THE HARDY PLANT
SOCIETY *of* OREGON

HARDYPLANTSOCIETY.ORG

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HPSO Member Community Forum Guidelines & How To

Here are our **guidelines** for your participation in the community forum:

1. **Be Kind and Courteous**. We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.
    1. These forums are moderated by an HPSO Board Member, and inappropriate postings will be removed, and obscene or defamatory postings will also result in termination of HPSO membership.
    2. Make sure everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things like race, religion, culture, sexual orientation, gender or identity will not be tolerated.

2. **No Promotions or Spam**. If you have had an experience with a provider that you loved, please share it in response to a question asking for referrals. If you are a service or product provider please respond to requests for services or products where yours is appropriate. In general, give more than you take in the forums. Self-promotion, spam and irrelevant links aren't allowed.

3. **Respect Everyone's Privacy, Including Your Own.** Being part of this group requires mutual trust. While only HPSO members can participate, the forums are publicly viewable as a resource to the greater horticultural community. Please don't share anything about yourself or anyone else that you wouldn't want to be public knowledge.

4. **Post to the Right Place**. We've done our best at HPSO to create forums that allow for discussions on the topics that come up the most. Do your best to post your question or topic to the right forum, and try to stay on topic. We will regularly review the discussions to identify if we need to add or adjust the forum topics at all.

Note that HPSO will remove forum posts that run against these community guidelines, but we hope to not have to do that.

See the next page for information on how to participate…

How to post a question or topic, and reply to others:

To participate in the forums you need to be logged into your HPSO account.

- Go to https://www.hardyplantsociety.org, and click the Member Login button at the top of the page.

- Enter your username and password to login. If you don't remember your username or password, use the links below the Password field to retrieve/reset them.

- You will be redirected to the Members landing page after a successful login, and on it will be a link to the Member Community Forum. Alternately, you can use the "Members Only" navigation menu across the top of the page and select, "Community Forum" which will take you to the same place.

- Once on the Community Forum landing page you will see each of the categories of topics. Click on one to see each of the topics and replies within. The original post is at the top, followed by responses below.

- Note that for our newest forum, **Plant exchange** a form of contact will need to be Included in the posts in order for members to engage.

- To add a reply click the "Quick Reply" button below the post, or scroll down to the Quick Reply box at the bottom of the page. If you'd like to Subscribe to the topic (so that you receive emails when there are responses), or add an image to your response, click the "Post Reply" button at the top or bottom of the page. When finished, if you'd like to return to the Forum landing page, click the "Board Index" link at the top of the page.

- To post your own topic/question, from the Forum landing page click the Forum to which you'd like to post, the click the "New Topic" button. Enter the subject (be descriptive, but not too long to encourage responses), enter your text, choose whether to subscribe to responses, add any images that are relevant, and click the Submit button. You can edit your post(s) any time by viewing them and clicking the "Edit" button. Your post will then be marked as edited. When finished, if you'd like to return to the Forum landing page, click the "Board Index" link at the top of the page.

- If you've subscribed to a topic, but would like to unsubscribe, find your topic and at the top or bottom of the page click "Unsubscribe."

- To change your Community Forum profile information such as your location and short description, click on "Forum Profile" at the top of the Forum landing page.

- To change/add your Profile Picture, go to the Members Only navigation menu and select My Profile (you must be logged in). Then click the grey tab labeled, "My Profile" and select "Change Profile Picture" and follow the directions.