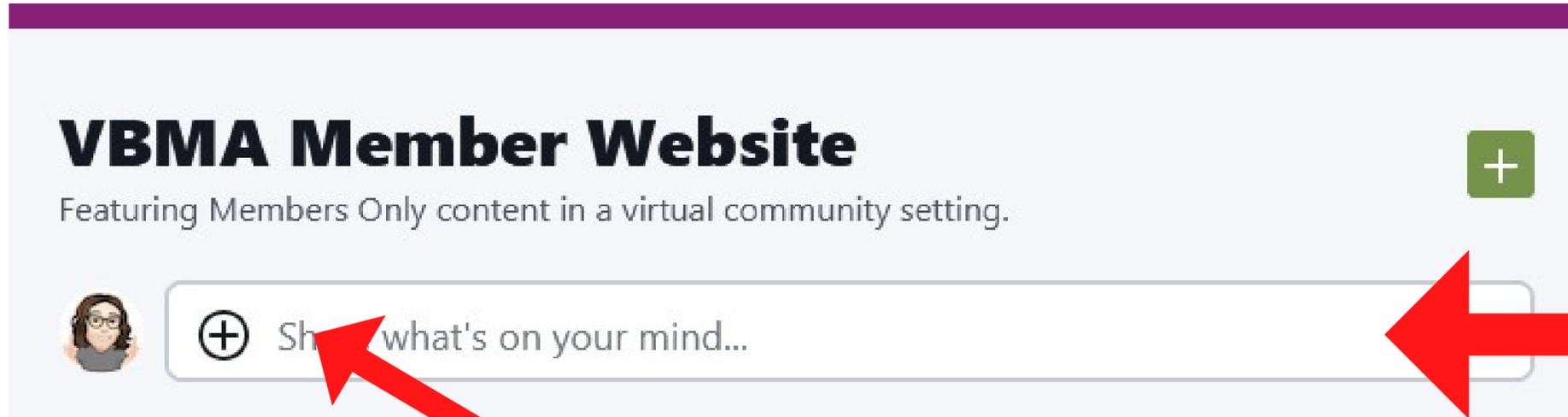


YOUR VBMA MEMBER WEBSITE ACCOUNT:
**INSTRUCTIONS & TIPS FOR
POSTING & COMMENTING**

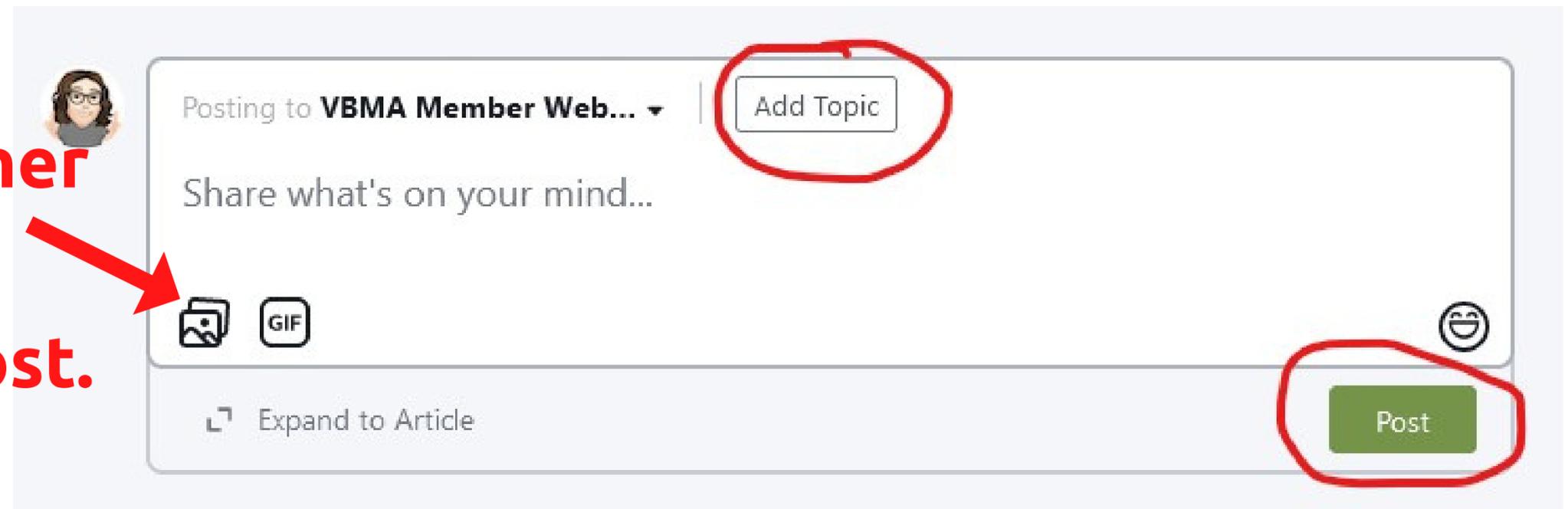
QUICK POSTS



You can post content on the Member Site wherever you see this box.

Click in the space next to the '+' sign and a Quick Post box will appear:

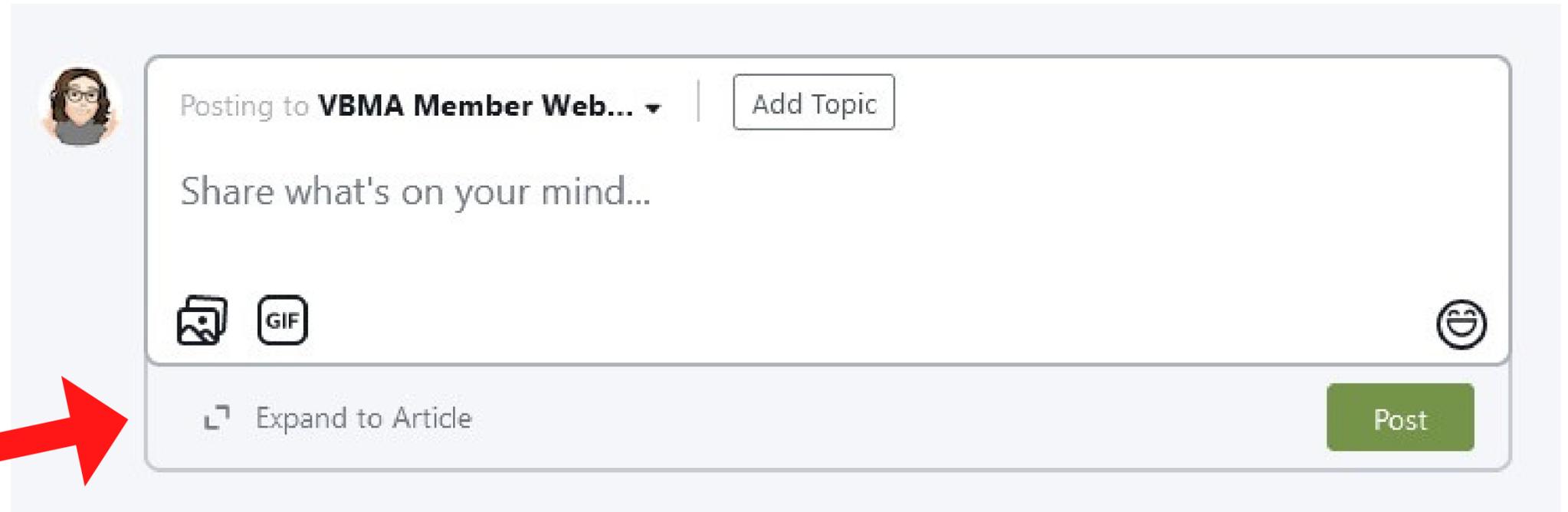
You can add text and either a GIF, photo, video, or attach a file to a Quick Post.



But , you can add only ONE of those. When you're done, click POST. You'll have the option to add a Topic from a list, or post without a Topic. Please use Topics whenever possible to help keep things organized.

ARTICLES

If you need to add multiple files or file types to your post, click on the 'Expand to Article' Link.



Posting to VBMA Member Web... | Add Topic

Share what's on your mind...

 Expand to Article 

Create Article

Draft



Cancel

Post



A 'Create Article' pop-out window will open.

 Amy Keane

Posting to VBMA Member Web... | Add Topic

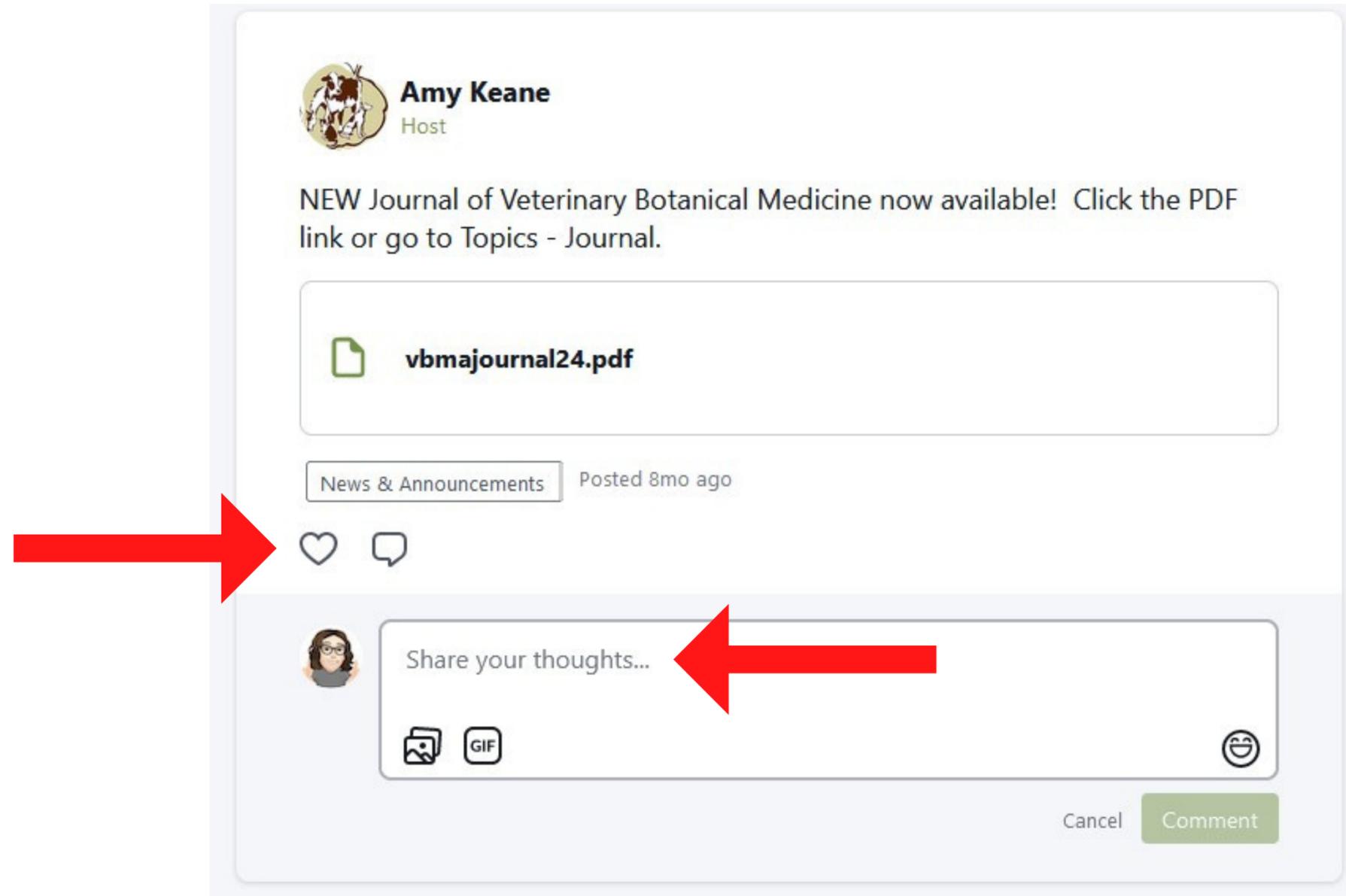
Add a Title



You can add a Title, multiple images, videos, attachments, and links to Articles. You can also format text by making it bold, italic, increasing the size, create bulleted or numbered lists and much more. When you're done, click the Post button, add your topic, and you're all set!

COMMENTING & CHEERING

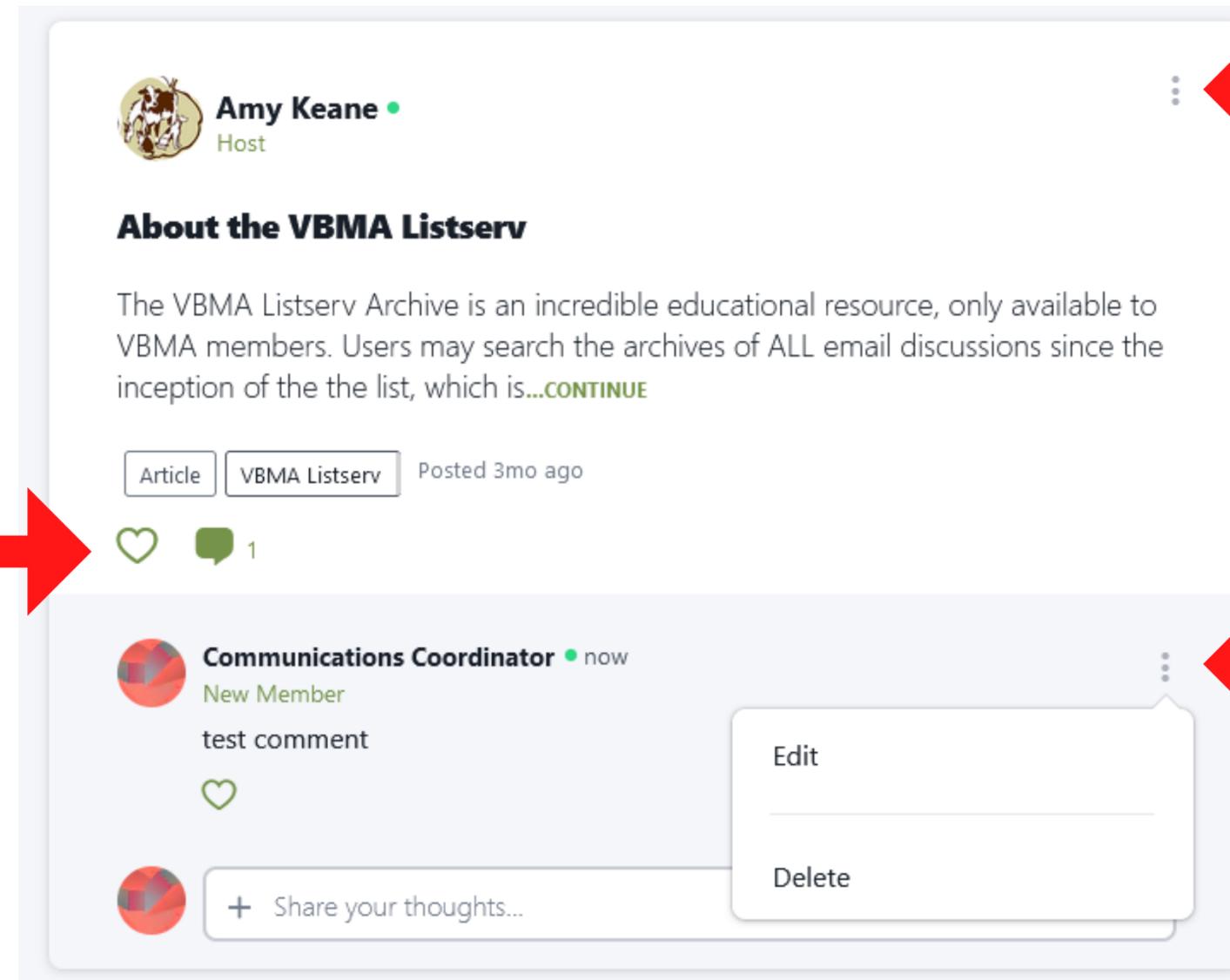
You can Comment on or Cheer any post or article on the VBMA Member Site.



Click the heart to Cheer (similar to a Facebook like). To comment, click anywhere in the 'Share your thoughts...' box and begin typing. You can add files to comments, too, but only one photo, attachment, video or GIF is permitted per comment.

EDITING AND DELETING POSTS AND COMMENTS

You can easily edit or delete your posts & comments on the VBMA Member Site.



Edit/Delete Post

Edit/Delete Comment

Uncheer Post/Comment

First, find the Post or Comment you want to edit or delete. Click the three dots next to your post or comment as shown above, then choose Edit or Delete. Make your changes, then Save or confirm deletion. You can uncheer posts too...when the heart is fully green, click it so it becomes just an outline. You can only edit or delete your OWN content.

POSTING AND COMMENTING BEST PRACTICES

- **Use a TOPIC when posting.**
- **Stay on topic when commenting.**
- **Keep content within the scope of Veterinary Botanical Medicine.**
- **Share as much information as you can as often as you can.**
- **If you don't have time to comment, try Cheering instead.**
- **Don't content 'spam' - i.e. no advertising, etc.**

If you have questions, experience any issues, or wish to report an inappropriate post, please send a private message to a VBMA Member site host via the chat feature.

NEED HELP OR HAVE QUESTIONS?

Email communicationscoordinator@vbma.org