

# ***RHYC Members Forum***

## **Simple Instructions on Registering in The Forum**

As we'd like as many owners as possible to join in the **RHYC Members Forum**, and there may be some of you who are not computer or internet literate who may therefore be reluctant to go further, this simple guide to Getting Started is for you. These steps will get you registered, then logged in, then posting an entry, and in no time at all you'll find it all very easy.

Feel free to print this guide out to help you.

To start, you have to **Register** as a member. In the Forum section, If you look at the top right hand corner of the screen you'll see three options - **FAQ**, **Register** and **Login**. Click on **Register**. The next screen asks you to read the terms of membership and agree to them. They are simple and shouldn't cause anyone any concern, but you must click on "**I agree to these terms**" at the bottom of the screen to continue. The next screen asks you to complete a Registration form. In the first section you are asked for:

**Username**: this is the name you'll be identified by in the Forum. It can be anything you choose (name, nickname, boat name etc.). I've chosen to use my boat name.

**E-mail address**: this is needed so the administrators can contact you, but for security reasons it is not revealed to anyone else (within the Forum members can contact you via your username).

**Confirm e-mail address**: please key it again to ensure there are no errors.

**Password**: this is any password of your choice. At this stage choose something easy to remember - you can change it at any time once you're logged in. You'll need it to login.

**Confirm password**: Please key it again to ensure there are no errors.

In the second section you are asked for information about you that will become your **Profile** which is available to other members. You need to fill in every box, but if you don't wish to give the information (for example your telephone number) you can type in "none" or "n/a" or something else appropriate. You can at any time in the future revisit your Profile to make modifications, so don't worry too much about it now.

In the third section you are asked to type in the characters (letters and numbers) in the picture shown. This **confirmation code** is an important security check to ensure you are a person as opposed to a program (virus-like programs exist on the internet that do this sort of thing in order to cause trouble). Type the characters exactly as they are shown (ie upper or lower case is important).

Now click on **Submit**.

That's your part of **Registration** completed. You will shortly receive an e-mail confirming receipt of your registration, and soon after a second confirming the Administrators have checked it and activated it (the administrators will try to respond promptly, but as they are all Najad owners and they sometimes go sailing don't panic if it takes a few days). Once you receive this you can start using the Forum.

The next step is to **Login**. Click on **Login** (again at the top right hand corner of the screen). You will be asked for your **username** and **password** - enter these and click on **login**. Ignore any other field for now, though if you've forgotten your password you should click on "**I've forgotten my password**". The system will then generate a new password for you and send it to your email address so you can then login. (At any time you can revisit your profile and change your password to something you're more likely to remember.)

Now you're logged in. Click on the Forum "**How to Use The Forum (New Visitors click here for how to get started)**", then on "**New Member Introductions**". See what others have posted, and then click on **Post Reply** and type in your own introduction. If you then click on **Preview** you'll be able to see how your introduction will look when you submit but still give you the chance to make changes. When you're happy with everything click on **Submit**. You're now a fully fledged participating member!

From here on just experiment and explore. If you need further guidance try clicking on **FAQ** (Frequently Asked Questions). Here you'll find answers to most things, but if you don't, post a question on the "**How to Use The Forum ...**" Forum and create a new post with your question. Another member will probably know the answer and respond.

If you have any problems please email [Frank@RHYC\\_fForum.co.uk](mailto:Frank@RHYC_fForum.co.uk) and we will try to help.

Kind regards

**Frank Hatfull**

***Tantrum of Abersoch***