



Dermatology Nurses' Association Community Forum User Manual

<https://www.dnanurse.org/community/>

I. Scope:

The purpose of this document is to provide guidelines and instructions for users of the Dermatology Nurses' Association Community Forum. The Community Forum is an online area for DNA members to view the latest updates and news for DNA, as well as, but not limited to: convention information, chapter information, education, resources, and certification. It also provides for group discussion for dermatology topics and allows our members to interact with one another as a community.

II. Registration:

To register for the Community Forum, you must be a member of the Dermatology Nurses' Association. When you sign up for your account online, **you must use the email address associated with your DNA membership**. Our staff will check your email account for validity before your Community account is activated.

To register your account:

1. Go to <https://www.dnanurse.org/community/> with a web browser
2. Click on the Register link in the top right corner
3. Read and review the DNA Acceptable Use Policy
4. If you agree to the terms, click the "I agree to these terms".
5. Fill out the Registration Form for your Account
 - a. Username – We recommend using your full name (FirstName and LastName) for your username so that you can identify yourself to your peers, example: JaneDoe or JohnDoe
 - b. Password - Please use a secure password when registering and do not give your password out to anyone. If you ever forget your password, it can be reset through the Login page.
 - c. Select your Time zone
 - d. Fill in the Confirmation code and then click Submit
 - e. You will receive a confirmation email
 - f. Our moderators will verify your account and once they do, you will receive an email informing you that your account has been activated. Please allow up to 48 hours for activation to be processed.

III. Instructions:

For any general questions not listed here, please visit the Community FAQ at:

<https://www.dnanurse.org/community/app.php/help/faq/>

User Control Panel:

The User Control Panel can be accessed by clicking on your Username in the top right corner of the Community Forum. Clicking on your name will display a drop-down menu, once you click on the User Control Panel you will be able to see all of your options:

- Overview – Displays your bookmarks, subscribed threads, drafts, and notifications.
- Profile – Make adjustments to your Community profile – please note that information here is visible to other members of the Community. You can even set your profile picture through the Avatar option.
- Board Preferences – General settings for how you can be contacted, posting settings, and display options.
- Private Messages – The Community private messaging system that allows you to send private messages to another member of the board.

Posting a Message:

To post a message to the Community Forum, you must be logged in your activated account. Only activated accounts can post messages. Please make sure to post your question or topic in the appropriate forum and subject matter.

1. Select the Forum you want to post your message
2. Click the New Topic button
3. Type in your Subject
4. Type in the body of the post
5. You have the option to save the post as a draft, preview how it will look, or Submit the post for moderation
6. All posts are reviewed by our moderators before they are approved, if you do not see your post immediately, this is why, it is in the moderator queue for review.

Replying to a Post:

You are welcome and encouraged to reply to posts to ask questions and continue ongoing discussions.

1. Select the topic you want to reply to
2. Click the Post Reply button
3. Type your message in the body of the post
4. You have the option to save the post as a draft, preview how it will look, or Submit the post for moderation
5. Again, all posts and replies are reviewed by our moderators before they are approved.

Quick Links:

The Community Forum has several features to enhance your experience and keep you up to date on all the posts and announcements on the board located in the top right corner menu labeled Quick Links.

- Your Posts – view all posts (new and replies) that you have posted on the Forum.
- New Posts – view any new posts that have been posted in your last visit.
- Unread Posts – view all posts that you have not read.
- Unanswered Topics – view all posts that have no replies to them.
- Active Topics – view posts marked as Active or Important by Forum Moderators.
- Search – Search the entire Forum for content.
- Members – view the full list of Forum members.
- The Team – view the Administrators and Moderators of the Forum, please feel free to contact a Moderator if you need assistance with anything in Community.

IV. Guidelines and Acceptable Use:

Our Community Forum guidelines are in place to help manage what content and activity is acceptable on the forum. This Acceptable Use Policy applies to all members and users of the Dermatology Nurses' Association Community Forum who have access. All members and users are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Users are expected to use the Community Forum responsibly and productively.

All Internet data that is composed, transmitted and/or received by the Dermatology Nurses' Association computer systems is considered to belong to the Dermatology Nurses' Association and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The software and database used to access the Community Forum are the property of the Dermatology Nurses' Association and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.

Emails sent via the Community Forum email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

All areas of the Community Forum are monitored by the Dermatology Nurses' Association. Action will be taken if posts, replies, or messages sent are deemed to be harmful and/or not productive to membership or DNA business.

By accessing "DNA Community" (hereinafter "we", "us", "our", "DNA Community", "<https://www.dnanurse.org/community>"), you agree to be legally bound by the following terms. If you do not agree to be legally bound by all of the following terms then please do not access and/or use "DNA Community". We may change these at any time and we'll do our utmost in informing you, though it would be prudent to review this regularly yourself as your continued usage of "DNA Community" after changes mean you agree to be legally bound by these terms as they are updated and/or amended.

You agree not to post any abusive, obscene, vulgar, slanderous, hateful, threatening, sexually-orientated or any other material that may violate any laws be it of your country, the country where "DNA Community" is hosted or International Law. Doing so may lead to you being immediately and permanently banned, with notification of your Internet Service Provider if deemed required by us. The IP address of all posts are recorded to aid in enforcing these conditions. You agree that "DNA Community" have the right to remove, edit, move or close any topic at any time should we see fit. As a user you agree to any information you have entered to being stored in a database. While this information will not be disclosed to any third party without your consent, "DNA Community" shall not be held responsible for any hacking attempt that may lead to the data being compromised.