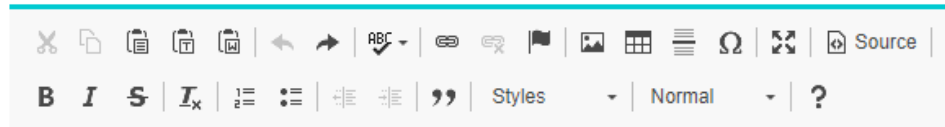## Create a Free Account

Welcome to IdeaShare! Getting started is easy:

- From the homepage (ideashare.net), 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

- If you are not already logged on, sign in with your email and password
- Click "Ask a Question" in the top green menu bar
- You will see four white input areas. At a minimum, you must fill out the blue question title and the follow-up details in the third input area. The other areas are optional for adding a project title, background information and a "thank you" to your participants
- When filling out the different text areas, 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 all the information you wish to include, click "Post question" to publish your question. IdeaShare will generate a link to the question that you can copy and share.
- 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
- ☁ If the question author has included background information on the project there will be a **More Background Info** button that you can click to learn more about the project. Note that this button doesn't exist if the user didn't add background info when setting up the question.
- ☁ 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
- ☁ Add additional details in the second box if you would like. The toolbar has tools to help you add, organize, and display your idea. Hover over any of the icons to learn what they do
- ☁ To publish your idea, click on **Submit**
- ☁ Enter as many ideas as you have!
- ☁ When you are finished entering ideas click on ★ **Rate >>>**
- ☁ To view and rate three ideas, click on **Flash 3 Ideas** or to view and rate all ideas, click on **Scroll all Ideas**
- ☁ Rate each idea you see by selecting the stars ★★★★☆
- ☁ To add feedback on an idea, click on 💬
- ☁ When you are all done rating ideas, click on
- ☁ To see how others have rated the ideas, click on ⬛ **Learn >>>**
- ☁ If you would like to stay informed about the project, click on "Sign up to keep informed"
- ☁ When you are all done rating and looking at the results, click on ✔ **Done >>>**
- ☁ You will need to Submit your ratings before you can get to the Learn page.

Manage Questions and Data

- ☁ To manage your posted questions, click on "Manage Questions" in the top green menu bar.
- ☁ From here, you can
  - ☁ Edit a question with ✏
  - ☁ Share the link to a question with 📤
  - ☁ Change the status to stop gathering responses by switching **ON** to **OFF**
  - ☁ View the data with **VIEW DATA**
  - ☁ Download the data as an Excel spreadsheet with **DOWNLOAD DATA**

Get Help with Your Engagement Process

- ☁ If you need additional help with your engagement process, click "Need Help?" in the top green menu bar.
- ☁ From here, you can fill out the fields to contact our team of engagement, decision support and planning professionals who can help you with your process and analysis

Thank you for using IdeaShare