

## Instructions for BCCHOA Message Board Users

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### Introduction

The BCCHOA *Neighbor to Neighbor* message board is now online and available for use. The message board is intended for BCCHOA members and Brookfield residents.

### Password

At this time there are no passwords required to **view the messages**. The general public can view all posted messages.

Users can **post messages** once they have created a user account and verified that account via email (you must have an email address to do this).

### Instructions

These instructions are primarily intended to get new users started. If you are familiar with the message boards, you may find them to be “overkill”. If you’ve never used a message board, remember this: Try to be patient. Follow the directions step by step. Read the messages on your screen! It will make more sense after you use it a bit!

### To View Messages

You can look at the message board without creating a user account.

1. Go to the message board: <http://bcchoa.proboards58.com/>  
*Note: This link is also located on the [BCCHOA web site](#).*
2. You will see several boards (topics). When you roll your mouse over them, the title of the board becomes a clickable link. Click on the title (topic) you want to view.
3. You can now view the messages. *Note: You cannot post replies or create new messages. In order to do this, you need to create a user account (see instructions below).*

### To Create a User Account

1. Go to the message board: <http://bcchoa.proboards58.com/>  
*Note: This link is also located on the [BCCHOA web site](#).*
2. Click on **Register** (top right).
3. On the *register* page, fill in all fields. You must provide a *user name*, create a *password*, and give a valid *email address*. You will also be asked for your birthday. You’ll be given the option of keeping this information private. Read the *Terms of Service*, check the **I Agree** box, and click on **Create Account**. You should see a *Confirmation Sent* message.

4. Close the window and go to your email account. Find the email from BCCHOA Message Board. *Hint: Check your junk box if you don't see it.* Open the email. Note that it provides your user name and password.
5. Click on the link in your email to verify. You'll be taken to a login screen.
6. Log in with your new user name and password. Now you should see the *Activate Account* page with your activation key, already pasted into the account.
7. Click on **Activate Account**.
8. You should now be logged in (look for your user name at top right of the page) and you should be able to see the message board. Clicking on any category gives allows you to view the messages in that category. *Hint: If you forget where you are, look to the "breadcrumb" navigation links just above the message board.*

### **To Reply to a Message**

1. To reply to a message, you must be a member who is be logged in to your account.
2. Log in, click on the category, then enter the member password.
3. Click on the message to read it.
4. With the message open, look for the **reply icon and link** above the message. If you don't see it, you are probably not logged in or you don't have permission to post.
5. When you click on **reply**, you'll see a screen (similar to your email) that helps you compose the message.
6. Compose your message and click **Post Reply**.

### **To Post a New Topic / Thread (all users)**

1. To post any message, you must be a be member who is be logged in to your account.
2. Log in, click on the category, then enter the member password.
3. With the category open, look for the **new thread icon and link**. If you don't see it, you are probably not logged in or you don't have permission to post.
4. When you click on **new thread**, you'll see a screen (similar to your email) that helps you compose the message.
5. Compose your message and click **Post Message**.

### **Additional Resources**

#### **ProBoards Help**

<http://help.proboards.com/gettingstarted/index.html>

*Note: You can also click on the ? **help** link (top center) from any page in the message board.*

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*Email the web designer if you having trouble logging in or creating an account.  
Please remember to include specific details and / or error messages.*