

# Forum Quick Guide

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You will have already been sent instructions on how to access your forum and what your username and password is.

The forum is made up of Topics and Posts. A Topic is a new line of conversation, and contains many posts. A Post is a message that any forum member can read and reply to. It is good practice to start a New Topic for every new conversation.

For example one Topic may be about a birthday party and it may contain posts about who is attending. Another Topic may be about another party, but by starting a new Topic and not continuing Posting in an existing Topic, you will make it easier for everyone in the forum to find this information.

Each Post will contain the message and the author of that message. By clicking on an author's name, you will be taken to their profile. The profile can be changed by the author, and contains their email address, a chosen homepage, links of interest and a signature that appears in every Post they make, among other things.

The order of the forum is as follows:

- General Discussion Forum
  - Topic (e.g. Welcome to the New Forum!)
    - o Post (e.g. I hope you like the new forum...)
  - Topic (e.g. Party at the club on Sunday)
    - o Post (e.g. What time does it start?)
      - Post (e.g. Be there for around 8 please...)
      - Post (e.g. Actually make it 8.30...)
    - o Post (e.g. Who's going?)

And so on.

## Step 1:

At the top left enter your username and password, as detailed to you in previous instructions.

Please note that the username and password are case sensitive.

Click Login

## Step 2:

Now that you are logged in, you will notice that login box has been replaced with your name.

## Step 3:

Click to enter the General Discussion Forum. To create a new Topic, click the New Topic link. You can start a new Topic about anything you wish. Forum members can Post into these new Topics.

## Step 4:



These icons are (from left to right): Show Profile, Visit Homepage (if one is setup in your profile), Send Email, Edit Reply, Reply With Quote, View User's IP Address, Delete Reply.

These icons are the main editing and control points for the entire forum.

You will notice the above icons in every Post. These icons allow you to reply to someone else's Post or delete a Post or edit a Post. Please note that these options are only available to you as you are setup as the forum administrator. Other forum members will not have all of these options available to them.

## Step 5:

To reply to a Post, scroll down to the bottom of that particular page and you will see a Reply To Topic link. This will bring up the message window.

As you are already logged in you can type a message straight into the message area. The Post that you are replying to is listed at the bottom of this page. Once you've entered your reply, you can click Preview or just Post New Reply. After clicking Post New Reply you will be taken back to the Topic where you Posted. Your reply will now be listed at the bottom of the page.

