

Bulletin/Discussion Board

Creating a category on the Bulletin Board.

Categories are used to organize Forums on the Bulletin Board. A Category is basically a title of a certain section on the Bulletin Board.

Follow these steps to create a category on the Bulletin Board.

Click "Add Category" on the main page of the Bulletin Board. You can also add categories by going to Website Management >> Bulletin Board Setup.

Type the name of the category. You should name a category based on the types of forums that will appear in the category.

Click Save to add the category to your list of categories. The category will be added to your list but will not appear on your Bulletin Board until you assign a forum to it. You can edit or delete a category at any time by clicking edit or delete next to the category on the Bulletin Board page.

How do I add a forum to my bulletin board?

Setting up a new forum on the bulletin board.

You can add a new forum to your Bulletin Board by following these steps:

Click "Add Forum" on your Bulletin Board. The Bulletin Board page is located under the Community navigation by default. You can also click "Add Forum" by going to Website Management >> Bulletin Board Setup.

Type a name for the new forum. You should name a forum based on the topics that it will contain.

Select a category for your forum. The category defines the section on the main Bulletin Board page in which the forum will be listed. You can add new categories at any time by clicking on "Add Category" on the Bulletin Board.

Write a short description of the forum that will appear on the Bulletin Board underneath the forum name.

Select how long posts should appear on the Bulletin Board in a forum.

Assign moderator to the forum. You can assign multiple moderators or no moderators. You can also require approval of new topics and posts by selecting the checkboxes.

Each Forum has the option of having a moderator for that board. A moderator has the permission to approve post/topics before they appear or have the ability to remove post/topics.

Two options for moderators:

Require approval from the moderator before new Topics can appear.
Require approval from the moderator before new Posts can appear.

To setup the moderator options:

Under Admin Options click "Bulletin Board Setup."

Add a new Forum or edit an existing Forum.

Under "Moderation Options" enter the username for the Moderator (for multiple moderators, separate each moderator by a comma).

Click the options for the Forum. *If you do not click either, the post/topic will be approved but the Moderator

will have the option to remove them after viewing the new posting/topic.
Press Save or continue editing your Forum.

*NOTE: The moderator will not be notified when a new post/topic is added. The Admin will automatically be a moderator and does not have to have to be added as a moderator.

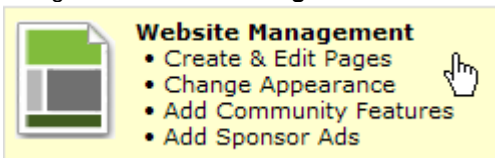
Assign user permissions to the forum by group. You can control by group who has permission to read, post, reply, edit and delete topics and posts in the forum.

Click Save to create the new forum and it will immediately appear on the site. If you would like to edit or delete the forum at any point, simply click on edit or delete next to the forum on the Bulletin Board.

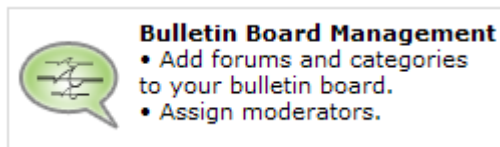
How do I edit the group permissions of my Bulletin Board?

To edit the permissions of your Bulletin Board:

1. Navigate to **Website Management**.



2. Click **Bulletin Board Management**.



3. Click **Edit** next to the forum you wish to grant access to.



4. In the **Group Permissions** area, hold the **CTRL** key while selecting the groups to be allowed to view the Bulletin Board.

Group Permissions

To select more than one group:
PC: Hold down CTRL key
Mac: Hold down Command key

Read Permissions ?	Reply Permissions ?	Post Permissions ?
<input type="checkbox"/> Admin	<input type="checkbox"/> Admin	<input type="checkbox"/> Admin
<input type="checkbox"/> Basic Contact	<input type="checkbox"/> Basic Contact	<input type="checkbox"/> Basic Contact
<input type="checkbox"/> Member	<input type="checkbox"/> Member	<input type="checkbox"/> Member
Edit/Delete Self Permissions ?	Edit/Delete All Permissions ?	
<input type="checkbox"/> Admin	<input type="checkbox"/> Admin	
<input type="checkbox"/> Basic Contact	<input type="checkbox"/> Basic Contact	
<input type="checkbox"/> Member	<input type="checkbox"/> Member	

The different permissions in this area will outline who is allowed to Read the bulletin board, who may post replies to messages, who may post topics under the forum, Who may edit/delete their own comments, and who may edit/delete the comments of others.

5. Click **Save**.

PLEASE NOTE: If the public is granted access to post and reply to messages, this will also allow spam-bots and professional spammers to add content to these areas.

How do I edit read, reply, and posting permissions for Bulletin Boards?

The specific permissions for creating new forums, adding topics, comments, and editing/deleting ones own comments is permitted within the actual forum area of the bulletin board itself.

To alter these permissions:

- Navigate to **Website Management**
- Click **Bulletin Board Management**
- Click **Edit** next to the specific forum name
- At the bottom of this page, utilize the CTRL key and select which groups will have access for Read, Reply, and Posting permissions, as well as Edit/Deleting all and self permissions.

How do I set moderation options for the Bulletin Boards?

To set moderation options for a Bulletin Board Forum:

1. Navigate to **Website Management**.
3. Click the **Edit** link for the Forum you wish to moderate.
4. In the 'Moderation Options' field, type in your username to be notified when posts are made.
5. Select the appropriate check boxes to approve topics and posts.