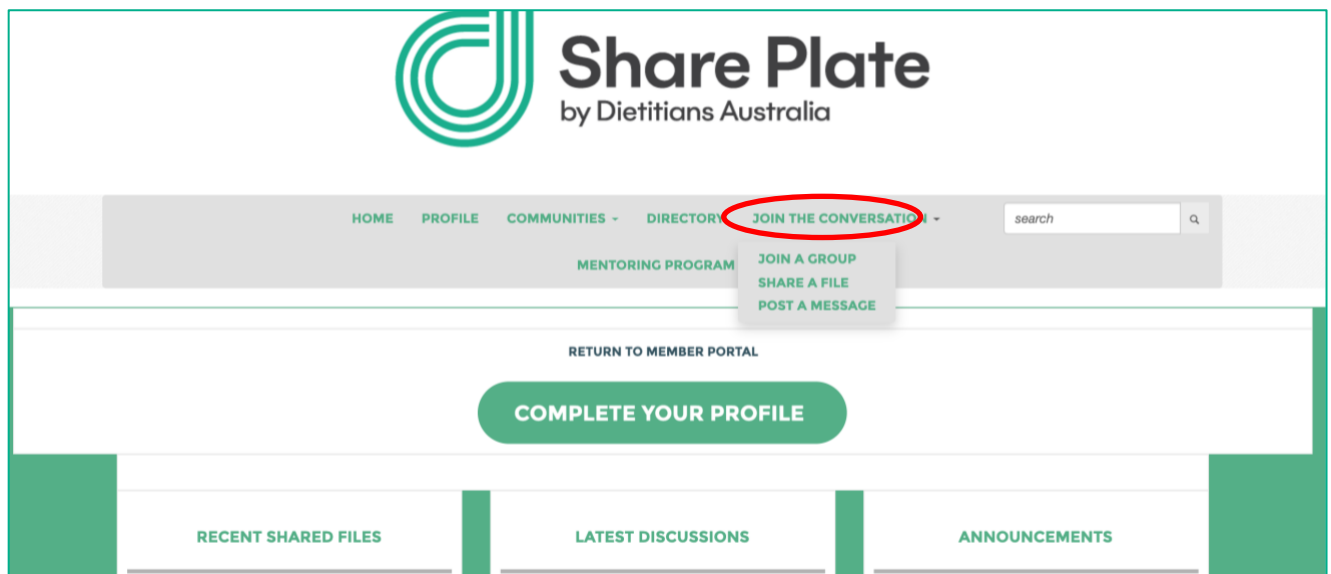# How to join the conversation on Share Plate

A guide for contributing to Share Plate communities
- **share resources to community libraries**
- **start a new discussion thread in a community**

Sign into Share Plate and click 'JOIN THE CONVERSATION'

You'll then be prompted to either 'SHARE A FILE', or 'POST A MESSAGE'.
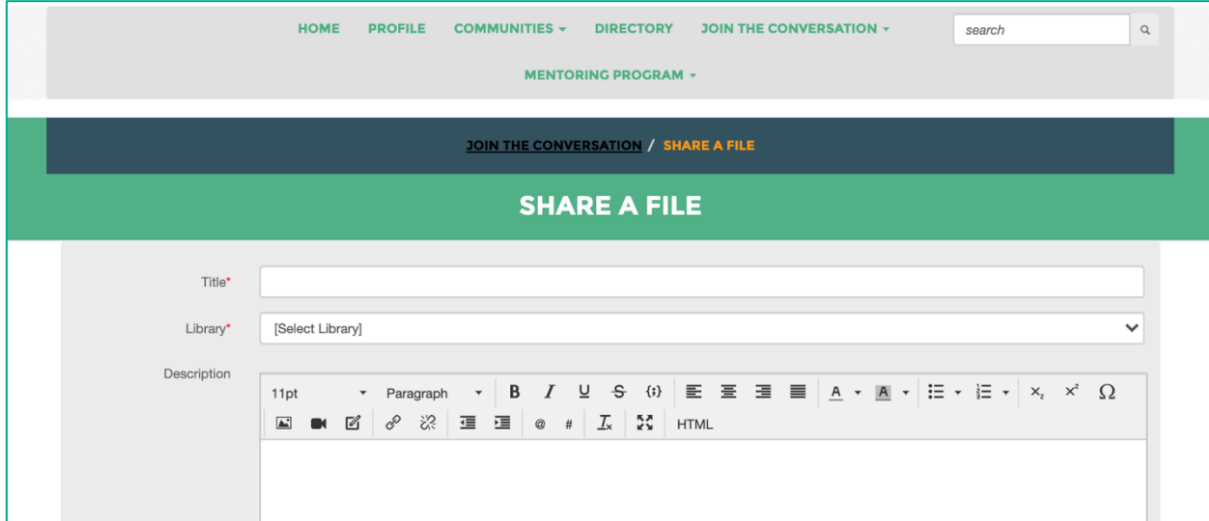
Share a File

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.

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.
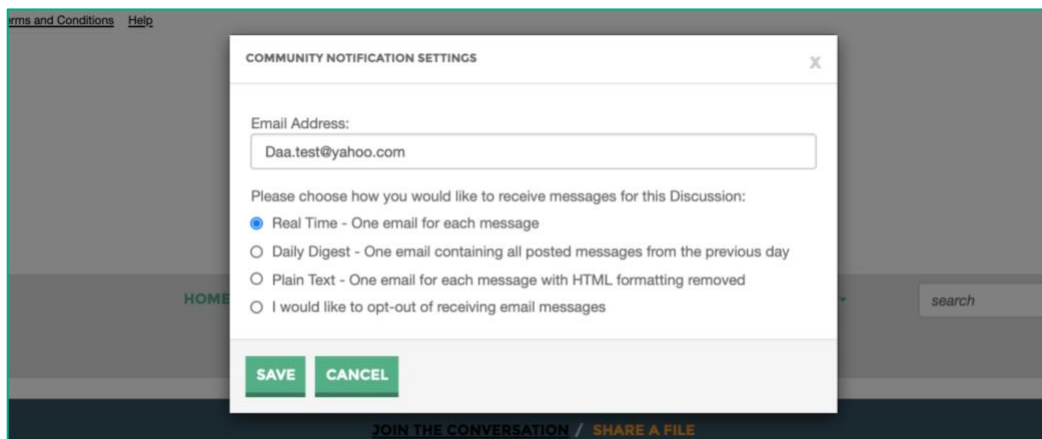
How to join in the conversation on Share Plate
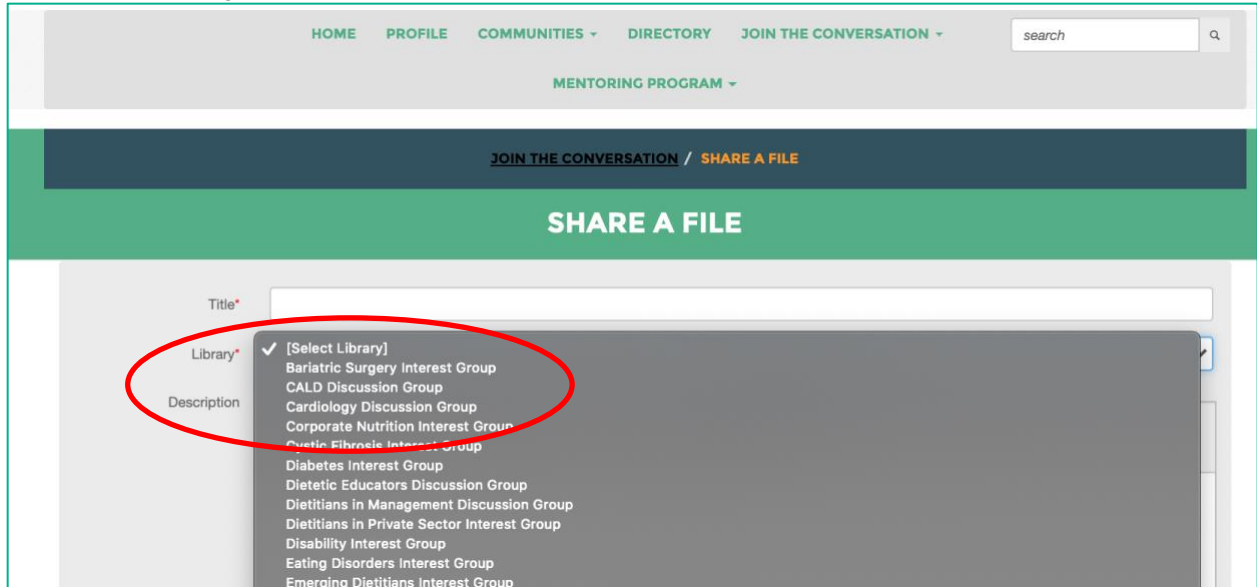
Repeat this step as prompted to allocate the resource to any existing sub-folders in your designated library

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 'understanding different email notification preferences'.

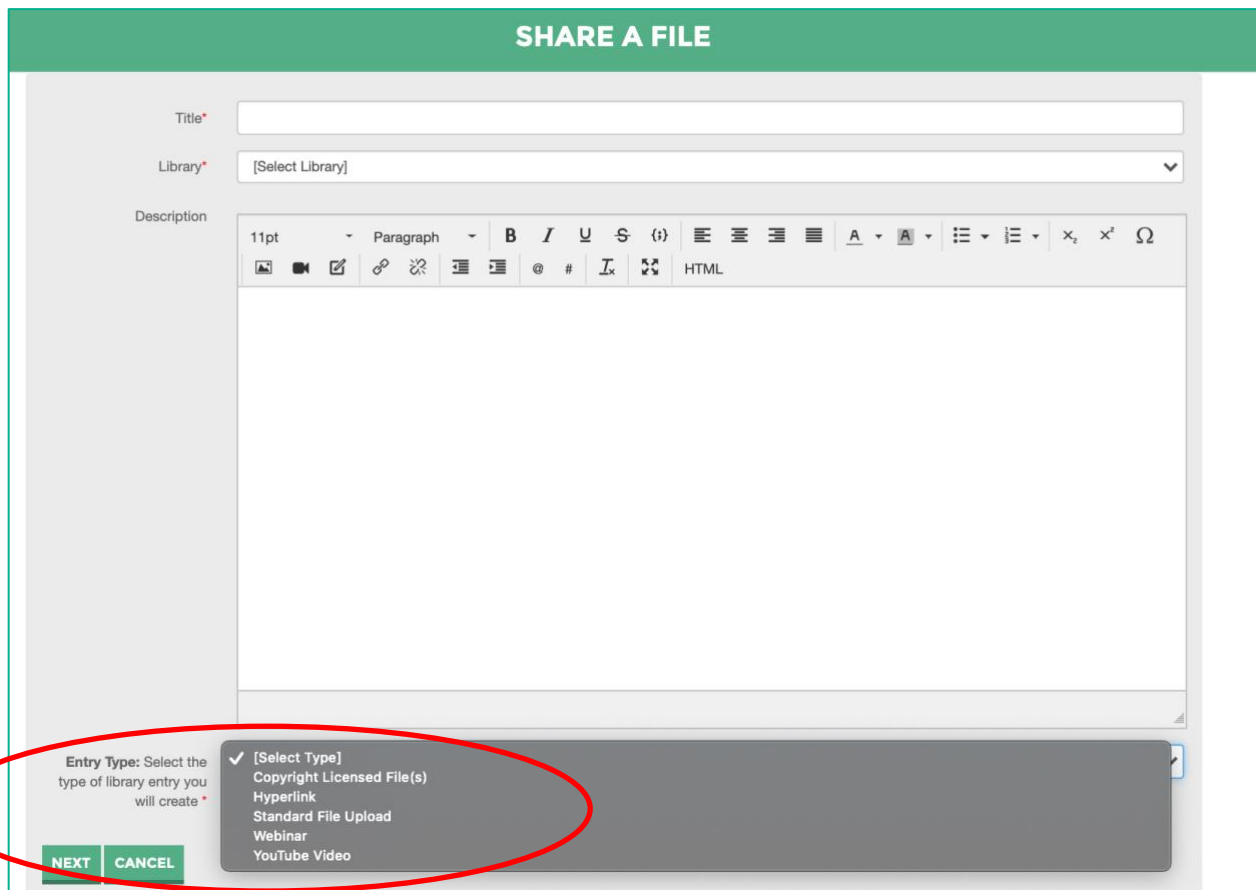

Click 'SAVE' once you have made your selection.

How to join in the conversation on Share Plate

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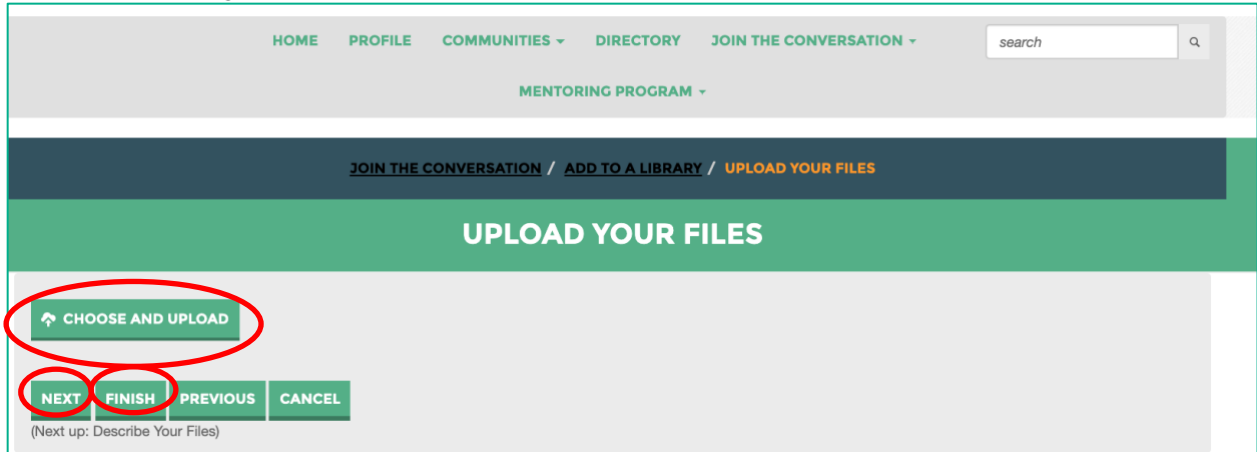
Once satisfied, click 'NEXT' to upload your file.
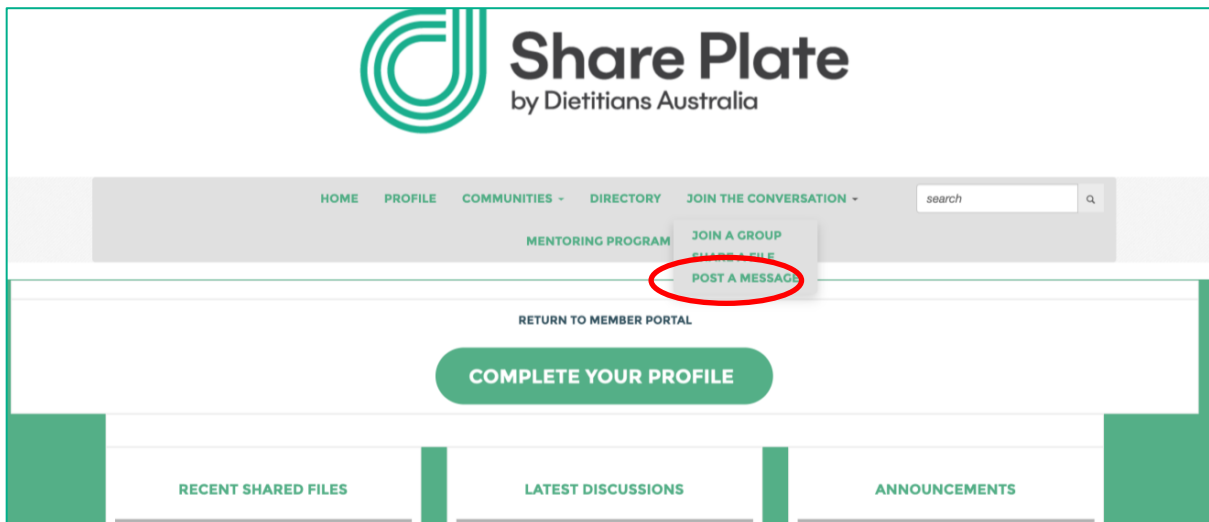

Step 6: Choose and upload your file

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.

How to join in the conversation on Share Plate

Start a new discussion thread in a community
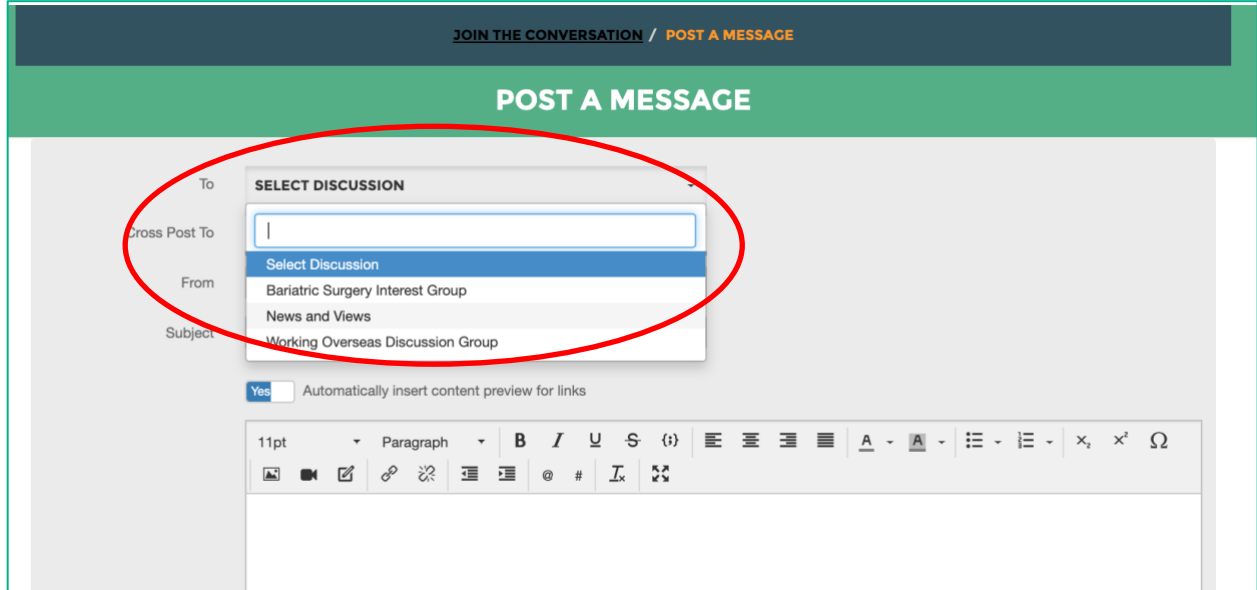
Step 1: Click 'Post a message'

You will be directed to the 'POST A MESSAGE' page.

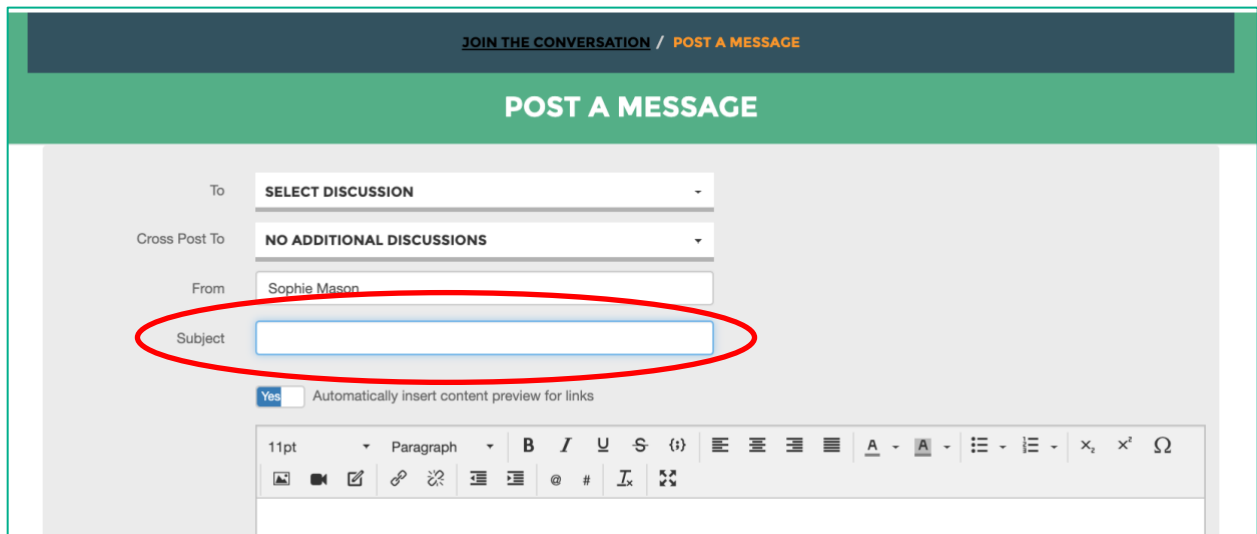### Step 2: Click the 'To' drop-down menu, and select the community in which you would like to post

If you would like to post the same message in more than one community, select an additional community in the 'Cross Post To' drop-down menu.

Step 3: Enter the subject title for your discussion post

It's important that the subject title clearly describes the theme of your discussion, so that other members intuitively understand the contents of your post. This increases the likelihood that others will engage with your post and contribute in discussion.
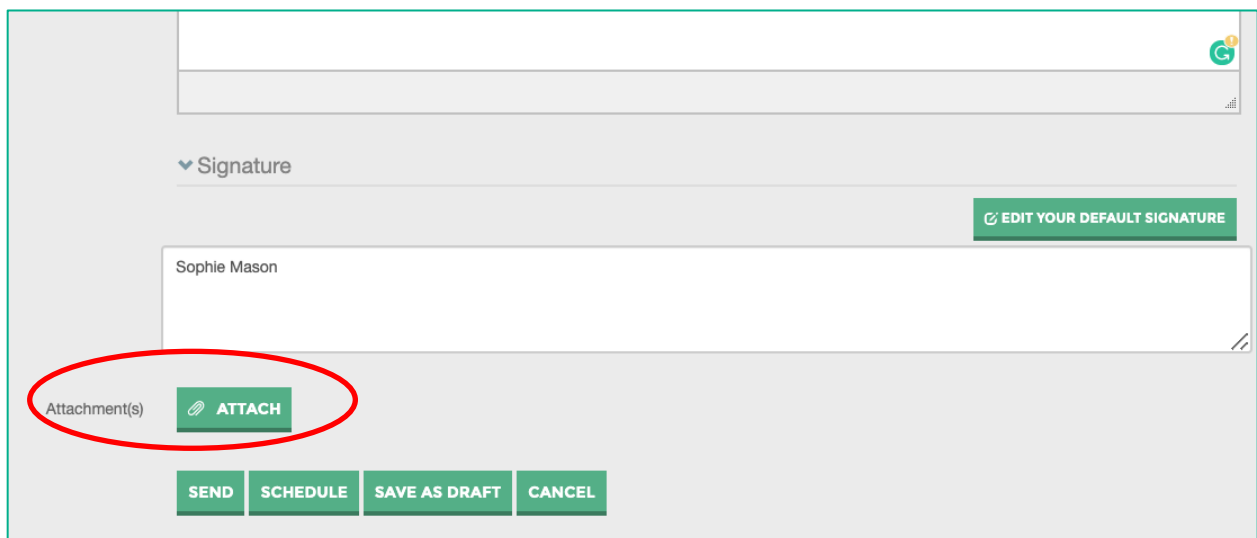

How to join in the conversation on Share Plate

Step 4: Compose the contents of your discussion post as well as any edits to your default signature.
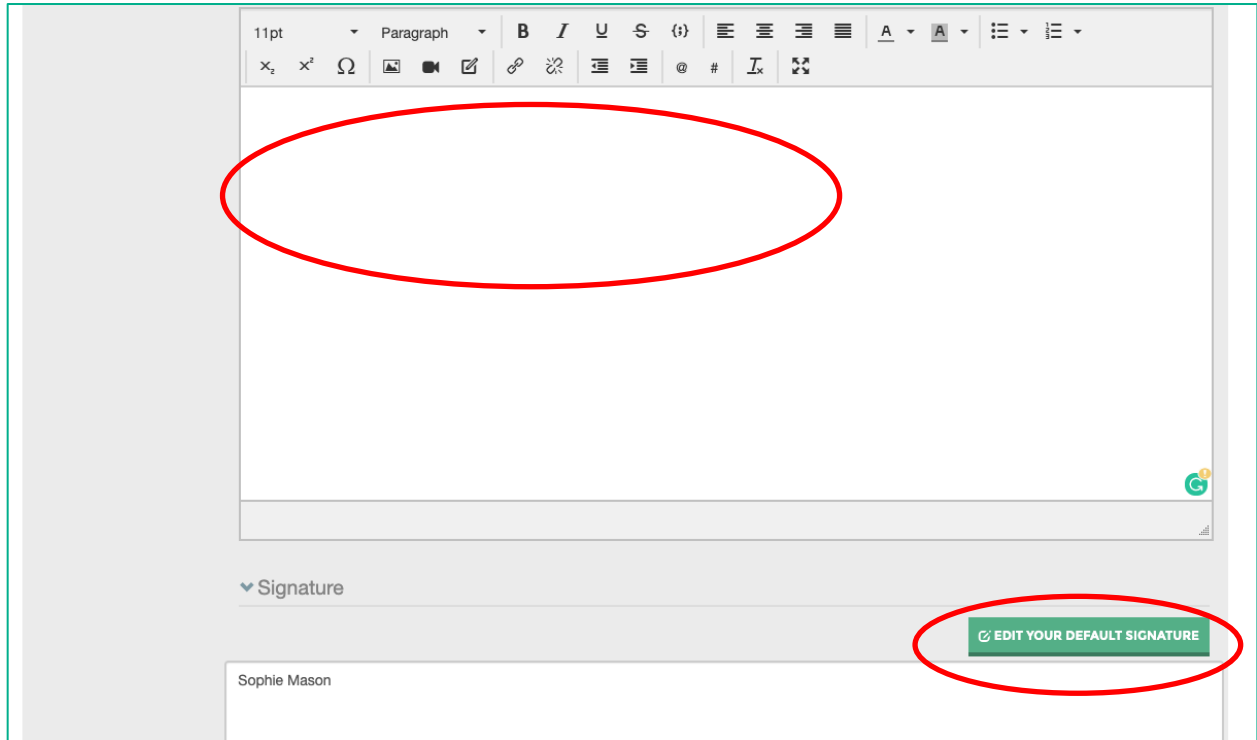
Step 5: Click 'ATTACH' and browse for any files you would like to include your discussion post

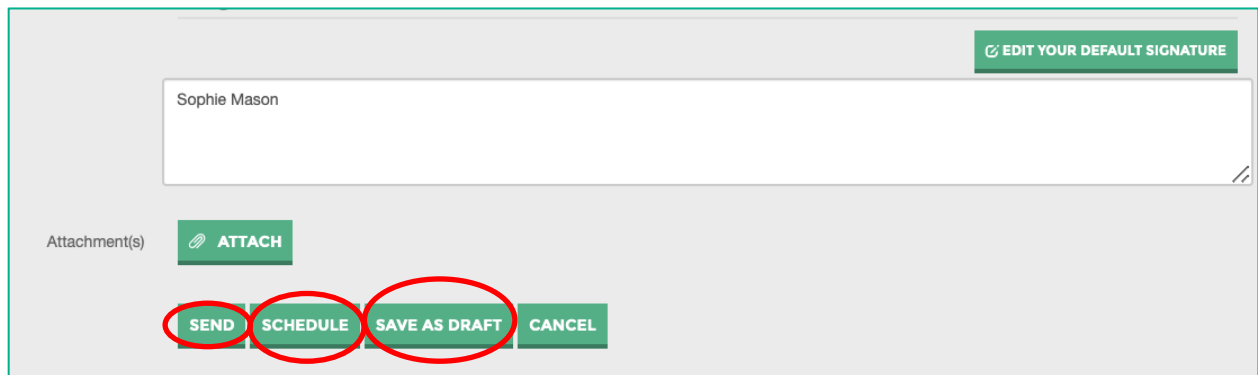How to join in the conversation on Share Plate

Step 6: 'SEND' or '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 'SEND' 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.

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