

ABDA Members' Forum

User Manual

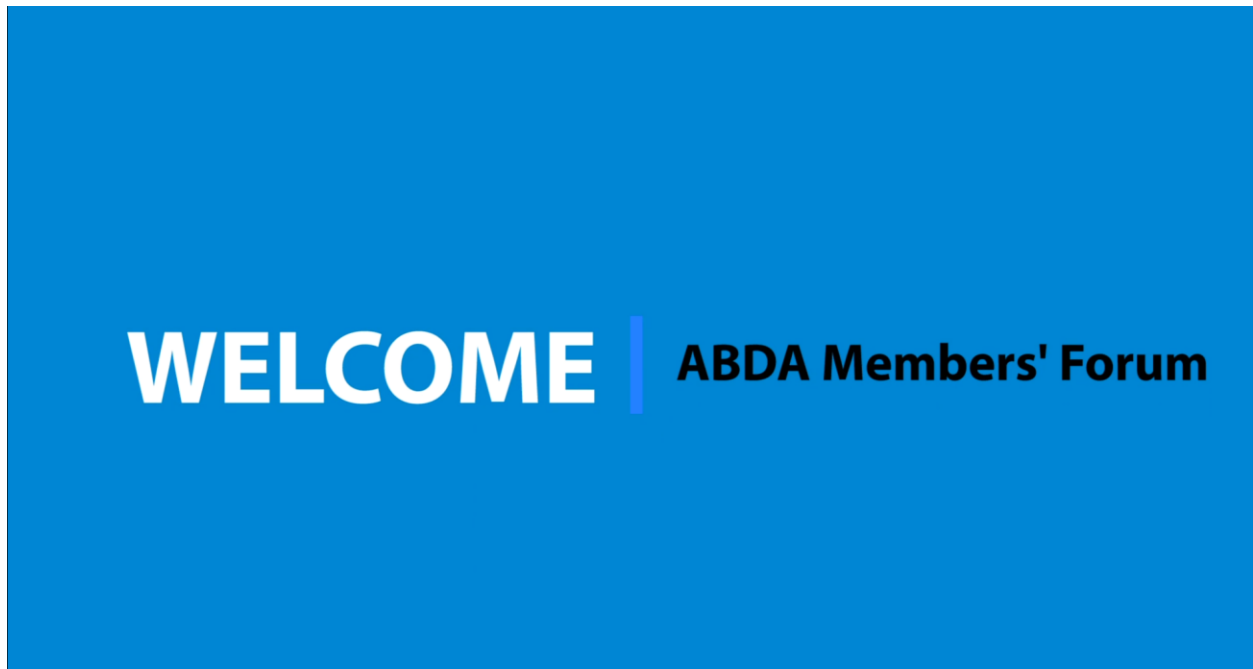


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Welcome to the ABDA Members' Forum



Welcome to the ABDA Members' Forum. Follow the link to the [introduction video hosted on Vimeo](#) to get started.

Logging in to the ABDA Members' Forum

Navigate to the ABDA Forum by entering the <https://www.abda.ca/forum> URL into your internet browser.

Log In

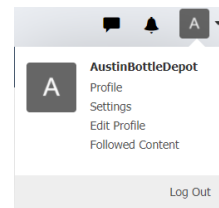
A screenshot of a login form. At the top, a light blue box contains the text "Please login to continue." Below this, there are two input fields: "Username or Email" and "Password". Under the "Password" field, there is a link "Forgot password?". Below that is a checkbox labeled "Keep me logged in". At the bottom of the form is a dark blue button with the text "Log In".

You can log in with your username or your industry email address. Your password can and should be different than the one you use for your industry email account credentials. This allows you to share your ABDA Forum credentials with managers and staff members without compromising your other accounts. Managers and staff members may find access to the Forum useful.

If you have lost your password, you can navigate to the “Forgot Password” page to reset it. Enter your username or industry email address in the designated field. Once you have submitted the form, you will receive an email at your industry email address that will contain a link with further instructions to reset your password.

Editing Your Profile, Avatar, and Signature

A forum user can edit their own profile by clicking the **Avatar** image located towards the top right of the page. Click the **Edit Profile** link in the drop down. On the Edit Profile page, add information important for identifying your account to other users on the forum.



Username AustinBottleDepot

Full Name

When practical, it is important to add the full name of the individual who will be responsible for posts at your depot.

Birthday

Gender

About Me

If you would prefer, then add information like your birthday, your gender, and any information about yourself or your depot.

You can make an avatar/picture appear next to every post in the forum. To assign an avatar, click the **Upload an avatar from your computer** link to browse on your computer and upload an image of yourself or your Depot.

Signatures contain information that you want to include at the bottom of all your posts. This might include pictures, links to your site(s), quotes, your contact information, etc.

Signature

Austin Redmond
Member Experience Specialist, Northern Zone
Alberta Bottle Depot Association
#202, 17850-105 Avenue
Edmonton, Alberta T5S 2H5
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Email: austin@albertadepot.ca
<http://www.albertadepot.ca/>

If an account is not shared, then you can put your name and role in your signature. If an account is shared, with managers or staff for example, then it is best to **sign your posts with the name and role of the poster in every post** instead. Other forum users should be able to identify who is posting under an account.

Topics and Polls

Categories Topics Search Members Calendar Admin ABDA.ca

Title Introducing your new ABDA Member Experience Specialist - Northern Zone

Content

Tags introduction member experience specialist Northern Zone

Post Preview Post Cancel

Creating a New Topic



Click the **Start New Topic** button on the right side of the screen under the **Navigation Menu**.

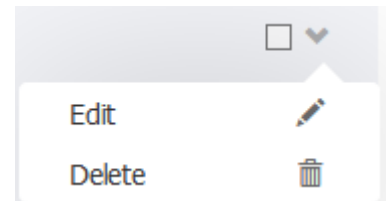
When starting a new topic, make sure to add a descriptive title so that other users can quickly understand what the content of your post will be about. The content field will contain your post. The more descriptive your post the better. Having a post with well thought out keywords increases the likeliness of your post appearing in relevant forum searches. When you post a new topic, it will be reviewed by a moderator before being approved. Please allow for up to one business day for your topic to appear.

Attaching Files

You can attach files by clicking on the paperclip icon and insert photos by clicking on the camera icon. You are welcome to upload files directly to the forum. However, it is best to host larger files such as video, audio, and high-definition photos from other platforms and link them in your forum post. You can type in or paste a web address (URL) into your post for it to automatically be linked when the message is posted. You can also link specific text or an image. While composing the post, select the specific text or image that you want to link. Click the **Insert Link** icon in the toolbar. Enter the web address (URL) to use for the link. Click **OK**.

Editing a Post/Reply

To edit a post/reply, browse to the post that you want to edit. Click the down arrow icon located towards the right side of the post and select **Edit**. To preserve the integrity of the discussion, posts older than one hour cannot be edited unless the user is a moderator or administrator.



Creating a Poll

Topic Details | **Poll**

Did you notice the forum feature that allows you to attach a poll to your topic?

Make voter names public

1 Yes

2 No

+ Add option Allow multiple choice

Close voting in 3 days

Close voting in days

Close voting on

Never close voting

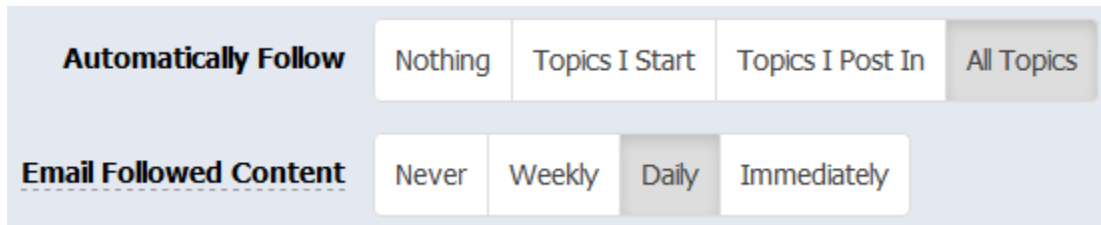
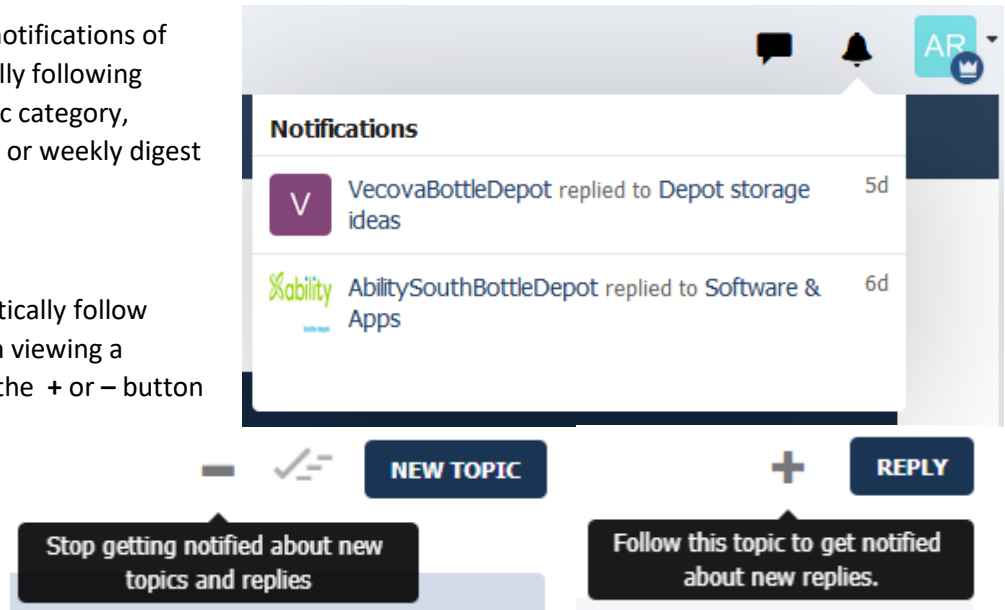
A topic may be deleted or not approved if it is not appropriate for the forum at all. [Please refer to the Terms of Use for more information found on the ABDA Forum](#)

Notifications

Users can receive email notifications of new posts by automatically following topics, following a specific category, following a specific topic, or weekly digest emails.

By default, users automatically follow topics they post in. When viewing a category, users can click the + or – button in the top right near the **NEW TOPIC** button. to follow all new topics in an entire category or stop getting notifications,

respectively. When viewing a topic, users can click the + or – to follow an individual topic or stop getting notifications, respectively. They can unfollow individual categories or topics to stop receiving notifications for those.

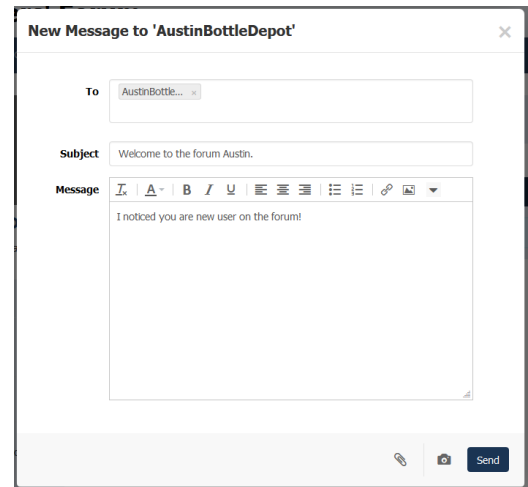
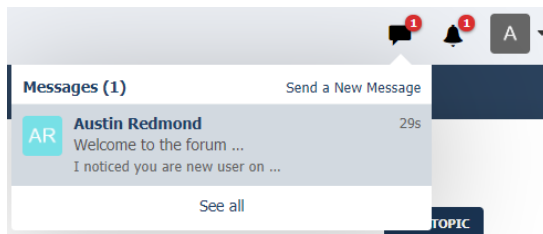


Instead of automatically following topics they post in, a user can choose to automatically follow topics they create, all topics or no topics at all by changing their preferences. Click on the **Avatar** image located toward the top-right of the page. Click the **Settings** link from the dropdown. Adjust the **Automatically Follow** option. Click the **Update** button.

Messages

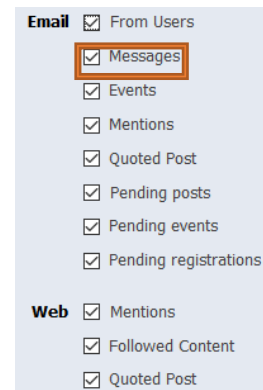
Messages are a convenient way for users to contact one another privately right in the forum.

To send a message, click the messages icon located toward the top right of the page. Click the **Send a New Message** link from the drop down. Enter your **Recipient's Username, Subject, and Message**. Click the **Send** button.



To delete a message, click the messages icon located toward the top-right of the page. Click the **Inbox** link from the drop down. Select the conversation which you want to delete. Click **Delete Conversation** from the menu that pops up. Click **Ok** button.

You can choose to be notified via email each time someone sends you a message. You can enable or disable this option by following the instructions. Click the **Avatar** image located towards the top-right of the page. Click the **Settings** link. Check or uncheck the **Messages** option. **Update** your settings.

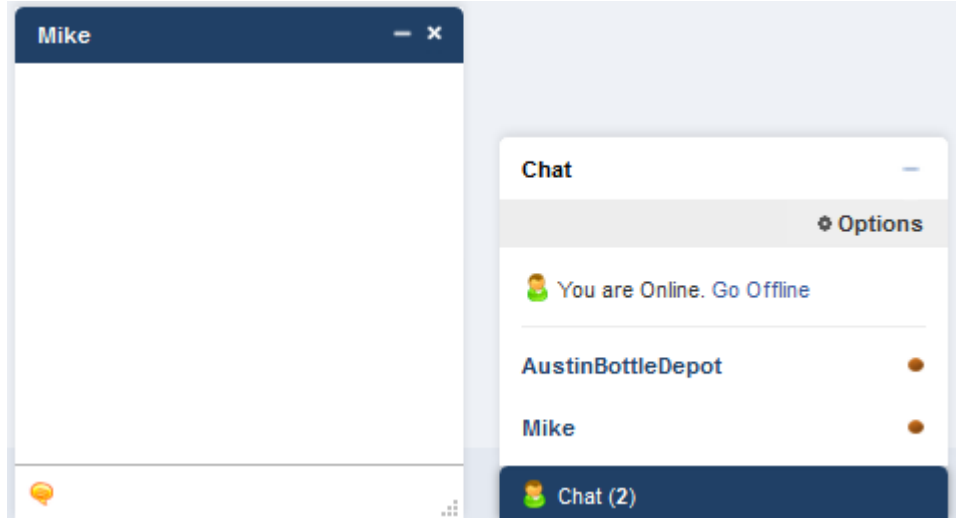


Instant Messenger

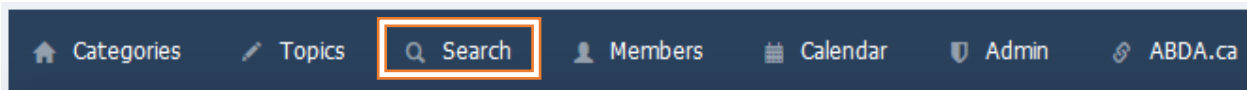
The instant messaging feature allows users to have live discussions with other users who are browsing the forum without leaving the page.



A small floating instant messenger appears at the bottom right-hand corner of the forum. When clicked, a list of other users browsing the forum will be displayed. Clicking on any user in the list will open a chat window which will allow both users to chat while browsing the forum.



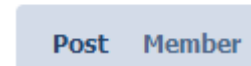
Search



Click the **Search** button in the **Navigation Menu** to navigate the **Search** page.

Search

To search for posts, click on the **Post** link. To search for members, click on the **Member** link. Both links are found towards the top left of the page.



When searching for posts use the Keywords and Author fields. Results can be filtered according to Categories, Replies (at least/most # replies), Date (a specified window of time), Sort (according to relevance/updated/top), and Display (all posts or just topics).

Keywords
Example: space travel OR "outer space" -moon

Author

Categories

Replies replies

Date

Sort

Display

Username

Full Name

Gender

Location

About Me

Instant Messaging

Registration Date

Last Post Date

Posts

When searching for members use the Username, Full Name, Gender, Location, and About Me fields.

Results can be filtered according to Registration Date (before/after a date), Last Post Date (before/after a date), and Posts (less/more than #).

Conclusion

The Forum can become your go-to place to connect with other ABDA Members and the ABDA Team. The strength and value of the Forum increases as more people engage with others by posting your own topics and replying to other topics. We're looking forward to seeing you participate! Contact the ABDA at forum@albertadepot.ca to ask questions about the Forum.