

## MEMBERS "TIP" SHEET FOR THE WEB

### LOGGING IN

- Type [www.victorianewcomers.ca](http://www.victorianewcomers.ca) into your browser.
- You should now see our homepage banner. (Add this to your Favourites on your computer)
- Look to the top right hand of the banner and enter your email address and your password.
- Click on **LOGIN**. Now you are signed in.

### CHANGING YOUR PROFILE

- Click on ***your name*** on the top right. This will bring you to a page called My Profile. You can scroll down to see your information and check what activities you are signed up for.
- Click on **EDIT PROFILE** near the top left of the page then scroll down the page to make any changes to your information such as the phone number you want club members to use or to change your address.
- Hit the **SAVE** button on the top or the bottom of the page. This will save your changes.

### UPDATING YOUR ACTIVITIES

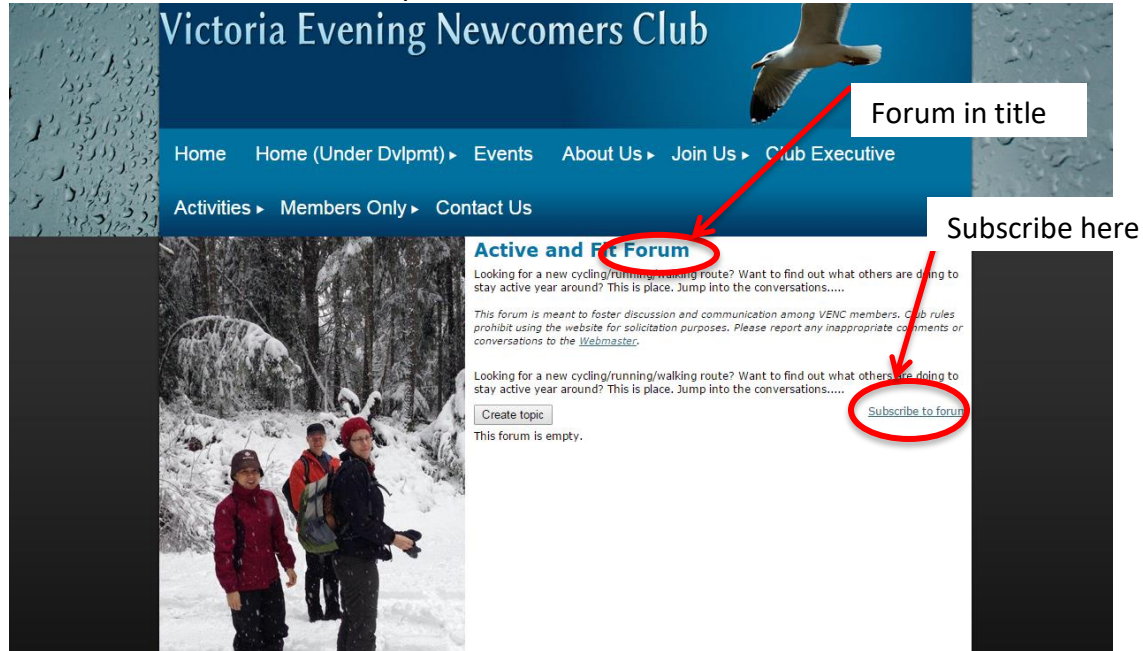
- Scroll down the same page on which you were *editing* your profile and you can see all the activities for which you have signed up. You can add, delete or change any by simply clicking on the box beside them. By choosing your activities here you can be assured of being contacted by the Coordinator.
- Hit the **SAVE** button to keep your new choices.

### SIGNING UP FOR AN EVENT

- Go to the homepage to sign up for a dinner or other special event.
- Look for the **Upcoming Special Events** box on the right-hand side of the page and click on the date of the event you want to attend.
- Once you get to the event page, follow the instructions on the screen.
  - Make sure to select **MEMBER** registration.
  - Make any menu choices offered. Please choose ALL that apply.
- Press the **CONFIRM** on the Review and Confirm page. Click on the **PAY ONLINE** button which will take you to the Wild Apricot site for online payment processing.
- Once the payment has been processed you will receive an email confirmation.
- To cancel an event that you have already registered, you must send an email to [vencevents@gmail.com](mailto:vencevents@gmail.com) prior to the cut off date.
- **LOG OUT** from the upper right hand side of the home page.

## SUBSCRIBING TO FORUMS

- Make sure that you logged in
- Go to the forum that you want to subscribe to. It should look something like the page below.
- Click on **Subscribe to Forum**. That's it – you'll automatically receive alerts of any discussions in this forum by email.



## JOINING THE CONVERSATION

*To start a new conversation on a forum*, go to the forum page, click on **Create Topic**, and type your subject and text into the Creating New Topic box that is displayed. Once you've finished typing, check off **Subscribe to Topic** (bottom right), and select whether you want Daily, Weekly or Immediate emails that alert you to responses to your topic, then click on **Create** to post. If you want your post to be at the top of the list, check **Stick topic to top of forum**, and provide a date before you press **Create**.

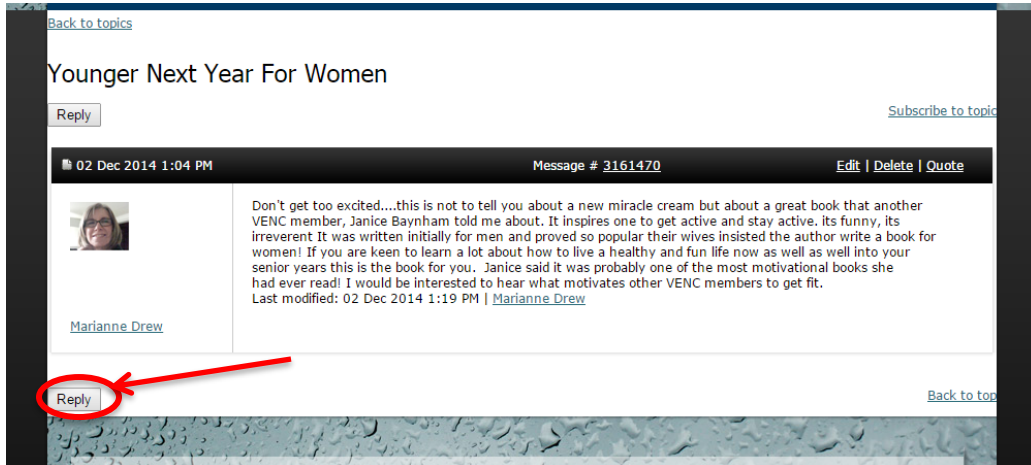
The screenshot shows the "Creating new topic" form. The form includes the following elements:

- Mandatory fields:**
  - Author: Kim Weatherby
  - Subject: [Text input field]
  - Body: [Rich text editor with formatting options]
- Stick topic to top of forum
- Stick until: [Date picker]
- Subscribe to topic [Daily] [Dropdown menu]
- 

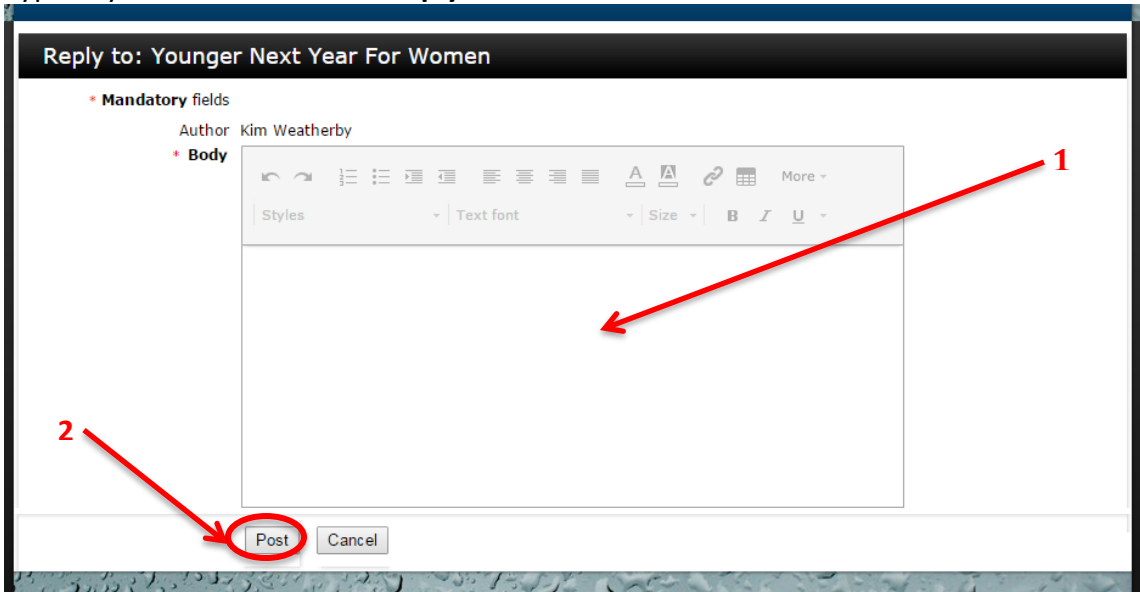
Red arrows and circles highlight the following elements:

- Arrow 1 points to the Subject field.
- Arrow 2 points to the Body text editor.
- Arrow 3 points to the "Subscribe to topic" checkbox and the "Daily" dropdown menu.
- Arrow 4 points to the "Create" button.

**To reply to conversation on a forum**, go to the topic on forum page, and click on the **Reply** button.



Type in your comment in the **Reply to:** box and then click on the **Post** button.



### Commenting on a Blog Post

Find the blog post you want to comment on. Click on **Add comment** below the post

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#### Worth Watching

Like to curl up and watch TV or Netflix on rainy evening? This is the place to discover the newest or best of what's on, with recommendations from fellow members.

To subscribe to this blog, click on the RSS button below.

[RSS](#)

### Generation War - starts on Superchannel December 3

26 Nov 2014 11:41 AM | [Joanne Langley](#) (Administrator)

Wilhelm, his younger brother Friedhelm, Charlotte, Viktor and Greta say their farewells in the summer of 1941 in Berlin, with the promise to meet again after the war. Little do they know how long that will be, nor how much the unfathomable experiences, deprivations and terrors of the war will change them. It is the experiences of friendship and betrayal, belief and disappointment, illusion and insight, guilt and responsibility, which will change their lives forever. Wilhelm and his brother have been ordered to

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Links

- [TV & Movie Reviews at IMDB](#)
- [TV Reviews at Rotten Tomato](#)

Type your comment in the box that is displayed and press the **Post** button

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Author [Kim Weatherby](#)

\* **Comment**

1. Type in this box

2. Click on Post