

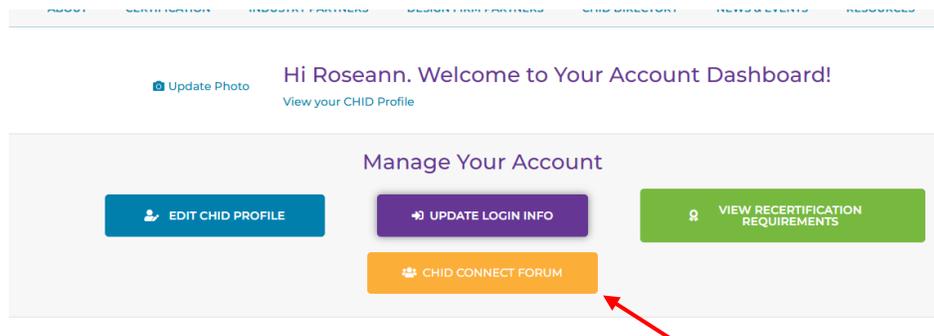
CHID Connect Forum Step-by-Step User Guide

Welcome to CHID Connect - Your private forum for networking, support, and discussion with fellow CHIDs.

Step 1: Log into the AAHID Website



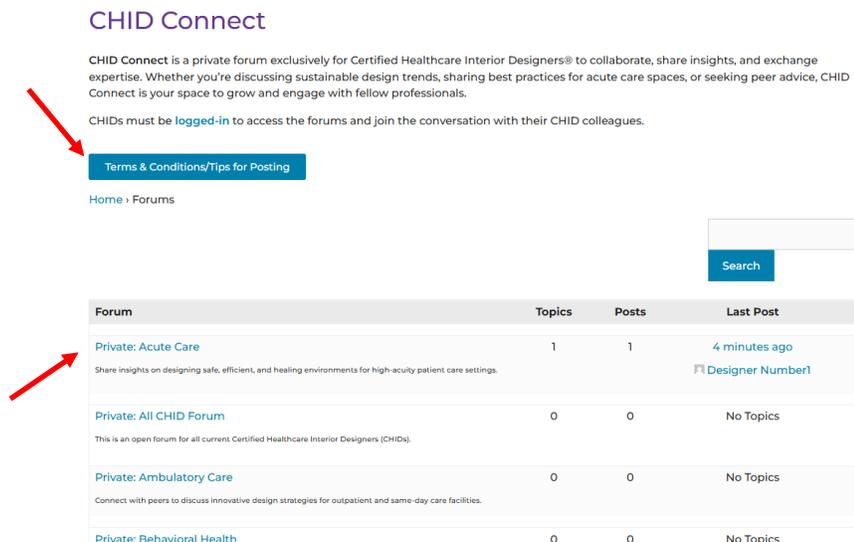
1. Go to aahid.org/log-in
2. Enter your username and password
3. Once logged in, click on the **“CHID CONNECT FORUM”** button (also available under “My Account”)



Step 2: Navigate the Forums



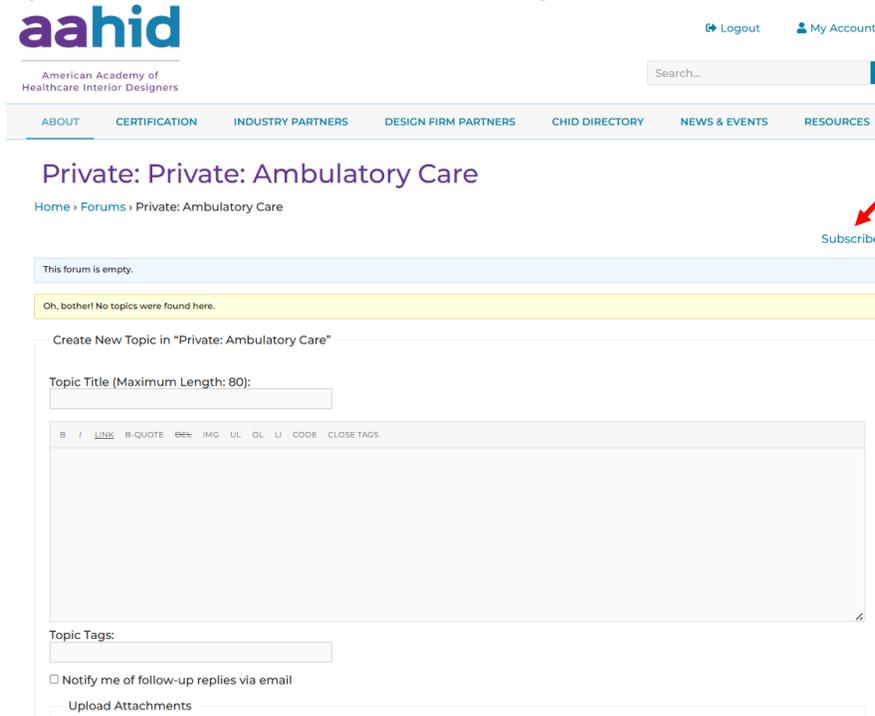
1. On the [CHID Connect Forum](#) homepage, you'll see a list of Forum Categories - these include different healthcare interior design and architecture specialty areas.
2. Read the [Terms & Conditions/Tips for Posting Guidelines](#) for clarity on what CHIDs may or may not post.
3. Click on a category to see topics (threads) within it.



Step 3: Subscribe to the Forums



1. Click on any Forum you would like to receive real-time post notifications for.
2. Click “Subscribe” in the upper right corner. You may unsubscribe at any time by following the same instructions and clicking “Unsubscribe”.



The screenshot shows the aa hid website interface. At the top, there is a navigation bar with links for ABOUT, CERTIFICATION, INDUSTRY PARTNERS, DESIGN FIRM PARTNERS, CHID DIRECTORY, NEWS & EVENTS, and RESOURCES. Below this is a search bar and a user account menu with Logout and My Account options. The main content area displays the forum title "Private: Private: Ambulatory Care" and a breadcrumb trail "Home > Forums > Private: Ambulatory Care". A "Subscribe" button is highlighted with a red arrow in the top right corner. Below the forum title, there is a message "This forum is empty." and "Oh, bother! No topics were found here." followed by a "Create New Topic in 'Private: Ambulatory Care'" section with a form for entering a topic title, content, and tags.

Step 4: Start a New Topic



1. Navigate to the relevant forum category.
2. Scroll down to the “Create New Topic” section.
3. Fill in:
 - Topic Title (keep it clear and descriptive)
 - Topic Content (write your message or question)
 - Topic Tags (Optional) – Optional if you want to have this tagged for specific words.
4. Click “Notify me of follow-up replies via email” if you would like to receive real-time responses for this topic.
5. Upload Attachments (Optional)
6. Click “Submit” to post. Your topic is now live and other CHIDs can reply!

Step 5: Reply to a Topic



1. Click on any topic to open the full discussion thread.
2. Scroll down to the Reply box.
3. Type your response.
4. Click “Submit” to share your reply with the group.

Bonus Tips



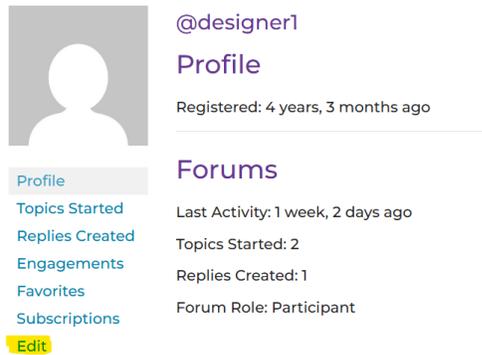
- You can **search for topics** using the search bar.
- **Add your profile picture** - Forums does not automatically insert your CHID Directory photo. To add your picture, please follow the steps below:
 - i. Once you have posted, click on the profile picture icon by your username:

Viewing topic 1 (of 1 total)

Topic	Voices	Posts	Last Post
Future of Residential Care – Memory Care Started by: Melinda P. Avila-Torib	2	2	1 week, 2 days ago Ghina Itani

- ii. You will be taken to your Forums Profile page. On the menu on the left hand side, click “Edit”.

Designer Number1



@designer1
Profile
Registered: 4 years, 3 months ago

Forums
Last Activity: 1 week, 2 days ago
Topics Started: 2
Replies Created: 1
Forum Role: Participant

Profile
Topics Started
Replies Created
Engagements
Favorites
Subscriptions
Edit

- iii. Scroll down to your “Avatar”, upload your headshot, and save profile.

About Yourself

Biographical Info

Avatar

[Choose File](#) No file chosen
No local avatar is set. Use the upload field to add a local avatar.

Account

Username

- Keep it professional and positive - this space is for collaboration!

Need Help?

If you get stuck, please contact info@aahid.org for support.