Using the Series25 Community Forums

The Series25 Community Forum is a place for users to share knowledge and ideas about Series25 products and services.

Access the forums at: https://www.series25.community/

Signing In or Registering for the Forums



Image: Series25 Community Forums home screen.

To sign up, please visit:

https://www.series25.community/entry/register?Target=discussions

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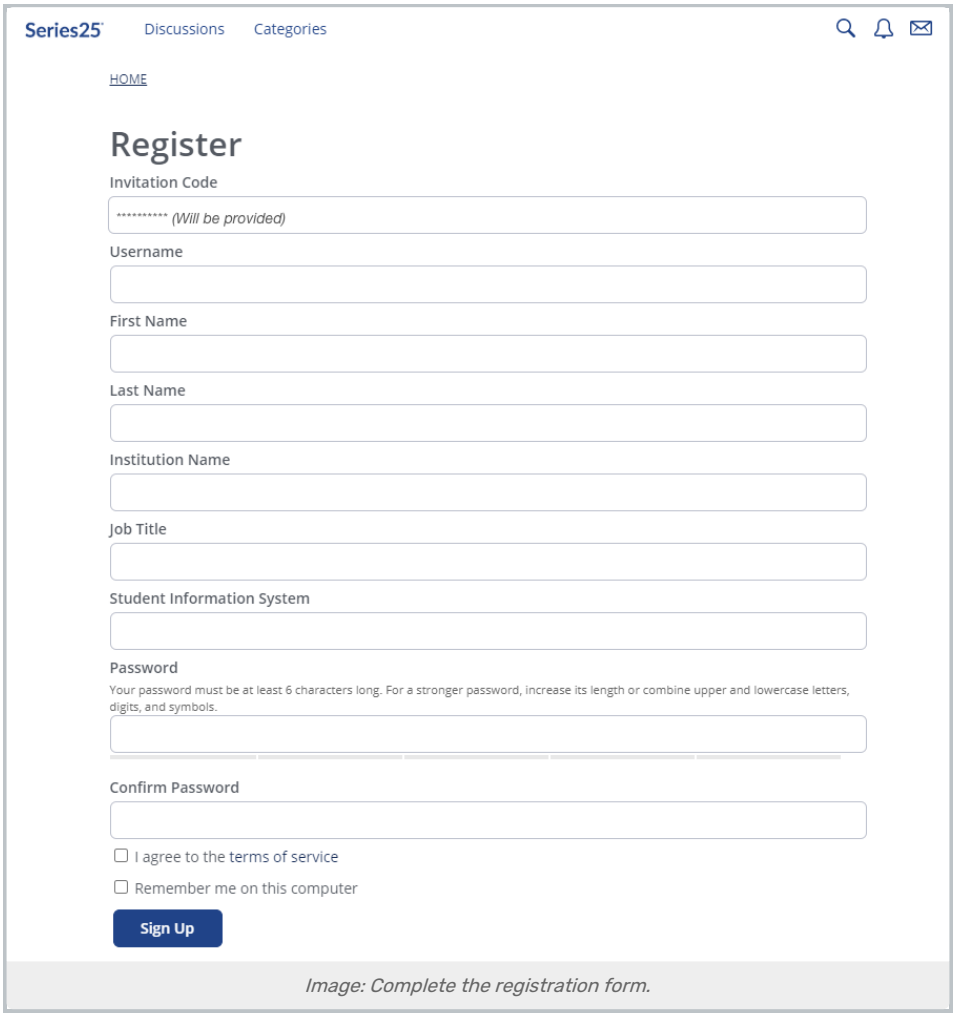


Image: Complete the registration form.

Requirement: You Must Use Your Individual, Institution Email

To register, you are required to use your individual email from your college/university/institution. Please do not use a personal email account.

We also discourage the use of a group account from your institution, because customers are interacting with one another on an individual basis. If you have to use a group account, please refrain from using one with "seriessupport" in the email address to help differentiate CollegeNET company users from customer users.

After completing the form, you will receive a confirmation email from series25community@collegenet.com. Use the "Confirm My Email Address" link to go to the forums. After confirmation, you will be able to join other customer community members in discussions about academic scheduling, special event scheduling, shared procedures and tips, and other Series25 and higher education scheduling topics.

Guidelines

To ensure that this is a community filled with helpful information where all members feel comfortable and welcome, please follow these participation guidelines:

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- Make sure your posts are clear and topic-specific.
- Make sure your post titles are descriptive and concise.
- Reply to posts with useful and positive comments.
- Thank members who provide good advice or new information you can use, and mark replies that are helpful.
- Treat all members with respect, regardless of their skill level or expertise.
- Keep communication with other members friendly.
- Refrain from name-calling, insulting other members, or making negative comments about them.
- Avoid using all capital letters, bold fonts, or emphasized words that may convey a negative tone.
- If negative or non-constructive conversations do occur, don't participate in them.

Tip: The Bottom Line

Be polite, be thoughtful, enjoy contributing and learning, and help make this a great Series25 Community!

Ensuring You Receive Forum Email Notifications

To be sure you can easily follow all forum discussions you're interested in, you need to toggle the following settings.

1. Edit Your Profile Preferences

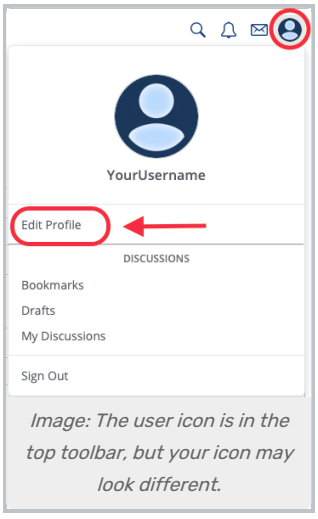


Image: The user icon is in the top toolbar, but your icon may look different.

Be sure you're signed in to the Series25 Community Forums, then tap or click on your profile icon in the upper-right corner to choose the **Edit Profile** option.

2. Check the Category Notifications Email Settings

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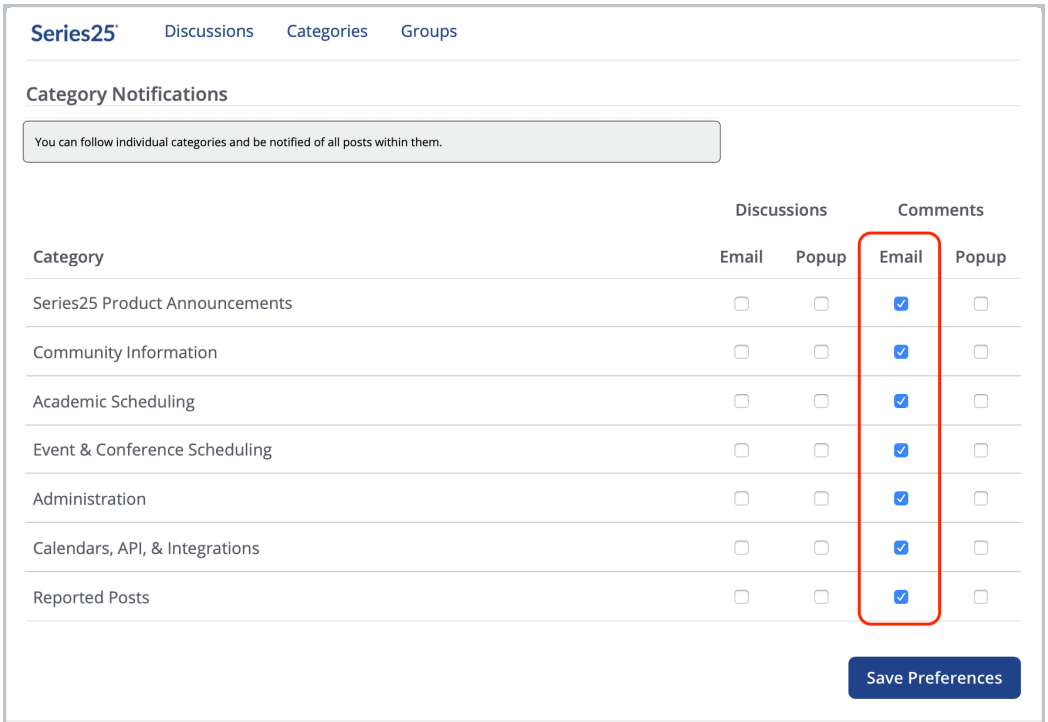


Image: The Category Notifications section has preferences for email and other communication by category.

Use the **Notification Preferences** link in the profile menu (on the right side of the view) to then scroll to the **Category Notifications** section.

Check the boxes for **Email** under the **Discussions** and **Comments** columns for any categories you want to receive notifications for.

You can deselect any of these at any time in the future.

Posting a New Discussion

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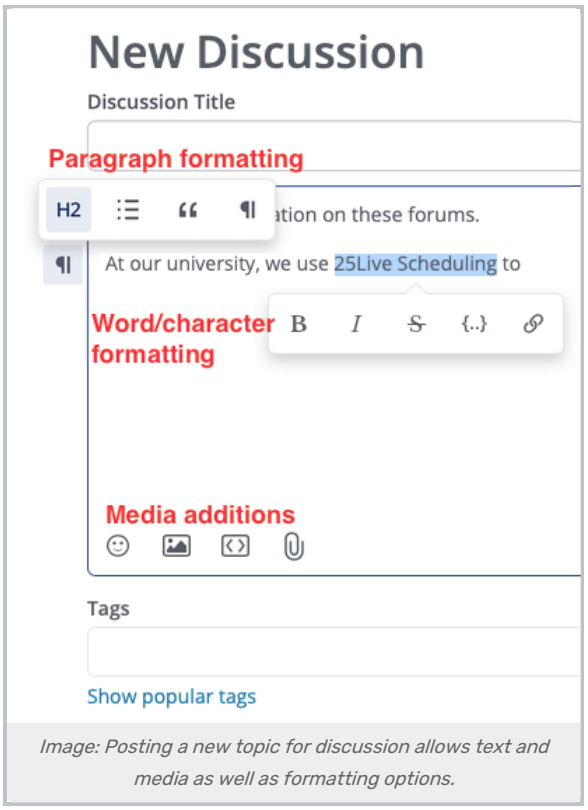


Image: Posting a new topic for discussion allows text and media as well as formatting options.

From the forum home screen or any category page, use the **New Discussion** button to begin a new post. Complete the fields for the **Discussion Title** and the body of the discussion.

Use the paragraph icon (*icon*) to format the whole line or paragraph, such as using headings, lists, or quotes.

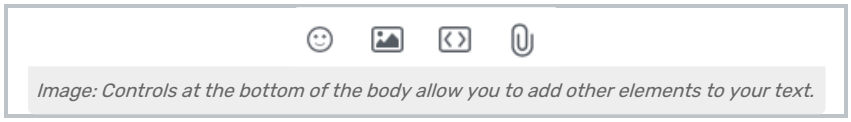


Image: Controls at the bottom of the body allow you to add other elements to your text.

You can add icons or emoji symbols, images, links to media hosted elsewhere, and attachments using the controls at the bottom of the text box.

To help others search for your post more easily, you can add **Tags**, and the forums provide a link to **Show popular tags** to help you associate your post with similar topics.

- Leave without saving your post by using the **Cancel** button.
- The post can be saved to work on later using the **Save Draft** button.
  - Drafts can be accessed from your user menu. See "Editing Your Account Profile" below.
- Use the **Post Discussion** button to save and complete your post.

Links to all your posts are available from your user menu. See "Editing Your Account Profile" below.

Tip: Bookmarks Are Available

You can bookmark any discussions you're interested in by using the bookmark icon ( ) at the top right of any post. Access bookmarks from your user menu.

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Categories

To help organize posted discussions and make it easier for you to find topics of interest, the forums use categories, including:

- Series25 Product Announcements *(posted by CollegeNET staff)*
- Community Information
- Academic Scheduling
- Event & Conference Scheduling
- Administration
- Calendars, API, & Integrations

Try to choose an appropriate category when posting any new discussion.

Replying to Posts

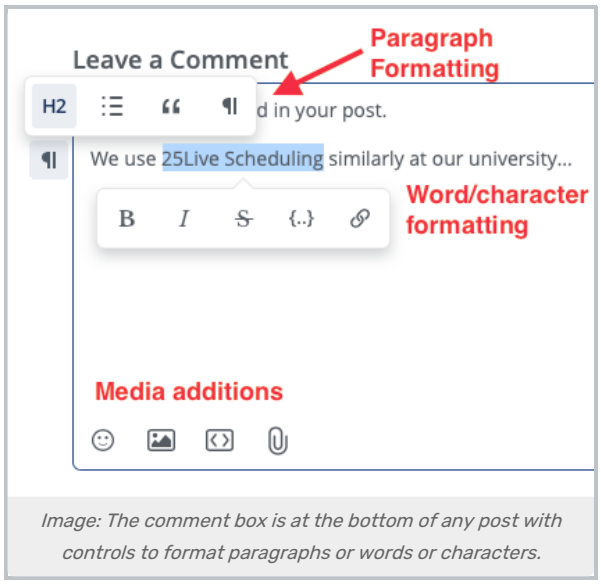


Image: The comment box is at the bottom of any post with controls to format paragraphs or words or characters.

After reading any post and its replies, scroll to the bottom to find the **Leave a Comment** box. Type your reply in the box provided.

Use the paragraph icon () to apply formatting a whole line or paragraph, such as using headings, lists, or quotes. Highlighting any text will reveal simple formatting controls for characters or words, such as bold and italics.

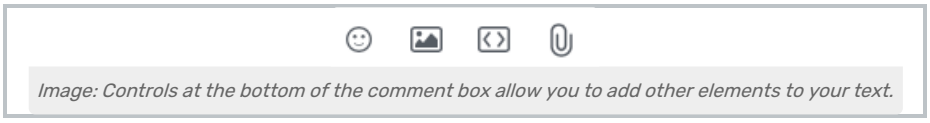


Image: Controls at the bottom of the comment box allow you to add other elements to your text.

You can add icons or emoji symbols, images, links to media hosted elsewhere, and attachments using the controls at the bottom of the text box.

Use the **Post Comment** button to complete your reply.

> **Reminder: Making a Great Community**
>
> Remember to follow the posting guidelines outlined above when replying.

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Member Rankings

CollegeNET's Series25 community is full of helpful customers who enjoy sharing solutions, offering advice, and discussing issues in higher education. The expertise of our most collaborative community members is indicated by titles and ranking levels, including:

Series25 Valued Contributor

- Member for at least 3 months
- Created 10 or more posts
- At least 25 points earned
- 3-star rank label

Series25 Frequent Flyer

- Member for at least 6 months
- Created 25 or more posts
- At least 250 points earned
- 4-star rank label

Series25 Visionary

- Member for at least 1 year
- Created 100 or more posts
- At least 1000 points earned
- 5-star rank label

We are grateful to these leaders in our community who strive to inform fellow higher education professionals with their valuable participation.

Searching

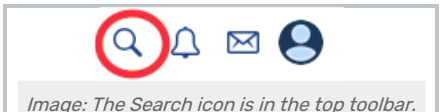


Image: The Search icon is in the top toolbar.

The forums feature a large search box at the top of the home screen. You can also find the Search icon in the top toolbar (in the upper right corner of the application) near the Notifications, Messages, and user icons.

Search results show links and summaries for the posts your search term(s) appear in. Use the links at the top of the application to return to the home screen, Discussions, or Categories.

Editing Your Account Profile

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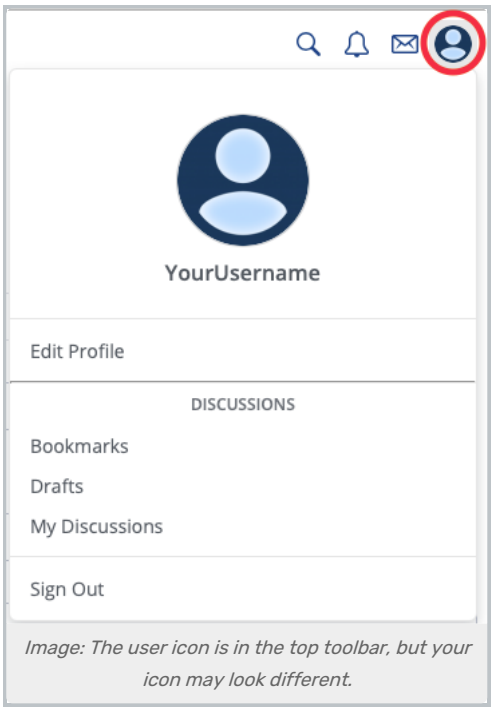


Image: The user icon is in the top toolbar, but your icon may look different.

Find the user icon in the top toolbar (in the upper right corner of the application) near the Search, Notifications, and Messages icons. From the user menu, you can:

- Edit Profile
- Access Discussion Bookmarks, Drafts, and "My Discussions"
- Sign Out

The user account icon may appear as a randomly chosen default image or an avatar of your choosing.

After choosing **Edit Profile**, you can edit the values in your profile form. There are also links to the right for other profile changes, including:

- Change My Password
- Notification Preferences
- Change My Picture *(to change your avatar icon)*
- Who's Online

Adding Product Suggestions

While the Series25 Community Forums are a place for discussion, product ideas and suggestions can be added using the Series25 User Feedback Boards, where you can also track and vote on others' suggestions.

Leaving or Unsubscribing from the Forums

Simply email CollegeNET at series25community@collegenet.com, and we'll be happy to help. The content you contributed will remain on the forums after you've gone, but your account will be removed to ensure you don't receive any further email notifications.

Please refrain from posting your request as a discussion topic. Emailing is more convenient and efficient.

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Getting Additional Help

If you have any additional questions about using this community resource, email Forums Support (series25community@collegenet.com).

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