

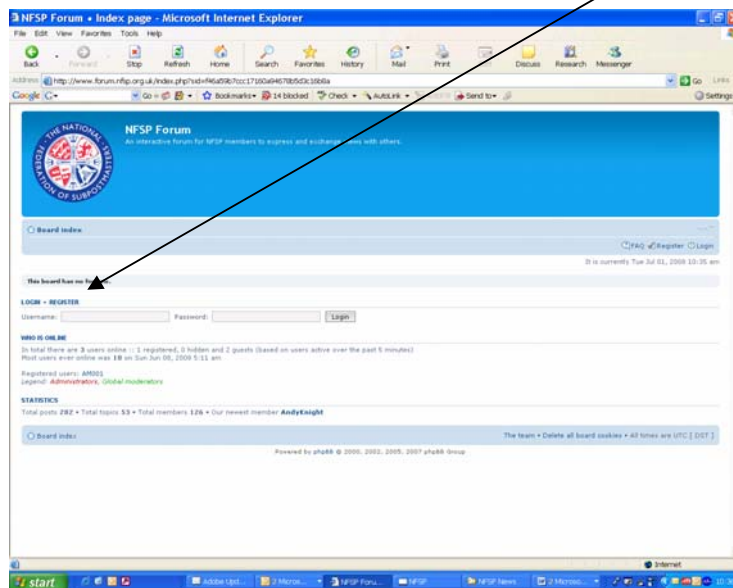
Your guide to the NFSP forum

If you haven't used a web forum before it might seem a little daunting, so here is a guide to getting started. If you need further assistance we're happy to help. Email us at forum.admin@nfsp.org.uk or call NFSP Headquarters on 01273 452 324.

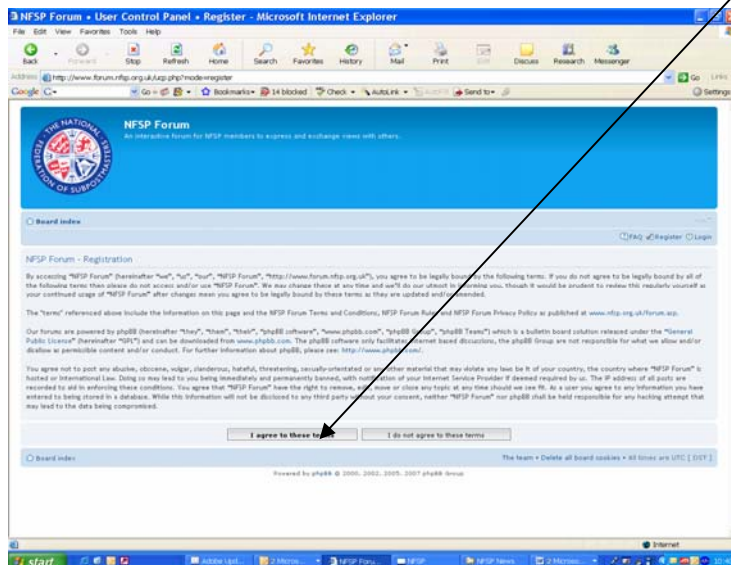
Registering

To register for the forum just follow these steps:

1. Go to the forum page on the NFSP website www.nfsp.org.uk/forum.asp
2. Follow the link to the forum – and click the REGISTER link

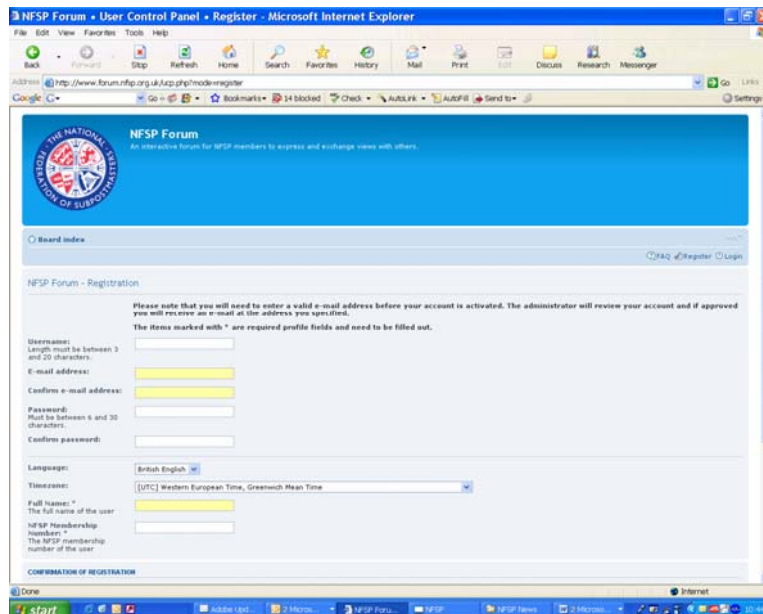


3. This will take you to the 'NFSP Forum – Registration' page. To join the forum you must agree to the terms of the forum by clicking the 'I agree to these terms' button



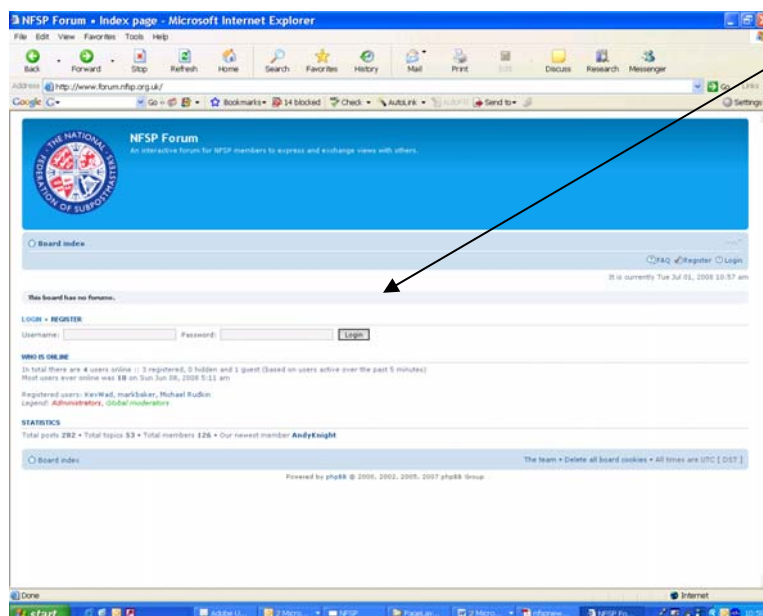
4. Then fill out the details requested on the next page, and click the submit button at the bottom of the page.

NB. You'll be asked to enter a username and password. Your username should be your first name and surname separated by a space (e.g. "John Smith"), if your name requires more than 20 characters then you can use your initials (e.g. "J. Smith"). Your password can be anything you choose – it is not linked to your username and password for the members-only section of the NFSP website.



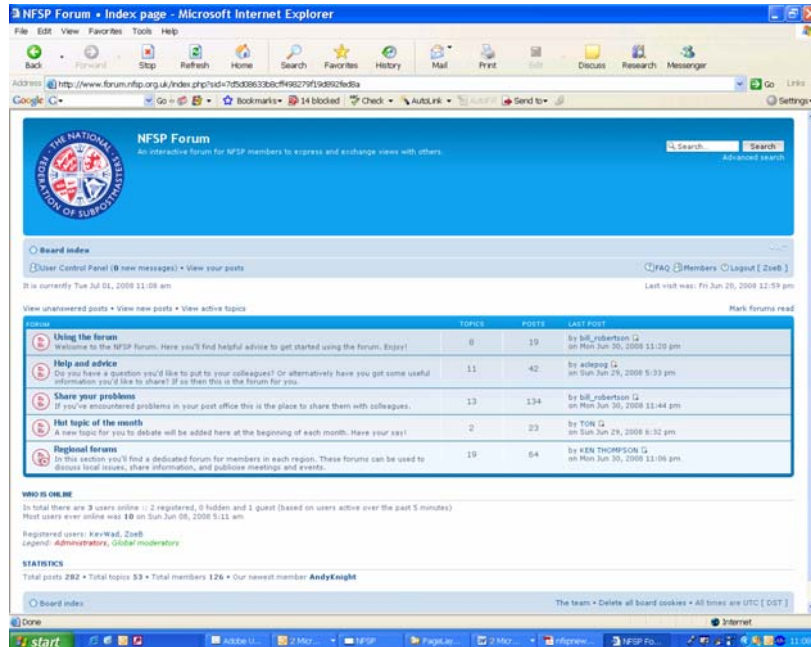
5. Then we'll verify (during office hours) that you are an NFSP member and notify you by email when you are able to access the forum.

6. The email you receive will contain a link to the forum entry page. Just enter the username and password that you entered during registration and click the 'login' button.



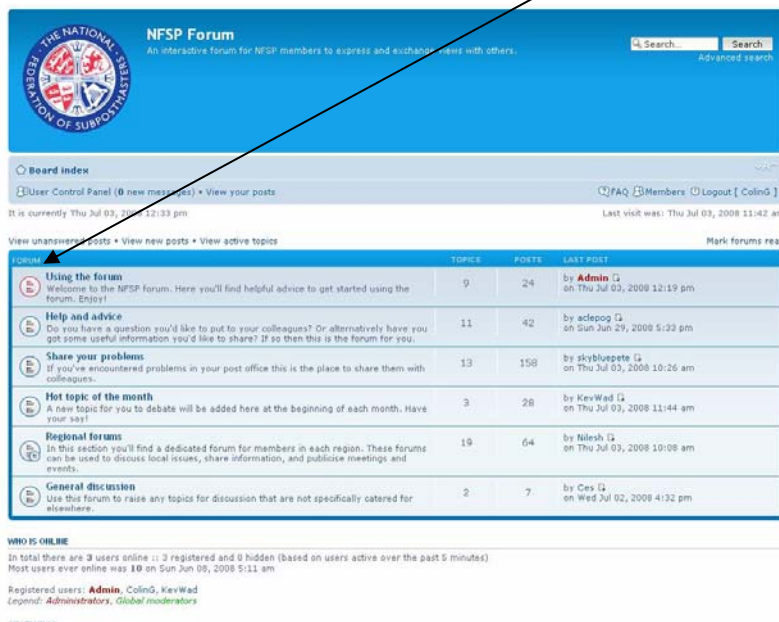
Finding your way around

Forums: When you enter the NFSP forum the first page shows the list of the various forums, including an explanation.

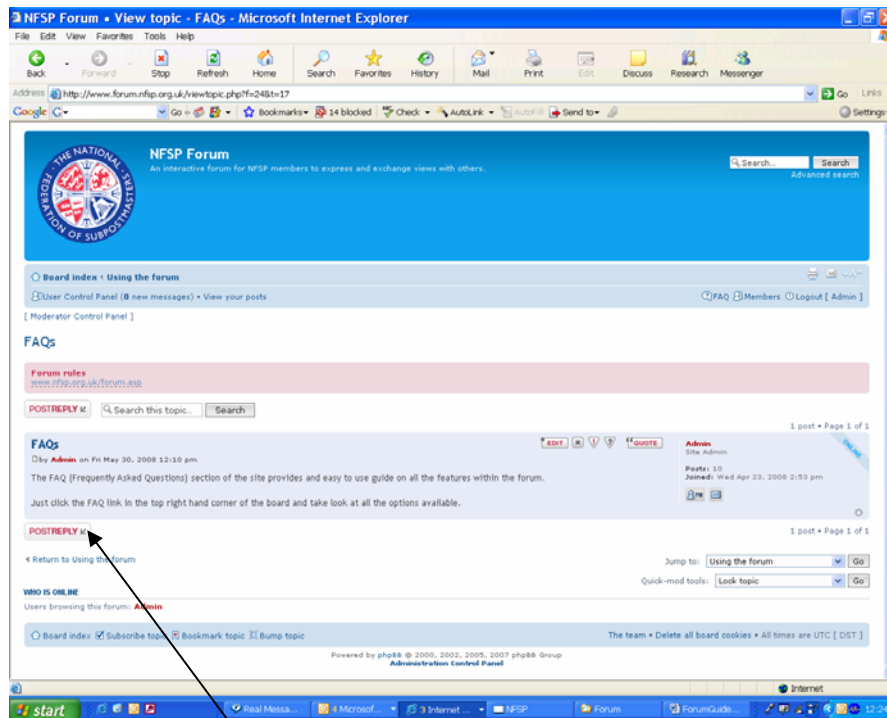


Topics: Click the name of the forum to view the contents. You'll then see the topics contained within it.

NB. If the circle to the left of a forum or topic is red – it indicates that it contains posts you have not yet read.

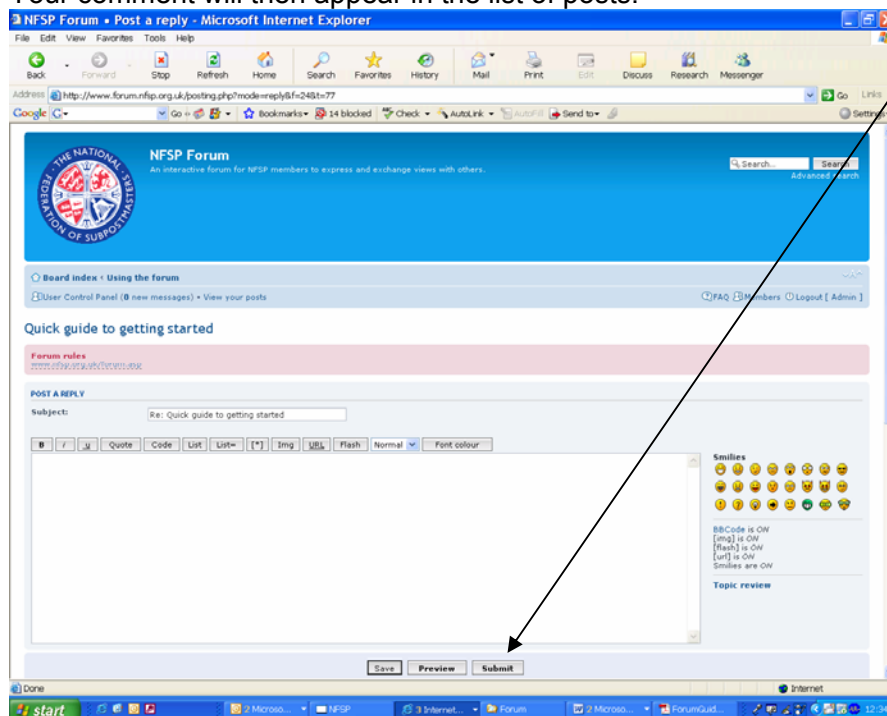


Posts: by clicking the name of a topic you can then view the posts added by members.



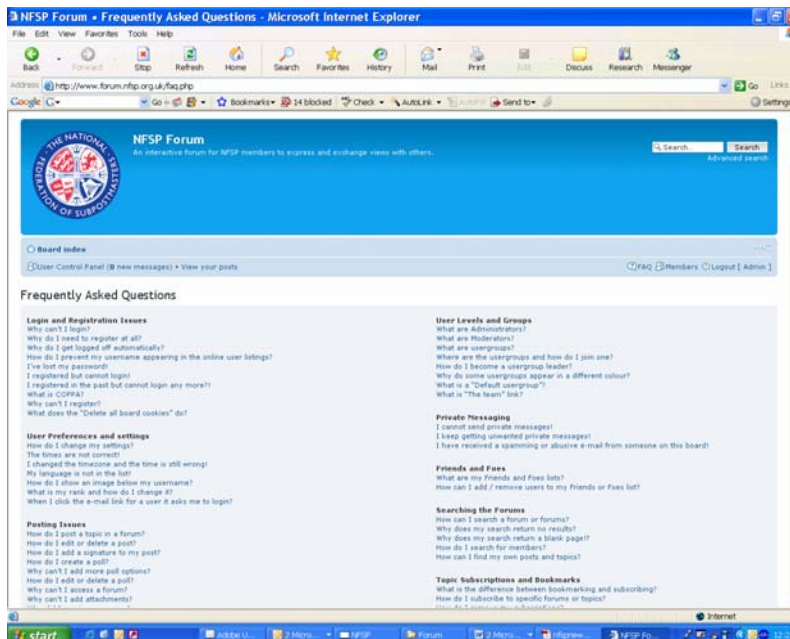
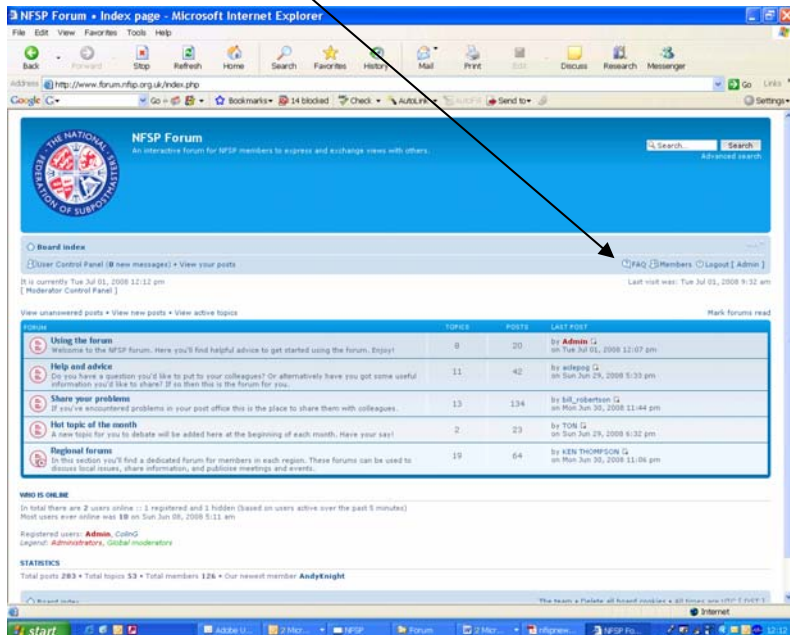
Click the 'POSTREPLY' button to post your comment on a particular topic.

The following screen will appear – just type your comment and click the 'Submit' button. Your comment will then appear in the list of posts:



FAQ

The Frequently Asked Questions contained in the forum are very comprehensive. From the list of questions displayed, click the appropriate question to see the explanation.

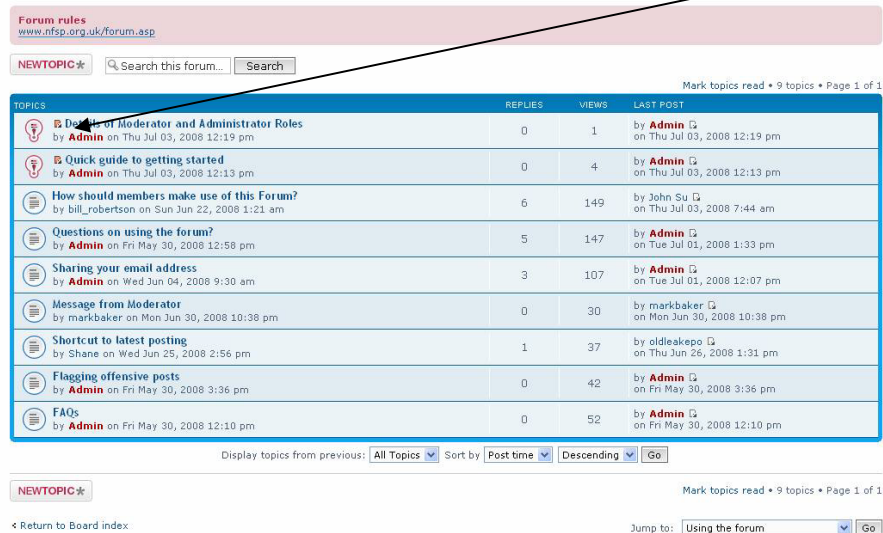


Here are some quick tips on reading new posts and navigating the forum.

How do I see posts I haven't read yet?

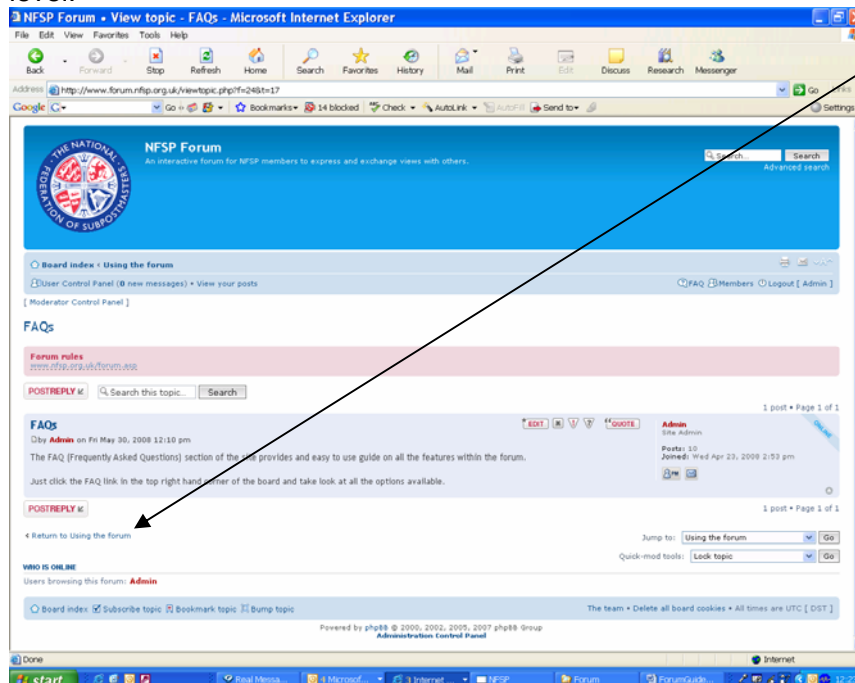
When you click into a topic that contains posts you haven't yet read you'll see a little orange page and arrow next to the topic name. Clicking the oblong/arrow will take you to the first unread post.

Using the forum



How do I navigate around the forum?

In each forum or topic a link at the bottom of the page will return you to the previous level:



Moderator and Administrator roles

Here is a summary of the distinct roles of the forum Moderator and Administrators:

Moderator:

1. Monitors complaints on the contents of posts on the forum, taking the required action to delete or add a comment as necessary.
2. Decision making on users to be warned or banned.
3. Endeavouring to respond to factual inaccuracies.
4. Generating discussion on the forum, via the introduction of new topics and responses to threads.
5. Taking action on any posts that breach the forum House Rules.
6. Authority to remove entries.
7. Authority to move, merge or split entries.

Administrators:

1. Granting access to new users who register.
2. Setting up of new forums in consultation with the Moderator.
3. Management of forum.admin@nfsp.org.uk email account. Resolving queries with the assistance of the Moderator where necessary.

Feedback

Please email any feedback on this guide to forum.admin@nfsp.org.uk