



NATCO Instant Forum Quick Start Instructions

The NATCO Instant Forum is a great on-line networking and communication tool for all members. It allows members to carry on threaded message discussions or conduct quick polls regarding topics of their choosing. Conversations within Instant Forum are grouped into Forums and then Topics within Forums. There are currently four Forums available:

- Procurement
- Clinical Transplant
- Ethics
- Public Policy/Grassroots

Step 1 – Getting Started for the first time

- Browse to the [NATCO Home Page \(http://www.natco.org\)](http://www.natco.org)
- Login with your member ID and password
- Click “Instant Forum” in the Members Only link

Step 2 – Subscribe to a Forum

- Open the forums by clicking on the + symbol on the right side of the forum header bar the first time you open it.

Procurement

Clinical Transplant

Ethics

Public Policy/Grassroot Efforts

Click on the + symbol. This will show you the forum list. Instant Forum will remember this setting in the future

- To subscribe to a forum:
 - Chose a forum by clicking on the forum name in the list.

Home » Procurement » Procurement

Procurement				
Forums	Topics	Replies	Last Post	
Public Education				
Hospital Development				
Consent/Family Services RSS	0	0		
Donor Management RSS	0	0		
Case Presentations RSS	0	0		
Allocation/Placement RSS	0	0		
Donation After Cardiac Death (DCD) RSS	0	0		
Organ Recovery/Perfusion RSS	0	0		
Quality Improvement RSS	0	0		
Getting Started RSS	0	0		
Tissue RSS	0	0		

Let's Subscribe to the Hospital Development Forum!

- Click "Forum Options" and select "Subscribe to Forum"

Home » Procurement » Procurement » Hospital Development

[ADD_TOPIC](#) [ADD_REPLY](#)

Hospital Development Search Forum Forum Options

No topics found. If you've selected a specific date range please broaden your selected range.

sort by: last post date in: DESC Order

from: the beginning

[ADD_TOPIC](#) [ADD_REPLY](#)

Forum Options

[Subscribe to Forum](#)

[Mark Forum as Read](#)

[Goto Parent Forum](#)

- **I want to interact in a passive mode:** In a passive mode you can post and reply to any topic. You can also create and vote in member polls. To read replies to posts in this mode you must visit the NATCO website and access the Instant Forum. You will receive no email notification for new topics or replies to existing topics.
- **I want to interact in an active mode:** In active mode you can do everything that a passive subscriber can do. The only difference is that active subscribers are notified by e-mail when topics and replies are posted.

- Once you've decided how you want to use the forum, in the "subscribe to forum" box choose the notification type and click subscribe.

Second Step: Click the subscribe button.

First Step: choose the subscription mode from the drop down menu.

Adding New Topic in one of the Forums



- Choose a Forum and Press Add New Topic
- Provide Subject for your topic and add an optional Description
- Insert Message text (You may add attachments by editing and browse to location)
- Post New Topic





Creating a Poll



A polling feature is available for members. Anyone can pose a voting question to the membership and members can answer the poll as well as view the results.

- Add Subject for poll and Description (optional)
- Create Poll Question
- Enter Answer Options (1 option per line). Indicate whether the poll question is a multiple-choice type.
- Add a message to accompany your poll.

Replying to a Topic

- Open the Topic that you're interested in.
- Choose Reply and add your response to the inquiry. You can reply to Forum Topic  or directly to an individual respondent .
- Replies to the Topic will automatically attach themselves to the original Post and a dialog is started.

Still Have Questions? Please contact the NATCO Executive Office help desk at natco-info@goamp.com or 913/895-4612 for further assistance.