

Guidance document about the Monsun forum

Visiting users can:

- Read the front page, including open categories listing
- open a topics listing
- read topics

But they have no access to e-mail addresses or other sensitive information about the members. And they cannot add any information to the forum. Visitors cannot contact members in any way through the Forum.

For the safety of the Forum it is necessary to add extra security to the sign up (registration) procedure. Therefore, when you start your membership, you must write a name in the **access code** field of the form. The valid code is posted at the bottom of the registration page.

For safety reasons there is **no resetting option for your password**. If you forgot your password please contact the administrator of the forum at boot@sailingisabell.nl and you must start a new membership on the forum. Give the name of your old and new membership to the administrator, so that you will again receive access to your old messages and posts under your new user account.

Logged in users (members) can do the following:

- Add topics
- comment/reply to already existing topics
- change their own user profile
- see the members list
- write messages to existing members
- read and manage their own messages.

In case you want to **add or change a category**, you can send a message about this to the site administrator, who is the only person allowed to changing categories.

The **forum messaging system** does not use email-information. It is directly via the forum internal database for messages. This way you can be sure your information is safe for persons outside your contact sphere.

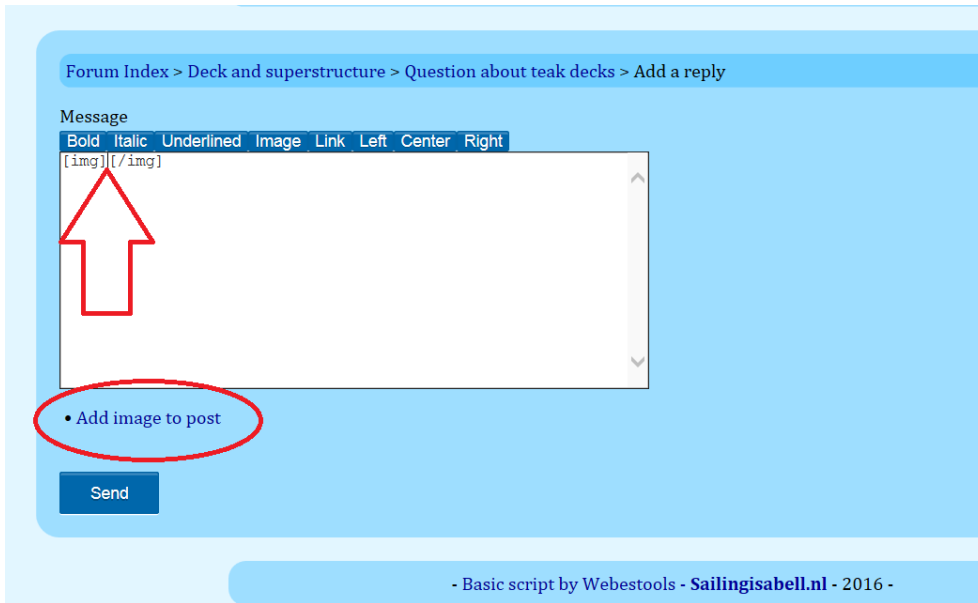
How to do:

Adding pictures to your topics posting

Yes, you can add pictures to the posted topics and replies.

This is how it is done:

Including an image in the textbox is done inside the image tags that you create with the Image button above the textbox. Do as follows:



1. Click the button **Image** above the form field, then you see the tags that appear in the field, see picture above
2. **Mark the position** where you want to add the picture (red arrow in picture above, between the two tags)
3. Then click on the link **Add image to post** (see red circle in picture above)
4. **Then you choose your picture/image**
5. Click the button **“Get picture”** in the window that opens after you choose the picture file (from your computer or the internet)
6. Write your text and click on **“Send”** button.

Example of how it may look:

```
[img]https://www.bbcode.org/images/lubeck_small.jpg[/img]
```

Resizing the image

```
[img=100x50]https://www.bbcode.org/images/lubeck_small.jpg[/img]
```

Making the image clickable (in this case linking to the original image)

```
[url=https://www.bbcode.org/images/lubeck.jpg] [img]https://www.bbcode.org/images/lubeck_small.jpg[/img] [/url]
```

Resizing and adding meta information for the image

```
[img width="100" height="50" alt="Lubeck city gate" title="This is one of the medieval city gates of Lubeck"]https://www.bbcode.org/images/lubeck_small.jpg[/img]
```

Adding an avatar (personal picture) to your profile

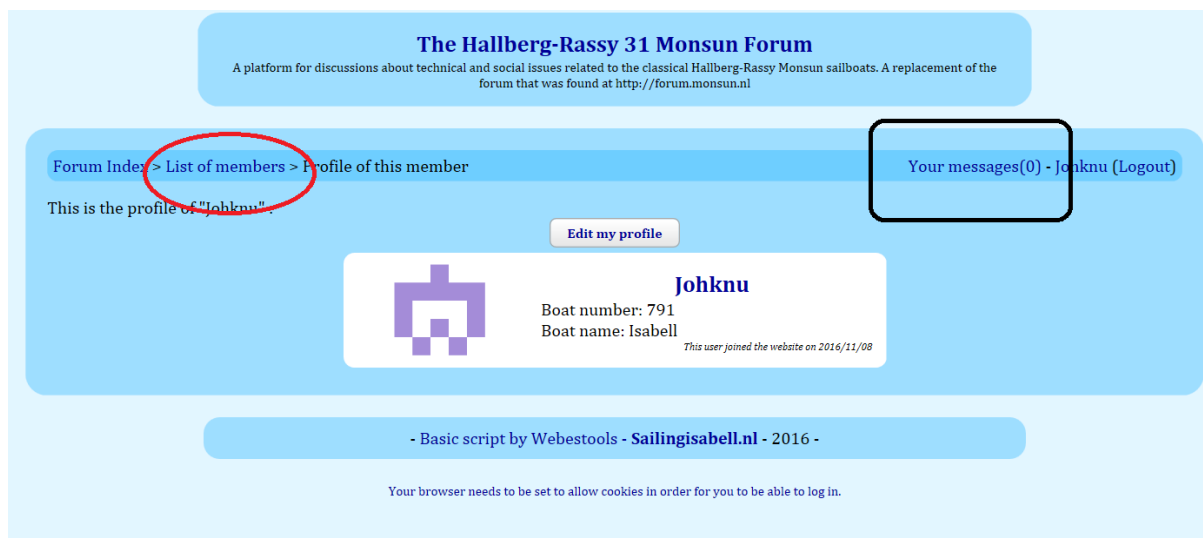
You can add an electronic id-picture (avatar) to your profile. Your avatar picture has to be on a webserver somewhere, so that you can paste a link to that site into the profile form.

For usable free avatars on the web you can go here: <http://www.voki.com/site/create>

Sending personal messages across the forum (member to member)

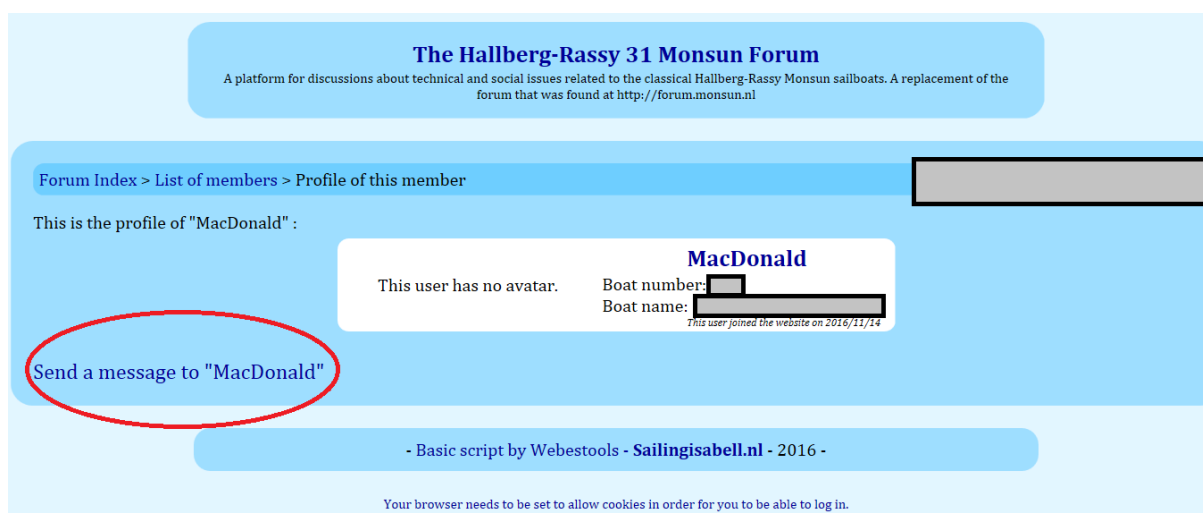
The forum allows logged in members to send personal messages (PM) to individual members on the forum. Other members cannot read these messages.

You can do this by going to the **list of all members** or directly clicking on a **member's name** in a post.



See the picture above for how it may look in a **personal profile** of a member. The link to the **members list** is indicated in red circle. You can see **your own messages** behind the link inside the black rectangle in the picture.

Sending a message is initiated by clicking on the link in the personal profile of the person you want to send to (see red circle in picture below). Of course you do not see this link appear in your own profile.



Always remember that these messages cannot be read by other members, so if you use these to exchange information, the information is not of any use to other Monsun owners. If you want others to see it, please use the normal posting routine of a **new topic reply** or a **new topic**.