chapter, contact NGMA at [info@ngma.org](mailto:info@ngma.org).

**Note: It may take a few days to be added to your sector/chapter group in the Forum.**

**Don't forget to SUBSCRIBE!** Your Dashboard Newsfeed is specific to you and shows notifications from groups/discussions you subscribe to. When you join any group, click the **Subscribe** button (upper right). You may unsubscribe at any time.



## POSTING TO A GROUP

In your Dashboard, select the group in which you want to post. (**My Groups** on right side.) You may only post to a group that you belong to.

Click "Start a post" and create your post.

## MEMBERS

Select **Member Directory** to find other members, send friend requests and grow your network.

In this section, you may also view the **Leaderboard** to see the most active members on the Forum.

*If you have questions or need assistance, contact NGMA at [info@ngma.org](mailto:info@ngma.org) or (202) 308-9443.*