MyPRSA User’s Guide: e-Groups

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MyPRSA

MyPRSA Log In

To log in to MyPRSA, navigate to http://www.prsa.org/MyPRSA with your Web browser.

If the Login does not appear on the page, click the Login link at the top-right corner of the page.

The Login area should then appear immediately below that link. Enter the MyPRSA username and password sent to you.

(Note: On the home page of PRSA’s Web site, www.prsa.org, the Login area appears near the bottom left of the page.)
The MyPRSA main page should then appear.

(Note: After logging in, you should return back to the page you were previously visiting or had previously requested. The home page of PRSA’s Web site is an exception; logging in from there redirects you to MyPRSA.)

**MyPRSA Control Panel**

Most pages within the MyPRSA area contain the MyPRSA Control Panel near the top-right of the screen.

The Control Panel presents you with options to manage your account and use resources made available to PRSA members. The specific options will change as more features become available.
Using e-Groups

Accessing e-Groups within MyPRSA
To access e-Groups within MyPRSA, click on the “My e-Groups” link in the control panel.

e-Groups Terms of Use
Upon logging in for the first time, you will be prompted to agree to the MyPRSA e-Groups Terms of Use before posting any messages. Thank you for your cooperation.
e-Groups and Categories Listing Page

The main page lists the e-Groups which you have available, according to your Committee and Section memberships. For each e-Group the page also lists available categories, along with their descriptions, message counts and latest message posts.

### My e-Groups

<table>
<thead>
<tr>
<th>e-Groups &amp; Categories</th>
<th>e-Group Settings</th>
<th>Search</th>
<th>e-Groups Help</th>
</tr>
</thead>
</table>

#### Jump to an e-Group

**Go**

### e-Groups & Categories

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
<td><strong>Messages</strong></td>
</tr>
<tr>
<td>General Networking Forum</td>
<td>238</td>
</tr>
<tr>
<td>Help and Feedback</td>
<td>1</td>
</tr>
<tr>
<td>PRSA International Conference</td>
<td>4</td>
</tr>
</tbody>
</table>

### Accessing the e-Groups and Categories Listing Page

To access this page from other parts of MyPRSA e-Groups, click on the “e-Groups & Categories” link from the e-Groups toolbar under the main Learning/Intelligence/Network navigation bar.
If you have many e-Groups, you can narrow this page down to one either by selecting it from the drop-down and clicking “Go” or by clicking on its name link in the table.

Accessing Categories and Last Message Posted
You can click on a category name to see a listing of its topics (or threads). Likewise, you can view the latest message by clicking on its link.

You can subscribe or unsubscribe to receive individual messages or daily digests from by clicking on the links near a particular e-Group’s name. If you opt to receive individual messages, you will receive an e-mail for every post to that e-Group. If you choose to receive daily digests, you will receive an e-mail each night with that previous day’s postings to the e-Group. Note that these settings are not mutually exclusive.
**Category Page (Topic List)**

The category page lists all its topics (also known as threads). You can access the category page by clicking on its name on the e-Groups and categories listing page (see previous section). In addition to letting you drill into each topic, the category page allows you to post a new topic and manage e-mail subscription options at both the group and category level.

<table>
<thead>
<tr>
<th>New Topic</th>
<th>Subscription Options</th>
</tr>
</thead>
</table>

**New Professionals e-Group**

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Views</th>
<th>Replies</th>
<th>[Last Post]</th>
</tr>
</thead>
<tbody>
<tr>
<td>My New Message</td>
<td>Test Ing Account, APR</td>
<td>3</td>
<td>0</td>
<td>March 26, 2010 1:24 a.m.</td>
</tr>
<tr>
<td>Attending the 2009 International Conference in San Diego</td>
<td>[Redacted]</td>
<td>1</td>
<td>1</td>
<td>June 12, 2009 5:16 p.m.</td>
</tr>
<tr>
<td>Proposal to Attend the Int'l Conference</td>
<td>Former member</td>
<td>1</td>
<td>0</td>
<td>May 5, 2009 6:09 a.m.</td>
</tr>
</tbody>
</table>

**Subscription Options**

- Manage All Subscriptions

**Individual Messages**

- E-mail new posts in this category? No toggle
- E-mail new posts in the New Professionals e-Group? No toggle

**Daily Digest Messages**

- E-mail a daily digest of new posts in the New Professionals e-Group? No toggle

---

**Accessing Existing Topic Messages**

To read messages from an existing topic, click on its title in the listing. If you click on the date of its last post, you will jump to the last message of that topic. Clicking either of these links will bring you to the topic page.

<table>
<thead>
<tr>
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</tr>
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</table>

The category page will list the twenty latest active topics. If there are more topics, you can navigate through them by clicking either the left and right arrows or the page numbers at the top and bottom of the topic listing. These links only become clickable (in the dark orange color) as they are needed.
### Sorting Topic Listings
Click on a column header to change the sort order of the topics.

<table>
<thead>
<tr>
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<th>Replies</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending the 2009 International Conference in San Diego</td>
<td>[Name Redacted]</td>
<td>1</td>
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<td>0</td>
<td>May 5, 2009 6:09 a.m.</td>
</tr>
</tbody>
</table>

Click on the same header a second time to reverse the order.

<table>
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<tr>
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<td>1</td>
<td>June 12, 2009 5:15 p.m.</td>
</tr>
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</table>

### Posting a New Topic
To begin posting a message for a new topic click on the “New Topic” button near the top or bottom of the category page.
The new topic page will appear; here, you can enter a topic title and initial message. You should preview your message first by clicking the “Preview” button. When you are satisfied with your message, click the “Save” button to create the new topic.

After submitting your message, a brief confirmation page will display, giving you the option of either viewing your message or returning to the category page (“Message Index”). If you don’t choose either option, you will be redirected back to the topic page for your new message.

Notes:
- Read Formatting Your Text in the next section for information on formatting your message text.
• When creating a new topic, you can subscribe to it by selecting “Yes” from the “Subscribe to Thread” drop-down. Subscribing to a particular topic/thread will send you an e-mail every time another member replies to it.

**Formatting Your Text**

When typing your message, you can use the buttons above the text box to bold, italicize or underline your text. You can also embed an image (with a URL), a YouTube video or a link. There are buttons to enter bulleted or numbered lists, quotes and code (which will render the text plainly without any formatting). Your messages can contain BBML – bulletin board markup language. Click on the “BBML” link to learn more about BBML commands to format your text.
Managing Subscriptions from the Category Page
The bottom of the category page offers subscription options at both the category and e-Group levels.

- Click on the “Subscription Options” button to the bottom of the page.
- From there, you can click the “toggle” links to opt in or out of receiving individual messages at either the category or e-Group level.
- You can also toggle your setting for receiving the daily digest, which is available at the e-Group level only.
- Click on the “Manage All Subscriptions” link to go to the e-Group settings page where you can unsubscribe from other e-Groups, categories and/or topics. Read e-Group Settings: Subscriptions below for more information.
**Topic/Message Page**

The topic page lists all messages for a given topic. From here, you can also post a topic within the same category, add reply to the topic, manage subscription options and view information about the message author.

**Accessing the Topic/Message Page**

You can generally access individual topics and their reply messages by clicking on a topic title from its parent category page, as described above.

The topic/message page will list 20 messages at a time. If there are more messages in the topic, you can navigate through them by clicking either the left and right arrows or the page numbers at the top and bottom of the message listing. These links only become clickable (in the dark orange color) as they are needed.
**Posting a New Topic from the Topic/Message Page**
When reading a topic and its subsequent reply messages, you can start a new topic within the same category as the one you’re currently viewing by clicking one of the “New Topic” buttons. Then follow the [directions described above](#).

![New Topic | Reply | Subscription Options]

**Replying to a Topic and Editing Messages**
To reply to a topic, click on the “Reply” button at the top or bottom of the message listing. Read the above [directions for creating a new topic](#) and for [formatting text](#) for more details about adding a new message.

![New Topic | Reply | Subscription Options]

You can edit your own message posts by clicking the “Edit Post” link under an individual message. *(Note: Previous versions are not saved; use this feature with caution.)* To start a reply with a quote of a previous message, click on the “Quote” link under that message.

**Managing Subscriptions from the Topic/Message Page**
From the topic page, you can manage your subscriptions at the topic/thread, category or e-Group level. For more information about these options, please review the [directions to manage subscriptions from the category page](#) above. The topic/message page only adds the ability to toggle subscriptions for that particular topic.

**Information about the Message Author**
Each message displays its author’s profile image, if available. The name links to the author’s MyPRSA profile. If available, a link to the author’s e-mail address or Web site will also appear. The post count link will take you to a listing of that author’s posts. Next to your own messages, you will see a link to edit your profile.
e-Group Settings

Accessing e-Group Settings
You can access e-Group settings by clicking on the “e-Group Settings” link that appears near the top of every MyPRSA e-Groups page.

General e-Group Settings
The general e-Group settings allow you to show/hide your e-mail address, change your signature or change your time zone. Enter your preferred settings, and then click the “Save” button.
Removing Subscriptions
The bottom of the e-Group settings page provides the ability to unsubscribe from any/all e-Groups, categories and topics/threads. Click on the appropriate “Unsubscribe” link, or click the “Remove All PRSA e-Group E-Mail Subscriptions” link to turn off all existing e-Group subscriptions you may have.

Note: Subscribing to a new Professional Interest Section will automatically subscribe you to the daily digest of its e-Group.

Searching Messages and Threads

Accessing Message Search
To search for e-Group messages and threads, click on the “Search” link from the e-Groups toolbar.

Entering Search Criteria
From the search screen you can enter the author’s name and/or search terms. For the search terms, you can select either “Phrase,” “Any Word” or “All Words.”
Search Results
If only an author is specified, only topics/threads and messages posted by the matching author or authors will appear.

If an author and a search term are specified, the search term will be used to find matching e-Group and category names, as well as topics/threads and message content. The topics and messages will be filtered by matches on the author's name.

Results in e-Groups:
No matches.

Results in Categories:
PRSA International Conference
Travel & Tourism Section/SATW Conference
PRSA International Conference

Matching threads entered by "McDonald":
Want to meet up at International Conference: Social Networking Tools (entered by Barbara McDonald on 03/02/07 09:55 AM)

Matching messages posted by "McDonald":
Want to meet up at International Conference: Social Networking Tools (posted by Barbara McDonald 03/02/07 09:56 AM)
Finally, searching only for a search term will produce matches for e-Group, category and topic names, as well as message content.

Results in e-Groups:
No matches.

Results in Categories:
No matches.

Matching threads:
No matches.

Matching messages:
Chapter Board Structure (posted by [redacted], 04/23/09 12:30 PM)
Raising Rates (posted by [redacted], APR 05/27/09 08:03 AM)
Error in Title - 4/7 Agenda, not 4/11 (posted by [redacted], APR, Fellow PRSA 04/02/08 06:54 AM)
June APR Online Course Open House (posted by Kathy C. Mulvihill 11/02/07 07:09 AM)
Proposed Bylaw Amendment (posted by [redacted], APR 10/10/07 11:32 AM)
Charge for telephone time...? (posted by [redacted], APR 09/24/07 06:33 PM)

Note that the search works against all e-Groups, categories, topics and messages. If you do not have access to a particular e-Group or category, you will receive such notification.