

REGIONAL ARTS AUSTRALIA COMMUNITY PORTAL HELP GUIDE

Login address: <https://regionalarts.com.au/community>

SECTIONS OF THE COMMUNITY

Category Lists:



Categories align with the different Community Groups using the Regional Arts Australia Community Portal. Your email will allow you access into the Community Group/s you are a part of. You can click on the Category to enter into your Community Group.

Top Left Toolbar:



At the top left of your screen is the toolbar with the following icons:

- Magnifying glass icon will open a search bar where you can enter a keyword search to locate Topics (conversations) containing the keyword
- Mail icon contains any private message you have received from other Community members
- Bell icon will show any notifications you have received. eg. new comments on a Topic (conversation) you are following
- Three lines opens a menu with quick links to **Categories** (Community Groups) and **Topics** (conversations)
- Circle icon is your user profile, and will allow you to edit your **Profile, Settings** and **Followed Content**


Topic Lists:

← Artlands 2023 ▾	
Latest New Top Categories	
Topic	Category
IMPORTANT: Guidelines and Resources	Artlands 2023
POLL: What ideas are important to you?	Artlands 2023
Welcome and Introductions	Artlands 2023

When you enter your Community Group, you will see a list of Topics (conversations). You can click on each Topic to enter into it and read through the information and responses provided.

Topics (conversations):

← **Welcome and Introductions**
• Artlands 2023



Laura Baker
Knowledge Circle
3 posts


a month ago ⋮

Welcome to the Artlands 2023 participant portal.

We look forward to working with you in preparation for Artlands 2023 and this exciting milestone for Regional Arts Australia and 80 year celebration.

Use this discussion board to post an introduction about yourself and get to know each other.

Quote 0 0



Write a reply...

When you enter into a Topic you will see the original post at the top of the screen. Underneath this will be any replies by Community members and an option to add your own reply.

Replying



When replying to a topic, you can type text into the reply box. You can also add:

- an attachment (document, PDF, sound file etc) by clicking on the paperclip icon
- a photo by clicking on the camera icon
- a hyperlink by clicking on the chain icon

Managing Notifications



In the top left of each Category and Topic is a Bell+ icon. To turn on notifications for a Category or Topic click on the Bell+ icon. You will now receive a notification when there is new activity on this Category/Topic within the Community Portal and to your email address. You can update the frequency of these emails in **Settings** and scroll down to **Preferences**:

