

Tutorial on Forum subscription

The primary purpose of including Forums in the new CIBC site was to create a simple means of rapid communication among members as well as timely/quick dissemination of last-minute information. For instance, when a member posts on the "**Rides Forum**" first thing in a morning, looking for company on the 1:00 pm ride, then every member with "**Rides Forum**" subscription, with "**Immediately**" notification activated, will receive an email to that effect. Or, just imagine, Mission lot is closed to parking due to an event that coincides with a club ride on that day. Anyone who gets hold of the news first can post on "**Rides Forum**", thereby giving heads-up to all who have subscribed.

So, it is with the above goal in mind that I like to request everyone to subscribe to Forums and change the notification setting to "**Immediately**".

Here's the tutorial:

To subscribe:

- 1) Login to [CIBC](#). At this point you are in "**Members Portal**" page
- 2) Click "**Forums**" button. You will see: "**CIBC Rides Forum**" & "**CIBC Social Forum**" fields.
- 3) Click "**CIBC Rides Forum**". Click "**Subscribe to forum**" [located to the right of "**Create topic**" Button]
- 4) Click "**Forums**" button at the top banner again. Click "**CIBC Social Forum**"
- 5) Click "**Subscribe to forum**" [located to the right of "**Create topic**" Button]

To change Forums notification setting to "Immediately":

- 1) While in "**Members Portal**" page, click your name. In the pop-up window, click "**View profile**"
- 2) Click "**Email subscriptions**" [located below "**Edit profile**" button]
- 3) Click "**Edit profile**" button
- 4) Scroll down to the bottom of the page. You will see the default setting in the drop-down box is "**Daily**" for both Forums.
- 5) Click in the box and pick "**Immediately**" for each Forum
- 6) Click "**Save**" button