

How Subscriptions and Notifications Work

Note: screen shots in this note are from a regular computer screen, screens on mobile devices may look different but all the functions are still available.

1. What are Subscriptions ??

If you subscribe to a:

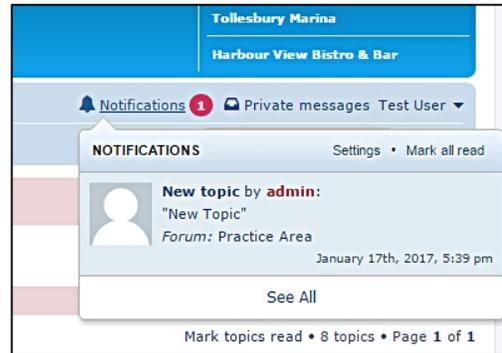
- forum you will be notified whenever a new topic is posted.
- topic you will be notified whenever a new reply to a topic is posted.

Notifications appear in two ways:

In the notification panel top right of the page (see image on the right). Clicking on the link opens the notification panel, with links directly to notified topics.

You can also receive notification e-mails, but this is optional you need to set this up in your control panel.

Please Note: if you fail to follow through on a notification e-mail, then as it says on the notification e-mail itself, your subscription to the topic will cease. You can of course always re-subscribe.



2. How to set Notification e-mails on by Default ??

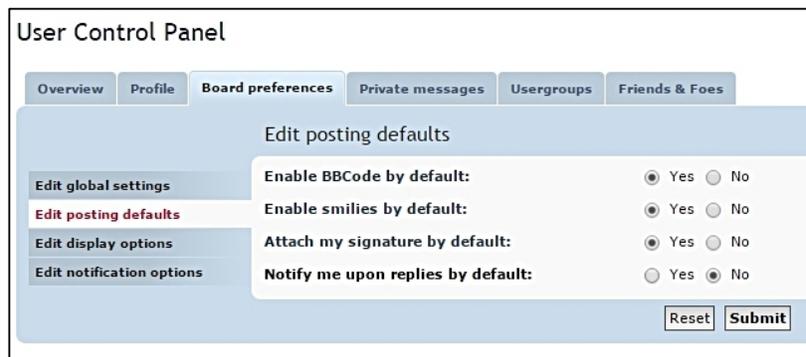
Access your own User Control Panel after logging in. Click your username, and then click on User Control Panel.

When your Control Panel opens you will find you can adjust a whole host of settings, have a look around and set your preferences.



To set notification on replies to your own posting by default first click on the Board Preferences tab, then 'Edit posting defaults'.

You will see the screen (right), click in the check boxes to set your preferences, and then click 'submit'.



To set notification e-mail options, first click on the Board Preferences tab, then 'Edit notification options'. You will see the page as in the image (left). Click in the check boxes to set your preferences, then click submit.

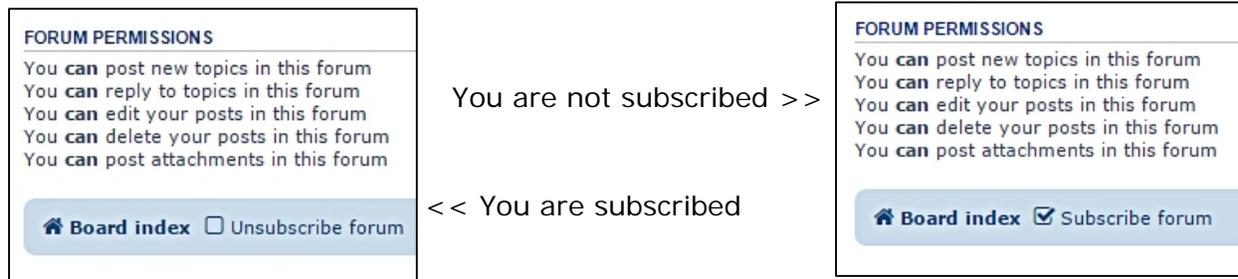
Subscriptions come in two varieties, subscriptions to forums, and subscriptions to topics.

3. Subscribe to a Forum

If you really want to participate in all the ongoing discussions, then subscribe to a Forum to be notified by e-mail of new topics. You need to be logged into the forum, as otherwise the forum does not know who you are! With the forum open (e.g. General Discussion) roll down to the bottom and you will see the Board Index 'home' icon, to the right of which is a link either 'Subscribe forum', or 'Unsubscribe forum'.

Click on the link to either subscribe to the forum, i.e. be notified of all new topics that are posted to the forum, or unsubscribe if you no longer wish to be notified by e-mail.

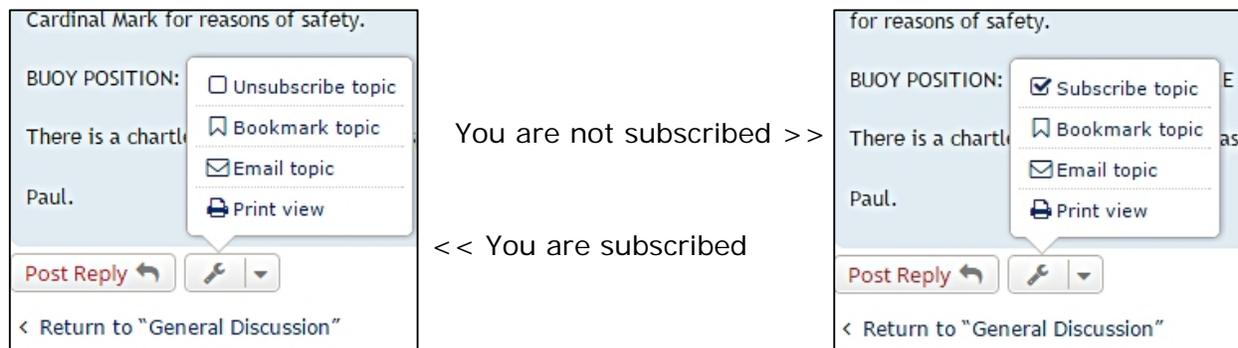
The images below show the appearance of the Subscribe and Unsubscribe links.



4. Subscribe to a Topic

To subscribe to a Topic you need to be logged into the forum, as otherwise the forum does not know who you are! It is always worth subscribing to topic of interest, that way you will be notified by e-mail whenever there is a new post in the topic, and you can click on a link in the e-mail to take you directly to the topic concerned.

With the topic open, scroll down to the bottom and you will see a spanner icon, click on the icon and the sub menu you see in the images will open. The link will either be 'Subscribe topic', or 'Unsubscribe topic'. Click the Subscribe link and you will be subscribed to the topic. The link will now show 'Unsubscribe topic'. You can click on this now to unsubscribe. You can also manage your subscriptions in your User Control Panel.



5. Not getting the Notification e-mails you expected ?

If you simply subscribe to a forum, you will be notified whenever a new topic is created, but not when someone posts to an existing topic. If you are interested in a particular topic, then you must subscribe to the individual topic. This avoids the flood of e-mails problem you get on some boards; you only get notified if you continue to demonstrate an interest!

If you fail to follow through on a notification e-mail, then as it says on the notification e-mail itself, your subscription to the topic will cease. You can of course always re-subscribe.