

User's Guide for the cthha.org Bulletin Board

Step one is to **REGISTER** on the BB. Click on the item that says Register on the first page you get to.

The screenshot shows the homepage of the cthha.org Bulletin Board. At the top left is the phpbb logo with the tagline 'creating communities'. To the right, the site name 'cthha.org' is displayed, followed by the text 'This is the bulletin board for the Connecticut Holistic Health Association'. Below this are several navigation links: 'FAQ', 'Search', 'Memberlist', 'Usergroups', 'Register', 'Profile', and 'Log in to check your private messages'. A callout box with a black border and white background points to the 'Register' link, containing the text 'Click to Register'. The current time is shown as 'Mon Nov 17, 2003 4:50 pm'. Below the time is the 'cthha.org Forum Index' and a link to 'View unanswered posts'. A table lists the forum categories and their activity:

Forum	Topics	Posts	Last Post
Welcome and Introductions			
Read Here First Welcome Messages for the CHHA Members Only Bulletin Board	3	3	Mon Nov 17, 2003 3:26 pm Webmaster →
CHHA Announcements			
Announcements	2	3	Sat Nov 15, 2003 7:13 pm DrMichaelBasso →

This brings you to a Registration Page that tells you the terms of the board and asks you to verify that you are over 13 years of age.

The screenshot shows the 'cthha.org - Registration Agreement Terms' page. The text outlines the forum's policies, including the responsibility of users for their posts and the right of administrators to remove or edit content. It also mentions the use of cookies and the requirement for users to be over 13 years old. At the bottom, there are two checkboxes: 'I Agree to these terms and am over or exactly 13 years of age' and 'I Agree to these terms and am under 13 years of age'. A callout box with a black border and white background points to the first checkbox, containing the text 'Click here to agree to the terms.'

The next page is where you create your Username and Password for this board. Enter the email address that you use for CHHA correspondence so the Administrator can verify that you are a CHHA member.

Registration Information

Items marked with a * are required unless stated otherwise.

Username: *	Choose a Username for this Board.	<input type="text"/>	Enter the email address you use for CHHA Correspondence. This will be used to verify that you are a CHHA member.
E-mail address: *		<input type="text"/>	
Password: *		<input type="text"/>	
Confirm password: *		<input type="text"/>	

Choose and confirm the password you will use to access this board. Note, this is encrypted in a database and cannot be retrieved. If you forget your password a new one can be generated for you and sent to the email address that you use to register.

This page shows two of the three sections on the Registration page. Registration Information and Profile Information. Much of the Profile Information can be ignored. See below for details.

You can put in your website, location, occupation and Interests. People will see this information when they click on your Username on the board or when they look at a memberlist that shows all the registered users of the bulletin board.

Profile Information

This information will be publicly viewable

ICQ Number:	<input type="text"/>	These four items are only applicable if you use an instant messaging program and want to share your instant message ID with the CHHA
AIM Address:	<input type="text"/>	
MSN Messenger:	<input type="text"/>	
Yahoo Messenger:	<input type="text"/>	
Website:	<input type="text"/>	If you run your business from your home, you may want to put only your city and not your street address.
Location:	<input type="text"/>	
Occupation:	<input type="text"/>	
Interests:	<input type="text"/>	
Signature: This is a block of text that can be added to posts you make. There is a 255 character limit	<p>These are bulletin board default codes you can safely ignore them.</p> <p>This is text of your choosing that will show up at the end of every message that you post on the board.</p>	
HTML is <u>OFF</u> BBCode is <u>ON</u> Smilies are <u>ON</u>		

The following section is where you can set your Preferences. This includes things like: whether you want your email address to be posted on the board; if you want to be notified when replies to your messages are posted; whether you want your 'signature' text to show up on every message, etc. It also has a large section that can be ignored because they are defaults set by the board administrator.

Preferences

Always show my e-mail address: Yes No

Hide your online status: Yes No

Always notify me of replies:
Sends an e-mail when someone replies to a topic you have posted in. This can be changed whenever you post. Yes No

Notify on new Private Message: Yes No

Pop up window on new Private Message:
Some templates may open a new window to inform you when new private messages arrive. Yes No

Always attach my signature: Yes No

Always allow BBCode: Yes No

Always allow HTML: Yes No

Always enable Smilies: Yes No

Board Language:

Board Style:

Timezone:

Date format:
The syntax used is identical to the PHP [date\(\)](#) function.

To reduce the chances of getting unsolicited email (spam) leave this at No. People on the CHHA board can still send you email and/or private messages.

I am not sure why you would want to, but you can hide the fact that you are on the board by choosing Yes.

You can be notified via email every time someone replies to a message you have posted by choosing Yes.

You can also be notified via email when someone sends you a private message by choosing Yes.


Ignore this, it is set by the Administrator.

You can choose to always have your signature (see profile) attached to your messages or not.

This entire section (*Always allow BB Code through Date Format*) can and should be ignored by the users. These are codes that are set by the Administrator.

Once you have registered on the board, an email is sent to the Administrator. You will also be sent a Welcome email. Once the administrator has verified that you are a CHHA member, your account will be activated and you will get another email stating your account is active. You can now log in to the Members Only sections of the board.

Go to the www.cthha.org/bb_intro.htm page and click on the link for Bulletin Board - or if you have previously bookmarked the BB (or added it to Favorites), click on that link to get you back to the board.



cthha.org

This is the bulletin board for the Connecticut Holistic Health Association


[FAQ](#)
[Search](#)
[Memberlist](#)
[Usergroups](#)
[Register](#)

[Profile](#)
[Log in to check your private messages](#)
[Log in](#)

Click on Log In to log into the board after your account is activated

The time now is Mon Nov 17, 2003 9:02 pm

[cthha.org Forum Index](#) [View unanswered posts](#)

Forum	Topics	Posts	Last Post
Welcome and Introductions			
 <p>Read Here First Welcome Messages for the CHHA Members Only Bulletin Board</p>	3	4	Mon Nov 17, 2003 8:59 pm Guest →
CHHA Announcements			



As you **log in**, it's a good idea to click the box that says "Log me on automatically each visit" because it saves you a step.

Once you are logged in, you will see the whole members-only board.

An example of the structure of the bulletin board goes like this:

Category > Special Interest Groups
 Forum > Spirituality and Health
 Topic > Teachers and Wellness
 Messages > Original Message and all replies.

At every level of the board, you can simply click on the words (ie. Special Interest Groups) to move down to the next level of detail.

As people add topics and begin conversations and discussions, each Forum and Category will fill up with Topics and Messages.

The following page has description of the main sections of the board that you see when you first log in.

After that, we'll cover how to Add topics and Reply to messages.



A

[FAQ](#)
[Search](#)
[Memberlist](#)
[Usergroups](#)
[Profile](#)
[You have no new messages](#)
[Log out \[Webmaster \]](#)

C

You last visited on 18 Nov 2003 12:29 pm
 The time now is 18 Nov 2003 01:38 pm
[cthha.org Forum Index](#)

B

[View posts since last visit](#)
[View your posts](#)
[View unanswered posts](#)


Forum		Topics	Posts	Last Post
Welcome and Introductions D				
F	Read Here First E Welcome Messages for the CHHA Members Only Bulletin Board	3	4	17 Nov 2003 08:59 pm Guest →
CHHA Announcements D				
	Announcements E This is the place to look for Announcements about updates and changes to the CHHA Board and other Hot Topics.	2	3	15 Nov 2003 07:13 pm DrMichaelBasso →
	CHHA Member Events This is the place to post notices about workshops, classes, special events and other items of interest to CHHA members.	0	0	No Posts
	General CHHA Business and Suggestions Post messages here for suggested changes to CHHA practices, things you'd like to see implemented, and any feedback to CHHA staff about events, policies, etc.	0	0	No Posts

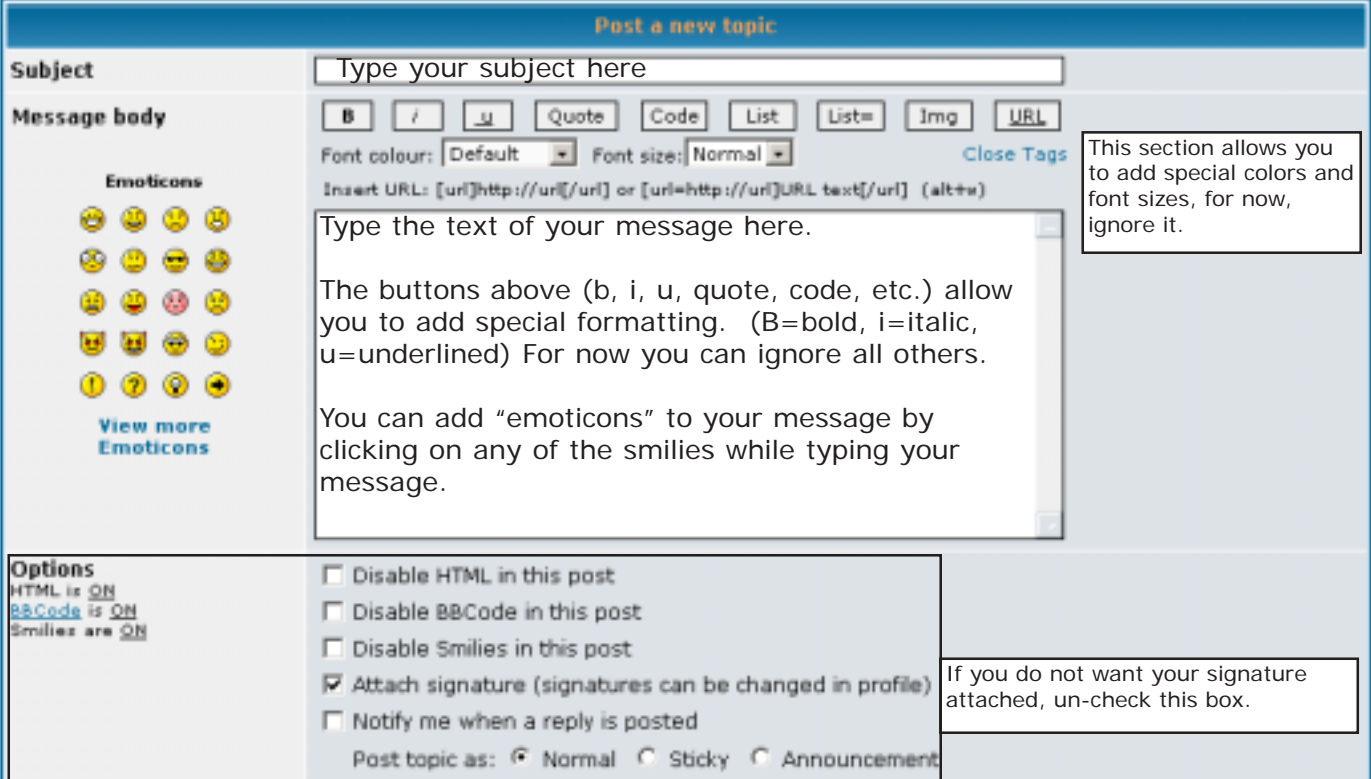
- A.** This section are clickable buttons that allow you do do a number of things on the board.
 - FAQ** - is a page full of frequently asked questions about the BB program and how it worked.
 - Search** - allows you to search all the messages - more on this later
 - Memberlist** - will bring up a list of all registered users of the board, including buttons that you can click to send emails or private messages. It also includes locations and links to member's websites.
 - Usergroups** - this has not yet been implemented. More later.
 - Profile** - this brings up your profile information - allowing you to change it.
 - Log in to check your private messages** - this allows you to log directly into your bulletin board inbox, where any private messages between users will be stored.
 - Log in** - this was covered earlier in the user guide.
- B.** This section is a "quick reference" area allowing you to:
 1. Immediately view any posts since the last time you logged into the board
 2. View all posts you have made to the board
 3. View any posts on the board that do not yet have replies
- C.** This section gives you information about the board and when you last logged in. It also has a kind of navigation line. Where it says **cthha.org Forum Index**, will change as you navigate the board and you can click on the words Forum Index to get you back to the starting page from where ever you are in the board.
- D.** These are called Categories. They are the major headings under which any number of forum topics can be created.
- E.** These are called Forums. They are the group/forum areas where topics can be added and messages posted.
- F.** These icons indicate the status of the forum.

CHHA Members-Only Board

How to Post Messages

1. How to Post a New Message:

- Click on a category or forum (ie. Welcome and Introductions or Read Here First)
- Click on the button on the left of the screen that says: 
- The following screen will appear.



Post a new topic

Subject

Message body

Emoticons

Font colour: Font size: [Close Tags](#)

Insert URL: [url]http://url[/url] or [url=http://url]URL text[/url] (alt+u)

Type the text of your message here.

The buttons above (b, i, u, quote, code, etc.) allow you to add special formatting. (B=bold, i=italic, u=underlined) For now you can ignore all others.

You can add "emoticons" to your message by clicking on any of the smilies while typing your message.

Options

HTML is ON
BBCode is ON
Smilies are ON

Disable HTML in this post
 Disable BBCode in this post
 Disable Smilies in this post
 Attach signature (signatures can be changed in profile)
 Notify me when a reply is posted

Post topic as: Normal Sticky Announcement


This section allows you to add special colors and font sizes, for now, ignore it.

If you do not want your signature attached, un-check this box.

The rest of this section and the section labeled "Poll" below can safely be ignored.

- Once you have typed your message, you can click the button that says **Preview** to preview your message, or you can just click **Submit** to post the message.

2. How to Reply to a Message

- Click on a category or forum (ie. Welcome and Introductions or Read Here First)
- Click on the topic that you want to reply to (ie. Welcome to CHHA Members)
- Click on the button that says: 
- You will see the same screen that appears above. Use this screen to post your reply.