

Message Board Tutorial

SACME would like to introduce members to a new option for communicating with other members via our online message boards. For many years SACME has hosted a listserv for member discussions.

Listserves work in this way: A member sends a message to one email address and all members subscribing to that listserv receive the message via email and any replies are also sent to all subscribers. This is very effective but in some cases the disadvantage is that members may get emails they have no interest in, they may accidentally send emails, or get out-of-office rejections.

In contrast, **message boards** work in this way: Members may access the boards online to post or review questions and discussions. In addition, the member – at their own choosing – may subscribe to certain topics of interest to receive emails when a new message is posted on that topic. SACME has created multiple topics to which you may subscribe and you may recommend additional topics to the Communications Committee. You may also choose the frequency with which to receive the email notices (daily, weekly, immediate).

Additional Notes:

- Members may subscribe to email notifications for discussion forms or specific forum topics. Members will then receive notifications about new posts by email.
- Note however that these are just notifications. Members will still need to visit sacme.org to view the forum / topic or post. You will not be able to post/view directly via this email as this is not like a 'listserv'.
- Members may only subscribe for themselves and cannot be subscribed by the website administrator.
- Once a member has subscribed, both the website administrator and member are able to set/change the frequency at which the email notifications are sent.

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How to subscribe to a forum

To subscribe (or un-subscribe) to a forum, go to the forum page you are interested in and click on the **Subscribe to forum** link:



Society for Academic Continuing Medical Education



Information Technology

Discussion related to database issues, and other information technology topics.

[Create topic](#) [Subscribe to forum](#)

| Topic | Last message | Replies |
|---|---|---------|
|  Back Office Platform Research | 17 Nov 2011 11:36 AM Jim Ranieri | — |

[Create topic](#)

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Subscribing to a specific topic

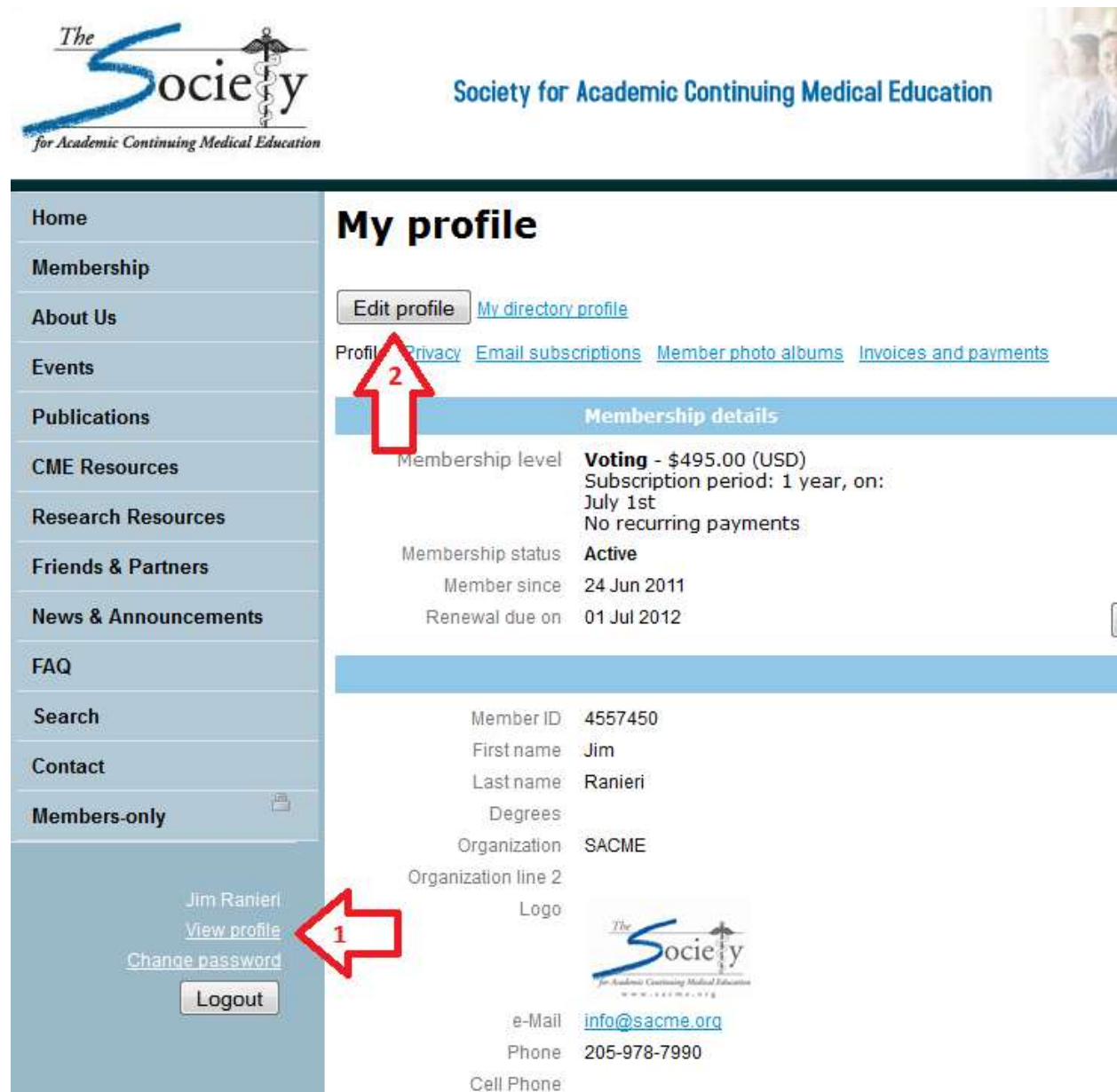
- Rather than (or in addition to) subscribing to the entire forum, a member might want to subscribe to specific topics only. In this case, go to the desired topic and use the **Subscribe to topic** link.
- Once subscribed you can also un-subscribe from the same place:



The screenshot shows the website for the Society for Academic Continuing Medical Education. The header includes the logo and the text "Society for Academic Continuing Medical Education". Below the header, there is a navigation menu on the left with items like "Membership", "Jobs", "Publications", "Resources", "Web Resources", "Sponsors & Partners", and "Announcements". The main content area is titled "Information Technology" and contains a forum post titled "Back Office Platform Research". The post is dated "17 Nov 2011 11:36 AM" and has a message number "752738". The post content includes a link to "Jim Ranieri" and a document titled "Back Office Platform Research 2.xlsx". A green arrow points to the "Subscribe to topic" link located to the right of the post title.

Forum subscription settings

Members can view/change all the forums/topics the member is currently subscribed to on the **E-mail settings and log** screen – from the member profile. Log in, (1) click on “View profile”, then (2) click on “Edit profile”:



The screenshot displays the SACME website interface. At the top left is the SACME logo, and at the top right is the text "Society for Academic Continuing Medical Education". A navigation sidebar on the left lists various site sections. The main content area is titled "My profile" and includes an "Edit profile" button and several links. Below this is a "Membership details" section with information about the user's membership level, status, and dates. At the bottom of the profile section is a list of personal and organizational details, including the user's name, organization, and contact information. A red arrow labeled "1" points to the "View profile" link in the sidebar, and another red arrow labeled "2" points to the "Edit profile" button.

Home
Membership
About Us
Events
Publications
CME Resources
Research Resources
Friends & Partners
News & Announcements
FAQ
Search
Contact
Members-only

Jim Ranieri
[View profile](#)
[Change password](#)

My profile

[My directory profile](#)


[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Membership details

Membership level **Voting** - \$495.00 (USD)
Subscription period: 1 year, on:
July 1st
No recurring payments

Membership status **Active**

Member since 24 Jun 2011
Renewal due on 01 Jul 2012

Member ID 4557450
First name Jim
Last name Ranieri
Degrees
Organization SACME
Organization line 2
Logo 
e-Mail info@sacme.org
Phone 205-978-7990
Cell Phone

Then click on Email subscriptions and edit as desired:

The screenshot shows the website header with the logo for 'The Society for Academic Continuing Medical Education' and a photo of a group of people. The left sidebar contains navigation links: Home, Membership, About Us, Events, Publications, CME Resources, Research Resources, Friends & Partners, News & Announcements, FAQ, Search, Contact, and Members-only. The main content area is titled 'My profile' and has tabs for Profile, Privacy, and Email subscriptions. Under 'Email subscriptions', there are three sections: 'Event notification' (Subscribed), 'e-Newsletters and email blasts' (Subscribed), and 'Forum subscriptions'. The 'Forum subscriptions' section lists three forums: 'PI-CME' (Daily), 'Accreditation' (Weekly), and 'Committees' (Immediately). A green arrow points to the text: 'Edit to Daily, Weekly, Immediately, as desired, or click to the message board to unsubscribe.' Below the forum list are 'Save' and 'Cancel' buttons. The user's name 'Jim Ranieri' is visible at the bottom of the sidebar.

- All forums/topics the member subscribed to (including the frequency email notifications) are listed under "forum subscriptions" on the **e-mail subscriptions** tab of the profile.
- Forum email notifications can be requested for: **Daily, Weekly, Immediate** -- the default is **Daily**.
 - **Daily** - All forum notifications for each day are sent out once a day, in a single email.
 - **Weekly** - Forum notifications for the previous week are sent in one email, on Monday morning.
 - **Immediate** - The notification is sent right away (note however the actual delivery could be a few minutes or longer depending on the current mail server load).