

## **Skiboardsonline – How to Get the Most Out of the Forum**

Last Update: 28-Nov-2013

This document is a quick “how to” guide to get the most out of the [skiboardsonline.com](http://skiboardsonline.com) forum. Note that the screenshots and other images might not match the current design of the site. The features and functions should still work the same or in a very similar way.

### Table of Contents

[Join the Forum](#)

[Logging In](#)

[Setting Up Your Profile and Preferences](#)

[Subscribing to Forums – Stay in Touch with What is Going On](#)

[Unsubscribing to Forums](#)

[Finding New Posts Quickly](#)

[Searching](#)

[Posting Content](#)

[Spreading Karma](#)

[Reporting Posts](#)

[Miscellaneous](#)

## Join the Forum

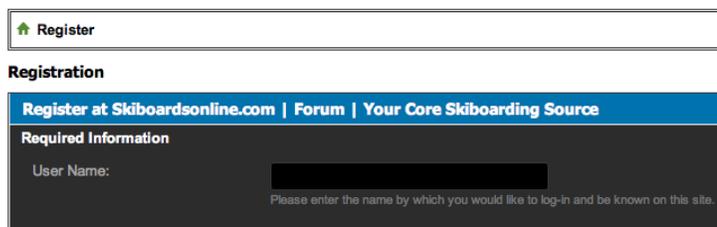
The first step to getting the most out of the forum is to join! It's easy and only takes a few minutes.

Start by clicking the "Register" button in the upper right corner of the [forum homepage](#):



Even easier – click this [link](#)!

You will be taken to the Registration page. Simply fill out the form, accept the terms of use and click the "Complete Registration" button.



## Logging In

Once you are registered, you can log into the forum.

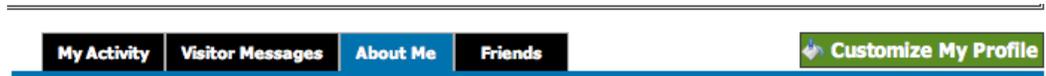


## Setting Up Your Profile and Preferences

You will now see additional links related to your user account. If you click on your username or "My Profile" you will go to your profile page.



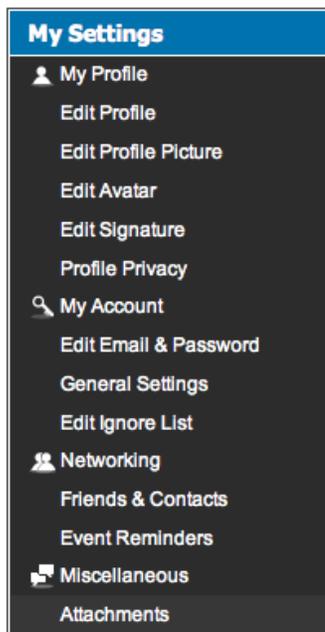
Here you can fill out the “About Me” tab and see other information related to your profile. You can also customize your profile appearance.



Click the “Settings” link to go to a page with additional options for setting up your account.



From here you can edit your Profile, Edit Your Profile Picture (the picture that shows when someone views your profile), Edit Your Avatar (the image that shows on your posts), Edit Signature (appears at the bottom of your posts), modify your General Settings (which include login and privacy settings, messaging and notification, private messaging settings, visitor messaging, thread display options).

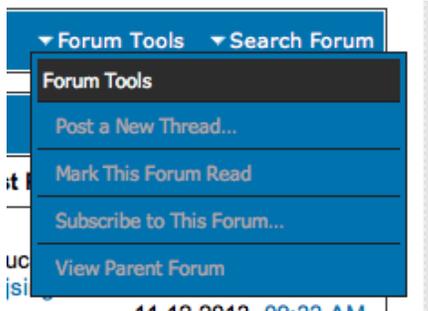


OK, so you have created an account, set up your profile and configured your various settings. Now you are ready to start exploring.

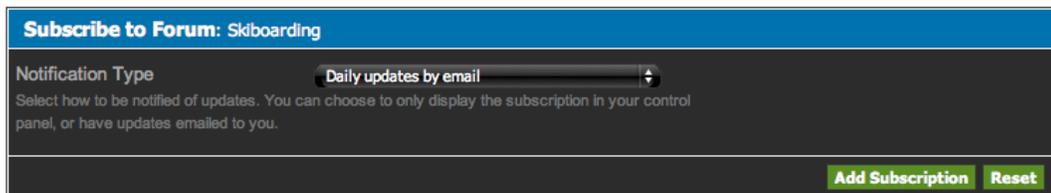
## Subscribing to Forums – Stay in Touch with What is Going On

Want to stay in touch with what is going on? You can subscribe to forums so you will get an email when new content is posted.

Go to the forum you are interested in subscribing to. In the right corner click on “Forum Tools” and then select “Subscribe to this Forum...”. You can subscribe at a top level, such as “Skiboarding” or at a lower level, such as “New Rider Questions” which is a subcategory under “Skiboarding”.



At the “Subscribe to the Forum” screen, select how you want to receive notification: through your control panel in the forum, daily email or weekly email. Then click the “Add Subscription” button. Note that the “through your control panel in the forum” is the default selection – so if you want to receive email notifications you will need to pick one of the other options. Do not forget to do whatever you might need to in your email application to allow emails from [info@skiboardsonline.com](mailto:info@skiboardsonline.com) so the notification are not filtered out as junk mail.



## Unsubscribing to Forums

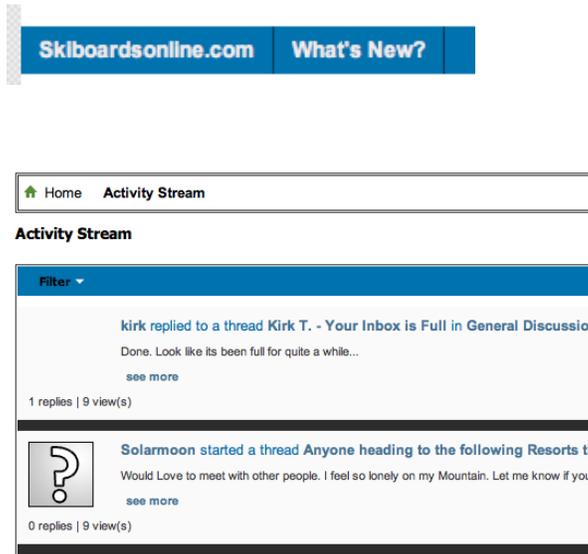
If you no longer want to receive email notifications for a particular forum subscription you have, simply go to the forum you are subscribed to, click on “Forum Tools” and then click “Unsubscribe from this forum”.



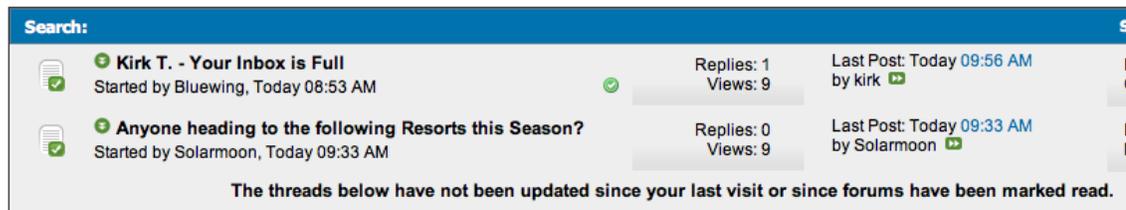
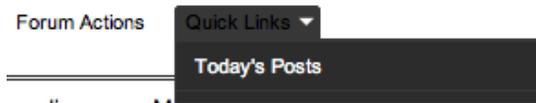
## Finding New Posts Quickly

There are a few ways to find new posts to the forum.

[What's New](#) is link in the forum navigation at the top – this is a stream of posts to the forum.



**Quick Links**, another navigation link at the top navigation of the forum, has a selection “Today’s Posts” that provides a list of posts within the last 24 hours. This view will note posts that have not been updated or that have been marked read since the user’s last visit as long as the user is logged in.

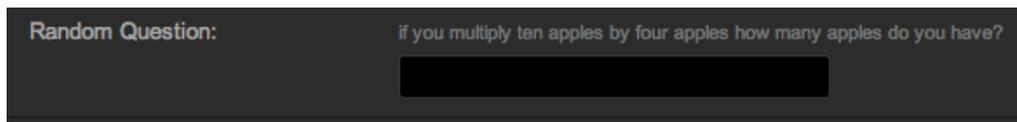


## Searching

There are 2 ways to search – the **Quick Search** box in the upper right corner of the site – the field marked with the magnifying glass. Or the “**Advanced Search**” link right below.



**If you are not logged in**, you are going to have to answer a Random Question in order to run your search – both from the Quick Search and Advanced Search. *If you run a search and nothing happens, chances are you are not logged in and need to answer the Random Question.* If that happens, scroll down on the search screen to the Random Question field and answer the question.



In the **Advanced Search** screen there are multiple parameters that can be used to scope a search including keywords, content type, username and tags in addition to options for date of posts and sort order of search results.

## Posting Content

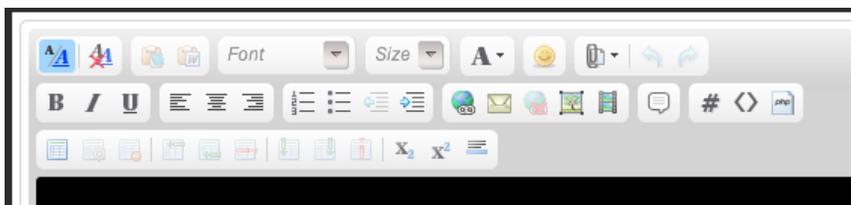
You need to be logged into the forum in order to post content – either to start a new thread or to reply to an existing thread.

To **Post a New Thread**, navigate to the forum you want to post in and click the New Thread icon.

**Forum: Skiboarding**  
Anything related to skiboarding or our skiboarding lifestyle etc...



There is a lightweight formatting toolbar you can use. Some of the key features:





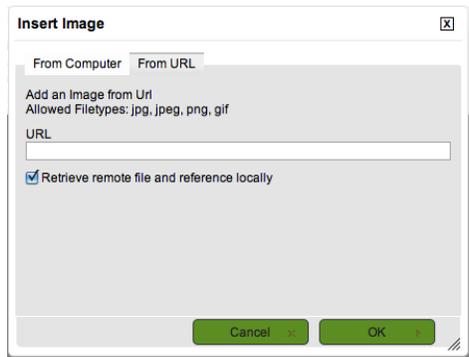
**insert hyperlink** – this will make any link you insert be active so user can click on it and get linked to that content



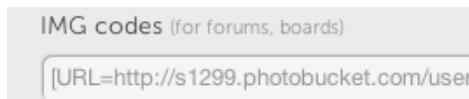
**email** – this will make an email address you insert an active link



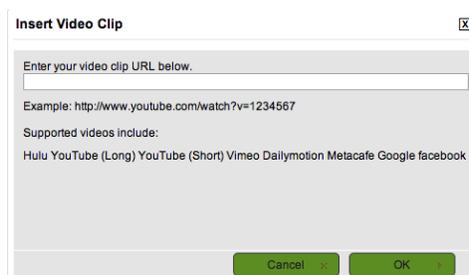
**insert image** – this will embed an image, such as a photo, so it displays within the page. There are 2 options: inserting 1) From the Computer; and 2) From URL. The From URL seems to be the one to more consistently work. Many users have an online account, such as with photobucket.com, where they upload their photos. A link can be copied from the online site to the photo and then pasted into the URL field. . *If the upload doesn't work, unselected the "Retrieve remote file and reference locally".*



A useful shortcut is to get an embedded link directly from the online account you have for photos. The example below is from photobucket.com. You can paste this embedded photo link directly into your post – it is encoded so the image will display.



**insert video clip** – videos from specific online providers can be embedded into a post. This will show a still image of the clip along with controls to play it. Only 1 video clip can be embedded in a post.



To **Reply to a Post**, click on the “Post Reply” button.

#### Thread: Blunt Moods

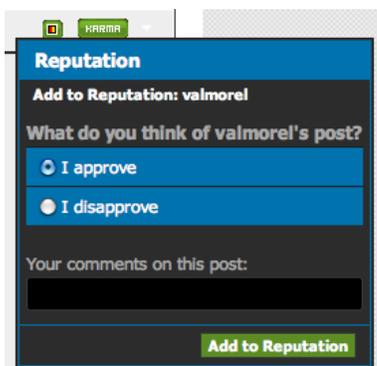


You can also quote another user’s post in your response. Click on the “Quote” icon in the lower right corner of a user’s post. This will copy the content of that post at the top of your reply along with some coding to have the quote display in a special format.



### Spreading Karma

If you like something someone posts, you can send some karma their way – simply go to the post you like and click the “Karma” icon in the upper right corner of their post. The “I approve” selection is made by default. In the event you don’t like the way someone is acting, you can also send them feedback to that end by selecting “I disapprove”. There is a limit on how much karma you can provide in a 24-hour period.



**How is Karma used?** Well, it adds to the user’s Reputation points which is displayed under the user’s name on the left side of their posts as “Rep Power”.

### Reporting Posts

If you think a post is inappropriate in some way, you can report it to the forum administrator by click on the “Report” icon in the lower left corner of a post.



## Miscellaneous

**Why Am I a “Junior Skiboarder”!** Everyone has to start somewhere and it has nothing to do with your abilities. When a user first joins the forum he or she is designated a “Junior Skiboarder”. You can become a “Hardcore Skiboarder” by posting to the forum. Once you reach a certain number of posts your description will change. There are also some people designated as various levels of team members – this designation is made by the forum administrator.