

TODMORDEN HARRIERS WEBSITE DISCUSSION FORUM

Here's part 1 of a guide from Keith Parkinson to help you use the Tod Harriers website forum.

Forum Address

Go to the forum by using any of the following addresses:

www.forum.todharriers.co.uk or www.todharriers.co.uk/forum or simply visit www.todharriers.co.uk and follow the forum links.

Password Protection

When you follow the addresses above you will be prompted for a Secure Directory username and password. The username is **toddies**. The password is **noonstone**. Tick the box to "remember my password" - this means that next time you won't have to fill in the details. I admit that this first level of protection is somewhat annoying, but has been added by me to stop automated spammers making bogus registration attempts. The username and password are openly published on the website but spamming machines cannot read them.

Registration

Only registered users can read messages or post new messages. To register you must first click on the "Register" link at the top right of the page. Then click on the agreement/declaration – this is a legal requirement (I am presuming you are at least 13yrs old).

You will next see the registration page. You ONLY need to complete the first five sections marked with an asterisk (*) - I'll take them one at a time.

Username: As this is a members-only forum please pick a username that should be recognisable to other members of the club e.g. based on your name or a well-known nickname. If there are several people with the same first name you may want to add the initial letter of your surname (e.g. Andrew B or Andrew W). Have a look at the "Member list" link to see what other people have already chosen. If you choose something really obscure then people won't know who you are.

E-mail address: You must choose a valid address that you look at on a regular basis. This will not be made available to anyone else looking at the forum.

Password: I would recommend that you use one of your regular passwords that is easy to remember – this isn't a sensitive area like online banking so keep it simple.

Confirm password: Just in case you made a typo the first time. Remember that passwords are case-sensitive.

Confirmation code: Type in the numbers and letters you see (this is an anti-spam measure).

Ignore all the complex looking Profile Information and Preferences stuff. This can safely be left alone or revisited at a later time if you feel the urge and are bored.

Click the "Submit" button at the foot of the page and you will see a message saying that an email has been sent to you – check your email now.

Welcome email: The automatically generated email will be titled "Welcome to TODDIES Forums" from website@todharriers.co.uk. This will confirm your forum username and password.

Activation

When I next read my emails I will see one telling me that you have applied to join. I will go to the admin section of the forum and have a look at your username and password. If it is obvious to me that you are a member because of your name and email address I will "activate" your account and this will generate an automatic email to you. If I cannot recognise you I will first check with Claire (membership secretary) to see if your email address has been given to her and/or I will send a personal email to request further details from you. When I'm satisfied that you are a genuine paid-up member I will activate your account. The confirmation email you then get is entitled "You have been added to this usergroup".

The First Visit

After activation, go to the forum (see addresses above) and enter your forum username and password in the login boxes at the foot of the forum index page. Tick the box next to "log me on automatically after each visit". The forum will then recognise you next time. If your browser offers to remember the password choose the yes option. Here's where it gets tricky... For some reason, the damned thing refuses to accept the password at the first attempt of the first visit - have another go and it will work. You may then get the old "Secure directory username and password" prompt – remember, this is user=toddies password=noonstone. If you are by now totally confused/annoyed/suicidal it is time to pick up the phone and dial **01706 816323** and talk to me. I will talk you through the process in real time if you need help.

Now try clicking on a topic. You may get asked for your forum username and password one last time (b****y annoying or what!?) - I promise it won't be as complex every time you visit. You can now look at messages, post replies, start your own topics etc. When you have finished your session - and what comes next is important – **don't log out!** (link at top right). Just close the browser window or go on to the next website you want. If you log out you have to go through the log in faff-up all over again next time.

I will cover how to use the message boards in detail in my next tutorial. We currently have 73 users on board and most have managed to register and log in without help and the majority are frequent visitors/posters.

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