

DISTRICT A-15 LIONS FORUM USER'S MANUAL

INTRODUCTION

The District A-15 Lions Forum is an online bulletin board where you may take part in a discussion or “conversation” by leaving a message (post) and reading responses to messages you have left (posted). Each such discussion or “conversation” is known as a topic.

To make it easier to find and participate in those discussions that interest you, topics (discussions or “conversations”) of a similar nature are grouped together into forums. Similar forums are further organized into forum groups.

Each topic (discussion or “conversation”) consists of an initial message (post) followed by all responses to that post.

The District A-15 Lions Forum consists of several Forum Groups including; GMT/GLT Forums, Youth Forums, Lions Program Forums, Events Forums, District Administration Forums.

With the exception of the District Administration Forums, forums are available for public viewing however in order to post to a forum you must be a registered user.

The District Administration Forums are private. The only way to gain access to read or to post to them is to be subscribed to them by the forum administrator. An email will be sent to you once this process is completed.

WHERE ARE THEY?


On the District A-15 Website Home Page upper left corner of the screen, select Lions Forum.

HOW DO I READ THE FORUMS?

On the Board Index page, select a Forum of your choice

GMT/GLT FORUMS	TOPICS	POSTS	LAST POST
GMT Forum GMT Forum for the discussion of, and information about, the Global Membership Team	1	4	by Denis Vinette Sun Nov 17, 2013 1:17 pm
GLT Forum GLT Forum for the discussion of, and dissemination of information about, the Global Membership Team.	0	0	No posts

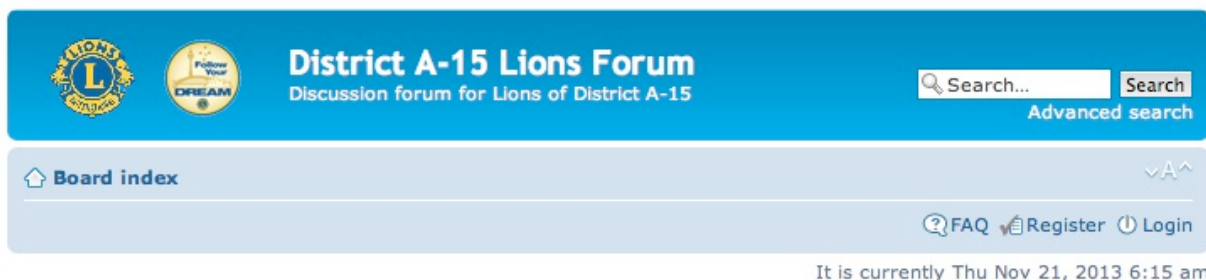
followed by a Topic of your choice.



The screenshot shows the District A-15 Lions Forum homepage. At the top, there are logos for Lions and a 'Follow Your Dream' emblem. The main header reads 'District A-15 Lions Forum' with the subtitle 'Discussion forum for Lions of District A-15'. A search bar is on the right. Below the header, a navigation bar shows 'Board index < GMT/GLT Forums < GMT Forum'. On the right of this bar are links for 'FAQ', 'Register', and 'Login'. The main content area is titled 'GMT Forum' and includes a 'NEWTOPIC*' button, a search bar, and a 'Search' button. It indicates '1 topic • Page 1 of 1'. A table lists topics with columns for 'TOPICS', 'REPLIES', 'VIEWS', and 'LAST POST'. The first topic is 'MDA Workshop' by Paul Anstett, dated Mon Nov 04, 2013 10:03 pm, with 3 replies and 23 views, last posted by Denis Vinette on Sun Nov 17, 2013 1:17 pm. Below the table, there are filters for 'Display topics from previous: All Topics', 'Sort by Post time', and 'Descending', followed by a 'Go' button.

HOW DO I REGISTER AS A USER?

On the Board Index page, select Register and follow the on screen instructions.



This screenshot shows the same District A-15 Lions Forum homepage, but the navigation bar highlights 'Board index'. The 'Register' link in the bottom right of the navigation bar is now highlighted. The rest of the page content remains the same.

It is currently Thu Nov 21, 2013 6:15 am

Please note that there is little value in being cryptic about your choice of Username. If you hold a District Cabinet Position we recommend using your position title, e.g. Cabinet Secretary or ZC Brunhilda, otherwise consider using your name. Changing your name once registered can only be done by the forum administrator.

HOW DO I POST A RESPONSE OR BEGIN A MESSAGE THREAD

On the Board Index page, select Login and follow the on screen instructions.



This screenshot is identical to the previous one, showing the District A-15 Lions Forum homepage with the 'Board index' navigation bar. The 'Login' link in the bottom right of the navigation bar is now highlighted.

It is currently Thu Nov 21, 2013 6:15 am

Select the Forum within which you wish to participate. If you wish to initiate a new discussion, select NEWTOPIC.

Cabinet Forum

NEWTOPIC* Search this forum... Search

Mark topics read • 3 topics • Page 1 of 1

Revised November 26th, 2013

If you wish to respond to an existing discussion, select the existing topic and then select POSTREPLY.

2013-14 Youth Camp Budget Submission

POSTREPLY ↵

Search this topic...

Search

6 posts • Page 1 of 1

CAN I ATTACH A FILE FOR ALL PARTICIPANTS TO VIEW?

Yes. When creating a post, select the Upload attachment tab and follow the on screen instructions.

HOW WILL I KNOW IF POSTINGS HAVE OCCURRED?

The system can be directed by you to send you an email notification that postings have occurred. To do so you have two options.

Option 1

When creating a new topic or posting a reply, click on Notify me when a reply is posted in the Options Tab.



The screenshot shows the 'Options' tab selected in a forum interface. It contains several checkboxes: 'Disable BBCode', 'Disable smilies', 'Do not automatically parse URLs', 'Attach a signature (signatures can be altered via the UCP)' (checked), and 'Notify me when a reply is posted' (checked). Below these are radio buttons for 'Post topic as:' (Normal, Sticky, Announce, Global) and a text input for 'Stick topic for:' (0 Days). A note at the bottom states: 'Enter 0 or leave blank for a never ending Sticky/Announcement. Please note that this number is relative to the date of the post.'

Option 2

Subscribe to that forum and/or topic. Note however that the process is somewhat counter intuitive. At the bottom of each Forum or Topic page you will find the following;

[Board index](#) ☒ Subscribe forum

[The team](#) • [Delete all board cookies](#) • All times are UTC - 5 hours [DST]

The check mark does NOT mean you are subscribed. It means that this forum or topic is available for subscription. Selecting Subscribe will change the line to;

[Board index](#) ☒ Unsubscribe forum

[The team](#) • [Delete all board cookies](#) • All times are UTC - 5 hours [DST]

You will now be sent notices when new posting are submitted to that Forum or Topic.

WHAT IS THE USER CONTROL PANEL AND WHY DO I CARE?

The User Control Panel allows you to change your user profile and to control many aspects of your interaction with the Forum system. To access it, Log in and select User Control Panel.



Explore this section carefully.

HOW DO I LEARN MORE ABOUT THE SYSTEM?

Read the FAQ available on the Board Index Page.

Contact the Cabinet Secretary cs@a15lions.org or the Information Technology Chair it@a15lions.org.

Remember, Google is your friend.