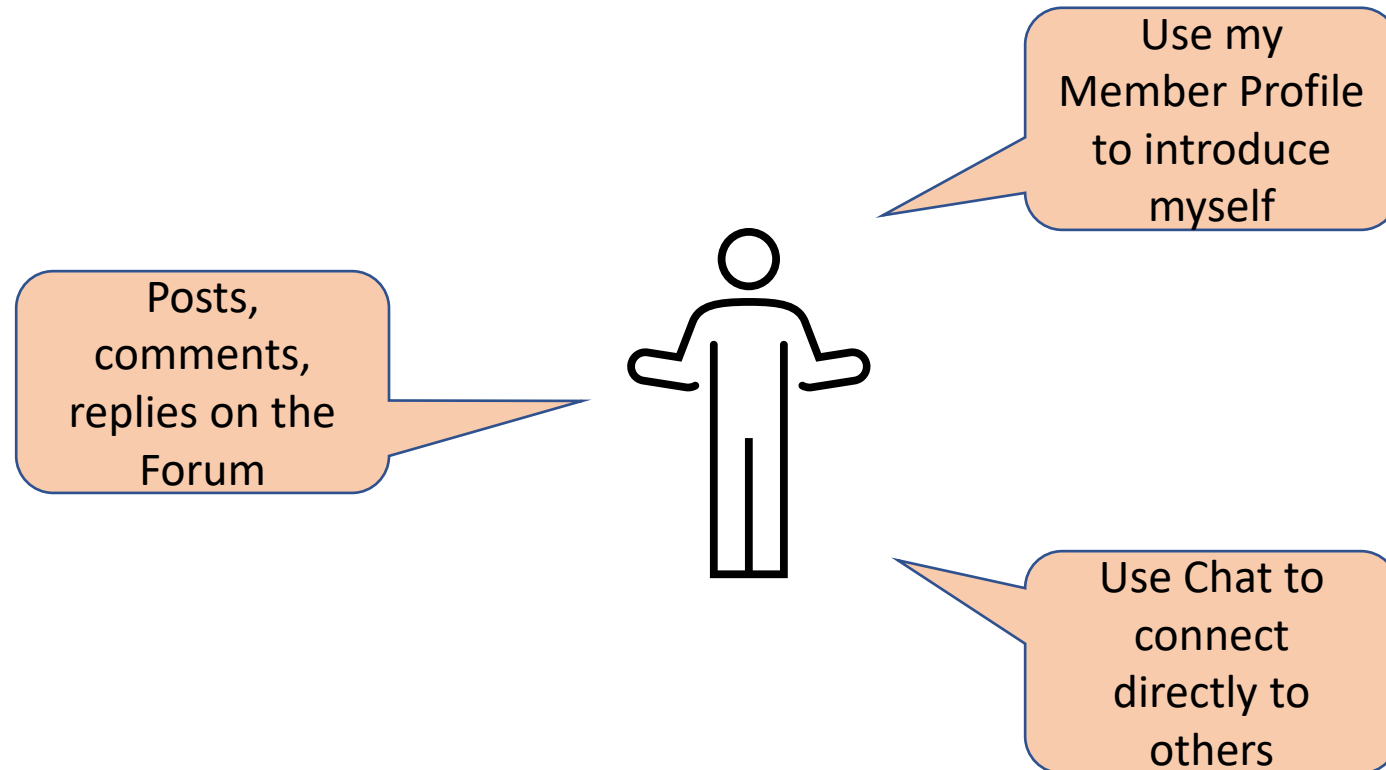


A Quick Guide to the...

Thornbury Camera Club Members Forum

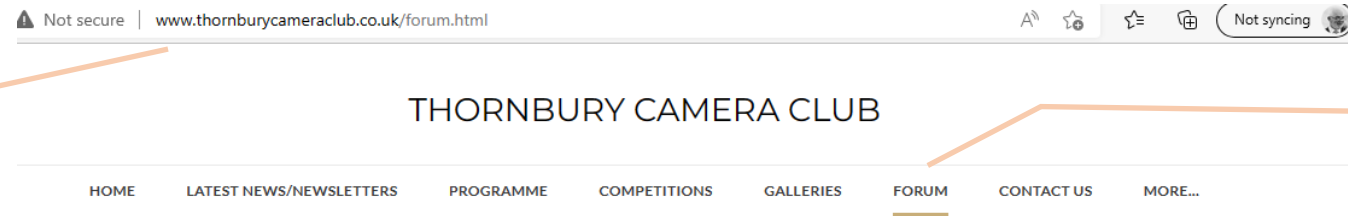
10th February 2023

New Ways to Communicate!



How to Access the Forum?

1. Go to the Club Website

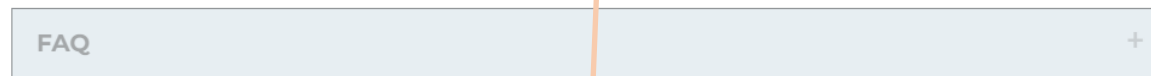


2. Click the 'Forum' option on the menu

THE CLUB FORUM

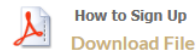
The Forum is an online place where club members can ask or answer questions, seek or provide help on topics of interest, message other members or generally just communicate with one another.

Access the Forum



3. Click + to read the FAQ (optional)

4. Read the Instructions to Sign-Up (first visit only)



5. Click here to Access the Forum!

Explore the Main Forum Page

1. Site Menu *

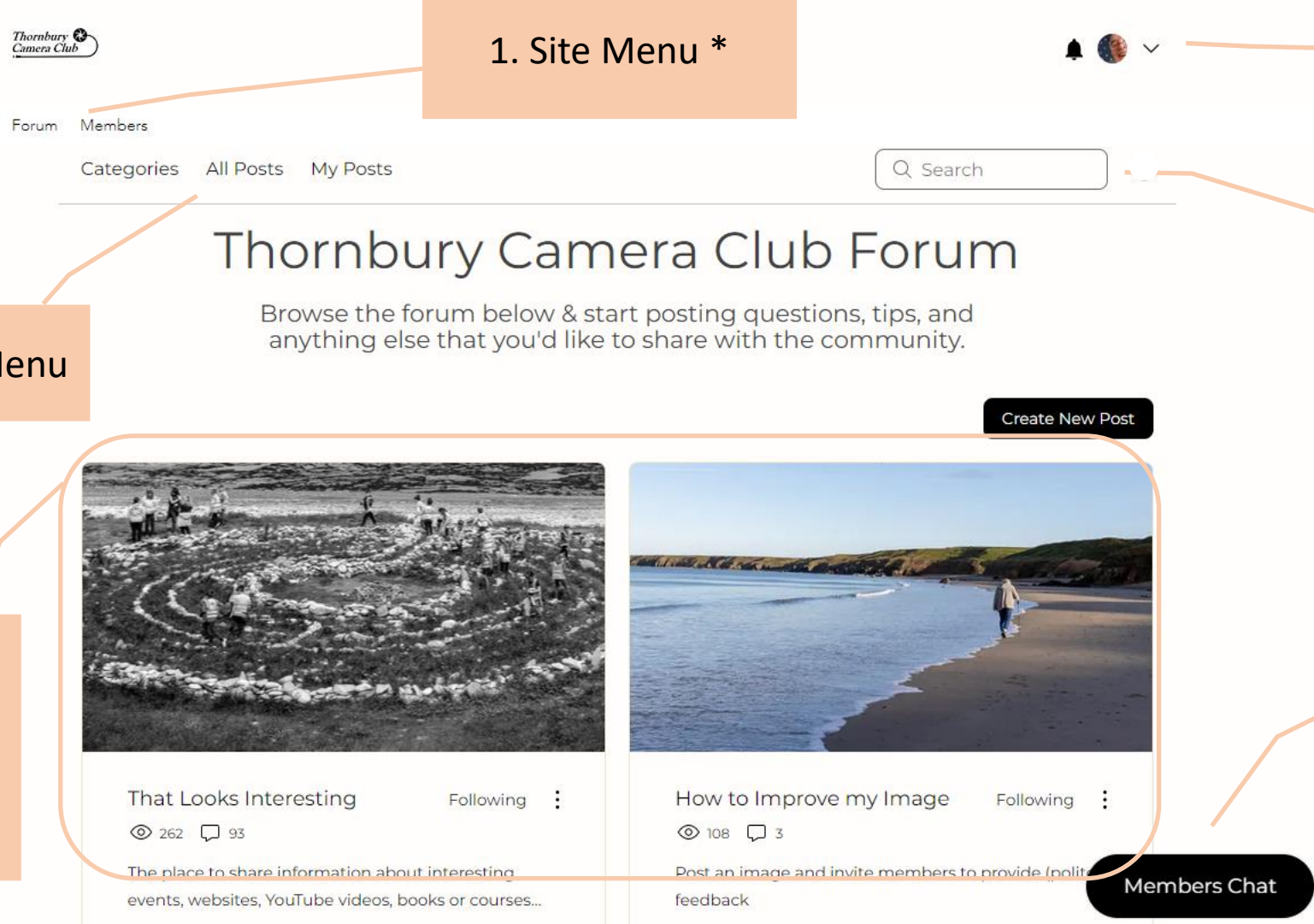
2. Notifications, My Account & Logout *

3. Search (in the Forum)

4. Forum Sub-Menu

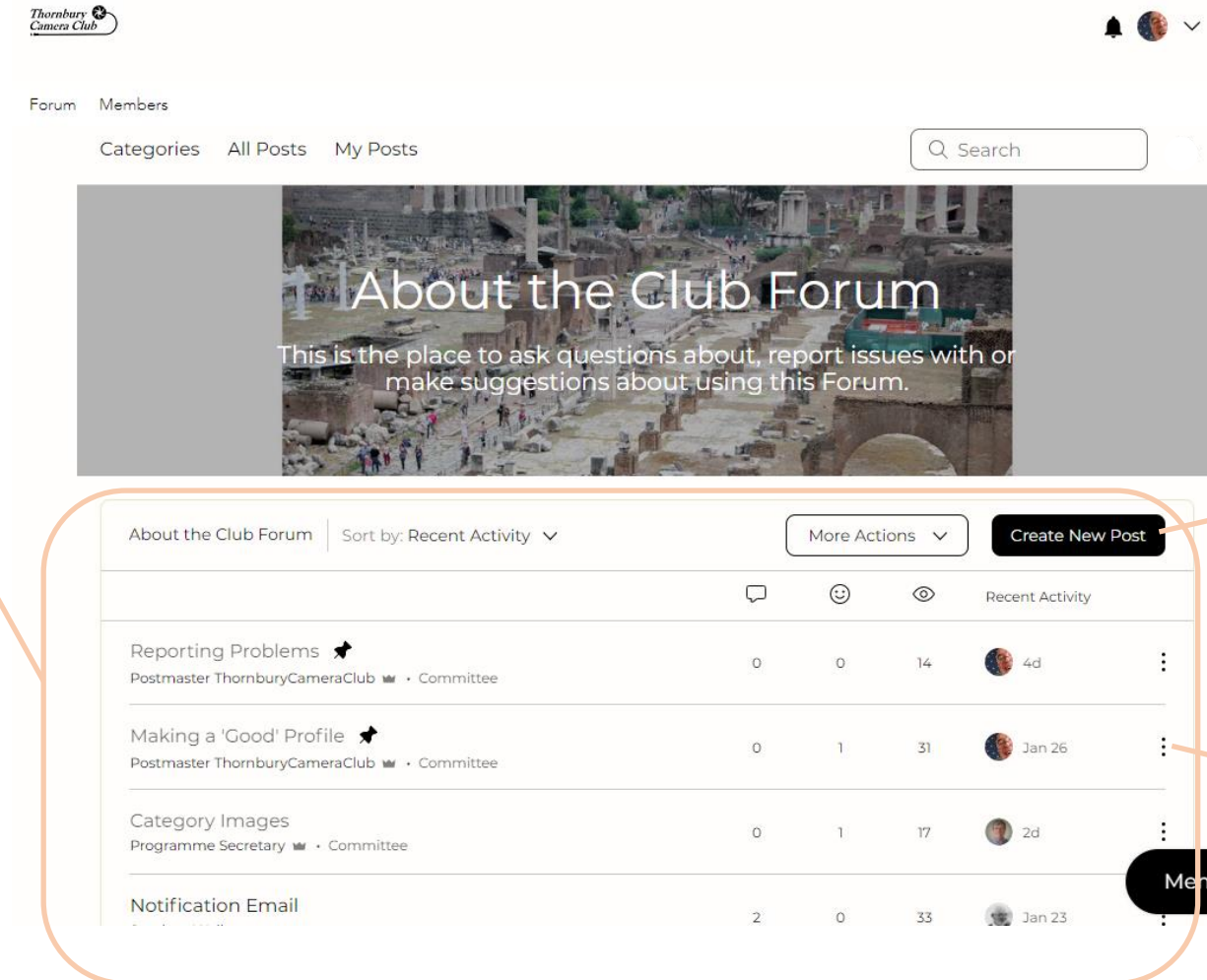
5. List of Categories (scroll down for more)
Click a Category to open & read posts

6. Open the Chat feature *



* = visible on all pages

A Category Page



1. List of the posts & threads for this Category, 'pinned' posts appear at the top, otherwise posts appear using the 'Sort By' sequence

NOTE: Some categories have Sub-Categories, in which case a further list of Sub-Categories will appear before any posts

2. Click here to add a new post

3. Click the 3 dots for options, including 'Report Post'

A Post / Thread Page

A thread = single post + associated comments & replies

The screenshot shows a forum post by Nigel Newman from the Thornbury Camera Club Committee, dated Jan 18. The post title is "How to add a picture to my profile" and it is located in the "About the Club Forum". The text of the post asks for advice on how to add a picture to a profile. Below the post are interaction buttons for "Like" and "Share".

The thread includes a comment by Stephen Wells, dated Jan 18, which provides instructions: "Go to the pull down menu top right and choose profile. Then click on your image (or where your image should be). Then choose files...". This comment has one "Like".

A reply to Stephen Wells is provided by Nigel Newman on Jan 19, stating "Thanks Steve. Sorted!".

Annotations on the right side of the screenshot point to the "Comment" button, the "Write a comment..." input field, the "Like" button on the comment, and the "Reply" button on the comment.

1. The original post, this example is text only

3. A comment, which has been 'Liked' by 1 member

4. A reply to a comment

2. Two ways to add a new comment

5. Click Reply or Like to contribute to the thread

Create a New Post

1. The category for the Post

2. Guidelines for the Forum or Category

3. Add a title and then the body of the post

4. Icons allow other types of content to be added, including images

5. Don't forget to click Publish once it's complete

The screenshot shows the 'Create a New Post' interface on the Thornbury Camera Club forum. At the top, there are navigation links for 'Forum' and 'Members', and a search bar. Below this, there are tabs for 'Categories', 'All Posts', and 'My Posts'. A 'Category' dropdown menu is set to 'How to Improve my Image'. The main post creation area includes a profile picture and name 'Posting as Postmaster ThornburyCameraClub', a title field 'Give this post a title', and a text area 'Write your post here. Add photos, videos and more to get your message across.' Below the text area is a toolbar with icons for adding images, videos, GIFs, emojis, code, lists, and links. At the bottom, there are 'Cancel' and 'Publish' buttons, and a 'Members Chat' button.

All Posts / My Posts





Forum Members


Categories All Posts My Posts


Thornbury Camera Club Forum

Browse the forum below & start posting questions, tips, and anything else that you'd like to share with the community.

Sort by: Recent Activity More Actions Create New Post

1	2	3	4	5	>	>>				Recent Activity		
In pictures: Press Photographer of the Year Simon Meeds • Committee • Coffee Break							1	1	9		2m	⋮
Image & File Size Limit Set to 1MB Postmaster ThornburyCameraClub  • Committee • About the Club Forum							0	0	1		20m	⋮
Ruin Reflection III Stephen Wells • How to Improve my Image							1	0				
Orfordness Suffolk Nat'l Trust Photography Days 2023 vincentLmann • Coffee Break							3	0				
Street Photography (Rick Smith) Simon Meeds • Committee • Coffee Break							1	0				
New FAQ Postmaster ThornburyCameraClub  • Committee • Committee							0	0				



Postmaster ThornburyCameraClub
Join date: Nov 26, 2022
 Admin
Committee

6 Following · 1 Followers
3 Likes · 38 Comments · 0 Best Answers
The Postmaster is a committee account that was set up to receive emails for anything to be loaded...

Members Chat

1. Click All Posts in the Forum Sub-Menu

2. A list of Posts across all Categories

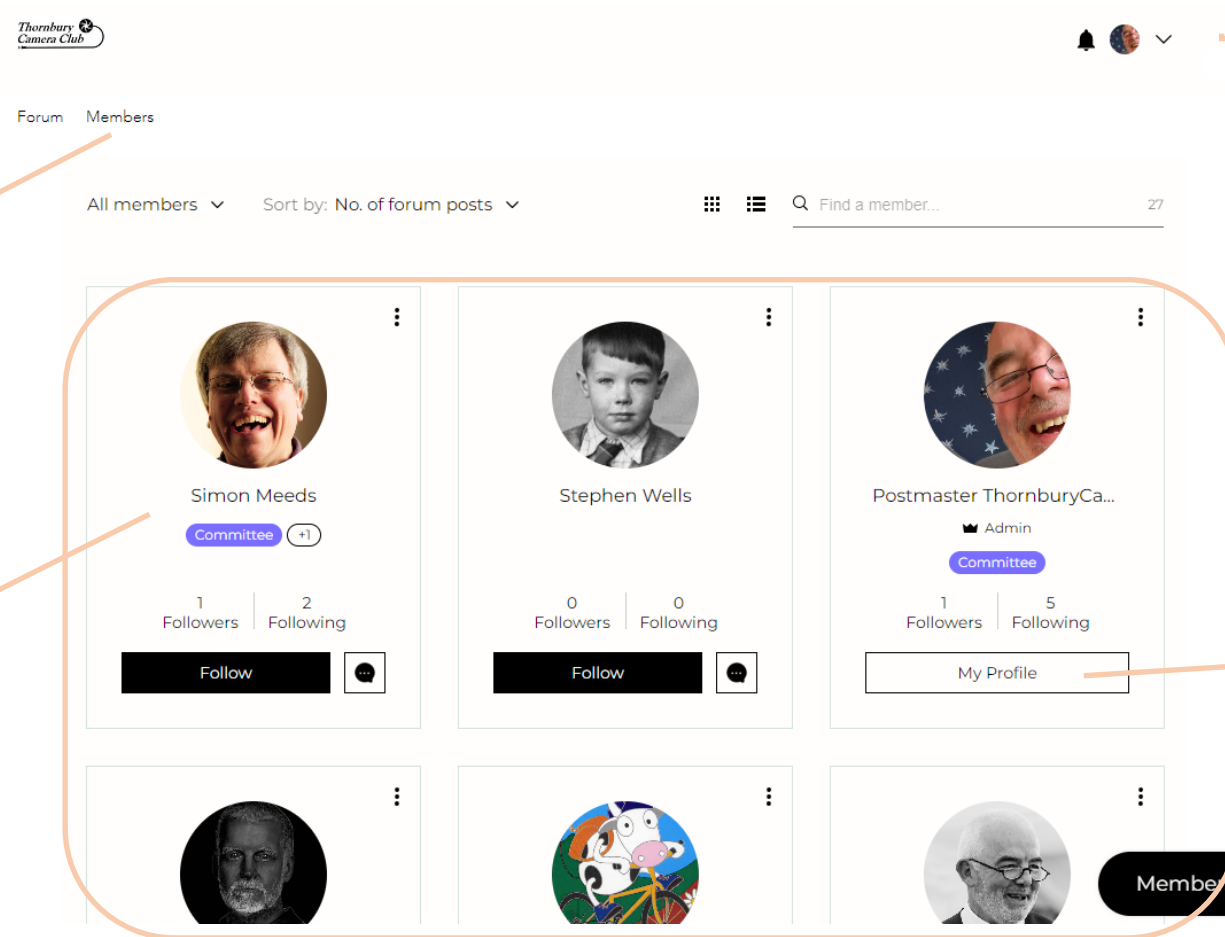
3. Hover over a Member icon to open a summary from their profile (works anywhere)

Members Page

1. Click Members on the Site Menu to open a list

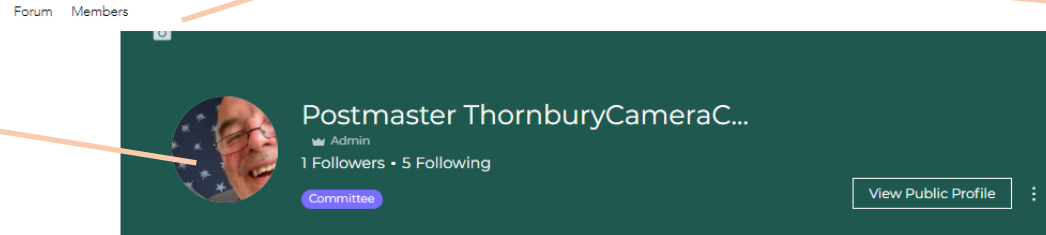
2. Click on a member to view their profile and read their bio

3. Click on My Profile to open / edit your own profile, or use the My Account icons at the top of the page



My Profile

1. Hover over this circle to add or update your profile photo



2. Optionally, click here to add/update a background image



4. These 3 tabs are only visible on your own Profile. Update your Display Name in the 'My Account' tab

3. Click here to add/update your bio, this can be seen by other members when they open your profile



5. These 3 tabs are visible to all members when they open your profile.



Notifications

You can choose to be notified when something happens in the Forum

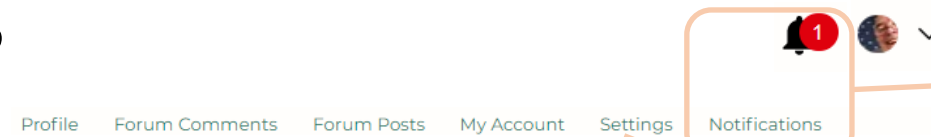
'Follow' a Category, Member or Post to receive notifications about it.

Look for toggle links to activate this:

Click 'Follow' to start

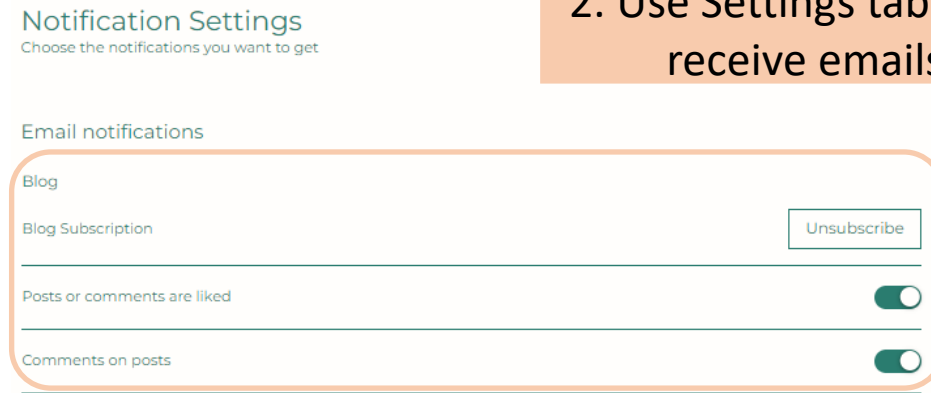
Click 'Following' to stop

Notifications appear in the Forum website and, optionally, can also be sent via email

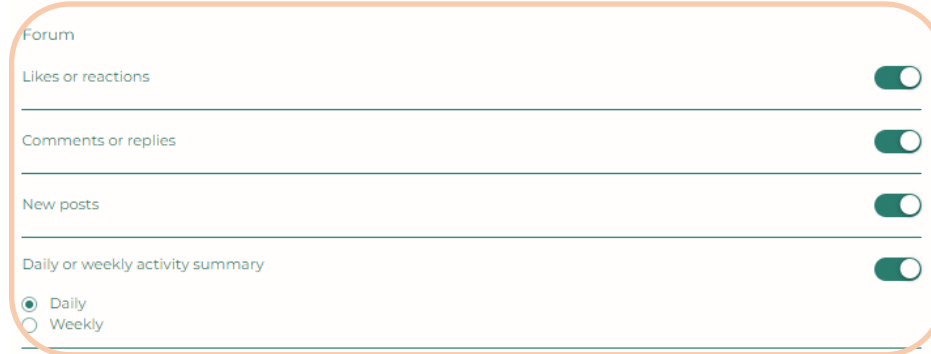


2. Use Settings tab to choose to receive emails as well

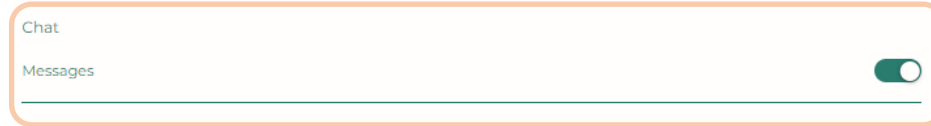
1. Notifications can be read by clicking the bell in the top right of the screen, or by the Notification tab in your profile



3. Blog not in use at the moment, please leave settings as-is



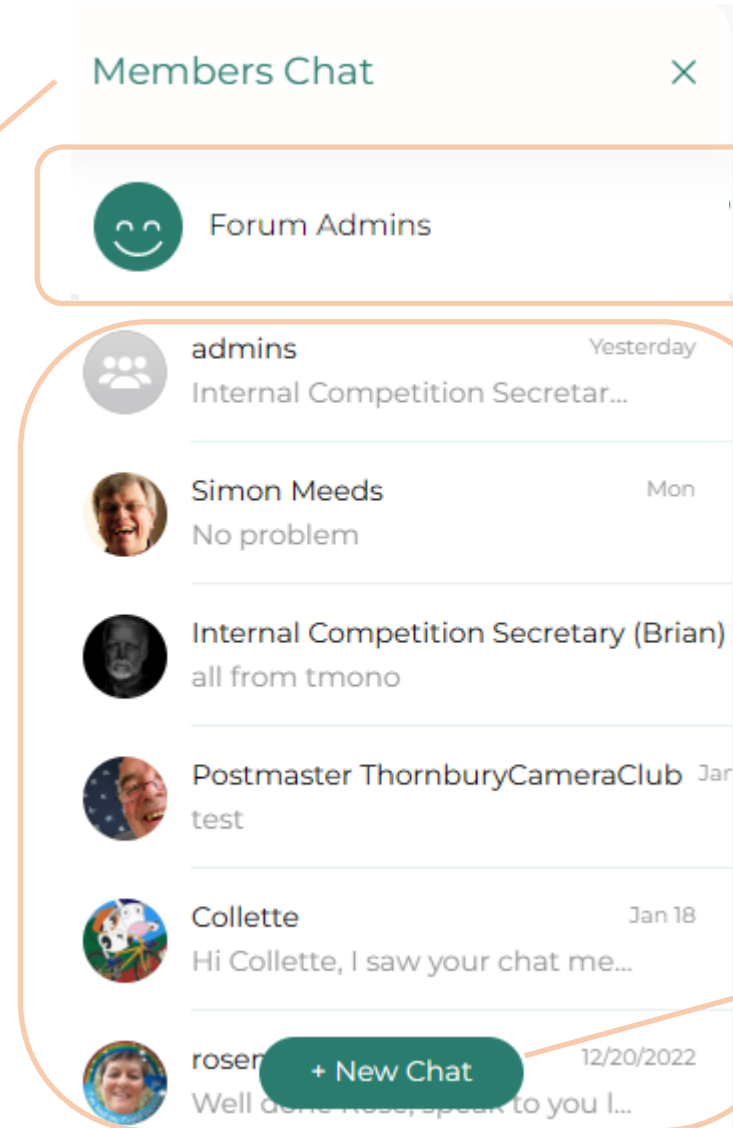
4. Switch the forum email options On or Off according to your preference



5. Leave On to receive an email when another member sends a chat

Members Chat

1. Open the Members Chat window by clicking the black 'Members Chat' icon in the bottom right of all screens



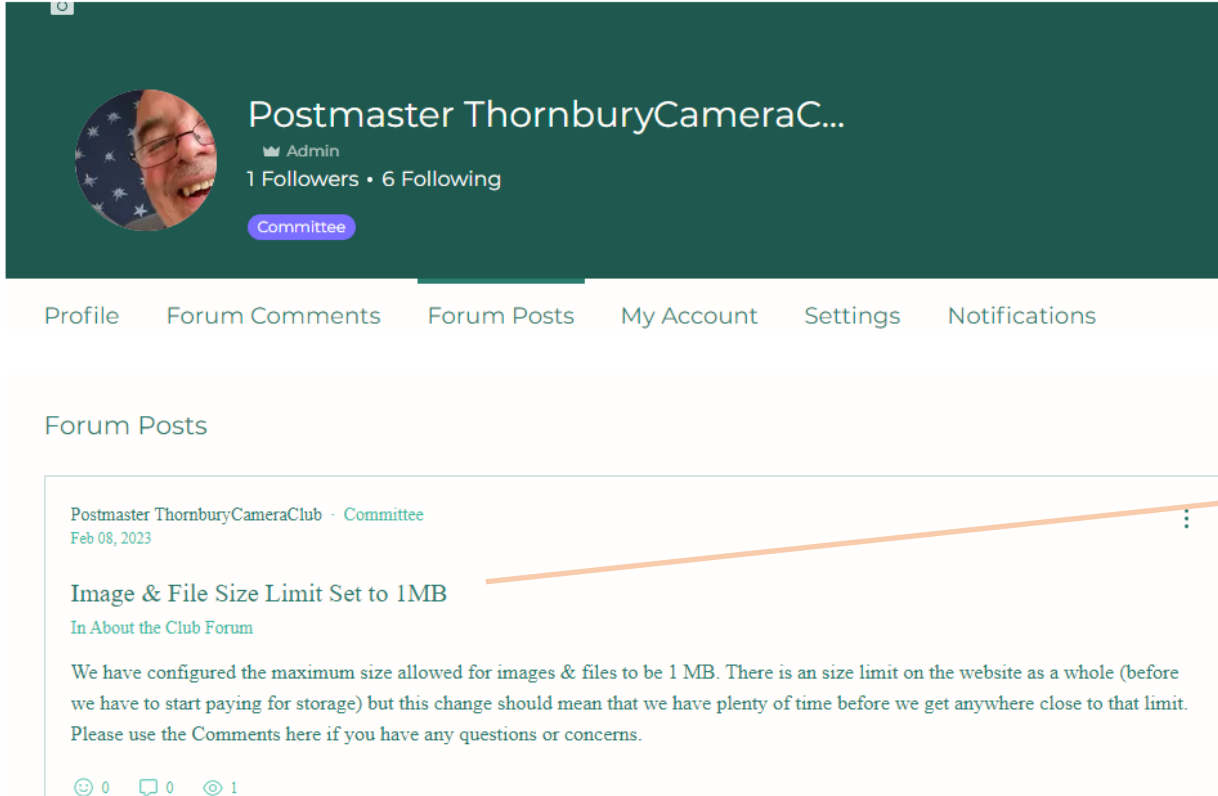
2. Open this icon to chat with the Site Admins e.g. to report an issue whilst using the site

3. Rest of the window shows a list of all existing chats to other Members or Groups

4. Click New Chat to start a conversation with a different member or create a group

Errors to Watch For (1)

Forum Members



The screenshot shows a forum member profile for 'Postmaster ThornburyCameraC...' with a dark green header. Below the profile, there is a navigation menu with 'Forum Posts' selected. Underneath, the 'Forum Posts' section displays a post from 'Postmaster ThornburyCameraClub · Committee' dated 'Feb 08, 2023'. The post title is 'Image & File Size Limit Set to 1MB' and the content states: 'We have configured the maximum size allowed for images & files to be 1 MB. There is an size limit on the website as a whole (before we have to start paying for storage) but this change should mean that we have plenty of time before we get anywhere close to that limit. Please use the Comments here if you have any questions or concerns.' At the bottom of the post, there are icons for reactions: a smiley face with '0', a speech bubble with '0', and an eye with '1'. An orange line points from the 'Page Not Found' text box to the top right corner of the post content area.

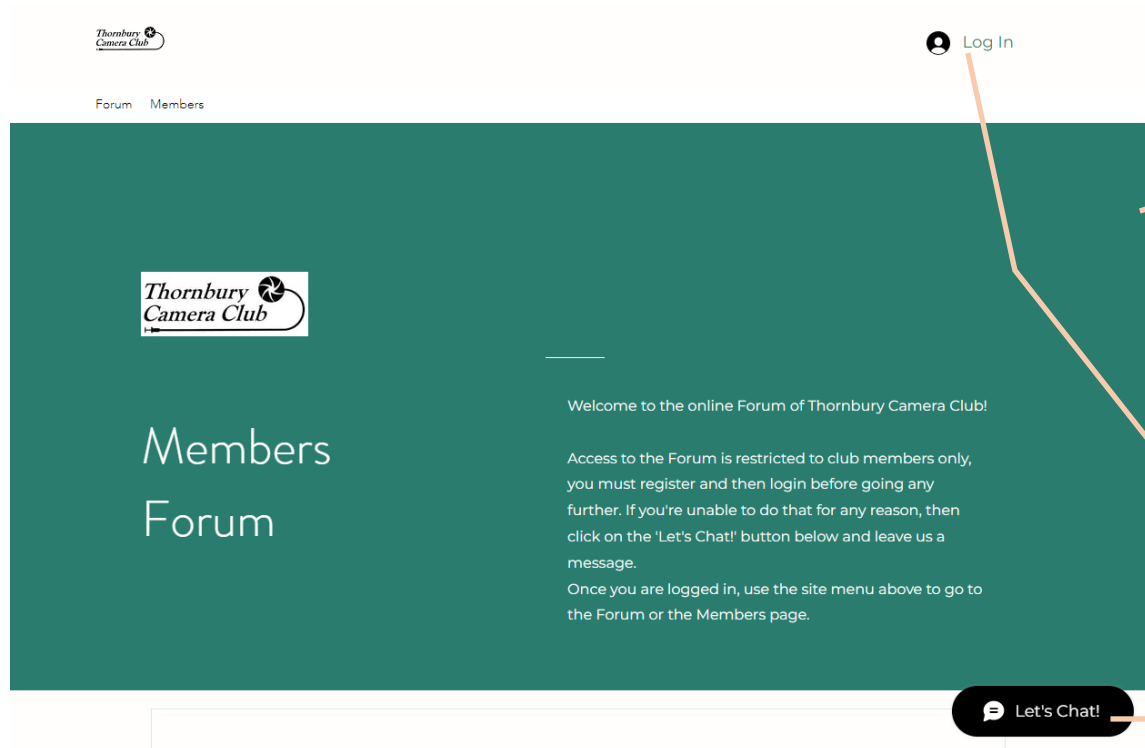
Page Not Found

Open the profile of any member and click Forum Posts or Forum Comments. Clicking any item in the list gives a Page Not Found error
Just go 'Back' in your browser to return to the page you were on.

To Find the Post or Comment

Click on Forum and use the Search feature
OR
Click on Forum and open the Category to browse all the Posts

Errors to Watch For (2)



'Home Page'

This is a hidden page on the site but you might open it inadvertently e.g. during the Sign-Up process. Don't worry, just follow the instructions

Timeout

Sometimes the site will appear to time you out, even though you may have a Forum / Members page open.

You might see the Login text in the top right instead of your member photo, or you might see 'Let's Chat' instead of 'Members Chat' in the bottom-right or you will be presented with a message asking you to login before you can do something. Usually, refreshing the webpage will fix this

If Something Doesn't Look Right

- If you encounter a problem whilst using the Forum you can report it in 1 of 3 ways:
 - If you are in the Forum then you can add a Post to the 'About the Club Forum' category. This will be visible to the whole community and may solicit comments from other members who may have seen the same thing and found a way around it.
 - If you don't want to make a public post then open a chat to 'Forum Admins' (always the first option on the list when you click the Members Chat button) - this will be visible to all admins
 - If you are unable to get in the site at all then send an email to Postmaster.ThornburyCameraClub@gmail.com
- If you see a Post or Comment that you feel doesn't follow the Forum Guidelines then click the 3 dots next to the entry to find the option to 'Report Post' or 'Report'

Enjoy Using the Forum!