

ASCFG Bulletin Board

Be sure to save these instructions!

1. Go to <http://discus.ascfg.org/discus> Save this to your "Favorites" or "**Bookmarks**" for easy access in the future.
2. If a "Username" is shown in the box at the top of the page, you have already signed up for the Bulletin Board. Use your existing password. If you don't know your password, click on the Forgotten Password Link and follow the instructions to create a new password. If no "Username" is shown, click on "Instant Registration" and follow the instructions.
3. On the page marked "Register for a new account" all the boxes should be checked. Go to the bottom of the page and enter a "User Name". This is usually your name "Johndoe" (without spaces). In the box marked "Full Name" you can put the name of your farm or business (Doe's Flower Farm). The "Full Name" entry can be changed in the future, but the "User Name" cannot be changed. Enter your valid email address. (Remember, if you ever change your email address, you'll need to edit your profile to make the change.). Click on "Continue Registration".
4. To access the Bulletin Board, type in your "Username" and "Password" and click "Log In". The steps below refer to the Bold Print topics on the Edit Profile page..

****Important**** You'll need to click on "Save This Information" for each of these steps when you make changes

- A. "Information About You". This is where you would make changes to your email address if it ever changes. Remember to click "Save This Information".
- B. "Email Notification". This will send an email to you with the Bulletin Board posting as soon as it is posted. Check the boxes for the Topics that interest you (probably all of them) then click on "Save This Information."
- C. "Additional Personal Information". You'll need to fill in the boxes with **Bold** headings. If you then check the boxes, this information is not available for others to see. Remember to click "Save This Information".
- D. "Picture". You can post a picture of your farm, your flowers, or even yourself.
- E. "Preferences". You'll want to check the box marked "Remember my username and password in a cookie". This way you should never need to enter it again (until you buy a new computer). Remember to click "Save This Information" when finished.
- F. "Change Password". This is where you can change your password to something easy to remember. Remember to click "Save This Information".

After you have registered for the Bulletin Board, be sure to Bookmark the site in your Favorites for easy access in the future. (<http://discus.ascfg.org/discus/>). If your membership becomes inactive, access will be denied.

If you have any questions, please contact Dave Dowling, ASCFG Mid-Atlantic Regional Director,
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