BackChat (Forum) on BVCC website.
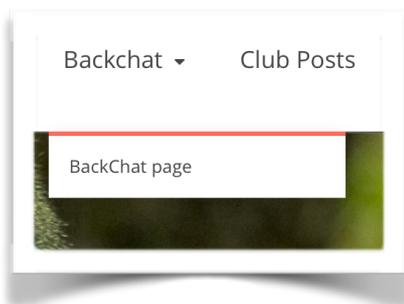
This document will explain BackChat and help you to:
• register for
• use
the forum.

If you decide to be a user of this forum it is expected that you will use it appropriately only for BVCC or Photographic matters.

Where do you find BackChat?

Backchat is found under the BackChat menu on the Menubar.

What is BackChat?

BackChat is a *forum*.

Forums are a very common way, on the web, of allowing registered contributors (users) to communicate via *posts* or messages).
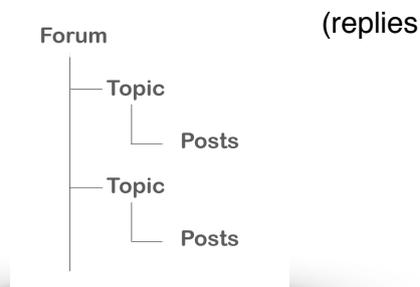

(replies

All *forums* have a similar structure.

A *forum* is named (eg **Backchat**) and contains *topics*.

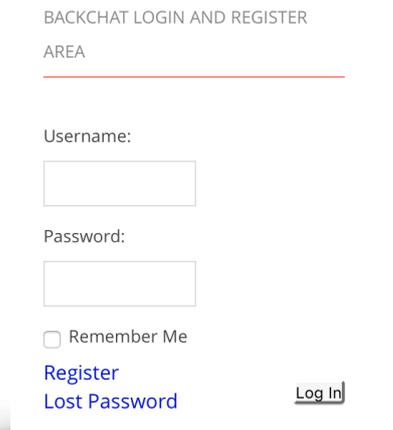*Topics* (eg BVCC main Area) contain *posts* (replies or messages).

Often a *post*, when first written in a *topic*, will generate an *email* that is sent to all contributors that *subscribe* to that *topic*. There is usually a button on the list of posts that allows a contributor to subscribe to that topic.

A *contributor* (user) can choose to *subscribe* or not to topic.

How do you register?

1. Click on the BackChat Menu and select the BackChat page.

2. On the right, you will see the BACKCHAT LOGIN AND REGISTER AREA.
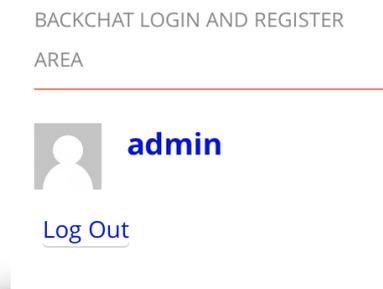
BACKCHAT LOGIN AND REGISTER
AREA

Username:

Password:

☐ Remember Me

Register
Lost Password   Log In

3. Look for the Register Link. Wait until you have registered before you enter Username and Password into the text boxes.
Click Register Link
For the purposes of registering on this forum, make sure your username is clear enough to identify you. E.g. Include your name or your member number. E.g. Harry099 or HarryP or HPotter. If your username does not identify you then the administrators may delete you as a user.
Click register button.

4. You will be asked to check your eMail. Your email will contain a link that asks you to accept a password or write over the one supplied and create it yourself.

5. Type in your password and press RESET PASSWORD.

6. You can then go back and LOGIN

7. On the BackChat page you will now see the icon showing you that you have logged in.
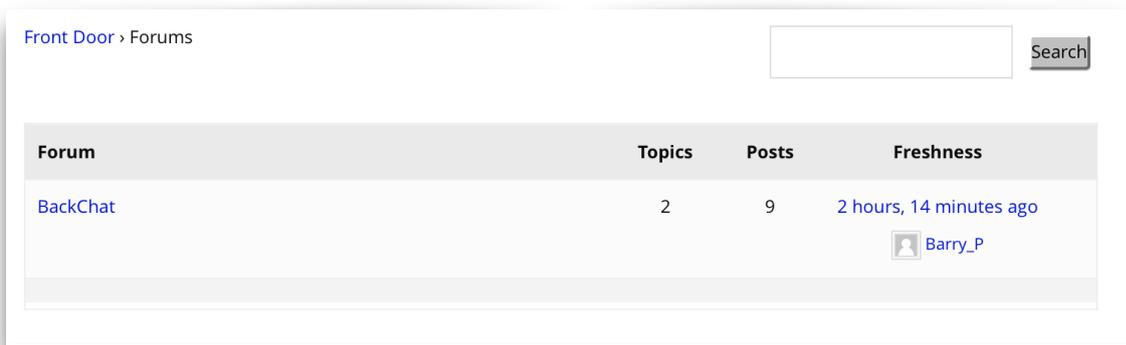
BACKCHAT LOGIN AND REGISTER
AREA

admin

Log Out

8. You can Log Out here as well.

9.

Front Door › Forums

Search

Forum	Topics	Posts	Freshness
BackChat	2	9	2 hours, 14 minutes ago Barry_P

Using the Forum

10. You will now see the forum list. There is one forum listed. It is BackChatThe "Front Door" will take you back to the HOME page of the website if you need it.

11. You can see the BackChat (forum) contains two topics and nine posts. It was last used just over two hours ago.

12. Click on BackChat.

Topic	Voices	Posts	Freshness
BVCC Main Area Started by: admin	2	3	2 hours, 21 minutes ago Barry_P
Backchat Test Started by: Steve F	3	6	21 hours, 5 minutes ago Mike_W

Now you can see the two topics. This screen allows you to create a new topic if you wish. Avoid this unless it is really needed. Keep all general posts in the BVCC Main Area. At times the administrators may include other topics like "Print and Slide of the Year Notices".

13. Click on the BVCC Main Area topic.
Now you will see a list of all the posts with their authors. It includes the date and time of the post. The latest posts are at the bottom which is a bit of a pest. We hope to change this.
At the top right you will see Favourite/Subscribe. You can click on Subscribe. if you like. to this topic. It means that when someone else puts in a post (message) an email will be sent to you, alerting you to that fact and the contents.

14. Right at the bottom (scroll down) you will see where you can write your post (message, question) You will also see a tick box for notification of replies. Click it. Click Submit when you have typed your message.

15. When you have finished, go back to the BackChat Page in the Menubar at the top and Log Out.

16. Well done.