How to use the CASA Forum!
WWW.MUUT.COM/CASA-FORUM

Muut.com is an easy to use forum/discussion board website to connect CASAs. Read on to find out how to join the CASA Forum, how to post, search and anything else you may have questions about! It's simple to navigate once you get the lay of the land. Questions? Email the CASA Forum Administrator Rachel Quaintance at rquaintance@advocatecasala.org

Step 1: Ask to Join!

You will need to be invited to join our private discussion group. To do so, go to: www.muut.com/casa-forum. It will look like this (image below). Click on “Join”.

IMPORTANT INFO FOR CREATING A LOGIN:

Sign up with your user name as your first initial and last name (Example: Jane Smith = jsmith). This format will help verify you as a CASA and the administrator of the site will approve you.

You will get an email when you have been approved. *Please use your advocate email address, we will not approve personal emails for use on The CASA Forum*

Step 2: Start Exploring!

Once you login to the CASA Forum, our landing page will look like this, with the most recent post showing:
If you click on “My Feed”, it will show you your posts. “All Posts” will show you everything. We’d recommend “All Posts” so you can see the discussion in real time.

You can also browse by category. These are located on the right-hand side. Please click on the “Read This First” tab. You’ll find this to the right of your screen. This speaks to the “rules” of our group.
You’ll see a variety of categories under the “Read This First” tab. Click on those to read posts within that specific category. Sometimes, information will be in more than one category. You can also “Search” the forum site. In this example, we typed in “camps”, and it shows you all posts with “camps” in it. Go to the next page to see what the results page look
Here you can see the search results are highlighted in the first result that comes up. If there is more than one post about “camps”, just keep scrolling down and you’ll see them.

If you have a resource or question to post, please choose the appropriate category. You select the category when you create your post:

If you can’t find a category that fits exactly, please use the “General” category. In this example, Lynne needs a crib, so she posted in “Needs”. You simply click on “Start a new topic” to post. If you have a crib, you can hit “reply” to Lynne and let her know. Or message Lynne - more on that in a minute!
The site also has a messaging feature, so you can message a person from the site directly. Click on “Messages” (not the larger box above it that is for Muut support) and then you begin typing in the person’s name. Their name will come up, click on it and send your message. To see your messages, simply click on the messages tab.

This is what the messages page looks like:
I hope you find this discussion site useful!

If you have any questions, please email Rachel Quaintance at rquaintance@advocatecasala.org