

# Welland Gliding Club Website – ‘How To’ Guides

Important for new members - On Initial Sign up  
Or members that are not receiving notifications

## Forum – Basic Concept

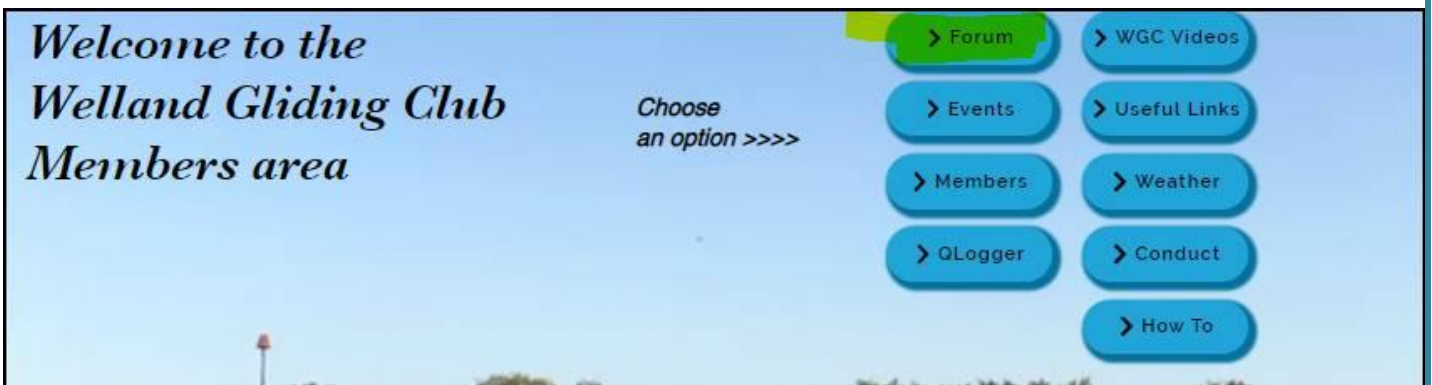
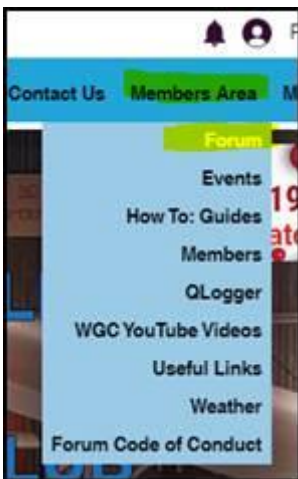
Background: Our club Forum is set up with ‘Categories’ and within those Categories there are ‘Discussions’

By now, you should have access to the Members Area – Let me know if you are not able to get this far

## To access to the forum

The forum is accessible from the ‘Members Area’ on the far right of the main menu at the top

You will see **either** of these i.e. the dropdown menu option **or** a whole page (with a picture of the winches social distancing) – if you are logged in successfully



No matter which view you see, take the option for the **Forum**

This will display this screen – **there a few things on here that I would like to draw your attention to**

When the screen opens, you will **see all Discussions** in recent activity order – **from all Categories** at this point – see below for description of what a **Category** is...



The forum consists of **Categories** that contain **Discussions**

The current **Categories** are as follows:

- **Hangar Chat** – to be used for general Chit Chat – this will be the most used **Category**
- **Lyveden News** – to be used by the Duty Instructor to inform members of flying prospects and the summary of the day etc.
- **Website Improvements** – We will notify members of changes to the website and notification of the addition of more 'How To:' guides etc.
- **Committee Only** – self-explanatory really – you will only see this if you are a committee member
- **CFI News** – a place for Mark Tolson to use to notify members of anything relevant
- There a couple of other Categories but we are not using them at the moment

Within these **Categories** there are the **Discussions**

## Important - On Initial Sign up

*When you create a membership account, you will need to ensure you are set to 'Follow' all of the necessary Categories to ensure you receive notifications*

*Once this is set up, you will receive notifications of all new Discussions in those Categories*

**You will receive email notifications from 'Welland Gliding Club' with the subject of 'Notification from Welland Gliding Club'**

**Opening the email will give you some brief information relating to who posted the notification, first few words of the message and a link to the full Discussion**

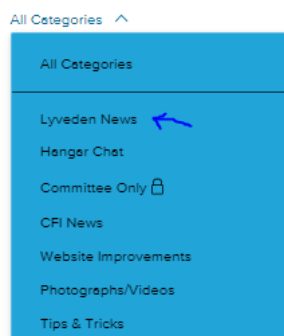
**Taking the link in the email will take you straight to the Discussion in the forum- if you are interested in the content of the Discussion, you must click 'follow' on the Discussion to receive further updates within that Discussion (if the Discussion goes off subject at a later stage and you are no longer interested in the content, you can turn off the "Follow" on that Discussion) – see the section below "Following Categories"**

## **Following Categories to ensure you receive notifications**

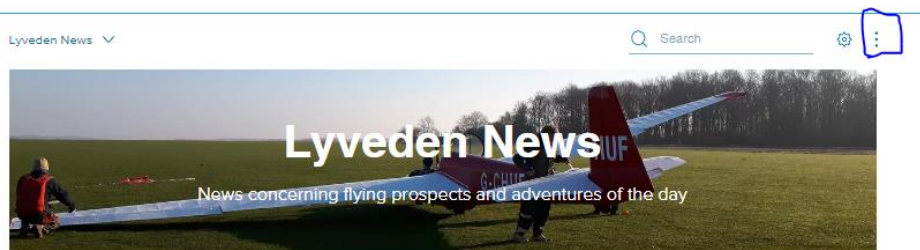
**\* When in the forum for the first time – find this option and click it**



This dropdown list will appear – select 'Lyveden News'



Click on this option at the far right



**If the option on the dropdown says 'Unfollow Category' – do nothing – this means that you should already be receiving notifications from this Category**

If the option on the dropdown says '**Follow**' – click the word '**Follow**' – this will mean that you will receive notifications from this Category from this point forward

Repeat from **\*** for all of the other Categories from which you wish to receive notifications