

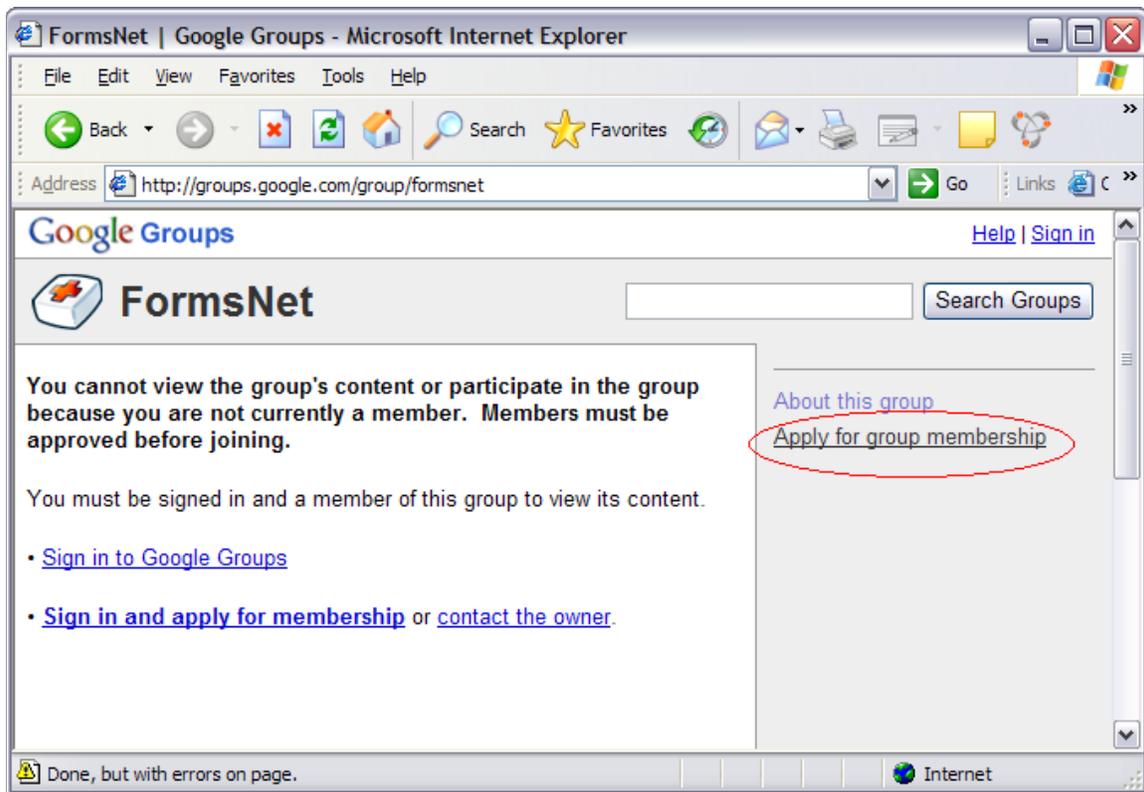
## CIBMTR Google Group Instructions

You are invited to be a member of the new CIBMTR Google Group. You are receiving this message because you are a potential user of the new FormsNet™ 2.0 application. Please follow the instructions below to sign up for this group. We will be sending messages regularly with advice and tips for using the FormsNet 2.0 application, including known issues and release dates of new versions. Please forward this message on to others at your center who may also be interested.

Google Groups is a communication tool which displays topics in a web-based format and/or by email.

To sign up for the group go to <http://groups.google.com/group/formsnet>

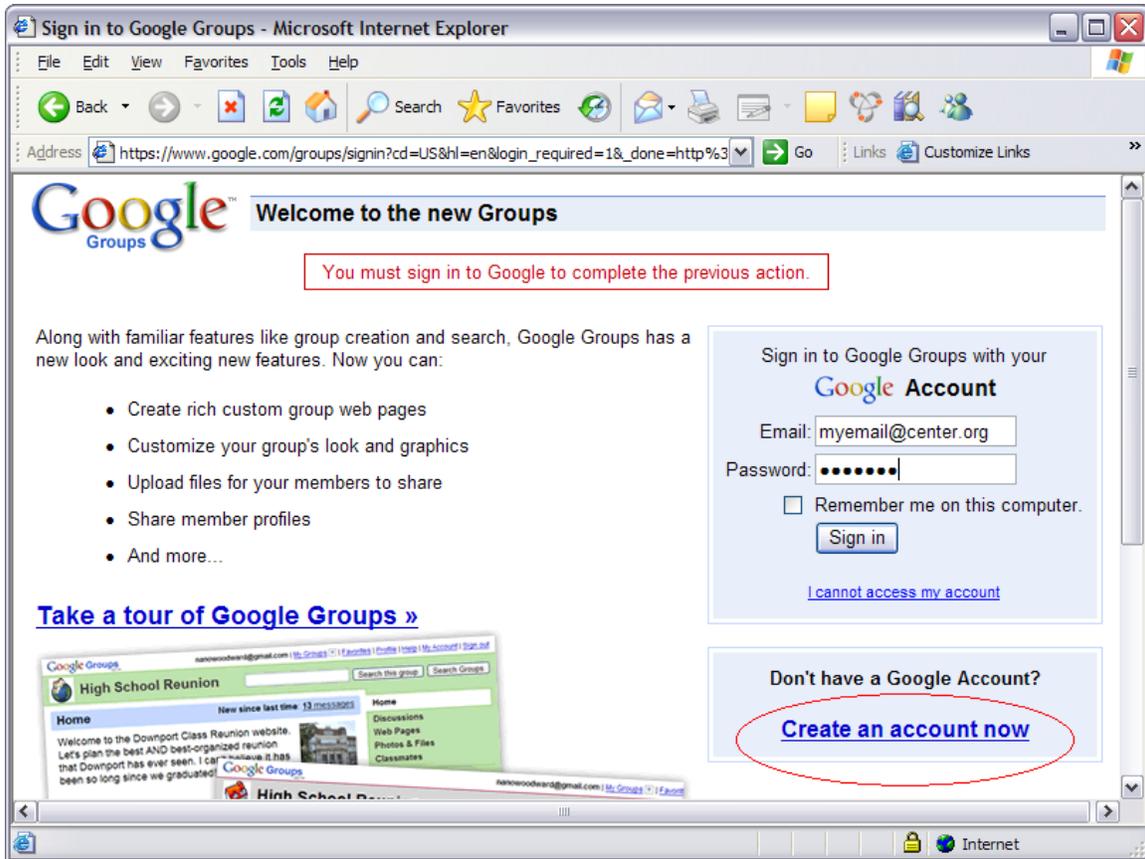
You will be presented with this screen:



Click on “Apply for group membership” as shown.

## CIBMTR Google Group Instructions

If you already have a Google email account you may use that to participate. If you do not have a Google email account or wish to set up a separate one, click on “Create an account now” and follow the instructions.



Once you have signed up for an account with the FormsNet Google Group, an administrator will need to approve you. You should expect a response within 48 hours.

## CIBMTR Google Group Instructions

After your membership is accepted, you will wish to log onto the website and edit your account settings. This is where you can choose how often you receive email messages or if you choose to not receive email at all. If you do not wish to receive email you can still read all messages on the website.

The screenshot shows the 'FormsNet' Google Group interface. At the top, there is a search bar and a 'Search Groups' button. The main content area is titled 'Edit my membership' and contains the following sections:

- How do you want to read this group?**
  - No Email  
I will read this group on the web
  - Abridged Email (*No more than 1 email per day*)  
Get a summary of new activity each day
  - Digest Email (*Approximately 1 email per day*)  
Get up to 25 full new messages bundled into a single email
  - Email (*Approximately 1 email per day*)  
Send each message to me as it arrives
- What nickname do you want people in this group to see?**  
Nancy
- 

On the right side, there is a sidebar with the following links:

- Home
- Discussions
- Members
- Pages
- Files
- About this group
- Edit my membership**
- Group settings
- Management tasks
- Invite members

Below the sidebar, there is an 'About this group' section:

**About this group**  
2 members, announce only, people can request an invitation to join, only members can read

Description: This group is for Transplant Centers who submit data to the CIBMTR to discuss FormsNet 2.0 and form related issues.

Group email: [formsnet@googlegroups.com](mailto:formsnet@googlegroups.com)

To change your settings click on “Edit my membership” as shown above. Then select the options that you wish and click “Save these settings”.

### A few things of note

- This is an “announce only” group, meaning that it is not a discussion board. It will strictly be used to update centers on matters pertaining to CIBMTR data collection.
- People can request to join the group. Only members can read it.
- Members cannot view other members.
- Emails will be delivered with “[FormsNet]” (without quotations) in the subject line in case you wish to set up an email filter. (e.g. [FormsNet] What’s in this release)