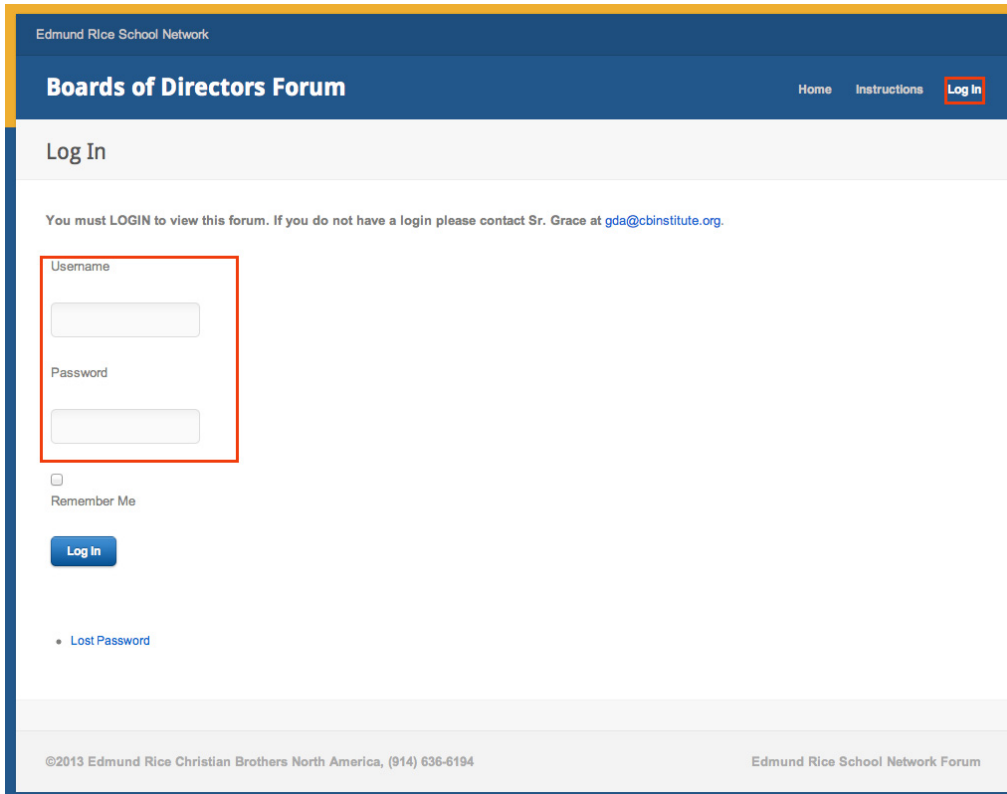


To add a document to this forum please email:
emf@intrinsicpartners.com

Instructions on how to use the new Forum features on the web page

1) Go to our home page. <http://www.edmundriceschools.org>

Go to ***Member Forum*** on the top menu bar and select “*Board of Directors*” from the pull down. Click on LOG IN on the upper right section. The first time you use this forum, you must contact Sr. Grace at gda@cbinstitute.org to receive and login ID. Once you receive it, enter your username and password where indicated.



The screenshot shows the login page for the Edmund Rice School Network Boards of Directors Forum. The page has a dark blue header with the text "Edmund Rice School Network" on the left and "Boards of Directors Forum" in the center. On the right side of the header, there are links for "Home", "Instructions", and "Log In". Below the header, the page is titled "Log In". A message states: "You must LOGIN to view this forum. If you do not have a login please contact Sr. Grace at gda@cbinstitute.org." There are two input fields: "Username" and "Password", both of which are highlighted with a red rectangular box. Below the input fields is a "Remember Me" checkbox and a "Log In" button. At the bottom of the page, there is a "Lost Password" link. The footer contains the copyright information: "©2013 Edmund Rice Christian Brothers North America, (914) 636-6194" and "Edmund Rice School Network Forum".

This brings you to the forum screen where you can select Unread Topics, Unanswered Topics and/or send messages to others members of this forum. There is also a search option to see if any previous discussions match your request. Please select “*Board Forum Topics*” to start.

Edmund Rice School Network

Boards of Directors Forum Home Instructions Log Out

[My Profile](#) | [Unread Topics](#) | [Unanswered Topics](#) | [My Messages](#)

Enter Search

Boards of Directors Forum

BOARDS OF DIRECTORS FORUM	TOPICS	POSTS	LAST POST
Boards Forum Topics	2	0	2013-09-25 14:57:32 by admin

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This brings you to the main topic screen where all topics are listed. As an “Author” of this forum you can select any topic to reply to or create your own. There are four actions you can perform on your own posts. “Lock”, which means that no one can delete or edit, “Sticky” will always show your post on top, “Delete” removes your posts and “Edit,” allows you make changes to your post.

Edmund Rice School Network

Boards of Directors Forum Home Instructions Log Out

Boards of Directors Forum / Boards Forum Topics

STATUS	TOPIC	AUTHOR	POSTS	LAST REPLY	ACTION
OLD	Forum Instructions	admin	0	2013-09-24 17:59:11 by admin	Edit Lock Sticky Delete
OLD	Welcome	admin	0	2013-09-25 14:57:32 by admin	Edit Lock Sticky Delete

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To create a new post, select the “Create Topic” button at the upper right portion of the screen. Enter a title and add content.

Edmund Rice School Network

Boards of Directors Forum

Home Instructions Log Out

[Go back](#)

Creating a topic in Boards Forum Topics

TITLE

CONTENT Visual Text

B *I* ABC

Path: p

STATUS Locked Sticky

You may add or attach a file to your content by selecting the “Add Media” button if the file already exists in the Media Library. If the file does not exist please email emf@intrinsicpartners.com and the file will be added to the media library. You can use the standard editor feature to construct your content. Inside the CREATE function, you have the option to LOCK or STICKY your post. As mentioned earlier, Locked means that this post cannot be deleted and STICKY indicates that your post will always be positioned at the top of the list of topics. Either of these options may be toggled on or off with an indicated checkbox. Once you have entered your content, click the “Create Topic” button at the bottom left of the section to finalize your post.

At this point, you can create another new topic or click on Board Forum topics at the top of the screen to return to the main list of topics

The screenshot shows the 'Boards of Directors Forum' interface. At the top, there is a navigation bar with 'Home', 'Instructions', and 'Log Out' links. Below this, the page title is 'Boards of Directors Forum / Boards Forum Topics'. A 'Create Topic' button is highlighted with a red box in the top right corner. The main content area features a table with the following columns: STATUS, TOPIC, AUTHOR, POSTS, LAST REPLY, and ACTION. Two topics are listed: 'Forum Instructions' and 'Welcome', both authored by 'admin' and having 0 posts. The 'Welcome' topic's last reply is dated 2013-09-25 14:57:32 by admin. The ACTION column for each topic contains links for 'Edit', 'Lock', 'Sticky', and 'Delete'. A second 'Create Topic' button is located at the bottom right of the table area. The footer contains copyright information for Edmund Rice Christian Brothers North America and the forum name.

STATUS	TOPIC	AUTHOR	POSTS	LAST REPLY	ACTION
OLD	Forum Instructions	admin	0	2013-09-24 17:59:11 by admin	Edit Lock Sticky Delete
OLD	Welcome	admin	0	2013-09-25 14:57:32 by admin	Edit Lock Sticky Delete

At this stage, if you wish to add to or reply to any existing topic, simply click that topic from the list as shown above. This brings you to the POST REPLY screen shown below. If you simply want to reply to the post without adding any files, just enter your reply in the box at the bottom of the screen and click "Quick Reply". If you wish to add or attach a file to your content, you must click "Post Reply" which will give you the advanced options of adding files by selecting the "Add Media" button as well as more editing features. As is always the case, you have the option to LOCK or STICKY your post. Once you have entered your content, click the "Post Reply" button to finalize your comments and return to the main topics screen.

The screenshot shows the 'Welcome' topic page. The breadcrumb trail is 'Boards of Directors Forum / Boards Forum Topics / Welcome'. A 'Create Reply' button is highlighted with a red box in the top right corner. The post header shows the author 'admin' and the post number '#0'. The content of the post is 'Welcome to Board of Directors Forum'. Below the post, there is a 'Content' input field, also highlighted with a red box, and a 'Quick Reply' button below it. The footer contains 'Create Topic' and 'Create Reply' buttons.