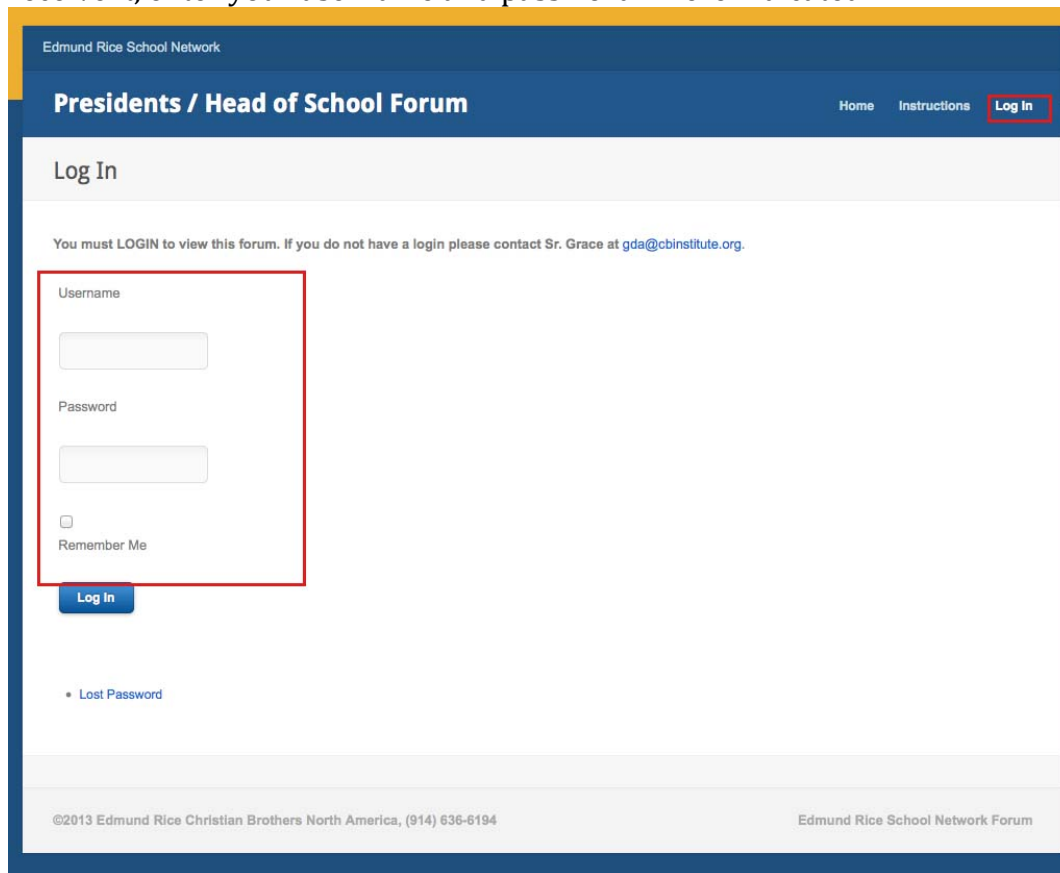


To add a document to this forum please email:  
[emf@intrinsicpartners.com](mailto:emf@intrinsicpartners.com)

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 "*President*" 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](mailto: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 Forum. The page title is "Presidents / Head of School Forum". The navigation bar includes "Home", "Instructions", and "Log In". The main heading is "Log In". Below the heading, 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](mailto:gda@cbinstitute.org)." The login form contains a "Username" field, a "Password" field, and a "Remember Me" checkbox. A "Log In" button is located below the form. A "Lost Password" link is also present. 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 "*President*" to start.

Edmund Rice School Network

Presidents / Head of School Forum

Home **Instructions** Log Out

My Profile | Unread Topics | Unanswered Topics | My Messages

Enter Search

**Presidents Forum**

PRESIDENTS FORUM	TOPICS	POSTS	LAST POST
<b>Presidents Topics</b>	1	0	2013-09-25 21:12:58 by Mimma Fiorino

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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

Presidents / Head of School Forum

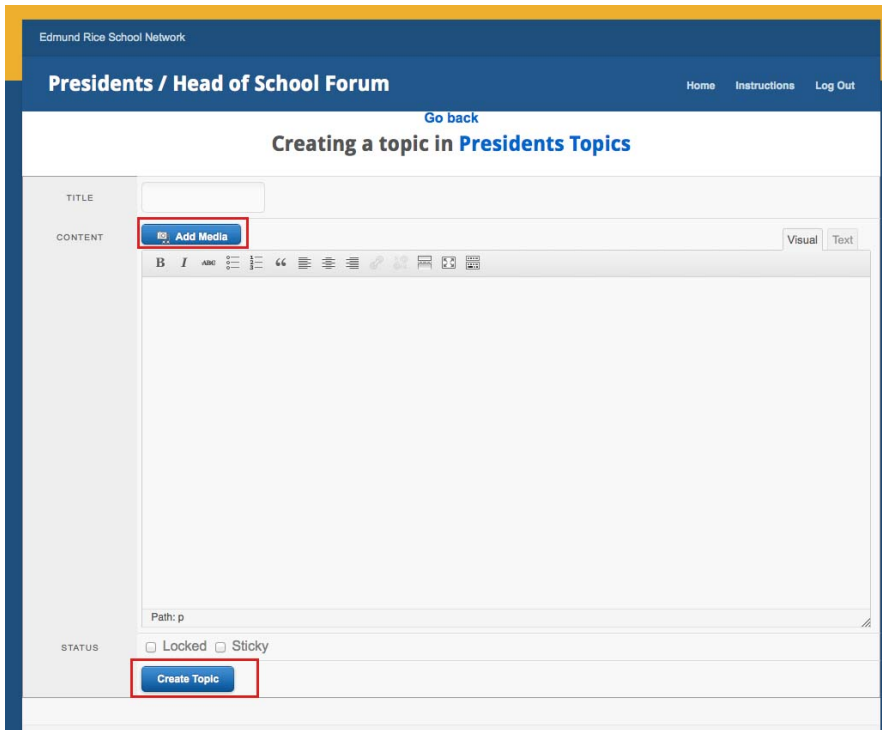
Home Instructions Log Out

**Presidents Forum / Presidents Topics**

STATUS	TOPIC	AUTHOR	POSTS	LAST REPLY	ACTION
OLD	<b>Welcome</b>	Mimma Fiorino	0	2013-09-25 21:12:58 by Mimma Fiorino	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.



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](mailto: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 President Forum topics at the top of the screen to return to the main list of topics

Edmund Rice School Network

Presidents / Head of School Forum

Home Instructions Log Out

Presidents Forum / Presidents Topics

Create Topic

STATUS	TOPIC	AUTHOR	POSTS	LAST REPLY	ACTION
OLD	Welcome	Mimma Fiorino	0	2013-09-25 21:12:58 by Mimma Fiorino	Edit Lock Sticky Delete

Create Topic

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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.

Edmund Rice School Network

Presidents / Head of School Forum

Home Instructions Log Out

Presidents Forum / Presidents Topics / Welcome

Create Topic

Create Reply

AUTHOR	CONTENT
Mimma Fiorino	#0 Edit Lock Sticky Delete 2013-09-25 21:12:58

Posts: 2

Welcome to Presidents Forum. If you have any questions please email Erminia Fiorino

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

Create Topic

Create Reply

Content

Quick Reply