

How-to-Guide

Replying to a Post

As a registered user you can go to a forum on a board where you have permission to view threads and leave replies. To reply you have a few options.

1. You can click on the **+ Reply to Thread** button and add a new post to the end of the thread.
2. Alternatively, you can leave a quick reply in a quick editor box listed below the posts in the thread.

When using '**Quick Reply**' you can choose to quote a particular post if you are replying to something someone wrote. You may need to click the quick reply button  reply in a post to activate the quick reply box before you can type into it.

If you want to post replies to multiple posts you can select them by clicking the multi quote button +. This button will change to indicate that you've selected it. Clicking post reply will then bring you to the full editor with all the posts quoted.

Can I edit or delete my posts?

If you have registered and are logged in, you may be able to edit and delete your posts (although the administrator may have turned off this option). Your ability to edit your posts may be time-limited, depending on how the administrator has set up the forum.

To edit or delete your posts, click the  Edit Post button by the particular post. If your post was the first in the thread, then deleting it may remove the entire thread.

Once you've made your modifications, a note may appear to inform other users that you have edited your post.

How do I attach a file to a post?

To attach a file to your post, you need to be using the main 'New Post' or 'New Thread' page and not 'Quick Reply'. To use the main 'New Post' page, click the 'Post Reply' button in the relevant thread.

On this page, below the message box, you will find a button labeled 'Manage Attachments'. Clicking this button will open a new window for uploading attachments.

To upload a file from your computer, click the 'Browse' button and locate the file. Once the upload is completed the file name will appear below the input boxes in this window. You can then close the window to return to the new post screen.

Acceptable use policy

You must abide by the Acceptable Use Policy when submitting content for display on the website. In submitting content, you agree:

- a. not to impersonate any other person or falsely claim to represent any other person, whether living or dead, real or fictitious;
- b. not to submit content that violates the legal rights of others;
- c. not to submit content that is misleading, deceptive, false, defamatory or libelous;
- d. not to submit content that uses insulting, threatening or provocative language or language that is hateful towards a certain group of people;
- e. not to submit content that incites hatred on the basis of race, political views, religion, gender, nationality or sexuality or other personal characteristics;
- f. not to submit content that contains indecent, obscene or pornographic material;
- g. not to use the website to conduct any illegal activity or solicit the performance of any illegal activity;
- h. not to submit content that infringes the intellectual property rights of others;
- i. not to submit multiple copies or versions of your content (spam);
- j. not to submit content that contains, or links to, any commercial advertising material or blatant self-promotion unless agreed to by SBNA moderators in writing;
- k. not to submit content that invades the personal privacy of any other person or group;
- l. that your content will be relevant to the themes currently being discussed on the SBNA Forum;
- m. The SBNA Moderators have the right to choose who advertises on the website, and has the right to offer exclusivity in advertising categories;

Moderation process

- Unless you indicate otherwise in writing, all content you submit to the website is deemed to be non-confidential.
- Content clearly marked in writing as confidential will not be displayed on the website.
- Content will be considered for display on the website and will be removed if not appropriate.
- The moderator does not guarantee that any content you submit will be posted on the website. In deciding whether to display content on the website, or to remove content posted on the website, the moderator will consider compliance with the requirements of the acceptable use policy and these terms and conditions.