

# Forum User Guide

## The CaSSOA forum is now up and running!

The CaSSOA forum is an online discussion area for CaSSOA members. We hope that the forum will allow you to discuss a variety of topics relating to caravan storage with other members of CaSSOA. It can also be used to seek advice and raise any issues you may be experiencing.

The CaSSOA online forum will replace the committee by way of providing a platform for the discussion of significant decisions affecting the running of CaSSOA. Any issues which require consultation will be posted on the forum and members will have the opportunity to leave comments and suggestions about the matter in question.

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If you have any questions or need further guidance please contact Becci Rooke on 0843 216 5802 or by email at [enquiries@cassoa.co.uk](mailto:enquiries@cassoa.co.uk) .



# CaSSOA

THE CARAVAN STORAGE  
SITE OWNERS' ASSOCIATION

## What is a Forum?

Our forum, or message board, is a discussion area where you can hold conversations in the form of posted messages. A discussion forum can contain a number of sub-forums, each of which may have several topics. Within a forum's topic, each new discussion started is called a thread, and can be replied to by as many people as so wish.

The CaSSOA forum will require members to be registered and posts will therefore not be anonymous. In addition, the forum will be managed by the CaSSOA administrator and all posts will be monitored.

## Forum

Members' home  
Upgrade award level  
Book a security survey  
Security tips  
News and updates  
Downloads  
Membership FAQs  
Membership terms and conditions

Logged in as Administrator  
Last visited April 23, 2014

Search... Search New/Recently Updated Topics Select Forum

Advanced Search  
Home Forum 1 topics with unread posts

**Caravan Storage** Group RSS  
Caravan storage

**Security products** Topics 0 Posts 0  
For discussion and conversation around security products

**General** Group RSS

**Caravan storage - security products** Topics 1 Posts 2 Last Post CameronW  
Discussion about new and interesting products to help keep caravans secure Security product number one 3 weeks ago

All RSS

Your Timezone: UTC		Forum Timezone: UTC 0	
<b>Most Users Ever Online:</b> 5	<b>Forum Stats:</b>	<b>Member Stats:</b>	<b>Top Posters:</b>
<b>Currently Online:</b> Administrator	Groups: 2 Forums: 2 Topics: 1 Posts: 2	Guest Posters: 0 Members: 1066 Moderators: 0 Admins: 3	

**Newest Members:** Caroline Pearce, Rosemary Biggs, Stuart Watson, Tony Ahmed, Craig Fletcher, Hivista Test 2, Hivista User, Bodenham, Andrew McCormick, Elizabeth Silvery

**Administrators:** admin (0), Administrator (0), CameronW (2)

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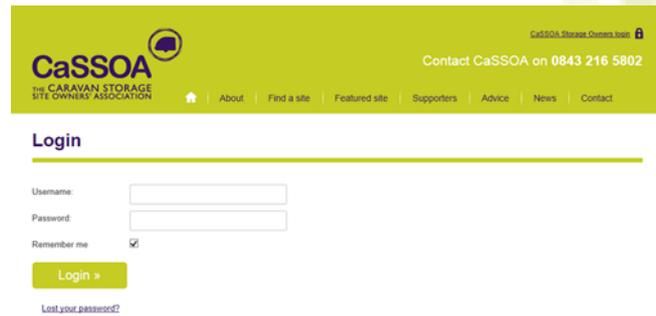
Please make sure that you read [Rules of the Caravan Storage Site Owners Association \(CaSSOA\) Forum document](#) which has been sent to you along with this user guide.

## Here are a few frequently asked questions:

### How do I log in?

Log-in to the members area of the CaSSOA website using your username and password (if you are unsure of this please contact us).

You should be able to access the forum via the menu on the left hand side of the screen.



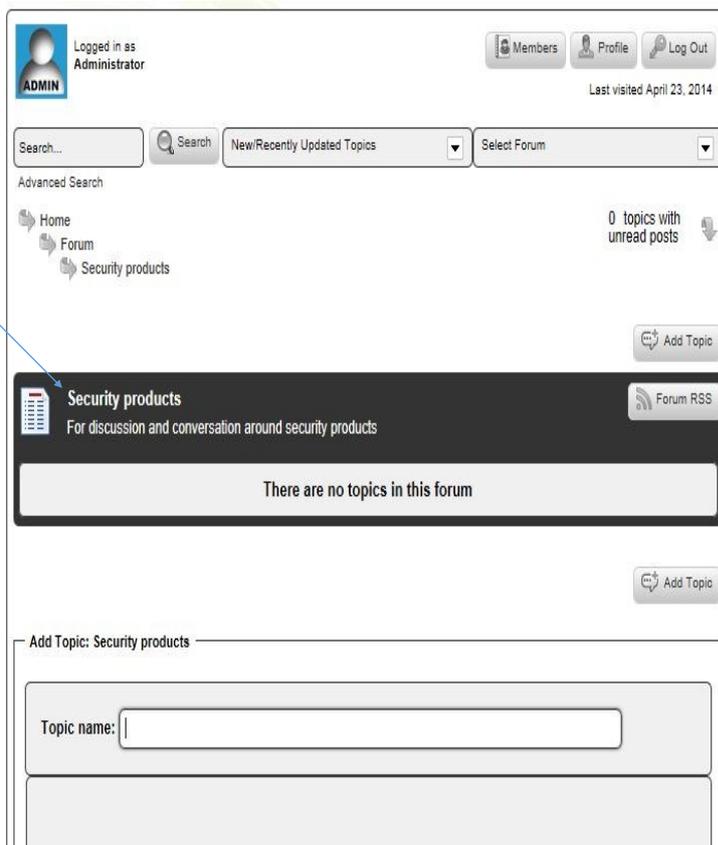
The screenshot shows the CaSSOA website header with the logo and navigation menu. Below the header is a 'Login' section with a yellow border. It contains a 'Username' field, a 'Password' field, a 'Remember me' checkbox, and a 'Login »' button. A link for 'Lost your password?' is located below the login button.

### How do I start a new topic/discussion within a forum?

The home screen should have a few different forums to choose from depending on how many topics there are being discussed at any one time.

In the example below, you can see that 'Security Products' is the forum that has been selected to view and that there are currently no topics open.

To add a conversation (new discussion) to this forum, click on the 'Add Topic' icon to the right hand side of the screen.



The screenshot shows the forum interface for the 'Security products' forum. At the top, it indicates the user is logged in as 'Administrator' and shows navigation links for 'Members', 'Profile', and 'Log Out'. Below this is a search bar and a dropdown menu for 'New/Recently Updated Topics'. The forum title 'Security products' is highlighted, and a message states 'There are no topics in this forum'. An 'Add Topic' button is visible on the right side of the forum header. Below the forum header is a form to 'Add Topic: Security products' with a 'Topic name:' field.

Forum Title

Add Topic

Complete the 'Topic Name' field and add your text in the space provided. Click 'Submit Topic' to complete.

The Topic name should be the title or question you wish to appear to other members. The body of your topic should detail what your discussion is about or provide more information about your question.

## How do I read a thread?

To read a thread, click on its title.

The example below shows a forum about Caravan Storage – Security Products. Beneath the title, you can see that a conversation about ‘Security Product Number One’ has been started, and that it has two posts so far. This means that two people have commented or replied to this topic. If you click on the title of this topic, it will expand so you can read these comments.

The screenshot shows a forum interface. At the top, it says 'Logged in as Administrator' with a profile icon and buttons for 'Members', 'Profile', and 'Log Out'. Below this is a search bar and a dropdown menu for 'New/Recently Updated Topics'. The forum title 'Caravan storage - security products' is displayed, along with a '0 topics with unread posts' indicator. A thread titled 'Security product number one' is highlighted, with a blue speech bubble icon. The thread details show 'Posts 2', 'Views 4', and 'First Post' and 'Last Post' by 'CameronW' '3 weeks ago'. Blue arrows point from the text 'Forum Title' to the forum name and 'Thread Title' to the thread title.

## How do I reply to a question/topic?

If you find a conversation that you are interested in, and want to join in, click on Add Topic to reply or comment. Click Quote if you want to quote the comment in your reply.

The screenshot shows a forum thread titled 'Security product number one'. The first post is by 'ADMIN' (CameronW) and says 'This is what I think of the security product'. The second post is also by 'ADMIN' (CameronW) and says 'Sounds like a great product to me.' At the bottom right, an arrow points to the 'Add Reply' button.

## Can I edit or delete a post I've made?

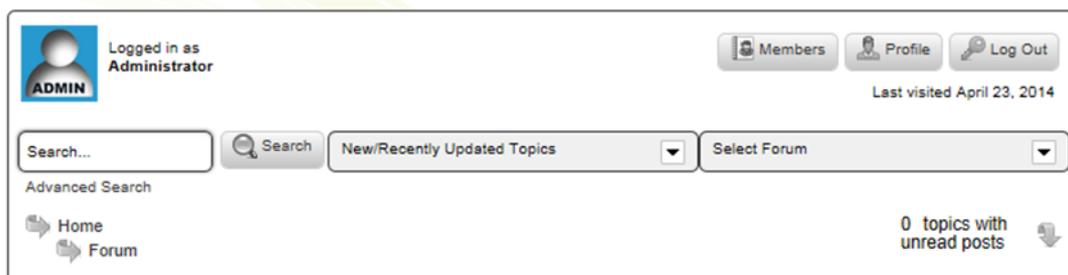
If the administrator has enabled this option you will be able to edit and delete your posts (this may be time limited).

To do this, click the Edit Post button by the post you want to change. When you have made your changes, a note should appear to let others know that the post has been edited. The forum administrator will also be able to edit or delete your posts.

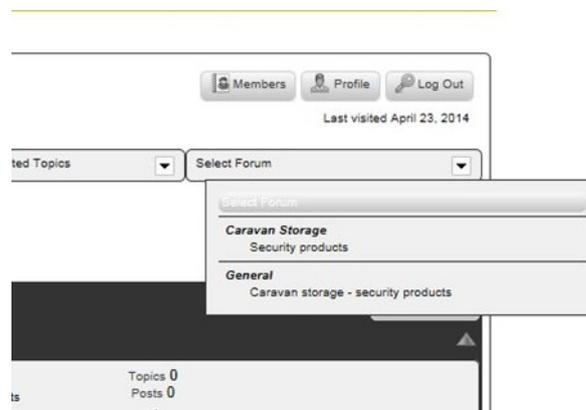


## Search the Forum

If you want to search the Forum for a particular subject or conversation, type what you are looking for into the Search field at the top of the page.



You can also use the drop down menus at the top of the Forum page to quickly jump to new or recently updated topics.



**How do I report inappropriate or offensive content?** Please contact the administrator at [enquiries@cassoa.co.uk](mailto:enquiries@cassoa.co.uk).

We hope that you have found this user guide useful. If you require any further help, please contact us at [enquiries@cassoa.co.uk](mailto:enquiries@cassoa.co.uk)