Instructions for Joining NARHC Forums

All Forums are delivered directly into your email. You can choose to receive them as they are posted or in “digest” form (once a day or once a week).

We offer 3 different Forums:

- **NARHC-News**: anyone can post, anyone can answer. This forum is used to post helpful information for other RHC staff as well as ask questions you may have regarding operating your RHC.
- **Technical Assistance**: only NARHC & CMS staff posts here. This is used to advertise upcoming FREE trainings, upcoming NARHC Events such as Conference and CRHCP Course information as well as important RHC updates.
- **Consultant-News**: This forum is for NARHC member Consultants only. If you are interested in member benefits as a consultant, please contact us at 866-306-1961 x 1.

**CREATING A NARHC ACCOUNT**

You will need to create a login to access the forums and modify your subscriptions. Please note that creating an account does not give you member access now will we share this information with any outside entity. Your login will also be the email address in which forum posts will be delivered to.

Once logged in, you can filter the forums.

**SUBSCRIBE/UNSUBSCRIBE**

- Click the **Subscribe** or **Unsubscribe** link next to the appropriate forum you which to subscribe and unsubscribe from. **NOTE: To receive email notifications of postings, you will want to make sure you are subscribed. You can edit your notifications as described below.**

**EDIT YOUR SUBSCRIPTION NOTIFICATIONS**

- Click the appropriate forum for which you would like to edit.
• Click the **EDIT SUBSCRIPTION** link.

  ADD NEW THREAD | BACK TO MAIN PAGE | UNSUBSCRIBE | EDIT SUBSCRIPTION

• Select the desired **Subscription Type**.

  ![Subscription Type](image)

  NARHC -News: If you choose each posting, you can reply back directly from your email. If you choose either the Daily or Weekly digest options, you will be required to log in at narhc.org and find the thread in order to reply.

• Click the **Update** button.

  ![Update](image)

**TO POST A NEW THREAD FROM THE WEBSITE**

• Click the **ADD NEW THREAD** link.

  ADD NEW THREAD | BACK TO MAIN PAGE | UNSUBSCRIBE | EDIT SUBSCRIPTION

• Fill In all fields and then click the **Submit your Category** button.

  ![Submit your Category](image)

**TO POST A NEW THREAD FROM YOUR EMAIL** *(please note that you must be subscribed to the forum prior to being able to post)*

• TO field: narhc-news@forum.narhc.org
• Subject Field: type New plus your subject headline
• Body: Type your question or comment. This is what will be posted to the forum.

**TO RESPOND TO AN EXISTING THREAD FROM YOUR EMAIL**

• Click Reply and type your reply in the body section of the email. Once you click Send. This response will be posted to the existing thread.

**TO RESPOND WITHIN AN EXISTING THREAD FROM THE WEBSITE**

• Click the desired **Thread Title**.

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Thread Title</th>
<th>Posted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/9/2018 2:41 PM</td>
<td>Test</td>
<td>Cate Visser</td>
</tr>
<tr>
<td>7/5/2018 11:19 AM</td>
<td>This is my first thread</td>
<td><a href="mailto:jalejos@ezxinc.com">jalejos@ezxinc.com</a></td>
</tr>
</tbody>
</table>
• Click the **Add Your Response** link.

![Add Your Response link](image)

• Fill in all fields and then click the **Submit your Response** button.

![Submit your Response button](image)

**TO VIEW A THREAD**

• Click the desired **Thread Title**.

![Thread Title](image)

• View the responses.

![Thread responses](image)

**SEARCH FORUM TOPICS/ARCHIVE**

You can also search for topics that have been archived.

• From the home screen, type a keyword in the **Keywords** section.
DAILY/WEEKLY DIGEST VIEW IN EMAIL

You can subscribe to a daily or weekly digest view in your email if you would prefer not to receive notifications each time a post is made. Below is an example of what it will look like in your email:

1. Discussion Forum Category
2. Topic Thread
3. Responses to thread
4. Breakdown of each response
5. Start of a new Topic Thread
6. Poster

If you have any questions or need help with this site, please contact staff at asst@narhc.org