

SMALL ARMS ADVISORY NETWORK – QUICK GUIDE

1. Register and log in





- Click the small **Register** link at the top of any page;
- In the **Registration Form**, fill out each of the required fields, in addition to any of the optional fields as you wish;
- Click on the **Log In** link at the top of any page;
- In the **Login Page**, enter your user name and password, and click **Forum Login**;
- To log out of the board, click the small **Logout** link at the top of any page.

For first time users, it is suggested that you change the password that is initially assigned to you by the administrator of the Small Arms Advisory Network.

If you **forget your password**: Go to the **Login Page** and click **Lost Password**; then, enter your username and email address. A new password will be sent to you via email.

2. Posting – Start posting a message, inquiry or reply

- Create a New topic: Click  in the **Forum** and **Topic** pages;
- Reply: Click  in the **Topic** page; and
- Quote: Click  to reply to a specific post, while quoting its text in your reply.

3. My Profile - Set up your User Control Panel

- Access the User Control Panel by clicking **My Profile** at the top of any page;



- Edit your Profile (including your password and email address); and
- Access to your Inbox/Outbox for **Private Messages**; and Subscription Panel.

4. Receive and send Private Messages [PM] within the Network

- Check your Inbox and send a **PM** to another user:
 - Go to **My Profile** and click **New Message**;
 - Click **Reply** from a private message you are reading;
 - Click the **PM** on any user's profile or post.

5. Subscribe to your favorite Topics/Forums

- **Subscription:** You will receive an e-mail whenever a new message is posted in a topic or forum that you are subscribing to.
 - To subscribe to a topic: click **Options** in the **Topic** page; and select **Watch this topic**.
 - To subscribe to a forum: click **Watch forum** in lower right corner of the **Forum** page.
 - To manage all your subscriptions, go to **Subscription Panel** in **My Profiles**.