1. Go to the VHASS website: http://vhass.org/ Login using your username and password.
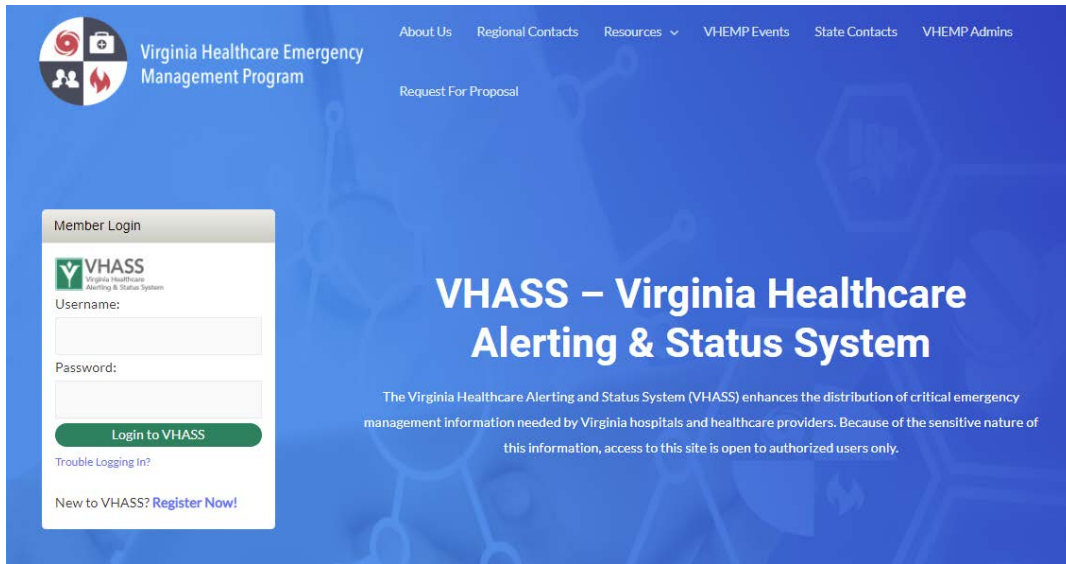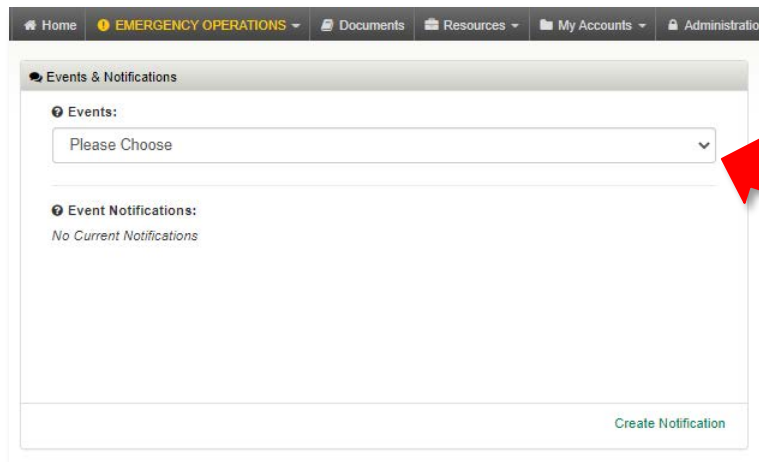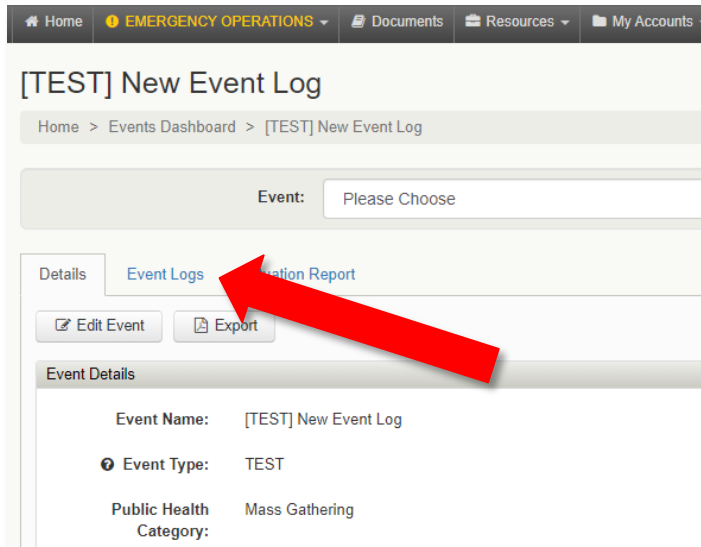

2. Under the "Events & Notification" section, select the current event where you would like to add a comment.
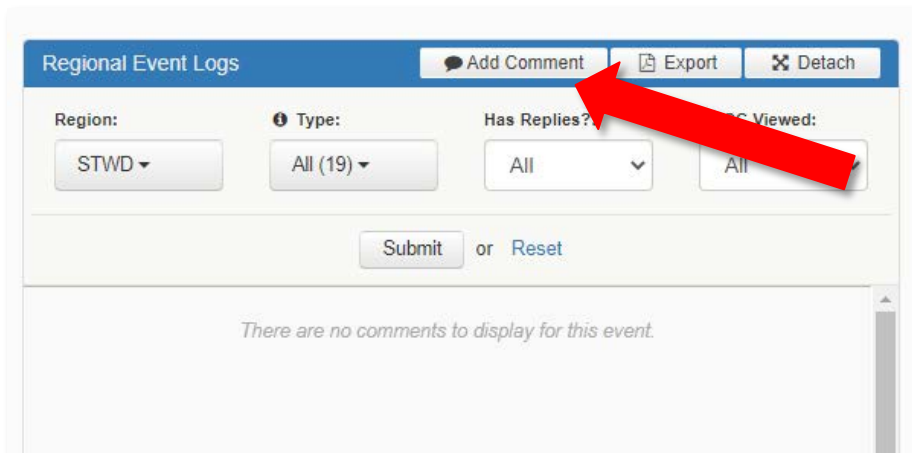
3. Click on "Event Logs".

4. Click "Add Comment" to post a message on the Event Log.

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5. Select the comment type (Critical, Information Only, or Update). Type your message in the "Comment" section. You have the option to attach documents with your comment post by clicking on the "Add Attachment" section. Click save when you are finished.

6. To reply to your posted comment or a comment posted by another member, select "Reply to Comment".

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7. To view additional contact information for the member who posted the comment, click "Information".

8. The information section gives additional contact information of the VHASS member, organization name, organization type, and time stamps.