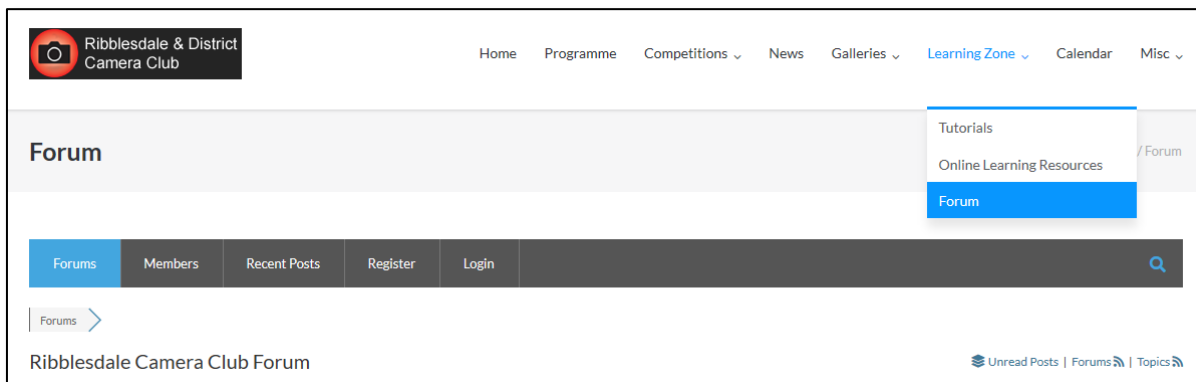


Ribblesdale Camera Club Forum Instructions

Registration:

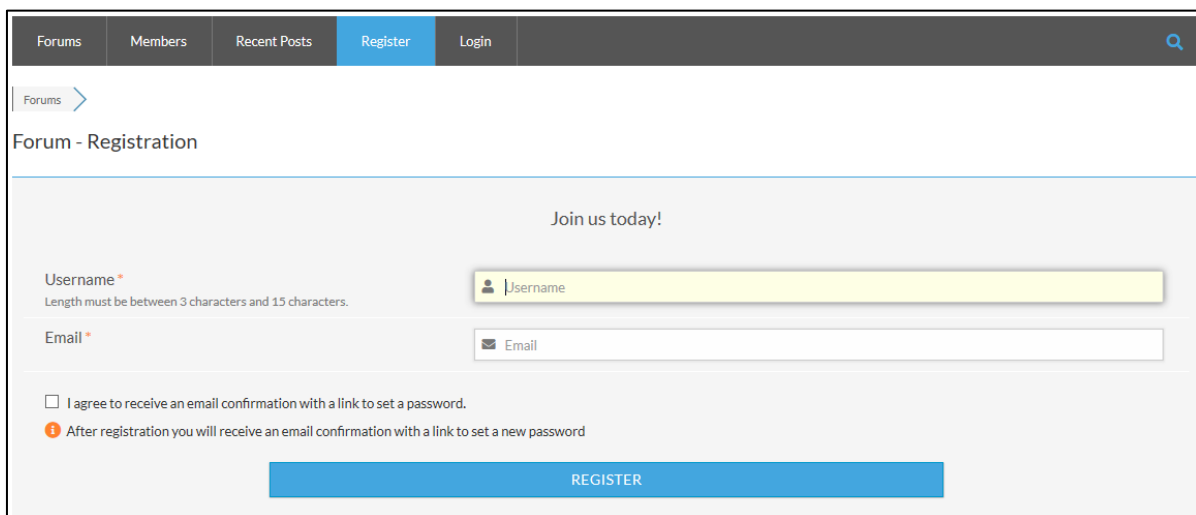
When visiting the forum for the first time and before you begin to use it you will need to register. This is an easy task and something that you will only need to do once.

Step 1 – Go to the club website then on the menu at the top click *Learning Zone* then *Forum*.



Step 2 – Click on *Register* on the grey bar. Type in your username which can be anything that you wish as you will not have one yet. *Examples: John, Fred, Happy, Grumpy, etc...*

Then enter your email address in the next box, click the tick box to agree to receive an email and click the Register button.



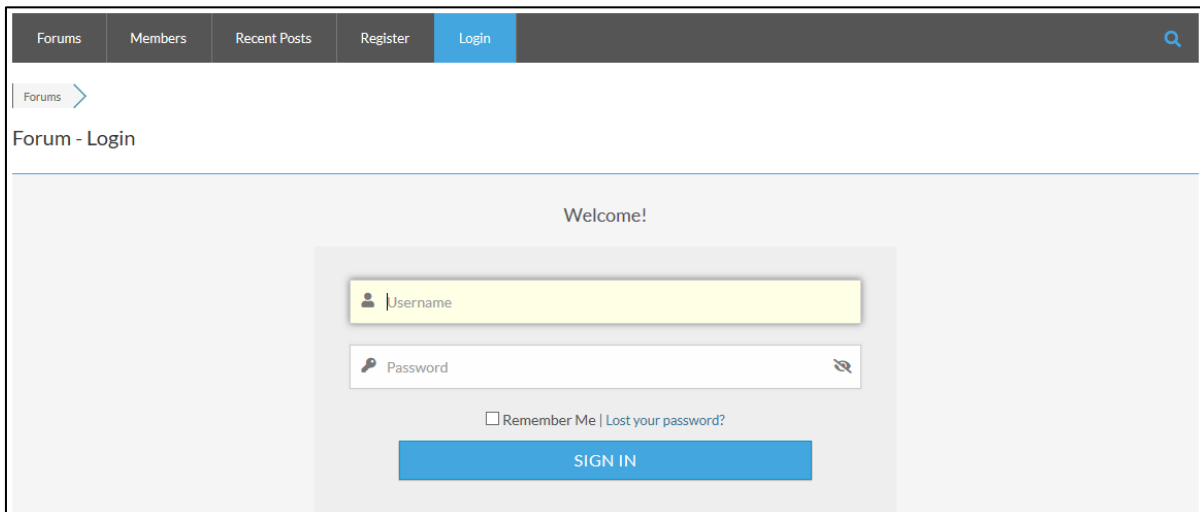
Step 3 – Check your email inbox for an email from WordPress. Open the email and click on the link provided. This will take you to the forum and ask you to choose a password. Enter it twice and click the *Reset Password* button. You will then be asked if you are human, tick the box and click *continue*.

That's it you have now registered.

Logging In:

Now you are familiar with how to navigate to the Forum and have successfully registered you can login and start enjoying the content.

Step 1 – Click on *Login* on the grey bar. Type in your username and password and click the Sign In button.



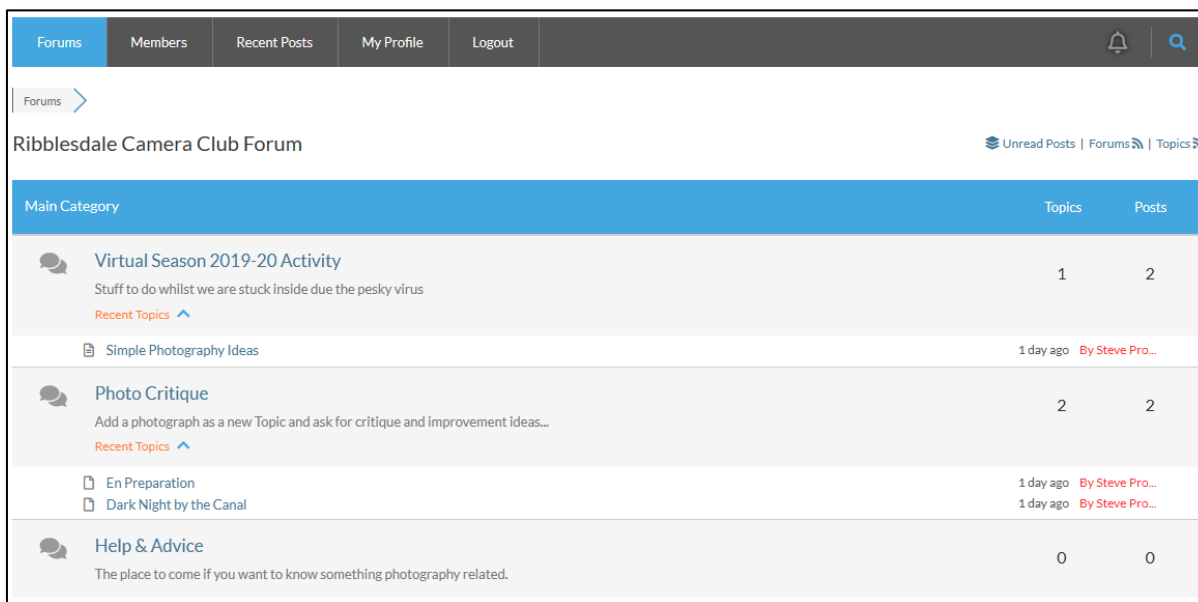
The screenshot shows the forum's login interface. At the top, there is a navigation bar with links for 'Forums', 'Members', 'Recent Posts', 'Register', and 'Login'. The 'Login' link is highlighted in blue. Below the navigation bar, there is a search bar and a breadcrumb trail showing 'Forums >'. The main content area is titled 'Forum - Login' and features a 'Welcome!' message. The login form consists of a 'Username' field (highlighted in yellow), a 'Password' field (with a toggle for visibility), a 'Remember Me' checkbox, and a 'Lost your password?' link. A blue 'SIGN IN' button is positioned at the bottom of the form.

Ticking the *Remember Me* tick box will cause your PC / tablet to remember your username (but not your password).

If you forget your password simply click on the *Lost Your Password* link and you will be able to select a new password.

Responding to an Existing Topic:

If there is a topic already created you can respond to it using text or images as you wish. You can respond many times in a conversational manner if you like.



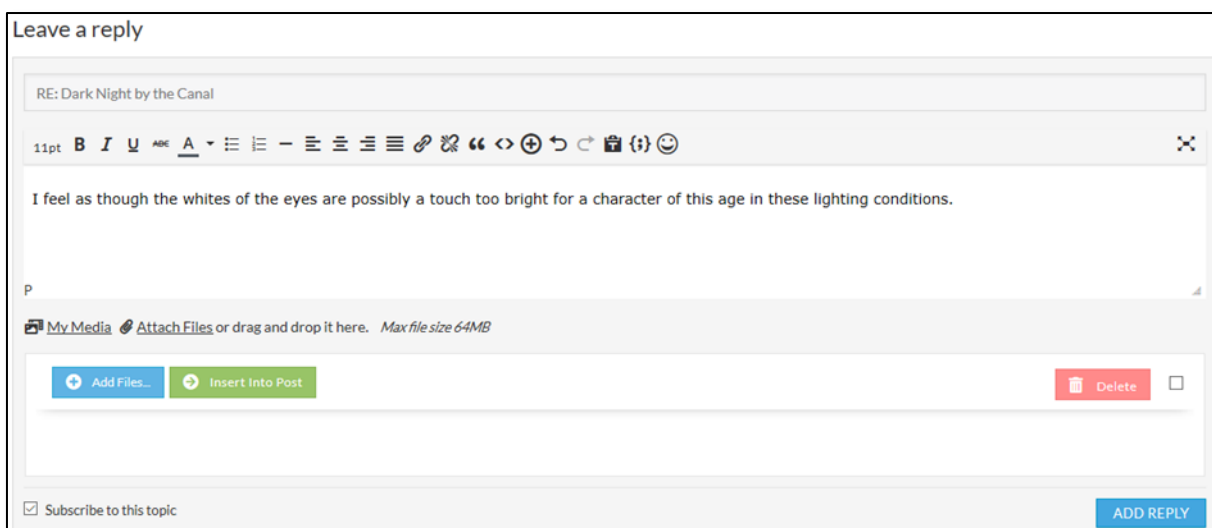
There are currently three Main Categories open at the moment but these will probably be added to as members suggest new categories. Under each category is a short description of what type of posts can be found in them.

VIRTUAL SEASON 2019-20 ACTIVITY – This is where we will continue our ongoing season with activities both practical and otherwise. There is currently one sub topic; Simple Photography Ideas where members can set respond to challenges by adding images or commenting on them

PHOTO CRITIQUE – This is an area where each of us can post an image (or several images, there's no limit) and request Constructive Critique (CC). Other members can then assess the image and post their CC accordingly. I have posted two images for CC, please feel free to practice on them and get familiar with the way it works.

HELP & ADVICE – If you have a burning question then this is the place to ask it, other members can then respond as they see fit.

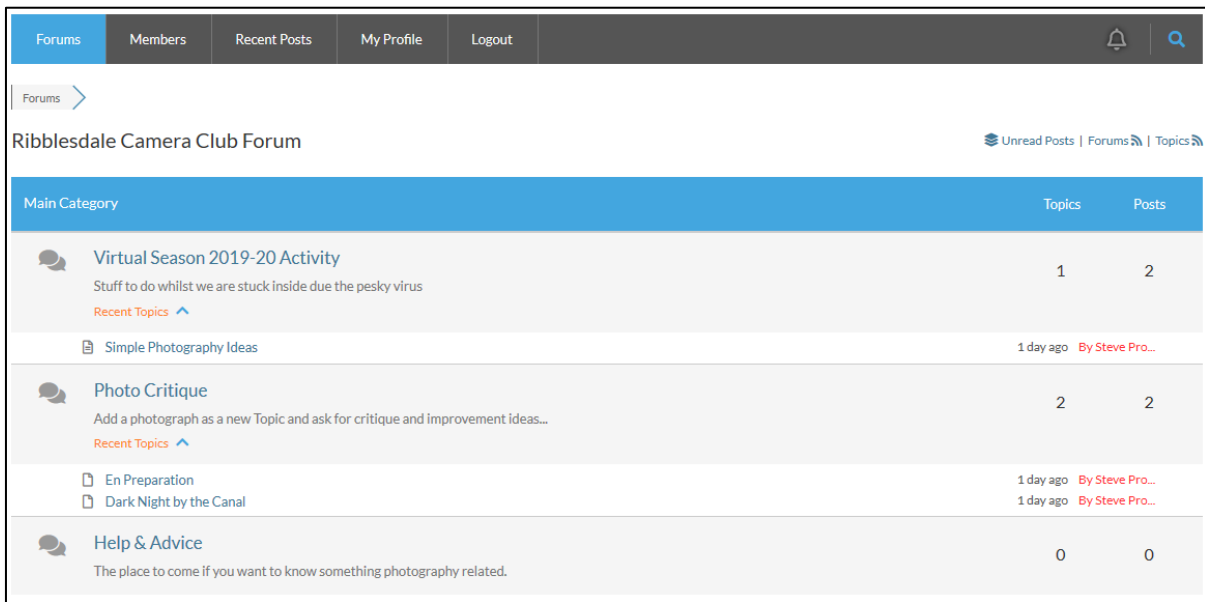
Example: In the Photo Critique sub topic, click on the 'Dark Night by the Canal'. Scroll down the page until you see the *Leave a Reply* section. Type in your comments and click the *Add Reply* button to post your comments.



If you tick the *Subscribe to the topic* tick box the forum will tell you when others comment or post.

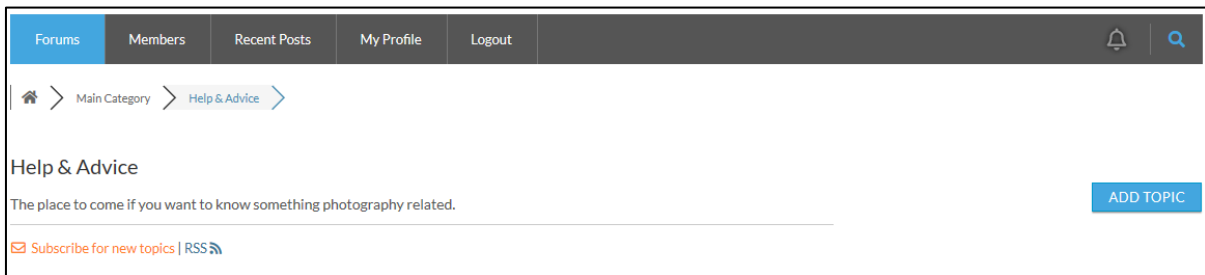
Creating a New Topic:

If there is not already a topic covering the post that you wish to make you can create a new one.

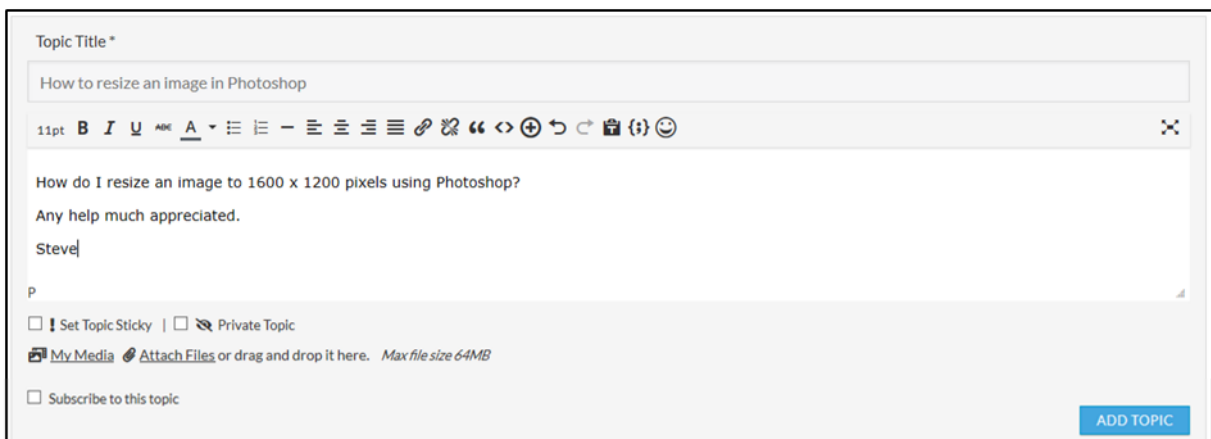


In this example I am going to create a new post in the Help and Advice category in which I will ask a question that hopefully another member can help with.

Step 1 - Click on the Help & Advice category then click the *Add Topic* button.



Step 2 – Enter a title which sums up your question then click in the text box below to be more precise in your request. You can add images if you need by clicking the *Attach Files* link below the text and selecting your image from your PC / Tablet.

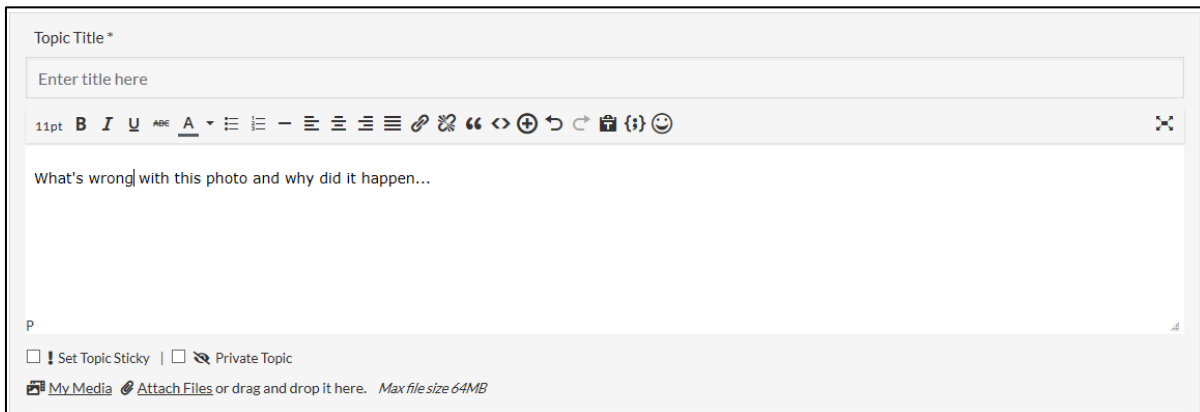


Step 3 - Click the *Add Topic* button to post, now sit back and await the responses.

Adding an Image to a Post:

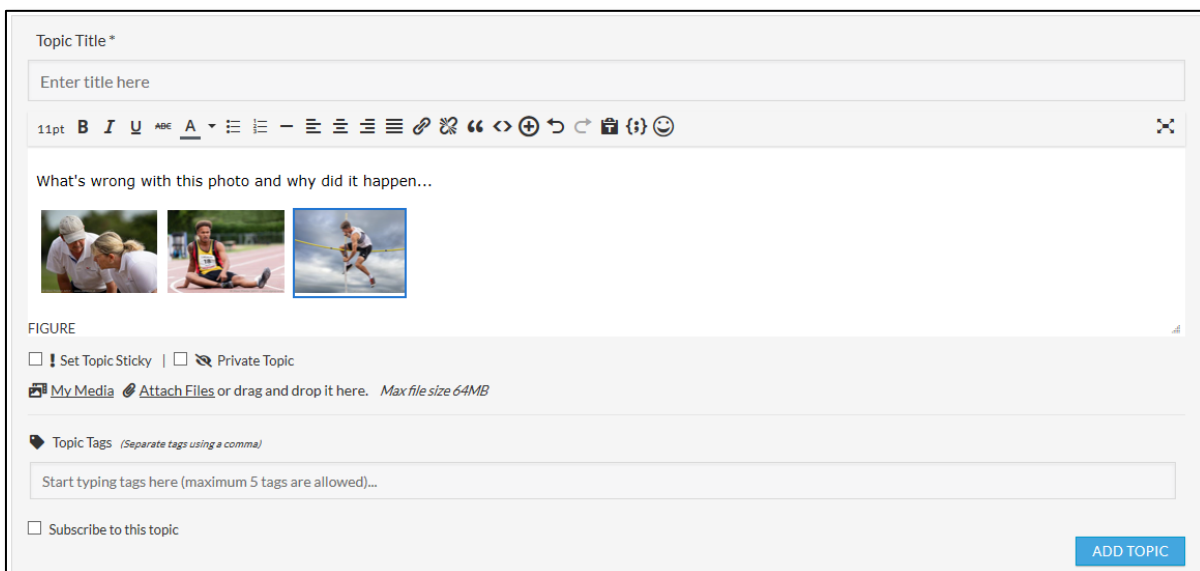
If you want to add an image to your post, whether it is a new post or replying to an exiting one, then it's a fairly simple process.

Step 1 – Add your text in the text box.



The screenshot shows a forum post creation form. At the top, there is a "Topic Title *" field with the placeholder text "Enter title here". Below this is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, quote, code, insert image, undo, redo, insert link, source code, and smiley. The main text area contains the text "What's wrong with this photo and why did it happen...". At the bottom left, there are checkboxes for "Set Topic Sticky" and "Private Topic". Below these are links for "My Media" and "Attach Files" with the text "or drag and drop it here. Max file size 64MB".

Step 2 – Click on the *Attach Files* link. You will then see the standard Files and Folders box from your PC / Tablet. Navigate to the image that you want to post, select it and click OK / Open. The image will then appear in the box. You can add several images by repeating this step.



The screenshot shows the same forum post creation form as in Step 1, but now with three images added to the text area. The images are: a man in a white shirt and cap talking to a man in a white shirt, a woman in a yellow and black athletic uniform sitting on a track, and a man in a white athletic uniform running a race. Below the images, the word "FIGURE" is displayed. The rest of the form, including the toolbar, checkboxes, and links, remains the same as in Step 1. At the bottom right, there is a blue "ADD TOPIC" button.

Step 3 - Click the *Add Topic* button to post, now sit back and await the responses.