



Create a post quick reference guide

In groups, you can create a post to discuss topical or local issues in the privacy of a HSNet group.

To create a post, log on to the HSNet website www.hsnet.nsw.gov.au.

Follow these steps to create a post:

1. Click on the **Groups** tab and select **Create a post** link.

The screenshot shows the HSNet website interface. At the top, the HSNet logo and navigation tabs (Home, Search, Groups, Referral) are visible. The 'Groups' tab is highlighted with a red box. Below the navigation, the 'Carers NSW' group page is shown. A search bar contains the text 'e.g. keywords or group names'. On the left, a list of groups includes 'Carers NSW' and 'sprint8 - This is a default...'. The 'Carers NSW' group is selected. In the center, the 'About this group' section is visible, and the 'Create a post' link is highlighted with a red box. On the right, there is an 'Events' section with details for a conference on 21 May 2015.

2. The **Create a post** form will be displayed. Complete the required fields.
*Note: * indicates mandatory field.*

The screenshot shows the 'Create a post' form. At the top, it says '* indicates a required field'. The main text area contains a sample comment: 'Dear colleagues, My name is Don Jones and I am a newly appointed group moderator. I am delighted to see a steady interest in this group.' Below the text area is a file upload section with a 'Browse...' button and an 'Upload' button. A note states 'Files must be less than 20 MB.' There is a 'Tag' field with the text 'Don|Jones, carers NSW, Moderator' and a dropdown menu for 'Group audience' set to 'Carers NSW'. A checkbox for 'Feature post (Always on top)' is present and unchecked. At the bottom, there is a 'Post' button.



Field	Description
A comment, an opinion? *	Your comment on a topic, an opinion or a message. Note: web links must begin with www .
Add a new file	Information file you want to share with this post e.g. fact sheets, booklets, documents, brochures etc. Click on Browse... button to find and select file. Click on Upload button to upload file on to HSNet. Note: Multiple files can be uploaded for a single post. Each file must be less than 20MB.
Tag	A keyword or term assigned to the post to help identify and categories the post and allow the post to be found by searching. Tip: To add multiple tags, separate the keyword or term with a comma (,) . For example: Don Jones, Carers NSW, Moderator
Group audience *	The targeted audience for the post. Select a group from the dropdown list. Note: When posting from within a specific group, this field is pre populated and cannot be changed.
3.	Click on Feature post (Always on top) checkbox to feature the post at the top of the group post feed (<i>optional</i>). Note: This setting is only available to group moderators, if you desire your post to be featured in the group, please contact a group moderator. Group moderator contact details can be found on the groups about page.
4.	Click on the Post button to publish your post.