

Knowsley Carers Forum

How to use our forum...

When you register you will receive an email containing an activation code. Make sure you click the link within the mail or you will be unable to access your account. When your account has been verified by the moderators you will receive a second email. Once you have received this and have activated your verification code you will be able to log in to the forum.

Before you start using the forum it is useful to familiarise yourself with a few terms:

CATEGORIES:

This refers to the general subject 'areas' that a forum is divided into eg: Social area, Caring, General

BOARDS:

The 'Categories' are then further divided into 'Boards'. This is an area within a forum where topics of a similar nature are posted. A 'category' will consist of several 'boards'.

For example: Social Area ('category') is then split up into 2 sections ('boards') 'New Members' and 'Chat Room'

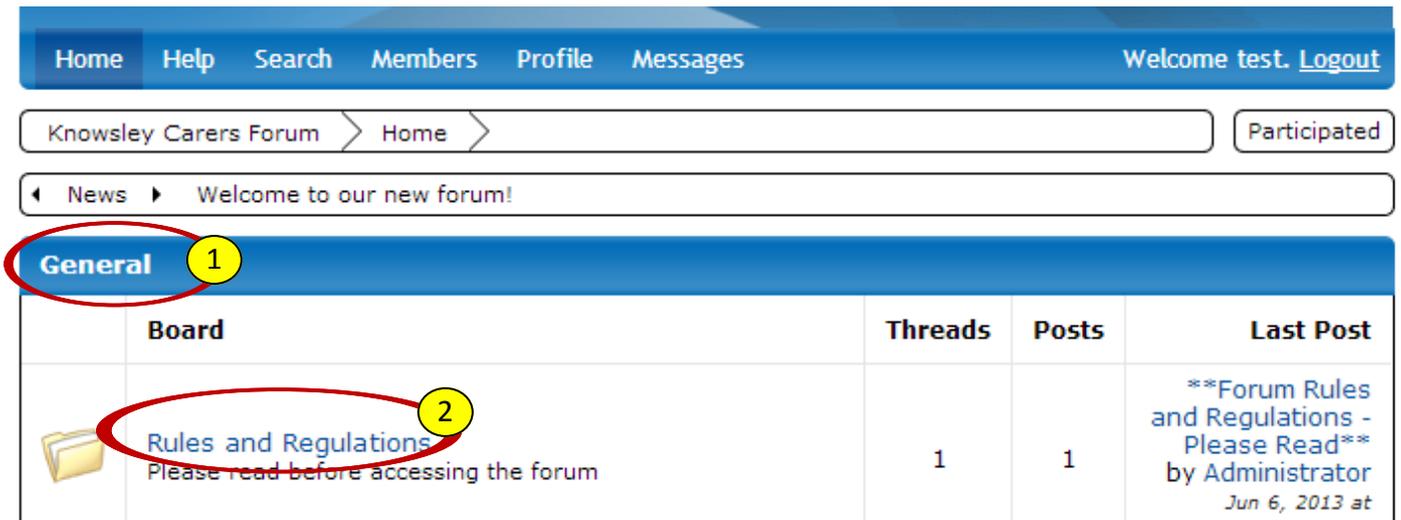
THREADS:

A thread is, basically, an original message or topic, and its replies, which are posted on the 'Boards'.

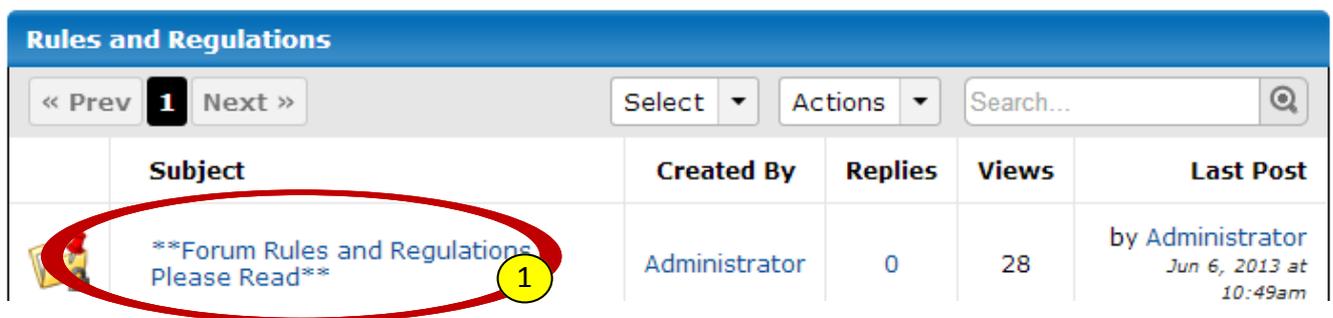
It is an ordered list of the conversation in sequence.

There is a list of other popular forum terms you may come across at the back of this guide.

When you log in to the forum the first thing you should do is go to the 'General' category (1) and select the **Rules and Regulations** Board (2)



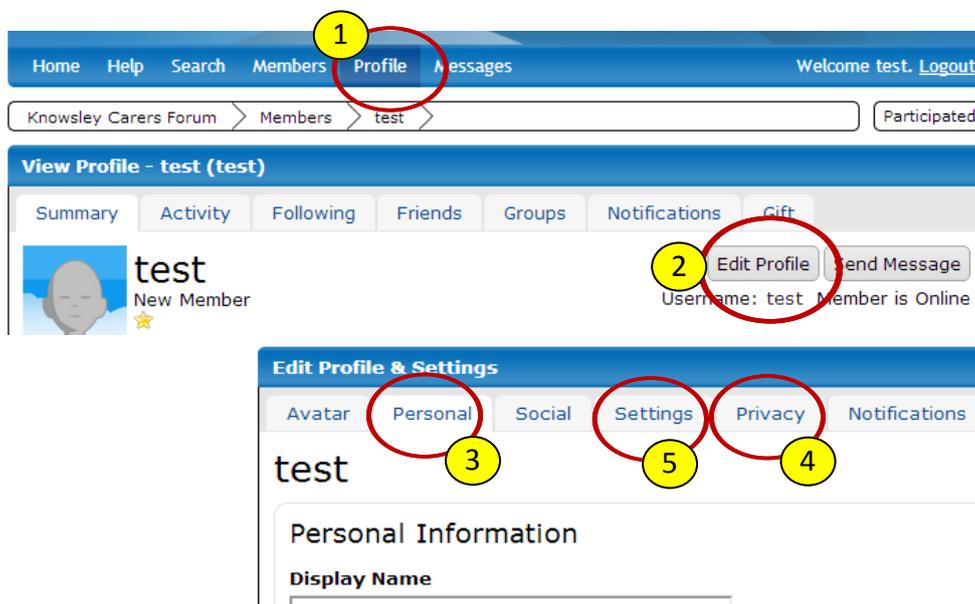
Then click on the ****Forum Rules and Regulations**** Thread (1)



This section contains all the rules you will need to follow when using the forum.

Once you have familiarised yourself with the forum regulations it is a good idea to edit your personal information.

To change your personal information you will need to go to PROFILE (1), then EDIT PROFILE (2), then PERSONAL (3)



Here you will be able to change emails and passwords. In this section you will also be able to change privacy (4) and other settings (5).

Threads

The next thing you will need to be able to do is **read, post or reply to a thread**.

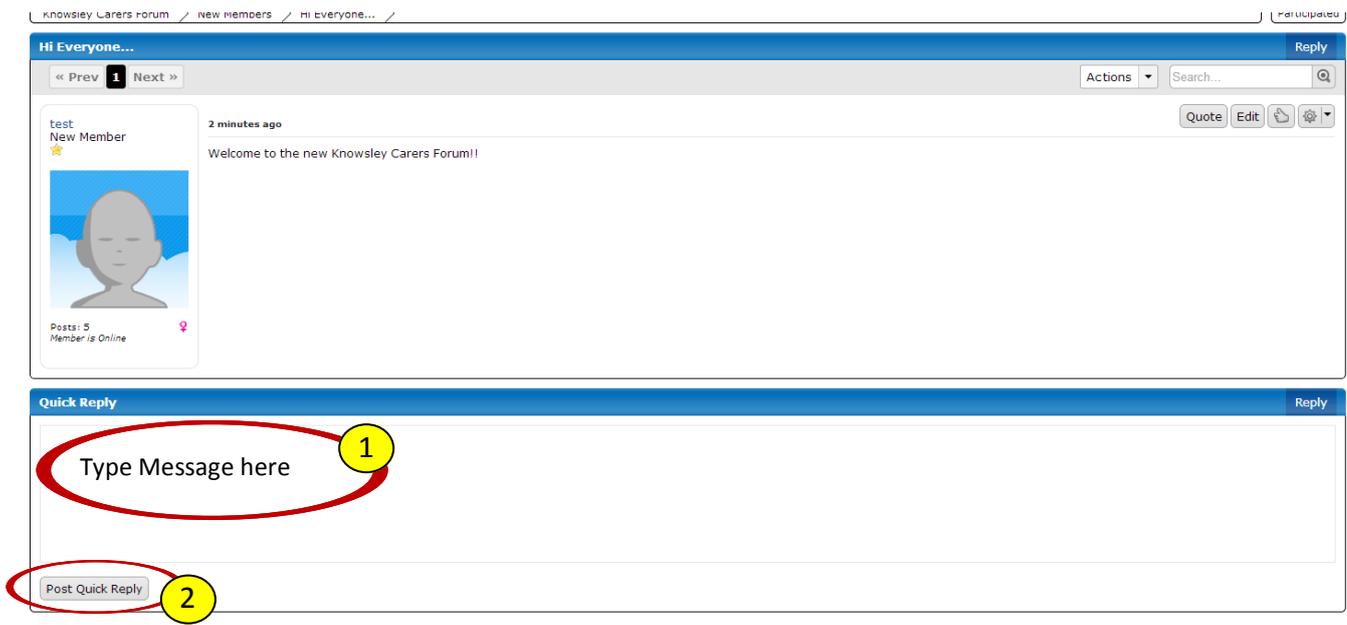
To **read a thread** go to the front page and click on the Board you are interested in reading — for example “New Members”.

The screenshot shows the top navigation bar with links: Home, Help, Search, Members, Profile, Messages. Below it is a breadcrumb trail: Knowsley Carers Forum > Home >. A news banner reads: News Welcome to our new forum! The main content area is divided into two sections: 'General' and 'Social Area'. Under 'General', there is a 'Board' section with a folder icon and a link to 'Rules and Regulations' with the text 'Please read before accessing the forum'. Under 'Social Area', there is another 'Board' section with a folder icon and a link to 'New Members' (circled in red) with the text 'Come and introduce yourself'. Below that is a link to 'Chat Room'.

Then click on the thread (1) you are interested in reading: This will then show you all the comments (2) on any particular thread.

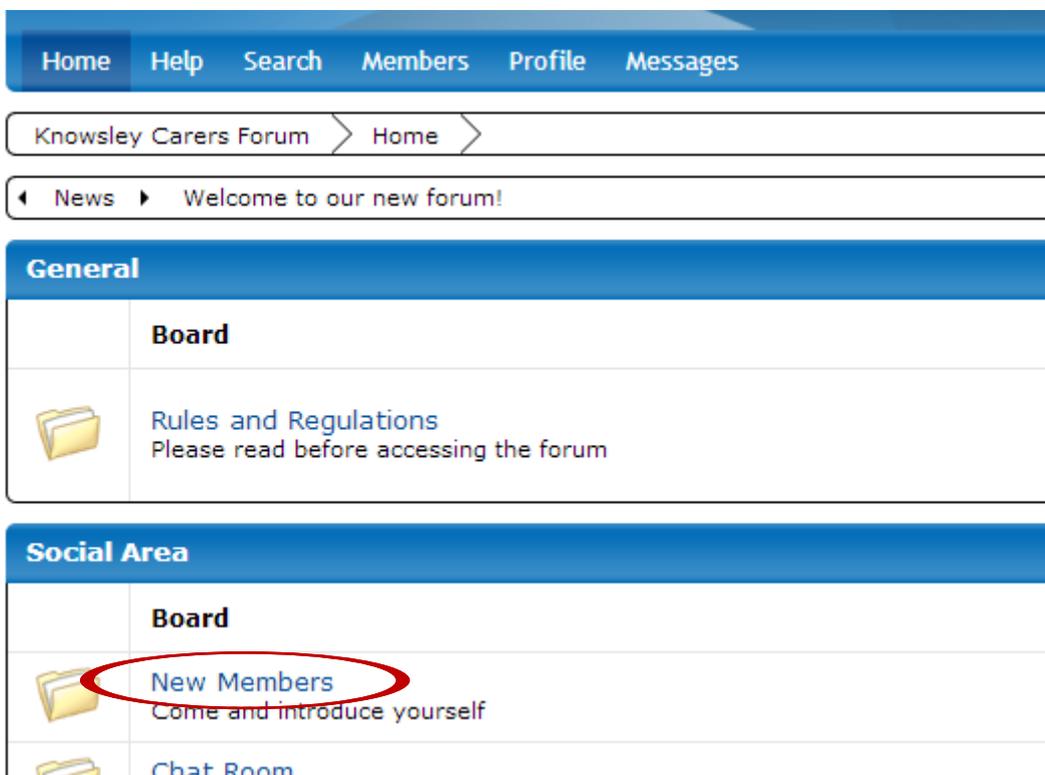
The screenshot shows two parts of the forum interface. The top part is a thread list for the 'New Members' board. It has a table with columns: Subject, Created By, Replies, Views, and Last Post. The first row is circled in red and has a yellow circle with the number '1' next to it. The subject is 'Hi Everyone...' and the last post is 'by test less than a minute ago'. The bottom part is a detailed view of the 'Hi Everyone...' thread. It shows the user 'test' (New Member) posted '23 hours ago' with the message 'Welcome to the new Knowsley Carers Forum!!'. The user's profile picture and 'Posts: 5' are visible. A yellow circle with the number '2' is placed over the thread content. At the bottom, there is a 'Quick Reply' section.

If you would like to **reply to a comment** then the easiest way to do this is 'Quick Reply'. Type your message in the bottom box (1) then click 'Post Quick Reply' (2)



The screenshot shows a forum post titled "Hi Everyone..." with a user profile for "test New Member" and a message: "Welcome to the new Knowsley Carers Forum!!". Below the post is a "Quick Reply" section. A red circle labeled "1" highlights the text input area containing "Type Message here". Another red circle labeled "2" highlights the "Post Quick Reply" button.

To **start a thread of your own** go to the Board you would like to post in:



The screenshot shows a forum navigation menu with the following structure:

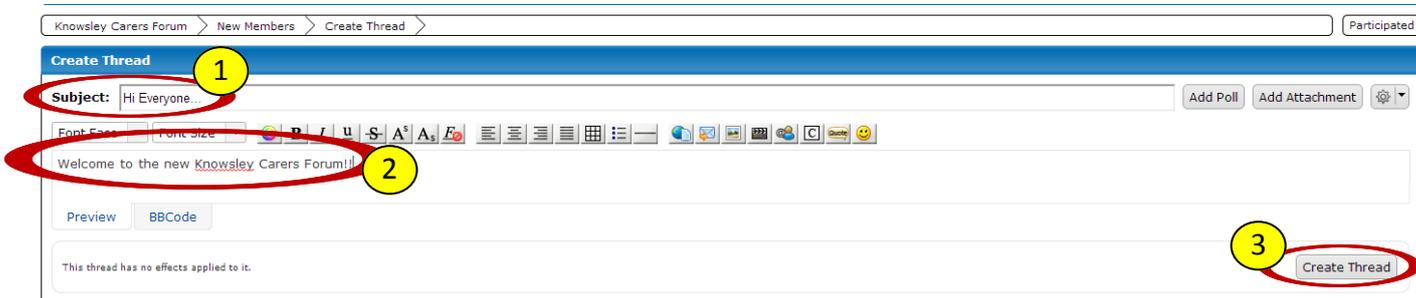
- Home Help Search Members Profile Messages
- Knowsley Carers Forum > Home >
- < News > Welcome to our new forum!
- General**
- Board
- Rules and Regulations (Please read before accessing the forum)
- Social Area**
- Board
- New Members (Come and introduce yourself)
- Chat Room

The "New Members" link is circled in red.

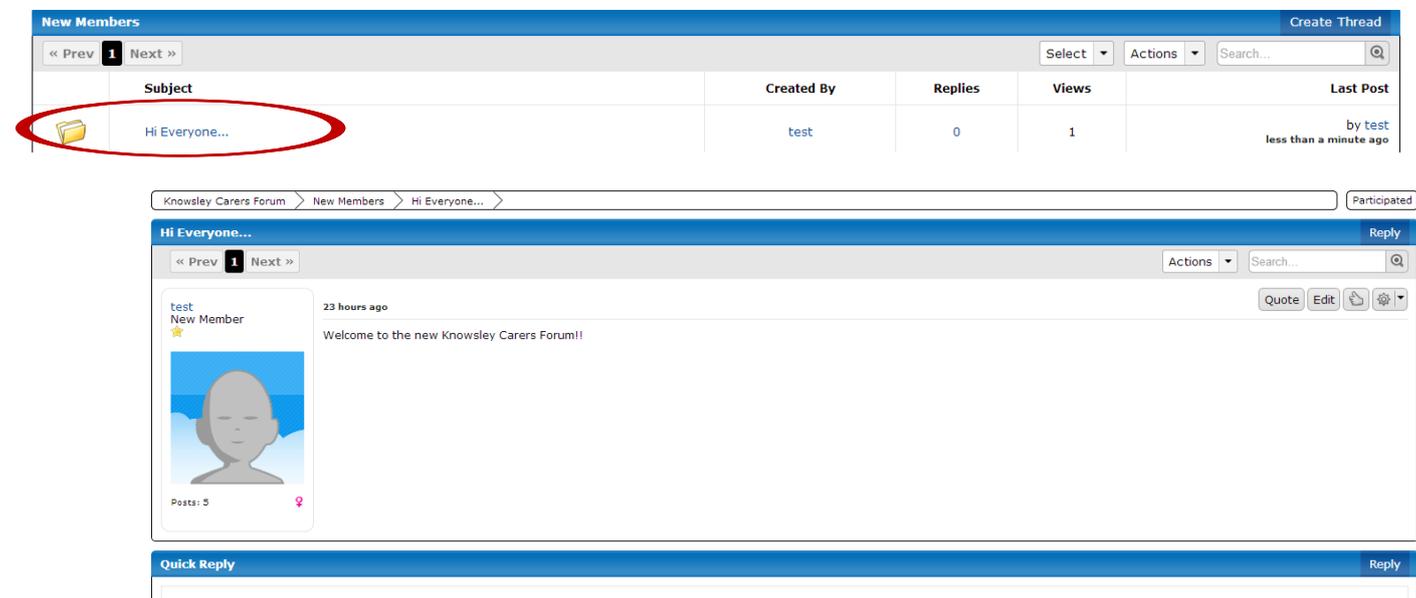
Then click on 'CREATE THREAD'



Type your message subject (1) then type your message into the large box (2). When you are happy with it click 'CREATE THREAD' (3)



Your thread will then show up on the relevant board



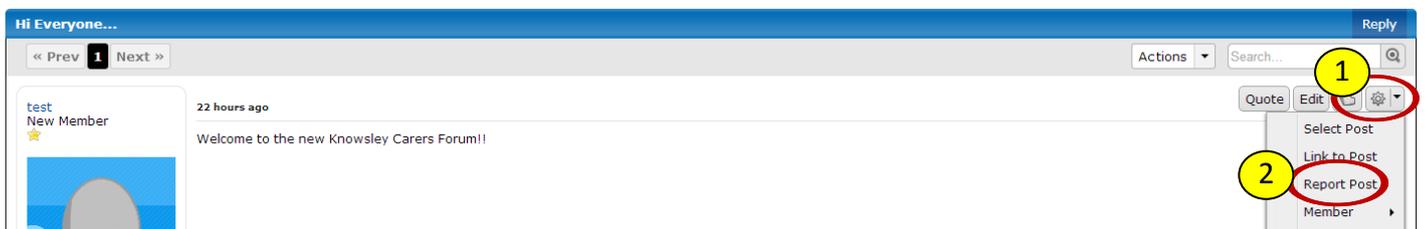
We need to ensure that the forum remains a safe environment for all users.

This board is aimed at all carers so please bear this in mind when posting. Any discriminatory or offensive language, comments, text, images or links will not be tolerated.

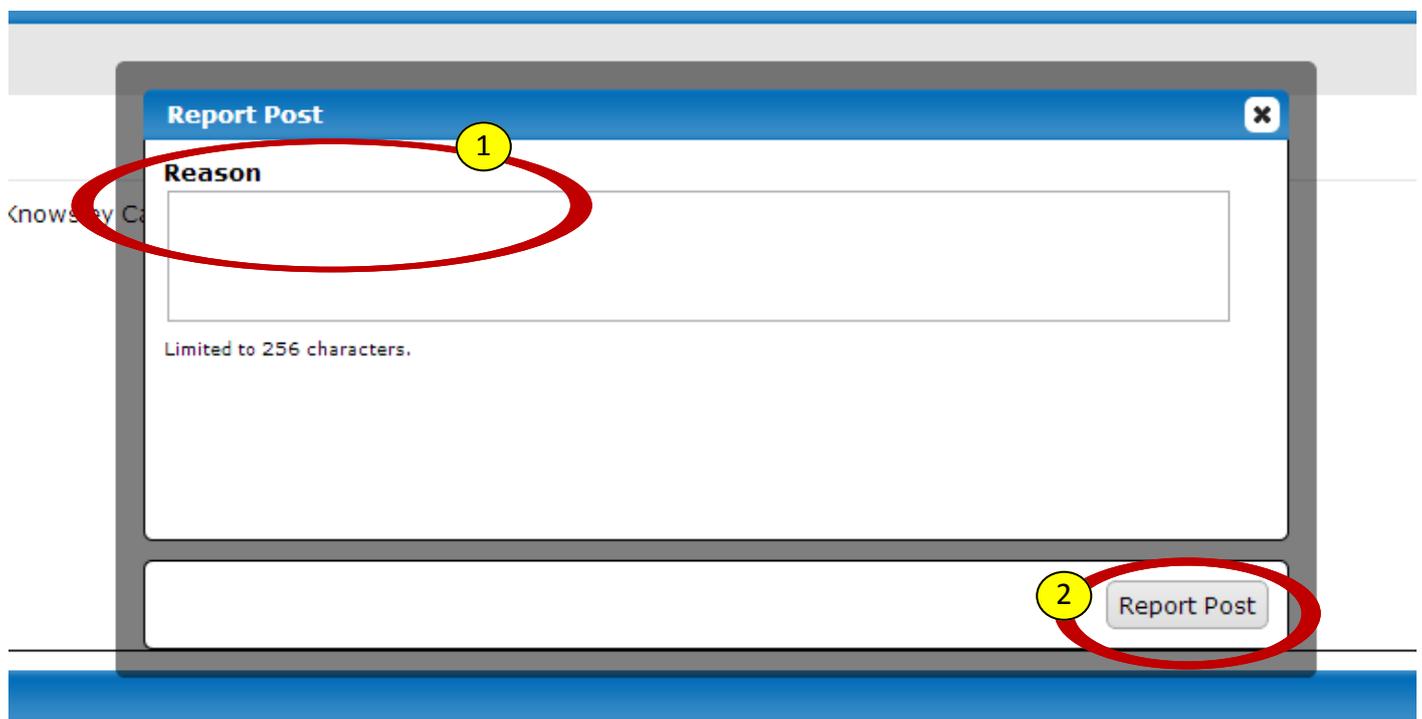
As this forum is run by volunteers it is impossible to moderate the forum 24/7 so we rely on carers to let us know if they spot anything inappropriate on the boards so we can deal with it as soon as possible.

If you do find something inappropriate or offensive please report the post or comments to the moderators.

To do this click on the WHEEL symbol (post options tab) at the far right hand side of the bar (1) then click on REPORT POST (2)



A pop-up box will then appear. Type your reason in the box (1) then click REPORT POST (2)



Please note that any reports will be kept strictly confidential. There is no way of other users knowing who has reported a post.

Personal Messages or PM

It is possible to send personal messages to other users—much like emails. Again, please be aware that anything you send by personal messages is covered by the same rules as the main forum.

To send a personal message click on the MEMBERS tab (1) then click on the member (2) you wish to PM from the list which appears below.

Then click the SEND MESSAGE (3) tab

The screenshot shows the 'Knowsley Carers Forum' interface. The top navigation bar includes 'Home', 'Help', 'Search', 'Members', 'Profile', and 'Messages'. The 'Members' tab is highlighted with a red circle and a yellow circle containing the number '1'. Below the navigation bar, the breadcrumb trail shows 'Knowsley Carers Forum > Members > List'. The 'Member List' section contains a table with columns: Name, Username, Group / Rank, Posts, Date Registered, and Last Online. The 'Forum Administrator' member is highlighted with a red circle and a yellow circle containing the number '2'. The 'View Profile' page for 'Forum Administrator (admin)' is shown below, with the 'Send Message' button highlighted with a red circle and a yellow circle containing the number '3'.

Name	Username	Group / Rank	Posts	Date Registered	Last Online
Forum Administrator	admin	Administrator	3	Jun 3, 2013 at 1:50pm	Jun 4, 2013 at 1:06pm
test	test	Forum Novice	5	Jun 4, 2013 at 1:15pm	Member is Online

Much like an email - write your subject in the SUBJECT BAR (1), type your message in the large text box (2) then click CREATE MESSAGE (3)

The screenshot shows the 'Create Message' form. The 'Subject' bar is highlighted with a red circle and a yellow circle containing the number '1'. The large text box for the message content is highlighted with a red circle and a yellow circle containing the number '2'. The 'Create Message' button is highlighted with a red circle and a yellow circle containing the number '3'. The form includes a 'Recipients' section with a dropdown menu showing 'Forum Administrator' and an 'Enter a username' input field. A rich text editor toolbar is visible above the text box. At the bottom, there is a 'Preview' button and a 'BBCode' button. A note at the bottom states: 'This message will start a single conversation with 1 recipient.'

To check if you have any personal messages click on the MESSAGES (1) tab on the top bar.

Home Help Search Members Profile **Messages** (1) Welcome test. Logout

Knowsley Carers Forum > Personal Messages > Inbox > Participated

Personal Messages: Inbox (1) Create Message

<< Prev 1 Next >> Inbox Select Actions Search...

	Subject	Created By	Replies	Last Reply
 Test		test	0	by test 4 minutes ago

Then click on the email (2) to view. To reply to a personal message you can use the quick reply feature as you would with a thread.

GLOSSARY OF FORUM TERMS

Some other useful terms that you may come across are:

Admin(istrator) - anyone who has access to the control panel for the forum. A forum administrator is typically the creator of the forum

Avatar - small images/pictures that you set in your profile. These help to personalise posts

Bump(ing) - the act of replying to a thread with the intention of *bumping* it to the top of the list.

Double post - two consecutive posts by the same user.

Drive by (posting) - joining a forum and posting, then not coming back.

Emoticon/Smiley - a small image that expresses a particular emotion.

Flaming - hostile or insulting interaction between users.

Flooding - making many unwanted posts.

Hijacking - taking one's post and redirection attention elsewhere.

Lock - a locked forum is a forum in which you can no longer post.

Moderator - someone with powers to moderate (edit, move, delete, etc.) the posts of other members.

Off topic - unrelated to the topic at hand.

Poll - a section where member votes are recorded and tallied.

Post - a message submitted to a forum.

PM/Private Message - a means of privately contacting another member.

Sig(nature) - a message that is shown below each individual member containing personalised quotes, words of wisdom, links, etc.

Spam - unwanted posting.

Sticky - a thread that always stays on the top of the threads list.

Troll - one that posts controversial or irrelevant information with the intention of provoking other members.

Word filter - an automatic censor of a word within a post.

If you need any extra help using the forum then please post a new thread in the 'Technical Help' section and someone will answer your query as soon as possible.