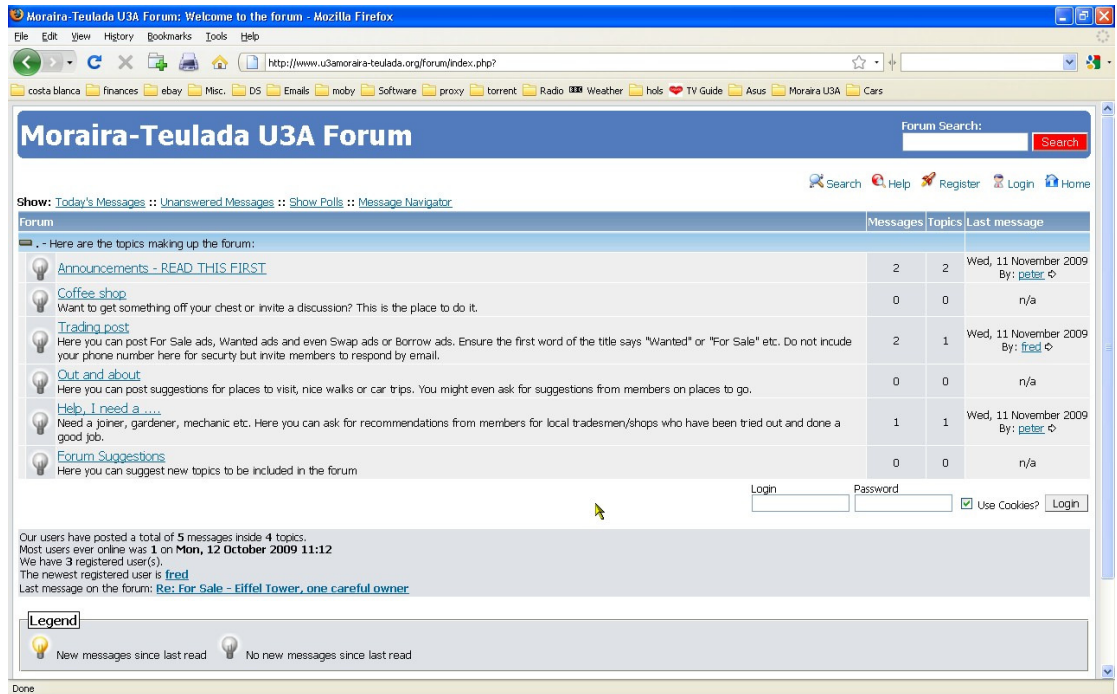
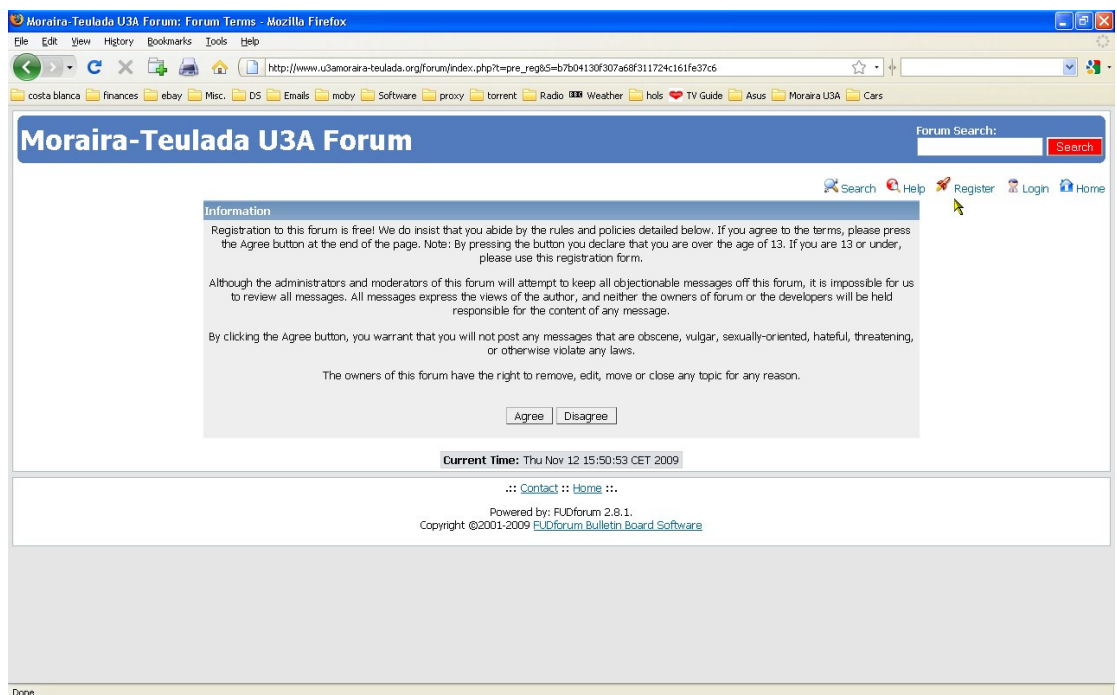


Forum Tutorial

1. Go to the U3A web page and navigate to the forum page:



2. To register for the first time click on the “register” button at the top right, just under the “forum search” box. You will now see a screen asking you to agree to the rules of the forum, click on “agree” to accept the terms.



3. This will open a new screen; here you must fill in the top 5 boxes with a Login name (anything you choose) and a password (again anything you choose).

Type in your password again and then your regular email address and finally your name. Do not fill in any other boxes. Now scroll right to the bottom of this page and click on the “register” button.

Mozilla Firefox window: Moraira-Teulada U3A Forum: Register Form - Mozilla Firefox
URL: http://www.u3amoraira-teulada.org/forum/index.php?r=register&S=1802c2ef784f376435ff03db5977c0f®_coppa=0

Moraira-Teulada U3A Forum

Forum Search:

Search Help Register Login Home

Required Information

All fields are required. Please note that passwords are case sensitive.

Login:

Password:

Confirm Password:

E-mail Address:
Please enter a valid e-mail address. You can choose to hide it below, in the Preferences section.

Name:

Optional Information

It is recommended that you not reveal any personal or identifying information in your profile. All information will be viewable by other forum members.

Location:

Occupation:

Interests:

ICQ:

AIM Handle:

Yahoo Messenger:

MSN Messenger:

Jabber Handle:

Google Chat/IM Handle:

Skype Handle:

Homepage:

Birth Date:
Month Day Year
If you enter a birth date, then other forum members will be able to see it in your profile.

Done

4. You will then be presented with a page to inform you that your request to register has been sent to the moderators and that you will soon receive an email confirming your registration.

Mozilla Firefox window: Moraira-Teulada U3A Forum: Registration Confirmation - Mozilla Firefox
URL: http://www.u3amoraira-teulada.org/forum/index.php?r=reg_conf&S=1802c2ef784f376435ff03db5977c0f

Moraira-Teulada U3A Forum

Forum Search:

Private Messaging Search Help Control Panel Logout [fred] Home

Registration Confirmation

E-mail Confirmation

An e-mail has been sent to you containing a special URL that you will need to access prior to your account being activated. If you do not receive this e-mail in the next several minutes, login to your account and make sure that the e-mail address you have specified is correct. Once you confirm your account, you will be able to access forum features available only to confirmed, registered users.

Account Confirmation

Before your account is made active it needs to be approved by the administrator(s). Once that happens you will receive an e-mail indicating that your account has been confirmed. In the meantime you can log-into your account, however you will not be able to access certain features.

Current Time: Wed Nov 11 19:11:08 CET 2009

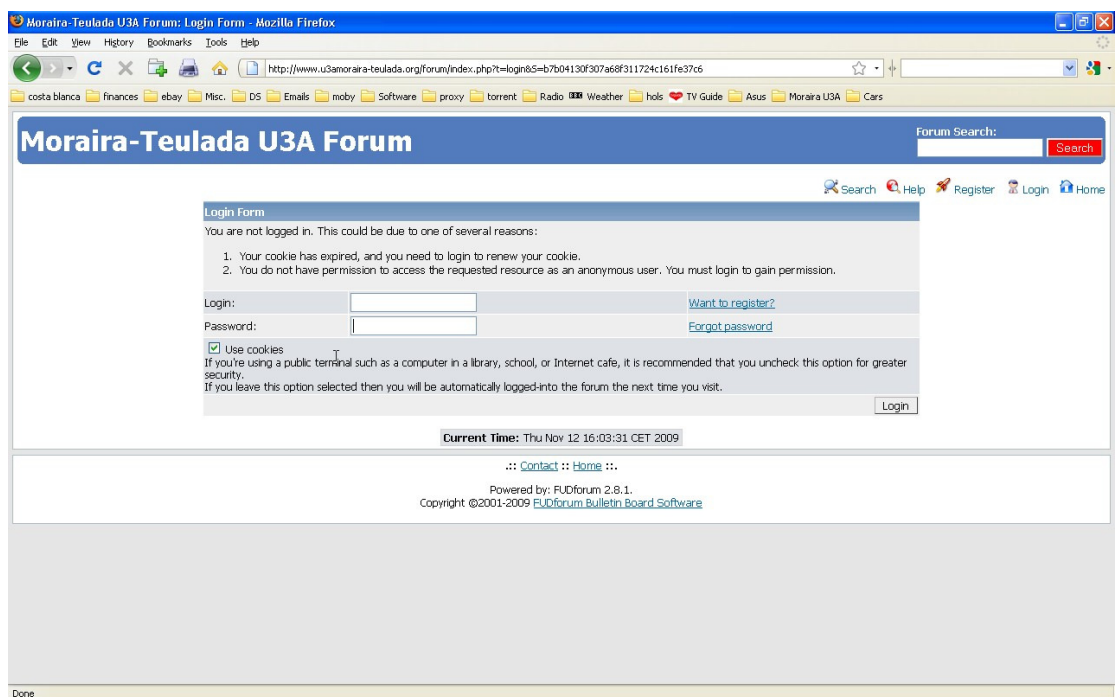
::: [Contact](#) :: [Home](#) :::

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Copyright ©2001-2009 FUDforum Bulletin Board Software

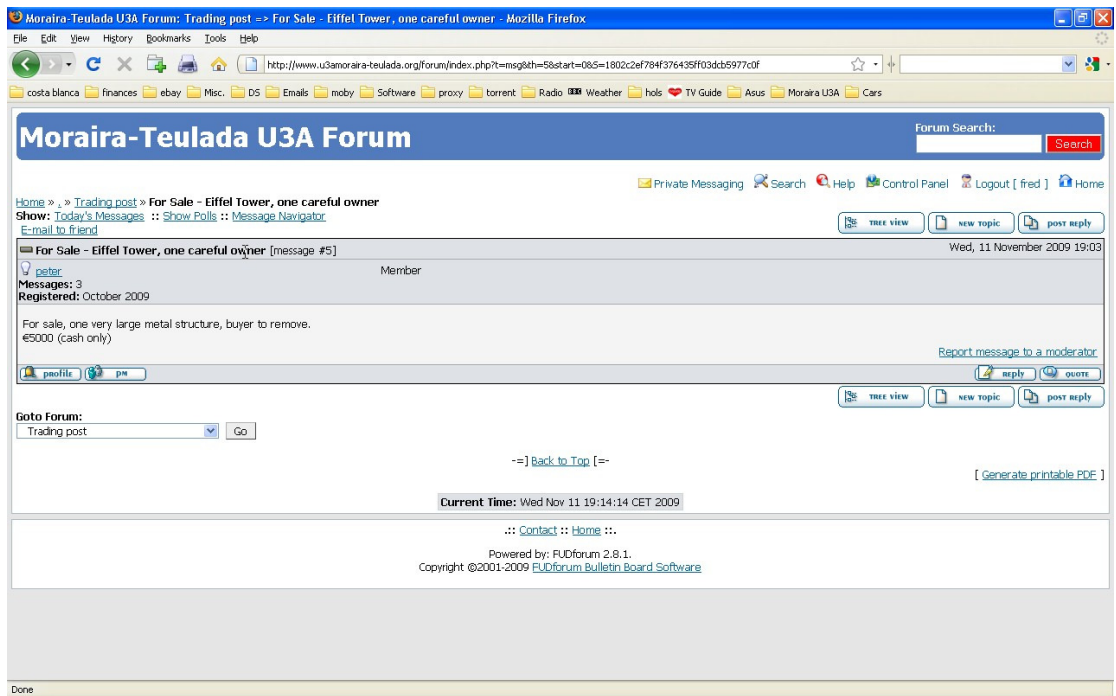
Done

Press the “done” button to leave this page.

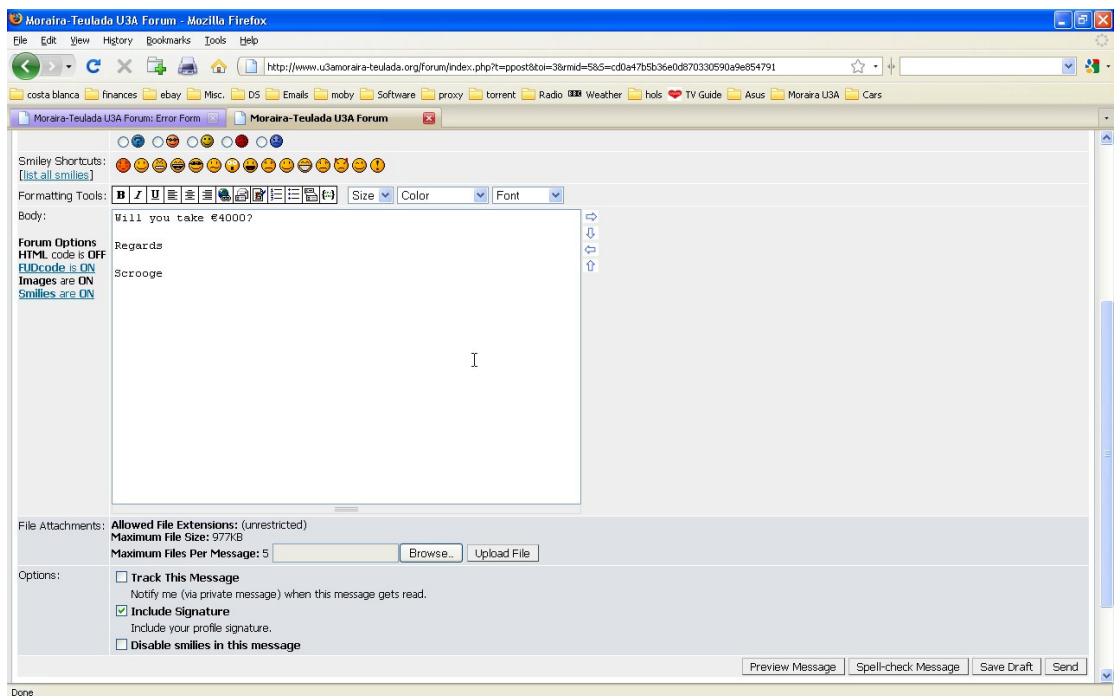
5. Within a couple of days you will get an email from the moderators confirming your registration and it is essential that you click on the link in the email to access the forum for the first time.
6. Now you are registered you can access the forum by going to the forum homepage and this time click on “Login” button at the top right, just under the “forum search” box.
7. You will now be offered the login screen, just fill in your Login and password you used in the registration process.



8. Press the “login” button at the bottom right hand corner and you will now be able to access all parts of the forum. You can click on any of the headings to see messages and if you want you can either post a reply, reply via a private message or start a new thread (topic).
9. Let’s suppose you want to se messages in the “Trading Post” section. Click on the “Trading Post” heading and you will be able to see any posting there. In our example there is just one message posted by Peter.

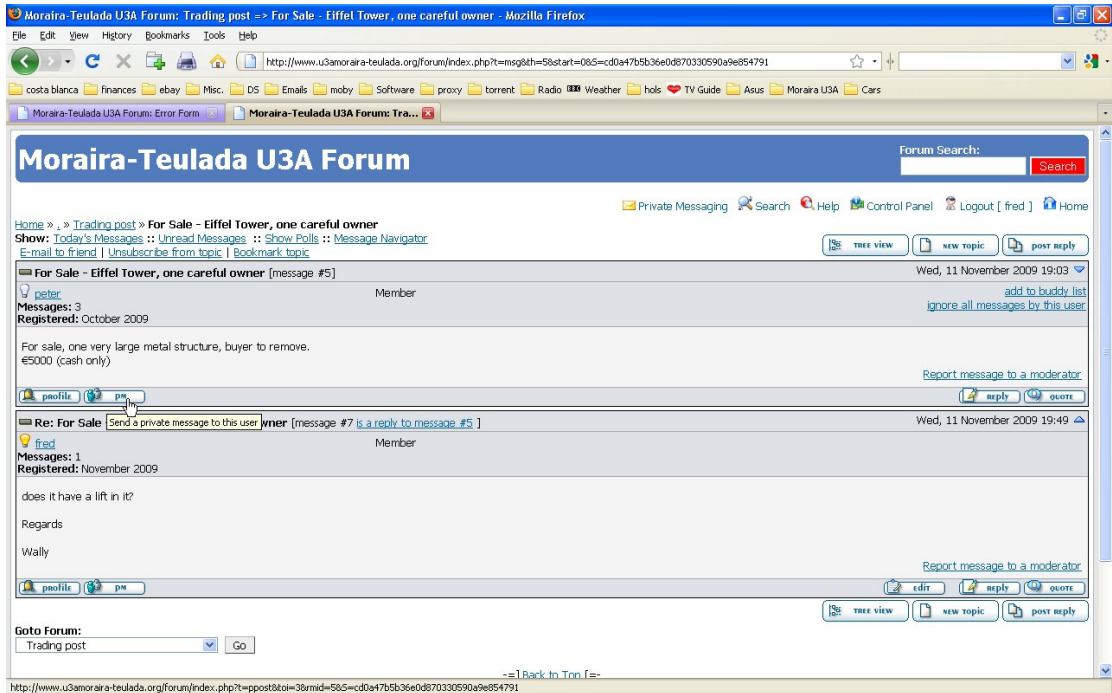


Let us suppose you want to respond to Peter. You can either do it publicly or privately. If you want to respond privately just click on the “PM” button just below the body of the posting. This will open a window where you can compose and send a reply but it will only be seen by the original poster (in this case Peter).



You can check the spelling of your reply to Peter by clicking on the “Spell-check” button at the bottom right of the page and then send it to Peter by clicking on the “send” button.

10. Let us suppose that Wally wants to ask a question about the item for sale but is happy to do it publically. Instead of clicking on the “PM”(private message) button he clicks on the “post reply” button instead. Again a window opens where Wally can write his question and then click on “submit reply” button to send it to the forum.
11. As this was a public reply it will be seen by anyone who visits the topic. Once again anyone can respond to the original posting or indeed to any other posting too.



12. Let us suppose you want to start a topic of you own, find the appropriate heading e.g. I need a good plumber. Go to the “Help I need a” section, click on it and just click on the “New Topic” button, write your posting and then click on the “submit” button to post on the forum, now just sit back and wait for any responses.
13. At any time you can navigate back to the main page by clicking on the “home” button at the top right, just under the “forum search” box.
14. Enjoy!

Peter Wells
November 2009