

## **Quick Steps to Using the Water New Zealand Web-Based Forum**

Go to website: <http://forum.waternz.org.nz/>

### **Register your account:**

1. Click on the 'Register' icon at the top right of the page.
2. Read and accept the terms of registration.
3. Complete your Registration Information Details

**Upon registration to the forum, you will be asked to enter the answer to the following question:**

What does the 'z' stand for in Water New Zealand?

(Note: Your answer will need to be typed in lower case letters)

4. You can fill in your 'Profile' and 'Preferences' details, or leave them as is.
5. Click Submit.
6. You will be sent an email to verify your registration. Click the link from this email and your registration will be complete.

### **Posting a topic or message:**

1. Each time you want to contribute to the forum you will need to log on. Click the 'log on' icon at the top right of the page. Enter your log-in username and password (created when you registered your account).
2. Click on your forum of interest.
  - Reply to an existing topic by clicking on the topic and then the 'post reply' icon above or below the forum.
  - Or start a new topic by clicking the 'new topic' icon above or below the forum.
3. Write your subject and message in the boxes provided.
4. Preview your message and click 'submit' if you are satisfied. Your posting is complete!

Feel free to direct any queries about the Water New Zealand Web Forum to the forum administrator, Hannah Dawson - [hannah.dawson@waternz.org.nz](mailto:hannah.dawson@waternz.org.nz)