

# New Milton Men's Shed – Forum Quick Start Instructions

The Shed's web site includes a Forum to which 'signed up' members of the Shed can make a 'post' ( write a new message) or 'comment' on an existing message The Forum is viewable to everyone for reading but only 'signed up' members can make a 'post' or 'comment'.

## How to 'Sign Up'

### Step 1



Fig 1

From main menu (Fig 1) of any screen click on 'Members' Log In

### Step 2

The screen below (Fig 2) is displayed. Clicking on 'Sign up with email' displays (Fig 3) the screen for entering 'Sign Up' details

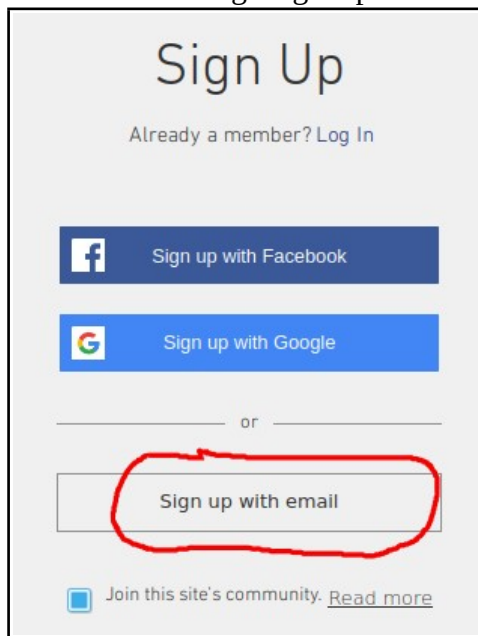


Fig 2

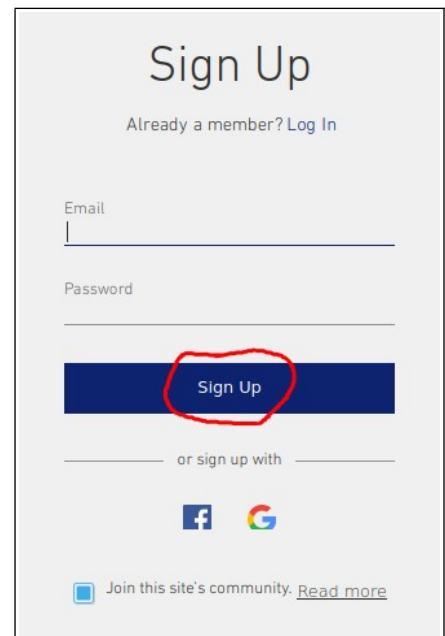


Fig3

### Step 3

Enter the email address used by you and is known to the Shed.

Enter a password of your choice. Be sure to keep a note of this password as you will need it to make a Post or Comment on the Forum. When complete, click on 'Sign Up'. This will display the message in Fig 4 . Clicking on 'OK' will return to the Shed's web page. An email will be sent to the address entered confirming acceptance normally within 24 hours.

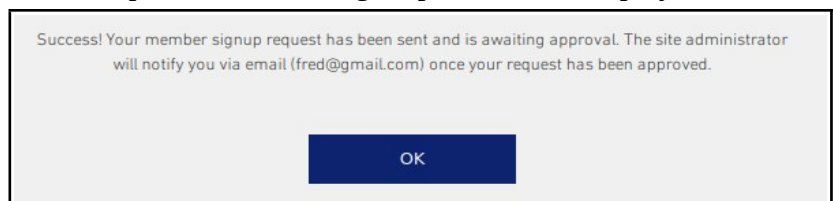
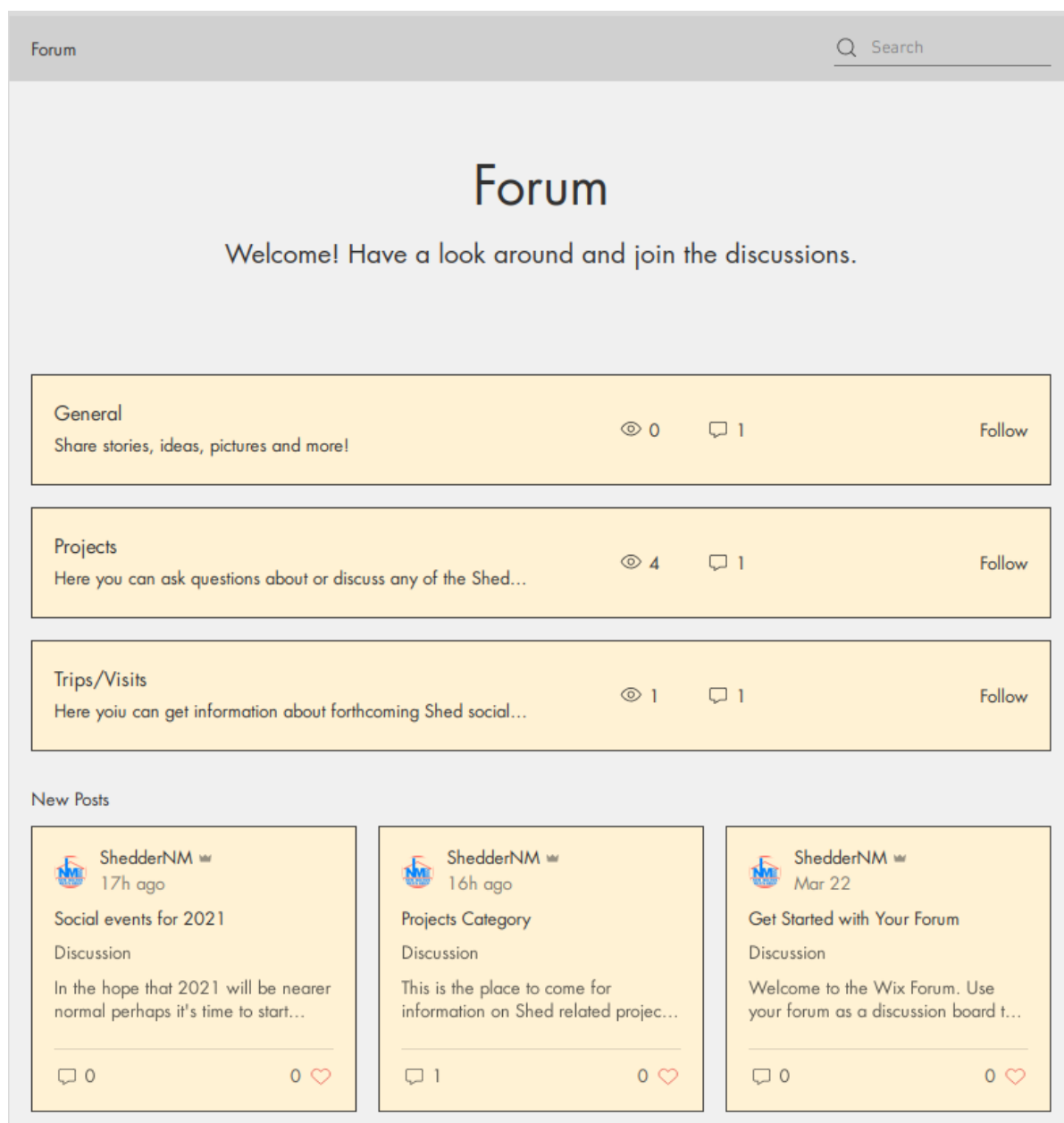


Fig 4

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## Accessing the Forum.

From the sites main menu click on *'Members Stuff' and then 'Forum'*. This will display the main Forum page as below. At top left is the Forum menu and on the top right is a search bar to allow searching of the forum.. The 3 horizontal rows are 'Categories' i.e 'General', 'Projects' and 'Trips/Visits'. Below those are shown the 3 most recent posts to the forum.



The Forum menu will change to reflect which 'Category' you are working in. e.g. if you had selected the 'Trips/Visits' category the menu would read 'Forum > Trips/Visits'.

## To create a new 'Post'

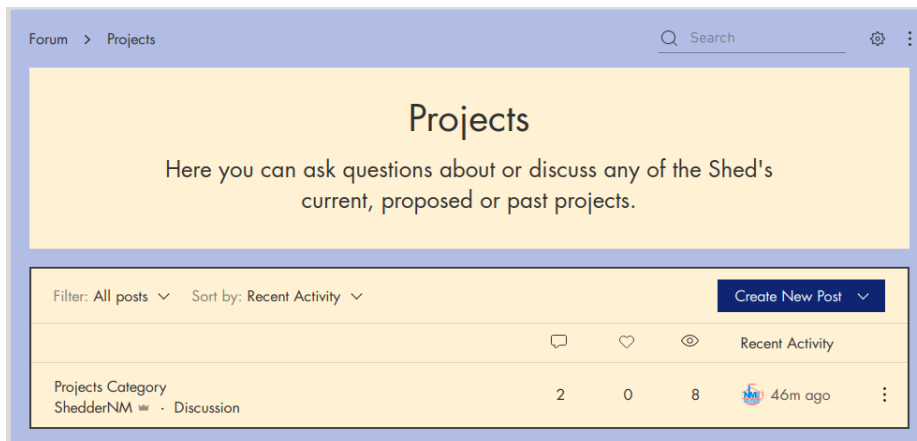
If you want to create a new post click on the appropriate 'Category' name e.g 'Projects'. This will display a page which allows you to write a new post and to publish it when you click the 'Create New Post' button. A new page displays. Click on 'Create New Post' button and choose either 'Discussion' or 'Question. Write the message and click on 'Publish' button.

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## To make a 'Comment' on an existing 'Post'

There are two ways to make a comment on an existing 'Post'

- If the 'Post' is shown at the foot of the 'Forum' main page, click on the title or message (the one to use will change colour to blue).
- Click on the title of the appropriate 'Category' in one of the category rows. This displays the 'Category' page. From there click on the 'Category' name at the bottom left hand side e.g. 'Project Category'. Write your comment in the space provided at the bottom of the form.



The Forum menu will change to reflect which 'Category' you are working in. e.g. if you had selected the 'Trips/Visits' category the menu would read 'Forum > Trips/Visits.'

The 3 horizontal rows are the 3 'Categories'

which have been set up. If you want to create a new post click on the appropriate name e.g. 'Projects'. This will display a page which allows you to write a new comment and to publish it when you click the 'Create New Post' button.

