

## Tool # 10: Network Forum User Guide

The Rights and Democracy Network team welcomes you to the Forum which is exclusively for members of the Network. You can post announcements, discuss with your members, and check out the jobs and internship announcement section. This guide will get you started.

A more detailed guide to the functions and features of the website is available at this address: <http://www.rightsdemocracy.net/network-forum/index.php?act=Help> If at any given time you are unable to find help for a particular feature or function, you can either post your question in the question and suggestion forum of the website at: <http://www.rightsdemocracy.net/network-forum/index.php?showforum=42> or email directly the Rights & Democracy Network Webmaster at [webnet@dd-rd.net](mailto:webnet@dd-rd.net)

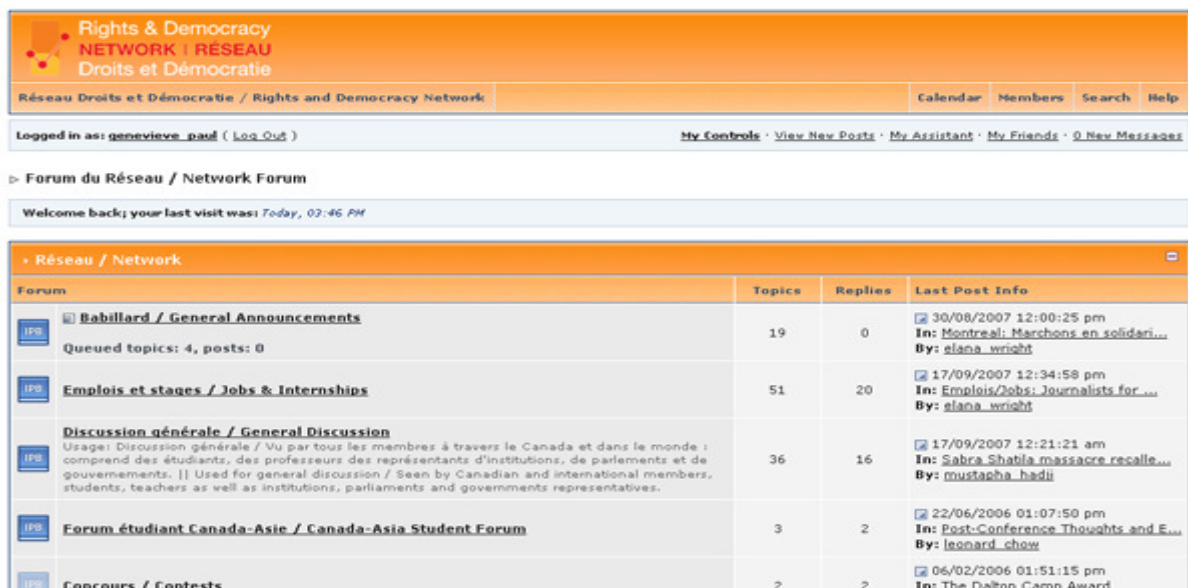
### Section 1: The Basics

#### Getting access to the members' only section:











To gain access to the members' only section, simply go to <http://www.rightsdemocracy.net/en/forum/> and you will be prompted to enter your username and password. Upon entering the correct username and password you will be allowed to view the members' only section.

#### Posting a new topic

After you have gained access to the site, you should see something like the screenshot below.



The screenshot shows the main page of the Rights & Democracy Network Forum. The header includes the logo and navigation links. Below the header, it displays the user's login status and navigation options. The main content area shows a list of forum categories with their respective topic and reply counts, and the last post information.

Forum	Topics	Replies	Last Post Info
 <b>Babilard / General Announcements</b> Queued topics: 4, posts: 0	19	0	 30/08/2007 12:00:25 pm In: Montreal: Marchons en solidari... By: alana_wright
 <b>Emplois et stages / Jobs &amp; Internships</b>	51	20	 17/09/2007 12:34:58 pm In: Emplois/Jobs: Journalists for... By: alana_wright
 <b>Discussion générale / General Discussion</b> Usage: Discussion générale / Vu par tous les membres à travers le Canada et dans le monde : comprend des étudiants, des professeurs des représentants d'institutions, de parlements et de gouvernements.    Used for general discussion / Seen by Canadian and international members, students, teachers as well as institutions, parliaments and governments representatives.	36	16	 17/09/2007 12:21:21 am In: Sabra Shabla massacre recalle... By: mustapha_hadi
 <b>Forum étudiant Canada-Asie / Canada-Asia Student Forum</b>	3	2	 22/06/2006 01:07:50 pm In: Post-Conference Thoughts and E... By: leonard_chow
 <b>Concours / Contests</b>	2	2	 06/02/2006 01:51:15 pm In: The Dalton Camp Award

This is the main page of the message board. From here you can access the general forums and any other special forums that you have been granted access to. You can access any one of the forums that are presented to you.

### **To post a new topic**

Note that you may not be able to post in all the forums that are presented to you. It may happen that you will only have read-only privileges in certain areas of the message board.

Please ensure that you select the appropriate forum and section for your post. Posting things in the wrong place will not only cause confusion but will also cause additional work for the moderators on the message board.

To post a new topic, click on the forum where you wish to post the topic and simply click the “New Topic” button which is located at the top and the bottom of the topic listing.

### **To post a reply**

To post a reply to an existing topic, simply click on the topic you wish to post reply to and click on the “Post Reply” button which is located at the top and the bottom of the page.

### **Your password**

Your membership entitles you access our members’ only portion of the website. Your username and password are required in order to gain access. Please make sure that you keep both private, if at any given point, you suspect someone may have gained access to your account without your permission, please change your password and contact us ASAP. Upon the approval of your registration, your username and password will be assigned to you; it is highly advised that you should change this password right away. For information on how to change your password, please refer to later sections in this guide.

### **To change your password**

After you have logged in you will see a link that says “My Controls” under the main header to your right. Click on this link and you will be presented with the user control panel.

On the left of the display, you will see a list of links, towards the bottom you should see a link called “Change password”. Click on this link and you will be presented with the change password form. Simply fill out this form to change your password.