

APGSA Member Forum Instructions

Adding a topic to a forum

All APGSA Members can add a topic inside a forum area.

1. To add a new Topic – on the main forum webpage, click on a forum title.

Forum	Topics	Posts	Freshness
By-Laws and Articles of Incorporation	1	1	4 days, 23 hours ago Admin
Meetings	1	1	4 days, 23 hours ago Admin
Contact Information	1	1	No Topics Admin
Job Openings	1	1	4 days, 23 hours ago Admin
Discussion Forum	1	1	4 days, 22 hours ago Admin

2. Add a topic **title**, then your topic **content** (web links - links to online documents from your own state website or other sites).

** See step # 3 for instructions on how to add a web link. **

Member Forum > Discussion Forum [Subscribe](#)

This forum contains 1 topic, and was last updated by Admin 4 days, 23 hours ago.

Viewing topic 1 (of 1 total)

This is an existing topic.
Use the form below to begin a new topic.

Topic	Voices	Posts	Freshness
Training Costs Comparison State to State – John Hostetler	1	1	4 days, 23 hours ago Admin

Started by: Admin

Viewing topic 1 (of 1 total)

Create New Topic in "Discussion Forum"

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):

b **i** **link** **b-quote** **del** **img** **ul** **ol** **li** **code** **close tags**

Topic Tags:

Topic Type:
Normal

Topic Status:
Open

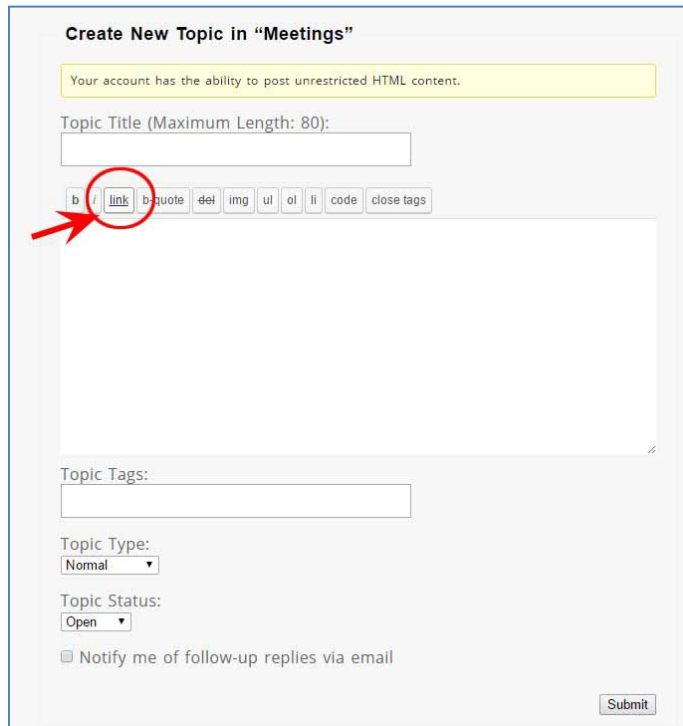
☐ Notify me of follow-up replies via email

(continued on next page)

Adding a topic to a forum – (continued)

3. How to add a “Link” to a Topic or a Topic Reply:

Click the “Link” box in the menu bar as shown below.



Create New Topic in “Meetings”

Your account has the ability to post unrestricted HTML content.

Topic Title (Maximum Length: 80):

link b-quote del img ul ol li code close tags

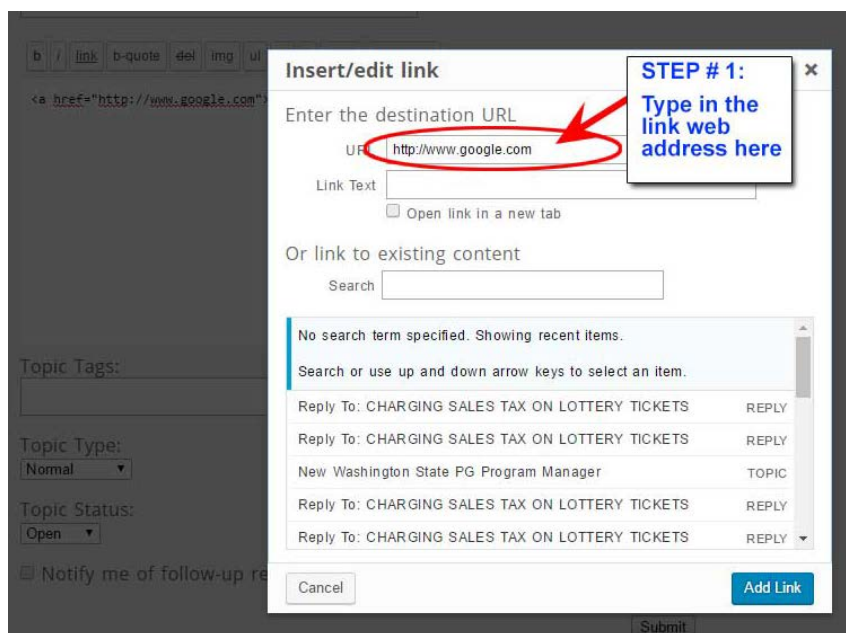
Topic Tags:

Topic Type:
Normal

Topic Status:
Open

☐ Notify me of follow-up replies via email

Submit



Insert/edit link

Enter the destination URL

URL: http://www.google.com

Link Text:

☐ Open link in a new tab

Or link to existing content

Search:

No search term specified. Showing recent items.
Search or use up and down arrow keys to select an item.

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS	REPLY
Reply To: CHARGING SALES TAX ON LOTTERY TICKETS	REPLY
New Washington State PG Program Manager	TOPIC
Reply To: CHARGING SALES TAX ON LOTTERY TICKETS	REPLY
Reply To: CHARGING SALES TAX ON LOTTERY TICKETS	REPLY

Cancel Add Link

(continued on next page)

Insert/edit link

Enter the destination URL

URL

Link Text

☐ Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items

Search or use up and down arrow keys to select

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS REPLY

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS REPLY

New Washington State PG Program Manager TOPIC

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS REPLY

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS REPLY

Cancel Add Link

STEP # 2:
Type in any text you would like to use as the link text for people to click on.

Insert/edit link

Enter the destination URL

URL

Link Text

☒ Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items

Search or use up and down arrow keys to select

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS REPLY

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS REPLY

New Washington State PG Program Manager TOPIC

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS REPLY

Reply To: CHARGING SALES TAX ON LOTTERY TICKETS REPLY

Cancel Add Link

STEP # 3:
Check this box.
It will open your link in an additional window tab so visitors will still have the APGSA.org website available.

- Press “Add Link” button and it will insert the code into the Topic text box.
- You can add additional regular text after that code, just make sure not to remove any symbols in the generated link code.

Additional Note – No Uploading Attachments: Forum Members cannot upload documents to the APGSA.org Members Forum, they can only provide links to documents they post on their own state websites.

Tags: You can add tags to organize topics. These are key words that help with search.

Topic Type: Topic types are Normal, Sticky and Super Sticky.

- Sticky posts stick to top of the Forum which it is in.
- Super Sticky posts stick to the top of all Forums.

Check box: Notify me of follow-up replies via email:

NOTE: It is not necessary to check the notification box – all members will automatically receive email notifications when new topics or replies are posted.