



The PDA Society

Forum User Guide

(including Frequently Asked Questions)

Version 2: March 2019

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Section A

Forum Guidelines

Terms & Conditions

1. The PDA Society discussion forum is designed to provide support and information and to be a place for users to share experiences. The forum is not a substitute for professional advice.
2. All content posted by users is representation of the user's own opinions and not that of the PDA Society. This includes content posted by PDA Society Trustees and Volunteer members when acting in a non-official capacity. No warranty is given as to the accuracy of information shared on the forum.
3. While the moderators of the forum will attempt to remove or edit any generally objectionable material as quickly as possible, it is impossible to review every message. Therefore, you acknowledge that all posts made to these forums express the views and opinions of the author and not the moderators or webmaster (except for posts by these people) and hence will not be held liable.
4. Messages in our public forums are available for anyone to read but in order to post on the forum, you need to register with us. It is a condition of use that the information you give during registration is truthful. Access to certain restricted areas of the forum is moderated, and access is granted at the discretion of the PDA Society Moderators following receipt of a completed application. In some cases we may need to contact you to ask for further information before access to restricted areas is granted. We aim to approve membership within 1 week.
5. Each registration is for a single user only. We do not permit you to share your user name and password with any other person nor with multiple users on a network. Each user may only register once and use a single username, any duplicate accounts may be closed down.
6. Our forum is solely for users aged 18 and over. Users younger than 18 years should not register or participate in forum discussions.
7. Responsibility for the security of any passwords issued rests with you and if you know or suspect that someone else knows your password, you should re-set your password and contact us immediately.
8. It is also your responsibility to inform the PDA Society of any changes to the details you submitted at the time of registration for both the forum & website.

9. Should you wish to cancel your website and forum registration please e-mail us at info@pdasociety.org.uk from the e-mail address that you registered with.
10. You agree not to post any abusive, obscene, vulgar, slanderous, hateful, threatening, sexually-oriented or any other material that may violate any applicable laws. Doing so may lead to you being immediately and permanently banned (and your service provider being informed). The IP address of all posts is recorded to aid in enforcing these conditions.
11. You agree that the webmaster and moderators of this forum have the right to remove, edit, move or close any topic at any time should they see fit.
12. We reserve the right to close a user account for any reason at our discretion and without warning.
13. Promotion of commercial products or services is not permitted.
14. It is not permitted to share any links to fundraising pages unless the funds are being raised for an official and regulated organisation or registered charity.

General Guidelines and Principles

Please carefully read and follow our forum general guidelines & principles, in addition to our terms & conditions to ensure that our forums are a positive place where members can seek advice, share experiences and support each other on a friendly and non-judgmental platform

When using any of the Forums please remember:

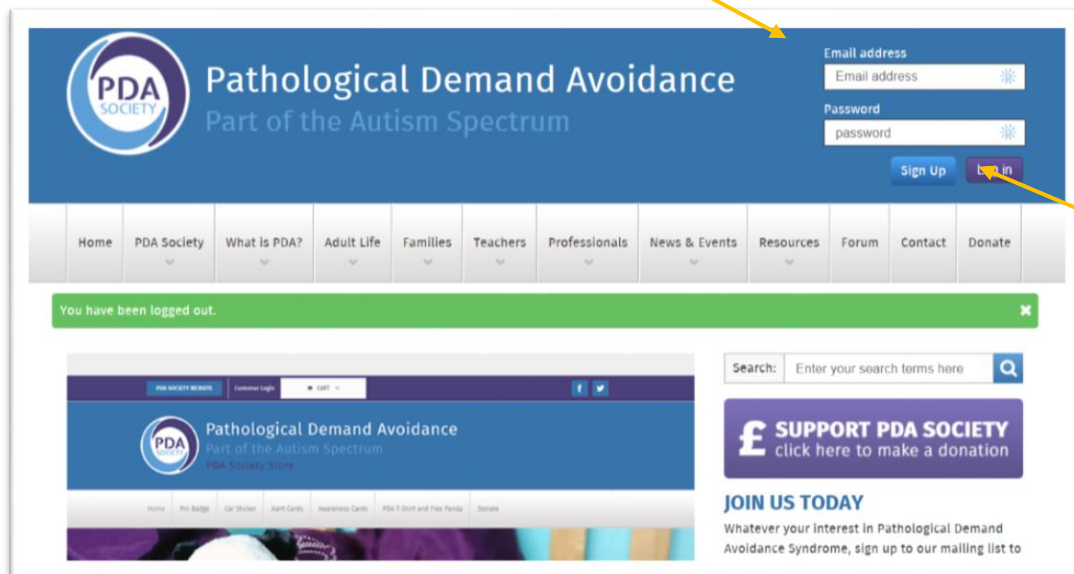
1. To welcome new members to the forum and respond to any posts in a supportive, polite and non-judgmental manner.
2. Offering alternative parenting styles and options to support other members who are looking for support and advice is welcomed. However, please refrain from directly challenging another members' parenting style or choices, purely on the basis that you don't personally agree with them.
3. Remember to share all your positive and humorous experiences as well as periods that are more difficult to manage.
4. Please refrain from regular and persistent negative posting relating to external services or organisations which may be deemed as detrimental to the moral and general well-being of other members.
5. Members must not share any information between forums without the prior consent of the specific user that has posted the information that you wish to share. If you are unable to contact the user please contact a **Moderator** for advice.
6. You agree not to post in the forum any personal details or private information relating to another individual from which that individual can be identified.
7. Posts deemed to be unrelated to PDA or unrelated to the original question asked by a member, and therefore 'off topic', may be removed at the discretion of a **Moderator**. This would include posts of a political or religious nature and posts which discuss the activities of individuals or groups known to incite hatred against autism in general.
8. We positively encourage the sharing of links to external resources about PDA that are informative, supportive and helpful. But, the sharing of external links that are not deemed to be suitable for our forum will be removed at the discretion of a **Moderator**.
9. As stated in our T&C the promotion of commercial products or services is not permitted, and please do not share any links to fundraising pages unless the funds are being raised for an official and regulated organisation or registered charity.

Section B

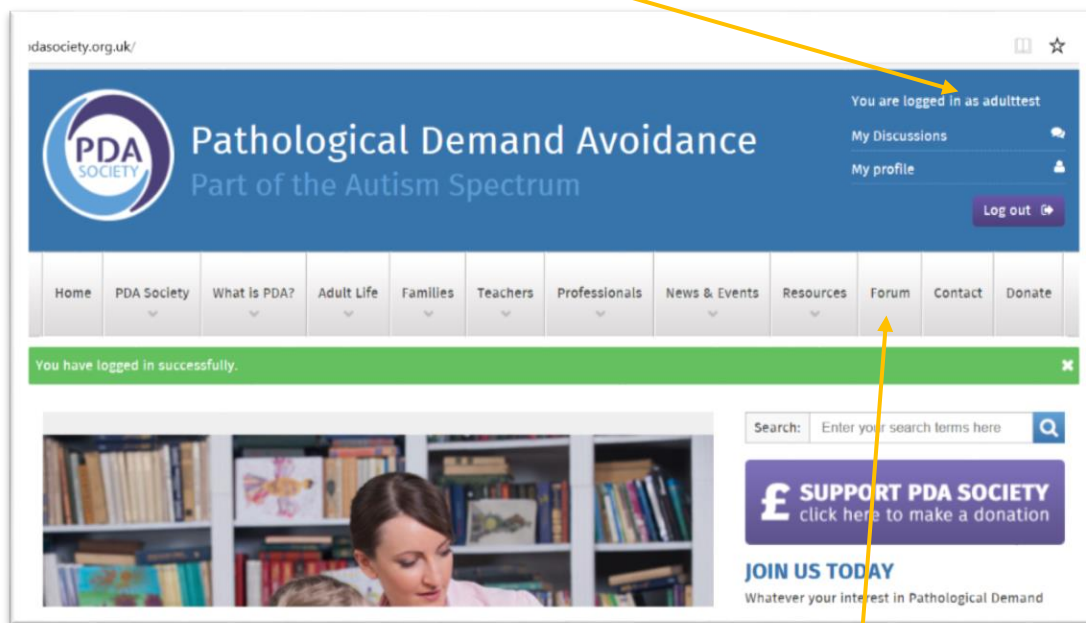
Visiting the Forum for the first time

Logging in and accessing the forum webpages

- 1) Enter your email address and password and click on 'Log in' to log into the website



- 2) (there is a message in the blue banner to let you know when you have successfully logged in)

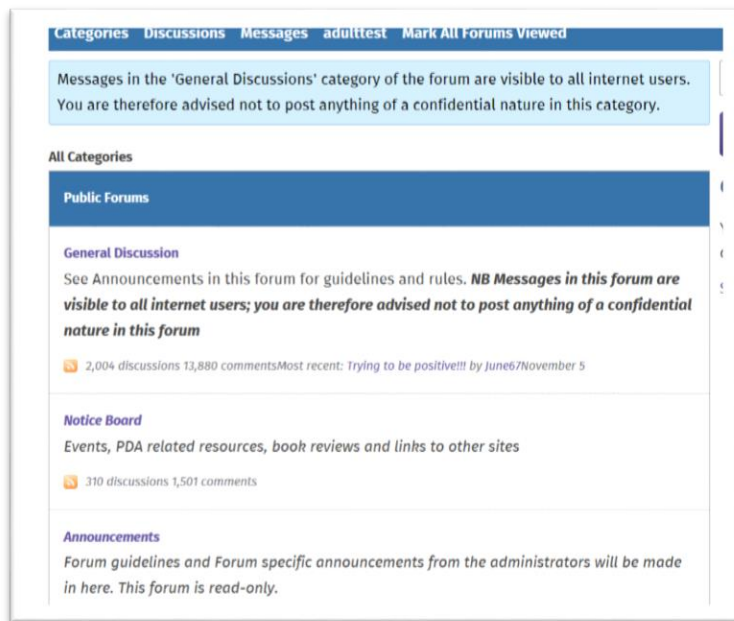


- 3) Click on the word 'forum' to visit the forum area of our website

- 4) On accessing the forum web-page you will see a list of the forum categories that you can access. A description of the public and general member forum categories can be found below.

Forum Categories

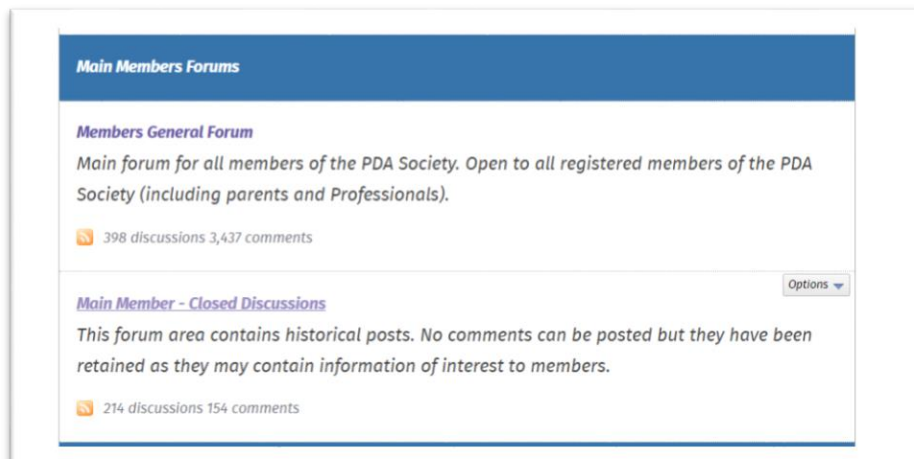
Public Forums



Messages in our public forums are available for anyone to read. In order to **post** a discussion on the forum, you need to register with us. **Please remember that discussions on our public forums are visible to everyone on the internet.**

- General Discussion – remember, posts written here are available to everyone on the internet to view.
- Noticeboard - use to highlight events, PDA related resources, books reviews and links to other sites (forum members can post information in this category as well as moderators)
- Announcements - Forum guidelines and Forum specific announcements from the admins and moderators will be made in here. This forum area is read only for all forum members.

Main Member Forums



This area of the forum is visible to all logged in PDA Society forum members, and all members can view and post in this area.

- **Members General Forum** – all forum registered members can view and post in this forum area. It is not visible to those who are not logged in registered members of the PDA Society website and forum
- **Main Member Closed Discussions** – Posts in this category are closed. All members can read the posts and replies in this forum area, but you cannot post replies or start new discussions in this forum area.

Restricted membership Forum areas

There are three restricted access areas of the forum:

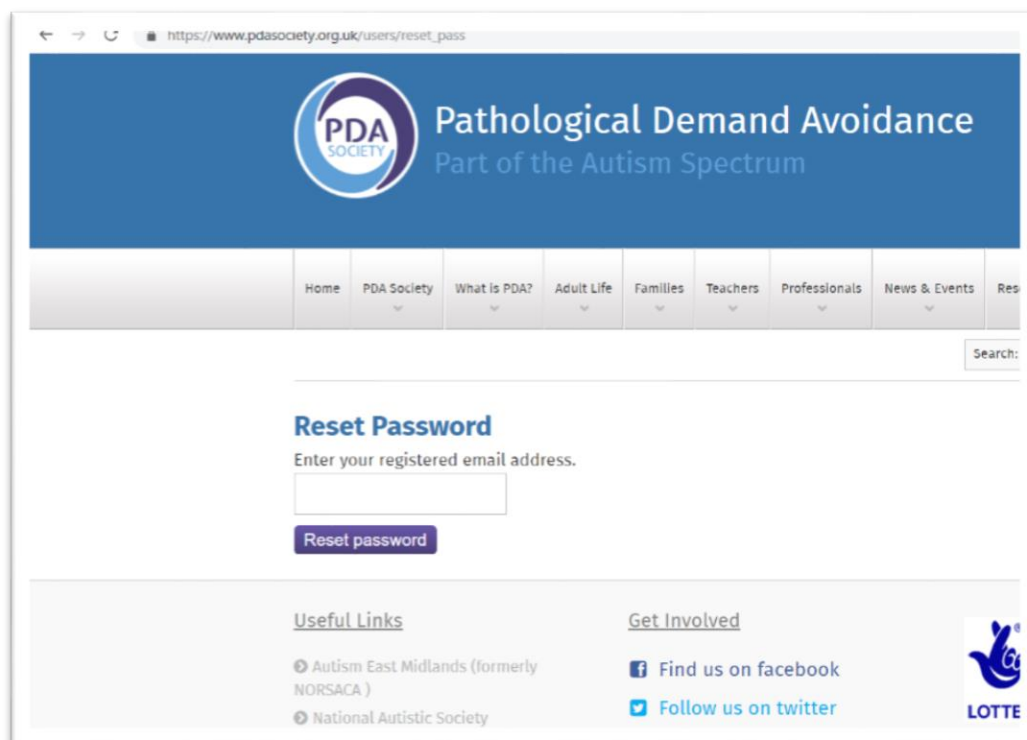
1. **Parent/Carer Member Forums**
2. **Adult PDAer Member Forums**
3. **Professional Member Forums**

These are only accessible to registered members who then request access and submit further details to forum@pdasociety.org.uk as outlined within your welcome e-mail.

Forgotten password? Resetting your password for the PDA Society website

To reset your password please use the following link:

www.pdasociety.org.uk/users/reset_pass



The screenshot shows a web browser window with the URL https://www.pdasociety.org.uk/users/reset_pass. The page header features the PDA Society logo and the text "Pathological Demand Avoidance Part of the Autism Spectrum". A navigation menu includes links for Home, PDA Society, What is PDA?, Adult Life, Families, Teachers, Professionals, News & Events, and a partially visible "Reset" link. A search bar is located on the right. The main content area is titled "Reset Password" and instructs the user to "Enter your registered email address." Below this is a text input field and a "Reset password" button. The footer contains "Useful Links" (Autism East Midlands (formerly NORSACA), National Autistic Society) and "Get Involved" (Find us on facebook, Follow us on twitter) sections, along with a "LOTTE" logo.

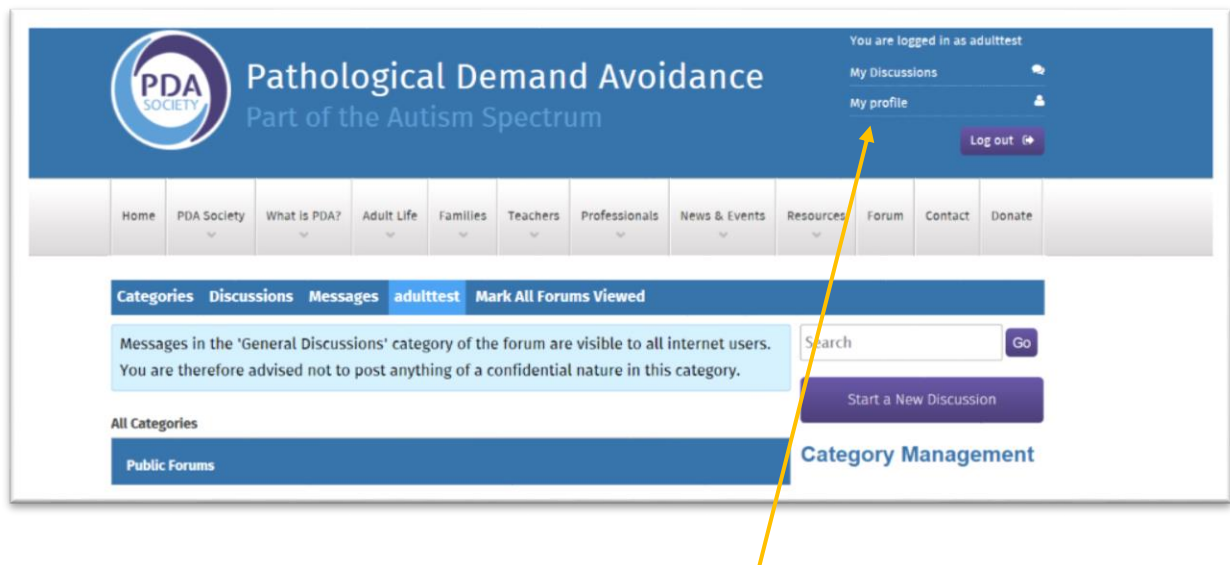
Enter your email address and follow the instructions given.

Section C

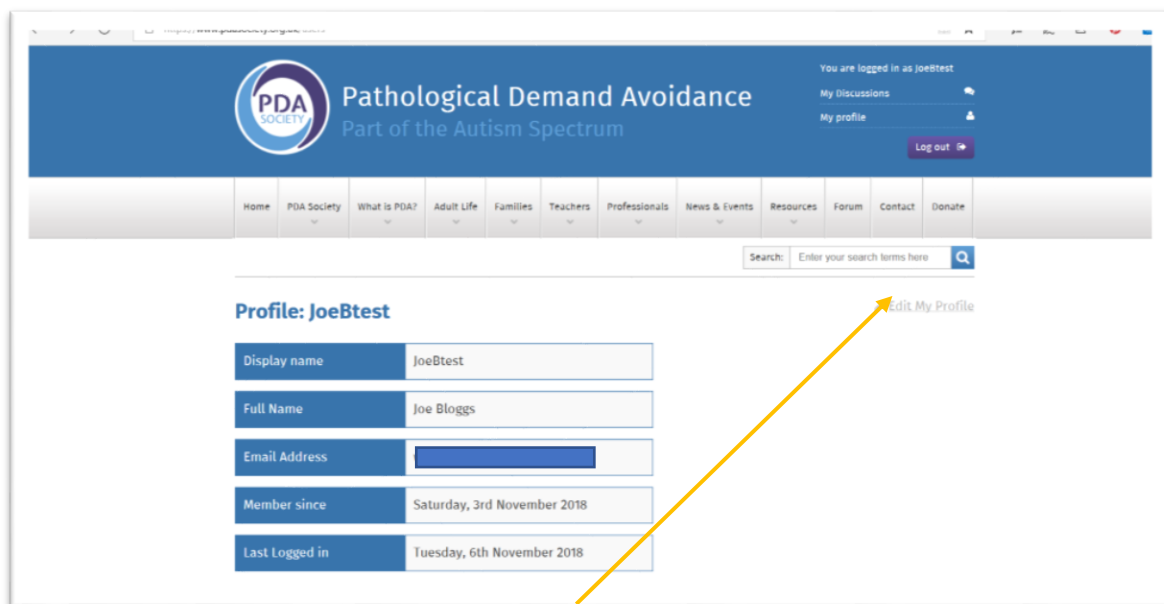
Changing your User Settings

Changing your website login password

To change the password that you entered when you first registered with the website, or to change other user settings complete the following steps:



- 1) To change your password then click on 'my profile' in the blue banner



- 2) Then click on 'Edit my Profile'

Edit your profile

Display Name
JoeBTest

E-mail
JB004004@yahoo.co. ✖

Password
✖

First Name
Joe

Last Name
Bloggs

Save profile

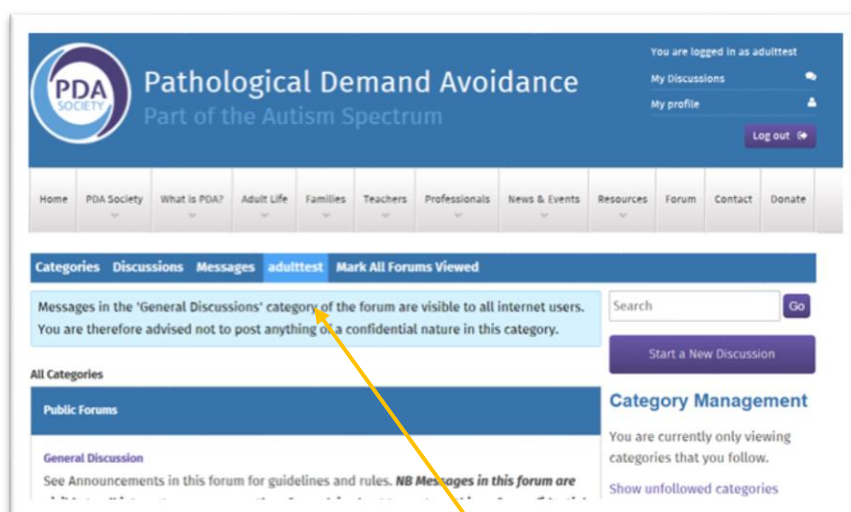
- 3) You will see the screen shown above – add in your new chosen password and change other details if you wish (**note that changing your display name does not change your forum username**) then click on 'Save profile' to save your changes.

Please note if you change your password or email address then you need to use your new details the next time you log into the website.

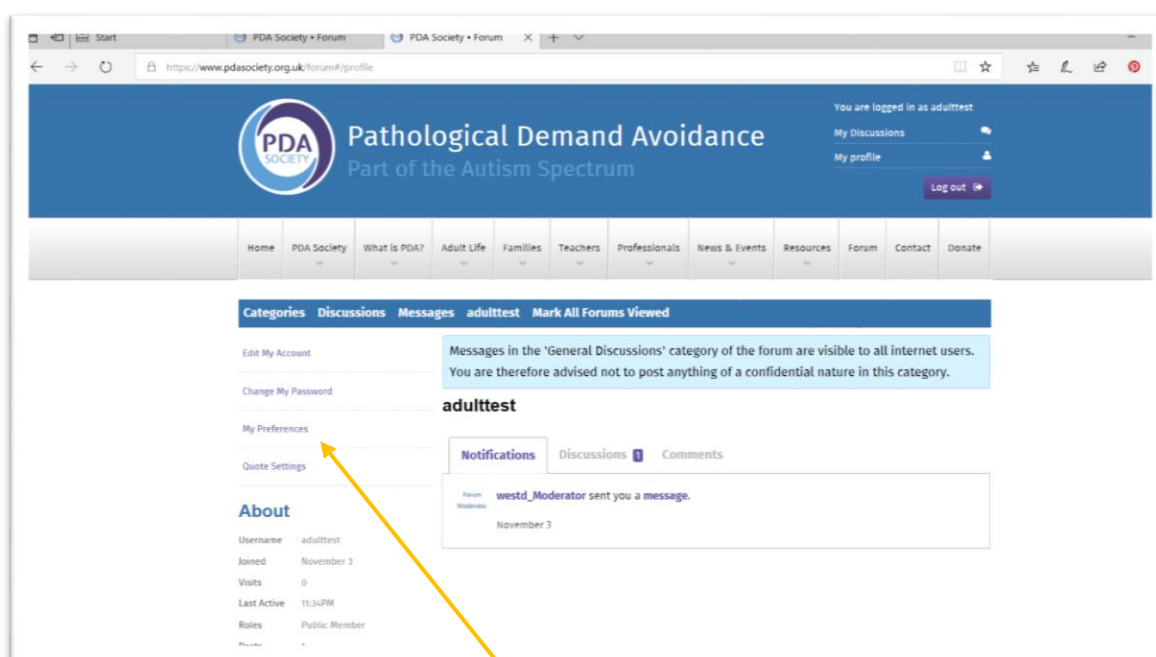
Changing your Forum Username

If you wish to change your forum username please contact our admin/moderating team by emailing forum@pdasociety.org.uk and let them know your current username and your new chosen username. Please ensure that you send your e-mail from same e-mail account you have used to register with our website/forum.

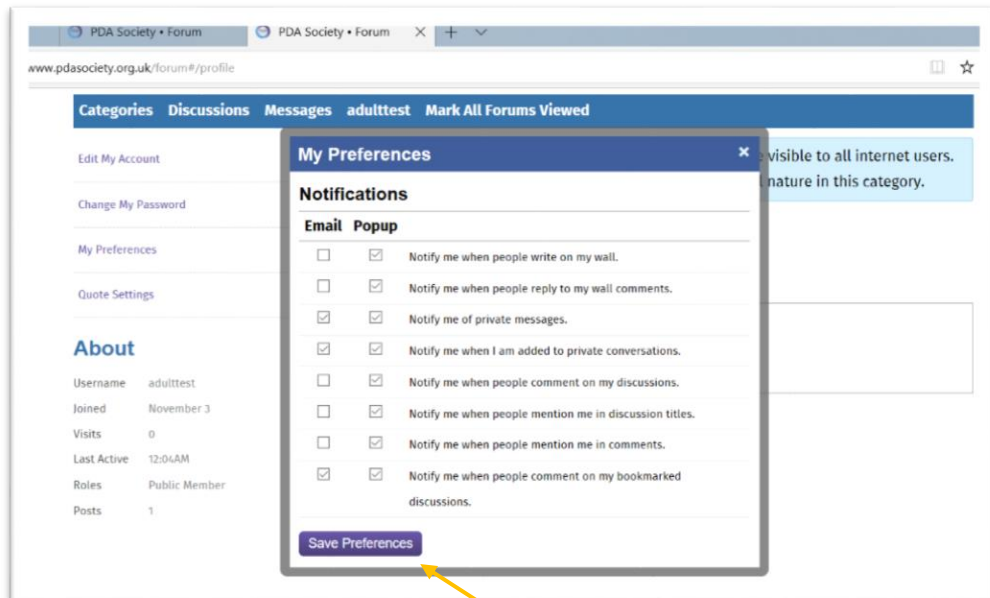
Changing your Notification Settings



1) Click on your forum username shown in the blue banner



2) Click on 'My preferences' in the menu on the left



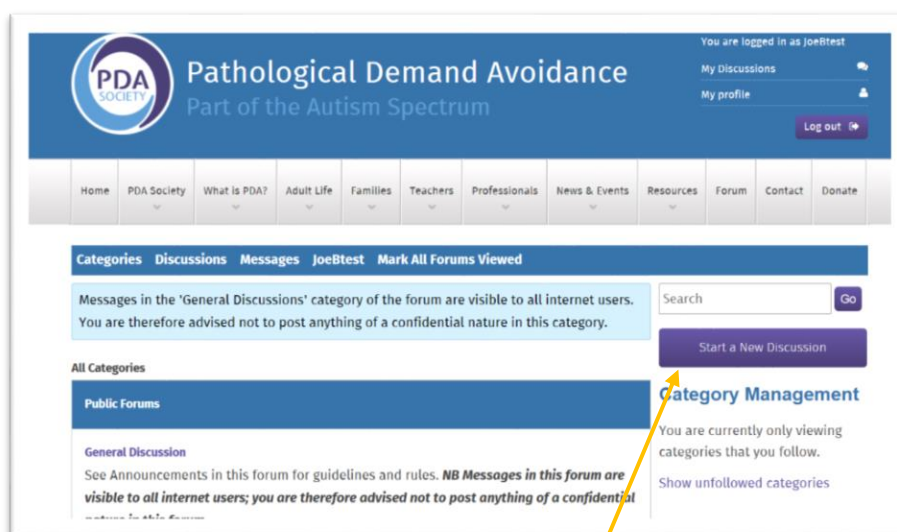
- 3) Tick or untick your chosen notification preferences then when finished click on 'Save Preferences' at bottom of pop up screen

Section D

Posting on the forum, editing posts and sending personal messages

Starting a New Discussion

To start a new discussion in an area of the forum



- 1) Click on 'Start a new discussion' button






Categories Discussions Messages JoeBtest Mark All Forums Viewed

Messages in the 'General Discussions' category of the forum are visible to all internet users. You are therefore advised not to post anything of a confidential nature in this category.

Start a New Discussion

Discussion Title

Category General Discussion

B *I* U  **C**    

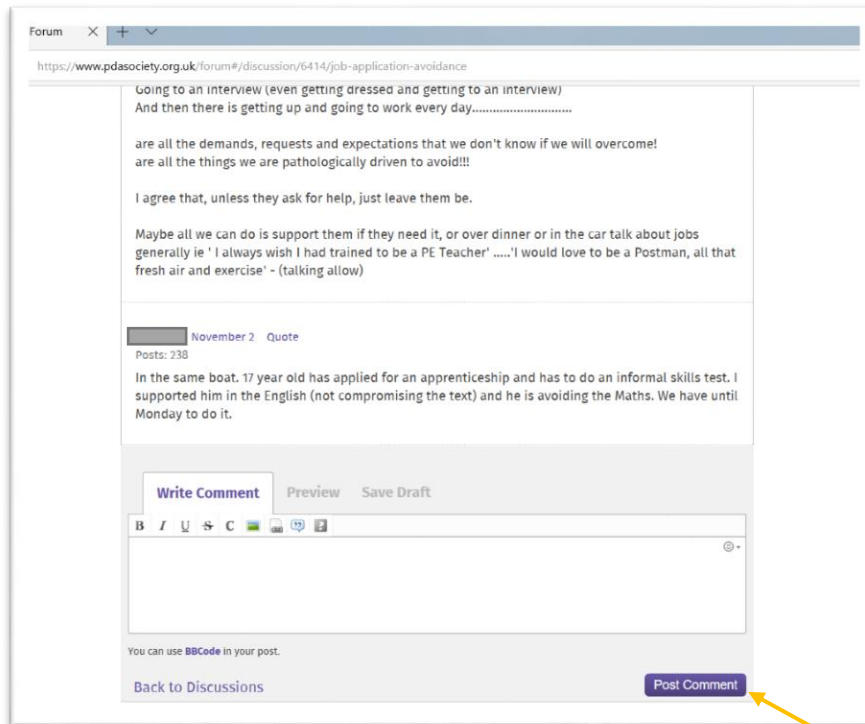
You can use **BBCode** in your post.

Post Discussion Save Draft Preview Cancel

- 2) This will take you to the screen above. Type in your discussion title in the first white box
- 3) Select the category where you would like to post the new discussion (click on the downward arrowhead in the category box to see a list of all categories you can post in)
- 4) Add in your text in the larger white box and then you can choose one of the buttons at the end to preview your post (to see what it will look like in the forum) or you can save as a draft or post the discussion in the forum.

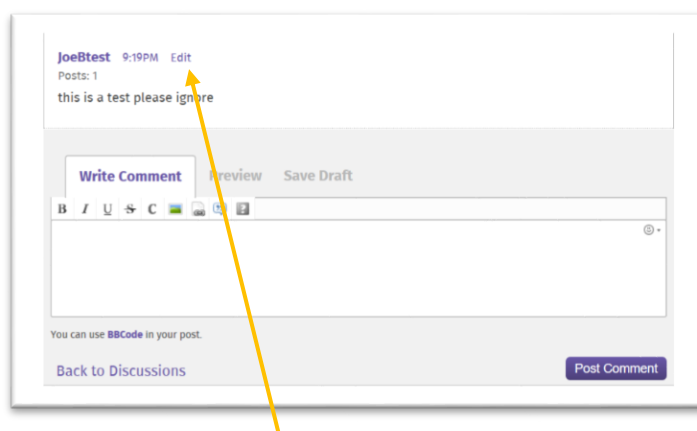
Adding a comment to someone else's post

- 1) Go to the post you want to comment on. Scroll to the end of all the replies until you see the comment box as shown in the screenshot below.

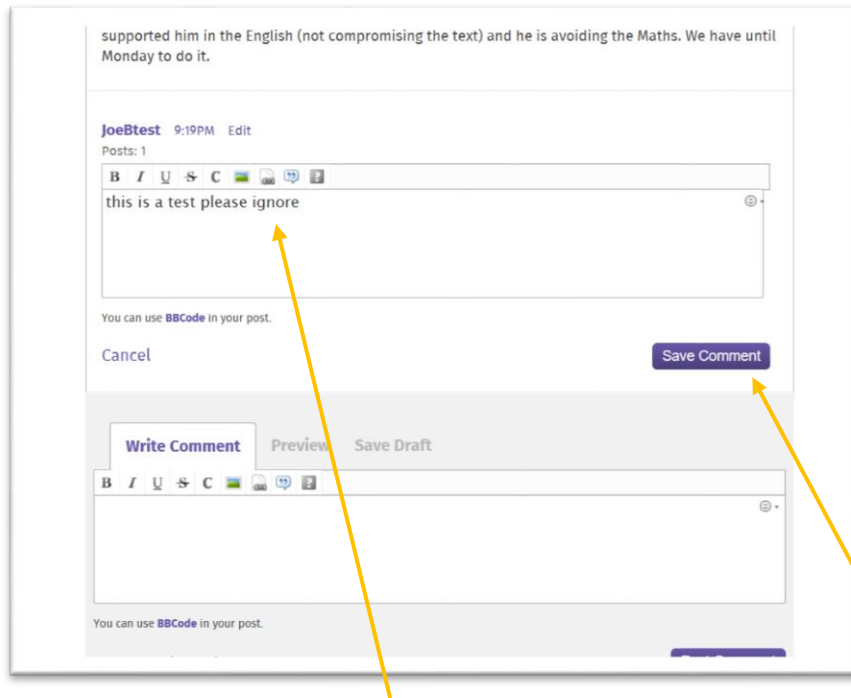


- 2) Add your comment in the white box and then click on the dark blue 'Post Comment' button once you have finished typing your comment.

Editing your posts



- 1) Click on the edit button that is to the right of the date/time of the post you want to edit

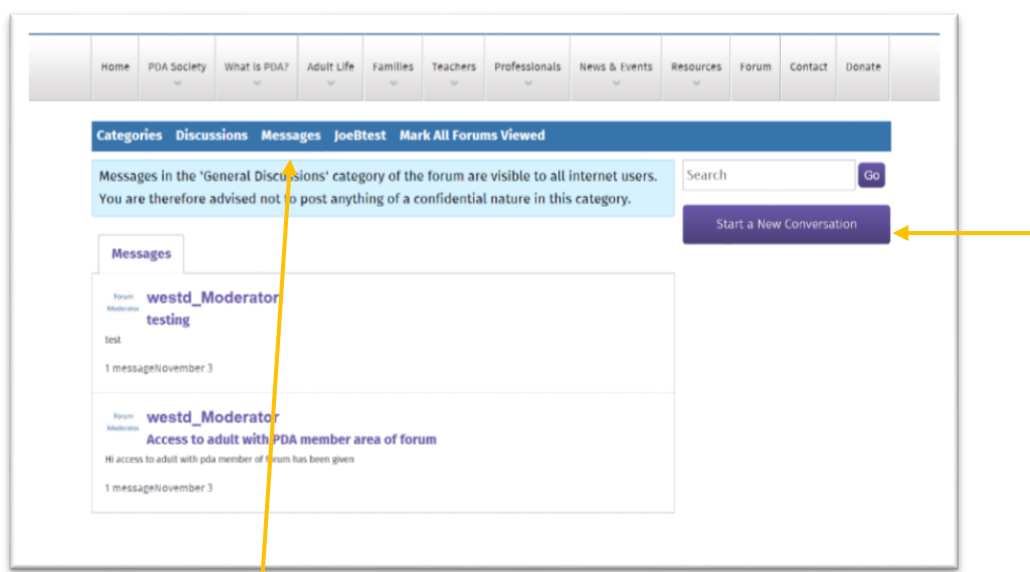


- 2) It will then open up your comment and allow you to make edits/changes. Once you have finished editing click on 'Save comment'

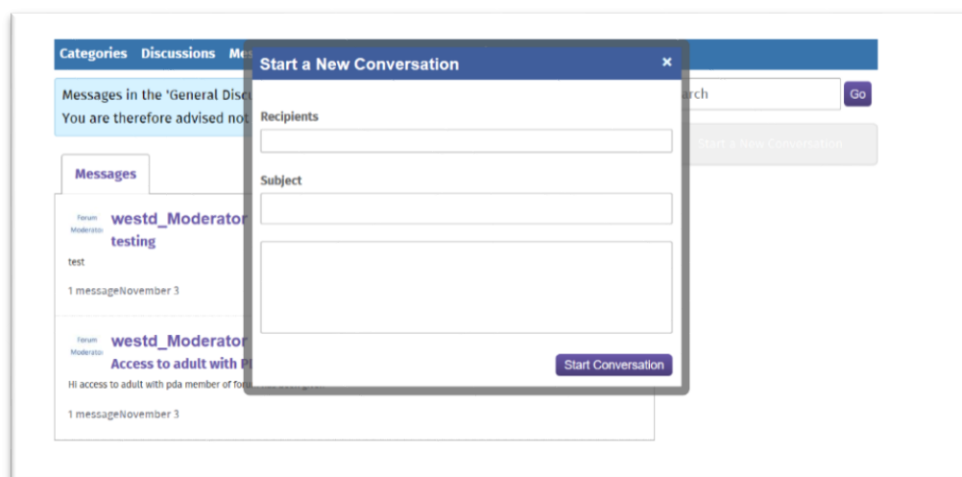
Deleting a Discussion thread or comment you have made

Please contact an admin or moderator by personal message or via email to forum@pdasociety.org.uk with details or a link to the post or reply you wish to delete and we can complete this on your behalf.

Sending other forum members a 'personal message'

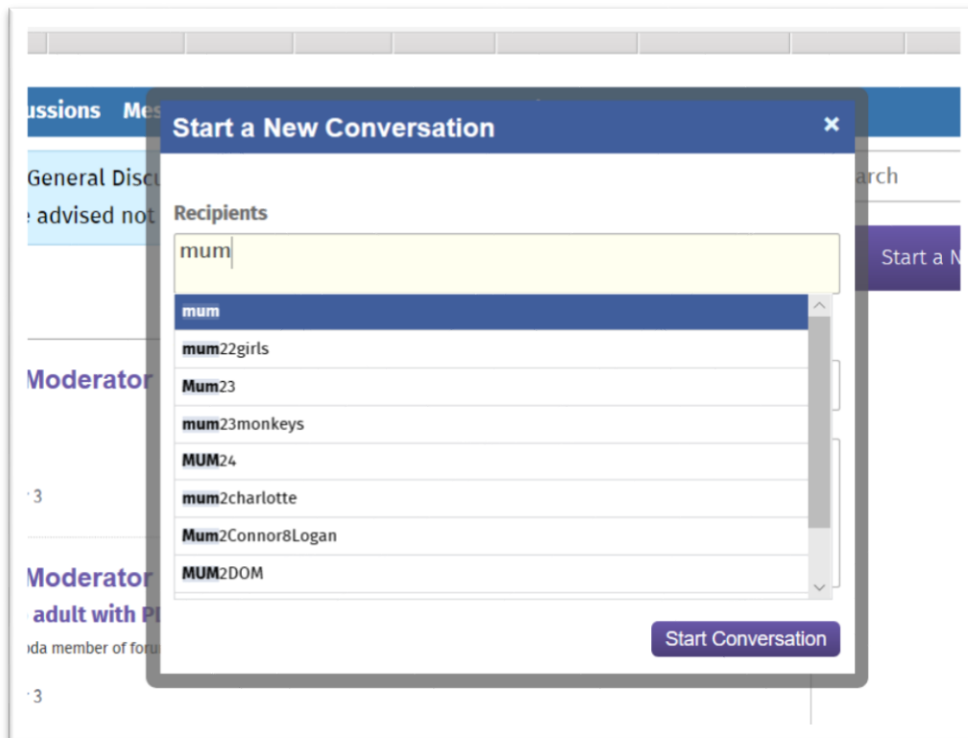


- 1) Click on the 'Messages' button in the menu. This will take you to the screen below which shows you a list of all messages send to you/sent by you
- 2) Click on 'Start a new Conversation' button to private message another forum user

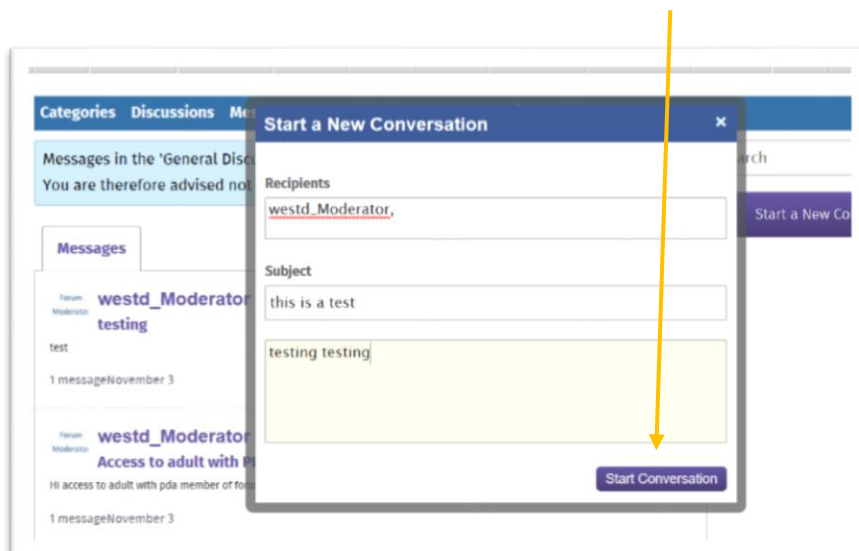


- 3) Enter the recipient's forum user name in the first box

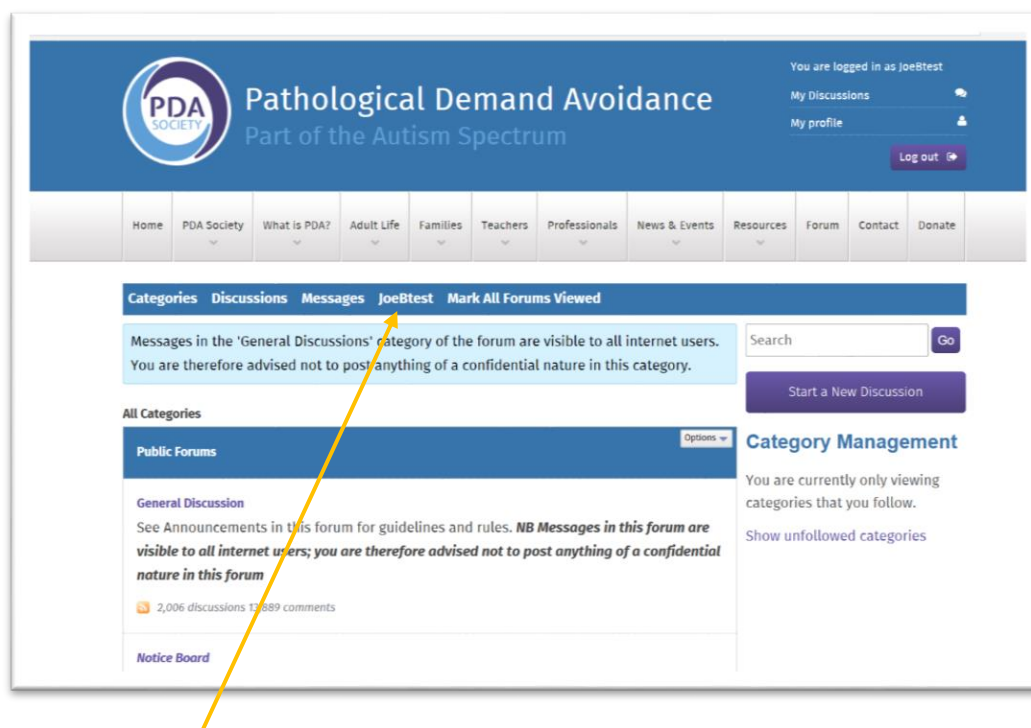
- 4) if you start typing it may bring up a name/list of names starting with the letter(s) you have typed as shown below - you can select the right name from this list then press return. If no names appear you may have typed the wrong forum username



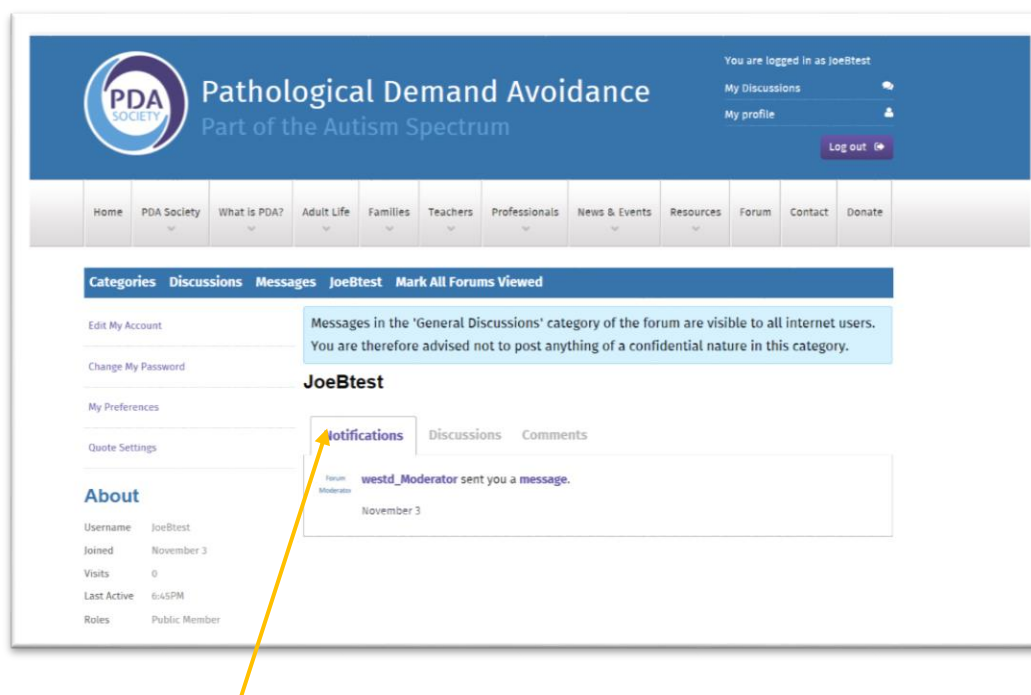
- 5) Once you have found the person you wish to message then add in a subject (title) and your message, then click on 'Start conversation'



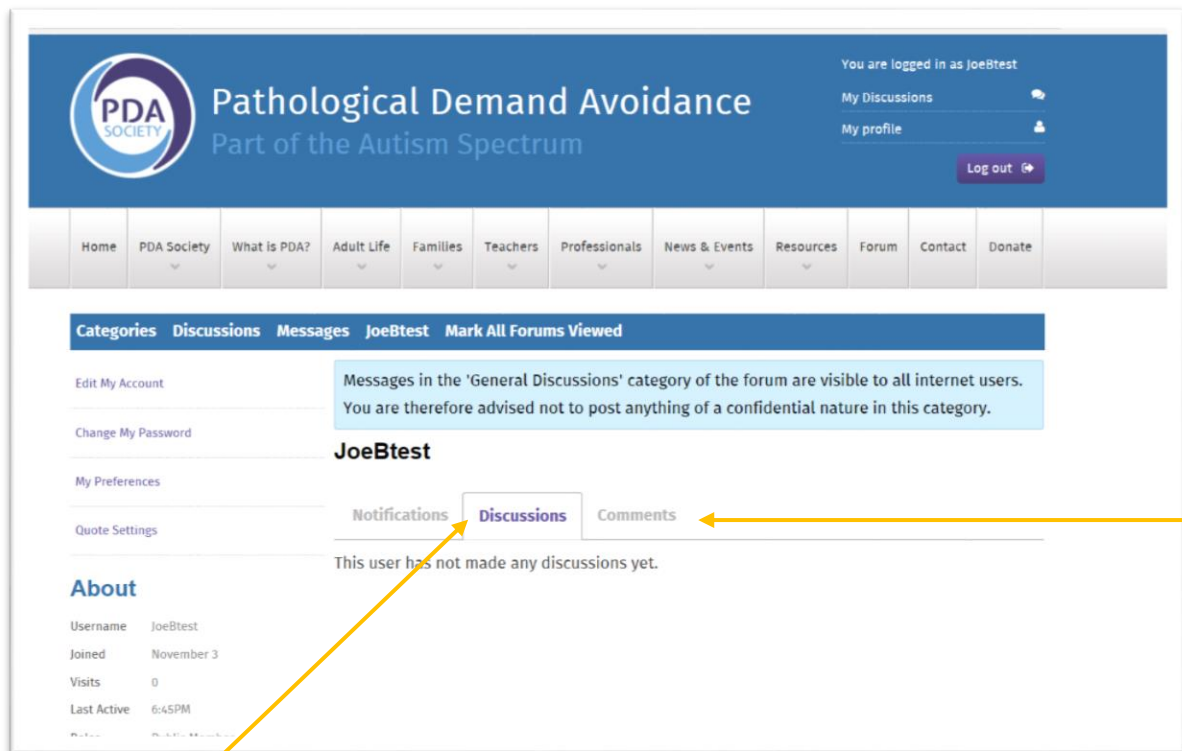
Checking Notifications and finding your discussions and comments on the forum



Click on your forum username in this menu



Clicking on the 'NOTIFICATIONS' menu shows you where other users have commented on a discussion you have created or commented on, or where people have sent you a message (via the inbuilt private messaging function on the forum).



Clicking on the 'DISCUSSIONS' menu displays all the discussion threads you have started, so you can look through this and see if anyone has added new comments on your discussion thread. If you have been a member for a long time, or have made a lot of posts, then at the end of the list on the page there is some blue text which reads 'more discussions' - click on this blue text to see earlier discussions you have started.

Clicking on the 'COMMENTS' menu displays all the comments you have made, including those on discussions started by other members.

Forum Moderation information

1. The **General Admin** team are responsible for supporting, advising and signposting our members to useful information and resources.
2. The **General Admin** team are responsible for ensuring that the group guidelines and terms and conditions are followed by all of our members.
3. The **General Admin** team will not directly deal with any areas of concern. Any such concerns will be referred to our **Moderators**.
4. Our **Lead Moderator** will actively moderate the forum.
5. The **Moderators** reserve the right to remove any posts or threads that are not deemed to be in the spirit of our general guidelines.
6. Any members whose post is removed will be contacted by a **Moderator**, by private message, to explain why this action has been taken.
7. If a thread is deemed to have become disruptive for our forum members, a **Moderator** reserves the right to block any further posting on the thread in question. A **Moderator** will make an announcement in the thread to explain the reasons for this decision and action.
8. Any members who need to be regularly reminded to moderate their posts may be removed from the forum, without warning or explanation, by a **Moderator**, following consultation with, and at the discretion of our **Senior Moderators**.
10. Our **Senior Moderators** reserve the right to close a user account for any reason at their discretion and without warning.

Complaints and Grievances

2. If you have any complaints or grievances please contact, in the first instance, our **Lead Moderator** via the private message facility on our forum. All communications must be conducted in a polite and respectful manner. Failure to do so could result in your removal from the forum. We will endeavor to respond to your complaint within 48 hours.
2. If you are still not satisfied with the outcomes of your complaint, please contact our Board of Trustees by email at info@pdasociety.org.uk. All communications must be conducted in a polite and respectful manner. Your concerns will be discussed and given thoughtful consideration by the Trustees who have not previously been involved with your complaint/concern. We will endeavor to respond to your complaint within 3-5 working days.

Your Admin Team is: -

General Admin: Vacant

Moderators:

Lead Moderator RhanH

Senior Moderators Webb, westd

For further information please view our full website terms and conditions

(<https://www.pdasociety.org.uk/terms-and-conditions>)

and our privacy policy

(<https://www.pdasociety.org.uk/privacy-policy>)

on the PDA Society website