Dementia SCN Forum Sign up Guidance

To sign up to the dementia leads forum:

1. Visit [www.yhscn.nhs.uk](http://www.yhscn.nhs.uk)

2. Click on the orange Forum button on the left hand side of the page.

3. If you are an existing member, log in. If not, please fill out the detail on the left hand side. It is important that you remember your password!

4. On completion of the form, a green bar will appear at the bottom of the screen and you will receive an email from [noreply.yhscn@nhs.net](mailto:noreply.yhscn@nhs.net) confirming your registration.

Thank you for registering with us. We will send you an email as soon as your account is activated.
5. A member of the SCN team will then activate your account and email you to let you know this has been completed. If this has not been done within a week please email either Nicola.Phillis@nhs.net or Penny.Kirk@nhs.net.

6. When your account has been activated, revisit the forum page, but this time, log in as an existing member and you should be presented with the Dementia Leads Forum page.

7. You can create a new topic by clicking Create new topic. Fill out the details as requested and then click Publish. Your topic should then appear on the main forum page.

8. To view an existing topic hover over the title and click.

9. To reply to existing topics, enter text in the comments boxes and use the quick reply button.

10. If you have any problems, please get in touch with either Nicola.Phillis@nhs.net or Penny.Kirk@nhs.net.