

New Tactics Website Dialogue Participation Tips

It might be most helpful to print these instructions or read all the way through them before you begin. If you've already been active on the New Tactics website (www.newtactics.org), you probably don't need the instructions at all – but just in case, I hope you find it useful. **Remember** – you must be a registered member of the New Tactics website to participate in any dialogue. To register and participate, follow the instructions below.

IMPORTANT TIPS for participating:

1) First – **Register as a New Tactics On-line Community Member**

Go to <http://www.newtactics.org> and click on “Login/Register” button at the top right-hand side of your screen. Then click on “create new account” and follow the instructions. Be sure after you've filled in the information that you click “create new account” one more time to save your information. An e-mail will then be sent to your email address that provides you with a URL Link that will bring you back to the New Tactics website and allow you to choose your own password for entering the New Tactics website whenever you want to visit again.

Please note that at any time, if you can't remember your password – just click on “Request New Password”, enter your e-mail address and a ONE time password will be sent to your e-mail address. Use that information to log in to the website.

2) Second – To participate in a dialogue - **Log in on the New Tactics website**

Before you do anything else - be sure that you “log in” to the New Tactics website. Click on the “Login/Register” button or you can use this link:
<http://www.newtactics.org/en/user/login?destination=featured-resource>

Enter your e-mail address and password and click on the button - “Log in”

3) Third– When a featured dialogue is in progress, **Click on “Join Ongoing Dialogue”**

Once you have logged in to the website, when a featured dialogue is in progress you will immediately see the New Tactics front page. You can then click on the big icon: “Join Ongoing Dialogue” and this will take you directly to the featured dialogue. The dialogue icon will be present throughout the dialogue. When a dialogue is not in progress, you can still post comments to open dialogues by clicking on the “Community” tab. You will also see information about the upcoming featured dialogue in the “Join Our Featured Dialogue!” side bar on the right hand side of our computer screen.

4) Fourth – **Click on the theme** area of your choice **or the comment** to which you want to reply

When you enter the space for any open featured dialogue, you will see an introduction to the dialogue that also outlines the “Themes” that are being addressed. You can click on the “theme area” or a specific comment from a community member where you want to share your comment, and it will appear in your screen.

5) Fifth – **Click on “reply”**

When the “theme” or “comment” you have selected appears, then click on “Reply” to make your comment. Be sure to add a “title” to your comment and then write your message in the “text box” area provided.

6) Sixth – **Click on “Post Comment”**

Write your comment, idea, suggestion or feedback. When you are done, be sure to click on “Post Comment” – this makes sure that your comment has been saved and posted to the dialogue.

NOTE: The New Tactics website has a special feature that makes it easier for people with difficulties connecting the internet or trying to save on costs to participate more easily. Once you have joined the New Tactics community, when you want to participate in any dialogue you can click on "Participate by Email". You will find this "button" below the introduction information in any featured dialogue or below a person's comment who started their own dialogue topic. When you click on "Participate by Email", you will receive all the comments in that dialogue directly in your email box. All you need to do is "reply" to the email with your comment and your comment will automatically post to the New Tactics website dialogue.

Finally, please don't hesitate to contact New Tactics if you have any difficulties.

Very sincerely,

The New Tactics Team

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