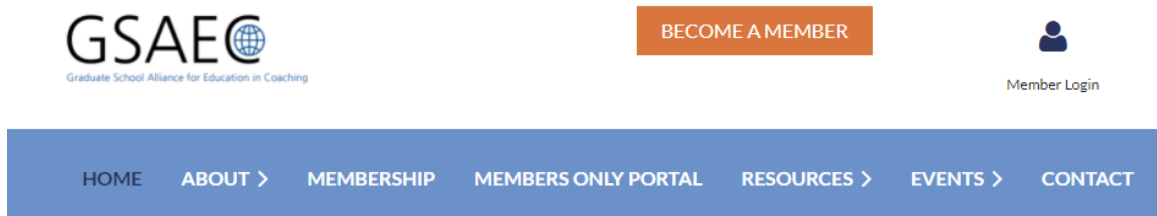




Graduate School Alliance for Education in Coaching

ACCESSING GSAEC FORUMS

1. Go to gsaec.org
2. Click MEMBERS ONLY PORTAL from the menu



3. If you are not already signed into the website, it will prompt you to login using the email associated with your profile page and your password. If you forgot your password, you can reset it with the “forgot password” link in orange.

Please log in to continue

Please login to continue to the page you have requested.

Email *

Password *

Remember me

[LOG IN](#) [Forgot password](#)

4. Click the appropriate orange FORUM button.



MEMBERS ONLY PORTAL

Member Resources

- MEMBER DIRECTORY
- ANNOTATED BIBLIOGRAPHIES
- Bylaws
- Academic Standards

Member Forums

- MEMBER FORUM
- COMMITTEE FORUMS
- CO-CHAIR FORUM

NOTE: Some forums are limited to specific committee members or co-chairs. If you are having trouble accessing a forum, please contact Asher Robeson at the GSAEC association office – info@gsaec.org or call the general office number at 312-540-9300.

5. Make sure you are subscribed to the forum! Click on the link next to the blue “create topic” button (see screenshot – in this example, we are using the co-chair forum). This will allow you to receive alerts when messages have been added.

GSAEC CO-CHAIR FORUM

This space will be used for co-chair meeting information and correspondence.

[CREATE TOPIC](#) ✓ [Subscribed \(Unsubscribe\)](#)

NOTE: It will default to a Daily Summary of new posts—not individual messages. To change this setting so you can see individual emails as they are posted, see instructions below.

POSTING OR REPLYING IN THE FORUM

1. Once you access a forum, you will see a list of threads(topics). (see screenshot)

The screenshot shows the 'GSAEC CO-CHAIR FORUM' page. At the top, there is a blue header with the forum title and a description: 'This space will be used for co-chair meeting information and correspondence.' Below this, there is a blue 'CREATE TOPIC' button and a green checkmark next to the text 'Subscribed (Unsubscribe)'. The main content is a table with three columns: 'TOPIC', 'LAST MESSAGE', and 'REPLIES'. The table lists three threads: 1. 'Co-Chair Forum - May 20, 2021 Meeting Information' with a last message from Lori Zwell on Mon, May 24, 2021 8:50 PM and 2 replies. 2. 'GSAEC Co-Chair August Meeting - DOODLE POLL' with a last message from Tricia Fusilero on Tue, May 25, 2021 1:20 PM and 0 replies. 3. 'Sharing Articles - members only or with public?' with a last message from Tricia Fusilero on Tue, May 25, 2021 9:06 AM and 5 replies. At the bottom of the table, there is another blue 'CREATE TOPIC' button.

TOPIC	LAST MESSAGE	REPLIES
Co-Chair Forum - May 20, 2021 Meeting Information	Mon, May 24, 2021 8:50 PM Lori Zwell (Administrator)	2
GSAEC Co-Chair August Meeting - DOODLE POLL	Tue, May 25, 2021 1:20 PM Tricia Fusilero (Administrator)	-
Sharing Articles - members only or with public?	Tue, May 25, 2021 9:06 AM Tricia Fusilero (Administrator)	5

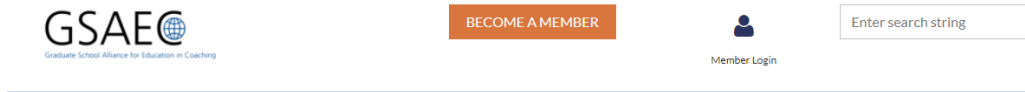
2. TO CREATE A NEW POST: Click the blue CREATE TOPIC button
3. TO REPLY TO AN EXISTING THREAD: Click on the thread/topic that you are interested in, then click the blue REPLY button.

CAMPFIRES & BONFIRES: CONTINUING THE CONVERSATIONS

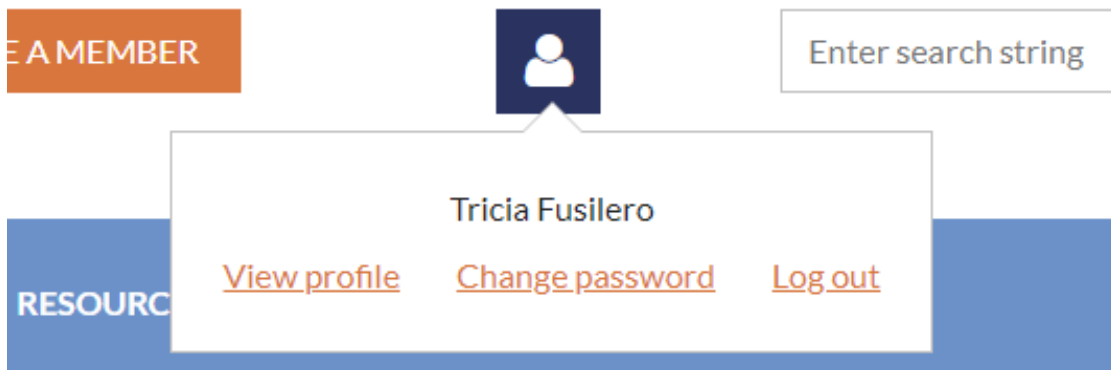
The screenshot shows a forum reply interface. At the top, there is a blue 'REPLY' button, followed by links for 'Show oldest replies on top', 'Subscribe to topic', and a 'Select action...' dropdown menu. Below this, there is a timestamp 'Sat, April 24, 2021 8:20 AM' and a small profile picture. The main content is a reply to a previous post, with the text 'Reply # 10345588 on 10345565' and a link to the original post. The reply text reads: 'With her permission, I'm sharing a student's answer when I asked her what was most valuable about attending the April 22'. To the right of the reply text, there are links for 'Edit', 'Move', 'Delete', and 'Quote'.

TO CHANGE YOUR EMAIL NOTIFICATION SETTINGS

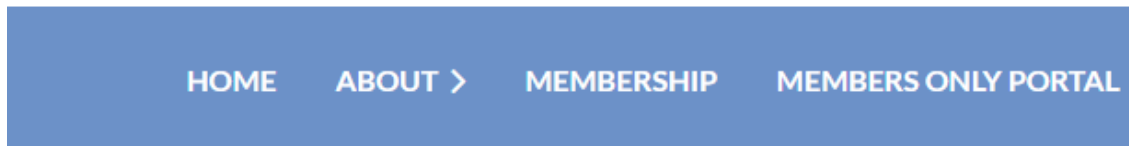
1. Login on home page gsaec.org
2. Click on the dark blue Member Login icon at the top of the screen (see screenshot)



3. Click on the View profile link



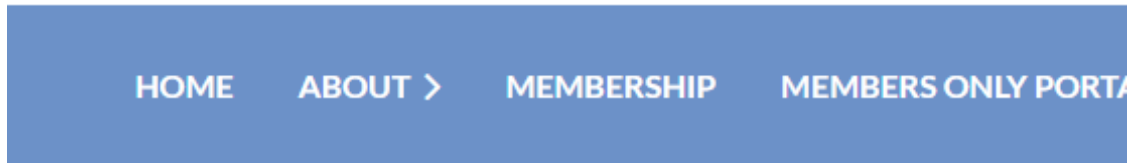
4. Click the EDIT PROFILE button



MY PROFILE



5. Click the Email subscriptions link



MY PROFILE

SAVE

Profile

Privacy

Email subscriptions

Donations

6. Change the dropdown for any Forums that you are subscribed to from Daily to Immediate
7. Click the SAVE button

If you need assistance, please contact the GSAEC association management office at info@gsaec.org or call 312-540-9300.