



EDUCATION  
FOUNDATIONS  
EMPOWERED

FUELED BY



FOUNDATION  
*Innovation*

TEFN COMMUNITY FORUM  
POWERED BY FI

QUICK TUTORIAL



# Visit tefn.org/community

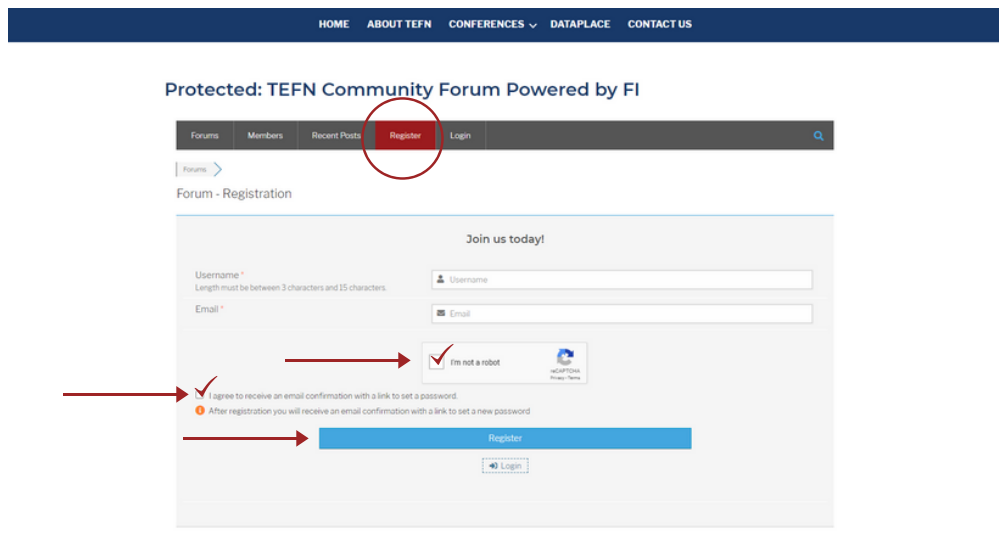
Click the Community tab at tefn.org or go directly to the tefn.org/community url.



## How do I Register?

### Step 1

Click **REGISTER** at the top of the Community Forum page and enter your username and email. Be sure to check the reCAPTCHA box next to "I'm not a robot." Click the box next to "I agree to receive an email confirmation with a link to set a password." Click the Register button.



## Step 2

Check your email for a registration message from Texas Education Foundation Network (tefn@texaspioneer.com) to confirm your registration. Click the link in the email and create a password. Once your password is set, you will have access to the forum.

### Protected: TEFN Community Forum Powered by FI

| Forums                                          | Members | Recent Posts | My Profile | Logout     |                 |       |
|-------------------------------------------------|---------|--------------|------------|------------|-----------------|-------|
| TEFN Community Forum Powered by FI              |         |              |            |            |                 |       |
| Resource Center                                 |         |              |            | Topics     | Posts           |       |
| Development (Fundraising)                       |         |              |            | 1          | 1               |       |
| Recent Topics                                   |         |              |            |            |                 |       |
| Test Topic                                      |         |              |            | 4 days ago | By Morgan Tu... |       |
| Marketing & Events                              |         |              |            | 0          | 0               |       |
| Programs                                        |         |              |            | 0          | 0               |       |
| Board of Directors (Governance)                 |         |              |            | 0          | 0               |       |
| Infrastructure (Organizational Framework)       |         |              |            | 0          | 0               |       |
| TEFN Events                                     |         |              |            | 0          | 0               |       |
| Subforums: Upcoming Recap of Previous Events    |         |              |            |            |                 |       |
| Career Postings                                 |         |              |            | 0          | 0               |       |
| Q&A Section with FI Consultants: Ask the Expert |         |              |            | Questions  | Answers         | Posts |
| Main Q&A Forum                                  |         |              |            | 0          | 0               | 0     |

## How do I set up my profile?

### Step 1

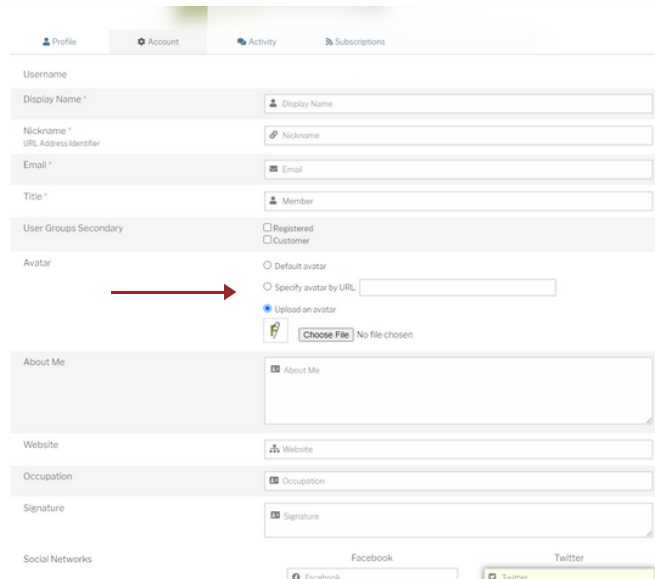
Click the **MY PROFILE** tab at the top of the forum. In the drop-down menu select **ACCOUNT**.

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| Forums                                          | Members | Recent Posts | My Profile | Logout     |                 |       |
|-------------------------------------------------|---------|--------------|------------|------------|-----------------|-------|
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| Programs                                        |         |              |            | 0          | 0               |       |
| Board of Directors (Governance)                 |         |              |            | 0          | 0               |       |
| Infrastructure (Organizational Framework)       |         |              |            | 0          | 0               |       |
| TEFN Events                                     |         |              |            | 0          | 0               |       |
| Subforums: Upcoming Recap of Previous Events    |         |              |            |            |                 |       |
| Career Postings                                 |         |              |            | 0          | 0               |       |
| Q&A Section with FI Consultants: Ask the Expert |         |              |            | Questions  | Answers         | Posts |
| Main Q&A Forum                                  |         |              |            | 0          | 0               | 0     |

## Step 2

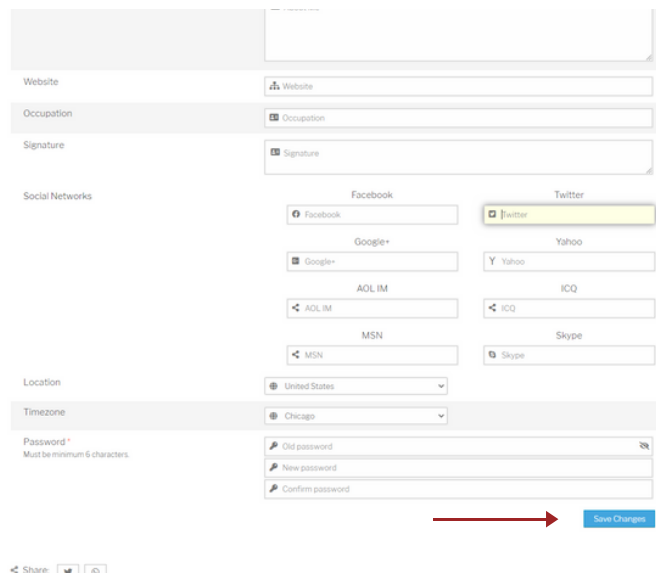
Add or update your profile information by selecting the **ACCOUNT** tab under **MY PROFILE**. Complete the required fields. To customize your Avatar (profile picture) select either "Specify Avatar By URL" and enter the web address for the photo or "Upload an Avatar" from your device.



The screenshot shows the 'Account' tab selected in a user profile settings interface. The 'Avatar' section is highlighted with a red arrow pointing to the 'Specify avatar by URL' option. The form includes fields for Username, Display Name, Nickname, Email, Title, User Groups Secondary, and About Me. Social Networks for Facebook and Twitter are also visible.

## Step 3

You can utilize the password you created from the previous email link or set a new password. Once you have completed the fields, click the **SAVE CHANGES** button.



The screenshot shows the bottom of the user profile settings form. The 'Save Changes' button is highlighted with a red arrow. The form includes fields for Website, Occupation, Signature, Social Networks (Facebook, Twitter, Google+, Yahoo, AOL IM, ICQ, MSN, Skype), Location, Timezone, and Password (Old password, New password, Confirm password).

# Change your subscriptions and email notifications.

## Step 1

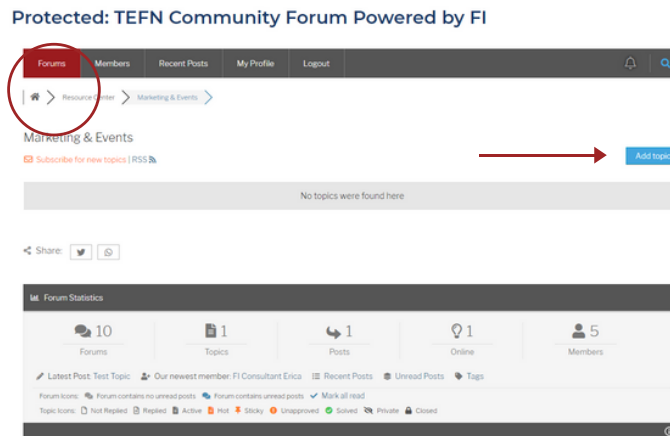
Click the **MY PROFILE** tab at the top of the forum and under the drop-down menu select **SUBSCRIPTIONS**. You can choose to subscribe to all new forum topics and posts (including replies) or to all new topics. You will receive an email notification when new topics or replies are posted. If you do not wish to subscribe to all forum topics or replies, you can elect to subscribe to individual forum categories. You will receive an email notification for only the selected category if you choose this option. Once you have made your selection click the "Update Subscriptions" button.



# How do I post a question?

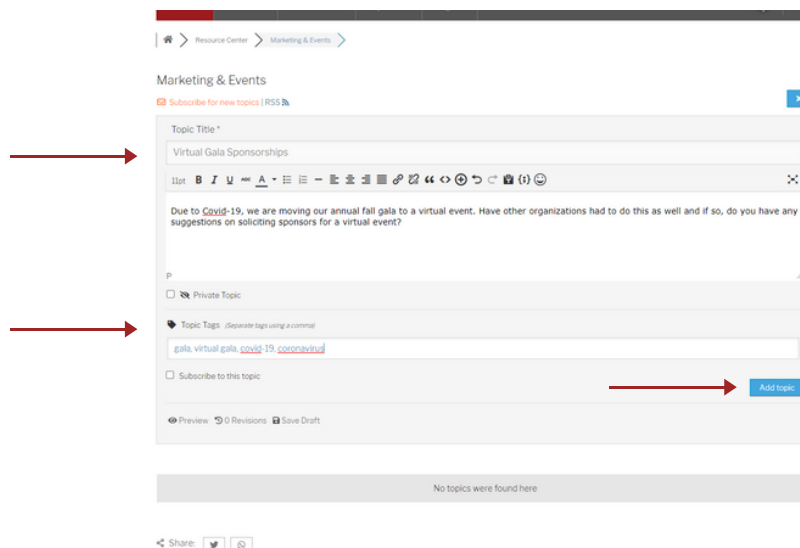
## Step 1

Click the **FORUM** tab. Select the category where you would like to post a question. For example, if your question is in regards to Marketing & Events, click the Marketing & Events category link. Click the "Add Topic" button.



## Step 2

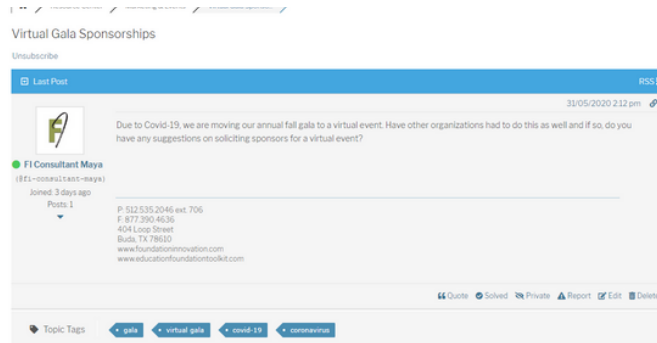
Type a Topic Title for your question or post. Type your question in the box below. You can add Topic Tags to assist with searches by other members. Separate each Topic Tag with a comma. Click "Add Topic" to submit your question or post.



# How do I respond to a question?

## Step 1

Click the Topic Title under the forum category. Type your response in the "Leave a reply" section.

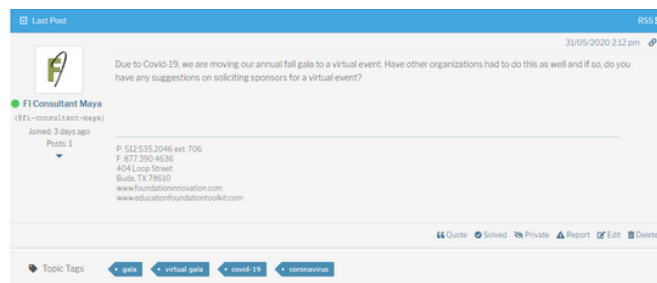


Leave a reply

A screenshot of the "Leave a reply" form. It shows a text input area with a rich text editor toolbar above it. The toolbar includes buttons for bold, italic, underline, link, unlink, list, and other formatting options. The text input area is currently empty.

## Step 2

To submit your reply, click the "Add Reply" button.



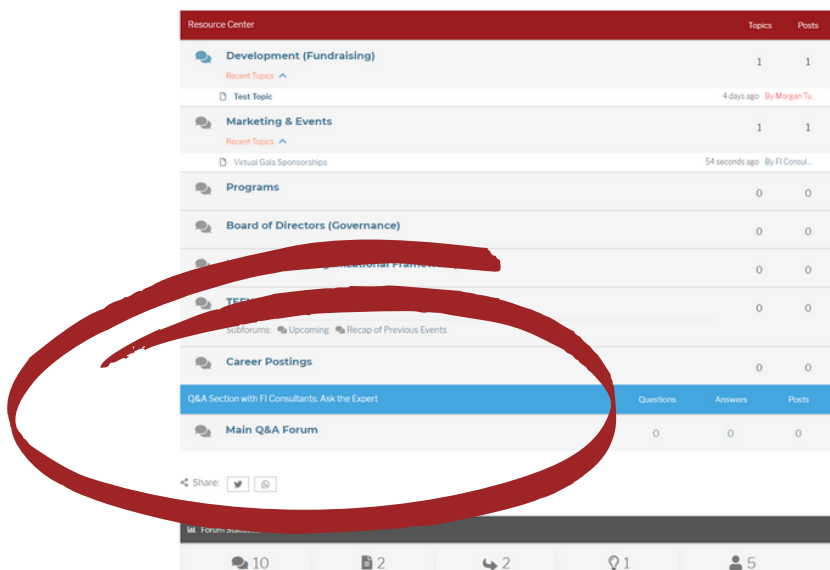
Leave a reply

A screenshot of the "Leave a reply" form, identical to the previous one, but with a red arrow pointing to the "Add Reply" button at the bottom right. The button is blue with white text.

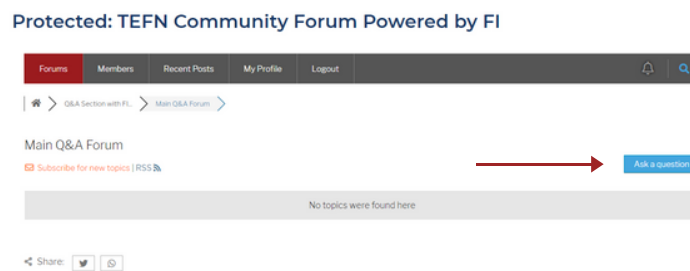
# Q&A Section with FI Consultants:

## Ask the Expert

The Texas Education Foundation Network has partnered with Foundation Innovation, LLC to provide you with expert assistance as part of your TEFN membership. **Please Note:** The Ask the Expert section was created to allow TEFN members to post specific questions with direct feedback from FI Consultants. While FI Consultants will also reply and respond to topics in other forum categories, this section was created solely for specialized replies and expertise from Team FI. Members can view topic questions posted in this category but are asked to refrain from replying.



To submit a question for Foundation Innovation Consultants, click the "Ask a question" button and follow the same steps for posting a question as done in other categories.



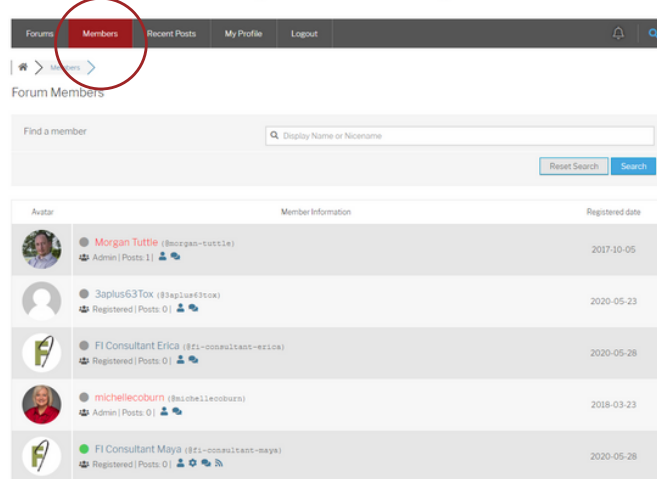







# Find and connect with people.

## Step 1

Click the **MEMBERS** tab at the top of the forum.

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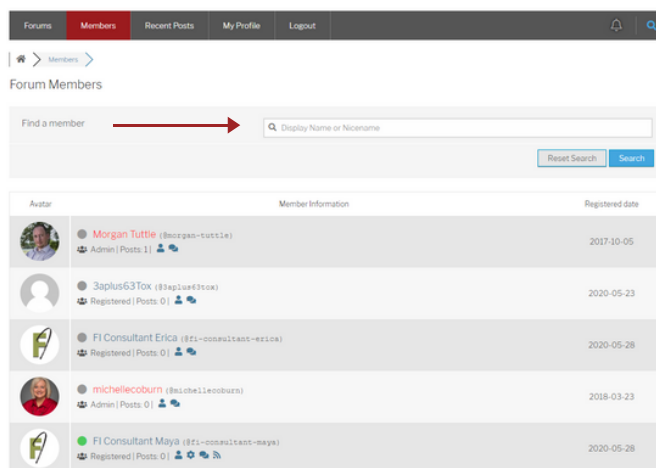







| Avatar                                                                            | Member Information                                                         | Registered date |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------|
|  | <b>Morgan Tuttle</b> (@morgan-tuttle)<br>Admin   Posts: 11                 | 2017-10-05      |
|  | <b>3aplu63Tox</b> (@3aplu63tox)<br>Registered   Posts: 0                   | 2020-05-23      |
|  | <b>FI Consultant Erica</b> (@fi-consultant-erica)<br>Registered   Posts: 0 | 2020-05-28      |
|  | <b>michellecoburn</b> (@michellecoburn)<br>Admin   Posts: 0                | 2018-03-23      |
|  | <b>FI Consultant Maya</b> (@fi-consultant-maya)<br>Registered   Posts: 0   | 2020-05-28      |

## Step 2

In the "Find a member" section type in their Display Name or Nickname to search for people or organizations. You can also scroll through the Members profile list. Tag someone in a post or comment by starting with the "@" and their Display Name or Nickname.

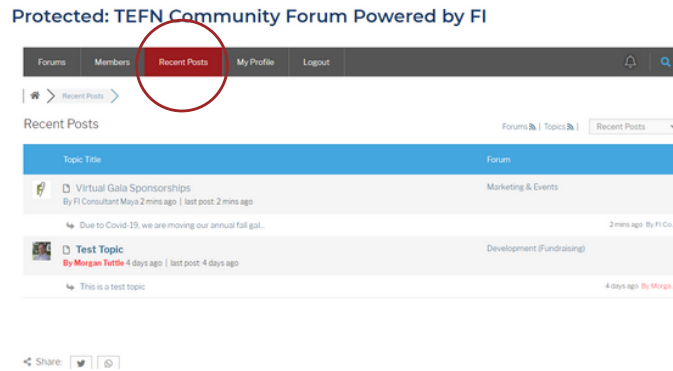
### Protected: TEFN Community Forum Powered by FI



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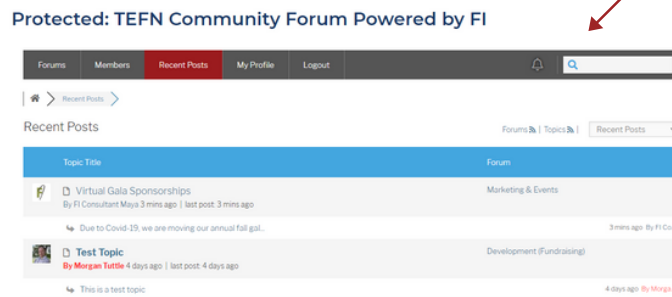
## View recent topics.

Click the **RECENT TOPICS** tab at the top of the forum. There you can view recent additions to the topic list. Click the title to view the questions and replies.



## Search topics.

Click the magnifying glass icon on the top right corner of the forum to search Topic Tags and other keywords.



## What if I have a technical question?

If you have questions about the TEFN Community Forum Powered by FI or encounter technical difficulties, please contact:  
tefn@texaspioneer.com.