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Login and Registration Issues

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How do I login to the Members section?
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I forgot my username!
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Topic Subscriptions

How do I subscribe to specific forums or topics?
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Topic Types

What are sticky topics?
What are closed topics?

User Profile, User Levels and Groups

How do I show an image next to my username?
How do I find out more about members?
What are Administrators?
What are Moderators?
What are user groups?

Site Maintenance

Who will ensure that all members have access and only members?

Help options

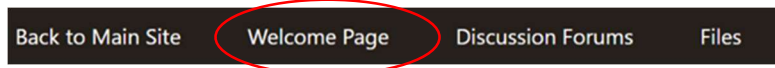**Where do I go if I have additional questions?**
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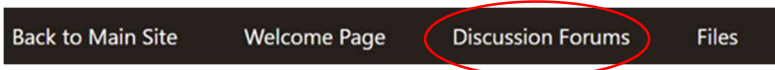
Frequently Asked Questions

Navigating the site

Give me an overview of the members section?

This is the Navigation Bar for the Members Only site. When you login, you will be on the <u>Welcome Page</u>.
The Welcome Page contains announcements and a list of the Discussion Forums.

Choose "<u>Discussion Forums</u>" for the list of Forums.

What is a discussion forum?

A discussion forum is an online discussion site. It's sometimes also called a 'board'. The discussion forum page contains forums (A subject areas) which contain topics (conversations about a specific subject) which are made up of individual posts (where a user writes something). The collection of posts within a topic is called a "thread."

This is the list of Forums on the CCRCA Member's Only site. Each Division has a Forum for discussion within that division. Only members from that division have access. Board members have a forum for Board of Directors business and some Committees have a forum for their Committee members.

Forum	Topics	Posts	Last Post
General Discussion	1	1	4 days, 5 hours ago Maureen Thompson
Health Breeder's Discussion	1	1	2 days, 7 hours ago Maureen Thompson
Events	1	4	19 minutes ago Maureen Thompson
Division 1	0	0	No Topics

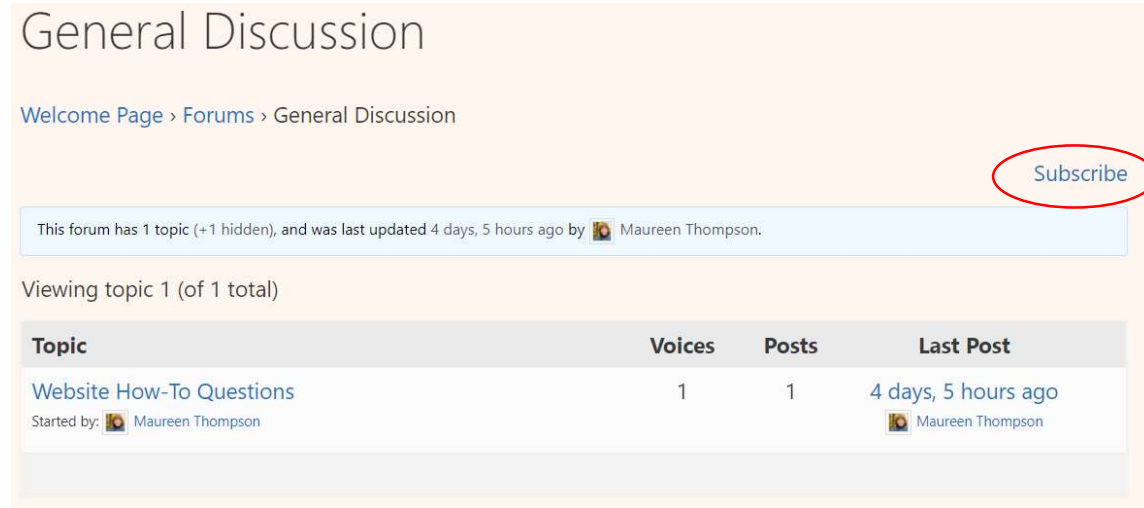When you click on a forum's name, you are taken to the list of topics it contains.

It will default to the list of topics with activity within the last month. A topic is a conversation between members. Each topic starts out as a single post and grows as more individual posts are added by different users.

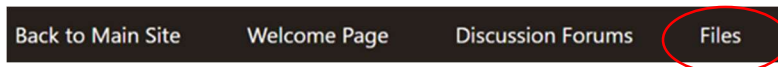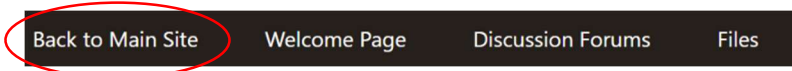The topic with the most recent activity will appear at the top.

Click on the topic to read the thread (collection of posts) and participate in the discussion. You can click the Subscribe button for the Forum to be notified my email of new activity in the Forum.

General Discussion

Welcome Page › Forums › General Discussion

Subscribe

This forum has 1 topic (+1 hidden), and was last updated 4 days, 5 hours ago by 🔲 Maureen Thompson.

Viewing topic 1 (of 1 total)

Topic	Voices	Posts	Last Post
Website How-To Questions Started by: 🔲 Maureen Thompson	1	1	4 days, 5 hours ago 🔲 Maureen Thompson

Choose "<u>Files</u>" for club documents. The files are divided into appropriate folders so it's easy to find what you're looking for.

| Back to Main Site | Welcome Page | Discussion Forums | Files |

To go back to the main CCRCA site, choose "<u>Back to Main Site</u>" on the navigation menu.

| Back to Main Site | Welcome Page | Discussion Forums | Files |

Where can I find the Curly Commentators?
Curly Commentators can be found in the Files Section. There is a folder for the Commentators.

Posts

How do I read posts?
To read a post, click on the Forum, then the title of the topic. Each post in a topic is created by a member. You'll see some brief information about the member who created the post to the left of their post.
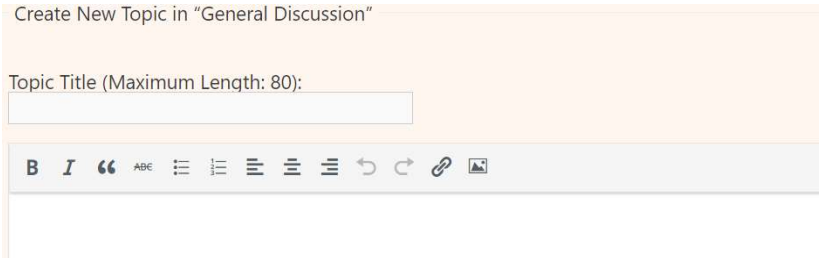
How do I create a new topic in a forum?

<u>Before</u> posting a new topic in the forums, search the forum to find out if your topic or question already exists on the site.

Frequently Asked Questions

<u>To post a new topic:</u> First choose the appropriate Forum from the Welcome Page or the Discussion Forum page.   Below the existing topics is the area to create a new topic.: Simply type a topic title, your message and hit the submit button at the bottom of the page.

Create New Topic in "General Discussion"

Topic Title (Maximum Length: 80):

B *I* 66 ᴬᴮᶜ ☰ ☰ ☰ ☰ ☰ ↺ ↻ 🔗 🖼

How do I reply to a post?

To reply to a post, simply type your message in the field at the bottom of the thread and hit submit.

What does the "Quote" button do?

The quote button is on the right side of every post. If you click this button, the entirety of the text in that post will appear in the "reply" text box at the bottom of the screen. If you highlight specific text in the post, then hit the "Quote" button, only that selected text will appear in the reply message. You can then type the remainder of your post, and hit submit to post it. The author you are quoting will be included in the reply box as well.

How do I edit or delete a post?

You should be able to edit your own post; however, it is not possible to delete your post. Only a forum administrator or moderator can delete posts in the forum. If you would like to have it deleted, please contact a Moderator at moderator@ccrca.org or the administrator at webmaster@ccrca.org.

Does my post need to be approved?

No, the site is currently not moderated. You may post directly to the site without moderator approval. Please see Posting Rules as the moderator and administrator will remove posts deemed disrespectful, threatening or harassing. See **Posting Rules**.

Files and Attachments

What documents are available on this site?

The "Files" tab at the top of the screen will bring you to a list of folders.

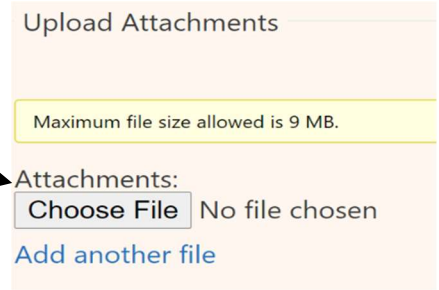|	
Club Operations	-This folder contains the Constitution & By Laws and the Operations Manual and the Motions file
Commentators	-Curly Commentators can be found in this folder
Forms	-This folder contains all of the club forms
Miscellaneous	-This folder contains files that don't fit other folders, like Financials and the Show Plans Manual
Committee Reports	-This folder contains Committee Reports
Club Reports	-This folder contains Board Meeting Minutes, General Membership Meeting Minutes, Committee Reports and Financial reports

Who can add a file and how do I add a file?

Only designated individuals can add files to the "File" section. Any member can include an attachment to their post.

Can I add attachments? How do I do that?

Yes, any member can include an attachment up to 9 MB to their post. To add an attachment, click the "Choose File" button at the bottom of the screen.

Upload Attachments

Maximum file size allowed is 9 MB.

Attachments:
Choose File   No file chosen
Add another file

Can I attach a picture?

You can attach a picture using the same process as attaching a file, click the "Choose File" button. The attached picture will appear below your post.

Posting Rules

Be respectful. No inflammatory, rude or abusive posts. Posts deemed as such will be deleted. A member may be removed from the forum if they continue disrespectful posts after two warnings are issued by moderators. Any instance of threatening or harassing posting is grounds for deletion from the forums.

Stay on topic. Don't divert a topic by changing it midstream, start a new topic if desired.
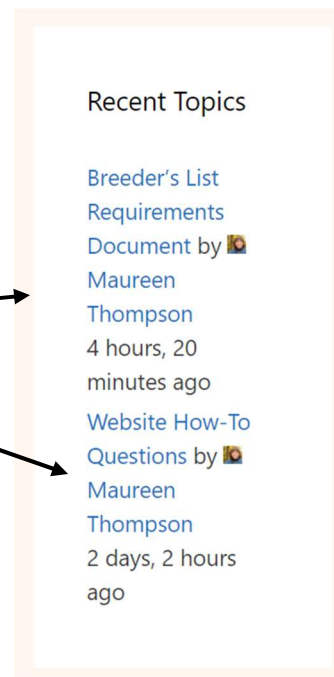
Don't cross-post the same thing in multiple forums or topics.

Viewing new posts

How can I see the latest posts?

The "Recent Topics' section at the right-hand side of the "Discussion Forum page" will list the most recently updated posts.

Recent Topics

Breeder's List Requirements Document by Maureen Thompson
4 hours, 20 minutes ago

Website How-To Questions by Maureen Thompson
2 days, 2 hours ago

Click the link to go directly to the post.

"Subscribe" to a Forum to receive notifications of activity in that Forum. See "Topic Subscriptions" in this FAQ for more information.

Frequently Asked Questions

Can I receive email notifications when there is a new post?

When you create a new topic or reply to an existing one, there is an option to have replies emailed to you. Click the box at the bottom of the page before submitting your post.

You can "subscribe" to any forum by clicking on the forum name, then click the "subscribe" box to the right of the forum name. After the screen refreshes, the box will say "Unsubscribe"

When the users subscribe to a topic the user will be emailed of any new topic replies. To subscribe to a topic, click the link at the top of the post that says Subscribe. When the subscribe link is clicked, it will then show as Unsubscribe. If you want to unsubscribe to a topic, click the Unsubscribe box.

What is the Favorites button?

The Favorites button next to a Topic title is like a bookmark and can be viewed by other users on the site. You can view the list of your favorites by going to one of your posts and clicking on your name.
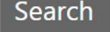
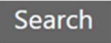**How do I know if anyone commented on my post?**

When you create a post, there's a check box at the bottom of the page, check the box to be notified of any replies to your post.

☐ Notify me of follow-up replies via email

Searching Forums and Topics

How do I search the site?

To quickly find a thread or post of interest in a discussion forum, click the 'Search' Search button at the top of the welcome page and any forum page. Type the keyword or phrase you wish to search.

If you are browsing a forum, you can quickly search for a thread or post within it by clicking click on the 'Search' Search button in at the top of the page.

How can I find my own or someone else's posts and topics?

Click the username in a topic you have answered to, yours or others and view the profile as other's see it.

Frequently Asked Questions

Login and Registration Issues

How do I create an account?

You should have received an email from your Division Director that contains an invitation code.

- Register by first going to CCRCA.ORG

1. Click on the "Members Only" Link on the CCRCA Navigation menu

2. This brings up the Login page. At the bottom of the page, click "Register"

3. Fill in the required fields on the registration page, then submit. The Web Administrator will approve your registration as soon as possible after you submit the form.

How do I login to the Members section?

From the CCRCA.ORG website, click "Member's Only from the navigation menu at the top of the page. That will bring up the Login page. If you have not created an account, you will need to click the "Register" link at the bottom of the page. To register, you need an invitation code from your Division Director.

Why can't I login?

Make sure your username and password are correct. If they are, contact the forum administrator to make sure your account hasn't been banned or removed. It is also possible the website owner has a configuration error on their end, and they would need to fix it.

Why do I need to register at all?

Yes. You must register since only members will be given access to this site. It only takes a few moments to register.
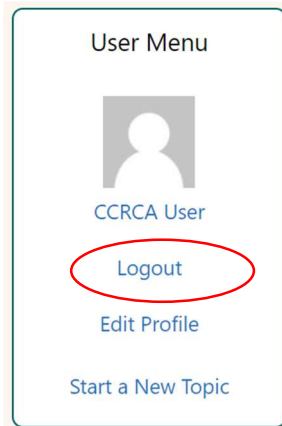
Frequently Asked Questions

Why do I get logged off automatically?

If you do not check the Remember me box when you log in, the forum will only keep you logged in for a preset time. This prevents misuse of your account by anyone else. To stay logged in, check the box during login. This is not recommended if you access the forum from a public computer.

How do I logout?

Click "Logout" on the User Menu that can be found on the right side of any page.

I forgot my username!

If you forgot your username, send an email to webmaster@ccrca.org

I've lost my password!

Click the lost password link and follow the instructions.

I registered but I cannot login!

Make sure your username and password are correct. The forum requires new registrations to be activated by an administrator before you can logon. You were sent an e-mail to verify your email address, please follow the instructions to complete verification. If you did not receive an e-mail, you may have provided an incorrect e-mail address or the e-mail may have been picked up by a spam filer. If you continue to have difficulty logging in, contact the forum administrator at webmaster@ccrca.org.

I have logged on in the past but can no longer Login!

Check your username and password and try again. You may need to reset your password if you have forgotten it. If you continue to have difficulty logging in, contact the forum administrator at webmaster@ccrca.org.

Topic Subscriptions

How do I subscribe to specific forums or topics?

You can "subscribe" to any forum by clicking on the forum name, then click the "subscribe" box to the right of the forum name. After the screen refreshes, the box will say "Unsubscribe"

When the users subscribe to a topic the user will be emailed of any new topic replies. To subscribe to a topic, click the link at the top of the post that says Subscribe. When the subscribe link is clicked, it will then show as Unsubscribe. If you want to unsubscribe to a topic, click the Unsubscribe box.
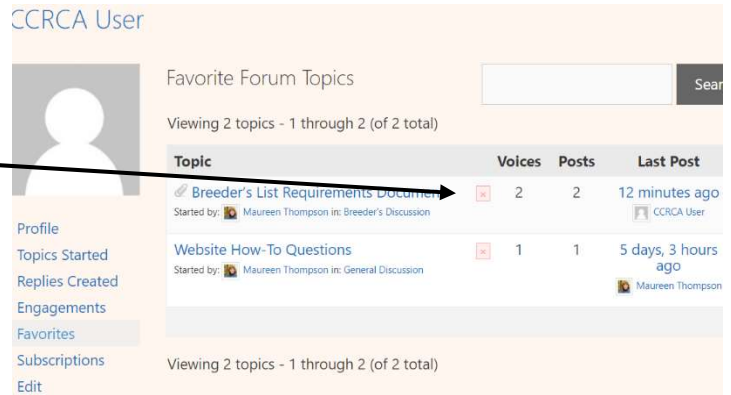
Frequently Asked Questions

How do I remove my subscriptions?

To remove your subscriptions, to the specific forum and select "unsubscribe." You can also click on your username in any of your posts to bring up a list of your subscriptions and favorites.

Click the red "x" to remove the topic from your favorites or to unsubscribe.

Topic Types

What are sticky topics?

Sticky topics within the forum appear on top of other topics in a forum. They are often quite important so you should read them whenever possible. Topics are made sticky by Administrators and Moderators.
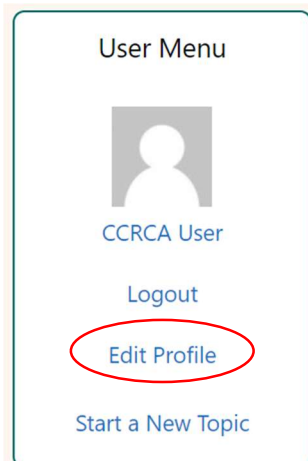
What are closed topics?

Closed topics are topics where users can no longer reply. Topics may be locked for many reasons and were set this way by either the forum moderator or forum administrator.

User Profile, User Levels and Groups

How do I show an image next to my username?

Choose "Edit Profile" from the User Menu on the right-hand side of the Welcome Page.

Towards the middle of the profile page, you can choose a file to Upload a profile image.

Frequently Asked Questions

How do I learn more about members?

To view information about a particular member, click on their name in one of their posts to see their profile.

What are Administrators?

Administrators are members assigned with the highest level of control over the entire forum. These members can control all facets of forum operation, including setting permissions, banning users, creating user groups or moderators, etc., dependent upon the forum founder and what permissions he or she has given the other administrators. They may also have full moderator capabilities in all forums.

What are Moderators?

Moderators are individuals (or groups of individuals) who look after the forums from day to day. They have the authority to edit or delete posts and lock, unlock, move, delete topics in the forum they moderate. Generally, moderators are present to prevent users from going off-topic or posting abusive or offensive material.

What are user groups?

User groups are created and handled by Administrators. User groups are groups of users that divide the community into manageable sections forum administrators can work with. Each user can belong to several groups and each group can be assigned individual permissions. This provides an easy way for administrators to change permissions for many users at once, such as changing moderator permissions or granting users access to a private forum.

Site Maintenance

Who will ensure that all members have access and only members?

Division Directors will send an invitation code to new members when their memberships are approved. They also will remove members as changes to the CCRCA membership list changes. Once a year, a designated Board member will review the list.

Help options

Where do I go if I have additional questions?

For questions not answered by this FAQ, email webmaster@ccrca.org or post your question in the "Website How-To Questions" topic in the General Discussion Forum.

The Division Forum that appears in my Forum list is not my division. How do I get this fixed?

Email webmaster@ccrca.org and explain the problem. You should receive a response as soon as possible but within a few days.

Why can't I access a forum?

Some forums may be limited to certain users or groups. For example, there is a Forum for Board of Directors and a Forum for the Field Committee. To view, read, post or perform another action you may need special permissions. Contact the forum administrator at webmaster@ccrca.org to grant you access.