

ShiplakeVillages.com – Website Forum

The website Forum is a facility available to all residents where you can follow discussions on village affairs and take part if you wish. If you have something to share, a question to ask, or just want to see who's interested - this is your Forum.

Viewing and Contributing to the Forum

The forum can be viewed by anyone, but only a registered Website Member can contribute to the forum or participate in discussions.

As a Website Member you can:

1. Create a new topic ('thread') in any forum category
2. post a public reply to any thread
3. post a private reply (a 'Direct' reply) to a thread – if Direct replies are permitted for that thread
4. receive email notifications when new posts or replies are made
5. define which posts and replies are notified and the frequency of notification

To start a new thread or post a reply you need to be logged in to the system. If you're not already logged on, you will be prompted to log on when you start the post.

Creating a new Thread

Forum threads are grouped into a number of topic areas or 'categories'. Scroll down the Forum page to find the category most appropriate to your topic.

- a) Click on "Start a new Thread" in the dark-green category heading.

A pop-up window will appear with boxes for you to enter the thread title and content. (If you are not logged on this window will ask you to enter your login name and password first).

Note that there is a limit of 500 characters on your text entry.

- b) When you have finished entering your text you need to choose whether or not to allow 'direct' replies – i.e when a reply is sent to you by email but not displayed on the webpage. You might do this, for example, when your thread is to advertise an item for sale.

(NB You may need to scroll down in the pop up window to see this option.)

- c) Finally, click on the "Create Thread" button to create the new thread. If all is well the pop-up box will disappear and you will be returned to the Forum page, where you should see your new thread displayed.

Post a reply to a thread

- a) To post a reply to a thread, open the thread by clicking on the thread title on the forum page. Underneath the thread text and any previous replies you will see a "Post a Reply" box. Enter your reply in this box.
- b) There may be an option beneath this box for you to make your reply a 'direct' reply that is sent only to the thread's originator.

Direct replies are not shown to other website users (but please be aware that they are moderated and can be viewed by the website administrator). If you send a direct reply, the originator will be told your name – but no contact information. If you want to hear back, you must include contact details – an email address or a phone number.

Tick the box if you wish to make your reply a 'direct' reply; otherwise leave it unticked.

- c) Click "Save post" to add your post to the thread.

Your reply will now be shown on the webpage unless you chose a 'direct' reply, in which case your reply will not be shown on the webpage but you will receive an email confirming that your reply has been sent.

Receiving Forum notifications

A key feature of the shiplakevillages.com website is its ability to generate emails notifying key activity on the website. You need to be a registered user of the website to receive these emails, but you don't need to be logged in.

You can receive notifications of:

1. **New threads** in a forum category you're interested in, as soon as they're created

You can manage this by logging in to the website, clicking on "Your Account" under the Welcome message at the top right of the page, and choosing the "Your preferences" tab. Scroll down the page to the "Forum Categories" section and tick/untick the boxes to indicate your forum category interest. (By default, all boxes are ticked.)

2. **New replies** in a forum thread you're interested in, as soon as they're posted.

You can manage this by opening the forum thread and then clicking on the shaded box on the right above the thread and toggling between 'Subscribed to thread' and 'Not subscribed to thread'. Note that you are automatically subscribed to the thread if you created it or if you have posted a reply.

3. **All recent threads and replies** over a set period in a single email – a 'Forum Digest'.

You can manage this by logging in to the website, clicking on "Your Account" under the Welcome message at the top right of the page, and choosing the "Your preferences" tab. Scroll down the page to the "E-Mail Notifications" section and tick/untick the second box to turn the digest on or off. (For new users, by default, the digest is ON.)

NOTE if the Digest is selected then you will not receive individual notifications of new threads and replies irrespective of your choices in 1. and 2. above, but you will receive individual notifications for threads you actively participate in / are subscribed to.

Queries

If you've any queries or need help with any aspect of the forum please contact the editorial team at feedback@shiplakevillages.com, or webmaster@shiplakevillages.com.