

Frequently Asked Questions & Helpful Tips

How do I subscribe (or unsubscribe) to the discussion forums?

1. In the uppermost right hand corner of the website, click on the drop-down arrow next to My Options.
2. Select My Subscriptions.
3. Click the Add Subscription button to subscribe to a new forum or topic, or click on the name of an existing subscription to edit the frequency in which you receive notifications.

How do I start a new discussion thread?

1. Select the topic area of interest.
2. On the right side of the page, click "Add a Thread."
3. Fill in your subject and message, and attach a file if needed.
4. You can click the preview button to see what it will look like before it's posted, and then click on Post Thread.
5. Once it's posted, it can be viewed by the membership for comment.

How do I reply to a post?

1. Click on the thread of interest, and at the bottom of each post you will see a light gray bar.
2. Click Reply.
3. Insert your message and any attachments (if needed) and then click Post Reply.

How do I reply to discussion forum posts via email?

1. Please Note: You must be subscribed to the forum in order to post/reply via email.
2. Each SPN discussion forum has an individual email address, (e.g. general@lists.pedsnurses.org, clinicalpractice@lists.pedsnurses.org) which will be the email address you receive forum digests from and you will send direct replies/posts to.
3. When an email thread comes into your inbox that you would like to reply to, click your e-mail provider's "Reply" button.
4. Enter your content in the body of the email, and click send. It will take a few minutes for your posting to show up on the discussion forum.

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3. To access the email address through the SPN website: Navigate to your discussion forum of choice from the homepage.

4. The unique email address for the discussion forum is listed under the “About this Topic” header on the discussion forum thread.
5. The subject of your email will populate as the topic of your thread and the body of your email will be posted as the content on the discussion forum post.
6. To access the email address through a digested email that you have already received: Select “Start new thread via email” link at the bottom of the discussion forum thread digest. This will bring up the unique email address for the forum in a new email.
7. The subject of your email should be the topic of your thread, and the body of your email should be your content.

Have additional questions? Please contact the SPN National Office at (312) 321-5154 or info@pedsnurses.org for assistance.