

## Committee Pages

### Instructional Document

1. Go to <http://www.naspag.org/>
2. Sign in to your account.
3. On the right hand side of the page, you will see a blue box that says:  
MY PROFILE  
**Profile Home**  
Manage Profile  
Create Resumé/CV  
Networks  
Files & Links  
Favorites  
Messages  
Connections  
Membership Info  
Refer a Friend
4. Click the second button for **“Profile Home.”**
5. On the left hand side, you will see your photo (if you have uploaded one). Underneath you will see **“Groups.”**
6. Choose the committee whose page you would like to access.
7. You will be brought to the committee home page with the group feed at the top.
8. You may post to the group feed any updates or links that you would like to be noticed upon arrival.
9. You can access the group directory, calendar, blogs, forum and photo gallery to the right of the feed.
10. Click on **“Forum” (megaphone icon)** to locate and/or create forums.
11. You will be brought to the forum page.
12. Click on **“General Discussion”** to see the topics that have been posted or to create a new post.
13. Click **“New Topic”** button located on the page number bar to create a new forum topic.
14. Label your post, enter your text, and attach any supporting documents at the bottom by clicking in the box that says ***drop photos here or click to upload.***
15. Click on **“Submit Post.”**
16. Once you have created a forum, you can send email to committee members to inform them.
17. On the **“Group Home”** page, you will click the **“Options”** button with the wrench next to it.
18. You can message all group members, or send an email to all group members from this drop down menu.