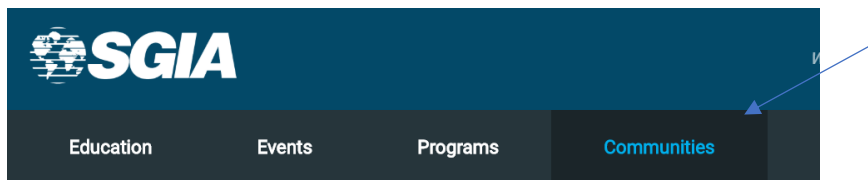


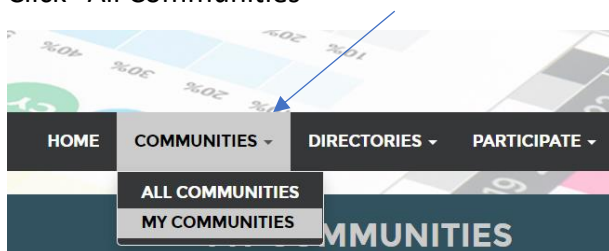


To set up your PRINTERLink account, please following the log in step instructions:

1. Go to SGIA.org
2. Click on "Sign In" located in the upper right-hand corner
3. Enter your Email Address and Password if you already have an SGIA account (signing into SGIA and PRINTER Link are the same log in's)
 - a. If you have a password, please enter that into the password line area
 - b. If you do not have a password, please click "Don't have an account" and proceed to complete the "Create My Account" page
 - c. If you forgot your password, please click "Forgot Password" and a reset link will be sent to your email address
4. Once on the SGIA page, please go to "Communities" located on the top tool bar



5. Click "PRINTER Link" from the drop-down choices
6. ***At this point, you will either already be logged in or will need to log in again***
7. Click "All Communities"



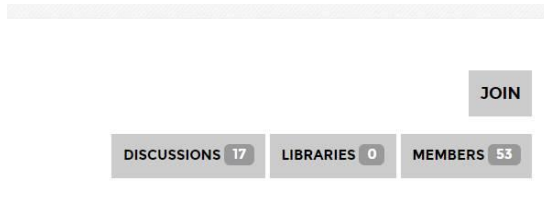
8. Find the community (you can join more than 1) and click on the community Title

APPAREL DECORATION

Apparel decorators print and decorate finished apparel blanks using screen printing, dye sublimation, direct-to-garment, embroidery and occasionally cut-and-sew.

admin last person joined yesterday

9. Click the “JOIN” button to join this community



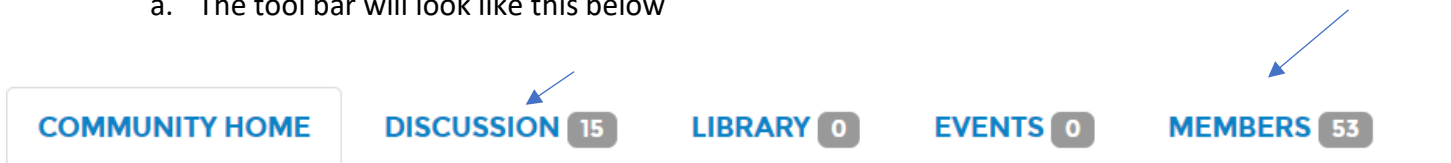
10. Enter your email address

- a. Choose from the radio buttons how you would like to receive your information and then click “Yes, Join the Community”

A screenshot of the email registration form for the 'Apparel Decoration' community. The form has a title bar 'Apparel Decoration' with a close button. It contains an 'Email Address' field with the text 'jassist@sgia.org'. Below the field, there is a section titled 'Please choose how you would like to receive messages for this Discussions:' with four radio button options: 'Real Time - One email for each message', 'Daily Digest - One email containing all posted messages from the previous day' (which is selected), 'Plain Text - One email for each message with HTML formatting removed', and 'I would like to opt-out of receiving email messages'. At the bottom of the form are two buttons: 'YES JOIN THE COMMUNITY' and 'CANCEL'. Blue arrows point from the text 'Choose from the radio buttons' to the 'Daily Digest' option, and from 'click “Yes, Join the Community”' to the 'YES JOIN THE COMMUNITY' button.

11. You will now be at the navigation tool bar in the Community

- a. The tool bar will look like this below



12. Here you can view

- a. Discussion threads – you can read, respond or post a thread
b. Members – see who is part of this community

13. Click on “Discussion”

- Click on the thread discussion posting
- You will see the thread question/statement posted in the center of your screen, simply **click on the word** “Reply” button located to the right
- Type your answer in the discussion box and click the “Send” button located on the bottom right hand side of the page

The screenshot shows a web interface for a community discussion. At the top, there are navigation tabs: COMMUNITY HOME, DISCUSSION 17, LIBRARY 0, EVENTS 0, and MEMBERS 53. Below the tabs, a message indicates '1 to 15 of 15 threads (17 total approved posts)'. A table lists threads with columns for Thread Subject, Replies, and Last Post. The first thread is titled 'We are looking forward to you joining us at PRINTING United! What are you looking forward to at PRINTING United?' with 0 replies and a post from LeAnne Crowley an hour ago. A blue arrow points to the thread title. Below the thread list, the full content of the first thread is displayed. It includes a header with the thread title, a 'RECOMMEND' button, and a 'REPLY' button. The post content includes a placeholder for a photo, the text 'Posted an hour ago', and the message: 'Stop by the SGIA Booth 10130 for a cup of coffee and tell us why are attending PRINTING United. If you need a break and a quiet place to recharge yourself and your phone, please visit us in the Member Lounge located in Ballroom C1.' Below the post content is a signature block for LeAnne Crowley, Specialty Graphic Imaging Assn, Fairfax VA. A blue arrow points to the 'REPLY' button. At the bottom, there is a text input area with a rich text editor toolbar (bold, italic, underline, link, etc.) and a 'Signature' label. A blue arrow points to the text input area. To the right of the input area is an 'UPLOAD FILE' button, with a blue arrow pointing to it. At the very bottom, there are four buttons: CANCEL, SAVE AS DRAFT, SCHEDULE, and SEND.

COMMUNITY HOME DISCUSSION 17 LIBRARY 0 EVENTS 0 MEMBERS 53

1 to 15 of 15 threads (17 total approved posts)

Most Recently Updated Posts in my communities 50 per page POST NEW MESSAGE

Thread Subject	Replies	Last Post
We are looking forward to you joining us at PRINTING United! What are you looking forward to at PRINTING United?	0	an hour ago by LeAnne Crowley

1. WE ARE LOOKING FORWARD TO YOU JOINING US AT PRINTING UNITED! WHAT ARE YOU LOOKING FORWARD TO AT PRINTING UNITED? 0 RECOMMEND

UPLOAD A PHOTO

Posted an hour ago

Stop by the SGIA Booth 10130 for a cup of coffee and tell us why are attending PRINTING United.

If you need a break and a quiet place to recharge yourself and your phone, please visit us in the Member Lounge located in Ballroom C1.

[LeAnne Crowley](#)

ACTIONS

REPLY

See you in Dallas!

LeAnne Crowley
Specialty Graphic Imaging Assn
Fairfax VA

B I U { } [] * & # ...

Signature

UPLOAD FILE

CANCEL SAVE AS DRAFT SCHEDULE SEND

14. To start a discussion or post a thread, click on “Discussion” and then click on “Post a new Message”
- You will see the question posted in the center of your screen, simply **click on the word** “Reply” button located to the right
 - Type your answer in the discussion box and click the “Send” button located on the bottom right hand side of the page

