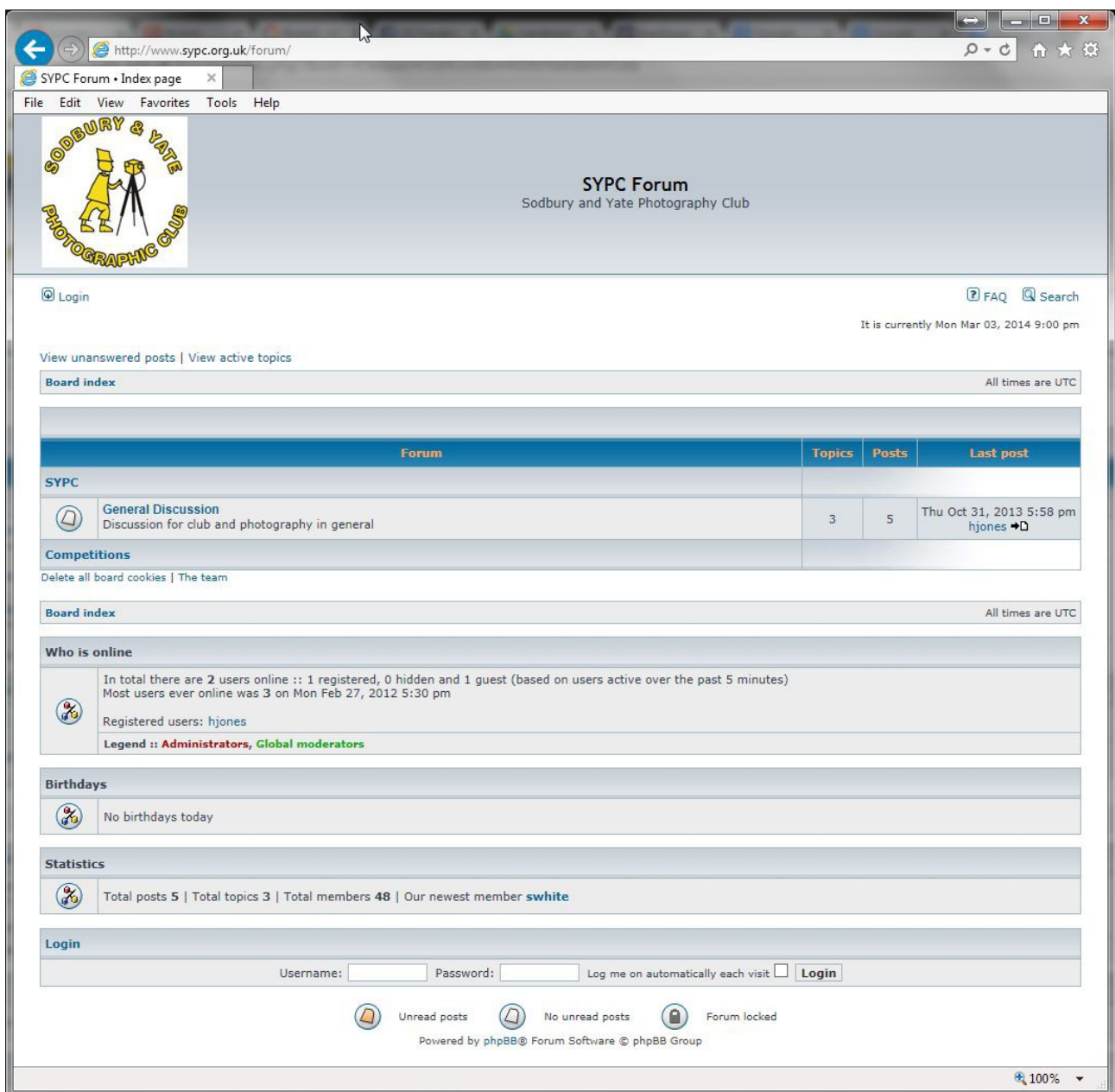


# SYPC Forum


Welcome to the Sodbury and Yate Photographic Club discussion forum! Here is your handy guide to getting you started using this part of the website.

## Logging on

To log on to the forum, there is a link at the top of the main website (<http://www.sypc.org.uk>) called Forum. Click on this link and it will take you to the publicly viewable part of the forum. At the time this documentation was written, currently only the General Discussion area is viewable by someone who has not logged on, and other areas of the forum will be hidden and inaccessible.



The screenshot shows the SYPC Forum website in a browser window. The address bar displays <http://www.sypc.org.uk/forum/>. The page features the SYPC Forum logo on the left and the title "SYPC Forum" with the subtitle "Sodbury and Yate Photography Club" on the right. Below the header, there is a "Login" link and a "FAQ Search" link. The main content area includes a "Board index" section with a table of forum topics. The table has columns for "Forum", "Topics", "Posts", and "Last post". The "General Discussion" topic is listed with 3 topics and 5 posts, last updated by "hjones" on "Thu Oct 31, 2013 5:58 pm". Below the table, there are sections for "Who is online" (2 users online), "Birthdays" (No birthdays today), and "Statistics" (Total posts 5, Total topics 3, Total members 48). At the bottom, there is a "Login" form with fields for "Username:" and "Password:", a "Log me on automatically each visit" checkbox, and a "Login" button. The footer includes "Powered by phpBB® Forum Software © phpBB Group" and a "100%" zoom level indicator.

| Forum  | Topics | Posts | Last post                            |
|--|--------|-------|--------------------------------------|
| SYPC   |        |       |                                      |
|  General Discussion<br>Discussion for club and photography in general | 3      | 5     | Thu Oct 31, 2013 5:58 pm<br>hjones ↕ |

*Above: Not logged in to the forum, basic access*

Underneath the logo in the top left, click on the Login link, or, at the bottom of the page, there is a login box that you can enter your user name and password. If you do not want to type in your password every time, you can tell the forum to remember your details.

The forum will tell you if you have been successfully logged in, and will prompt you to continue. Once you continue, you should see more areas of the forum available.

Please note: Not everyone will have access to all areas, for example there may be areas only accessible to the committee, or for specific competitions such as the Kingswood Salver. As time goes by and we identify the requirements of the club, these access permissions will be modified as necessary.

The screenshot shows the SYPC Forum website interface. At the top left is the club logo for 'SODBURY & YATE PHOTOGRAPHIC CLUB'. The main header reads 'SYPC Forum' and 'Sodbury and Yate Photography Club'. Below the header, there are navigation links for 'Logout [ hjones ]', '0 new messages', 'FAQ', 'Search', 'Members', and 'User Control Panel'. The current date and time are shown as 'Mon Mar 03, 2014 9:01 pm'. There are also links for 'View unanswered posts', 'View active topics', 'View unread posts', 'View new posts', and 'View your posts'. A 'Board index' link is present, along with a note that 'All times are UTC'. A '[ Moderator Control Panel ]' link is also visible. The main content area features a table with columns for 'Forum', 'Topics', 'Posts', and 'Last post'. The table lists several forum categories, including 'General Discussion', 'Committee', 'For sale', 'Web only Competitions', 'Competitions', 'DPIC', and 'Kingswood Salver'. The 'General Discussion' category shows 3 topics and 5 posts, with the last post by 'hjones' on 'Thu Oct 31, 2013 5:58 pm'. Other categories show 'No posts'. At the bottom of the page, there are sections for 'Who is online' (showing 1 user online) and 'Birthdays' (showing no birthdays today).

| Forum   | Topics | Posts | Last post                            |
|---|--------|-------|--------------------------------------|
| <b>SYPC</b>   |        |       |                                      |
| <b>General Discussion</b><br>Discussion for club and photography in general             | 3      | 5     | Thu Oct 31, 2013 5:58 pm<br>hjones ↕ |
| <b>Committee</b>  | 0      | 0     | No posts                             |
| <b>For sale</b><br>A forum for members to advertise equipment for sale to other members | 0      | 0     | No posts                             |
| <b>Web only Competitions</b>  | 0      | 0     | No posts                             |
| <b>Competitions</b>   |        |       |                                      |
| <b>DPIC</b>   | 0      | 0     | No posts                             |
| <b>Kingswood Salver</b>   | 0      | 0     | No posts                             |

Above: Logged in, access to more areas of the forum

## ***Viewing and responding to discussions***

Now that you are logged in, you can view the forums available to you. The forums are designed to allow similar related topics to be grouped together, and most of the forums are self-explanatory as to the types of discussions we are encouraging in that forum.

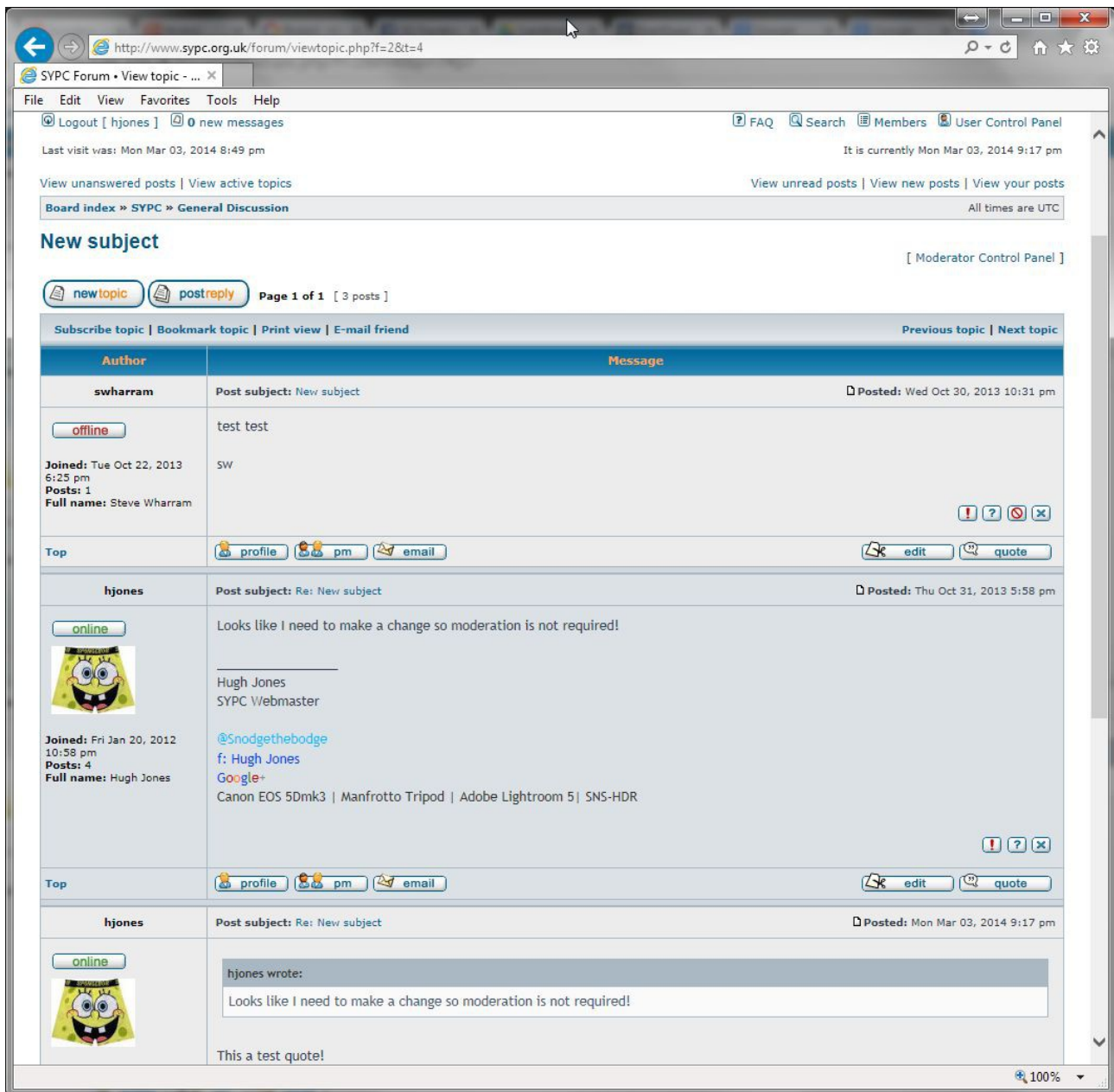
For example, click on the General Discussion forum, and you will see a list of topics which you can read, and if desired, respond to with your own comments. If you wish to start a new topic, you will be able to click on the New Topic button above or below the list of topics, and you will be prompted for the necessary details to start a new topic.

To reply to an existing topic, view the topic you want to reply to, and you will be able to use the Reply button at the top or bottom to make a comment.

If you want to reply to a specific comment within the topic, each comment has a quote button which will allow you to quote that reply.

## ***Reporting spam or abusive posts***

While we have made the best efforts possible to prevent spam posts, and we're all sensible adults, there may be occasions where a post needs to be reported to a moderator. Each post has a red exclamation mark on the bottom right which you can click and specify why you are reporting it. The necessary action can then be taken by a moderator.



Above: A topic which shows 3 posts including one with a quote. You can also see the report button and the New Topic and Post Reply buttons at the top of the page.

## Further options

The forum has various options to allow an avatar (for example, the Spongebob image for when hjones posts as above), adding signatures, notification options and various other display options. Feel free to change these settings as desired, and if you have any problems or questions, please let the Webmaster know.