

# How to Use the Tollesbury Cruising Club Discussion Forum

(You may want to print these notes, and keep them by your side when first using the Forum)

This note contains help notes for:

- Reading Messages
- Posting Messages
- Posting Images
- Editing Your Profile

## What is a Discussion Forum?

A Discussion Forum is a facility where users can post messages accessible to all, and can discuss, electronically, any relevant subject.

## Where Can I Access the Forum?

The easiest way is by using the 'Forum' menu button in the main menu strip, or the Forum link to be found at the bottom of every page on the web site.

The Discussion Forum is actually located at <http://www.tollesburycc.co.uk/cgi-bin/discus/discus.cgi>. You can type this address in any web browser to access the Forum if you prefer.

## Reading Messages

If you are already a registered user of the Forum, you will automatically receive an e-mail notification every time a message is posted. If you are not a member, then you have to go looking!

Material within the Forum is structured in three tiers:

- Topic or category, e.g. 'Cruising Events'.
- Then by Thread e.g. 'Late summer cruise'
- Then by individual message

Anyone can access the Forum; simply click on the selected Topic, then Thread and then message.

You can e-mail, privately, the author of any message, by clicking on the Author's name on the left hand side of any message.

## Posting Messages

### Registration:

In order to contribute, you **MUST** first register using the registration form, that is can be found at a link on the Forum home page. You will be advised by eMail of a username and password, the combination of which will be unique to you. Tollesbury Cruising Club members should note that these **are not the same** as for access to the Members Only Zone on the web site.

## Posting a Message to an Existing Thread :-

**Please Note:** By default, you will receive notification e-Mail for every message that is posted. DO NOT reply to this since it goes nowhere! Instead, click on the link in the message and you will be taken to the Forum.)

- Select the appropriate Topic, then Thread, and then scroll to the foot of the page.
- Enter your **username and password**
- Type your message in the **Post** box
- Then click the **Preview/Post** button at the foot of the page to preview your message
- If something needs changing, amend it and click the **Preview/Post** button again. Repeat these two actions until you are happy
- Click the **Post This Message** button and your message will be posted.

**PLEASE, PLEASE DO NOT** discuss a new subject in an existing Thread – start a new Thread for your new subject.

## Starting a New Thread :-

Before starting a new Thread, first check to see if the issue you want to raise has already been covered. The easiest way to do this is to use the Search facility. Select the appropriate Topic, scroll to the foot of the page, click on Search, and enter the required data. If you need to start a new Thread, then:

- Within the appropriate Topic, click on the **Start New Thread** button near the foot of the page
- Enter your **username and password**
- Enter the **Subject** title. Be brief but specific. Do not enter 'Keels', if 'De-rusting Keels' is more accurate.
- Type your message
- **Preview/Post, amend, and Post**, as for posting messages into an existing thread

**Please Note:-** You cannot create a new topic e.g. 'Sailing Areas'. If you think one is justified, then eMail the Webmaster, Colin Shead at [webmaster@tollesburycc.co.uk](mailto:webmaster@tollesburycc.co.uk) who will set up a new topic on your behalf.

If you do not feel too confident about using the Forum, there is a Play Topic where you can practise. Your efforts will not be notified to anyone.

## Posting Images (e.g. photos)

1. This is a two stage process; first you must insert a 'tag' into your forum message text.
2. When you post the message you will be prompted to upload the image or attachment.

### Inserting the tag

At the point you want the attachment to appear type

```
\image{Text Description}
```

where 'text description' is the name or title of the image (NOT the filename)

**Please note:** there must not be a space before the first curly bracket {

When the message is previewed you should see in the place within the message where your image or attachment will appear



When you post the message you will be prompted to browse to a file on your computer for upload.

**Please note:** only .jpg and .gif image file formats are supported and files will be rejected if larger than 500Kb

## Editing Your Profile

All users have a profile stored on the Forum. This is automatically set up for you when you first register to post messages.

Within you profile you can change some settings that apply to your account. The most useful settings are:

- eMail address (this is not displayed on the forum, as a spam protection measure).
- eMail notification. By default you will receive a notification eMail every time a user posts in the Forum. You can choose to turn this facility off, or only to receive notifications from certain topics.
- Password. You can change your password, to be something that is easily remembered.

You can access your profile by clicking 'Edit Profile' in the top right hand corner of the Forum home page.