

Welland Gliding Club Website – ‘How To’ Guides

Forum – Basic Concept

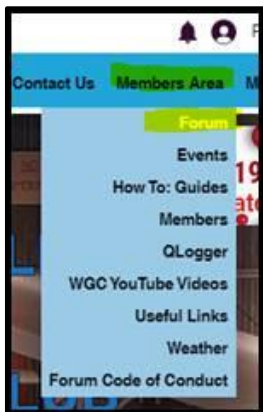
Background: Our club Forum is set up with ‘Categories’ and within those Categories there are ‘Discussions’

By now, you should have access to the Members Area – Let me know if you are not able to get this far

To access to the forum

The forum is accessible from the ‘Members Area’ on the far right of the main menu at the top

You will see **either** of these i.e. the dropdown menu option **or** a whole page (with a picture of the winches social distancing) – if you are logged in successfully



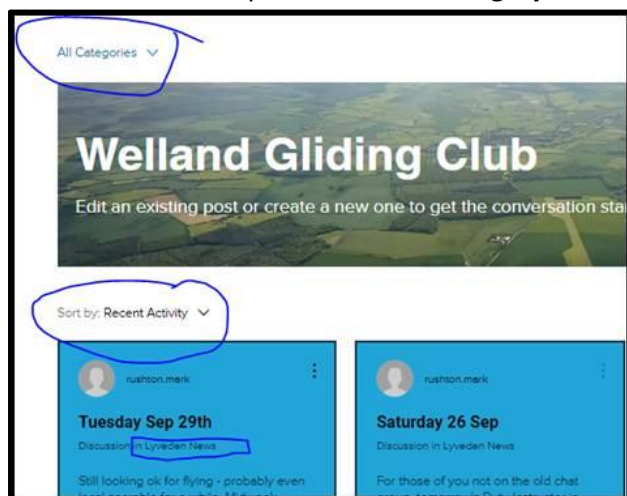
OR



No matter which view you see, take the option for the **Forum**

This will display this screen – **there a few things on here that I would like to draw your attention to**

When the screen opens, you will **see ALL Discussions** in recent activity order – **from ALL Categories** at this point – see below for description of what a **Category** is...



The forum consists of **Categories** that contain **Discussions**

The current **Categories** are as follows:

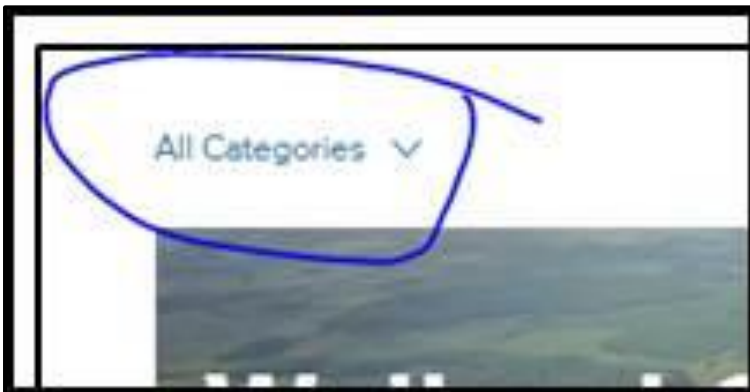
- **Hangar Chat** – to be used for general Chit Chat – this will be the most used **Category**
- **Lyveden News** – to be used by the Duty Instructor to inform members of flying prospects and the summary of the day etc.
- **Website Improvements** – We will notify members of changes to the website and notification of the addition of more 'How To:' guides etc.
- **Committee Only** – self-explanatory really – you will only see this if you are a committee member
- **CFI News** – a place for Mark Tolson to use to notify members of anything relevant
- There a couple of other Categories but we are not using them at the moment

Within these **Categories** there are the **Discussions**

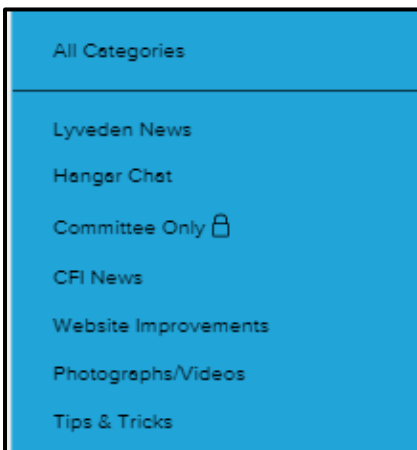
To start a Discussion

Decide which **Category** that you wish to add your **Discussion** to – the majority of the time it will be 'Hangar Chat'

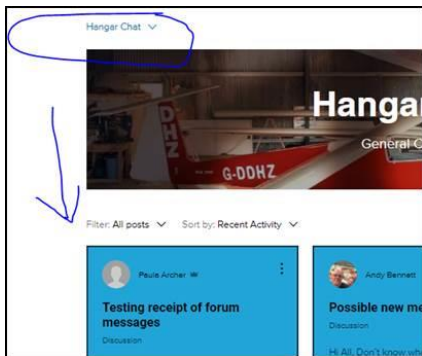
To open a particular **Category**, click the dropdown option at the top



Select the **Category** from the dropdown list that you would like to add a **Discussion** to



In this example I have chosen **'Hangar Chat'**

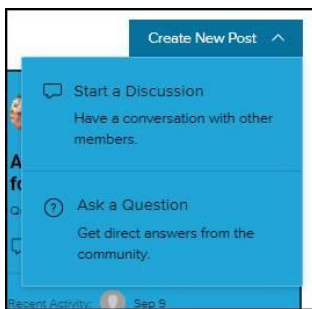


This will display all **Discussions** in the Hangar Chat **Category** – again recent activity order



Click the **'Create New post'** button – far right

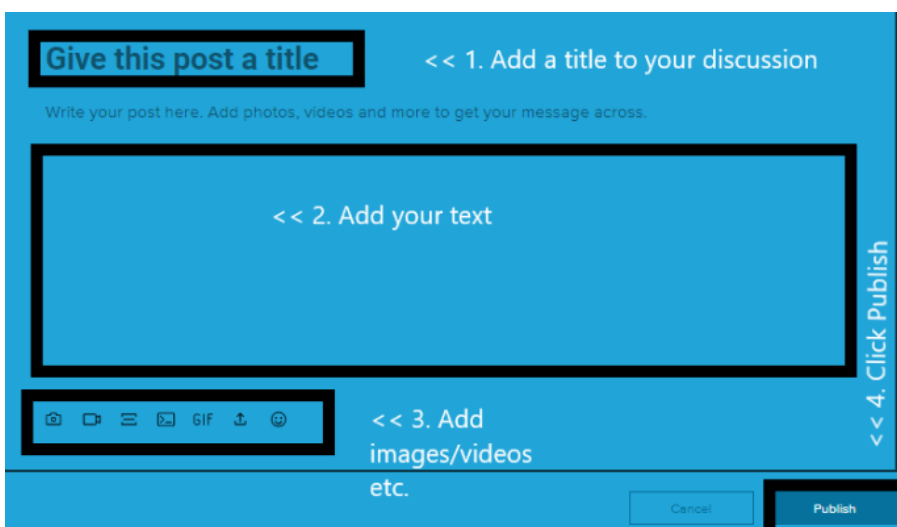
You will see these 2 options



Most of ours will be the top option to **'start a Discussion'**

You will now see a Discussion page

1. Give your **Discussion** a title – this is the same as a subject on an email
2. Start typing your message in the lower section
3. Add any images/videos etc.
4. When you have finished – click the **'Publish'** button

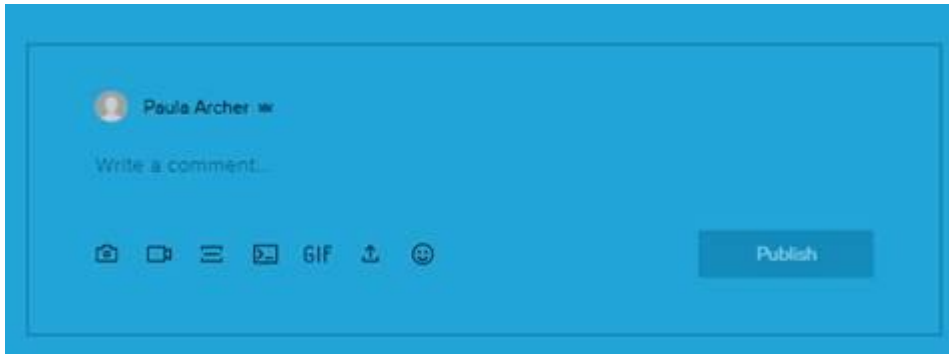


To comment on an existing Discussion

Either click on the link in the notification email or find the **Discussion** in the forum (if it is very recent or go to the **Category** and find it – which will narrow your choice down) and click on the **Discussion**

You will see all existing comments on this particular **Discussion**

At the bottom of the **Discussion**, you will see a comment box



Type your comment in the comment box and click the 'Publish' button