

User Guide

Create a Free Account

Welcome to IdeaShare! Getting started is easy:

- From the homepage, click on SIGN UP FOR FREE
- Create a display name, enter your email address, and create a password
- Click on Sign Up and then you are ready to engage!

Ask a Question

- A If you are not already logged on, sign in with your email and password
- Click on Ask a Question
- You will see four bubbles. At a minimum, you must fill out the question title and question field in the third bubble. The other bubbles are optional for adding a project title, background information and a "thank you" to your participants
- When filling out the different bubbles, you can use the tools in the tool bar to help you. You can hover over the icons in the tool bar to learn what they do. You can add pictures, tables, block quotes, links, and more to convey information:



- When you have filled out the bubbles you need, click "Post question" to publish your question
- Tip: before you share the question link, add a few ideas to get the ball rolling. To do so, paste the link into your browser and follow the "Submit and Rate Ideas" instructions below
- When you are ready to share the question, send the link by email, post it to Facebook or Twitter, or simply copy the link and paste it wherever you can reach your participants!

Submit and Rate Ideas

- Follow the question link in your browser
- To learn more about the project, you can click on More Background Info
- To submit an idea, click on Participate
- Other participants will see your ideas, but the ideas are all anonymous
- Enter your idea in the first box