

GETTING STARTED WITH AN ITC [NING](#) FORUM



ITC has set up several role-specific groups who meet regularly to discuss issues relating to their jobs. To keep conversations going in between meetings, Ning (an online networking service) groups have been set up so that events, information and questions can be shared between users.

We welcome new members to these groups – visit [here](#) for more information and click on the badges to join the forum most relevant to your role.

Signing up

1. Click on the 'Join' badge
2. Fill in your details and your request will be sent to us
3. You will be notified by email when this has been approved
4. When you go back to the Ning website, you will be able to log in using your email address and password
5. Once you've done this, click on the ITC logo on the right hand side. You will be taken to the forum's home page

Why not personalise your profile by adding a photograph and some details about your profession?

Next steps

Once you've logged onto the forum, you'll have various options:

- **Talk directly to other Ning users** by clicking on their picture
- **Add an event** you think people might be interested in
- **Share information** by creating a blog
- Got a question for everyone? Why not **Start a Discussion?**
- **Respond** to the information already posted on the group.

These forums will only be as good and as useful as the content provided by the members. So do **log in regularly and be as active as possible!**

You can also join multiple networks and access them through your homepage.

Email Alerts

Emails are automatically sent when anything in the forum is updated. To change these settings, go to 'My Page', 'Settings' on the right hand side and then select 'Email' on the left-hand-side. You will be able to choose the kind of notifications you receive.

Etiquette

- Keep information in the groups relevant to the subject of the forum
- Be polite and courteous to other users
- The Administrator reserves the right to remove anything deemed unsuitable