

## **How to use the Volunteer Forums on the internet**

The discussion forums are a way for volunteers to communicate with other volunteers, 24 hours a day, 365 days a year, via the internet. The internet forums are easy to use once you get started, and are completely free. Access to these forums is restricted to current volunteers so you will not be able to read or post until you have been authorized.

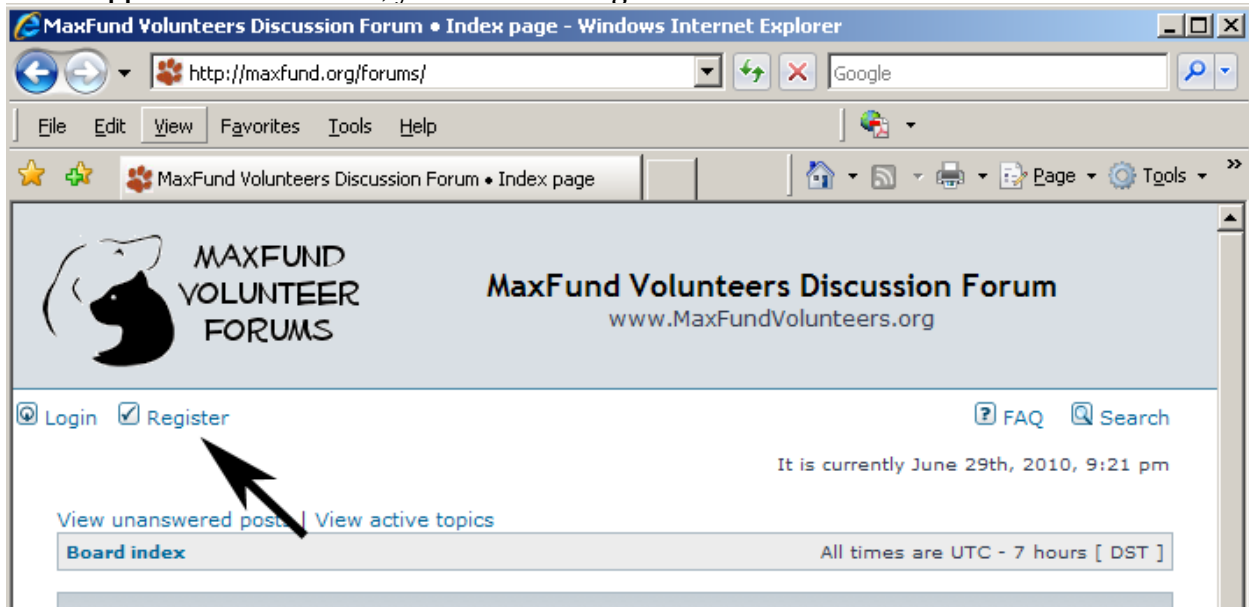
The volunteer forums are used for many purposes, including but not limited to:

- Providing feedback to other volunteers about specific dogs and cats at the shelter and their individual needs/quirks.
- Coordinating which animals need bios written for them.
- Informing volunteers of which dogs have been adopted recently.
- Posting follow-up's to adopted animals, when we receive them.
- For helping to communicate immediate needs to volunteers (such as – it is noon and none of the dogs have been walked – please come down if you can!)
- Discussing marketing and fund raising ideas amongst other volunteers – including possible event ideas, potential merchandise availability, etc.

The first step to seeing and posting messages on the forums is to register. To do so, first get to the forums main page. You can do this by going to [maxfund.org](http://maxfund.org), clicking “Volunteers” then “Volunteer Forums (restricted to Current Volunteers Only)”, or by going directly to <http://www.maxfund.org/forums/>.

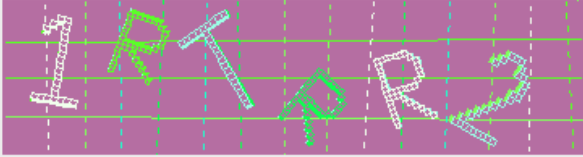
Until you are registered/authorized the only forum you will see will be “Guest Access Forum”, but once you are authorized and logged in, the other forums will become available. This is to keep the conversations that take place on the forums, many of which are considered confidential to volunteers only, restricted to just volunteers.

In the upper left hand corner, you will see a “register” button. Click on that.



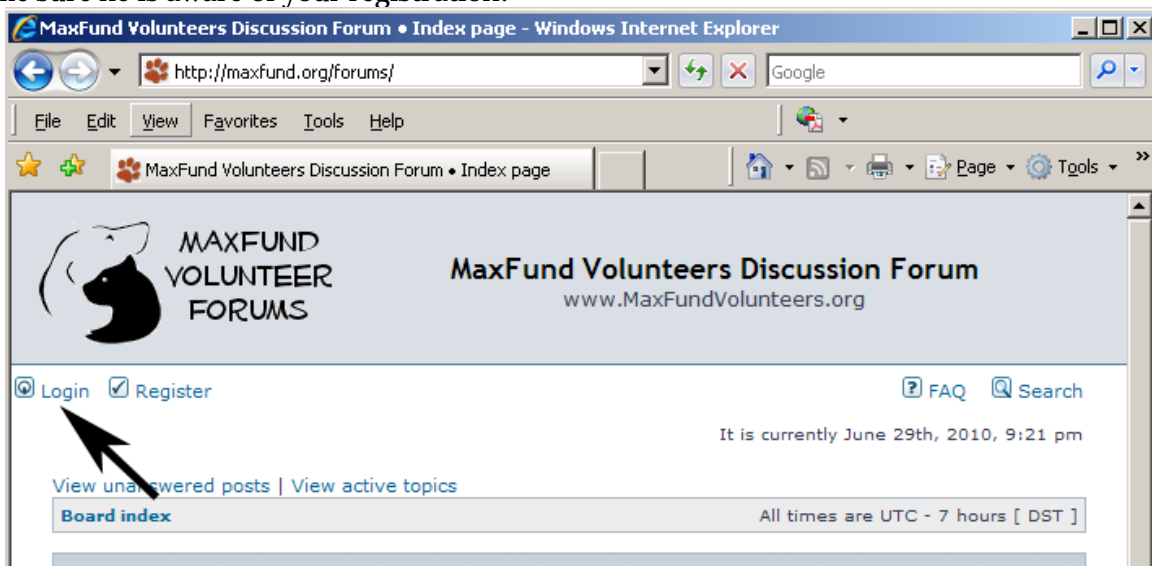
You will be asked to acknowledge a form stating you are 13 years old (internet rules) and some of the basics rules of the forum. At the bottom select “I agree to these terms...”

You will be asked to fill in a username, which can be your real name or any other name you prefer. You will also be asked to translate a text graphic (1RTRR2 in below image)

Language:	British English
Timezone:	[UTC - 7] Mountain Standard Time
<b>Confirmation of registration</b>	
To prevent automated registrations the board requires you to enter a confirmation code. The code is displayed in the image you should see below. If you are visually impaired or cannot otherwise read this code please contact the <a href="#">Board Administrator</a> .	
	
Confirmation code: Enter the code exactly as it appears. All letters are case insensitive, there is no zero.	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

You will also have a series of other options such as AIM name, Yahoo ID, city, signature, etc. You can leave these blank or fill them in if you wish.

Due to many internet spam accounts that try to infiltrate the forums, you have to first confirm your account via a confirmation email, and then the administrator (Matt) must authenticate the account. If your account is not validated within 24 hours, email [matt@maxfundvolunteers.org](mailto:matt@maxfundvolunteers.org) to make sure he is aware of your registration!



You can browse through the various forums and read other members posts. The forums include *Goings on at the shelter*, *The great Dogs at MaxFund*, *The great Cats at MaxFund*, *Marketing & Fundraising*, *Technology*, *Special Diet Doggie Feeding Program*, *Zootoo* and other contests, *Goings on outside the shelter*, *Getting to know your fellow volunteers*, *Pet Care and Behavior*, *General Chit Chat*, *Classified*, and *Website Feedback*.

If you enter into a forum, you can start a new thread by clicking on “New Topic”

Logout [ mattadams ] 0 new messages  
Last visit was: June 30th, 2008, 2:23 pm  
View unanswered posts | View active topics  
Board index » Non shelter happenin's » Website Feedback  
**Website Feedback**  
newtopic Page 1 of 1 [ 21 topics ]  
Subscribe forum  
Topics  
Announcements  
How do these Forums Work?

If you go into a thread, you can reply by clicking on “post reply”

Logout [ mattadams ] 0 new messages  
Last visit was: June 30th, 2008, 2:23 pm  
View unanswered posts | View active topics  
Board index » Non shelter happenin's » Website Feedback  
**How do these Forums Work?**  
newtopic postreply Page 1 of 1 [ 2 posts ]  
Subscribe topic | Bookmark topic | Print view | E-mail friend  
Author  
mattadams Post subject: How do these For  
online Not everyone may be familiar years, and there are thousand

There are other features of the forums as well, aside from just posting new threads and replying to existing threads. All of these are optional, but may enhance your forums experience if you wish to partake in them. Most of these can be accessed from the option bar at the top right of every page.

Logout [ mattadams ] 0 new messages FAQ Search Members User Control Panel  
Last visit was: June 30th, 2008, 2:23 pm  
View unanswered posts | View active topics View new posts | View your posts  
Board index All times are UTC - 7 hours [ DST ]

**FAQ** – Frequently Asked Questions. This answers many of the forums-related questions you may have.

**Search** – If you are searching for something in particular, for example an animals name, or posts from a certain user, you can do so from here.

**Members** – This feature allows you to see which users are registered. If they have listed a website you may also access the website.

**User Control Panel** – If you would like to change anything about your profile, such as your e-mail address, your signature, etc. those changes are made using the profile button. Within your control panel you have a few options.

*Profile* – Your items shown in your profile (birthday, aim, yahoo, location, interests, etc.)

*Signature* – The text you can show at the bottom of each post



*Avatar* – (See “Avatars” below)

*Account settings* – email address and password

*Board preferences* – Your defaults and options in the forums.

**Private Messaging** (shown above as ‘0 new messages’) – Private messaging is similar to email. It is messages you send or receive to/from other members of the forums, without sending directly to email. Some users prefer private messaging because it doesn’t reveal their email addresses, and messages are stored on the web.

**Avatars** – Avatars are the images that show under your name when you post messages. They can be pictures of your pets, of you, or just anything you find interesting and appropriate. These are accessed through the “Profile” button of the forums, under the “edit avatar” section. The images must be under 125x125 pixels, and under 9k in size to be uploaded, or you can link to off-site photo hosting as well for your avatar.

Edit avatar		Author	
<b>Current image:</b> Maximum dimensions: width: 125 pixels, height: 125 pixels, file size: 8.79 KiB.	 <input type="checkbox"/> Delete image	<b>mattadams</b> <b>online</b> Site Admin 	<b>Post subject:</b> How do  Not everyone may be been around for year everything from auto animal shelter volun with the same passio are more designed f They are a great way around the world. A bulletin boards. Peop or what they were lo either call them or re course, everyone ha
<b>Upload from your machine:</b>	<input type="text"/> <input type="button" value="Browse..."/>	<b>Joined:</b> March 8th, 2006, 8:31 am <b>Posts:</b> 2526	
<b>Upload from a URL:</b> Enter the URL of the location containing the image. The image will be copied to this site.	<input type="text"/>		
<b>Link off-site:</b> Enter the URL of the location containing the avatar image you wish to link to.	<input type="text"/>		

**Signatures** – If you choose to do so, you can set up a signature that shows up as the last line of every post on the forums. A signature can be your name, a tidbit of information about yourself and your pets, a quote you enjoy, or just about anything you wish.

**Voluntary Volunteer Database** – This is a place to (if you wish) list your contact information, so volunteers may be able to reach you if you need to. This subforum is accessible only to registered members of the forums so random people searching the internet wouldn't be able to see this information. To find this area, go to “Getting to know your fellow volunteers” and “Volunteer Contacts”

**Attachments** – In each of the threads, when posting, you will see an attachment option, you may be able to attach photos rather than having to link to off-site images. If possible, try to link to off-site to save on our hard drive space and bandwidth.

You will undoubtedly find more to do with the forums the more you visit, so have fun! The more posts you make the more you will get to know about fellow volunteers as well as the shelter.

If you have any questions, feel free to post them up or email Matt Adams at [matt@maxfundvolunteers.org](mailto:matt@maxfundvolunteers.org).