

SMALL ARMS ADVISORY NETWORK – QUICK GUIDE

For Members of the Chair's Advisory Board – MGE 2011

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.

A screenshot of the 'Login' page. It has a blue header with the word 'Login'. Below it are three input fields: 'User Name:', 'Password:', and 'Auto Login:'. The 'Auto Login' checkbox is checked and circled in red. Below the input fields are two buttons: 'Forum Login' and 'Lost Password'. A red arrow points to the 'Auto Login' checkbox.

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.

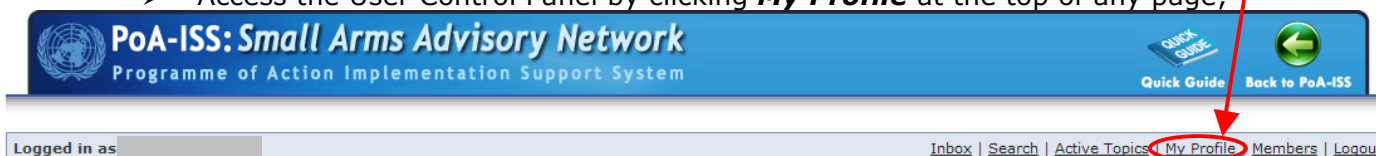
If you **forget your password**: Go to the **Login Page** and click **Lost Password**; then, enter your username and email address. A new password will be sent to you via email.

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.
- **Attachment**: A message needs to be posted first without attachment. Then documents can be attached to the message by clicking .
- 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**.