

## FORUM POLICY - INSTRUCTIONS

Our technical forum is vital to our members for the exchange of technical information, questions, and discussions which are the life blood of TRASA. We urge all members to take advantage of the TRASA Forum.

**Disclaimer**-Responses to questions posed to TRASA or its members on this website are based on the TRASA member volunteers understanding of the information provided and this response does not constitute a legal interpretation of the application of the Texas Architectural Barriers Act, nor does it address issues related to compliance with the Americans with Disabilities Act (ADA). For information regarding the ADA, you may contact the U.S. Department of Justice ADA Technical Assistance Program at 1-800-514-0301 (voice) or 1-800-514-0383 (ADD).

If you have additional questions, contact the Technical Standards committee at TRASA - [www.trasatexas.com](http://www.trasatexas.com) under the Committees Tab.

### PLEASE USE ONE OF THE FOLLOWING THREE OPTIONS TO JOIN THE FORUM

Dear TRASA Members,

The Technical Standards Committee has revised the TRASA Forum to provide members a more efficient way of submitting and answering questions and cataloging information for reference. The Forum is divided into approximately 50 sections (Forums) covering Law, Administrative Rules, RAS Procedures and TAS.

Members have the option to opt into these Forums in one of the following ways.

*NOTE: you must join a Forum before you can post questions to it (otherwise the "Post Questions" button will not appear).*

**Please select one of the following processes in order to use the Forum. Once you select which sections you wish to send or receive emails on you can also post questions.**

#### WE SET YOUR FORUM OPTION- OPTION 1

Approximately 80 of you previously requested to be entered into all Forums. If you choose that option earlier by notifying us you can now start using the Forum in this manner: (otherwise see Option 2 or 3 below)

- Log into the [trasatexas.com](http://trasatexas.com) web site, click on the "Forum" tab in the left column
- Choose the appropriate section to post your question (this way all questions and answers will be stored by the section that is applicable for future reference)
- Click on "Post a Question"
- Provide the information noted at the top of the question page:

Your question should include the following information:

This project is:

- New construction, renovation, addition?
- Does this project alter an area of primary function?
- What level is the project located on?
- Include age group of the primary user?
- If you have photographs or drawings to include, please add by clicking on the paper clip below to upload.

**NOTE: All Members are to post question in this format when using the forum**

- Select "Post Message"

Your message will be sent automatically to those members who are participating in that Forum.

All answers will be sent to everyone in the selected Forum and will be posted under that section on the "Forum" web page

Please note you may opt out of any Forum individually by going to the "Profile" tab, "Forum Memberships" manually opting out of that Forum.

#### MANUALLY JOIN A FORUM: OPTION 2

Members may individually opt into each Forum of interest and only receive automatic emails for questions and answers posted to those specific Forums. Again you may manually opt into and out of any Forum at any time.

*NOTE: you must join a Forum before you can post questions to it (otherwise the "Post Questions" button will not appear). To individually join a Forum:*

- Log in
- Click on the "Profile" button
- Click on "Forum Memberships" in the left column
- Select the Forums you wish to join by clicking on "Join"
- You can then go the "Forum" tab and enter questions using the format that is noted at the top of the page when the "Post Question" is selected.

### **AUTOMATIC ENTRY INTO ALL FORUMS- OPTION 3**

We have now customized the web site so you can add yourself to all Forums (if we have not already done so per your previous request)

- Log in
- Click on the "Profile" at the top of the page
- Click on "Forum Memberships" in the left column
- Hit the "Join All" button.
- Be sure the line to the left says "you are currently receiving emails" if it does not hit the "Resume" button so it say "you are currently receiving emails, based on your forum settings"
- You are now added to all the Forums and may start posting questions in the required format

We will be closing down the previous separate Forum website so please utilize this new Forum exclusively.