

[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.

The screenshot shows the website's navigation menu with 'Discussion Forum' selected. The main heading is 'Welcome to the new Discussion Forum (for CSPs)'. A yellow banner states 'The CSP Yahoo Group has closed - you can still view previous messages but cannot send messages'. Below is a search bar and a 'Create topic' button. A 'Subscribed (Unsubscribe)' link is circled in red. The topic list table is as follows:

Topic	Last message	Replies
CEs for article authorship	26 Oct 2019 2:21 PM	—
Norms for Transgender Clients	18 Oct 2019 11:40 AM	3
5 point fluency	15 Oct 2019 5:05 PM	2
No show rates	15 Oct 2019 3:39 PM	2

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.

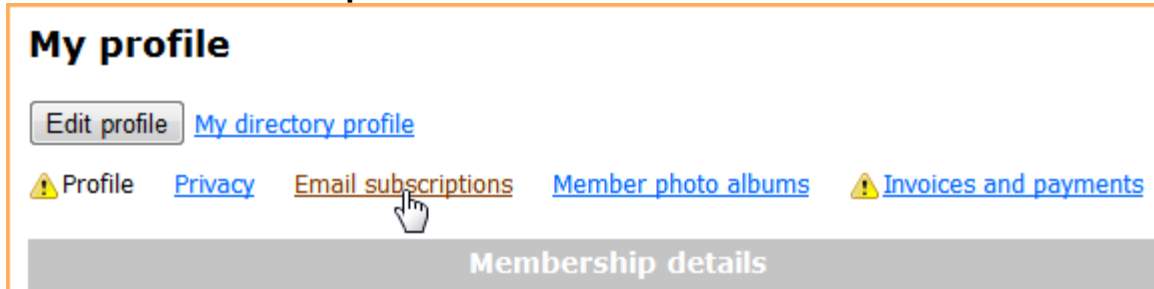
To unsubscribe, click the **Subscribed (Unsubscribe)** link that appears in place of the **Subscribe to forum** link, or click the **Unsubscribe** link in the email.

Frequency of email notifications & Changing forum settings

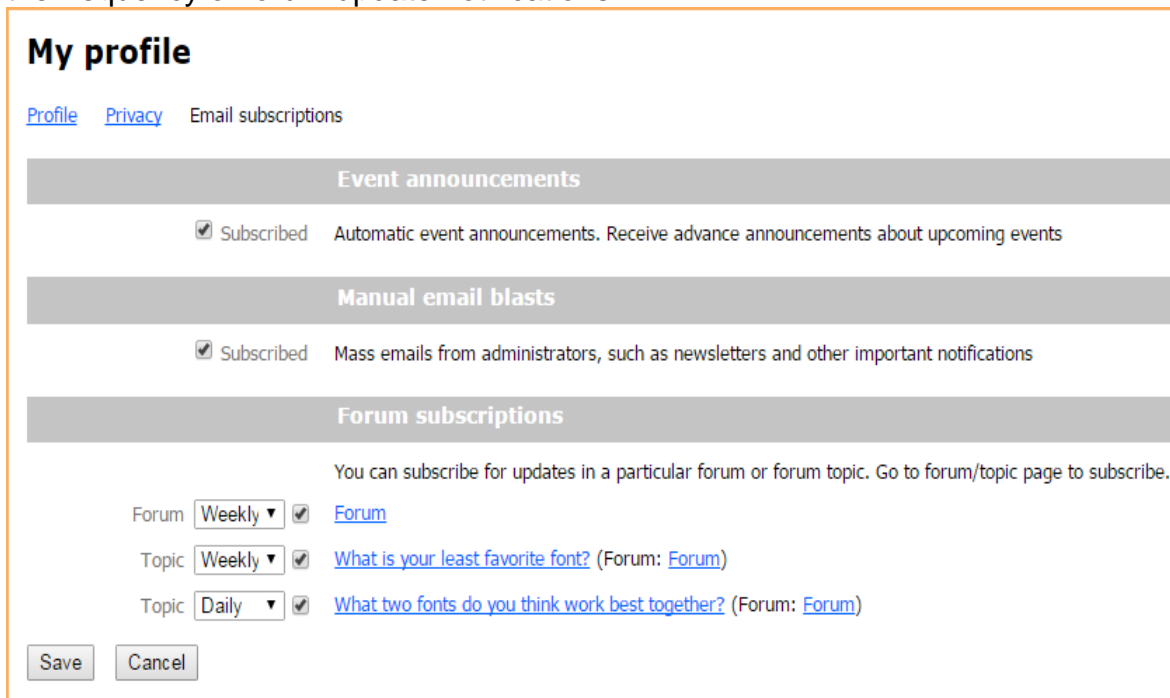
By default, email notifications of forum messages are sent on a **Daily** basis. You can change the frequency of the email notifications from daily to **Weekly** or **Immediately** – **we recommend using Immediately**. **Daily** forum notifications contain a summary of the previous day's updates. **Weekly**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

To change you forum subscription settings:

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



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.



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.