



Quick Start Guide (Version 1.0)

The user group website is located at the following URL

<http://www.xmbraceusergroup.org/>

Access to the content of the website is done via a registration process, you must register with the website to gain access to restricted areas.

Anybody can register but only Xmbrace User Group subscribers can gain access to all areas.

How to Register

Click on Register located under the Xmbrace User Group Logo.

You are now shown the User Registration form

Registration Guidelines

You can use any name in the Nickname field but to ease identification we suggest that you use your surname followed by your first initial e.g. If you are called John Smith then we would suggest you use SmithJ.

Organisation and e-mail address are compulsory (please use your organisation e-mail address).

The next few questions are about your organisation, although they are not compulsory if you are the primary contact please take the time to fill these in as this will help other members locate similar organisations to communicate with.

If you do not know the answer to a particular question leave it blank as the questions can be updated at any time.

Please ensure that if you are the primary contact within your organisation you make sure you select yes to the primary contact question.

Near the bottom of the form you are asked to enter a password, this has to be entered twice and must be over eight characters or longer. We recommend you leave these blank and you will be issued with a completely random number and letter password.

You are shown a security code as a graphic please enter the number as shown into the security code box.

Once you have completed what you can click the 'New User' button.



If you failed to complete the form correctly you will be shown a Registration error page, look at the error message and click [Go back] and correct the error.

NOTE: if you make any errors the password fields are cleared when you click Go back, enter these again along with any changes.

Once the form is valid you will be shown a summary page of all the data you have just entered, this is your last chance to change any key details.

If everything is in order then click the Finish Button.

Your account will have now been created, but will not be active until you validate you e-mail address.

An e-mail should now arrive in your inbox from webmaster@xmbraceusergroup.org

Read the e-mail and click on the enclosed link, if you have problems clicking on the link. Simply copy and paste the link directly into your browser address bar.

The registration process is now complete and you are now ready to logon to the website.

Click Login underneath the Xmbrace User Group logo.

Enter your Nickname and password (details shown in your e-mail) along with the security code, if you entered the correct details you will be taken to your Personal Page (Your Account).

As this is your first visit take you time and configure your account the way you want it, click on the Your info icon.

Recommended changes to make in your information

Real Name	Add your name so people wanting to contact you can address you correctly
Your Home Page	Add your organisation web site here so others can find out more about your organisation
Organisation Questions (multiples)	You update your organisation questions here. If you are the primary contact please fill these in.
Your Location	Useful to add if your organisation name does not give a clue were you are located
Receive Newsletter by Email	Currently we are not producing Newsletters but we may do in the future, so if you don't want to miss out



	opt in here by selecting yes
Always show my email address	This is your choice, if you don't want other members emailing you directly then leave this option set to no. Members can still contact you via the private message system.
Notify on new Private Message by Email	If another member sends you a Private message then an email will be sent to tell you there is a message waiting prompting you to visit the site. Set this to Yes
Pop up window on new Private Message	If you are on the website when someone sends you a Private Message a popup box will let you know if set to yes
Always attach my signature	If you enter a signature then if this is set to yes it will automatically include it on all posts and messages
Forums TimeZone	Ensure this is set to GMT
Signature	Enter your Name and Organisation Details here, these will appear on all your posts and messages if specifically told to do so.

Now your account is set up your ready to use the site.

Although you are now fully registered, all the features of the site will not be available to you just yet as we manually check that you have a fully paid subscription before full access is granted. (Please note this may take a few days depending on current workloads)

Quick breakdown of the site

Home Page

All the latest news about the user group, Xmbrace, new releases, upcoming events are posted here

Content

Information about the user group and membership details are shown here clicking on the category shown In the left of the table will drill down to another level of detail

Downloads (Subscribers Only)

Any downloadable information will be stored here.



Feedback

Having problems or just general feedback, this will send a message to the administrator.

Forums

User group Forum, available to every one but the content rich areas are only available to subscribers

Members List (Subscribers Only)

The who's who of the members subscribed to the web site, from here you can send a message to other users or find information about other organisations.

Private Messages

Your own private message system (from other members of this site only)

Recommend Us

Want to email details of this site to other colleagues or other organisations, here is the place to do it.

Web Links

Links to other useful resources on the web

Your Account

All your account management is done here, update your personal settings, user details, password management, email address changes plus lots more.

Using the forums

Enter the forums using the link on the Left-hand side of the web page

If you can only see the public access forums then you will need to log on first to see other forums and have the ability to post.

If you have just registered you will only be able to see the Public Access Area and the General Discussion Forum. Once your subscription has been verified then the Knowledge Centre will be available.

Click on the Forum e.g. 'The Lounge' to enter the forum



In The Lounge there is a test post called welcome to the lounge if you click on its title you will see the topic and all of the reply's below it.

You will see two buttons on the top and bottom of the messages, if you want to reply to this topic then click post reply.

You will now see an e-mail style form that you can fill in. If you want a title on your message then fill in the subject line (optional).

Now type your response in the input area of the message body.

You will see some tick boxes under the message body area the important ones to note are Attach signature if ticked this will attach your signature you created in your information. And Notify me when a reply is posted, if ticked this will e-mail you a notification every time someone posts a reply to this topic (not a good idea to tick this in a very active topic as you will get lots of e-mails)

Preview allows you to look at how your post will look without actually posting it, and submit posts your reply to the active topic.

New Topic is almost the same except that you are the first person to post and a subject is required.