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

www.hsnet.nsw.gov.au
Email: hsnet@facs.nsw.gov.au | Phone: 02 9765 5260
Version 1.0 | Page 1 of 2

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 (*optional*). *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.

www.hsnet.nsw.gov.au
Email: hsnet@facs.nsw.gov.au | Phone: 02 9765 5260
Version 1.0 | Page 2 of 2