

Forum of Young Alaskans

How to Enter Discussion Summaries at YoungAlaskans.org

1. Go to www.youngalaskans.org
2. Click on the home page link that says "**Participate**" (which takes you to <http://youngalaskans.org/forum-of-young-alaskans/participate/>)
Each table will fill out a Table Summary sheet for the topic being discussed. At the break, they will bring that sheet over to the computer.
3. Make sure that the table number is on the sheet (there is a box for it in the top right corner).
4. To enter that group's responses, click on Discussion Topic link on the **Participate** page that matches the Question 1 on the summary sheet. A new window will open where you can enter the group's response to that question.
5. When prompted log in with that table's username and password. Logins for all tables have been set up using this pattern:

For Table 1 in Nome

username: Nome1

password: Nome1

6. After logging in, scroll down to the bottom of the page where it says **Reply** and type in the group's ideas and issues in the text box. Click the **Post** button and close the discussion window.
7. Back on the **Participate** page (which should still be open), click on the link for Question 2.
8. Scroll down, enter and post the group's responses.
9. Repeat steps 7 and 8 for Question 3.
10. **Logout for that user.**
11. Put an X through the table number in the top right corner of the sheet so we know that that table's summary has been recorded.
12. Repeat steps 4 to 11 for the next table.

Follow the Discussion Live: Once you've entered your site's responses they will appear Live on the statewide discussion map at YoungAlaskans.org/monitor/monitor.php. Check it out!

Saving Papers: *At the end of the day, collect all table summary sheets (whether they've been entered or not) and give to the lead tech person (at urban site) or site coordinator (at rural site) who will make sure they get back to Fairbanks. We will finish entering all group summaries next week.*

Questions? Ask you site coordinator, lead tech person, or call Jana Peirce at 322-4667.