

# GBF Message Board Help

See below for help to:

- Create your message board account (register) in order to use the message board.
- Recover a forgotten password or user name.
- Navigate the message board.
- Print a page.
- Edit an earlier post that you created.
- Subscribe to Categories or Topics (forums) of interest.
- Attach or insert photos or text documents to your posts.

- **Creating Your Personal Account.**

1: Click on **Message Board** on the main website menu then locate and click on **Create an account** next to the **Log In** box.

2: Complete the form, being sure to fill in all fields flagged with a red "**\***". Be sure that there are no blanks or spaces in your Username or Password. For the "full name" field, please enter your complete name so other members who reply to your posts know who they're communicating with since User Names are often cryptic.

3: Be sure to check the box labeled "I agree to Forum Terms & Rules.", then click **Create Account**. That's it, you're done.

4: Now go back and click the Login button and enter your new login credentials.

- **Recover Your User Name.**

Should you forget the User Name you registered under, Email a request to the GBF [webmaster](#) along with your full name and we'll find it for you.

- **Recover Your User Password.**

1: Click on the **Message Board** menu item so that the Login window is on your screen.

2: Locate "*Forgot password?*" immediately blow where you would normally enter a password, and click on it.

3: In the new window that appears type in your User Name or email address then click **Send Email**.

Within several minutes you will receive an email with further instructions.

- **Navigating the message board.**

On most pages, clicking the little gray arrow ← in the top left corner will take you back to the window you just came from. If the top left has no ← use your primary browser return arrow in the very top left of screen to back up.

- **Printing.**

To print a topic/post simply right click anywhere on the screen, then click *Print* in the drop-down menu that appears.

- **Editing.**

You can only edit your own topics or posts. To edit your earlier post, while viewing the post, hover the mouse in the lighter tan background area near any text. A white box and a "v" will suddenly appear in the top right corner. Click the "v" then click *Edit* in the menu that appears. You can *edit, Delete, Move* to another Category or *Share* the post via a web link. When finished editing, be sure to click **Save** in the lower left-hand corner.

- **Subscribe.**

You can subscribe to a Category or Topic by clicking the little bell in the top right-hand corner of screen. You will receive an email soon after a new post.

- **Insert an in-line photo in to your post.**

With the cursor positioned where you want the photo inserted, go to the lower right of the screen and locate the little camera and click on it. A new window will appear with a bold brown box reading "Browse", click on that. Navigate your disk drive to locate desired photo and click on it. It must be a jpg or png file type and no larger than 512 megs. If

your image is too large, you'll have to use a tool or app on your computer to shrink it. If this is an issue, contact [gbf-webmaster@gbflycasters.org](mailto:gbf-webmaster@gbflycasters.org) for an assist and we can shrink it for you.

- **Attach a pdf or other readable text document to your post.**

Use the same procedure as with photos except click the paperclip in the lower right of screen. Beyond that, it's the same process, and should be file type .pdf or .txt with the same file size limitation. If the document is available on the web, just enter a URL link to it.

- **Please Conclude Posts With Your Full Name.**

When posting a new topic or replying, as a courtesy to readers and if your user (login) name does not clearly identify you, please end your posts with your full name so people know who they're communicating with. You can also do this permanently via the signature field within your profile.