



Discussion Board Tutorial

STEP ONE: LOG IN

- Enter the Members side of the website (www.opa.on.ca).
- **Login ID:** By default, your Login ID is your Membership #.
- **Password:** By default, your Password is the first 8 letters of your last name followed by your first name.
 e.g. if your name is David Gentili, your default password will be "GENTILID" (all caps).
- **HELP, I'VE FORGOTTEN MY PASSWORD:** if you are unable to login, *please call the OPA office at 416-322-6866.*



STEP TWO: FIND THE DISCUSSION BOARD

- After entering the Members side of the website, find the Discussion Board.
- On the left side of the screen, find the green **OPA DISCUSSION BOARD** button and left-click.



STEP THREE: REGISTER


- After entering the **Discussion Board**, you need to register before you can read and post threads.
- On the top-left of corner, below **OPA Discussion Board**, is the **Register** button. Left-click it.


• Before registering, you will be asked to review the **OPA Discussion Board Rules**. After finishing, left-click the box to the left of the "I read, and agree to abide by the OPA Discussion Board rules" text. A check mark will appear in the box. Now, left-click the **Register** button.




STEP FOUR: NAVIGATION AND THE ESSENTIALS

- Currently, the **Discussion Board** is divided into 10 sections (see below). You are able to enter all of these sections and post **Threads** or **Replies**.

Forum	Last Post	Threads	Posts
 General Discussion General discussion on professional issues	 Welcome to the OPA Discussion... by David Gentili 01-31-2011 03:01 PM 	3	3
 In the News Current physiotherapy topics and issues	 Will the new HST affect the... by Jennifer Holstein 02-18-2010 01:28 PM 	2	3
 InterACTION: OPA Conference	Never	0	0
 Research and Best Practice Research highlights and clinical questions	 Exercise for patients in... by mpoling 08-06-2010 01:12 PM 	2	7
 Student Corner Student related questions and concerns	 Student experience at CPA... by Meghan Buttle 09-14-2010 09:55 PM 	3	3
 Private Practice	 Welcome to Private Practice by David Gentili 12-20-2010 03:38 PM 	13	30
 Auto Insurance	 ocf-18 fee by sirc 01-19-2011 04:44 PM 	5	11
 WSIB	 WSIB problems by mpoling 08-06-2010 01:28 PM 	3	6
 Hospital Issues	 mentorship programs by Helen Johnson 05-07-2010 01:43 PM 	4	7
 Community & Home Care	 Community PT Visit Frequencies by Joe Putos 11-14-2010 10:12 PM 	9	24
Mark Forums Read View Forum Leaders			

 **Threads** are essentially broad topics and questions. After entering a section you will be given a list of all existing **Threads**. By left-clicking the **New Thread** button, you can create a new topic for other members to read and **Reply**.

 **Replies** are essentially the responses to existing **Threads**. After left-clicking on one of the existing **Threads**, you can click on the **Post Reply** button to respond.

Threads in Forum : General Discussion		
	Thread / Thread Starter	Rating
	Welcome to the OPA Discussion Board! David Gentili	
	Acupuncture course yaozza	

STEP FIVE: YOUR FIRST POST

- Enter the **General Discussion** section by left-clicking on the **General Discussion** text.
- I have recently created a new thread, called **Welcome to the OPA Discussion Board!**
- Enter the **Thread** by left-clicking on the **Welcome to the OPA Discussion Board!** text.

