# BRUCE BEACH FORUM

# HOW TO GUIDE

BRUCE BEACH

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# Contents

# How to Create an Account:

1. Go to www.bruce-beach.com/forum

2. In the top right corner, click Login/ Sign up
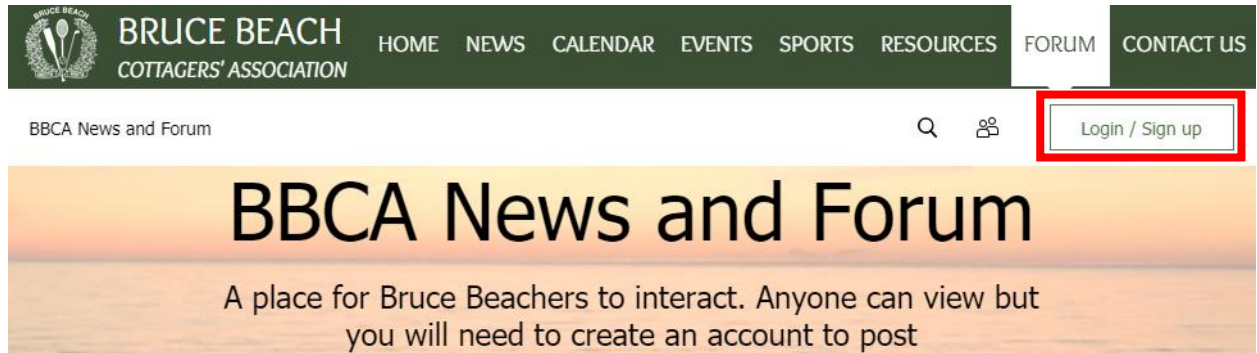


3. You have two options for creating an account 1. log in with your Facebook / Google account 2. create an account. Your information is completely secure and will not be sent to anyone
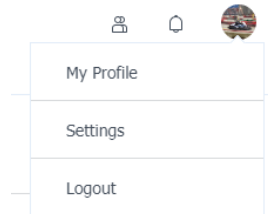


4. Once your account is created, you will see a new bar at the top which means you are logged in
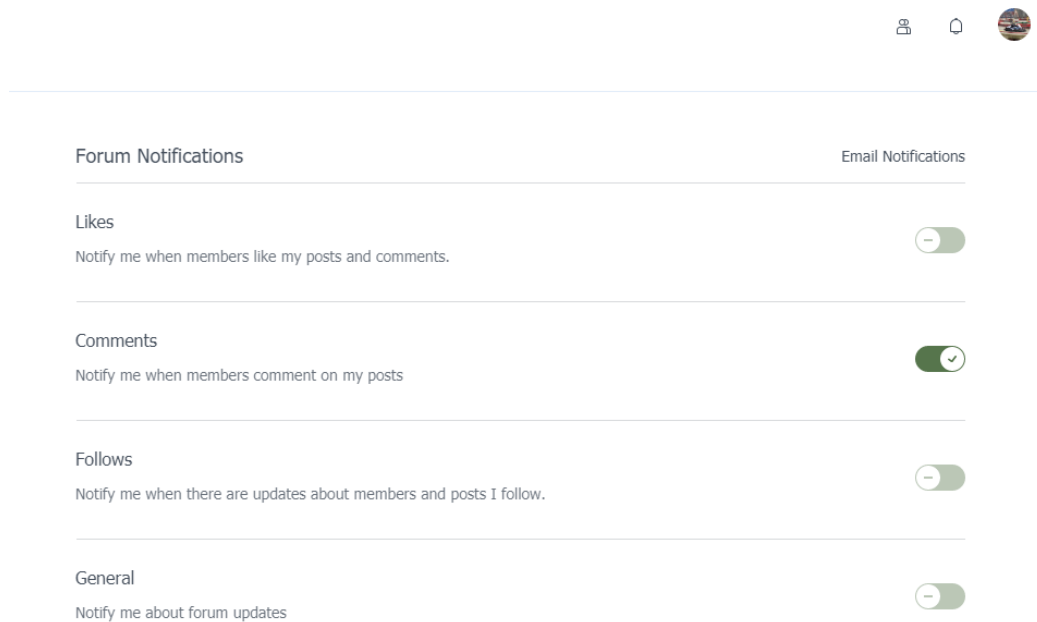
# How to Update your Email Notifications:

1. You need to be logged in to the forum

2. The top, click your profile picture and then click settings

   My Profile

   Settings

   Logout

3. From this menu, you can choose which items you would like to receive email notifications

   Forum Notifications                                    Email Notifications

   **Likes**
   Notify me when members like my posts and comments.

   **Comments**
   Notify me when members comment on my posts

   **Follows**
   Notify me when there are updates about members and posts I follow.

   **General**
   Notify me about forum updates

# How to Update your Profile:

1. You need to be logged in to the forum

2. The top, click your profile picture and then click My Profile

   My Profile
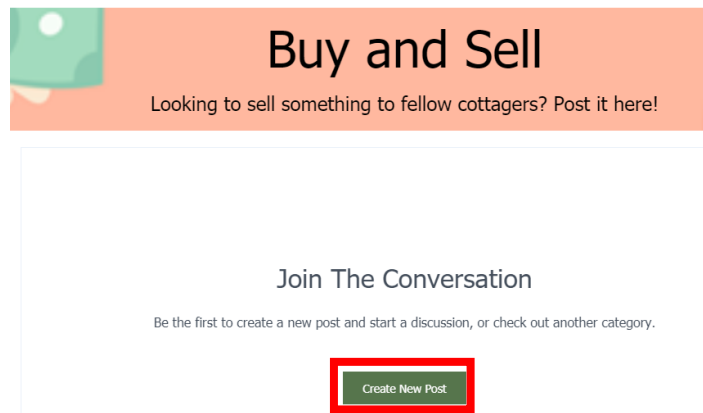
   Settings

   Logout
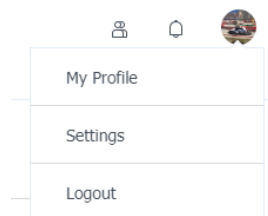
3. Click edit profile and then you can change your display picture, banner picture or about section
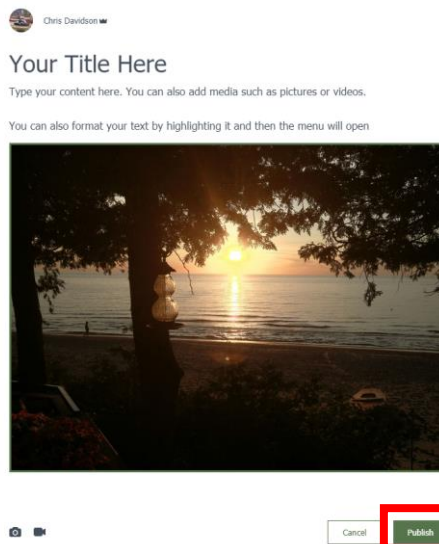
# How to Create a Post:

1. Navigate to the section you want to post in (i.e., Buy and Sell)

2. Click on 'Create New Post'



OR if no one has posted in a section, you will see the screen below. Click on Create New Post to make the first post in the section



3. Begin typing your content. You can also add media such as images or videos (great if you are putting something up for sale / rent)

4. You can also format your text by highlighting it, then a menu will automatically pop up

Type your c    **B**  *I*  T  T     ≡  ≔  ☰   "  {}      ∂    or videos.

You can also format your text by highlighting it and then the menu will open

5. When you are done, click 'Publish' and it will add the post to the section

# How to Modify / Share / Delete your Posts

There are two places where you can modify your posts:

1. When viewing your post from the list of posts, top on the 3 vertical dots to see your options (you may have fewer options that seen in this picture as I have an administrative account)
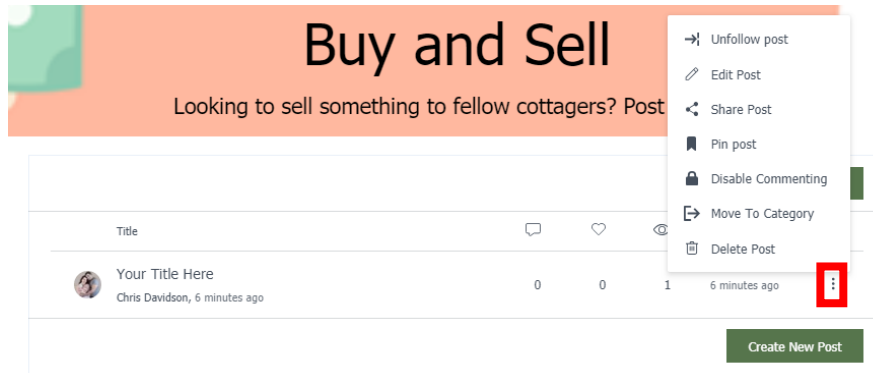


2. When viewing your post viewing your post, tap on the 3 vertical dots to see your options ((you may have fewer options that seen in this picture as I have an administrative account)
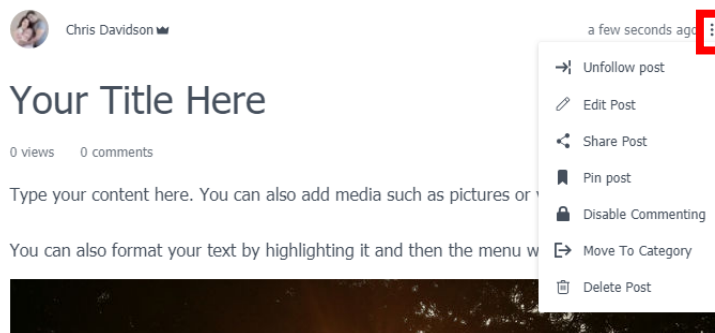


**Unfollow Post:** You will stop receiving updates by email of any comments made to this post

**Edit Post:** You can edit / add to the post you have already submitted

**Share Post:** Share a link to your post through twitter, facebook, email or a direct link

**Disable Commenting:** Do not allow people to comment on your post

**Delete Post:** If you would like to remove your post (i.e., your item is no longer up for sale)