Brief guide for Pia dementia
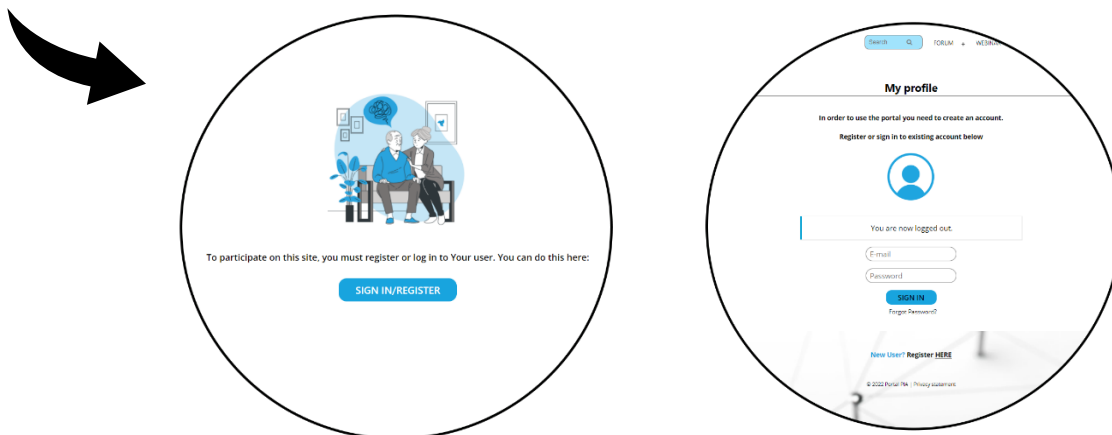
1) Start-up

To get started, click on the link: https://www.pia-dementia.digital/

2) Register

Click on "SIGN IN/REGISTER".

For new registration, see below sign-in button and *New user? Register here*. Fill out the form and click *complete sign up*. You can also click the menu tab *MY PROFILE* and register there.

3) Menus

In the menu tab at the top of the page, some possibilities for activities are indicated, like *FORUM, WEBINAR, ABOUT PIA, CONTACT US* and *MY PROFILE*. Test out the menus and see what possibilities they hold.
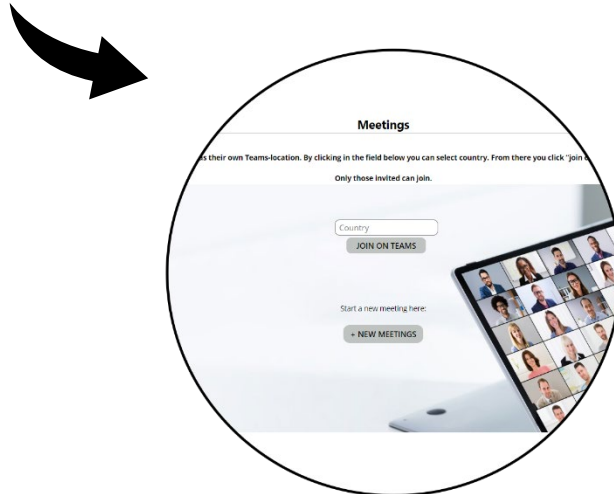
4) Forum

In the *FORUM* menu tab you will see all topics displayed and have the possibility to search for topics. When searching a topic or creating a new one, click on *subscribe* on the top right of the page to

receive replies/responses to posts about the topic. You can also check out the existing topics directly in the list at the bottom.

5) Webinar

Click on the menu tab *WEBINAR* and select *MEETINGS* from the dropdown menu. Choose the country you want to attend the meeting in. Click *JOIN ON TEAMS* to join the meeting. You can also choose to start a new meeting by clicking the *NEW MEETING button*.
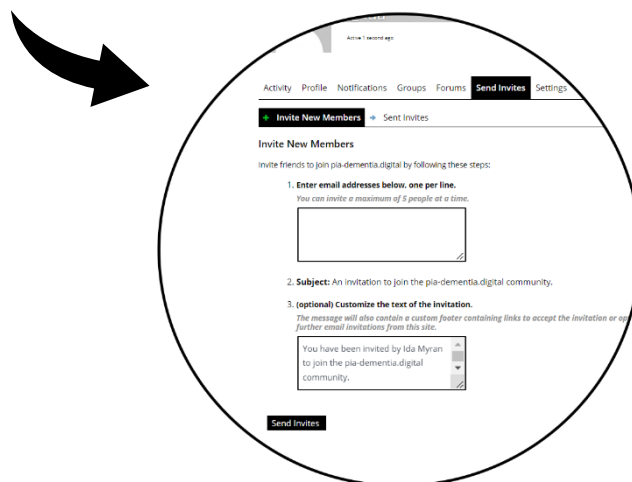

6) My profile

In *MY PROFILE* menu tab you will have the option to edit your settings, see notifications and messages, see member activities, join groups and send invites.

7) Invitations

To send invitations to person you want to invite to the forum, click on the menu tab *MY PROFILE* and choose *SEND INVITES* from the menu. In the form you enter e-mail address of the person to be invited. You can also customize the invitation with your own text. Click *SEND INVITES*.

8) Groups

To join groups go to *MY PROFILE* and *GROUPS* menu. Here you choose group and join by clicking *JOIN GROUP*. A notification will be sent to admin who have to accept your request and enroll you in the group. After you are accepted in the group you will be able to send message to the others in the group by going to the group and choosing between *intern message* or *group message*. A dropdown of group members will be available for you to choose from. When you are registered in a group, you can enter the group and invite others in the group to a meeting/webinar.

NOTIFICATIONS: If you want to keep up to date with what is happening in the forum, you must go to the "My profiles" menu. Select "Notification/Message" and select the option for the type of notification desired.

9) Guidelines and FAQs

Click the menu at the top of the screen *ABOUT PIA.* Here you will find more extensive guidelines and FAQs.

10) Contact

Click on *CONTACT US* at the top of the menu tab and send feedback to us who are working on the development of the   forum.