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1. How to register at the Virtual Discussion Groups (VDG)

At first users are required to register at the VDG. This is required to minimize SPAM and safeguard the of the content. On the top page of VDG, you can find [“Create new account”](#) in right menu bar (see Figure1).

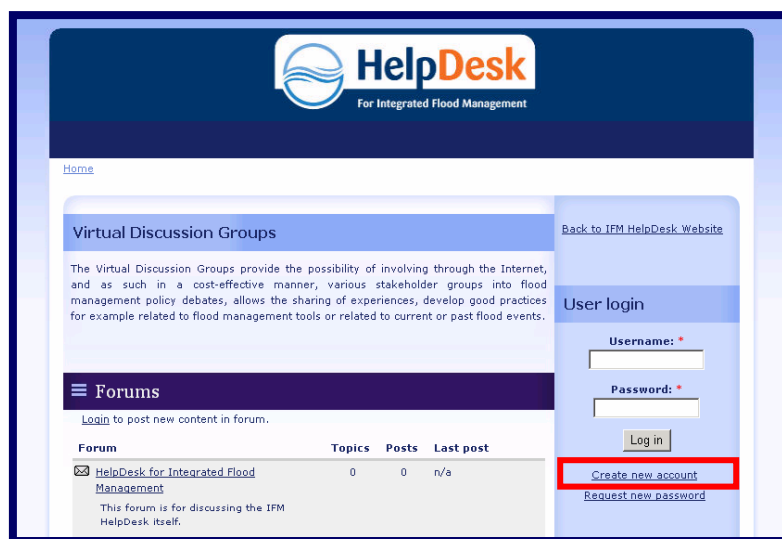


Figure1. Top page of the VDG

For registration, at a minimum you have to fill your Username and E-mail address in the registration form (see Figure2).

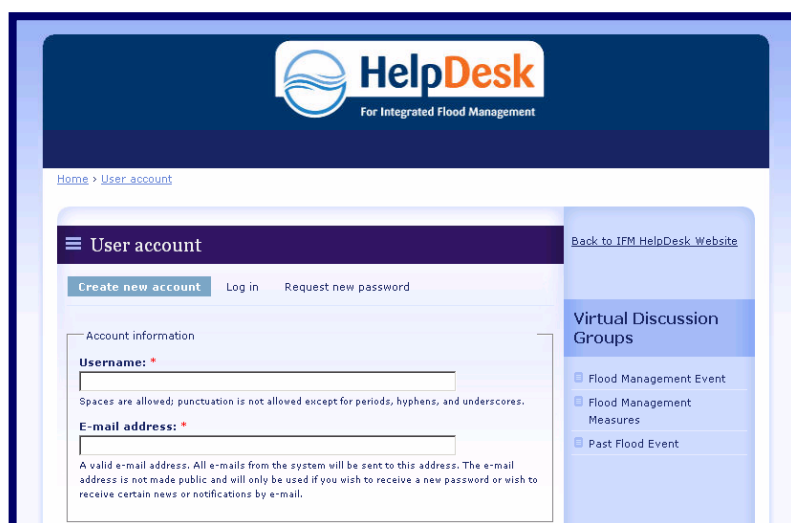


Figure2. Registration page of the VDG

After that you will receive the first E-mail that indicates your request has been received by the Technical Support Unit (TSU) of the IFM HelpDesk. After the approval of TSU initial password will be created automatically and you will receive the second E-mail from TSU, including a link connecting you to the final step of registration. There you will be required to change your password (see Figure3).

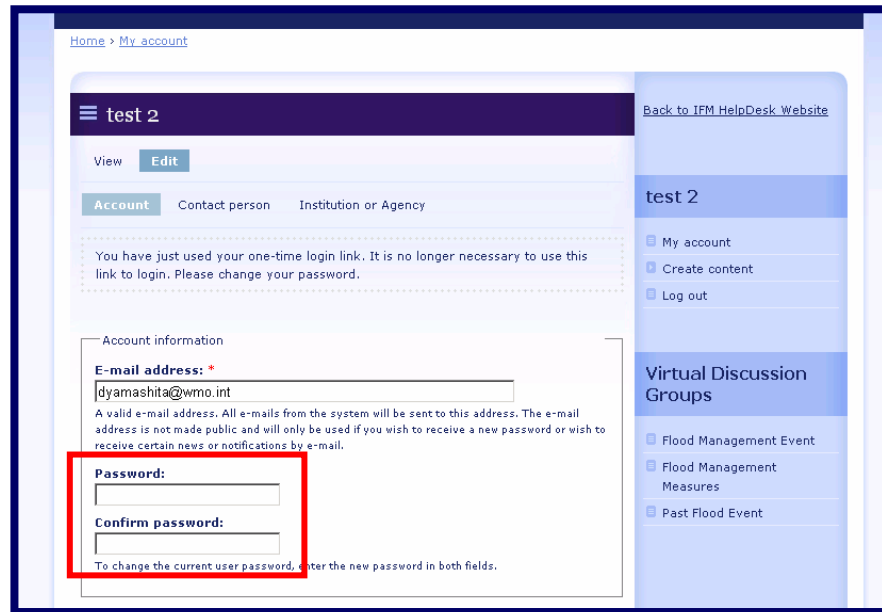


Figure3. Changing password

2. Structure of the VDG

Forum

Under the VDG there are several fora, managed by the TSU. Each Forum covers specific field and contains topics.

At this stage there are four fora, “Flood Management Policy Forum”, “Flood Management Measures and Tools Forum”, “Past Flood Event Forum” and “Conferences, seminars, workshops on floods” (see Table1). If you would like to create a new Forum please send a request to FloodManagement@wmo.int.

Topic

Under a specific forum, users can raise an issue in form of Topics. Each Topic should relate to the subject of the Forum. Topics can be posted by registered users. Approval from TSU is required in order to avoid display of SPAM submissions.

Comment

For existing Topics users can post comments. Comments can be posted by registered users.

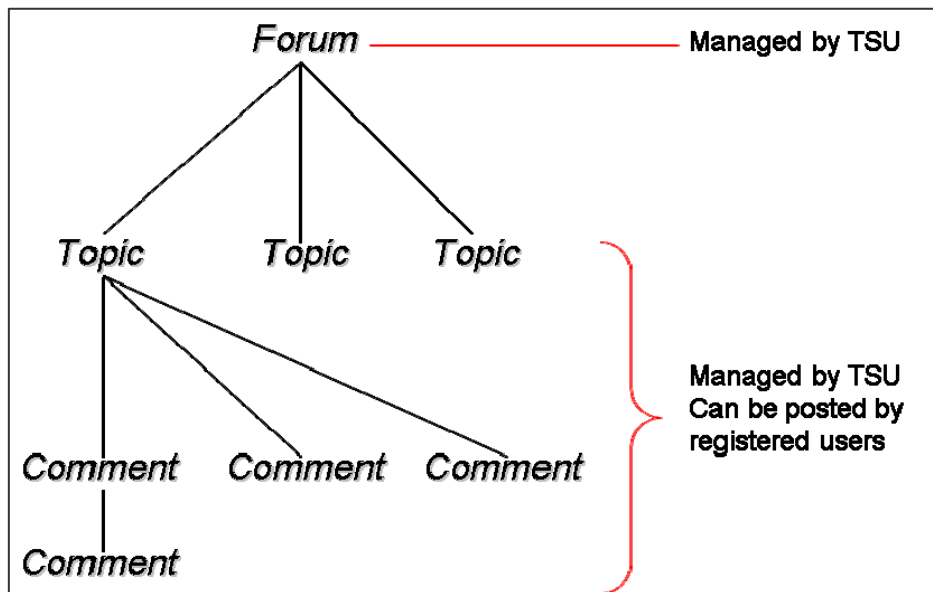


Figure4. Structure of the VDG

Table1. Forum content

| | |
|--|---|
| Flood Management Policy Forum | This forum has been setup to raise and discuss major flood management policy issues. |
| Flood Management Measures and Tools Forum | This forum has been setup to raise and discuss particular flood management measures, including structural (levees, dams, diversion channels, flood proofing....) and non-structural measures (land use planning, forecasting and warning,). You may like to present particular solutions with their relative advantages and disadvantages or you may like to present challenges in applying a certain type of measure. The Forum may also be used to present particular flood management tools, such as flood mapping, various types of environmental assessments, economic assessments and stakeholder analysis methods relevant to flood management. |
| Past Flood Event Forum | This forum can be used to discuss specific flood events. You may like to raise what happened before, during and after a particular flood event you encountered. What were major successes or challenges encountered by water managers, forecasters, emergency responders, insurers or the affected public? |
| Conferences, seminars, workshops on floods | This forum can be used to advertise and discuss various conferences, seminars, workshops, etc. with a focus on flood management. |

3. How to add a new topic and comment

Users can post new topics from “post new Forum topic” or “Create content” (see Figure5)



Figure5. How to create a topic

In the "Creating Forum topic", users have to fill "Subject" and "Body" (content of the topic) fields and chose the Forums under which you would like to post the topic. Topics may require a few days before being published as approval of TSU is required in order to avoid SPAM.

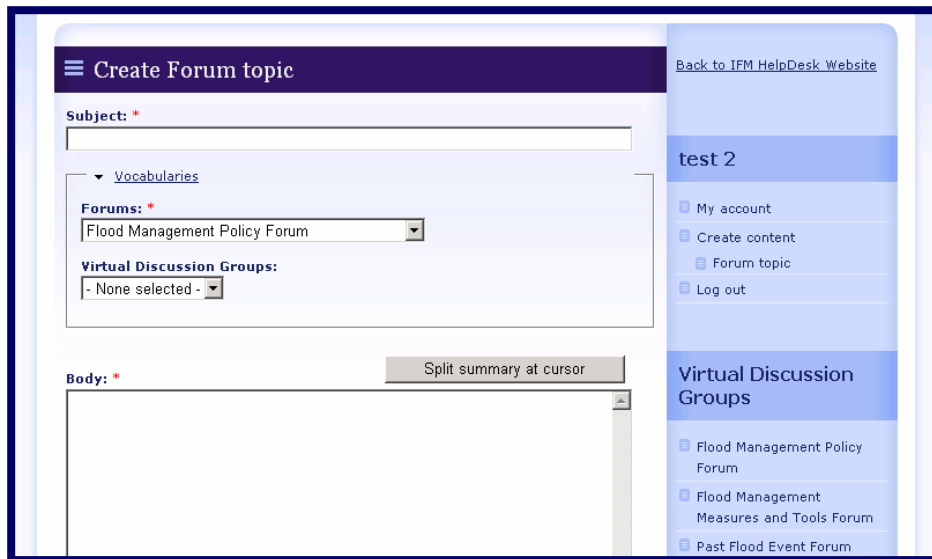


Figure6. Input form for a topic

Users can post Comments for each Topic by click on "Add new comment" or "reply" in the topic page (see Figure7).



Figure7. How to post comments

4. How to create a new Forum

If you would like to suggest putting a new Forum, you can contact with TSU at FloodManagement@wmo.int indicating the suggested title subject and introductory text.