

Step by step guide to post articles on Discourse

1. Log in to Discourse by logging in to the PSNZ members only section of the PSNZ website.



2. You should now be at forums.paediatrics.org.nz.

A screenshot of the PSNZ Discourse forum homepage. The header includes the PSNZ logo and name in both English and Māori. Below the header is a navigation bar with 'all categories', 'all tags', 'Categories', 'Latest', 'New (3)', 'Unread (3)', 'Top', and 'Bookmarks'. A '+ New Topic' button is circled in red. The main content area is divided into 'Categories' and 'Latest' sections. The 'Categories' section lists 'General Discussion' (149 topics), 'Announcements' (994 topics), 'News' (39 topics), and 'Special Interest Groups' (182 topics). The 'Latest' section shows three recent posts with their respective categories and timestamps.

Category	Topics	Latest
General Discussion	149 1 unread 2 new	R Proposed PSNZ submission supporting the banning of conversion therapies 45 64 44m ■ General Discussion
Announcements	994 2 unread 1 new	J College of Child and Youth Nurses 2021 Symposium 1 5h ■ Announcements
News	39	
Special Interest Groups	182	J No growth graphs in "Well Child Tamariki Ora My Health" Health and Development (Plunket) books 9 7h ■ General Discussion

3. Click on the + New Topic button at the top right.
4. A box will pop up along the bottom where you can type in the title of your article/content you wish to post.

+ Create a new Topic


Type your title or subject here

category... optional tags +

Rich text editor toolbar: **B** *I* | [Link](#) **Quote** **Code** **Image** **List** **Table** **Smiley** **Grid** **Settings**

Type here. Use Markdown, BBCode, or HTML to format. Drag or paste images.

+ Create Topic cancel

5. Choose a category – note: most posts are either and Announcement or General Discussion.
6. Cut and paste your content or type directly into the box below where it says Type here – the text will display in the box on the right, this is the best way to preview how it will look when posted.
7. If you have a document you want to upload, decide where to insert it (usually at the bottom after any text), click on the  icon, halfway along the menu bar of icons.
8. Locate the document in your files and click Open and it should upload.
9. Click the blue + Create Topic button and your post will go live and appear in the Latest activity list on the right side of the Discourse screen.