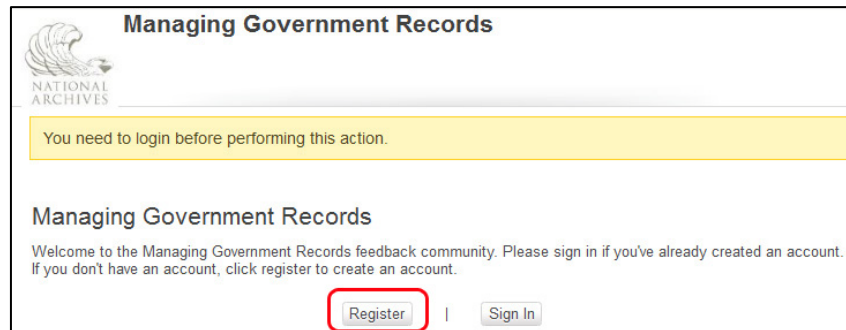


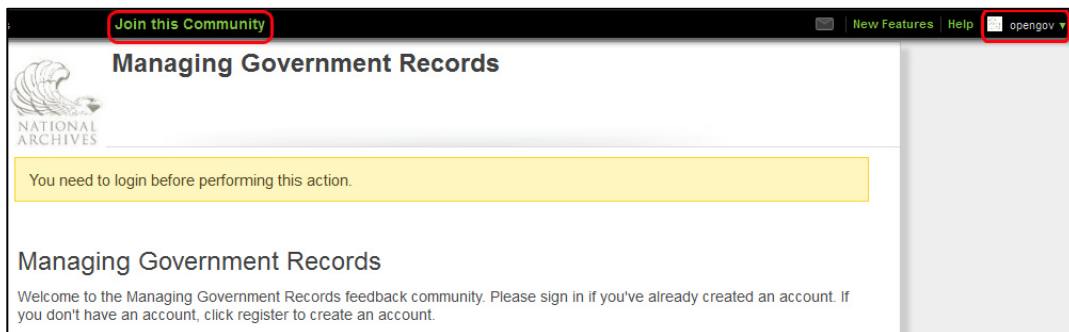
Quick Tips for Getting Started on IdeaScale

Welcome to the National Archives' idea forum communities, hosted by IdeaScale! Use this guide to get started submitting, voting and commenting on ideas.

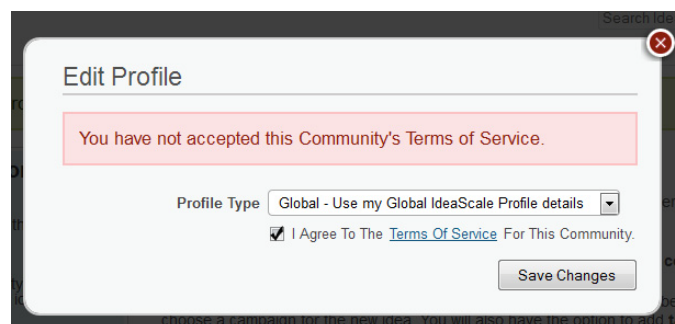
Many communities require free user accounts. If you've never used IdeaScale before, you can register for an account here.



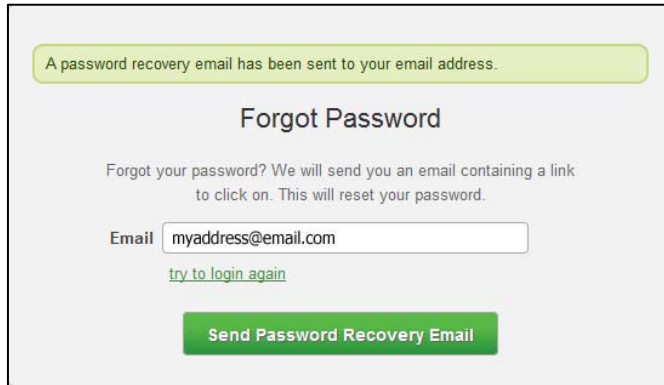
If you already have an IdeaScale user name and password from a different community, click **Sign In**, instead. Then, click **Join this Community** at the top of the login page.



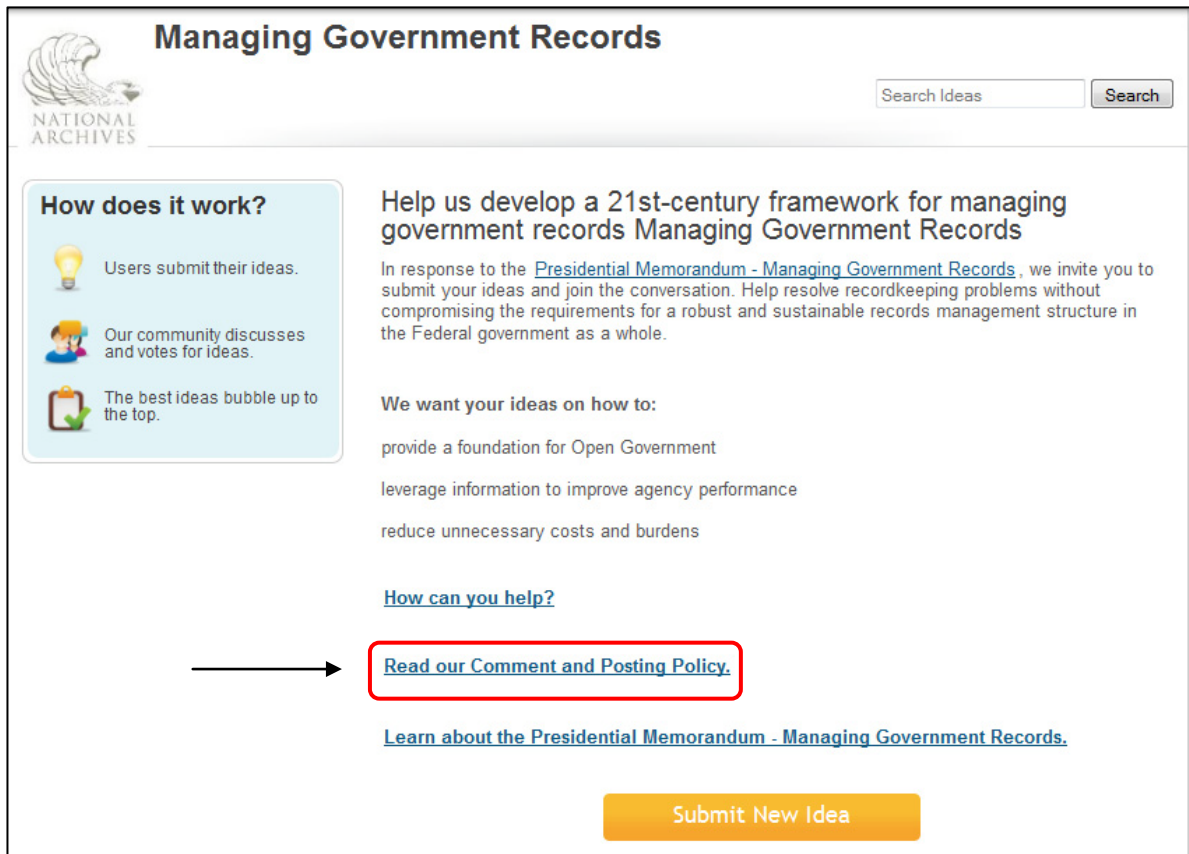
A pop-up window may appear asking you to accept the terms of service for the community before you can continue. Check the box and click **Save Changes**.



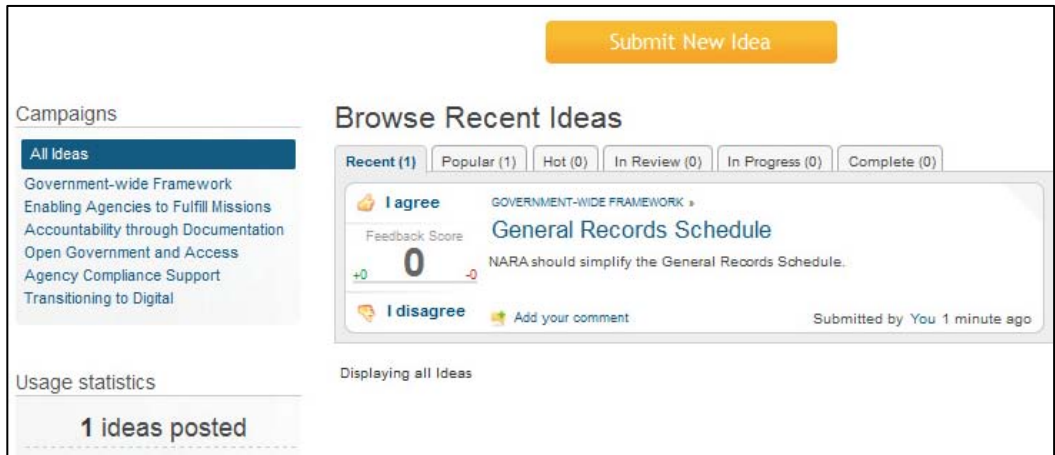
If you've used IdeaScale before but have forgotten your password, you can request to have it reset here, using your email address. If the reset message doesn't arrive within an hour, try having it reset again.



Once you're logged in, take a minute to read the project background and the National Archives' **Comment Policy**.



You can then scroll down the home page to view **Campaigns** (categories) and browse **Ideas**.



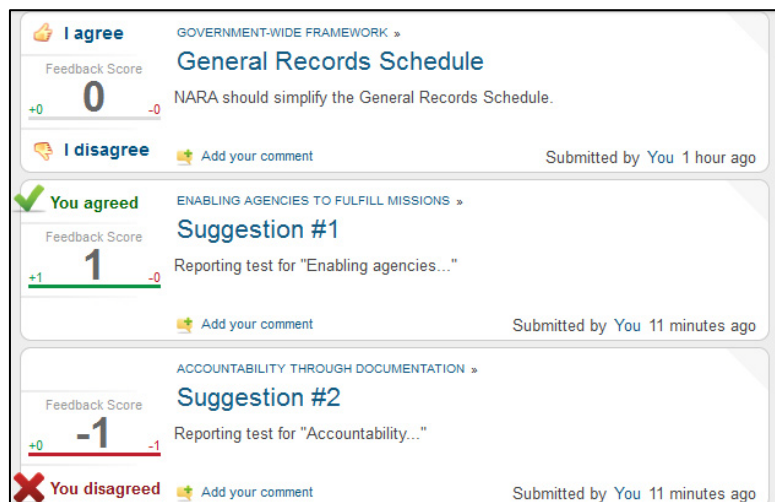
You can vote and leave feedback on any idea that interests you.

To vote, click the **I Agree** or **I Disagree** buttons next to the idea.

To leave a comment, click the **Comment** link, add your thoughts in the text box and click **Submit Comment**.

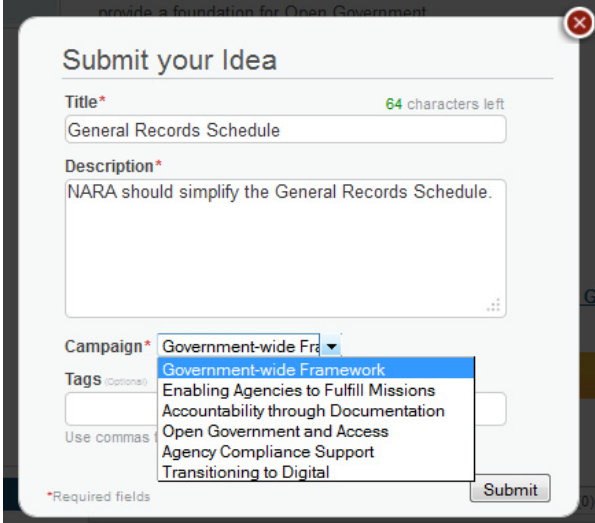


Your vote will be reflected beside the idea (this is not visible to other users.) You can only vote on each idea once.



You can also add new ideas to the forum by clicking the  button found on each page.

After you give your idea a **Title** and **Description**, be sure to assign a **Campaign** as well.



Some National Archives forums are moderated, meaning that new **Ideas** or **Comments** need to be approved by a project administrator before appearing on the site. Pending items are indicated by a red triangle in the top right corner of the submission box.

Moderators make every effort to approve comments and ideas throughout the day during the National Archives' normal business hours.



Questions? Just ask!

Each forum lists the individual project's contact information. If you have questions about the National Archives' forums in general or need tech assistance, please email us at socialmedia@nara.gov.