

Startup Instructions for the Online Member Forum

What is the Online Member Forum?

The Online Member Forum is a powerful tool that allows your association to create an online community with your members and complement your existing benefits.

Through your effort to provide valuable content and facilitate involvement by your members in the Online Member Forum you can develop a valuable conduit for your members to network, exchange information, and in general enhance the value of their membership.



Figure 1 – Sample Online Member Forum

Look at a sample

View a sample list of what your Online Member Forum may look like by accessing the forum for the Green Valley Area Chamber of Commerce at

<http://greenvalleyarea.chamberforum.com>

Access to view and post on this demo is not available. This web site will display a screen that looks similar to Figure 2. Your chamber forum will contain these same forums but may be modified by you. The “look and feel” of your chamber forum may also be modified.



Figure 2

Access to forum topics on the Online Member Forum is not available to Guests. This would also be true for those visiting your chamber forum website as well. Without a ChamberMaster login/password, community members may only view the forum headings but will not be allowed to read or post topics.

If you would prefer, the Guest account for your chamber forum may be changed to allow read-only access but this would mean non-members could read the forums as well.

Where do I access my Online Member Forum?

The Online Member Forum for your chamber is accessible at

<http://ChamberName.chamberforum.com>

where ChamberName is the name that is used for your ChamberMaster.com public website modules.

If you don't know the name used in your public website modules, contact ChamberMaster Customer Support and ask for the DNS or A-name record for your chamber.
support@chambermaster.com.

Log in to your Online Member Forum

Access your Online Member Forum at <http://ChamberName.chamberforum.com> (see "Where do I access my Online Member Forum?" above for assistance).

The initial visit to this address will indicate that you are a Guest. Notice "Welcome Guest" in the upper left corner. Guests may view the forums but may not view/post within the forum.

Your chamber forum may have a different "look and feel" compared to Figure 3. The steps will be the same, however.

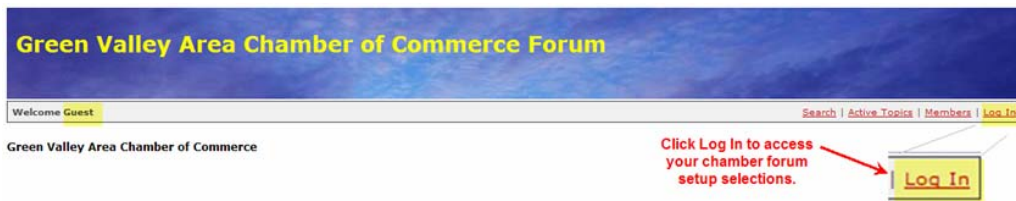


Figure 3 – Sample Online Member Forum header

1. Click **Log In**.
2. Type your ChamberMaster login name and password.
3. Click **Forum Login**.

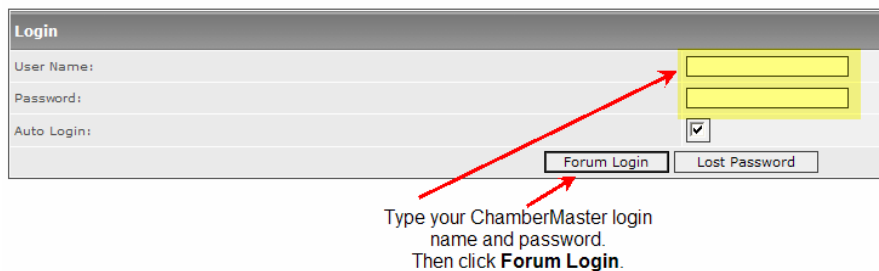


Figure 4 – Log in to the forum

Personalize your Online Member Forum

After logging into your Online Member Forum, new selections will display on the menu bar.

1. Click **Admin** to access the setup selections.



Figure 5 – Selecting Admin

2. Pick the desired selection in the left-hand menu to modify the “look and feel”, forum topics, header, etc. (see “Modify the Board Settings” and “Modify the Forums” for more details.)

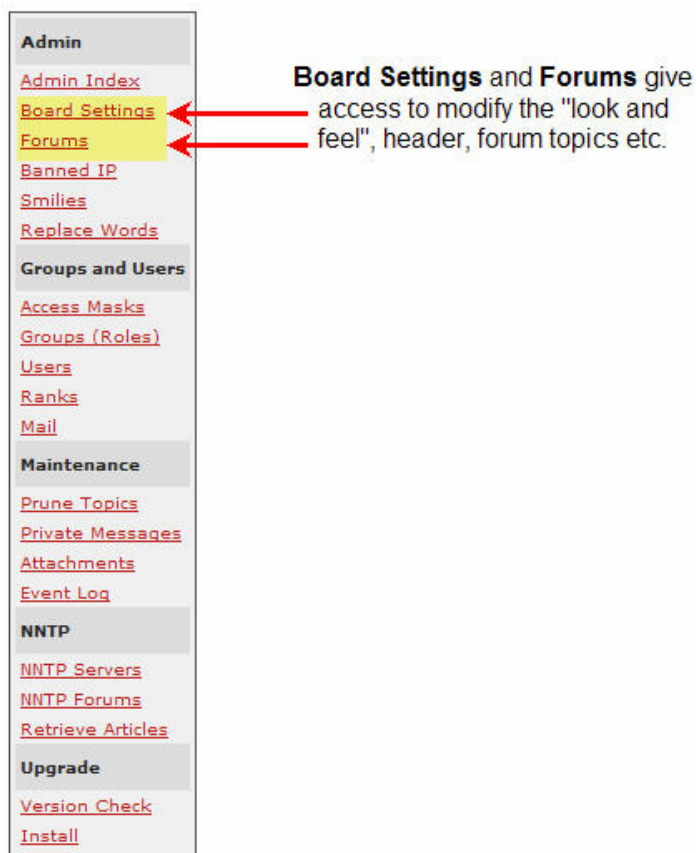


Figure 6 – Admin menu

- Admin**
- [Admin Index](#)
- [Board Settings](#)**
- [Forums](#)
- [Banned IP](#)
- [Smilies](#)
- [Replace Words](#)

Modify the Board Settings

Board Settings in the **Admin** menu will let you change many settings for your Online Member Forum. The following selections will be of most importance:

- the name of your forum, which is displayed in all page titles and in the forum navigation area
- the forum header. Upload your own header image. The header image is displayed in its original size so create your image to appear appropriately in the header. For example, an image with a height of 100 pixels and width of at least a 1000 pixels should appear appropriately.
- the theme, which determines the “look and feel” i.e. buttons, borders, font, colors etc. A list of themes is available for selection. (See “Sample of Available Themes”)

If desired you may create a custom theme that coordinates with your website. Some knowledge of CSS and its structure is required. Contact ChamberMaster Customer Support for more information.

Forum Settings	
Forum Setup	
Forum Name: The name of the forum.	<input type="text" value="Green Valley Area Chamber of Commerce"/>
CCID: The ChamberMaster Customer ID - Changing may break the forum	<input type="text" value="1007"/>
Forum Header Image A gif, jpg, or png file to display on the header of every page	<input type="text"/> <input type="button" value="Browse..."/>
Allow Threaded: Allow threaded view for posts.	<input checked="" type="checkbox"/>
Theme: The theme to use on this board.	<input type="text" value="So Fresh, So Clean"/> <input type="button" value="v"/>
Allow Themed Logo : Gets logo from theme file (Does not work in portal).	<input checked="" type="checkbox"/>
Language: The default board language.	<input type="text" value="English"/> <input type="button" value="v"/>
Show Topic Default: The default board show topic interval selection.	<input type="text" value="Last Month"/> <input type="button" value="v"/>
<input type="button" value="Save"/>	

Type the desired name for your forum.

Upload a forum header image.

Change the theme ("look & feel") if desired.

Figure 7 – Board Settings

- Admin**
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Modify the Forums

Forums in the **Admin** menu provides a list of the available forums on your site, along with the category they belong to. By default the Online Member Forum contains one category called ‘General’ with a number of sample forum topics that you may use.

Forums			
General	Category	1	Edit Delete
- Messages from the Executive and Staff Important information from the Chamber		1	Edit Delete
- New Members Information for those new to our Chamber of Commerce	Click Edit to modify settings for a particular forum.	2	Edit Delete
- Local News & Events Keep everyone informed with local news and events we should all be aware of		3	Edit Delete
- Legislative Issues Issues that could affect you on the local, state, or national level		5	Edit Delete
- Grow Your Business/Marketing Ideas Bounce ideas off some of the best local minds about business		7	Edit Delete
- Economic Development Discussion related to economic development		11	Edit Delete
- Community Education Educational opportunities for members		13	Edit Delete
- Committee Updates The latest from the various Chamber committees		15	Edit Delete
- Chamber Sponsorships Investment opportunities to help the community and your business		17	Edit Delete
- The Water Cooler Discussions for anything and ev		20	Edit Delete
New Category New Forum	Add your own Category or Forum		

These numbers indicate the order that the forums appear, beginning with the lowest number and ending with the highest. Click **Edit** to change the sort order.

Figure 8 – Forums settings

Figure 8 shows the available forums with links to the right to **Edit** or **Delete** a particular forum. A sort order is displayed which controls the order in which the forums appear, beginning with the lowest number and ending with the highest. Sort order numbers do not need to be consecutive nor unique. Click **Edit** to change the sort order of a forum.

Edit Forum: New Members	
Category: What category to put the forum under.	General ▼
Parent Forum: Will make this forum a sub forum of another forum.	▼
Name: The name of the forum.	New Members
Description: A description of the forum.	Information for those new to our Chamber of Commerce
Remote URL: Enter a url here, and instead of going to the forum you will be taken to this url instead.	
Theme : Choose a theme for this forum if its to differ from the standard Board theme.	Choose a theme ▼
SortOrder: Sort order under this category.	2
Hide if no access: Means that the forum will be hidden when the user don't have read access to it.	<input type="checkbox"/>
Locked: If the forum is locked, no one can post or reply in this forum.	<input type="checkbox"/>
Is Test: If this is checked, posts in this forum will not count in the ladder system.	<input checked="" type="checkbox"/>
Moderated: If the forum is moderated, posts have to be approved by a moderator.	<input type="checkbox"/>

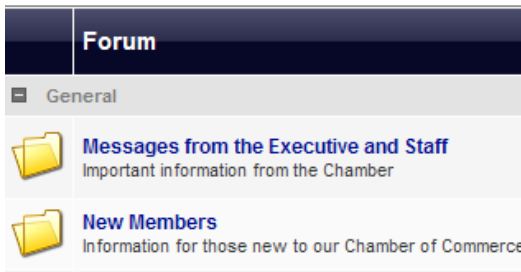
Figure 9 – Sample options when editing a forum

Sample of available themes

Your selection may vary.



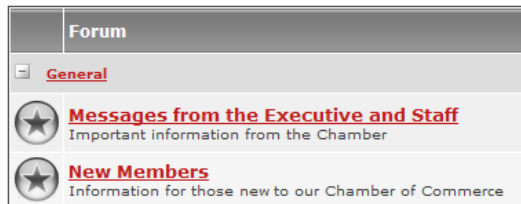
Standard theme



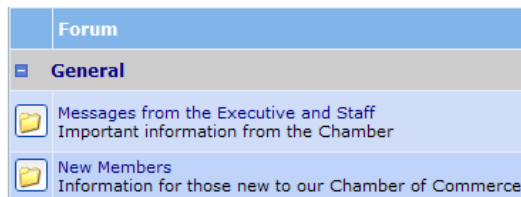
YAF Pro theme



YAF Vision theme



So Fresh, So Clean theme



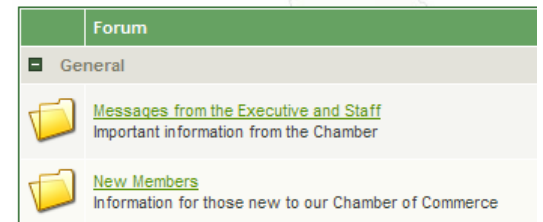
ASPNet theme



Camo1 theme



Chrome theme



Flat Earth theme



iCGStation theme



Purple Button Pack 1 theme