

## **Alabama Association of Baptist Secretaries Forum Fact Sheet**

A *forum* (or message board or bulletin board) is a public electronic “meeting place” that allows users to post or read messages or to post or download files and that is accessed by computer over a network (as the Internet).

### **Registering**

To become an active member of the AABS Forum (able to post messages) you must have a username and password, so you will need to register. (All members are approved by the administrator, Delana Gilmore, before being able to post messages.)

1. Go to [alabamabaptistsecretaries.com](http://alabamabaptistsecretaries.com) and then click on “Forum.” This will take you to the AABS Forum.
2. Click on “Register” on the right-hand side. [ [Register](#) ]
3. Read the AABS Discussion Forum Registration Terms and click on the option that applies to you.
4. Then next page to appear is where you will fill out the registration form that will contain where you can type in your username and password.
5. After you fill in your information, click “Submit.”
6. Next a Thank you for registering page will appear.
7. Your account has been created. However, the Forum requires account activation by the administrator. An email will be sent to Delana Gilmore, and you will be informed when your account has been activated.

### **Log-in**

1. After your account has been activated, you can log-in.
2. Go to [alabamabaptistsecretaries.com](http://alabamabaptistsecretaries.com) and then click on “Forum.” This will take you to the AABS Forum.
3. On the right-hand side click on “Log-in.” [ [Log-in](#) ]
4. Type in your username and password. Click “Log-in.”
5. The page will go to a Thank you for logging in and then will redirect you to the Forum home page.
6. As a registered user, you can now change your personal settings. You can add a signature or avatar (image). All your settings are stored in the board database. To alter them visit your User Control Panel located on the left-hand side at the top of board pages. This system will allow you to change all your settings and preferences.

## **Posting Messages**

The Forum is divided up into Forum (category) and Sub-Forums (topics). Within the Sub-Forums there are more specific topics.

<b>FORUM (i.e., Conference)</b>
SUB-FORUM (i.e., Breakout Sessions)
SPECIFIC TOPIC (i.e., Suggestions)

1. Choose a Forum that you want to post a message in. Then click on the Sub-Forum that you want.

<b>TOPICS</b>
Welcome!
Conference

2. Click on the Specific Topic that you will like to read.

Trust in the Lord
Breakout Sessions

If you will like to comment on this Specific Topic, click on “Post Reply” on the left-hand side under the title of the Specific Topic. Type in a Subject Heading and then type in your reply.

3. If a Specific Topic is not there, you can create a new one. Under the Sub-Forum title there is a “New Topic” button. Click on that for a new topic. As with posting a reply, type the Subject Heading for the new topic and then your message.

***If you have any questions, you can click on the “FAQ” link at the top, or you can contact the forum administrator, Delana Gilmore (email: [dgilmore@alabamabaptistsecretaries.com](mailto:dgilmore@alabamabaptistsecretaries.com); phone: 256-237-5171 or 256-310-3893.)***