1. **Log In / Log Out**
   - 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*;
   - If you are using your own computer, it is recommended to check the *Auto Login* box;
   - 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 *New Topic* in the Forum and Topic pages;
   - *Reply*: Click *Add Reply* in the Topic page; and
   - *Quote*: Click *Quote* to reply to a specific post, while quoting its text in your reply.
   - *Attachment*: A message needs to be posted first without attachment. Then documents can be attached to the message by clicking *Attach*.
   - Create a *link*: Copy and paste the desired link into the message body.

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 favourite 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*.

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