



## Quick Guide to the International of Facilitator's Online Discussion Forum

### What is the Purpose of This Forum?

This Forum has a dual purpose:

- To provide a place to globally share ideas, ask questions, and get advice on group facilitation, problem solving and decision making, group development, running meetings, and related topics.
- To allow members of the International Association of Facilitators to engage in meaningful conversation about the organization.

To support this purpose, we've divided the website into two sections:

- A **Public Section** which is open to everyone. It includes the following:
  - [IAF Information](#) - A forum for people who aren't familiar with IAF to ask questions about membership, certification, conferences or other topics.
  - [Group Facilitation](#) - A moderated forum on the practice and theory of group facilitation. It's intended to be a continuation of the GRP-FACL Listserv and is open to anyone world-wide.
  - [Events Calendar](#) - A listing of upcoming events of interest to group facilitators. Event listings are free to IAF's members and regional affiliates.
- An **IAF Members Section** which is restricted to members of the International Association of Facilitators and its Special Interest Groups (SIG). This section includes the following discussion forums.

#### Open to all IAF Members:

- [Member Issues & Ideas](#) - A discussion group for IAF members to state their concerns, ask questions or discuss IAF association business.
- [Find a Job Opportunity](#) - A free exchange of facilitation opportunities for members - both for pay and pro bono. Just post the opportunities you know about and others will do the same.

#### Open to IAF Special Interest Group (SIG) Members:

- [IAF Board](#) - IAF's [Board of Directors](#) to discuss issues relevant to the management of the IAF.
- [IAF ETeam](#) - IAF's Officers.
- [Regional Reps](#) - IAF's Regional Representatives.
- [IAF CPF Assessors](#) - Certified Professional Facilitator Assessors to share best practices and discuss issues.
- [Journal Editorial Board](#) - Editorial Board of [Group Facilitation: A Research and Applications Journal](#), published by IAF.

### How To Use The Forum

**The Navigation Bar.** At the top of the Forum is a Navigation Bar. Click on the links in this bar to perform the associated functions.



- **My Profile** - Allows you to add/edit your message signature, change your password or message delivery options, add a photo or avatar, or update other personal information.
- **Help Me** - Contains all the Frequently Asked Questions (FAQs) about the Forum
- **Members List** - Provides a list of all the people registered on the Forum.
- **IAF World** - Links to the International Association of Facilitators (IAF) Website.
- **Calendar** - Displays upcoming events that might be of interest to group facilitators.
- **New Posts** - A quick way to view all the messages you haven't read.
- **Search** - The ability to search the Forum by keyword or author.
- **Quick Links** - A quick way to get to key functions such as Who's Online, Today's Posts, and Private Messages.
- **Log Out** - To sign-off the Forum.

**Join in Discussion.** You can participate in the Forum discussions by following these steps:

1. Log into the Forum.
2. Click on the specific Forum name you want to view (e.g., Group Facilitation).
3. At the top of the page, you may see some Announcements. These are posted by the Forum Moderators and Administrators to give you important news or provide helpful tips.
4. You can start a new discussion thread by clicking the "New Thread" button.
5. You can read a thread by clicking on the Thread name (underlined).
6. Once you are into a thread, you can add your comments by clicking on the 'Post Reply' button.

### Other Helpful Tips.

- You are set up to receive emails of all the Forum postings. If you want to receive a daily or weekly email digest instead, you'll need to change the delivery option in your profile.
- You can edit your own posts after you've submitted them! Do this by clicking on the "edit" button under your post.
- To quote someone else's post in your reply: Click the "Quote Me" button, and then type your response before or after the quoted material.
- You can find and email any of the Forum Moderators by clicking the "View Forum Leaders" link at the bottom of the Home Page.
- To quickly jump between Forums, use the "Forum Jump" drop down box within each Forum.
- If you have other questions about how to use this group forum technology, please click on the 'Contact Us' link.