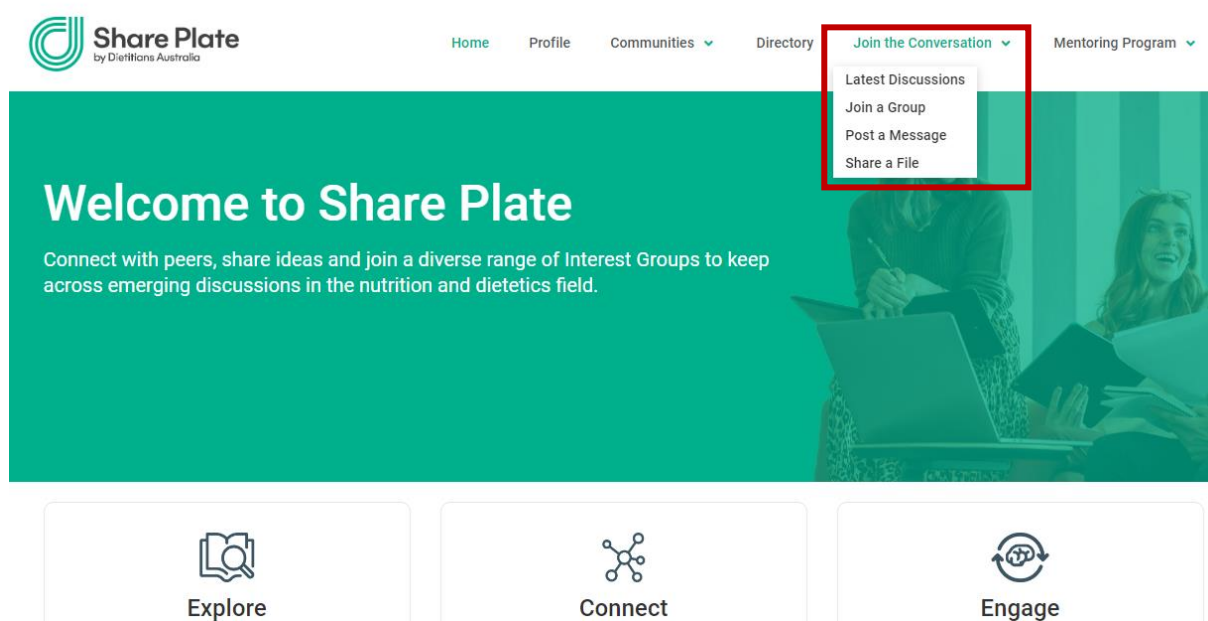


How to join the conversation

This is a guide for contributing to Share Plate communities

1. start a new discussion thread in a community
2. share files to community libraries

Firstly, sign into Share Plate and click 'Join the Conversation'



A drop-down menu will prompt you to choose either one of two options:

'Share a File' or

'Post a Message'.

1. Posting a message or starting a new discussion thread in a community:

Step 1: Click 'Post a Message'

Welcome to Share Plate

Connect with peers, share ideas and join a diverse range of Interest Groups to keep across emerging discussions in the nutrition and dietetics field.



Explore



Connect



Engage

You will be directed to the Post a Message page:

Start New Thread

[Join the Conversation](#) / Post a Message

Post to community

Select Community ▾

Cross post to (optional)

No Additional Threads ▾

Discussion subject

☐ No Automatically insert content preview for links

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[Join the Conversation](#) / [Post a Message](#)

Post to community














































Select Community ▾

Select Community

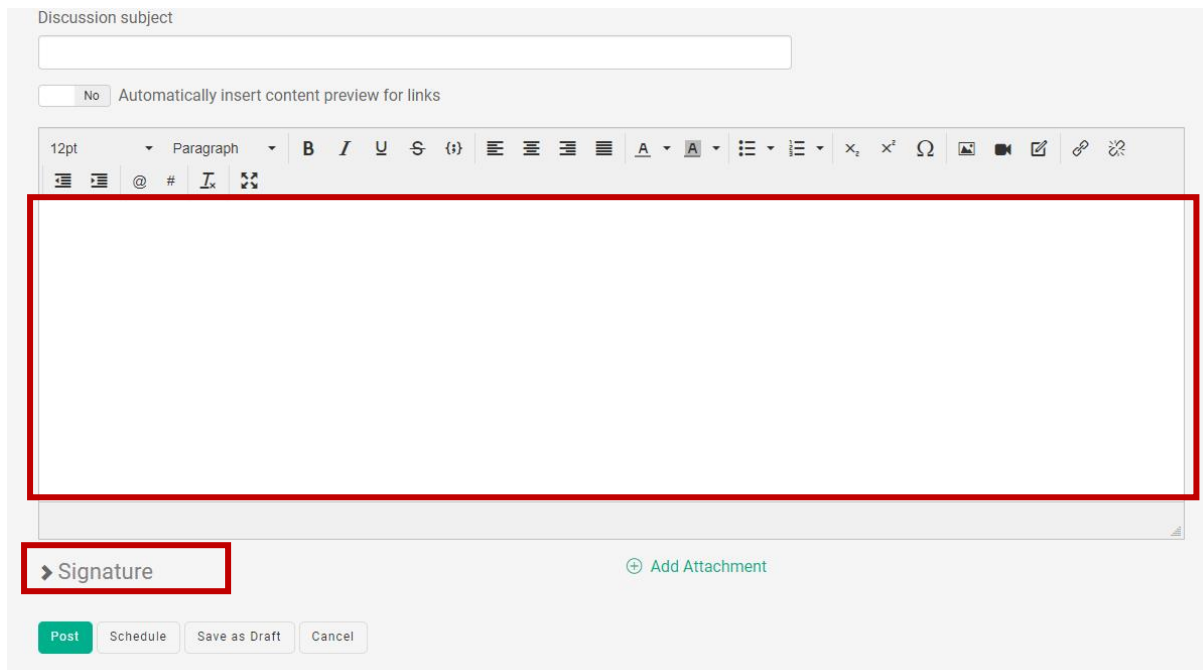
DA Staff Community

News and Views

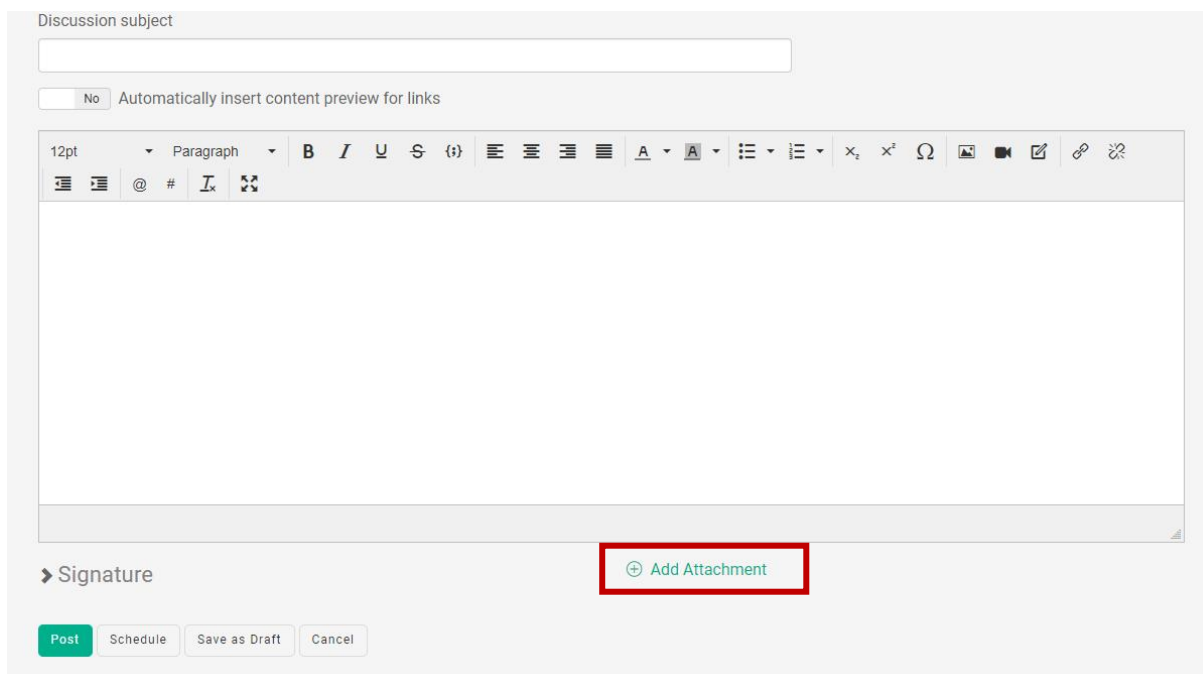
☐ No Automatically insert content preview for links

12pt Paragraph **B** *I* U ~~S~~ { } []                                             

Step 4: Compose the contents of your discussion post as well as any edits to your default signature.



Step 5: Click 'ATTACH' and browse for any files you would like to include your discussion post

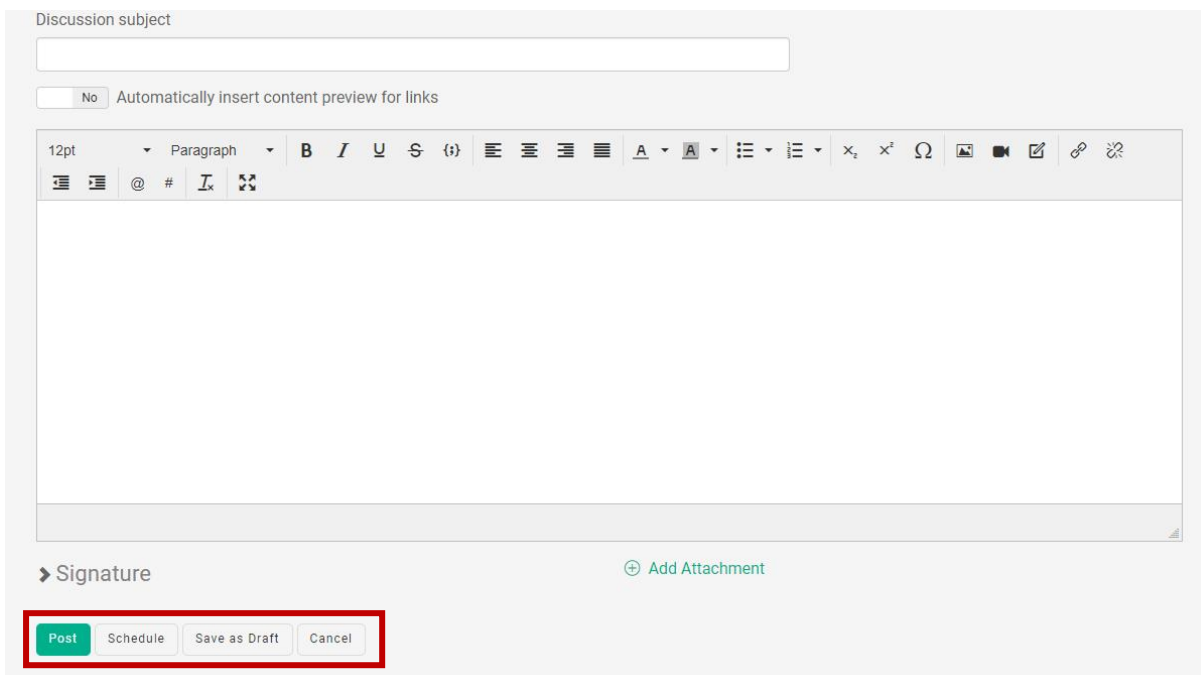


Step 6: 'Post', 'Schedule' your post for discussion.

If you would like to make later changes to your post, click 'Save as Draft' to save your progress.

Once you are satisfied with the contents of your post, select 'Post' to post in your community.

Alternatively, you may click 'Schedule' to select a date and time for your message to be automatically posted in your community.



2. Share a File or post to a community library

Step 1: Click 'Share a File'

You will be directed to a page that allows you to post and share files to your Share Plate communities



Step 2: Provide information about the resource to be shared

Name your file and provide a short and succinct description about the resource you are choosing to share. It is important that the title clearly describes the contents of the file, so that other users intuitively understand what is being shared.

Share a File

[Join the Conversation](#) / [Share a File](#)

Title*













Library*

[Select Library]

Description

12pt

Paragraph

B *I* U ~~S~~ {t}             HTML

Step 3: Provide a Community Library for the file destination

Click the 'Library' drop-down to allocate a destination for your file. The resource will be shared in the Library area of your selected community.

[Join the Conversation](#) / [Share a File](#)

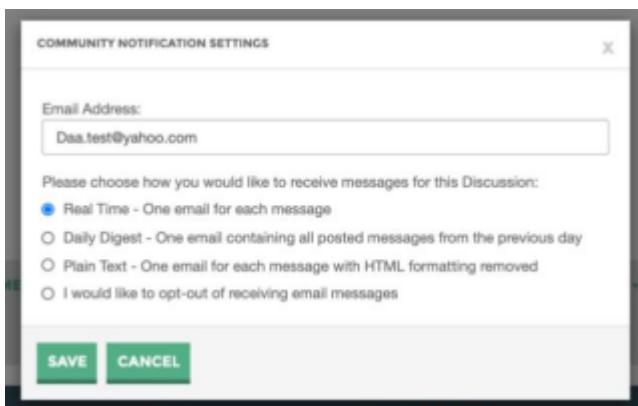
| Title* | Library* | Description |
|--------|------------------|---|
| | [Select Library] | |
| | [Select Library] | |
| | | 2020 Scientific & Social Program Committee |
| | | 2021 Scientific & Social Program Committee |
| | | ACT Branch Leadership Committee |
| | | Adverse Food Reactions IG Leadership Committee |
| | | Adverse Food Reactions Interest Group |
| | | Aged Care Advocacy Working Group |
| | | Australian Capital Territory |
| | | Australian Dietary Guidelines Review Working Group |
| | | Australian Dietetics Council |
| | | Award and Recognition Advisory Committee (ARAC) |
| | | Bariatric Surgery Interest Group |
| | | Bariatric Surgery Interest Group Leadership Committee |
| | | Board |
| | | Branch and IG Convenors |
| | | Branch Convenors |
| | | Branch_ACT |
| | | Branch_NSW |
| | | Branch_NT |
| | | Branch_QLD |

Repeat this step as prompted to allocate the resource to any existing sub-folders in your designated library

Step 4: Choose how you would like to receive notifications for the discussion of your Shared File.

If you would like to be notified each time a comment is posted, select 'Real Time'. If you would like to be notified about the discussion once a day, select 'Daily Digest'. If you wouldn't like to receive notifications at all, select 'I would like to opt-out of receiving email messages'.

More information about managing community email notification settings can be found in the 'understanding different email notification preferences' help resource.



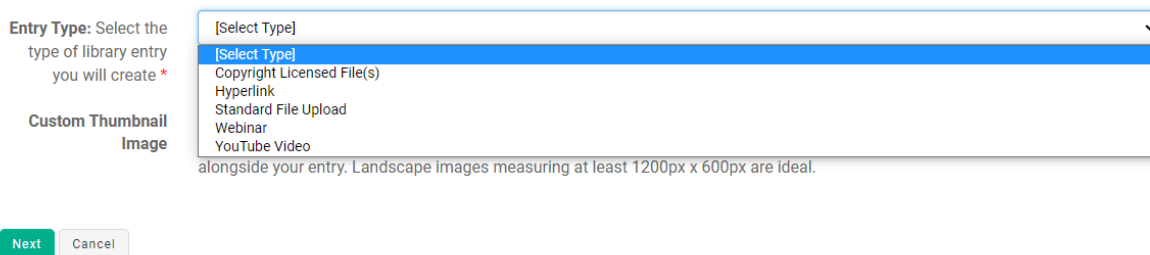
Click 'Save' once you have made your selection.

Step 5: Select an entry type

Click the drop-down menu next to 'Entry Type' and choose the type of file you would like to share. Share Plate supports multiple file types including hyperlinks, standard files (Word, Excel, PowerPoint), webinars, images, and YouTube videos.

Most entry types will be standard files, however, be aware of any copyright licensed material you are choosing to share. Make sure you select 'Copyright Licensed File(s)' if so.

Once satisfied, click 'Next' to upload your file.



Step 6: Choose and upload your file

Click 'Choose and upload' to select the file in your browser.

Select 'Next' if you would like to add tags to your file, and then click 'Finish' to upload the file to your selected destination.

Congratulations! You're now ready to join the conversation in Share Plate. For other tips and resources visit <https://shareplate.dietitianaustralia.org.au/help>