

# Planners Connect Getting Started Guide

## Step #1: Log on

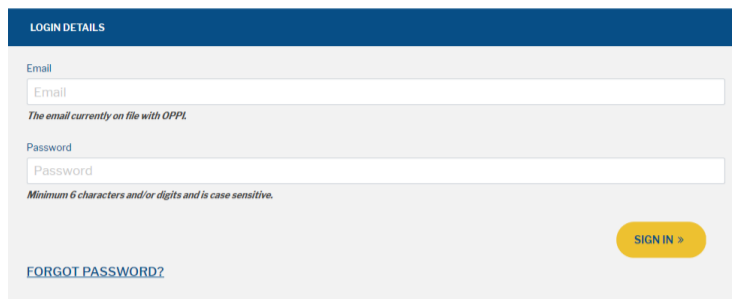
Go to [plannersconnect.ontarioplanners.ca/home](http://plannersconnect.ontarioplanners.ca/home)

Click the blue "Sign In" button. 

Enter your OPPI Member Portal login details.

### MEMBER LOGIN

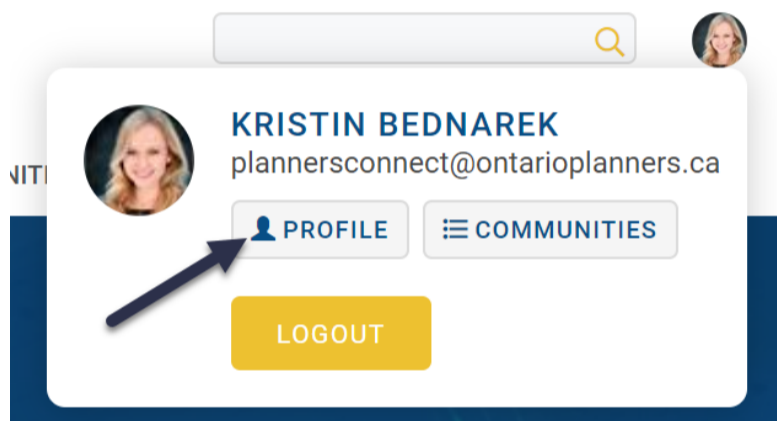
Click "Forgot Password" if you can't recall your password.



## Step #2: Complete your profile.

Click the top right image to access the drop-down menu. Select "Profile".

Once there you will be able to add a bio. To update contact information, click the edit icon next to contact details. This will bring you to the OPPI member portal. Changes made there will be reflected in the community in about 12 hours.



## Step #3: Start a discussion/share a resource

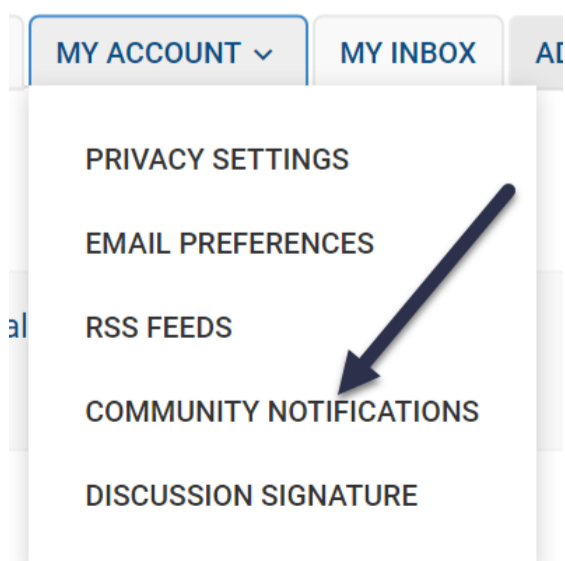


On any community home page, select the tab for the action you wish to take. To post a discussion, select "Discussion", for a resource select "Library". Click the yellow button to either add a resource or start a discussion.



## Step #4: Set your messaging preferences

On your profile page, select "My Account". On the drop down, select "Community Notifications".



On the "Community Notifications" page you will see a list of the communities you belong to with a drop down that allows you to select your email preference for each community.

