

Member Guide- New WTS TransPortal

Welcome to the New WTS TransPortal! This exclusive members-only site is designed to connect you with thousands of WTS members, allow you to interact, share ideas and content with members of your chapter, keep you updated with what's happening at WTS, obtain WTS brochures and marketing materials, and much more!

In the New TransPortal, you can share your expertise, connect with WTS members around the world, ask for advice and share large files without cluttering your inbox. Each chapter has their own community to make announcements, collaborate and share resources. You can also set-up and participate in new groups.

As a WTS member, you already have a profile set up and are automatically subscribed to the New WTS TransPortal main discussion group, the Open Forum, and you are automatically subscribed to your base and affiliated chapter groups as well as chapter leader groups. Now it's time to login, update your profile and start to explore all that the New WTS TransPortal has to offer!

1. Log in to the New TransPortal:

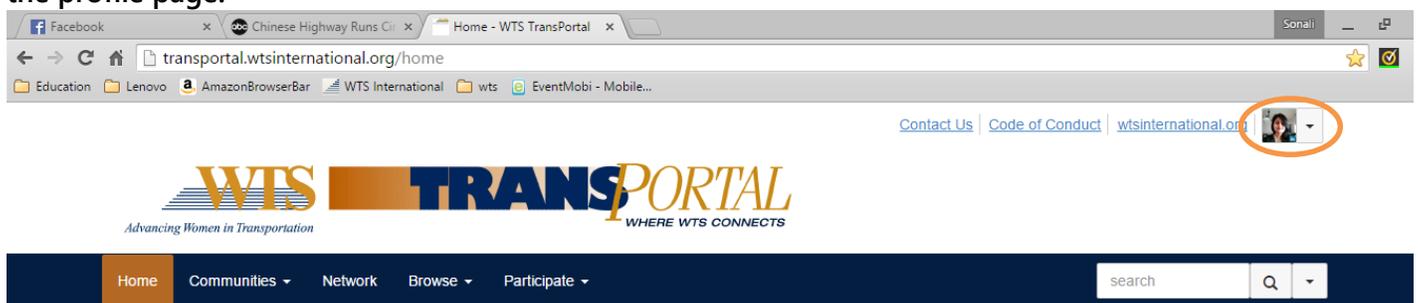
You can continue to log in to the TransPortal site using the WTS International website (www.wtsinternational.org) or go to <http://transportal.wtsinternational.org>. Save this to your favorites on your toolbar for your convenience. Your username and password is the same as what you use for the WTS International website.

If you're not sure what your login information is, click on the 'I forgot my username or password' link and follow the prompts.

*Note: When you log in for the first time, please be sure to read over the E-Group Rules and click on the 'I Accept' box at the bottom of the E-Group Rules & Etiquette page. You will need to accept these rules before continuing to The New WTS TransPortal.

2. Update Your Profile Information

You can complete your profile by importing information from LinkedIn or simply enter your information on the profile page.



The screenshot shows a web browser window with the URL transportal.wtsinternational.org/home. The browser tabs include Facebook, Chinese Highway Runs Cir, and Home - WTS TransPortal. The address bar shows the URL. Below the address bar, there are navigation links: Contact Us, Code of Conduct, and wtsinternational.org. A user profile picture is visible in the top right corner, circled in orange. The WTS TRANSPORTAL logo is displayed below the navigation links. The main navigation menu includes Home, Communities, Network, Browse, and Participate. A search bar is located in the top right corner of the menu.

*Note: Basic contact and employment information is automatically populated onto your New WTS TransPortal profile from the [Members Only section](#) of the WTS International website

(www.wtsinternational.org). Updating your information there will also trigger the update of that info on your New WTS TransPortal.

3. Build Your Contact List

A great benefit of the New WTS TransPortal is the searchable member directory. Connect with friends, colleagues and fellow members that you met at past WTS International events.

You can access and search the directory from your homepage under the 'Network' tab or from your profile under the 'My Connections' tab.

4. Review Your Email Settings

All members are auto-subscribed to the [Open Forum](#) and you will start to receive emails containing new discussion posts as members start participating. To update your email preferences, visit the "Settings" page under the "My Profile" tab in the menu bar. You can choose from the following options:

- *Real Time*: You will receive an email each time a new message is posted
- *Daily Digest*: You will receive one email each day containing all of the previous day's messages
- *No Email*: This means that you won't receive any emails in your inbox. You will need to log in to the New WTS TransPortal to view and reply to discussion posts

5. Join Communities

As a new member of the New WTS TransPortal, you are automatically subscribed to the all-members [Open Forum](#). You can also find and join additional communities under the 'Communities' tab on the home screen. Simply browse the communities available and 'join' any that are of interest.

6. Create a Discussion Post

From the New WTS TransPortal homepage, click on the "Participate" tab and then "Post a Message".

You can also post a message by clicking on the "Communities" tab and choosing your desired community. From there, click on the "Discussions" tab and click on the green button at the right that says, "Post New Message". Enter your subject, choose the community you wish to post the message into, type your message, attach any necessary documents and click send.

You can also post a message directly from your email account without having to log in. In one of the emails you receive from the New WTS TransPortal, you will see a link at the top that says, "Post New Message Online". Click on that link, type your discussion post and click send.

7. Reply to a Message

There are three ways to reply to a discussion post:

- *Reply to Discussion*: reply to everyone in the group
- *Reply to Sender*: reply privately to the original sender
- *Reply by Email*: reply directly from the email notification you receive without having to log in to the community website. To do this, simply click on the blue "Reply All Email" button at the top right of each message.

If you have any questions, please contact us at admin@wtsinternational.org.