

User Guide for UED Forum

The UED forum is a user forum for posting questions, announcements or just general information on topics that may not be a best fit as an entire neighborhood news posting. The forum allows for neighbors to post directly to the forum for everyone who visits the forum to see.

The categories for user forums are:

- Gardenology – A forum for asking neighbors on gardening advice.
- Lost and Found – A forum for posting and lost or found items.
- Neighborly Ideas – A forum for neighbor suggested activities for other neighbors to join
- Questions and Answers – A catch all Q&A forum
- Recommendations – A forum for recommendations of home service contractors or home services

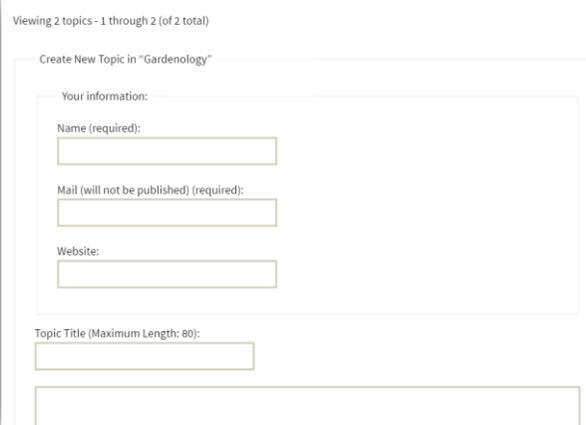
Participating in the Forum

As we begin to roll out this new feature all visitors to the UED Forum are allowed to post new topics and responses with no additional registration required. As usage of the forum increases we will evaluate whether changes in a registration policy will be necessary.

Posting New Topics

To post a new topic under one of the forum categories:

- Select the forum that best fits your topic.
- Scroll past the existing published topics and find the “Create New Topic in...” section.
- You will be required to enter your name and email address as a minimum to post your new topic. Your email address will not be published in the topic. Website field can be left blank.



The screenshot shows a web form titled "Create New Topic in 'Gardenology'". At the top, it says "Viewing 2 topics - 1 through 2 (of 2 total)". The form is divided into two main sections. The first section, "Your information:", contains three input fields: "Name (required):", "Mail (will not be published) (required):", and "Website:". The second section, "Topic Title (Maximum Length: 80):", contains a single input field. Below the title field is a larger, empty text area for the topic content.

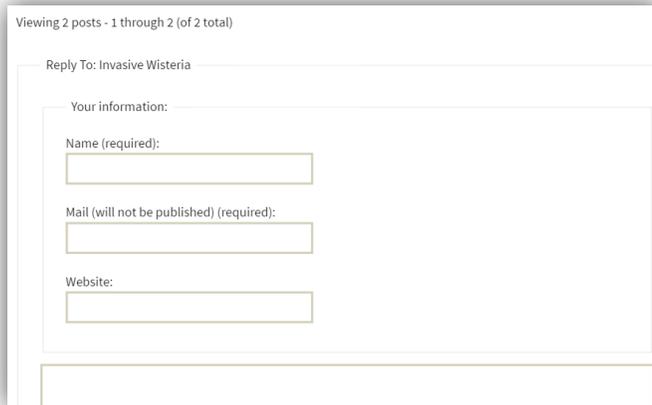
- Type in your Topic Title for the new topic.

- Type in your text for the new topic.
- Click on Submit.

Responding to Topics

To add a response to a published topic:

- Select the topic of interest
- Scroll down to the “Reply To...” section
- Enter your name and email address (email address is not published). Website field can be left blank.



The screenshot shows a forum interface with the following elements:

- At the top, it says "Viewing 2 posts - 1 through 2 (of 2 total)".
- Below that, the topic name "Reply To: Invasive Wisteria" is displayed.
- A section titled "Your information:" contains three input fields:
 - "Name (required):" with an empty text box.
 - "Mail (will not be published) (required):" with an empty text box.
 - "Website:" with an empty text box.
- At the bottom of the form, there is a large empty text area for the user's response.

- Enter your response text.
- Click on Submit

UED Forum FAQ

Q: If I subscribe to the neighborhood web site for news worthy notifications will I also get notifications from the UED Forum?

A: No. Your subscription to the neighborhood web site is separate from the UED Forum so there will be no increase in notifications from the web site due to the forum.

Q: Can I create a new forum category?

A: The creation of forum categories is controlled by the web site administrator. Participants can only create new topics in a forum category. If you would like to suggest a new category please use the “Contact Us” page to send your suggestion.

Q: There is a logon window on the UED Forum. Am I required to logon?

A: All participants can access the forum without having to logon at this time. We will evaluate if a change in policy will be needed as usage progresses.

Q: If I would like to receive email notifications when new topics are posted to a forum category can I set that up?

A: Since we are allowing participation in the UED Forum without requiring for participants to logon with an account the subscription feature is disabled at this time.

Q: Are we concerned about SPAM posting in the UED Forum?

A: Spammers are always a threat but we have taken measures to catch any SPAM that may try to post on the forum. We will keep an eye on traffic to ensure our measures to protect the forum are adequate.