

# Using the Writers' Huddle Forums

This guide is for anyone who's new to using online forums, or who isn't sure how the Writers' Huddle forums work.

I'll take you through the most common forum tasks. If there's something else you'd like to do and you're not sure how, just ask in the "Forum Guidelines and Support" forum.

## Logging In

Once you've logged into Writers' Huddle (at [www.writershuddle.com/login](http://www.writershuddle.com/login)) you'll automatically be logged into the forums.

If not, please email me ([ali@aliventures.com](mailto:ali@aliventures.com)) and I'll look into it.

## Changing Your Display Name

When you log into the forums for the first time, you'll see your profile:

Personal Identity   Your Online Identity   Personal Options   Change Password   Select Your Avatar   Setup Your Signature

**Personal Identity**

Login ID:	aliluke	
Display Name:	Ali Luke	
Email Address:	ali@aliventures.com	
First Name:	Ali	
Last Name:	Luke	
Website:		
Location:		
Short Biography:		

**Update Profile**

Your Feedkey is d947a083-d568-4bee-bc52-6468f5ce8b3f

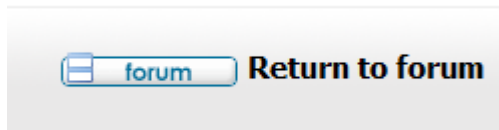
Manage PM Buddy List   View Forum Permissions   View Topics Member Has Posted To   View Topics Member Started

You can change your “Display Name” here. This is what other forum users will see when they look at your posts or your profile. Make sure you click on “Update Profile” (circled in red above) once you’ve done so.

You don’t need to change your password, even if the system prompts you to, since you’re logged in via Writers’ Huddle.

## Reading Forum Posts

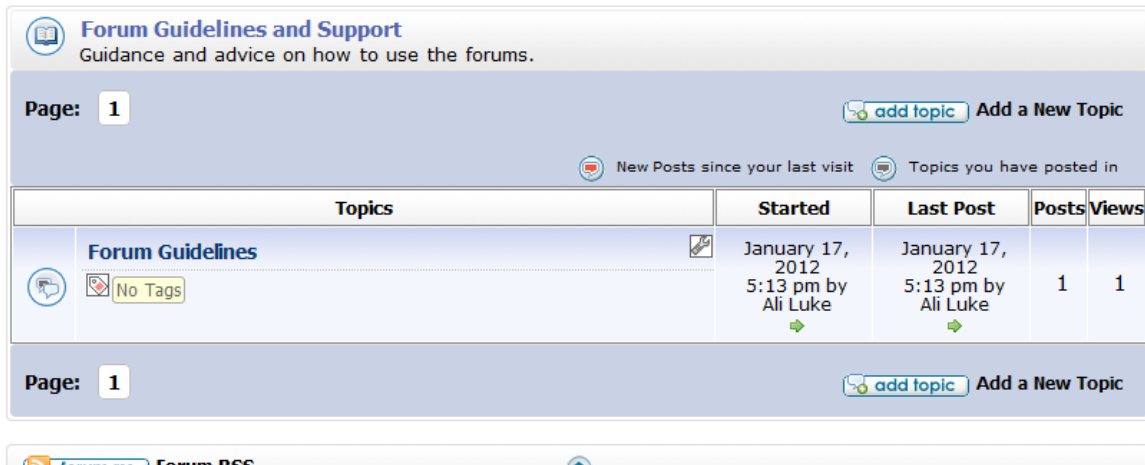
To exit your profile, click on the “forum” button towards the top of the screen:



You’ll see a list of forums like this:

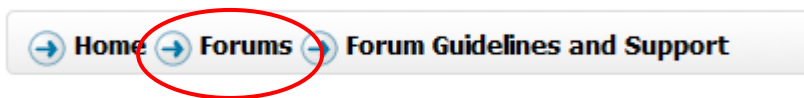
Writers' Huddle Forums		group rss	Group RSS	
Forums		Last Post	Topics	Posts
	<b>Forum Guidelines and Support</b> Guidance and advice on how to use the forums.	January 17, 2012 5:13 pm by Ali Luke ➔	1	1
	<b>Writing Chat</b> Post here about anything and everything to do with writing.	-	0	0
	<b>Critiques</b> If you'd like a piece of work critiqued, post it here	-	0	0
	<b>Mini-Courses</b> Discuss anything related to the mini-courses here.	-	0	0
	<b>Seminars</b> Use this forum to discuss anything to do with the seminars.	-	0	0
	<b>Q&amp;A Sessions</b> If you've got a question for the Q&A recordings, post it here.	January 17, 2012 2:26 pm by Ali Luke ➔	1	1
	<b>Suggestions</b> Got an idea for Writers' Huddle? Post it here.	January 17, 2012 4:49 pm by Ali Luke ➔	1	1

You can click on any forum name to open the forum up and you’ll see the posts within it:



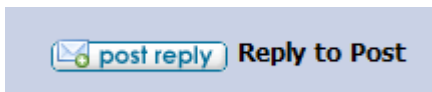
Click on a title to read a post (plus any replies).

To go back to the list of forums, click on the “Forums” link here:

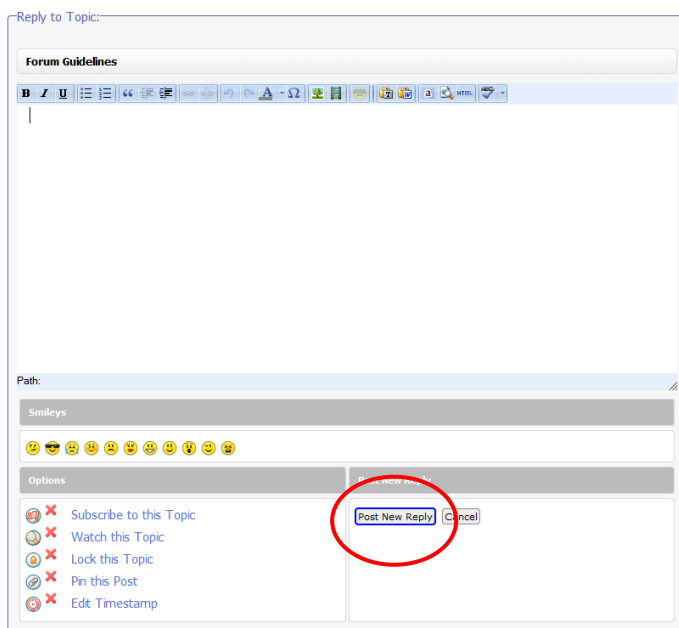


## Replying to a Post

To leave a reply to a post, just click on this button beneath the post:

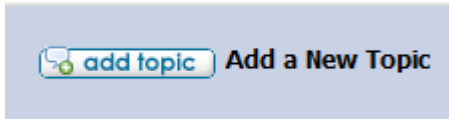


Write your reply in the box that appears and click “Post New Reply”.



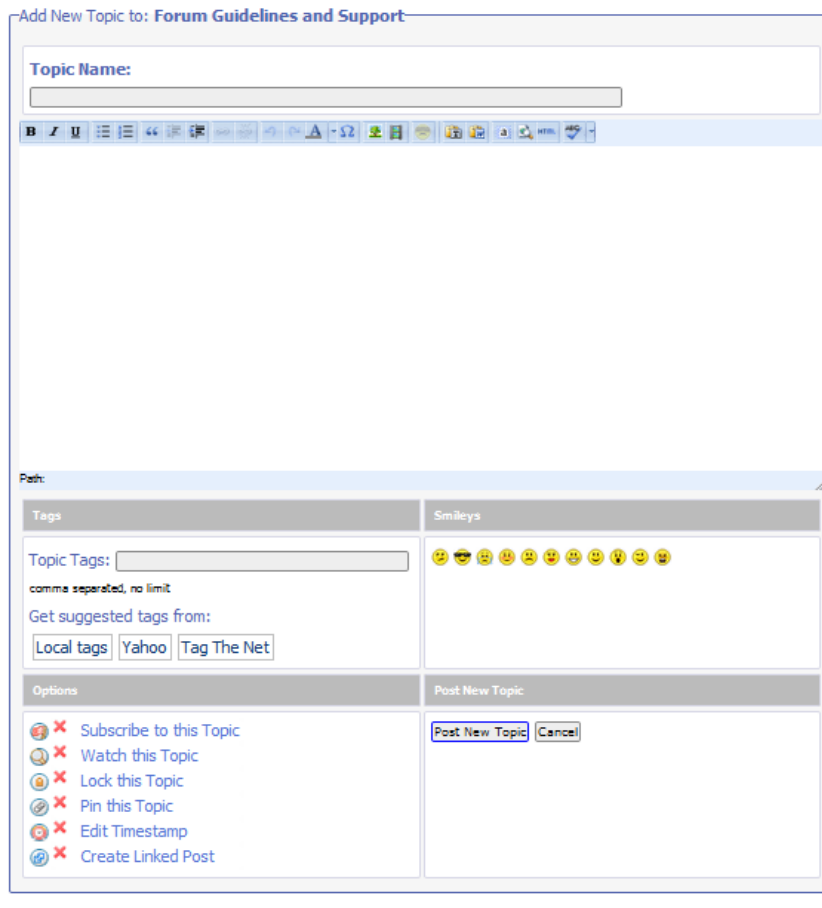
## Starting a New Topic

To start a new topic, go into the forum that's most appropriate and then click on the "Add a New Topic" button:



This appears at the top and bottom of each forum, and on individual posts.

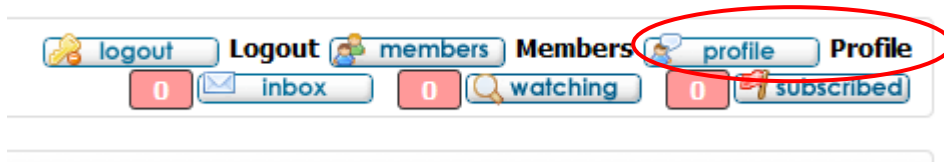
You'll need to give your post a title under "Topic Name" and write the post in the box in the same way as for a reply.

A screenshot of a web form titled "Add New Topic to: Forum Guidelines and Support". The form has a "Topic Name:" label above a text input field. Below the input field is a rich text editor toolbar with various icons for bold, italic, underline, list, link, and other formatting options. Below the toolbar is a large, empty text area for writing the post content. At the bottom of the form, there are several sections: "Tags" with a "Topic Tags:" input field and a note "comma separated, no limit"; "Smileys" with a row of ten different smiley icons; "Options" with a list of checkboxes and labels: "Subscribe to this Topic", "Watch this Topic", "Lock this Topic", "Pin this Topic", "Edit Timestamp", and "Create Linked Post"; and "Post New Topic" with "Post New Topic" and "Cancel" buttons.

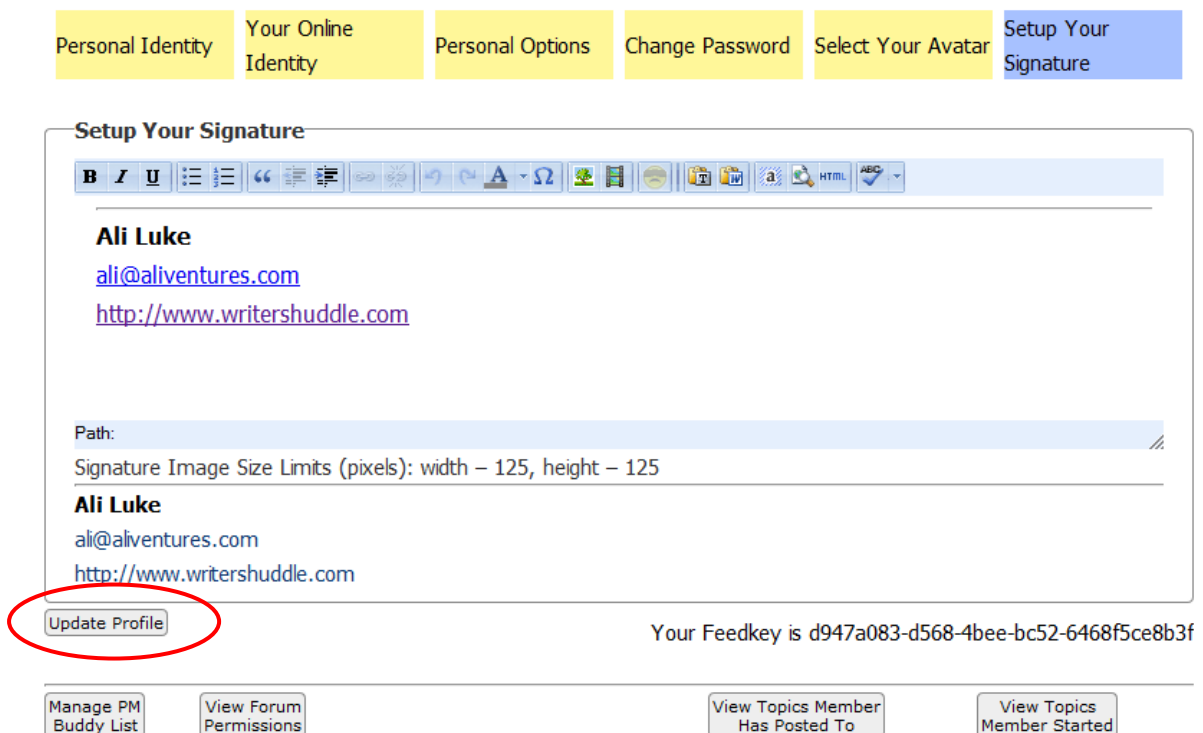
Click "Post New Topic" to publish your post.

## Adding a Signature

Online, a “signature” is the section of text that appears below a forum post or an email. To add yours, first click on “Profile” at the top of the screen:



Next, click on “Setup Your Signature” and type into the box.



You may want to include:

- Your name or pseudonym
- A link to your website (if any)
- Some details about what you write
- A small photo (up to 125x125 pixels)

Make sure you click “Update Profile” (circled above) to save your changes.

Your signature will appear at the bottom of every post you write.