

Schweitzer Prime Timers ForumGuide

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1 Introduction

The purpose of this document is to explain some basic concepts of forums and provide guidance that will help first time users of the Prime Timers Forum get up to speed quickly. After studying this manual the user will be able to:

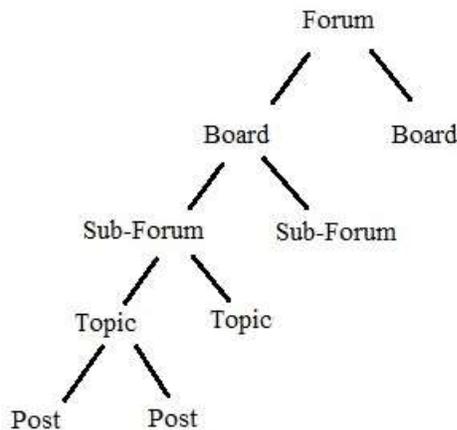
- Navigate the forum
- Register
- Log in
- Create new topics
- Post replies

Please read and familiarize yourself with the sample steps provided in this document before attempting to participate in the forum discussions.

2 Overview

The Schweitzer Prime Timer's internet forum, or message board, is an online discussion site where people can hold conversations in the form of posted messages. They differ from chat rooms in that messages are often longer than one line of text, and are at least temporarily archived. Also, depending on the access level of a user (newly registered vs registered), a posted message might need to be approved by a moderator before it becomes visible.

The forum is hierarchical or tree-like in structure and from the top down consists of:



Note, the forum, boards and sub-forums are always created by the administrator. Topics and posts are created by registered users of the forum.

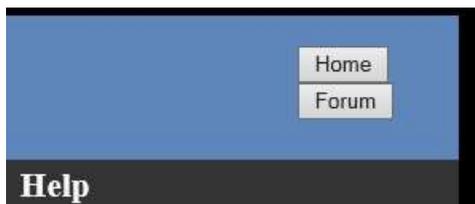
Within a sub-forum, each new discussion started is called a thread or topic, and can be replied to by as many people as so wish.

Users must register with the forum and then subsequently log in to reply to posts or create new topics.

Users do not have to register/log in to read existing posts.

To access the Schweitzer Prime Timer's Forum you need to start up a web browser and go to the www.schweitzerprimetimers.org website.

After the site comes up, go to the top right corner of the web page and click on the “**Forum**” button just below the “**Home**” button.



This will bring up the **Board Index** or top level of the forum. A partial view is provided below:

The screenshot shows the phpBB forum interface for schweitzerprimetimers.org. The main content area displays the board index, organized into three sections:

- SKI/RIDE BOARD:**
 - Schweitzer: Connected with skiers going to Schweitzer (1 topic, 1 post, last post by john 12 Tue Aug 26, 2014 10:24 am)
 - Other Ski Areas: Connected with skiers going to other resorts (1 topic, 1 post, last post by john 12 Tue Aug 26, 2014 8:47 pm)
- EVENTS BOARD:**
 - Birthday Dinners: Birthday Dinner Topics (0 topics, 0 posts, No posts)
 - Picnics: Picnic Topics (0 topics, 0 posts, No posts)
 - Meetings and Socials: Topics (0 topics, 0 posts, No posts)
- CLASSIFIED BOARD:**
 - Ski Gear For Sale: Skis, boots, poles, etc (0 topics, 0 posts, No posts)
 - Ski Gear Wanted: Skis, boots, poles, snowboards, etc (0 topics, 0 posts, No posts)
 - Ski Gear Free: Skis, boots, poles, etc (0 topics, 0 posts, No posts)
 - Non Ski Gear For Sale: Cars, boats, planes, homes, whatever (0 topics, 0 posts, No posts)
 - Non Ski Gear Wanted: Cars, boats, planes, homes, whatever (0 topics, 0 posts, No posts)
 - Non Ski Gear Free: Cars, boats, planes, homes, whatever (0 topics, 0 posts, No posts)

Currently the Prime Timers Forum has five boards:

- SKI/RIDE BOARD
- EVENTS BOARD
- CLASSIFIED BOARD
- GALLERY BOARD
- MISC BOARD

Within each board are the sub-forums. The topics (commonly called threads) come under the sub-forums and these are the places under which members can start their discussions or posts.

3 Users

There are several types of users of the forum.

USER	MEMBER
Guest	No
Newly Registered	Yes
Registered	Yes
Moderator	Yes
Administrator	Yes

Any user is allowed to view the forum. Only members can make changes to the forum by creating topics and posting replies.

3.1 *Guests*

Whenever you first bring up the forum (via the **Forum** button), you are not logged in and therefore are considered a guest. Guest are allowed to view all of the forum but not make any changes.

3.2 *Newly Registered*

These users have recently registered with the forum. If they log in and post a reply, it will not be visible on the forum immediately. A moderator first needs to approve the post. This process may take anywhere from a few minutes to a day or more, so please be patient. The **newly registered** user will transition to a **registered** user after three post have been approved.

3.3 *Registered*

Registered users can log in and post replies and see them appear immediately. They no longer need to be approved.

3.4 *Moderators*

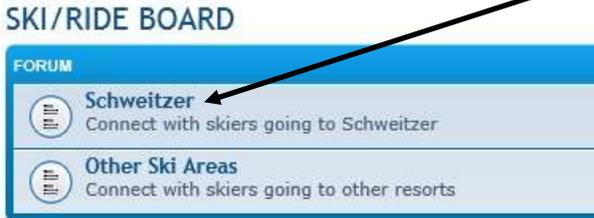
The **moderators** are users of the forum who are granted access to the posts and threads of all members for the purpose of moderating discussion (similar to arbitration), approving posts and also keeping the forum clean. Moderators also answer users' concerns about the forum, general questions, as well as respond to specific complaints.

3.5 *Administrators*

The **administrators** manage the technical details required for running the site. As such, they may promote (and demote) members to/from moderators, manage the rules, as well as perform any database operations (database backup etc.). Administrators often also act as moderators. Administrators may also make forum-wide announcements, or change the appearance of a forum.

4 Navigating

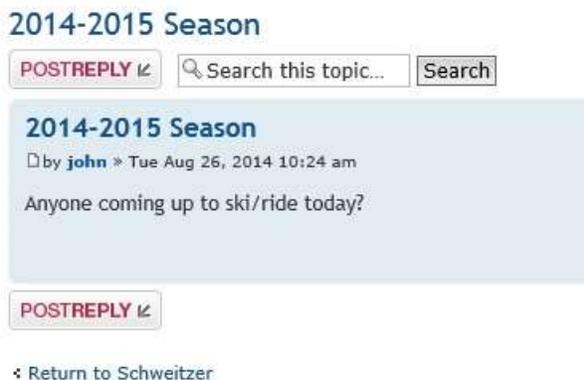
Anyone is allowed to navigate the bulletin board. You do not need to register and log in. To view the topics and posts beneath a sub-forum, click on any one of the sub-forums located in any of the five boards. For example we will select the Schweitzer sub-forum located in the SKI/RIDE BOARD by clicking on the **Schweitzer** name in the box as shown below:



This should bring up the next lower level of topic boxes as shown below: To create a new topic, click on the **NEWTOPIC** button.



To look at the 2014-2015 Season Posts, click on the **2014-2015 Season** title in the box. This will bring up all the posts currently under that topic. Here is where you can read the posts.



To return to the Schweitzer sub-forum, click on the “**Schweitzer**” link just below the PHPBB header on the left side.



To return to the ski/ride board level, click on the “**SKI/RIDE BOARD**” link.
To return to the main board index, click on the “**Board Index**” link.

5 Registering

The Prime Timers Internet forum requires users to be registered in order to actively participate. You must register to create a name and password. Registered users of the site are referred to as members and are allowed to create topics and reply to posts. To register, a new candidate must fill out a web form that includes a username (an alias), password, email, an access code and validation of a CAPTCHA code. You only need to register once. You must log in each time you want to add topics/posts to the forum.

Before you log in, you must register. To register, go to the Forum and click on the **Register** button in the upper right portion of the page.



This will bring up a page of Terms that you must agree to.

You agree not to post any abusive, obscene, vulgar, slanderous, hateful, threatening, sexually-orientated or any other material where "schweitzerprimetimers.org" is hosted or International Law. Doing so may lead to you being immediately and permanently banned if deemed required by us. The IP address of all posts are recorded to aid in enforcing these conditions. You agree that "schweitzerprimetimers.org" reserves the right to close any topic at any time should we see fit. As a user you agree to any information you have entered to being stored in a database and to be shared with a third party without your consent, neither "schweitzerprimetimers.org" nor phpBB shall be held responsible for any hacking attacks that may occur.

Read the terms and if you accept them click on the **I agree to these terms** button. This will bring up the registration web form page.

schweitzerprimetimers.org - Registration

Username:
Length must be between 3 and 20 characters.

E-mail address:

Confirm e-mail address:

Password:
Must be between 6 and 100 characters.

Confirm password:

Language:

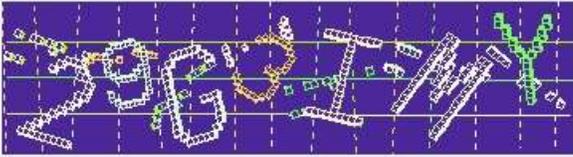
Timezone:

The items marked with * are required profile fields and need to be filled out.

Access Code:
Code to gain access to the forum.

CONFIRMATION OF REGISTRATION

To prevent automated registrations the board requires you to enter a confirmation code. The code is displayed in the image impaired or cannot otherwise read this code please contact the [Board Administrator](#).

Confirmation code: 

Enter the code exactly as it appears. All letters are case insensitive.

You must fill out this form and successfully submit it to become a new member.

Username:

The Username is really an alias. Pick names that don't identify you to world, but maybe to the club (try to avoid first/last names). Use nicknames, first names, first names with first letter of last name, last name with first letter of first name, etc.

E-mail address:

Enter your email address. This should be a real email that you use. If you ever forget your password, this email will be used to send you a new temporary password. Moderators will check this email before allowing you to transition from a **newly registered** to a **registered** member.

Password:

Select a password to use with your **Username** to prevent others from logging in as you.

Confirm Password:

Retype your password to double check it.

Language:

Select the language you wish to use.

Timezone:

Select the time zone you want displayed when you log in and view the forum.

Access Code:

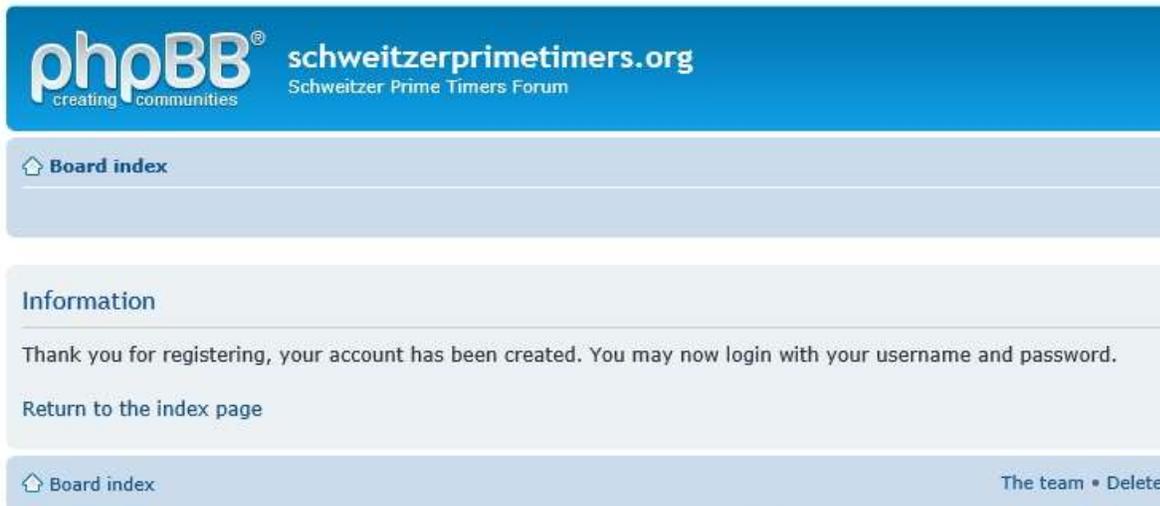
This is a special code you must enter to be registered. You can get this code from one of the officers of the club. It prevents outsiders from posting messages on our forum. Be sure to delete the initial value "1234" already in the box, before entering the code.

Confirmation Code:

To prevent automated registrations the board requires you to enter a confirmation code. Type the letters and/or numbers you see in the box below the CAPTCHA. If you have trouble reading the CAPTCHA, click on the **Refresh confirmation code** button to get a new one.

After filling in all the entries, go to the bottom of the page and click on the **Submit** button.

This should bring up the confirmation page below.



If you see the web form page again instead, look for error messages at the top (in red), fix the problem and hit the **Submit** button again. You will not be registered until you see the confirmation page displayed above.

After you have successfully registered you are now a member and can log in.

6 Logging In

After you have registered you can log in. Being logged in lets you create new topics and reply to posts. Click on the **Login** button in the upper right corner of the forum page.



This brings up the login page displayed below.

A screenshot of the login page. At the top, it shows the phpBB logo and the forum name 'schweitzerprimetimers.org'. Below the logo is a 'Board index' link. The main content area is titled 'Login' and contains two input fields for 'Username:' and 'Password:'. There is a link for 'I forgot my password' and two checkboxes: 'Log me on automatically each visit' and 'Hide my online status this session'. A 'Login' button is located at the bottom of the form.

Enter the Username and Password created during the registration process. If the login was successful, a message will appear indicating so.

A screenshot of the forum home page after a successful login. The top navigation bar is the same as in the previous image. Below the navigation bar, there is a 'Board index' link and a 'User Control Panel' link showing '0 new messages' and a 'View your posts' link. The main content area is titled 'Information' and contains a message: 'You have been successfully logged in.' Below this message is a link to 'Return to the index page'. At the bottom, there is another 'Board index' link.

Then in about 5 seconds the display reverts to the previous view with several differences.



On the left side there will be two new links:

- **User Control Panel(0 new messages)**
- **View your posts**

On the right side there are two new/different links:

- **Members**
- **Logout[john]**

6.1 User Control Panel

The User Control Panel is where the user can enter Profile information, adjust his Board Preferences, change his password, receive and send private messages, etc.

6.2 View your posts

Click on this link to display all the posts you have made.

6.3 Members

Clicking on the Members link will bring up a page that displays all the current members registered with the Schweitzer Prime Timers forum.

Members

Find a member • All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

USERNAME	RANK	POSTS	W
admin	Site Admin	3	
john		1	

6.4 Logout [username]

After a user logs in, the login message on the right side will be replaced with a **Logout[Username]** message. Click on this link to log out of the forum.

7 Changing Passwords

While logged in, a user can change his/her password through the **User Control Panel**. Clicking on the link brings up the display below.



User Control Panel



Click on the **Profile** Tab.

This brings up the Profile board. Click on the **Edit Account Settings** tab.

User Control Panel



Enter the new and old passwords and click on the **Submit** button. The password will be changed.

8 Creating a New Topic

A topic (also called a thread) is a collection of posts, usually displayed from oldest to latest. A topic is defined by a title and an opening or original post, which opens whatever dialogue or makes whatever announcement the poster wished. A topic can contain any number of posts, including multiple posts from the same members, even if they are one after the other.

Before creating a new topic within a sub-forum, look for topics that may be similar or the same and reply to posts under them instead.

Now let's create a new topic. First you must select a sub-forum where you wish to place the topic. For our example we will place a new topic in the **Ski Gear For Sale** sub-forum.



Click on the **Ski Gear For Sale** entry to see what topics are already there. This will bring up the **Ski Gear For Sale** sub-forum below.



As you can see there are no topics within this sub-forum. Click on the **NEWTOPIC** button to start creating a new one. This will bring up the POST A NEW TOPIC page.

Ski Gear For Sale

POST A NEW TOPIC

Subject:

B *i* u Quote Code List List= [*] Img URL Normal Font colour

Options **Upload attachment**

If you wish to attach one or more files enter the details below.

Filename:

File comment:

Click in the **Subject** box and type in a subject (for example: Ladies Skis Poles). This is the main title of the Topic and will show up in all subsequent posts. Next click in the large box and type in your post (for example: Used black 40" long, good condition. \$10.00). Then click on the **Submit** button below the large box.

You should see the following display.

phpBB® **schweitzerprimeti**
 creating communities Schweitzer Prime Timers Forum

[Board index](#)
[User Control Panel \(0 new messages\)](#) • [View your posts](#)

Information
 This message has been posted successfully.
[View your submitted message](#)
[Return to the forum last visited](#)

[Board index](#)

Click on the **View your submitted message** link to see your new topic.

phpBB® **schweitzerprimetimers.org**
 creating communities Schweitzer Prime Timers Forum

[Board index](#) < [CLASSIFIED BOARD](#) < [Ski Gear For Sale](#)
[User Control Panel \(0 new messages\)](#) • [View your posts](#)

Ladies Skis Poles
[POSTREPLY](#)

Ladies Skis Poles [*EDIT](#) [✕](#) [!](#) ["QUOTE](#) **john**
 by john » Sat Aug 30, 2014 5:01 pm
 Used black 40" long, good condition. \$10.00
[PM](#)

[POSTREPLY](#)
[Return to Ski Gear For Sale](#)

Jump to:
 Quick-mod tools:

Now if you click on the **Ski Gear For Sale** sub-forum, you will see the new topic that was just added to the sub-forum.

Ski Gear For Sale

NEWTOPIC* Search this forum... Search

Mark topics read • 1 topic • Page 1 of 1

TOPICS	REPLIES	VIEWS	LAST POST
 Ladies Skis Poles by john » Sat Aug 30, 2014 5:01 pm	0	1	by john Sat Aug 30, 2014 5:01 pm

Display topics from previous: All Topics Sort by Post time Descending Go

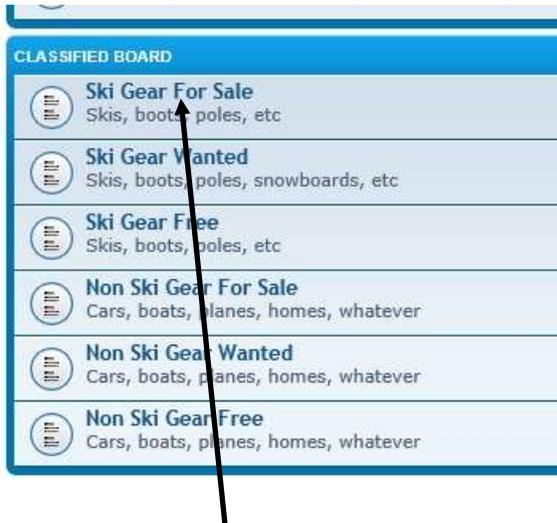
NEWTOPIC* Mark topics read • 1 topic • Page 1 of 1

Now you have completed creating a new topic. Other members of the forum will be able to see and respond to this new topic.

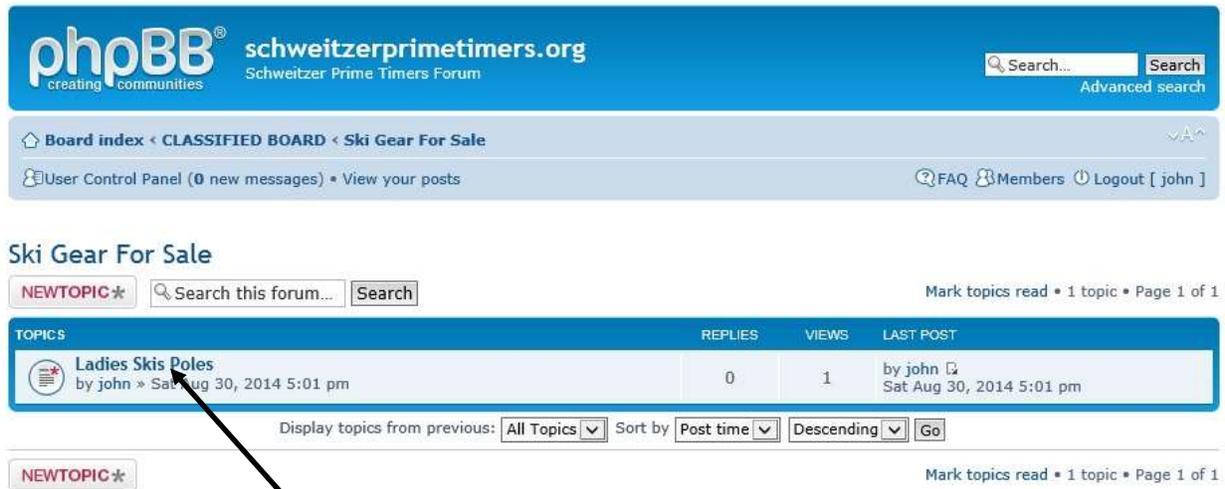
9 Posting a Reply

A *post* is a user-submitted message enclosed into a block containing the user's details and the date and time it was submitted. Members are allowed to edit or delete their own posts. Posts are contained within topics, where they appear as blocks one after another. The first post starts the topic. Posts that follow in the thread are meant to continue the discussion about that topic, or respond to other replies.

Now let's create a new post. First you must select a sub-forum where you wish to place the post. For our example we will respond to a topic in the **Ski Gear For Sale** sub-forum.



Click on the **Ski Gear For Sale** entry to show all the topics. This will bring up the **Ski Gear For Sale** sub-forum page below.



We see a topic **Ladies Ski Poles** in the **Ski Gear For Sale** sub-forum, that we want to respond to. Click on the **Ladies Ski Poles** link. This will display the topic thread below.

Ladies Skis Poles

POSTREPLY

Search this topic... Search

Ladies Skis Poles [EDIT] [X] [!] [QUOTE] john

by john » Sat Aug 30, 2014 5:01 pm

Used black 40" long, good condition. \$10.00

Posts: 2
Joined: [PM]

POSTREPLY

Return to Ski Gear For Sale

Jump to: Sk

Quick-mod tools: Change

We may like to buy these poles. So we will respond to the topic by posting a reply. Click on the **POSTREPLY** button above. This will bring up the **POST A REPLY** page below.

Ladies Skis Poles

POST A REPLY

Subject: Re: Ladies Skis Poles

B *i* u Quote Code List List= [*] Img URL Normal Font colour

[Large text input area]

Save draft Preview Submit

Enter your reply in the large box and then click on the **Submit** button at the bottom of the page. A new page will pop up saying: **This message has been posted successfully**. Click on the **View your submitted message** link. This will bring up the Topic with all posts.

Ladies Skis Poles

[POSTREPLY ↵](#)

Ladies Skis Poles

by [john](#) » Sat Aug 30, 2014 5:01 pm

Used black 40" long, good condition. \$10.00

Re: Ladies Skis Poles

[*EDIT](#) [*](#) [!](#) ["QUOTE](#)

by [john](#) » Sat Aug 30, 2014 5:35 pm

I am interested in the poles. Where can we meet?

Display posts from previous: Sort by

[POSTREPLY ↵](#)

Hopefully, the person that created the topic will post another reply with a meeting place, email, etc.

10 Including Photos

Whenever you post a reply or create a new topic you can also include photographs with the post. We will go back and add a photo to the post we created in the **Posting a Reply** section. Adding a photo afterwards or during the creation of a topic or posting of a reply is the same.

To include a photo within an existing topic or post, return to the original post. You must be logged in and be the owner of the post to do this.

Click on the **Ski Gear For Sale** entry to view the topics. Then click on the **Ladies Ski Poles** Topic. This will bring up all the posts currently under that topic.

Ladies Skis Poles

POSTREPLY ↩

Ladies Skis Poles

by john * Sat Aug 30, 2014 5:01 pm

Used black 40" long, good condition. \$10.00



Go to the top post and click on the **EDIT** button. This brings up the **EDIT POST** page.

Ladies Skis Poles

EDIT POST

Subject:

Used black 40" long, good condition. \$10.00

Options

If you wish to attach one or more files enter the details below.

Filename:

File comment:

Go down to the bottom and click on the **Upload attachment** tab.

Either enter the filename of the photo to include or use the Browse button to locate the file.

If you use the browse button, make sure a directory/filename appears in the box when done. Add a file comment if you want.

Next, click on the **Add the file** button. This brings up the following page.

Ladies Skis Poles

EDIT POST

Subject:

B *i* u Quote Code List List= [*] Img URL Normal Font colour

Used black 40" long, good condition. \$10.00

POSTED ATTACHMENTS

File comment:

SkiPoles.jpg

A new box appears at the bottom called **POSTED ATTACHMENTS**. The file name should be in this box. The image does not appear.

Next, if you wish to put the image somewhere specific in your text, go place the cursor on the text (click on it) and then click on the **Place Inline** button. Otherwise, skip this step.

Next click on the Submit button.

Wait 5 seconds and your image should appear in the post as depicted below.

Ladies Skis Poles

POSTREPLY ↩ Search this topic... Search

Ladies Skis Poles

* EDIT ⚠ QUOTE

by john » Sat Aug 30, 2014 5:01 pm

Used black 40" long, good condition. \$10.00

ATTACHMENTS



SkiPoles.jpg (17.07 KiB) Not viewed yet

Last edited by john on Sat Aug 30, 2014 8:53 pm, edited 1 time in total.

You now have a photo embedded within you post.

Attachment Notes

Here are some notes about using attachments. Specifically, jpeg photos copied from a camera or cell phone.

- The maximum images size is 100kbytes.
- The maximum number of Attachments allowed per post is 3.
- Use compressed image types such as jpeg.
- Always take photos in landscape mode, do not tilt the camera 90 degrees and then later rotate the image back again. Just crop the image to make it look like a portrait. Otherwise, images may get improperly rotated by iPads and iPhones, but appear correct on a PC.

11 Rules

Remember this forum is supposed to be a fun addition to the club. Please do not start up controversial/heated arguments (social issues, political issues, etc). Please do not attack other members or post offensive messages.