# **Welcome Private Message (PM)**

#### What it does:

It allows the admin to create a Private Message (PM) that you can send to new users after they have signed up.

### Why should I use it:

To give users a nice custom message that gives them helpful information like rules, FAQ, important forums, news, etc. Or you can just give them a warm welcome.

# By default this is:

Disabled.

## How do I make it work:

Go into Admin [Forums] (http://www.yoursite.com/modules/Forums/admin/index.php). Now click on the Configuration link under the General Admin group. Now scroll down until you find the Private Messages group. Find the Welcome PM option and change it to Enabled. Then click the Submit button.

Now go into your private message inbox (http://www.yoursite.com/modules.php?name=Private\_Messages&file=index&folder=inbox). Click the new post button.

Put your username as the Username you are sending the PM to. Give your message a subject and a body that you would like the new user to read. You **must** have text in both in order for this to work. You can use any allowed bbcode or HTML. I would also suggest previewing your PM before you move on. (**Do not hit submit yet**)

You can also use keywords in your message for an added touch. The following are the current keywords. Please take note of the capitalization.

%NAME% - Will be transformed into that user's username.

For example:

Hello %NAME%,

Welcome to our site, we hope you enjoy your stay.

Management

If a user named Technocrat signed up, the PM would appear as the following when he/she reads it.

Hello Technocrat.

Welcome to our site, we hope you enjoy your stay.

Management

Now at the bottom you should see the check box Set as the Welcome PM. Check that box. Now hit submit.

If you receive the message "Your Welcome PM has been set" then it should be ready for your next new user.

# **Errors**

The following are common errors and there most likely cause.

The keywords do not work

• The keywords need to have both % and should be in all capitals. So %NAME% will work but **not** %NAME, NAME, or %name%.

I do not see the Set as the Welcome PM check box

• The check box will not appear if the Welcome PM mod is not enabled in the forum configuration