

Tutorial

How To: Post to a Forum

Login

- cfuwburlington.ca
- enter your email address and password and click the “Login” button



cfuw Burlington
fellowship . advocacy . education

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Navigate to Forum Page

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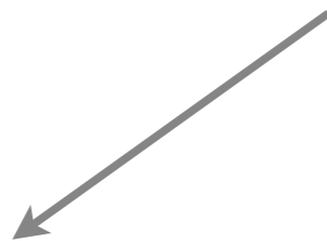
There are several ways to navigate to the Advocacy forums.

To create a post the following might be the easiest route:

On the Home Page, look at the menu list

Click [Members Corner]

Click [Advocacy Committee]



Navigate to Forum Page

Advocacy Committee has submenus:

Choose “Advocacy News For members Forum”

Click to Open the page:



Click

“Create Topic”

Add a subject

Type or paste
your message here

Click Create
to post your forum message

The image shows a screenshot of a forum's 'Create Topic' form. The form is enclosed in a blue border and contains the following elements:

- Subject:** A text input field at the top, with a blue arrow pointing to it from the right.
- Body:** A large text area below the subject field, with a blue arrow pointing to it from the left.
- Rich Text Editor:** A toolbar with various icons (bold, italic, underline, link, etc.) and a 'More' dropdown menu, located above the main text area.
- Sticky Option:** A checkbox labeled 'Stick topic to top of forum' with a 'Stick until' date picker below it.
- Buttons:** 'Create' and 'Cancel' buttons at the bottom center.
- Subscription:** A 'Daily' dropdown menu and a 'Subscribe to topic' checkbox at the bottom right.

Posting to a Forum

That's all there is to it.

The End