

ALHFAM



The Association for Living History, Farm and Agricultural Museums

ALHFAM Membership Management System Information Sheets

Info Sheet #3 – ALHFAM On-line Forums

As a member of ALHFAM you will be able to post to and read the posts of others on a number of ALHFAM Forums. A list of the separate forums that are now set up follows this description of the capabilities and rules for use.

How the Forums are Set Up and How They Work

Forum content is made up of *Topics* (threads), a *Message* posted about that *Topic*, and any *Reply* to that original *Message*. Multiple *Topics* may be available for you to post a *Reply* to, in any of the forums, at any given time.

The online Forums incorporated into our new website are similar to our existing ALHFAM-L, with some important distinctions:

- You will not receive an email directly with the messages you or others post. All posts must be read on the website.
- You do not need to subscribe to the forum to read the content via the website, although you must be logged in to do so. But when you do subscribe to a particular forum you will receive an email any time someone posts to that forum.

Important Note: To access any of the PIG Forums you must have already chosen to participate in that PIG. You participate in a PIG by checking the appropriate box in your Profile. See [Info Sheet #2](#) for detailed instructions about editing your profile.

Steps in the Use of Forums

- Login to the website. **You must be logged in to see or use the Forums.**
- Go to the Members menu tab and select Forums and the specific forum menu item. (Some Forums can also be accessed via a button on a PIG or Region page)
- You can now either select an existing *Topic* or *Create a Topic*.
- When you select an existing *Topic*, you will see the original *Message* on the top of the list and *Reply* posts below.
 - You can now reply to the original *Message* by clicking on the Reply button on the top of the page.
 - You can also reply directly to an existing *Reply* by clicking the *Quote* link to the right of that reply.
 - The posts can also be re-sorted by latest or earliest, and you can the paging tools to move through a long list of posts.

- Even if you have not subscribed to that Forum in order to receive notice emails (see below), you can choose to subscribe to a particular *Topic* in that Forum that interests you.
- If you wish to respond off-forum to anyone who has posted a comment, you can click on their name and go to their *Profile*. On the profile page you will see a *Send Message* next to their name.
- Subscribe to receive email notification of new posts:
 - When you are on the first page of a particular Forum, which lists all of the topics currently under discussion (under *Topic*), you will see a link on the right side of the page that says Subscribe to forum. Clicking it will automatically subscribe you to receive notification emails; clicking again will unsubscribe you.
 - When you select a Topic page you will see Subscribe to topic on the right. It will function in the same way. You can subscribe to a particular topic and not subscribe to the entire Forum. This means that you will only get e-mail notifications about that one topic, not on every topic.
 - To control how you receive emails, either immediately or as a periodic feed, go to your *Profile* page, click the *Edit Profile* button and select the Email subscriptions link. Under *Forum Subscriptions* you will see a list of the forums you have subscribed to and can select the delivery options via the drop-down box at the left. Don't forget to save your edits before exiting the page.

Forums Now Available for Use

- All-Member Forum
 - Accessible by all active members.
- PIG Forums
 - All PIG Forums are now active.
 - Each Forum is accessible by all active members who have selected to join that PIG by checking the group participation box for the PIG in your *Profile*.
- Regional Forums
 - Only the Mid-Atlantic forum has been set up, as a test group.
 - Accessible by all active members, regardless of region.
 - Others will be set up as requested by the regional representative.