Using the Discussion Forum

The Discussion Forum is a tool that exists to enable communication between OSCG&R and School Districts. Messages can be about filling out an application, a specific event, or general inquiries.

Navigation: *Main Menu > My Event Activity*

1. The Event Activity page displays Events you have been invited to, Events you have previously bid on, and Events you have been awarded. To send a message using the Discussion Forum, click the numbered hyperlink '**Events Invited To'** to send a message for a new application, or click the numbered hyperlink next the '**Events Bid On**' to submit an inquiry for an existing application.

2. Click the **Event ID** to enter the event.

3. This is the Event Details page. Click the **Discuss Event in Forum** link to launch the discussion forum.

This is the **Discussion Forums** page. The forum specific to your event will appear.

4. Click on the link for the event forum name using the first column to view all posted message threads.

5. In the message window, click the **Reply** button.

6. The window will change to message composition. The Author will be automatically populated with your information.
   - Fill-out the **Email** address you wish to be contacted or notified at. Please note: You will not receive notifications from the forum, but the OSCG&R team may reach out to you directly.
   - The **Subject** will be pre-populated with a default
   - Input the **Message, and i**f additional documentation is needed, use the **Add Attachment** underneath the **Message** box
   - Mark the message as private by checking the **Private Message** box. **Please note**: message marked as private are not exempt from Freedom of Information requests. A private message is between you and the OSCG&R team and not visible to other school districts.
7. **Submit** the form. You will not receive a notification when a response is posted, so please check back on a regular basis.

Event Discussion   ✕

                                                  Help

&Message

Author DAS-Reault Thomas L

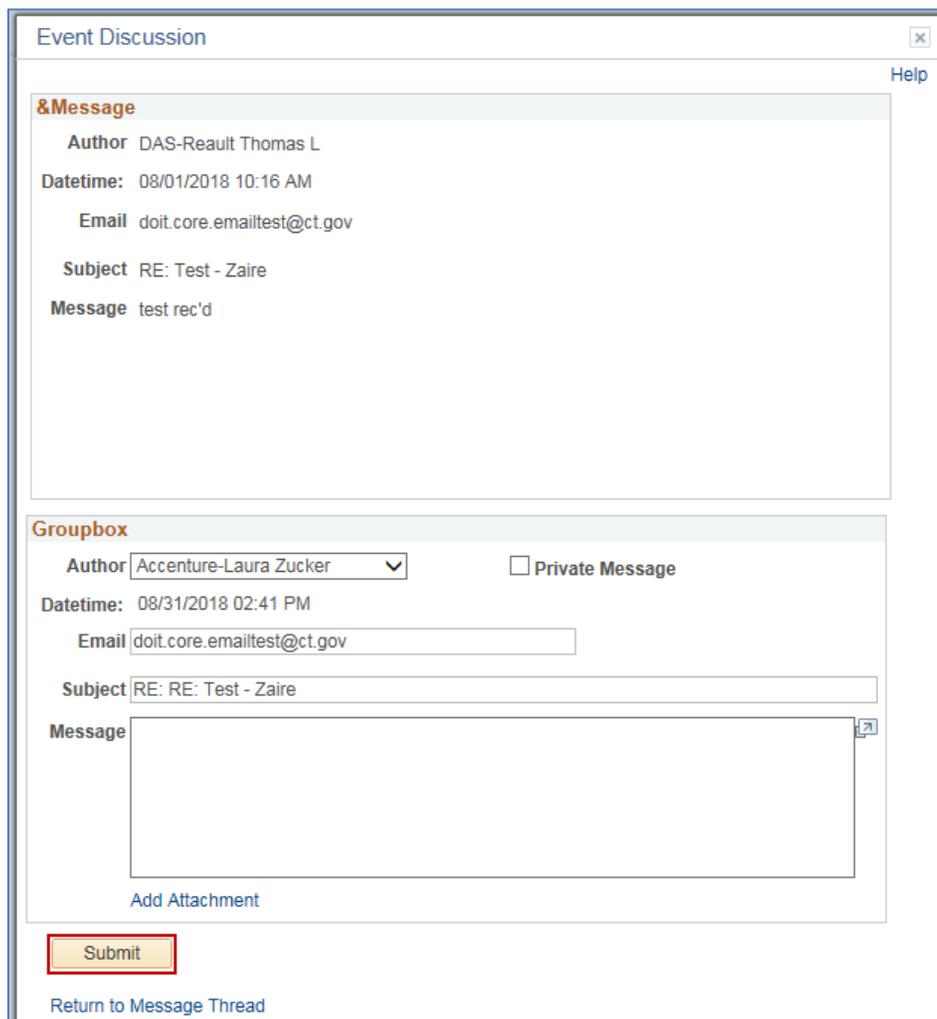**Datetime:** 08/01/2018 10:16 AM

Email doit.core.emailtest@ct.gov

Subject RE: Test - Zaire

Message test rec'd

Groupbox

Author Accenture-Laura Zucker ▾   ☐ Private Message

Datetime: 08/31/2018 02:41 PM

Email doit.core.emailtest@ct.gov

Subject RE: RE: Test - Zaire

Message

Add Attachment

[Submit]

Return to Message Thread