



Birlingham Village Forum

Additional Instructions

These instructions cover additional tasks you can complete with the Village Forum.

Updating to BST

1. If you joined the Forum before 29th March, it will still be showing times in GMT, rather than BST. To update the time, start by logging on.
2. Click on **Board Index** at the top of the screen. The current date and time are shown on the next line.

Click here
Current date and time

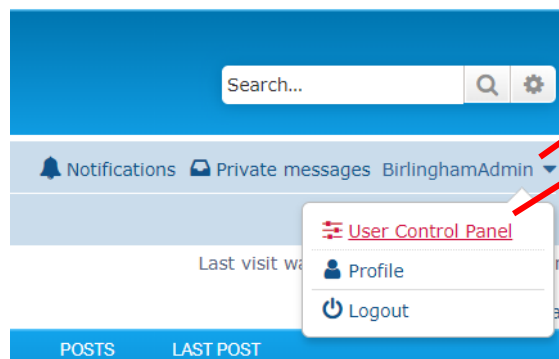


3. Click on your username in the top right of the screen.

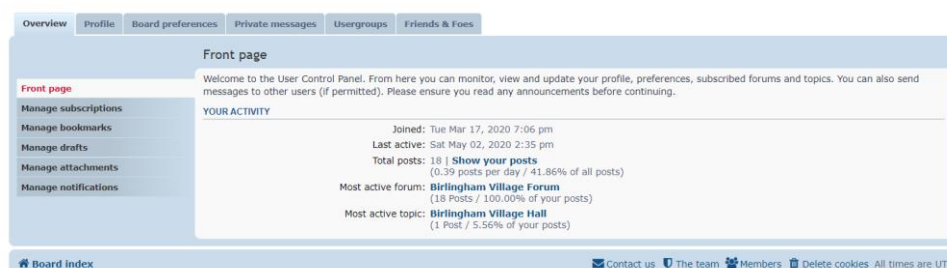
Then click on **User Control Panel** in the pop-up menu.

The User Control Panel is displayed.

Click here . . .
. . . then here



User Control Panel



4. Click on the **Board preferences** tab.

User Control Panel

Click here

Overview Profile **Board preferences** Private messages Usergroups Friends & Foes

Edit global settings

Edit global settings
Edit posting defaults
Edit display options
Edit notification options

Users can contact me by email: ☒ Yes ☐ No

Administrators can email me information: ☒ Yes ☐ No

Allow users to send you private messages: ☒ Yes ☐ No
Note that administrators and moderators will always be able to send you messages.

Hide my online status: ☐ Yes ☒ No
Changing this setting won't become effective until your next visit to the board.

My timezone: UTC+00:00 - 02 May 2020, 16:20 Suggestion: UTC+01:00
UTC

My date format: The syntax used is identical to the PHP date() function. Sat May 02, 2020 4:20 pm

Reset Submit

Board index Contact us The team Members Delete cookies All times are UTC

5. On the **My timezone** line, click on the **Suggestion: UTC+01:00** box.

My timezone:

UTC = GMT

UTC+00:00 - 02 May 2020, 16:20 Suggestion: UTC+01:00

UTC

Click here

Time updated

BST

UTC+01:00 - 02 May 2020, 17:20

Europe/London

Sat May 02, 2020 4:20 pm

Reset Submit

Click here

6. The time zone is updated.
Click on **Submit**.

7. The change is confirmed.

Click on **Board Index** to return to the main screen.

Note the times of all existing messages will be updated to show the new time zone, even ones posted before the time change.

Click here

phpBB birlingham.org
forum software Birlingham Village Forum

Quick links ? FAQ ⚙ ACP

Board index < User Control Panel

Information

Your preferences have been updated.

Return to the User Control Panel

Board index

Editing a Topic

1. To change the title or text of a topic, click on the topic title in the list of topics.

Note that you can edit only topics (or replies to topics) that you have created.

Click on title of topic to be changed

Birlingham Village Forum

New Topic Search this forum...

ANNOUNCEMENTS

- Welcome to the Birlingham Village Forum**
by BirlinghamAdmin » Fri Mar 20, 2020 10:38 am
- How to Use the Forum**
by BirlinghamAdmin » Fri Mar 20, 2020 10:20 am

TOPICS

- If you are having to self-isolate and need help, here's how to contact March**
by ianyates » Fri Mar 20, 2020 10:06 am

2. Click on the pencil icon to the right of the topic title.

Click to edit

How to Use the Forum

by BirlinghamAdmin » Fri Mar 20, 2020 10:20 am

For detailed instructions on how to use the forum, go to http://www.birlingham.org/docs/forum_basic.pdf. These basic instructions tell you how to register, log in, add a topic and reply to a topic.

We will add more instructions on how to edit a post, send a private message and so on in the coming days.

If you need more information on any aspect of the forum, please email forum@birlingham.org.

3. Make the changes to the title (Subject) or the main text.

Then click on **Submit**.

Edit the topic title

Edit the topic text

How to Use the Forum

EDIT POST

Topic icon: ☒ None

Subject:

B **I** **U** **Normal**

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Preview **Submit**

Click to submit your revised message

4. Your revised message is displayed.

Click on **Birlingham Village Forum** near the top of the screen to go back to the list of topics.

Note that the date and time shown for the topic (or reply) will not be changed.

Deleting a Topic

1. To delete a topic, click on the topic title in the list of topics.

Note that you can delete only topics (or replies to topics) that you have created.

Click on title of topic to be deleted

Birlingham Village Forum

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2. Click on the X icon to the right of the pencil icon.

Click to delete

How to Use the Forum
by BirlinghamAdmin » Fri Mar 20, 2020 10:20 am

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3. Click on the **Delete permanently** box if you are certain that you will not want to restore the message later.

Give a brief reason for the deletion.

Then click on **Yes**.

Click to permanently remove message

Enter a simple reason why the message is being deleted

Delete post

Are you sure you want to delete this post?

Delete permanently: ☒

Reason for deletion:
The specified reason for deletion will be visible to moderators.

Superseded

Yes **No**

Click on Yes to delete your message

4. The message is removed from the list of topics.

If you are deleting a reply to a message, the original message is unaffected.