

How to use the Web Forum

Register - *Before you can start adding topics or posts you must register.*

1. Go to the forum page of the web site.
2. At the top of the page click on the link called 'Register'
3. Fill in the form. The name, email, username and password sections are marked with red asterisks indicating that they are required fields and must be completed. Your username will appear on any posts you make. You don't have to use your real name.
4. Make a note of your username and password somewhere safe.
5. Press the submit button.

Login - *Once registered you will be able to login.*

1. Go to the forum page of the web site.
2. At the top of the page click on the link called 'Login'
3. Type your username and password into the boxes
4. Click the submit button.

Forgotten Login Details

If you have forgotten your username or password details, contact the web site administrator. You can request to change your password if necessary and amend your account details if your information changes.

Posting a Reply

1. Login
2. Go to the message that you want to add a comment to. At the top of the screen is a link 'Post a reply', click on it.
3. Type your message into the box.
4. *OPTIONAL* – Below the text box there may be an option to 'Alert All Users'. Selecting yes, will automatically email all registered users of the message board informing them of your post. If you can't see this option it may not be activated on the site you are using.
5. Click the submit button. There may be a delay before the message appears on the site. The site administer has the ability to approve all posts before they are published.

Starting a New Topic of Discussion

1. Login
2. Go to the forum that you want to add a new topic of discussion to. At the top of the screen is a link 'Post a new topic', click on it.
3. Give your topic a title and type your message into the box.
4. *OPTIONAL* – Below the text box there may be an option to 'Alert All Users'. Selecting yes, will automatically email all registered users of the message board informing them of your post. If you can't see this option it may not be activated on the site you are using.
5. Click the submit button. There may be a delay before the topic appears on the site. The site administrator has the ability to approve all topics before they are published.