

# Forum

## Guidelines for New Users

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### Introduction

Our forum is based on a format used very successfully by many, many groups on the web. It provides a secure medium allowing residents to freely share information including:

- Panning & Organizing Events
- Sharing Club Information
- Sharing personal achievements
- Asking for information (directions, maintenance, recommendations for local businesses, loan of tools/equip, etc.)
- Sharing upcoming local events that might interest other residents.
- Etc., Etc..... The possibilities are only limited by the users imagination.

### Security and Confidentiality

The forum & associated webpage includes a number of features to protect your personal & confidential information.

- The forum is moderated. Any posts that are in conflict with our [published privacy and vision standards](#) (i.e. inappropriate, personal criticism, politics, etc) will be immediately deleted. If the individual responsible continues to post inappropriately they can be banned from the site.
- Although everyone can read the posts, you must be registered to actually contribute (i.e. post new items or reply to existing ones).

## CV Virtual Residents Group

- When you register, the moderator will confirm your identity and will only approve those that have a direct interest in the park.
- When registering, you select both your username and your password. You choose if you want others to be able to identify you from your username. Under no circumstances will we share your personal data with anyone.
- There are many other security features that can be deployed based on the needs of the individual or group. For example, a forum category can be locked and access to view only given to specific registered users.
- Residents who coordinate activities and want to post their e-mail address can request an anonymous e-mail from the [moderator@mycanyonvista.com](mailto:moderator@mycanyonvista.com). When people click on this special e-mail link, their e-mail will be automatically redirected to the coordinator and the originator will not be able to see the real e-mail address. This is highly recommended to prevent potential spammers from learning your personal information.

### Logging on or Registering

- Although everyone can view posts, to prevent unauthorized access, you must log on to create, edit or reply to a post.
- For first time users, a [registration window](#) will appear and you will need to choose a username, enter a valid e-mail address and choose a password.
- The forum moderator will be notified and will approve your registration. You may receive an e-mail requesting that you verify that you are a resident.
- Once the moderator approves your registration you will be notified by e-mail and will be able to access the forum to post new topics or reply to others. If you have any problems logging on and/or using the forum, please contact [moderator@mycanyonvista.com](mailto:moderator@mycanyonvista.com)

### Creating a New Topic on the Forum

- Log on to the [Forum Page](#).
- Select the forum you wish to contribute to.
- Read through the existing posts to see if someone else is discussing the same issue. If so, you may want to reply to their post.
- If you want to start a new topic, click on the "New Topic" button.

General Discussion

**NEWTOPIC\*** Search this forum... Search

TOPICS

- Copyright - Pictures  
by **bjbear** » March 29th, 2013, 8:11 am
- Note from Linda and Lari Ott  
by **bjbear** » March 28th, 2013, 4:02 pm
- What's with the pickleball group?  
by **bjbear** » March 13th, 2013, 10:07 am

Display topics from previous: All Topics

**NEWTOPIC\***

[Return to Board index](#)

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- Enter a "Subject" line. This should clearly state the issue you want to discuss. Keep it short and simple.
- Write what you want to say in the body. You can format the text as well as enter links.
- You can add a picture using the "IMG" button, but these are limited to size. It is often better to post your pictures elsewhere (i.e. Google+ or Photobucket) and just add a link to your post.

### General Discussion

POST A NEW TOPIC

Subject:

**B** **I** **U** **Quote** **Code** **List** **List=** **\*** **img** **URL** **Flash** **Normal** **Font colour**

Enter your text here..... Use the buttons above to display a link to an image posted elsewhere, a link to another webpage or forum topic, or whatever you want to do.

You can format your text to highlight important information.

You can even use Smilies by clicking on the panel at right.

Smilies

BBCode is ON  
[img] is ON  
[flash] is ON  
[url] is ON  
Smilies are ON

Save draft **Preview** **Submit**

- When you have the post the way you want it, you can select "Preview" to see what it will look like online. You can then edit it if you need to.
- To post it, select the "Submit" Button. The new topic will immediately be posted for everyone to see. Everyone subscribed to the category will receive an e-mail letting them know that you have posted.

### Editing an existing topic

You can go back and edit you posts at a later time if there is a need (i.e. you notice a typo after it has been posted).

- At a later date, you can edit your post by logging on and selecting "edit" from the menu shown on the post.



- You may only edit your own posts.
- If you have any problems, please send an e-mail to [moderator@mycanyonvista.com](mailto:moderator@mycanyonvista.com) describing the problem you are having.
- Once posted, you can edit or update your post as necessary. You can also delete your post.
- Currently there is no expiry on the posts so they stay up indefinitely. At a later date as more posts accumulate, older posts that have not been reviewed for some time will be removed.

### Replying to an existing topic

If you read a topic posted by someone else, you can reply to that topic to voice a comment, contribute additional information etc.

- ❑ Open the topic
- ❑ Click on the “POSTREPLY” button



- ❑ You have the option of quoting a previous post by clicking on the “Quote” button in the original post. A reply page will open with the original post shown in a box.



### **Reporting Inappropriate Posts**

Occasionally, you may see a post that you consider offensive or that may be inappropriate. This can include:

- 1) Personal attacks on individuals.
- 2) Inaccurate or misleading information.
- 3) Selling or promoting services (there are classified ads for this purpose)
- 4) Comments of a religious or political nature.
- 5) Or... anything you find offensive to your personal values.

- ❑ To report a post, click on the exclamation point button on the post



### **Staying Informed**

Once you are registered.....

#### ***Viewing new posts***

You can check for the most recent posts from the board index by clicking on “View New Posts”

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The screenshot shows the forum's board index. At the top, there is a navigation bar with a home icon and the text "Board index". Below this is a "User Control Panel (0 new messages) • View your posts" link. The current date and time are displayed as "It is currently Tue Apr 02, 2013 11:29 am" with a link to the "Moderator Control Panel". A row of navigation links includes "View unanswered posts", "View unread posts", "View new posts", and "View active topics". The "View new posts" link is circled in red, with a red arrow pointing to it from the text "Click to view all new posts". Below the navigation is a blue header for the "CANYON VISTA VIRTUAL RESIDENTS GROUP". Underneath, there are four forum categories, each with a list icon and a description: "Forum Info - Read Me First!!" (Important information about this forum.), "General Discussion" (This forum is for general discussions of all issues not specific to other forums.), "Activities" (A virtual gathering place for residents to discuss and plan regular activities.), and "Pet Co-op" (A place to exchange info on pet care.).

### Monitoring forum categories

You can monitor specific forum categories. That way, when someone posts, you will receive an e-mail with a link letting you know that someone has posted in a favorite forum.

This is a great feature for groups who want to share information on a regular basis. Everyone in the group can subscribe and be informed any time someone posts.

To subscribe to a forum:

- Select the forum from the directory, but do not open any posts.
- Click on "Select forum" at the bottom of the page.
- Whenever someone creates a new post or replies to an existing one, you will be notified via e-mail.
- You can unsubscribe at any time.

The screenshot shows the "Line Dancing" forum page. At the top, there is a blue header with the word "FORUM" and a list icon. Below this is the forum title "Line Dancing" and a description "Post items specific to Line Dancing here.". There is a "NEWTOPIC\*" button and a search box with the text "Search this forum..." and a "Search" button. Below the search box, it says "There are no topics or posts in this forum." and "Display topics from previous: All Topics". There is a link "Return to Board index". Below this is a section "WHO IS ONLINE" with the text "Users browsing this forum: bjbear and 0 guests". Below that is a section "FORUM PERMISSIONS" with the following text: "You can post new topics in this forum", "You can reply to topics in this forum", "You can edit your posts in this forum", "You can delete your posts in this forum", and "You can post attachments in this forum". At the bottom of the page, there is a navigation bar with a home icon and the text "Board index" and "Subscribe forum". The "Subscribe forum" link is circled in red, with a red arrow pointing to it from the text "Click on 'Subscribe forum' to be notified whenever someone Posts or Replies to a Post.". At the bottom right, it says "Powered by phpBB".

You can also subscribe to a topic that you are interested in following.

- Open the topic.

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- ❑ Click on the “Subscribe Topic” at the bottom of the page.
- ❑ Whenever someone replies to this topic, you will be notified via e-mail.
- ❑ You can unsubscribe at any time.

### Overview of Website Structure for new users

**POSTREPLY**

**Overview of Website Structure for new users**  
by **bjbear** » Mon Apr 08, 2013 12:16 pm

To help new users understand the layout of the Website, I have created an overview at: <http://www.>

Comments and suggestions on how to improve this document are welcome.

**POSTREPLY**

[Return to General Discussion](#)

**WHO IS ONLINE**  
Users browsing this forum: **bjbear** and 0 guests

[Board index](#)  [Subscribe topic](#)  [Remove from bookmarks](#)

*Click to subscribe to this topic.*

### Communicating with other users

There are 2 methods for users to communicate privately with other users.

E-mail allows you to send a normal e-mail to the user.

- ❑ Click on the user’s name. This will be shown on any topic he/she has posted or replied to.
- ❑ You can also look up users by clicking on “Members” on the upper right hand side of the board index page.
- ❑ When the users profile is shown, select “E-mail username”.
- ❑ A window will open using your own e-mail service. You will not see the other users e-mail address, but the website will forward your e-mail. Note: Your e-mail will be visible to the person you send the note to.

**Find other users here**

[FAQ](#) [Members](#) [Logout](#)

Last visit was: Sun Apr 07, 20

*Click to email user*

### Viewing profile - bjbear

Username: **bjbear** [ Administer user ]  
Rank: Site Admin  
Groups: Administrators

**CONTACT BJBEAR**

[E-mail address: E-mail bjbear](#) *Click to email user*  
 [PM: Send private message](#)

## CV Virtual Residents Group

Private messaging allows you to send a note to another user. This is done inside the Forum application and no e-mail program is required.

- Click on the user's name. This will be shown on any topic he/she has posted or replied to.
- You can also look up users by clicking on "Members" on the upper right hand side of the board index page.
- When the users profile is shown, select "Send private message".
- A window will open in your User Control Panel". You can then compose your message.
- You can add other members to the note as well. A BCC address is also available (the other recipients will not see anyone that is in BCC).



### Viewing profile - bjbear

A screenshot of a user profile for "bjbear". The profile shows the username "bjbear" with a link to "Administer user", the rank "Site Admin", and a group selection dropdown set to "Administrators" with a "Go" button. Below this is a "CONTACT BJBEAR" section. It contains an "E-mail address: E-mail bjbear" link and a "PM: Send private message" link, which is circled in red. To the right of the PM link is a red text instruction: "Click to send Private Message to user".

- When you send the private message, it will remain in your outbox until the recipient opens it.
- The recipient will receive an e-mail informing them that there is a private message waiting for them.
- Neither the sender or the recipients will see the other persons e-mail address or contact info.

These guidelines will continue to be developed as questions arise. If you are having problems with the forum or just want to ask a question or make a suggestion, contact [moderator@mycanyonvista.com](mailto:moderator@mycanyonvista.com)

**Helpful Hints.....**

- Do not put any personal information in your posts. These can be viewed by anyone on the internet.
- Do not FLAME anyone else's post. Your post will be removed and if you continue, you may be banned from the site.
- Avoid the following:
  - 1) Personal attacks on individuals.
  - 2) Inaccurate or misleading information.
  - 3) Selling or promoting services (there are [classified ads](#) for this purpose)
  - 4) Comments of a religious or political nature.
  - 5) Anything that you know others will find offensive .
- If you insert a link to pictures posted elsewhere (i.e. Google+ or Photobucket) make sure you set the picture album to share with everyone so that others can see your pictures when they click the link.
- When you see the "Talk about it...." Icon on a website page, it will take you to the specific forum related to that page.

