

## Shared Interest Groups (SIGs) Frequently Asked Questions

### Why should I join an AALNC SIG?

AALNC Shared Interest Groups (SIGs) are online communities used to form connections around similar interests and practice areas. Our SIGs are designed to facilitate personal conversation and idea-sharing amongst AALNC members and to provide a space for virtual connection between AALNC members with similar interests from all over the country.

### How do I join a SIG?

You must be a member of AALNC in order to join a SIG. While logged in to your AALNC account, select the [Education/Events](#) tab and then select [Shared Interest Groups](#). Select the icon for the SIG that you would like to join. Select the [Request to Join](#) button on the right side of the page under 'Get Involved'. Refresh your webpage and all of the SIG content and information will populate.

### How do I adjust my Discussion Forum subscription settings?

While logged in to your AALNC account, select [My Options](#) in the top right corner of the website and then select [My Subscriptions](#). You will be able adjust all of your subscription settings from this page. Locate the desired forum or thread and select the adjacent edit button . You can then choose between the following subscription options:

- **Immediate Email:** This option will send you the full forum post or reply directly to your email account as soon as they are received.
- **Immediate Digest with Links:** This option will send you the first 100 characters of a forum post or reply directly to your email account as soon as they are received. Direct links to the full post and any attachments will be included.
- **Summary Digest:** This option will send you a daily digest directly to your email account listing the titles from any forum posts or replies received during that day. Links will be provided to view the full forum posts.
- **Full Digest with attachments:** This option will send you a daily digest directly to your email account with the full text and attachments from any forum posts or replies received during that day.
- **Full Digest with links:** This option will send you a daily digest directly to your email account with the full text from any forum posts or replies received during that day, including links to download any of the attachments from those posts.
- **Immediate Email on Thread Creation:** This option will send you an email when a new thread is created in the topic selected.

### What types of topics/questions are appropriate to post to the Discussion Forum?

SIG Members are encouraged to post relevant topics for discussion or questions that they have for the community in the Discussion Forum. Posts should be relevant to the overarching interest of that SIG (Expert Witness, Personal Injury, Report Writing). Members should adhere to the SIG Etiquette Rules when posting to the discussion forum or responding to discussion threads.

## How do I post a new topic/question to the Discussion Forum?

You must be a member of the SIG and logged in to your AALNC account to post to or access the Discussion Forum. Under 'Quick Links' on the SIG Homepage, select the [Post a Discussion](#)

button. Select the  button on the left to start a new thread.

- Think of discussion threads like an email with multiple recipients, the recipients being the members of the SIG.
- Add a subject for the thread like you would when sending an email.
- Add the content of your thread (the topic or question) in the message field.
- Add any files/attachments if desired.
- Select [Post Thread](#) once complete. This will instantly post the thread to the SIG Discussion Forum and send an email to all SIG Members depending on their subscription settings.

## How do I reply to an existing thread in the Discussion Forum?

Depending on your subscription settings, you can reply to a thread directly from your email inbox as you would any other email. Think of replying from your inbox as using the "Reply All" option in a group email chain. *If you have selected any of the digest options for your forum/thread subscription frequency, you will not be able to reply directly from your email inbox and must go to the website.*

You can also reply to discussion forum threads from the website by selecting the desired thread topic within the SIG's Discussion Forum and identifying the message that you want to reply to. You have two options when replying to a message within a thread on the website:

1. Select the Reply button  - to reply directly to that message. Your reply will instantly post to the bottom of the discussion thread and send an email to all SIG Members depending on their subscription settings.
2. Select the Quote Reply button  to include the text of the original message below your reply (this is how standard email functions). Your reply will instantly post to the bottom of the discussion thread and send an email to all SIG Members depending on their subscription settings.

## What resources are appropriate to post to the SIG File Library?

SIG Members are encouraged to post and share resources (files, documents, website links, etc.) relevant to overarching interest of that SIG (Expert Witness, Personal Injury, Report Writing) in the File Library. Members should adhere to the SIG Etiquette Rules when posting and ensure that they have received the necessary permissions to share or repost any copyrighted content.

## How do I post a resource to the SIG File Library?

You must be a member of the SIG to post to or access the file library. Under 'Quick Links' on the SIG Homepage, select the [Post a File](#) button. On the next page, select the  button on the left to post a document, or the  button to post a website link.

- Add a title and brief description for the resource.
- Do not add a classification or a tag.
- Do not adjust the Category/Topic (this is automatically set to the respective SIG's File Library).
- Update the 'Document Type' and select the appropriate option.
- Attach the file or add the URL (link format example: <http://www.XXXXX.org>)