



The PDA Society

Forum User Guide  
(including Frequently Asked Questions)

Version 3: February 2020

## **Contents**

Section A.....	4
Forum Guidelines .....	4
Terms & Conditions .....	4
General Guidelines and Principles .....	6
Section B.....	8
Registering with the forum.....	8
Logging in and accessing the forum.....	9
Forum Pop up Messages.....	11
Forum Categories .....	12
Public Forums .....	12
Main Member Forums.....	13
Restricted membership Forum areas .....	13
Forgotten password? Resetting your password for the PDA Society forum .....	14
Section C.....	14
Changing your User Settings.....	14
Changing your website login password .....	14
Changing your Notification Settings .....	16
Section D.....	17
Navigating and Posting on the forum, editing posts and sending personal messages.....	17
Navigating the forum.....	17
Searching the forum .....	18
Bookmark a post.....	19
Starting a New Discussion.....	20
Adding a comment to someone else's post.....	21
Editing your posts .....	22
Editing (at a later time) or deleting a Discussion thread or comment you have made .....	22

Sending other forum members a ‘personal message’ .....	23
Checking Notifications .....	25
Forum Moderation information .....	25
Complaints and Grievances .....	26
Moderators:.....	26
Terms and Conditions and Privacy Policy .....	27

## **Section A**

### **Forum Guidelines**

#### **Terms & Conditions**

1. The PDA Society discussion forum is designed to provide support and information on a peer to peer basis and to be a place for users to share experiences. The forum is not a substitute for professional advice. The Forum is not designed as a crisis response service and therefore is NOT moderated on a 24/7 basis, although moderators are scheduled to review the forum on a daily basis. If urgent help is needed this should be sought through other channels: <https://www.pdasociety.org.uk/resources/resource-category/support-and-advice/> or via the Police, A&E or Social Care.
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 the forum
9. Should you wish to cancel your forum registration please e-mail us at [forum@pdasociety.org.uk](mailto:forum@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 admin 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 an **Admin** or **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 an **Admin** or **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 an **Admin** or **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.

10. Our peer to peer Forums are intended for members to support and respond to each other, **Admins** and **Moderators** may also respond to posts and offer signposting. However it should be remembered that the Forum is not designed or set up to respond to immediate posts and is therefore not offered as a crisis service. If urgent help is needed this should be sought through other channels depending upon need: <https://www.pdasociety.org.uk/resources/resource-category/support-and-advice/> or via the Police, A&E or Social Care. For more specific support/advice the PDA Society Enquiry Line is staffed by Trained Parent Volunteers who will reply to enquiries within 3-5 days.
11. Please remember that **Admins** and **Moderators** and may not always respond to all posts especially if they feel there are no other relevant signposting tips or support to offer. Occasionally a response may be made privately if it is felt this would be better responded to away from more public areas. However, if you feel that there is post on the forum that does require an urgent response please do notify the moderators my emailing details to: [forum@pdasociety.org.uk](mailto:forum@pdasociety.org.uk).

## Section B

### Registering with the forum

Go to [www.pdasociety.org.uk/forum](https://www.pdasociety.org.uk/forum) or navigate to the forum using the menu link on the PDA Society website

Click on 'Register' in the top right side of the screen

The screenshot shows the homepage of the PDA Society Forum at [pdasociety.org.uk/forum/index.php?p=categories](https://www.pdasociety.org.uk/forum/index.php?p=categories). At the top, there is a blue header bar with 'Categories' and 'Discussions' links. On the right side of the header, there are 'Sign In' and 'Register' buttons. A black arrow points from the text 'Click on "Register" in the top right side of the screen' to the 'Register' button. Below the header, there is a search bar and a 'HOME' link. The main content area has a pink background. It includes a 'Howdy, Stranger!' message for new users, instructions about forum terms and conditions, and a note about password changes. It also contains a red warning message about posting confidential information in the 'General Discussions' category. At the bottom of the content area, it says 'No categories were found.'

You will then need to enter your email, create a username (it will let you know if that username is unavailable), enter your postcode, first name and surname, then set a password and confirm this, then you will need to complete the security check and tick to agree to the terms of service. (

After completing the form click on 'sign up'

**Register**

Email

Username

Postcode (this is not made public)

First Name (this is not made public)

Surname (this is not made public)

Password  
Your password must be at least 6 characters long. For a stronger password, increase its length or combine upper and lowercase letters, digits, and symbols.

Confirm Password

Security Check

I'm not a robot   
reCAPTCHA  
Privacy-Terms

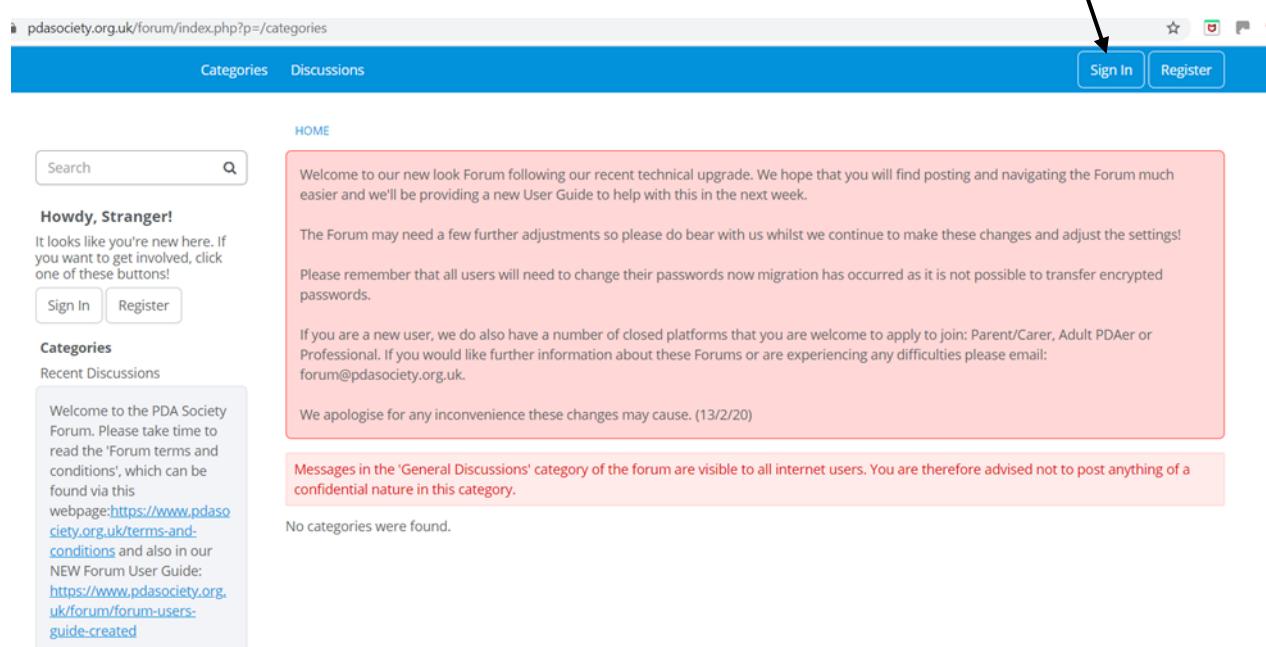
I agree to the terms of service  
 Remember me on this computer

**Sign Up**

A verification email will be sent to your registered email address and you need to click on the link in the email which then verifies your account. Once you have completed this step you can then view the main members area and also the public areas, and you can post in these areas of the forum.

## ***Logging in and accessing the forum***

If you have already registered as a forum user then to sign in you would click on the sign in button



The screenshot shows the homepage of the pdasociety.org.uk forum. At the top, there is a navigation bar with links for 'Categories' and 'Discussions'. On the right side of the navigation bar are two buttons: 'Sign In' and 'Register'. A red arrow points to the 'Sign In' button. Below the navigation bar, there is a search bar and a 'HOME' link. To the left, there is a sidebar with a 'Howdy, Stranger!' message and links for 'Sign In' and 'Register'. The main content area has a pink background and contains several messages and notices. One notice says: 'Welcome to our new look Forum following our recent technical upgrade. We hope that you will find posting and navigating the Forum much easier and we'll be providing a new User Guide to help with this in the next week.' Another notice says: 'The Forum may need a few further adjustments so please do bear with us whilst we continue to make these changes and adjust the settings! Please remember that all users will need to change their passwords now migration has occurred as it is not possible to transfer encrypted passwords.' There is also a message about forum terms and conditions, a note about password changes, and a notice about general discussions being visible to all internet users.

You then need to enter your username and password and click on the 'sign in' button

Welcome to our new look Forum following our recent technical upgrade. We hope that you will find posting and navigating the Forum much easier and we'll be providing a new User Guide to help with this in the next week.

## Sign In

Email/Username  
test123DW

Password  
\*\*\*\*\* [Forgot?](#)

Keep me signed in

Don't have an account? [Create One.](#)

**Important Please Read:** As part of our recent site migration and software update - **all existing users will need to reset their passwords.** This is because your password details were encrypted and kept secure - consequently we have not been able to migrate your previous passwords across during the site up-date. Please click **'Forgot'** link to reset your password by email (please check your spam/junk folders if you do not receive an email).

Once logged in you can see your profile avatar on the top right (yours will have a little head and shoulders person silhouette in the centre of the circle)

Categories Discussions

HOME

Search

New Discussion

Categories Recent Discussions Activity

Welcome to our new look Forum following our recent technical upgrade. We hope that you will find posting and navigating the Forum much easier and we'll be providing a new User Guide to help with this in the next week.

The Forum may need a few further adjustments so please do bear with us whilst we continue to make these changes and adjust the settings!

Please remember that all users will need to change their passwords now migration has occurred as it is not possible to transfer encrypted passwords.

If you are a new user, we do also have a number of closed platforms that you are welcome to apply to join: Parent/Carer, Adult PDAer or Professional. If you would like further information about these Forums or are experiencing any difficulties please email: forum@pdasociety.org.uk.

We apologise for any inconvenience these changes may cause. (13/2/20)

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.

## Public Forums

**General Discussion**

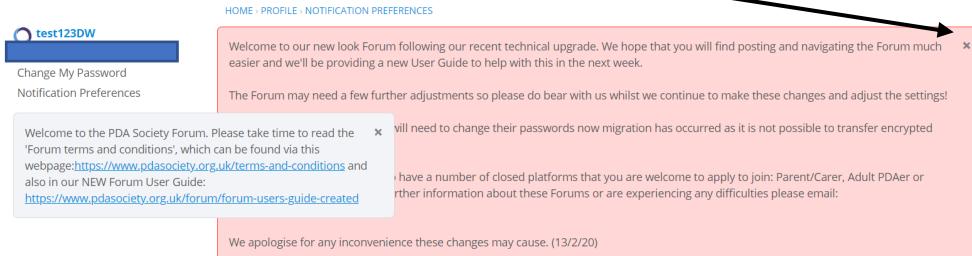
See Announcements in this forum for guidelines and rules. **NB Messages in this forum are visible to all internet users; you are therefore advised not to post anything of a confidential nature in this forum**

2.1K discussions 14.7K comments Most recent: 3 year old girl by JAFFA on February 12

**Notice Board**

## **Forum Pop up Messages**

When you first log in to the forum you may see some pop up messages – see the welcome message in the screen shot below. Some messages are temporary and can be dismissed. To do this you click on the little x symbol on the top right of the message box, and this will dismiss the message - it will not appear again.



Some messages like the one shown below about the 'general discussions category of the forum' cannot be dismissed – you can see there is no little cross in the top right.

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.

# Forum Categories

## Public Forums

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.

### Public Forums

#### General Discussion



See Announcements in this forum for guidelines and rules. **NB Messages in this forum are visible to all internet users; you are therefore advised not to post anything of a confidential nature in this forum**

2.1K discussions 14.7K comments Most recent: 3 year old girl by JAFFA on February 12

#### Notice Board



Events, PDA related resources, book reviews and links to other sites

47 discussions 359 comments Most recent: Disabled Children Legal Handbook 2nd edition link by westd\_Moderator on February 6

#### Announcements



Forum guidelines and Forum specific announcements from the moderators will be made in here. This forum is read-only.

New members please read announcements in this forum

2 discussions 4 comments Most recent: Forum technical upgrade over next few weeks... please read by RhanH

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

### Main Members Forums

#### Members General Forum



Main forum for all members of the PDA Society. Open to all registered members of the PDA Society (including parents, carers, professionals and adult PDAers)

218 discussions 1.6K comments Most recent: St. John's School ( Seaford ) and St. John's College ( Brighton ) : Inking up with families by Rachel2019 on February 12

#### Main Member - Closed Discussions



This forum area contains historical posts. No comments can be posted but they have been retained as they may contain information of interest to members.

461 discussions 3.6K comments

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

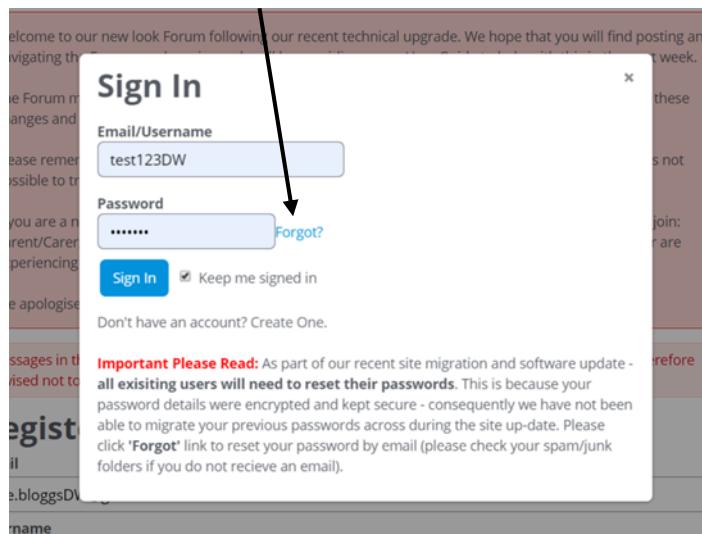
There are three restricted access areas of the forum:

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. Please email to [forum@pdasociety.org.uk](mailto:forum@pdasociety.org.uk) if you would like access to any of these private forum areas.

## ***Forgotten password? Resetting your password for the PDA Society forum***

If you forget your password click on the word **Forgot?** (in blue) on the signing in menu



Enter your email address in the new box that appears, and an email will be sent to you to allow you to reset your password. Please follow the instructions given in the email.

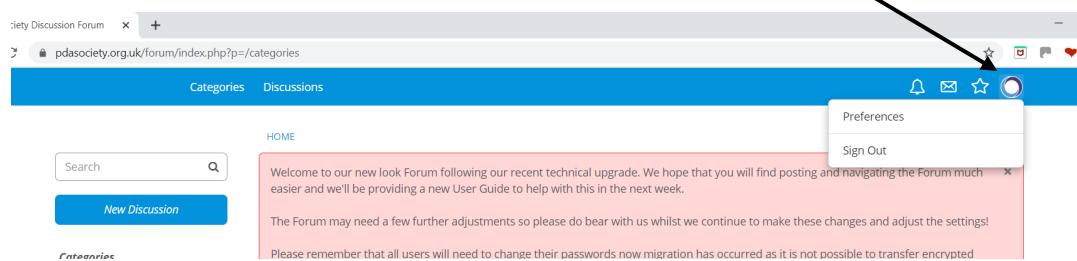
## **Section C**

### **Changing your User Settings**

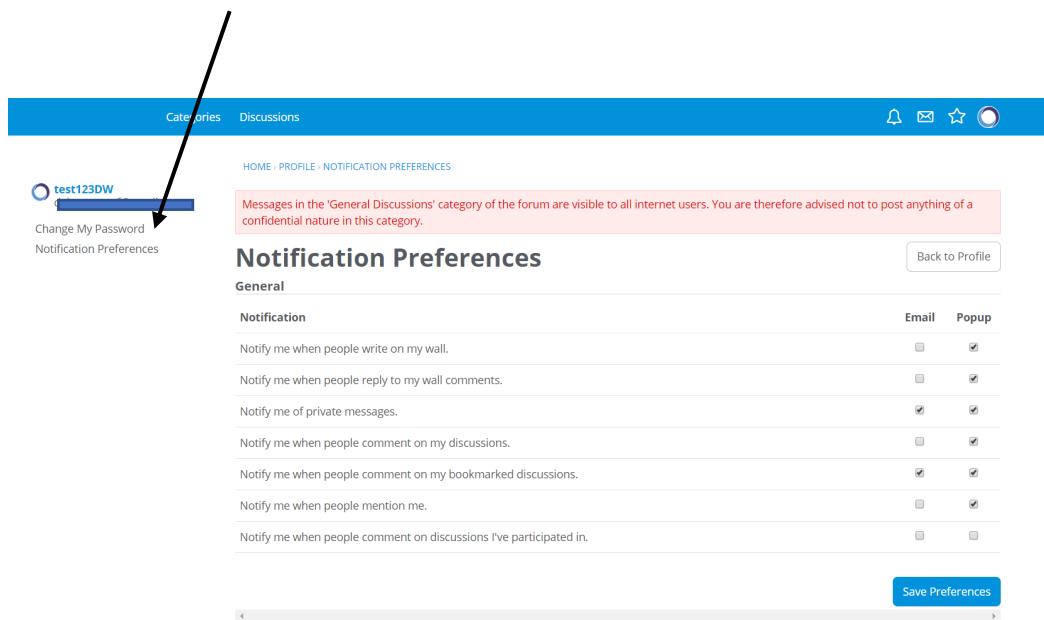
#### ***Changing your website login password***

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

Go to your avatar icon in top right and click on it to open the menu. Then click on the word 'preferences'

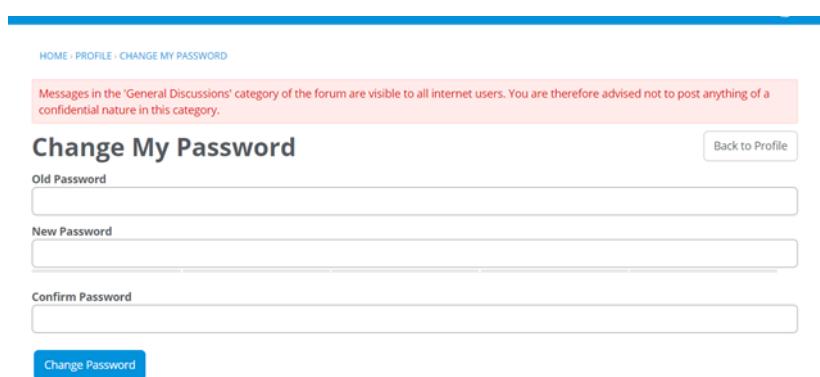


Go to menu in top left and click on 'Change My Password'



The screenshot shows a user profile page with a blue header bar containing 'Categories' and 'Discussions'. Below the header is a navigation bar with links for 'HOME', 'PROFILE', and 'NOTIFICATION PREFERENCES'. On the left, there's a user menu with options like 'test123DW', 'Change My Password', and 'Notification Preferences'. A red box highlights the 'NOTIFICATION PREFERENCES' link. The main content area is titled 'Notification Preferences' with a 'Back to Profile' button. It has a 'General' section with a table for notification preferences. The table has two columns: 'Notification' and 'Email' (checkboxes) or 'Popup' (checkboxes). Most checkboxes are checked. At the bottom right is a 'Save Preferences' button.

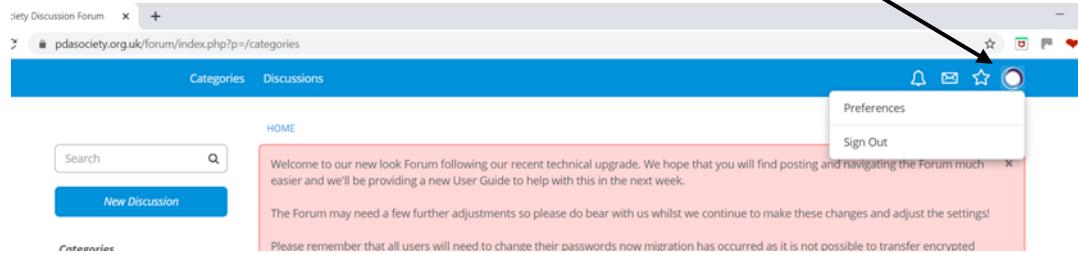
It will then bring up another box to enter your current password, then enter your new password and type it again to confirm the new password. When you have entered all the information click on the blue 'Change Password' box at the bottom to save your new password.



The screenshot shows a 'Change My Password' form. At the top is a navigation bar with 'HOME', 'PROFILE', and 'CHANGE MY PASSWORD'. A red box highlights the 'CHANGE MY PASSWORD' link. The main form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Each field has a corresponding label above it. Below the fields is a blue 'Change Password' button.

## **Changing your Notification Settings**

Go to your avatar icon in top right and click on it to open the menu. Then click on the word 'preferences'



The different types of notifications you can receive are listed on the left, and you tick the boxes on the right to highlight if you want notifications by email or popup (only visible when you are logged into the forum) – if you select one by mistake just click on it again to unselect it. Remember to click on the blue 'Save Preferences' box when you have finalised your choices.

Notification	Email	Popup
Notify me when people write on my wall.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people reply to my wall comments.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me of private messages.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people comment on my discussions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people comment on my bookmarked discussions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people mention me.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Notify me when people comment on discussions I've participated in.	<input type="checkbox"/>	<input type="checkbox"/>

**If you wish to change your forum username** please contact our admin/moderating team by emailing [forum@pdasociety.org.uk](mailto: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.

## Section D

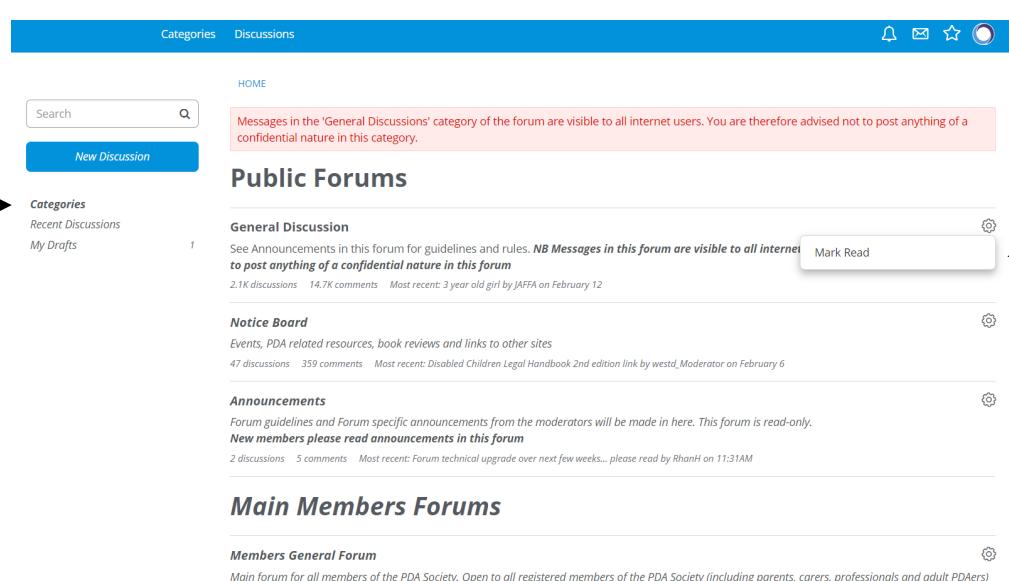
### Navigating and Posting on the forum, editing posts and sending personal messages

#### *Navigating the forum*

When you log in you can see the list of forum areas of which you are a member.

On the left side of the screen there is a menu to show the list of categories, which displays like the picture below. You can then click on one of the forum areas e.g. General Discussion' to view all the posts in that area.

If you haven't accessed the forum for a while and don't want to see all the unread messages you can click on the circle to the right of the screen and then click on 'Mark Read' and all posts in that area will be marked as read.



You can also click on 'Recent Discussions' to see the most recent posts in the forum.

When you view the ‘Recent Discussions’ list you will see at the top of the list some posts which are marked as ‘announcements’ – posts that an admin or moderator would like users to see. To remove these so you don’t see them all the time you can ‘dismiss’ the post by clicking on the little circle to the right of the post details then click on the word ‘dismiss’

A screenshot of a forum's 'Recent Discussions' page. At the top, there's a navigation bar with 'Categories' and 'Discussions'. Below it is a search bar and a 'New Discussion' button. On the left, there's a sidebar with categories like 'Recent Discussions', 'Activity', and 'My Drafts'. The main content area shows several posts. One post, titled 'Forum technical upgrade over next few weeks... please read', is highlighted with a red border and has a small blue dismiss icon with a star and gear symbol to its right. A black arrow points from the text above to this dismiss icon. Below the post, there's a 'Dismiss' button. Other posts include 'Welcome to the Public Discussion Forum' and 'Welcome to the Main Members General Forum', both of which also have dismiss icons.

If you then refresh your browser page, the dismissed post will disappear from the list that you see.

A screenshot of the same forum page after refreshing. The dismissed post 'Forum technical upgrade over next few weeks... please read' is no longer visible in the list of recent discussions. The other posts ('Welcome to the Public Discussion Forum' and 'Welcome to the Main Members General Forum') remain in their original positions.

## ***Searching the forum***

To search the forum to find all posts containing a keyword you use the ‘Search’ button on left side of forum page. Type your keyword into the box and press enter and it will find all posts containing that keyword.

A screenshot of the forum's 'Public Forums' page. The top navigation bar includes 'Categories' and 'Discussions'. A search bar contains the placeholder 'Enter your search term.' Below the search bar is a 'New Discussion' button. A red message box at the top states: '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.' The main content area is titled 'Public Forums'.

The results will be displayed a little like the screenshot below

A screenshot of a forum search results page. At the top, there is a red message box stating: "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." Below this, a search bar contains the word "test". Two posts are listed:

- Test post by moderator will be deleted shortly**  
by test123DW - 9:51PM  
[Test Reply]
- Test post by moderator will be deleted shortly**  
[Edit] [Delete] [Report]

## Bookmark a post

A screenshot of a forum homepage titled "RECENT DISCUSSIONS". On the left, there is a sidebar with categories: "Recent Discussions" (Activity, My Drafts), "Categories" (All Categories, Public Forums, General Discussion, Notice Board), and a search bar. The main area shows several posts:

- Welcome to the Public Discussion Forum (Announcement, 442 views, 4 comments, Most recent by RubyTuesday, General Discussion)
- Welcome to the Main Members General Forum (Announcement, 120 views, 0 comments, Started by RhanH, Members General Forum)
- Forum technical upgrade over next few weeks... please read (Announcement, 29 views, 3 comments, Most recent by RhanH, Announcements)

A black arrow points to the star icon next to the third post's title.

To bookmark a post so that you can find it again more easily, need to click on the little stars that are on the right side of a post.

To view your bookmarked posts, click on the star to the right of your avatar

A screenshot of a forum homepage with a blue header bar containing a star icon. A black arrow points from the text above to this star icon. A dropdown menu labeled "Bookmarks" is open, showing a list of bookmarked posts:

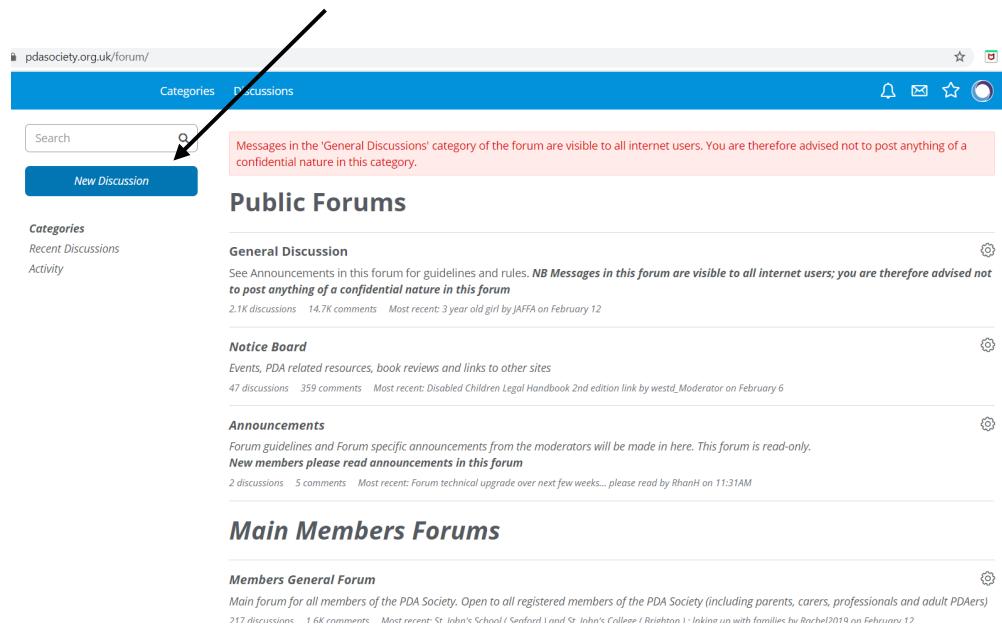
- Forum technical upgrade over next few weeks... please read (3 comments, 11:31AM)

At the bottom of the dropdown, there is a link "All Bookmarks". The main content area shows the same three posts as the previous screenshot, but the third one has a yellow star icon next to its title.

## Starting a New Discussion

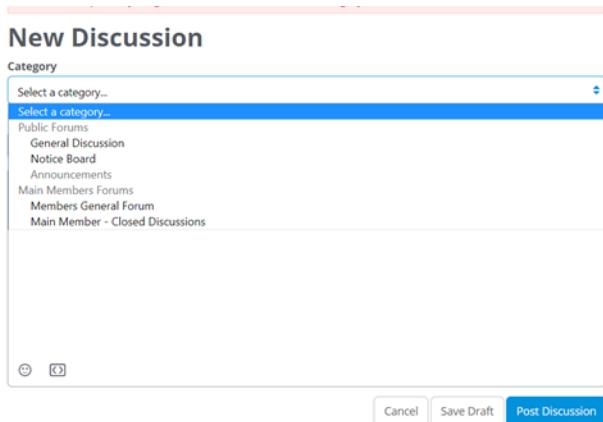
To start a new discussion in an area of the forum

When you are viewing the list of forum areas, look on the left side for the blue menu button which says 'New Discussion' and click on it.



The screenshot shows the homepage of the PDA Society forum. At the top, there's a navigation bar with 'Categories' and 'Discussions'. Below the navigation is a search bar and a 'New Discussion' button, which is highlighted with a red arrow. A red box also highlights a message in the 'General Discussions' category: '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.' The main content area is titled 'Public Forums' and lists three categories: 'General Discussion', 'Notice Board', and 'Announcements'. Each category has a brief description, the number of discussions and comments, and the most recent post. Below these is another section titled 'Main Members Forums' with a single category 'Members General Forum' listed.

This brings up the form for you to make your discussion post



The screenshot shows the 'New Discussion' posting form. It features a dropdown menu for 'Category' with the following options: 'Select a category...', 'Public Forums', 'General Discussion', 'Notice Board', 'Announcements', 'Main Members Forums', 'Members General Forum', and 'Main Member - Closed Discussions'. At the bottom of the form are three buttons: 'Cancel', 'Save Draft', and a blue 'Post Discussion' button.

In the first box you to select the area of the forum where you wish to post your discussion. Please remember that the General Discussion and Notice Board areas are visible to all internet users. The members general forum area is only accessible to other logged in members.

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.

## New Discussion

<b>Category</b>	General Discussion
<b>Discussion Title</b>	PDA or something else??
<p>This is a test post</p> <p>⌚ ⓘ</p>	
<input type="button" value="Cancel"/> <input type="button" value="Save Draft"/> <input type="button" value="Post Discussion"/>	

Then enter your discussion post title and the main text (if you click on the little face on bottom left you can add emojis to your post if you wish).

The buttons on the bottom allow you to 'cancel' making the post, or to save as a draft. If you wish to make your post then click on the blue 'post discussion' box.

## ***Adding a comment to someone else's post***

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.

The screenshot shows a forum post titled "Test post by moderator will be deleted shortly". The post was made by "westd\_Moderator" at 9:48PM. The content of the post is "Please ignore this post - I will delete later." Below the post, there is a "Leave a Comment" section. A comment has been added with the text "Thanks westd\_moderator" and a "Quote" link. At the bottom of the comment section, there is a text input field containing "Test Reply 😊" and two small icons. At the very bottom of the page, there are navigation links: "Home • General Discussion" and a blue "Post Comment" button.

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***

When you post a discussion or comment on the forum you will be able to edit it yourself for a specific time period after posting.

To do this, click on the little circle symbol to the right of your discussion or post and click 'Edit' – as you can see in the example below this can be carried out upto 1hr after the post was made.

The screenshot shows a forum interface. At the top, there's a search bar and a 'New Discussion' button. Below that is a sidebar with categories like 'Recent Discussions', 'My Bookmarks', and 'My Drafts'. The main area displays a post titled 'Test post by moderator will be deleted shortly' by 'westd\_Moderator' at 9:48PM. The post content is 'Please ignore this post - I will delete later.' Below the post is a reply from 'test123DW' at 9:51PM. A callout bubble with a gear icon and the text 'Edit (1 hour)' points to the edit link in the post footer. A red arrow points from the text 'you can see in the example below this can be carried out upto 1hr after the post was made.' to this callout bubble.

It will open up the post and let you edit – remember to save your changes!

## ***Editing (at a later time) or deleting a Discussion thread or comment you have made***

Please contact an admin or moderator by personal message

Admins have the following avatar picture



Moderators have the following avatar picture



or send an email to [forum@pdasociety.org.uk](mailto: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'***

Open up your message 'inbox' by clicking on the envelope icon that is near your avatar

A screenshot of a forum interface. At the top, there's a blue header bar with "Categories" and "Discussions" links. Below the header is a search bar and a "New Discussion" button. The main area is titled "Public Forums". On the left, there are "Categories" and "Recent Discussions" sections. A red arrow points to the envelope icon in the top right corner of the header bar.

You can see a list of messages in your inbox . To create a new message click on the icon on top right of the pop up box

A screenshot of an "Inbox" pop-up window. It shows a list of messages from "westd\_Moderator" with the subject "test" and a timestamp "1 message February 12". There are icons for marking messages as read, deleting them, and a star for favoriting. A blue arrow points to the envelope icon in the top right corner of the pop-up window.

You will then see the message box appear.

In the recipients box start typing the username of the person you want to see. When you start typing it will show a list of usernames with those characters in them – ensure you select the right person!

HOME · INBOX · NEW MESSAGE

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.

### New Message

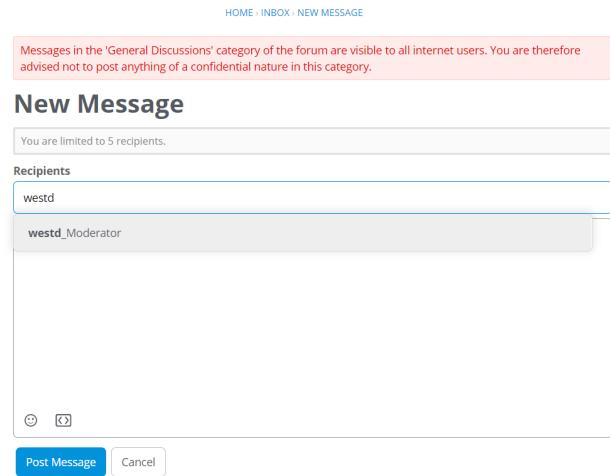
You are limited to 5 recipients.

Recipients

westd

westd\_Moderator

Post Message Cancel

A screenshot of a web-based messaging interface. At the top, there are navigation links: HOME, INBOX, and NEW MESSAGE. A red box highlights a warning message: "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." Below this is a section titled "New Message". It contains a note "You are limited to 5 recipients." and a "Recipients" input field. The input field shows the text "westd" and below it, a dropdown menu lists "westd\_Moderator". At the bottom of the form are two buttons: "Post Message" (in blue) and "Cancel".

Enter your message in the large box, then click on 'Post Message' to sent to the recipients you have selected

HOME · INBOX · NEW MESSAGE

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.

### New Message

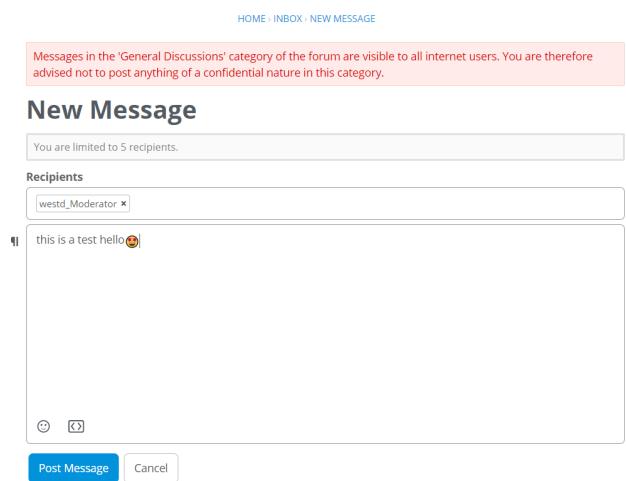
You are limited to 5 recipients.

Recipients

westd\_Moderator

this is a test hello😊

Post Message Cancel

A screenshot of a web-based messaging interface, identical to the one above but with a message added. The message "this is a test hello😊" is typed into the main message area. The rest of the interface, including the recipient selection and buttons, is the same as the first screenshot.

## Checking Notifications

To see notifications click on the bell symbol on the top right and it will show a list of notifications

The screenshot shows a forum interface with a blue header bar. On the right side of the header is a bell icon, which is highlighted with a black arrow pointing to it from the text above. Below the header, there's a search bar and a 'Categories' dropdown. The main content area is titled 'Public Forums' and contains two sections: 'General Discussion' and 'Notice Board'. The 'General Discussion' section has a note about messages being visible to all internet users. The 'Notice Board' section lists recent posts. A white 'Notifications' overlay is displayed in the upper right corner, containing a message from 'westd\_Moderator' posted on the user's wall on February 13. At the bottom of the overlay is a link to 'All Notifications'.

## 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**.
9. Our **Senior Moderators** reserve the right to close a user account for any reason at their discretion and without warning.

## Complaints and Grievances

1. 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](mailto: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.

### Moderators:

Lead Moderator RhanH

Senior Moderators Webb, westd\_moderator



Admins have the following avatar picture



Please contact an admin or moderator by personal message

Alternatively you can send an email to [forum@pdasociety.org.uk](mailto:forum@pdasociety.org.uk)

## **Terms and Conditions and Privacy Policy**

For further information please view our full 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