How to Initiate a Post

*GSA Connect* is an efficient and easy-to-use resource to virtually engage with GSA members. You can post something on the Open Forum, which reaches all GSA members, or you can post within a targeted community, such as an interest group community, committee community or Section community, which will only reach members of that community.

Initiating a conversation on GSA Connect

- Log in to *GSA Connect*
- Click on “Communities” on the blue menu bar
- Select “My Communities”
- Scroll down until you find the community where you want to post (i.e. Open Forum, Human-Animal Interaction Interest Group, etc.)
- Click on the name; this takes you to the community’s home page
- Click on the “Discussion” tab at the top
- Click on “Post New Message” in the green box to the right
- This brings you to the “Post a Message” section, which looks like an email. (Writing a discussion post is no different than writing an email.)
- Check the “To” section to ensure you are sending the post to the correct community (“To” should be showing the name of the community you want to post to, i.e. Open Forum, Human-Animal Interest Group; if it shows a different community name, change it to the correct community.)
- Write your post (or copy and paste in your post)
- To add an attachment(s) scroll to the bottom and click “Attach” then select and upload your document(s)
- Once you’ve completed writing your post click the “Send” button located at the bottom of the page on the left hand side
- Note that it can take up to up to 24 hours for the post to make it through moderation and appear online