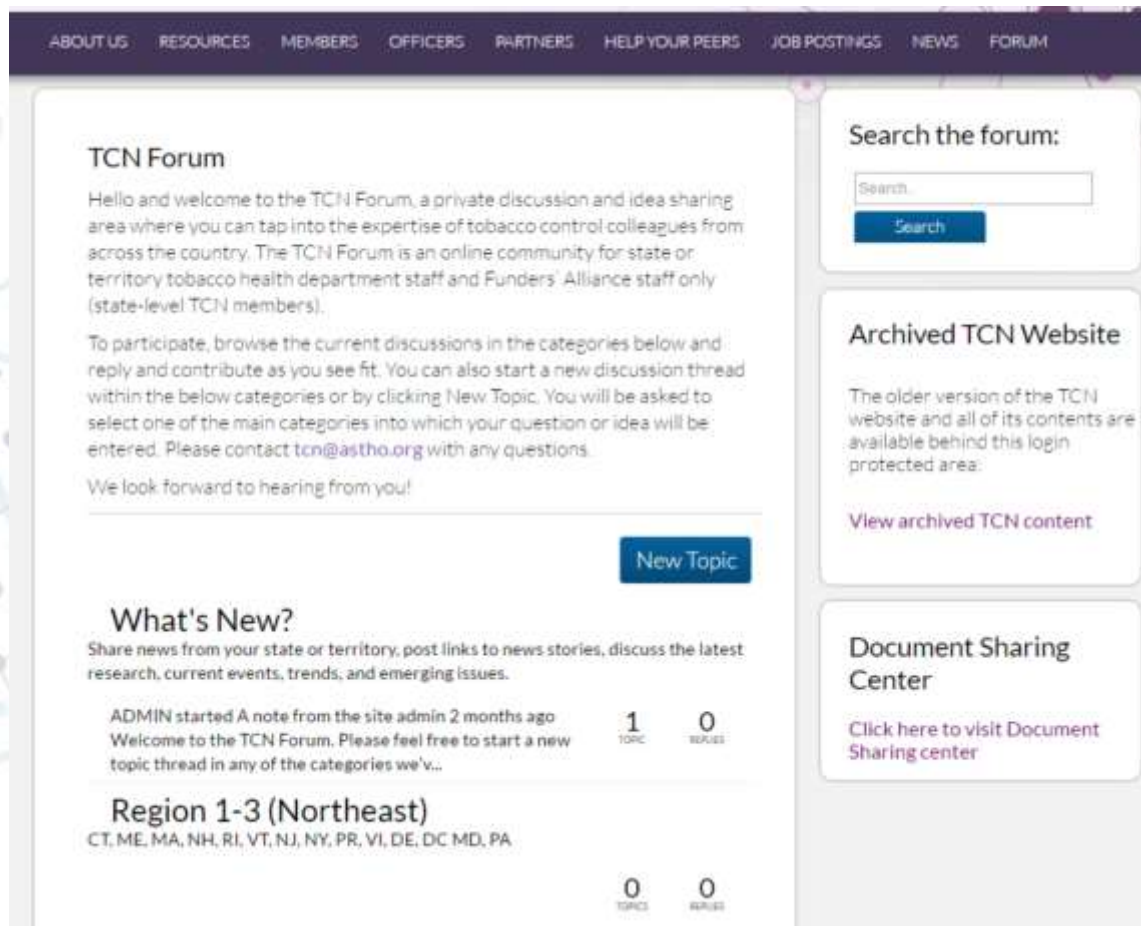


# TCN Online Forum Process Document

## About the TCN Forum

The TCN Forum is designed to be a place where TCN Executive Committee members, state and territory Program Managers, and tobacco program staff designated by Program Managers can come together to have discussions pertaining to tobacco control. Because the Forum is password protected and moderated by ASTHO staff, the Forum is a secure online opportunity to ask questions and share lessons learned. There are also other password-protected features available on the sidebar of the Forum. The goal of this document is to describe how to access all of the features of the online Forum, and encourage eligible TCN members to use the Forum as another way to communicate with tobacco control peers across the United States.

Forum URL: [www.tobaccocontrolnetwork.org/forum/](http://www.tobaccocontrolnetwork.org/forum/)



The screenshot shows the TCN Forum website interface. At the top is a navigation menu with links: ABOUT US, RESOURCES, MEMBERS, OFFICERS, PARTNERS, HELP YOUR PEERS, JOB POSTINGS, NEWS, and FORUM. The main content area is titled "TCN Forum" and includes a welcome message, instructions on how to participate, and a "New Topic" button. Below this is a "What's New?" section with a post from ADMIN dated 2 months ago, showing 1 topic and 0 replies. Another section is titled "Region 1-3 (Northeast)" with 0 topics and 0 replies. On the right sidebar, there is a search function, a link to the "Archived TCN Website", and a link to the "Document Sharing Center".

**Figure 1: Screenshot of the TCN Forum showing the Forum's discussion rooms, search function, and links to the archived TCN website and the document sharing center**

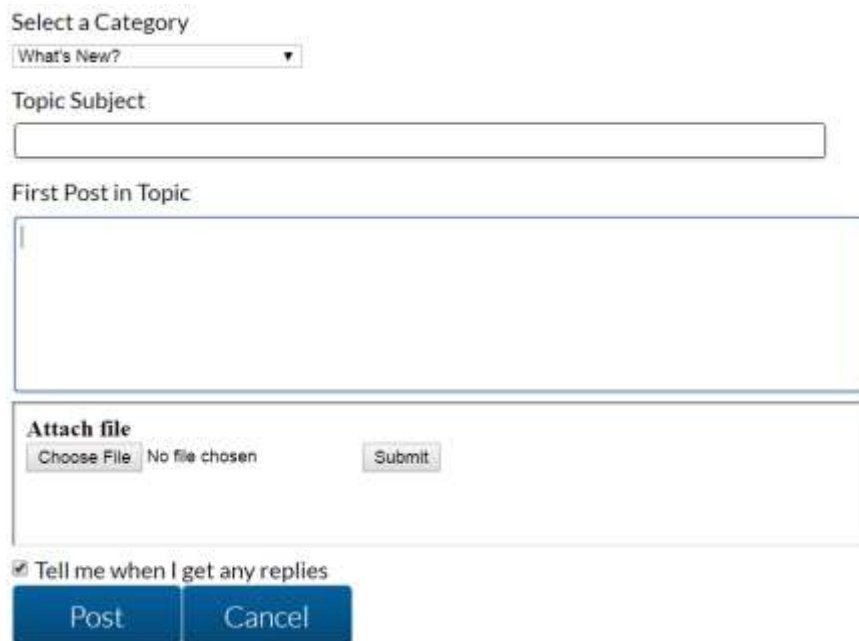
## Signing in and Joining the Forum

- 1) Visit the TCN website, [www.tobaccocontrolnetwork.org](http://www.tobaccocontrolnetwork.org)
- 2) Click on the “Forum” button at the very right of the website toolbar
- 3) Click “Register” and fill out the brief registration form. Completing the simple math problem protects the TCN inbox from spammers
- 4) Within two business days, you will receive an email from [tcn@astho.org](mailto:tcn@astho.org) notifying you of your acceptance to the Forum. This email will include a temporary password, and instructions on how to set your own permanent password. You will now have access to the Forum

If you have any questions about joining the Forum, simply reach out to [tcn@astho.org](mailto:tcn@astho.org).

## Participating in the Forum

The Forum is organized into different discussion rooms so that related conversations can all take place in one place, and be referenced later in that same place. Users can start different topics within a discussion room, which will allow other Forum participants to reply with comments and attachments. For each new question or conversation, it is recommended that users start a new topic within the most appropriate discussion room.



Select a Category  
What's New? ▾

Topic Subject

First Post in Topic

**Attach file**  
Choose File No file chosen

Tell me when I get any replies

**Figure 2: Screenshot of the Post a Topic form in the TCN Forum**

To post a topic, follow these steps:

- 1) Click on the "New Topic" button on the TCN homepage, or within any discussion room
- 2) Select the category (discussion room), and type your topic subject and text in the appropriate fields.
- 3) To attach a document (not required), choose a file and click "Submit." Clicking submit does not submit the entire post
- 4) It is highly suggested that you leave "Tell me when I get any replies" checked so that you can be alerted of replies to your topic by email
- 5) When finished, click "Post."

To reply to a topic, simply type your reply into the reply box, and click "Reply." You can also attach files to replies.

## Other Password-Protected Forum Features

### Old TCN Website Archive

A fully functional archived version of the old TCN website is available for viewing to those who have signed into the online Forum. Archives of Help Your Peers topics and responses, the Tobacco Free Press monthly newsletter, and other resources dating from January 2005 to March 2014 are available for reference. In the interest of privacy and security, the archive is only accessible by clicking on the link found on the sidebar of the TCN Forum.

### Document Sharing Center

To make a document or series of documents available to Forum subscribers meant to serve as an archive or reference, you can upload it to the document sharing center. To upload, simply click the "Upload a document" button and fill out the form before clicking submit. Users are encouraged but not required to include a brief description before uploading. This document sharing center will soon be home to the Help Your Peers from March 2014 to present.

**Thank you for subscribing to the TCN Forum! If you have any questions, please reach out to [tcn@astho.org](mailto:tcn@astho.org)**