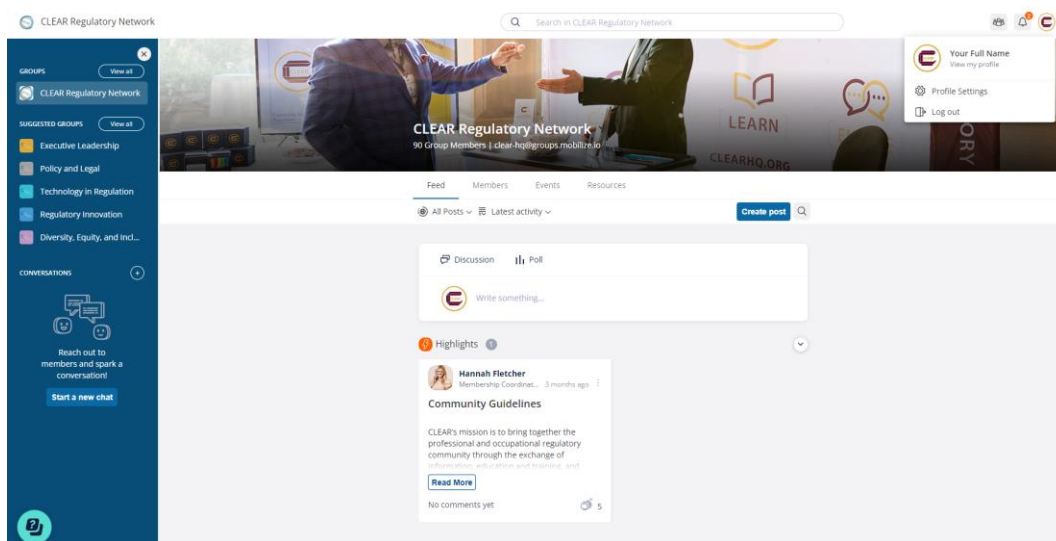# How can you maximize your experience in the CLEAR Regulatory Network?

How to update your information:

In the top right corner of the community, you can access your profile and settings. Here, you can:

- Add/change your photo
- See what groups you currently belong to
- Edit the information in your registration form

How to update your email settings:

Under your profile, you can tailor your settings to meet your needs by using the on/off toggle buttons and drop-down lists. These can be set individually to Instantly (receive a notice as soon as someone posts or comments in the group), Daily (digest format with all posts and comments in one email at the end of the day), or never.

If you have any questions on how to opt in, access the platform, or general questions please contact **Hannah Fletcher** at **hfletcher@clearhq.org**

Posting in the Feed

To create a post, click on the "Create Post" box on the dashboard. Give your post a title, followed by the body of the post. The more discussions, questions, and comments the more value/resources we can provide you with.

Need to Make a Correction?

If you want to make a change or update to a post that's already active (you can search it in the dashboard) and click on the three dots in the top right corner. Make the appropriate edits to your post and select "Post". **NOTE: Polls cannot be edited once published.
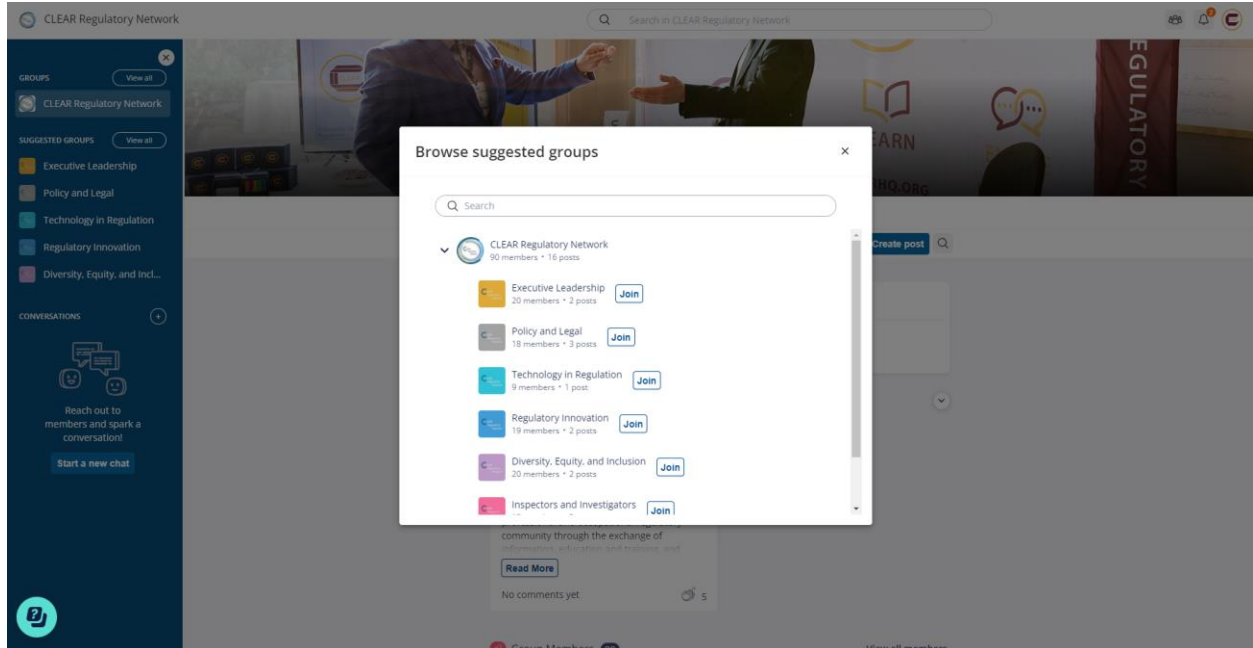
Your Dashboard:

This is a space for everyone in a group to interact with one another, network, ask questions, search for topics, and find valuable resources.

Start a Private Conversation

Start networking with other CLEAR members, you can start a private chat with one or several members. You can locate other members in Group Members or by selecting the "+" button in Conversations and find the individual you would like to message.

How to find the group that best fits your experience and needs:

You can view the suggested groups to join in the left-hand side of your dashboard. The CLEAR Regulatory Network has a total of 7 different groups that you can join.