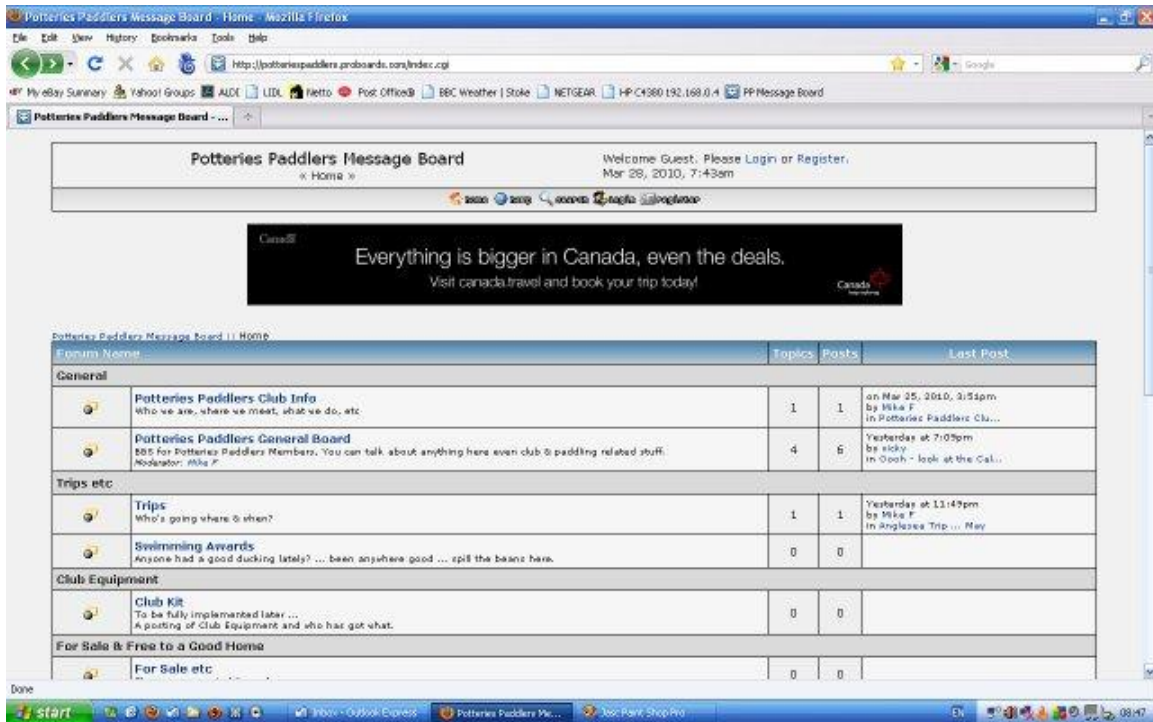


A Rough Guide to using the Potteries Paddlers Forum.

A forum is basically a noticeboard where all the members can post notes for others to read.

With our's it's better than that as it includes a calendar, the ability to send private messages etc. but more on that later. Parts of the board will be restricted so that only paid up members of the PP can see, or post to, them and only registered folks (PP members or not) will be able to post on the boards to restrict the possibility of spam postings.

When you first click on this link (<http://potteriespaddlers.proboards.com>) the front screen will come up something like this ...

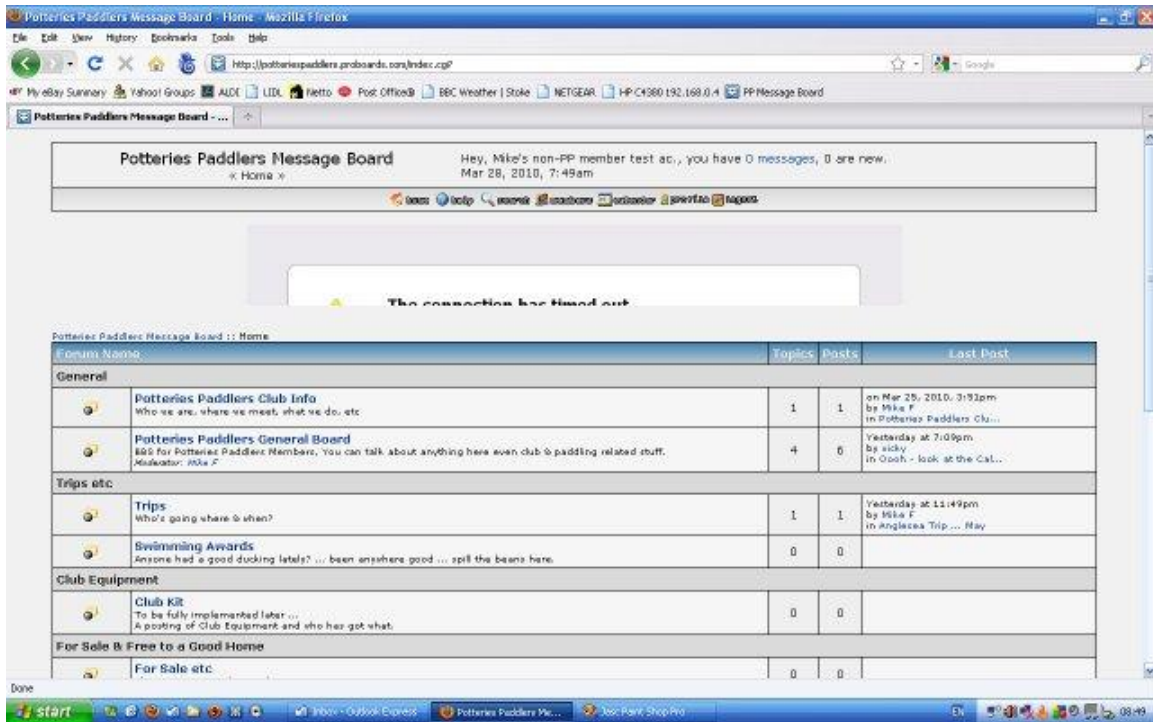


The screenshot shows the homepage of the Potteries Paddlers Message Board. The browser window title is "Potteries Paddlers Message Board - Home - Mozilla Firefox". The address bar shows the URL "http://potteriespaddlers.proboards.com/index.cgi". The page header includes the forum name "Potteries Paddlers Message Board" and a welcome message: "Welcome Guest. Please Login or Register. Mar 28, 2010, 7:43am". Below the header is a Canada travel advertisement with the text "Everything is bigger in Canada, even the deals. Visit canada.travel and book your trip today!". The main content area is a forum listing table with columns for Forum Name, Topics, Posts, and Last Post.

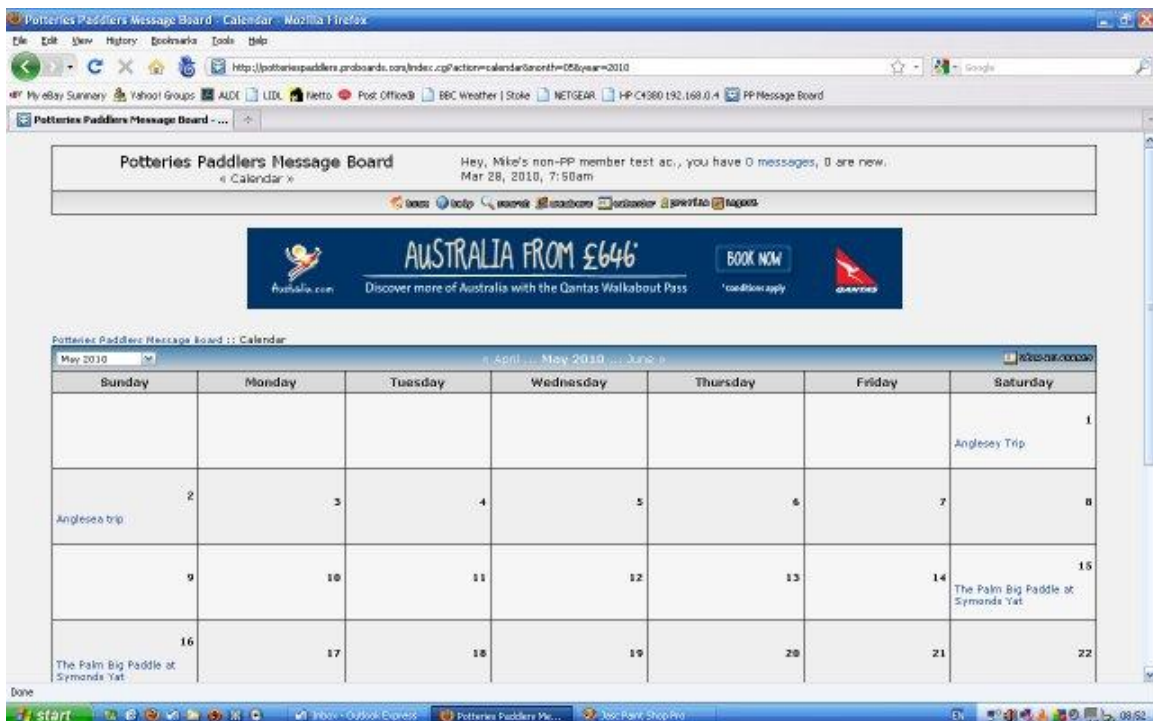
Forum Name	Topics	Posts	Last Post
General			
Potteries Paddlers Club Info Who we are, where we meet, what we do, etc.	1	1	on Mar 25, 2010, 9:54pm By Mike F in Potteries Paddlers Clu...
Potteries Paddlers General Board BBS for Potteries Paddlers Members. You can talk about anything here even club & paddling related stuff. Moderator: Mike F	4	6	Yesterday at 7:07pm by sicko in Oooh - look at the Cal...
Trips etc			
Trips Who's going where & when?	1	1	Yesterday at 11:49pm by Mike F in Anglesea Trip ... May
Swimming Awards Anyone had a good ducking lately? ... been anywhere good ... spill the beans here.	0	0	
Club Equipment			
Club Kit To be fully implemented later ... A posting of Club Equipment and who has got what.	0	0	
For Sale & Free to a Good Home			
For Sale etc	0	0	

If you haven't already registered you'll need to in order to see the calendar and to post messages ... click on [Register](#) and follow the instructions from in the Guide to Registration document. If you are already registered click on [Login](#) and input your username and password to log on.

The screen will now change like so ... just above the advert bar (worth putting up with for the free forum), you'll then see a new icon - Calendar

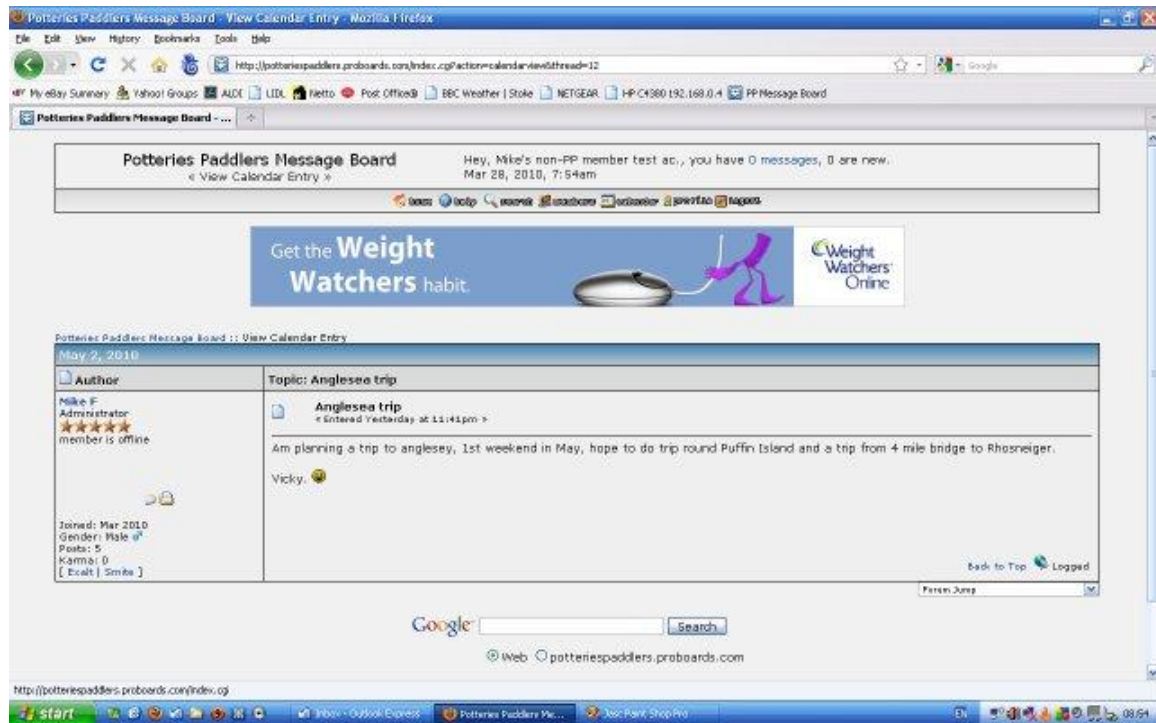


If you click on the Calendar icon you'll get this ...

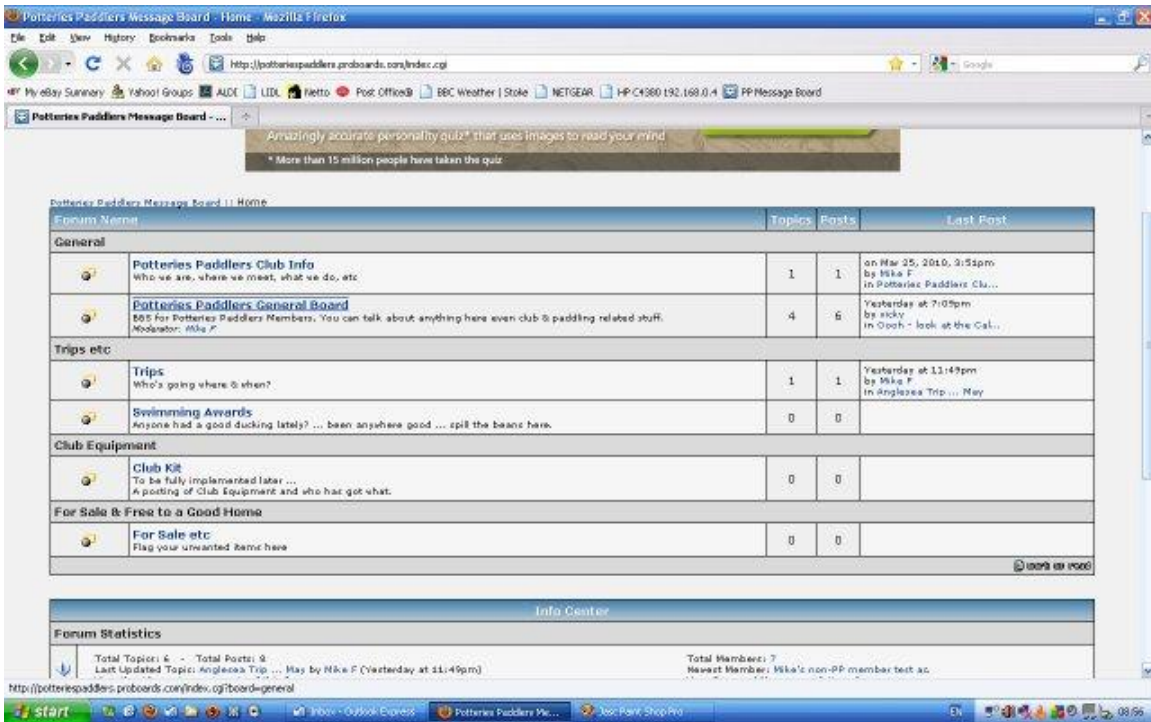


You can move around in the Calendar using the month forward/back above the days of the week or go straight to a set month using the drop down selector. Above I've gone to May 2010 and you can see that some items are already in there.

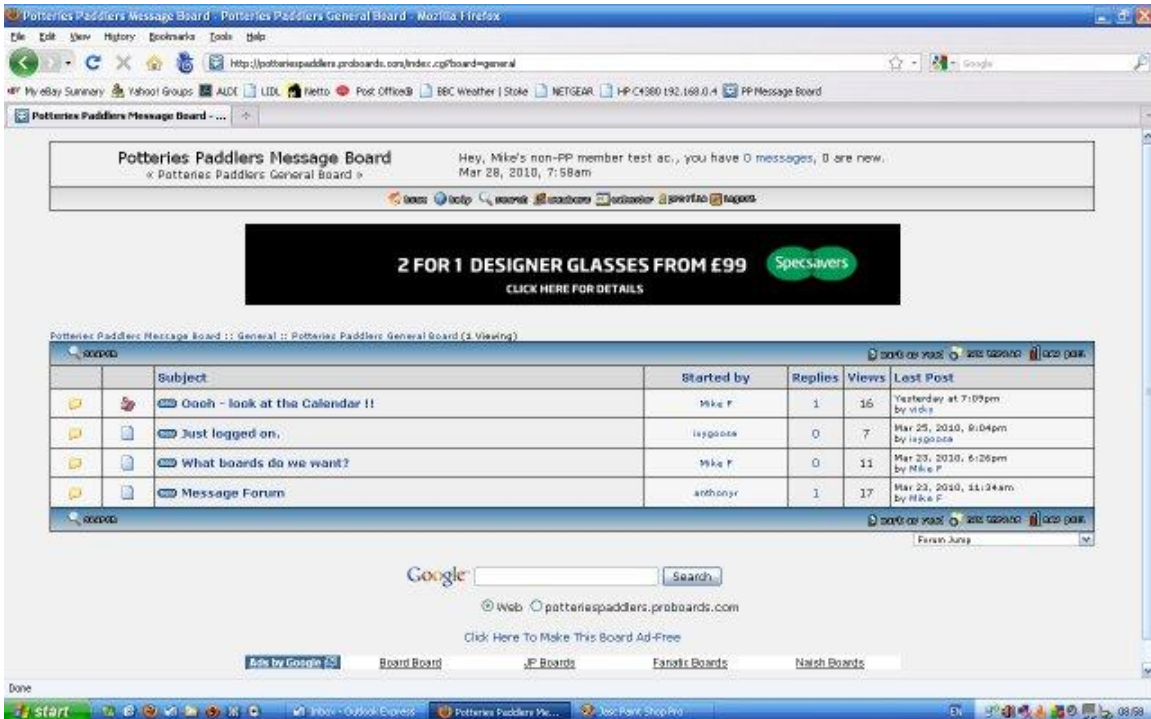
If you then click on an Item, eg Anglesea trip ... you get this ... some items will also show links to websites, fliers etc ... Take a look at the KNW and Palm events yourself later.



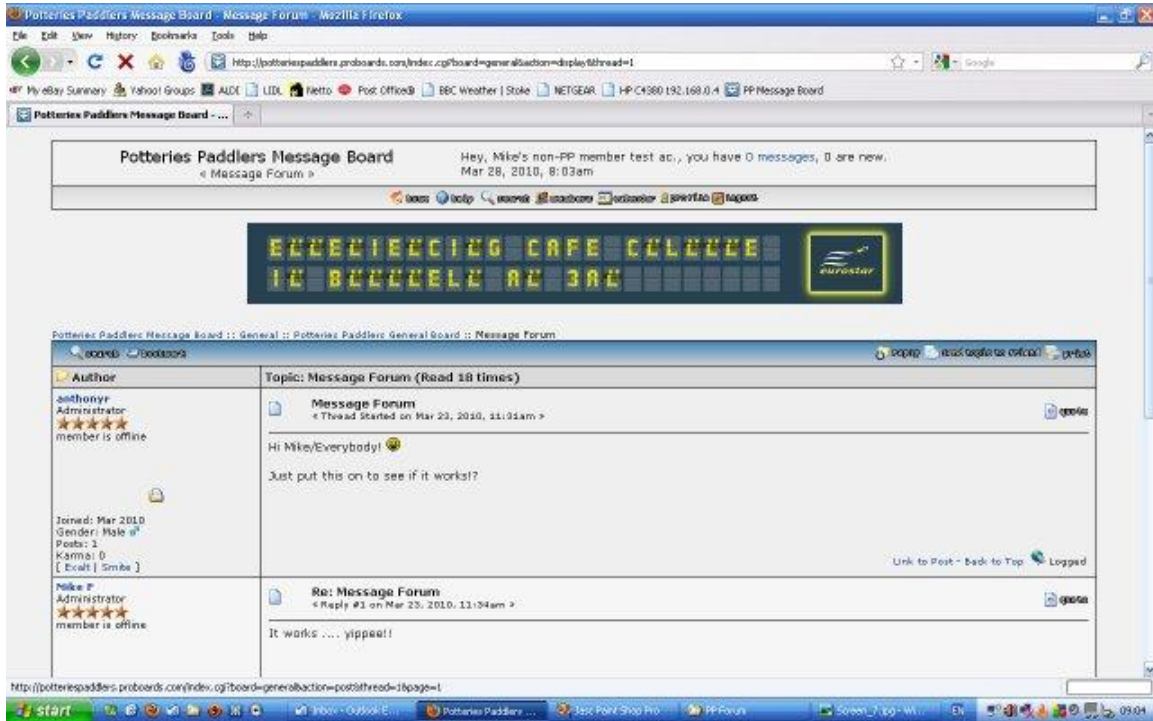
OK ... so that's how the Calendar works, at the moment Ant & I are the only folks who can put things there, when we've more folks registered we'll set it so that any Potteries Paddlers members can see and post to the Calendar ... but no one else. If you are planning a trip please put it up as a new thread in the [Trips etc.](#) Category. To see how lets get back to the forum and posting So click on [Home](#) on the Icon bar or [Potteries Paddlers Message Board](#) (just above the View Calendar Entry window) to go back to the front screen.



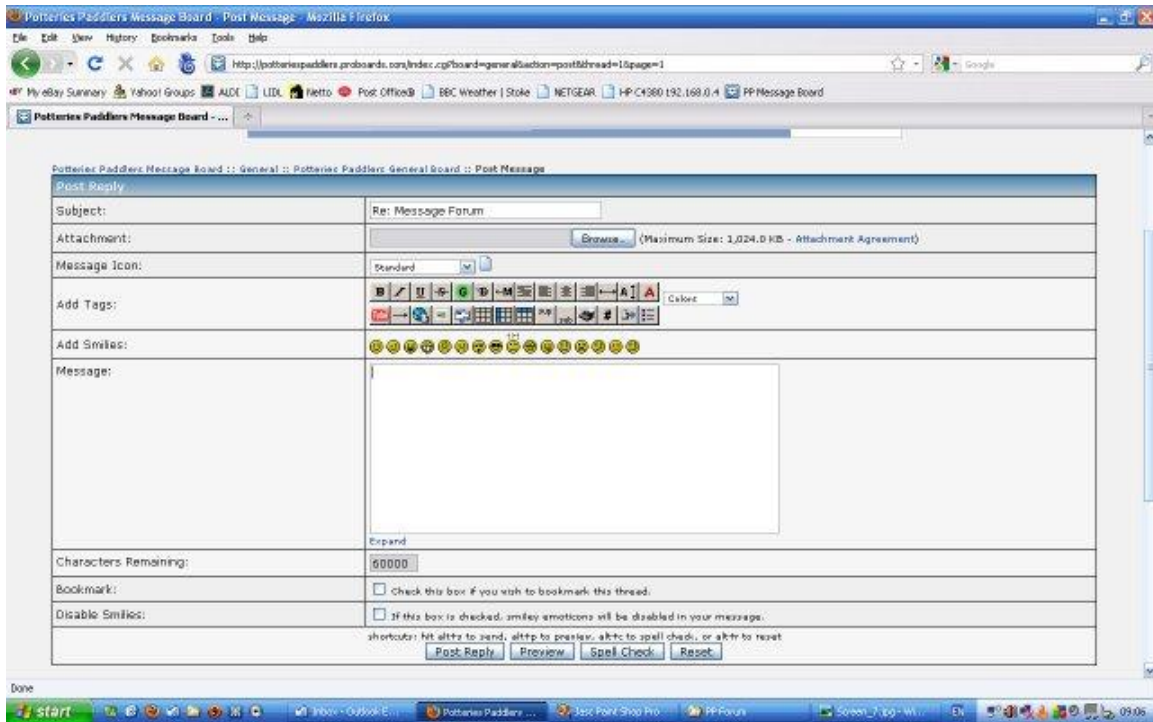
The Categories currently set up are "General, Trips etc, Club Equipment and For Sale & Free to a Good Home", Ant and I can add anything else that's wanted, just let us know. Each Category contains a Board or Boards. Currently you can post in any of the boards except "Potteries Paddlers Club Info" (Ant & I only at the moment). Lets have a look at the general nattering board by clicking on "Potteries Paddlers General Board" and the screen will change to ...



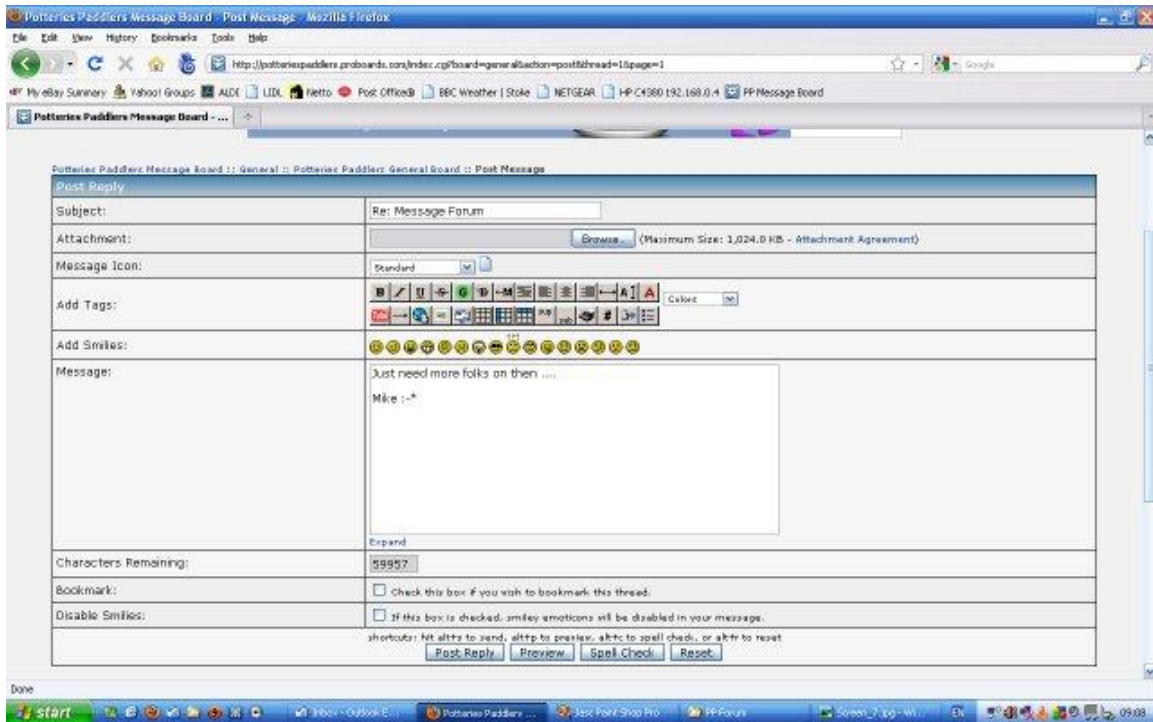
What you see above are known as Threads on the board, they are subjects for discussion and you can start a new subject by clicking on the [New Thread](#) icon above or below the viewing window. It does just what it says on the tin. We'll leave that though and read what's in an existing thread and also post a reply as an example, the new thread function is much the same. So if we click on Ant's [Message Forum](#) thread we get ...



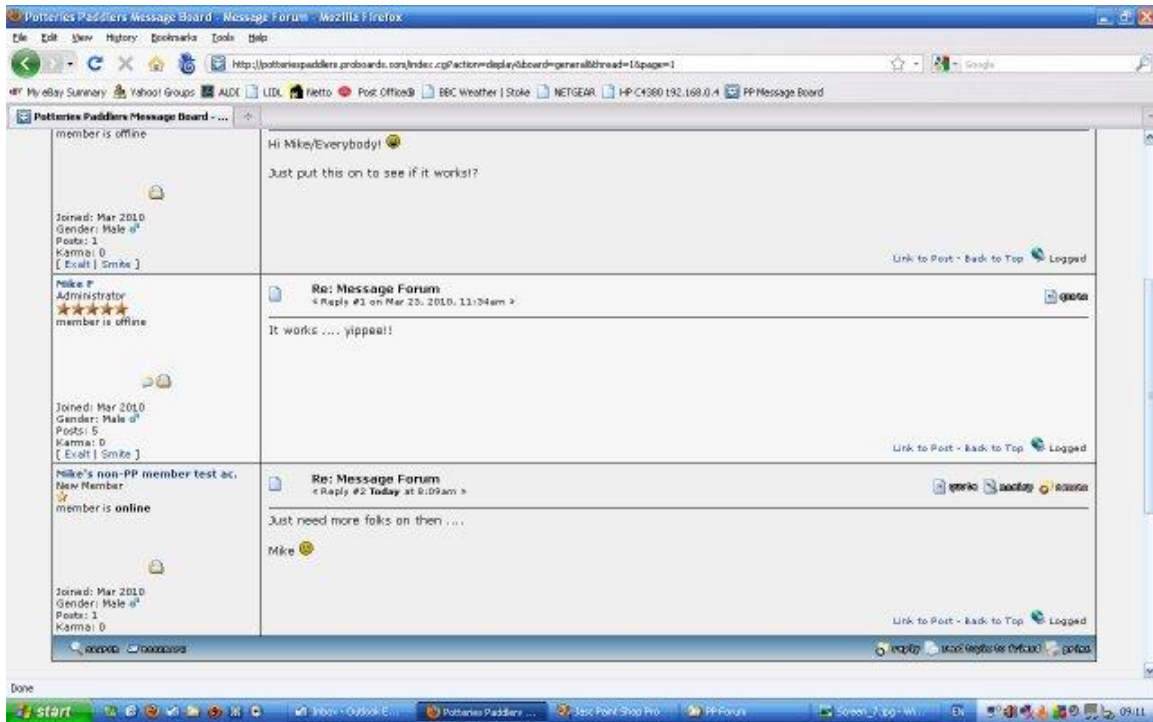
You can scroll up and down to read all the messages in the thread (so far 2) and by clicking the [reply](#) icon a messaging window will open ...



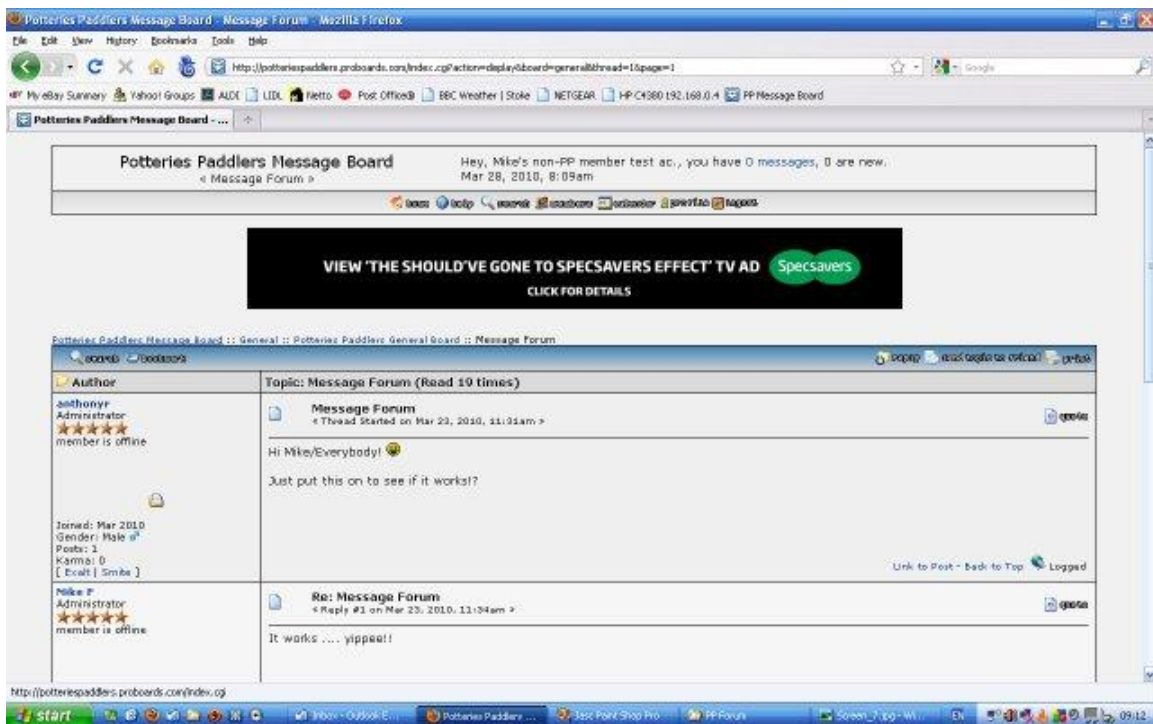
You can write your message just as in a word processor prog, add smilies etc ... these show as shorthand characters in the text but become smilies when posted



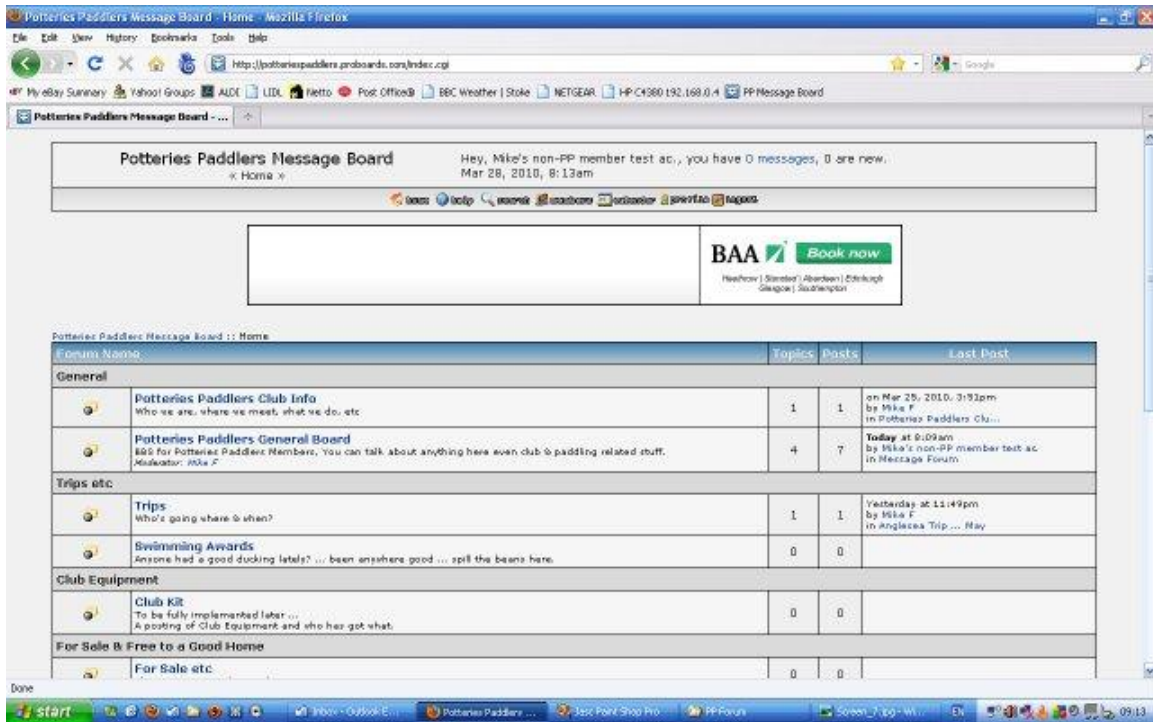
Then just press the **Post Reply** button at the bottom of the screen and ... your reply is posted for all to see.



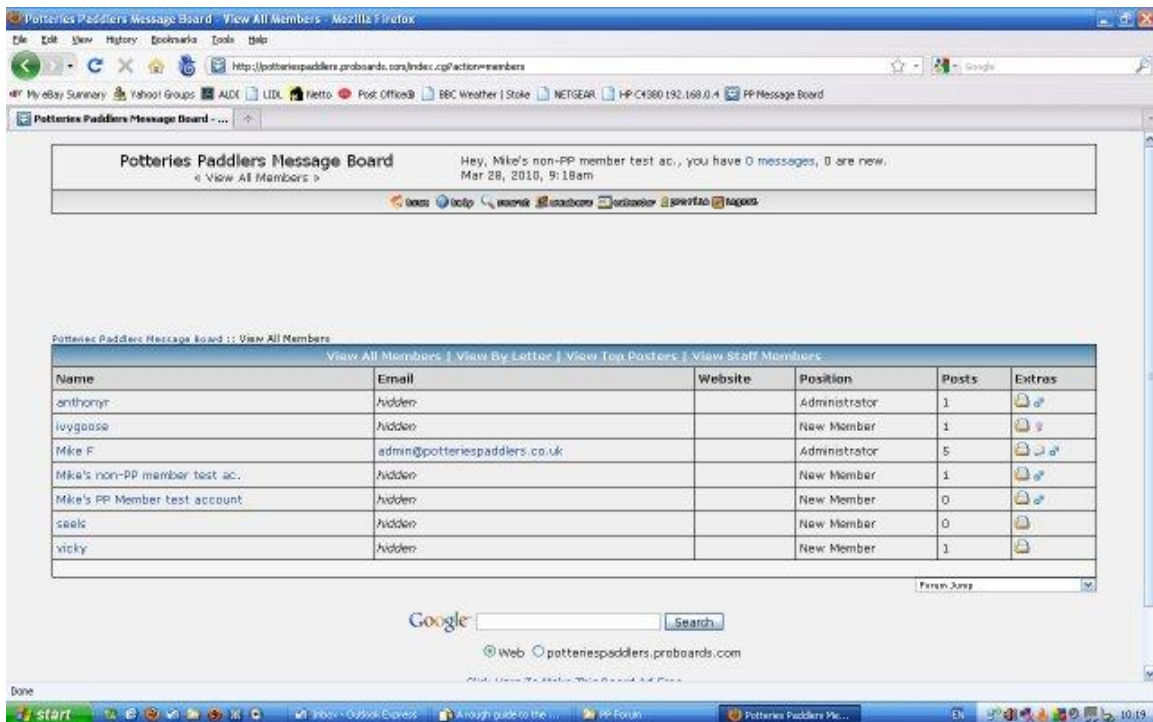
You can scroll up



Click on [Home](#) on the Icon bar or [Potteries Paddlers Message Board](#) to get back to the start page (if you want to) ... and if you've finished click on [logout](#)



One other useful thing ... you can send personal messages on or from the forum ... if you click on the [members](#) icon you get a window like this ...



If you click on the folder icon in [Extras](#) opposite someone's name you can send a personal message for that member to read next time they log on to the forum. I've not hidden the admin email account so you can see that email address here (even though I'm logged in as a non-PP

registered forum user), there is also an extra icon in [Extras](#) which allows you to email me (or anyone who has set their email address as not-hidden) directly from there ... hidden is good till it's restricted then we'll probably want to see the emails so that we can all email each other ... personal choice.

That's my quick guide to what I've found out so far, you now know as much as I do, so have a play ... I'm pretty sure we can't break it and even if we did it wouldn't take long to set it up again.

Mike.

Potteries Paddlers Web Admin.

4th April 2010.