



How to participate in the MNC Event Network Online Forum.

The Mid North Coast Event Network Forum is an online forum developed to offer a broad range of participants the opportunity to contribute to the findings of the Mid North Coast Event Network Project.

The Forum is located at <http://groups.google.com.au/group/mnceventnetwork>
To participate in the Forum you will require a Google Account. Creating a Google account is easy and takes only a few minutes. Please follow the steps below:

STEP *Create a Google Account*

- a. Open your Internet browser and go to www.google.com.au
- b. Click on the SIGN IN button located at the top right hand side of the screen
- c. Click on the CREATE ACCOUNT NOW button (about ½ way down page)
- d. Enter your details as prompted (make sure you record your password & e-mail address used)
- e. A verification message will be sent to your e-mail account
- f. From the verification e-mail click on the link
- g. You now have a Google account

STEP *Join the Forum*

- a. Send an e-mail to kgrace@evolvenetwork.com.au (in your message please write SUBSCRIBE TO FORUM)
- b. You will then receive a verification e-mail, you do not need to reply to this.

STEP *Contribute to the Forum*

- a. Visit the online Forum at <http://groups.google.com.au/group/mnceventnetwork>
- b. To contribute you will need to sign in to your Google Account.
 - a. Follow the SIGN IN link located at the top right hand corner
 - b. If you are using the account for the first time the system may ask you to create an online Nickname. Create a name & click OK
- c. You will then be taken to the MNC Event Network Forum
- d. At the Forum you will see three questions listed.
- e. To VIEW responses to a question, click on the question
- f. To RESPOND to a question Click on the question then click on REPLY.
Type your response in the box provided then click POST.

That's about the size of it. If you need any tech. support please contact Kerry at Evolve Network on 02-65648843 or kgrace@evolvenetwork.com.au Thankyou for participating.