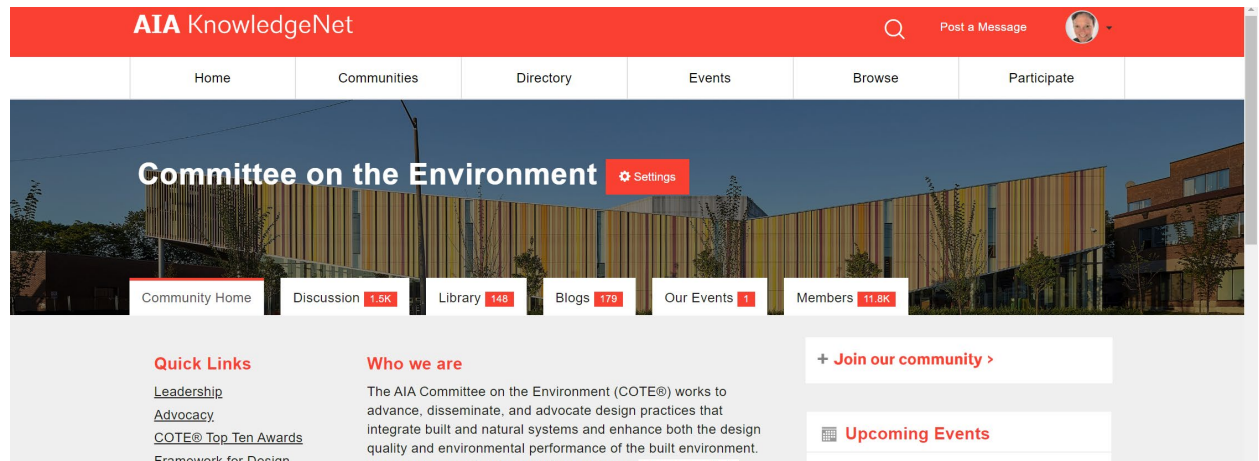


## AIA Knowledge Net

Create an AIA Knowledge Net account and **join the COTE Knowledge Community**:

- Fill-out this quick form to create an account and join the COTE KC:  
<https://www.research.net/r/7X72LF5>
- Visit the COTE AIA KNet page: <https://network.aia.org/communities/community-home?CommunityKey=3b790506-aca5-4eff-aaf6-8a7b553dc0ef>

You will see this screen:



As a member of the community, you can **post a Message in the Discussion section** (using the “Post a Message” link in the top header) or you can **post a Blog**.

### Which should I use?

**Discussion** is where you might post a link to an article with a comment ... or a notice about an upcoming event you think would be of interest to others.

**Blog posts** are articles ... these are the COTE news (regular email distribution highlighting curated content) pieces, or they might just be a thought leadership piece by a COTE KC member. We do not solicit the latter, but the site is open to all.

Instructions on how to post in both of these forums are detailed, step-by-step below.

## INSTRUCTIONS to create AIA Knowledge Net Discussion Post

1. Click on Post a Message in the top right.
2. Select "COTE" in the To: drop down, if you joined more than one KC (you can also cross post to other Communities, which is a great idea to help widen the discussion: for example, when we post about the Framework, I often post to COTE and COD).
3. The From: field should pre-populate with your name. Write in a subject and then copy paste, or draft your copy within in the text box. You can add hyperlinks, and any text formatting you need to express yourself, including embedded images.

The screenshot shows the 'Post a Message' form. The 'To' dropdown is set to 'Committee on the Environment'. The 'Cross Post To' dropdown is set to 'No Additional Discussion Forums'. The 'From' field is pre-populated with 'Julie Hiromoto AIA'. The 'Subject' field is empty. Below the fields is a checkbox labeled 'Yes' for 'Automatically insert content preview for links'. A rich text editor toolbar is visible with various formatting options like bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and more. The text area below the toolbar is empty.

- a.
4. Finally, verify your signature and click "SEND."

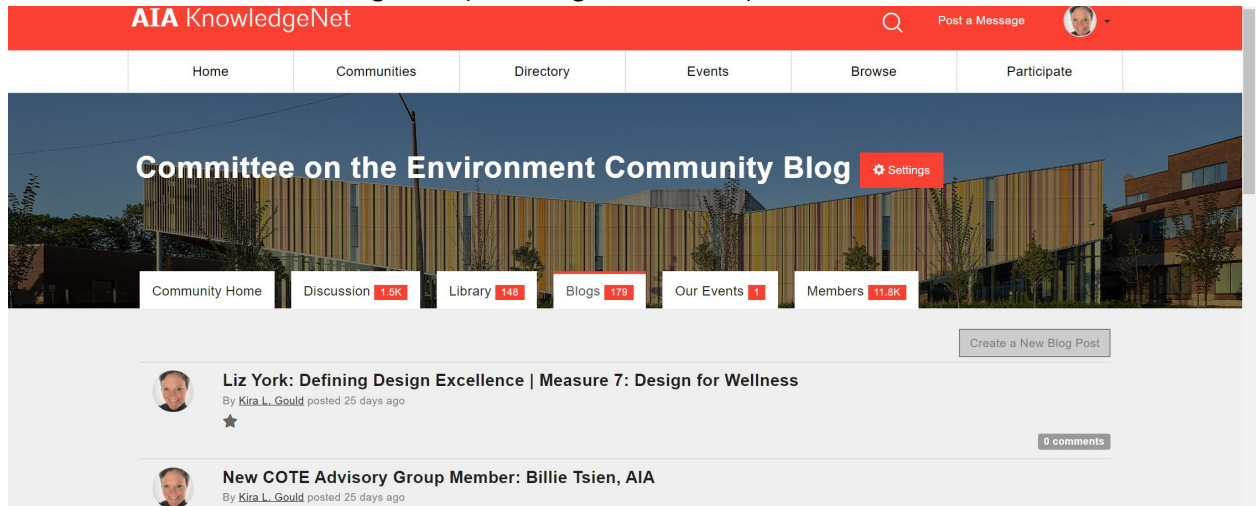
The screenshot shows the signature and attachment section. The signature is displayed as 'Julie Hiromoto AIA, Principal, HKS, Inc., Dallas, TX'. There is a button to 'Edit Your Default Signature'. Below the signature is an 'Attachment(s)' section with an 'Attach' button. At the bottom are four buttons: 'Send' (highlighted in red), 'Schedule', 'Save as Draft', and 'Cancel'.

- a.
5. To prevent unprofessional behavior, the blog post is moderated by AIA staff, so your post may not be immediately visible. If it is not up by the next day, please let me know, and I can follow up to make sure they see and 'approve' your post.

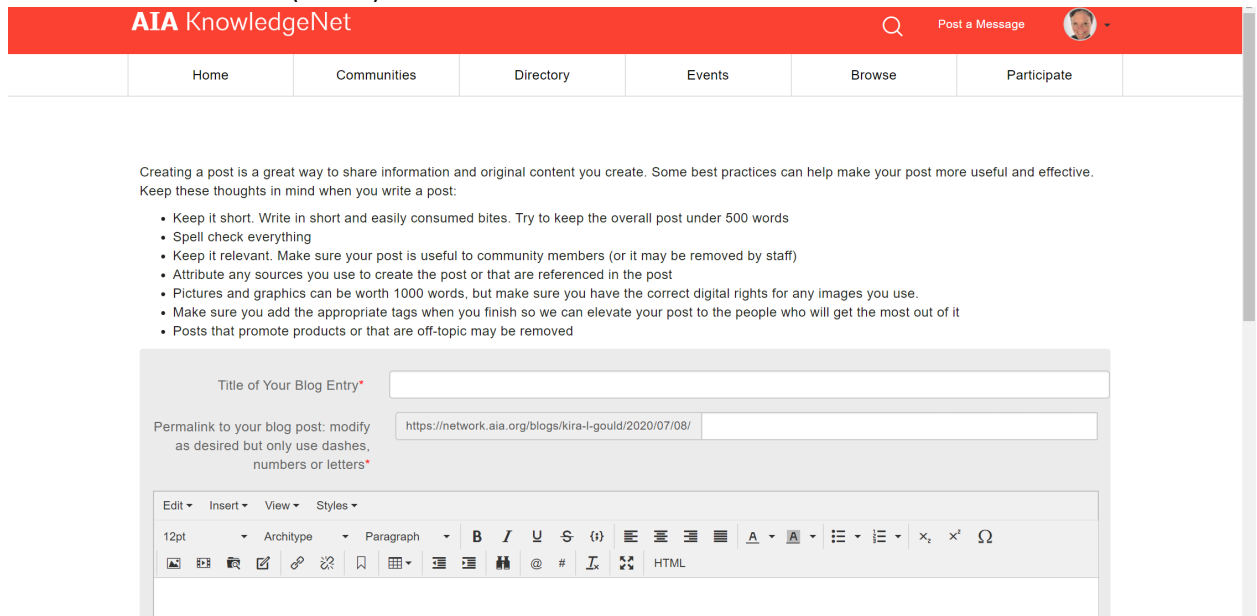
## INSTRUCTIONS to create AIA Knowledge Net [Blog Posts](#)

We post COTE news stories as Blog Posts, using these steps:

1. Click on the Blogs tab (shown in screen show above).
2. Click on the “Create a New Blog Post” (on the right, see below).



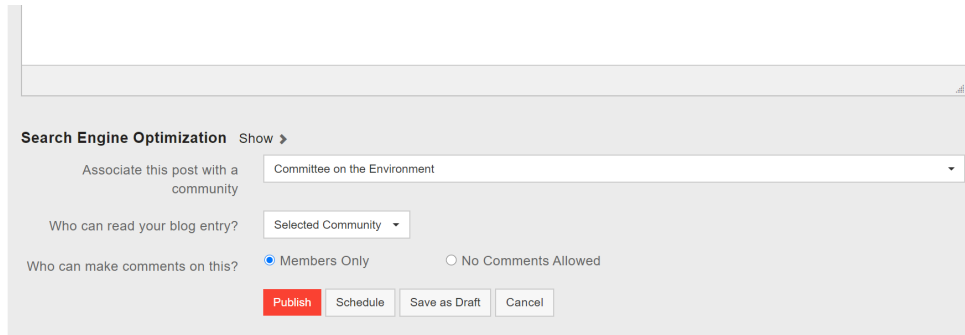
3. You will see this screen (below).



4. Fill in the title.
5. The blog post link will fill in automatically (you can shorten if you like).
6. Paste in the text and be sure that all embedded links are captured (or add those manually).
7. If you have an image, click on Insert to get to those instructions (and load the image in a large format if you can to ensure that it shows up well). (This is not a very image friendly platform, but you can include multiple images, and you can upload those from desktop.)

8. Add a caption and photo credits in the body of the Blog Post. (Note: Be sure that you have the rights to use the image and provide credits; this is an issue that AIA takes seriously and they will exclude images that lack proper crediting or possibly even hold or bar the post if there problems.)

9. Scroll down to see this portion of the screen (below).

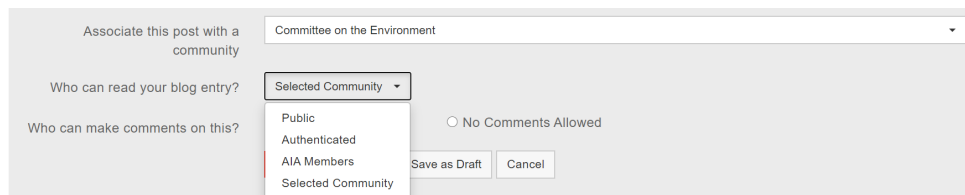


The screenshot shows the 'Search Engine Optimization' section of a blog post editor. It includes a 'Show >' link, a dropdown menu for 'Associate this post with a community' (currently set to 'Committee on the Environment'), a dropdown menu for 'Who can read your blog entry?' (currently set to 'Selected Community'), and radio buttons for 'Who can make comments on this?' (currently set to 'Members Only', with 'No Comments Allowed' as an option). At the bottom are buttons for 'Publish', 'Schedule', 'Save as Draft', and 'Cancel'.

10. The “associate this post” field will populate automatically

11. Under “who can read your post” please CHANGE this from “Selected Community” to “Public.” (This is important, especially because we promoted COTE news posts and others on Social Media and we intend that these will be accessible by anyone, not just AIA or COTE members.

It’s a drop down menu:



The screenshot shows the 'Who can read your blog entry?' dropdown menu open. The menu options are 'Public', 'Authenticated', 'AIA Members', and 'Selected Community'. The 'Selected Community' option is currently selected. The 'Who can make comments on this?' section shows 'No Comments Allowed' selected. At the bottom are buttons for 'Save as Draft' and 'Cancel'.

12. You can leave “Members Only” as the answer to “Who can make comments on this?” (even tho that seems counterintuitive).

13. When you are ready, you can click PUBLISH. (Or you can Save as Draft and come back to it later.)

14. To prevent unprofessional behavior, the blog post is moderated by AIA staff, so your post may not be immediately visible. If it is not up by the next day, please let me know, and I can follow up to make sure they see and ‘approve’ your post.