Subscribing to the Discussion Forum (for CSPs)

CSPs can subscribe to the Discussion Forum (for CSPs), or to individual topics within the forum.

Only CSPs can subscribe themselves to a forum or forum topic – *the subscription cannot be set up by an administrator*. Once you have subscribed, you can set the frequency of the email notifications (see below).

**Subscribing to the entire forum**

Login to the website and visit the Discussion Forum page and click the **Subscribe to forum** link above the topic list.

Once you have subscribed you will subsequently receive email notifications of updates to any of the topics in the forum with links to the new or updated topics.

To unsubscribe, click the **Subscribed (Unsubscribe)** link that appears in place of the **Subscribe to forum** link, or click the **Unsubscribe** link in the email.
Frequency of email notifications & Changing forum settings

By default, email notifications of forum messages are sent on a Daily basis. You can change the frequency of the email notifications from daily to Weekly or Immediately – we recommend using Immediately. Daily forum notifications contain a summary of the previous day’s updates. Weekly forum notifications are sent on Sunday night/Monday morning, and contain a summary of the previous week’s updates.

To change your forum subscription settings:

1. Go to your profile.
2. Click the Email subscriptions link.

   ![My profile screen](image)
   
   **My profile**
   
   - Edit profile
   - My directory profile
   - Profile
   - Privacy
   - Email subscriptions
   - Member photo albums
   - Invoices and payments

3. Click the Edit profile button.
4. In the Forum subscriptions section, you can unsubscribe existing subscriptions and change the frequency of forum update notifications.

   ![My profile screen](image)
   
   **My profile**
   
   **Event announcements**
   
   - Subscribed
   - Automatic event announcements. Receive advance announcements about upcoming events

   **Manual email blasts**
   
   - Subscribed
   - Mass emails from administrators, such as newsletters and other important notifications

   **Forum subscriptions**
   
   You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.

   - Forum
   - Topic
   - What is your least favorite font? (Forum: Forum)
   - What two fonts do you think work best together? (Forum: Forum)

   ![Save and Cancel buttons](image)

5. To unsubscribe to a forum or forum topic, uncheck the checkbox beside the forum or topic name.

   To change the frequency of the update notifications, click the dropdown and choose Daily, Weekly or Immediately – immediately is recommended.

6. Once finished making changes, click the Save button.