FEDHub TAGS – by D. Fisk

Here's how tags work on FEDHub:

- **Tags are keywords or phrases** added to discussion posts or library entries.
- They help users **search for topics** or **filter content** more efficiently.
- Common tag examples might include Legislation, Membership, Bylaws, Conference, Chapter Support, etc.
- **Users can add tags** when they create or reply to posts (if permissions allow).
- Tags are typically listed near the post title or at the bottom of the post.

Why are tags proper?

- Enhance **searchability**: Instead of browsing through all discussions, users can search by tag.
- Improve **topic organization**: This is especially helpful in large communities, such as the Open Forum or Advocacy groups.
- Help identify **popular or recurring themes**.

🚀 **1. Where Tags Are Used in FEDHub**

- **Discussion Posts**: When starting a thread or replying.
- **Library Entries**: Documents, PDFs, and other resources can be tagged for easy sorting.

🧩 **2. How to Add Tags**

When creating a post or uploading a file:

1. Begin your discussion, reply, or upload a file.
2. Look for a field labeled **"Tags"** or **"Add Tags"**.
3. Begin typing a keyword. FEDHub will show existing tag suggestions (if available).
4. You can either select an existing tag or **create a new one** (depending on permissions).
5. Use **commas or enter** to separate multiple tags.

Tip: Be consistent in using “Annual Meeting” instead of “Annual Meet” or “meeting2025” to improve searchability.

📌 3. Official or Common Tags You Might Use in VFN

These can vary by community but often include:

- Advocacy
- Legislation
- Bylaws
- Membership
- Recruitment
- Retention
- Conference
- VFN
- Chapter Support
- Microsites
- Communications
- Technology
- Leadership
- Federal Benefits
- Social Security

How to Use Tags in FEDHub

Tags help you find posts and organize discussions by topic. Here’s how to use them:

- ✅ **When posting**: Add tags to your message (like *legislation*, *benefits*, or *chapter news*) so others can find it easily.
- 🔍 **When searching**: Click on a tag to see all posts with that topic.
- 💬 **Stay organized**: Tags make it easier to follow topics that matter to you.

Example: If you post about an upcoming meeting, use a tag such as 'chapter events' or 'announcements'.