How to use the VBSA Board Forum

After logging in successfully please select the "Board Forum" button, it will open the "Home" page of the Forum.

The Home page:

- Lists all "Current" discussions with a brief sample of the text within. Click any topic to expand
- When you open a topic it will show you the complete discussion. This includes the original post and all replies.
- If you wish to make a reply scroll to the bottom of the page. All replies are ordered by the date and time of submission with the newest appearing first

In what order do topics/discussions appear? if you insert a new topic it will appear at the top of the list, if you reply to a topic it will then go to the top. This makes it obvious to following visitors which topics have currently had responses.

Start a new topic

When this page opens

- Create a name for your topic, keep it brief and descriptive
- Select meeting from the drop down menu if the post is a call for a meeting (Secretary)
- Type in the content
- When submitted you topic will be included in the home page
- A "Do not reply" notification email will be sent to all Board members alerting them of you new submission

Forum Users

From this page you may contact all Board Members by email

- You would generally use this to alert them to an important update on the forum
- Type in your name
- A brief message
- Select from FYI, Urgent or Administrator (Forum Administrator)

Meetings

This page lists all topics that have been marked as "Meeting" on submission

Archives

There is no delete function in the forum, topics may only be archived. The Forum Administrator will from time to time "Archive   so the home page does not become cluttered with topics that have been finalised or are out of date.

To edit or update just click the

To upload a file just click the

Current Administrator: Alan Croft 29.01.2016