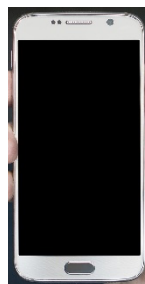




The PDA Society

Forum User Guide – Mobile Phone
(including Frequently Asked Questions)

Version 5: April 2023



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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 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. We reserve the right to close a user account that has not been used for 4 years or more.
14. We reserve the right to delete any accounts where the verification link, sent via email, has not been activated within 30 days of registering an account.
15. Promotion of commercial products or services is not permitted.
16. 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.

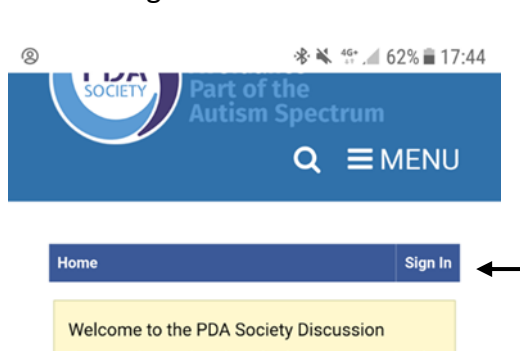
10. Our peer to peer Forums are intended for members to support and respond to each other, **Admins** and **Moderators** may also respond to posts and offer signposting. However it should be remembered that the Forum is not designed or set up to respond to immediate posts and is therefore not offered 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** 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 by emailing details to: forum@pdasociety.org.uk.

Section B

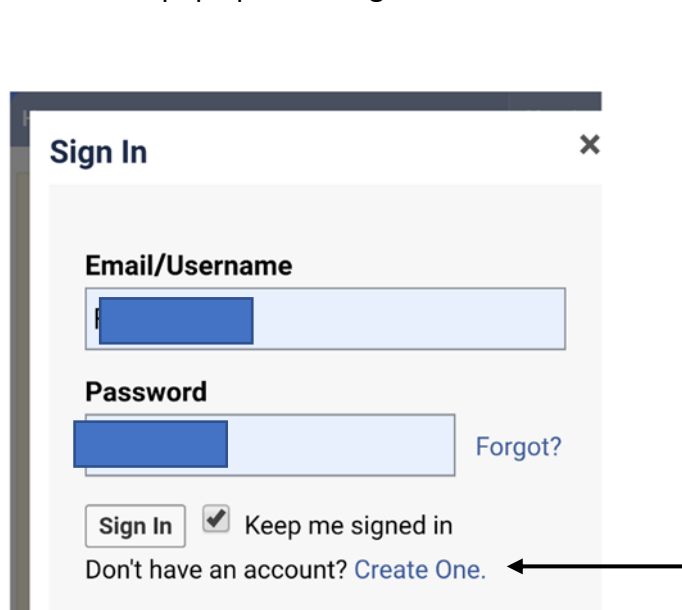
Registering with the forum

Go to www.pdasociety.org.uk/forum or navigate to the forum using the menu link on the PDA Society website

Click on 'Sign in' in the menu bar



Then on the pop up box to sign in click on 'Create One'



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.

are therefore advised not to post anything of a confidential nature in this category.

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](#)

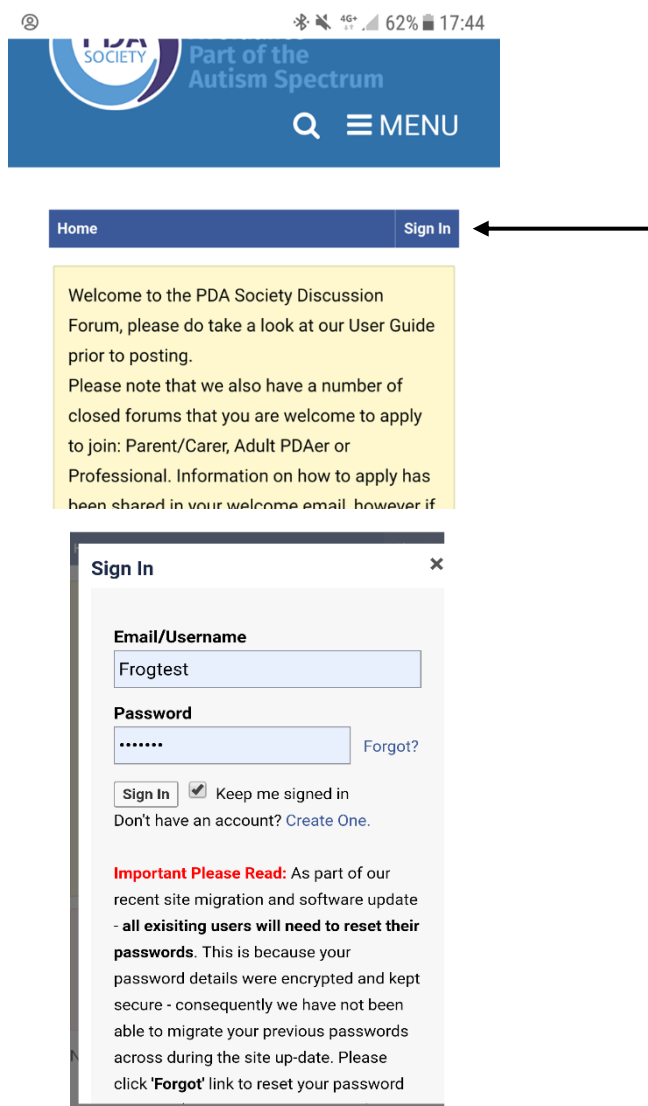
☐ Remember me on this computer

After completing the form click on '**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. We reserve the right to delete any accounts where the verification link, sent via email, has not been activated within 30 days of registering an account. If the account is still required after 30 days you will need to re-register to receive a new verification link.

Logging in and accessing the forum

If you have already registered as a forum user then to sign in you would Go to www.pdasociety.org.uk/forum or navigate to the forum using the menu link on the PDA Society website and click on the sign in button



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

Once logged in you will see your username in the top banner, as shown below.



'Mobile Site' or 'Full Site'?

When you first log in on your mobile device the forum usually displays in mobile view.

In mobile view the top banner looks like the one below



Although you can complete many actions in the 'Mobile Site', there are some actions you cannot complete E.g. setting notification preferences, resetting your password, viewing bookmarked posts and viewing your notifications list. To enable this, you need to switch to 'Full Site'

To switch to 'Full Site' you need go to the bottom of page and look for the words 'Full Site' just above the vanilla forum logo. Click on 'Full Site' to be able to complete actions such as setting notification preferences; and viewing your pop up notifications.

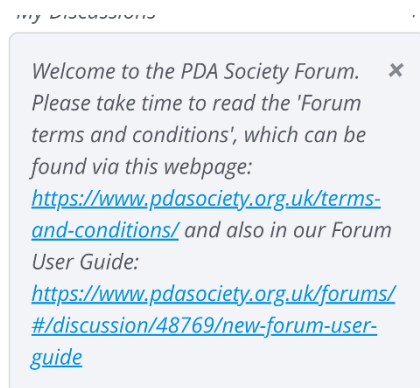


When you are viewing Full Site' the top banner will look like the one in the screenshot below and you will be able to see your avatar in the top right

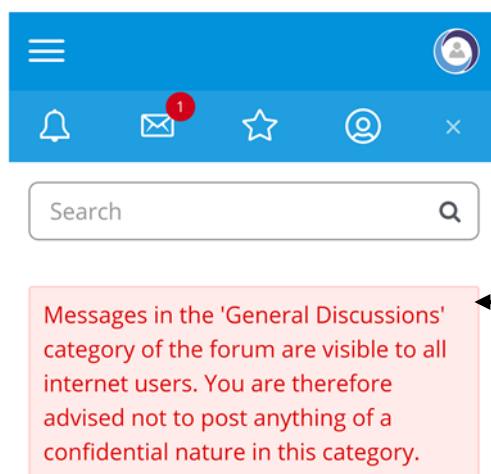


Forum Pop up Messages

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. These may appear at the bottom of the screen. To dismiss a message 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.










Public Forums

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.**



| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Public Forums |  |
| General Discussion  2.1K discussions 14.7K comments Most recent: <i>Adults and false allegations</i> by Tusk20 on 2 2:50PM |  |
| Notice Board  47 discussions 359 comments Most recent: <i>Disabled Children Legal Handbook 2nd editi</i> February 6 |  |
| Announcements  3 discussions 5 comments Most recent: <i>New Forum User Guide</i> by westd_Moderato. February 19 |  |

- 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 
 220 discussions 1.6K comments
Most recent: *Depressed single mother* by June67 on 3:03PM
3:03PM

Main Member - Closed Discussions 
 462 discussions 3.6K comments
Most recent: *Partner of adult PDAer* by webb on December 2018
December 2018

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

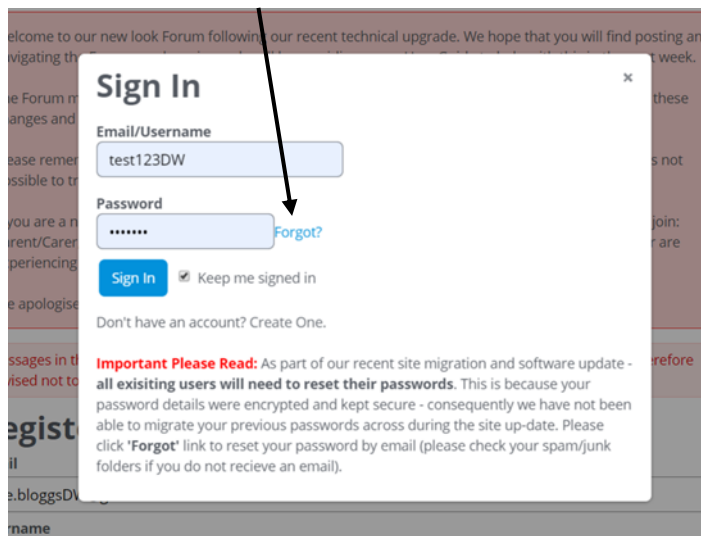
There are three restricted access areas of the forum:

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 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

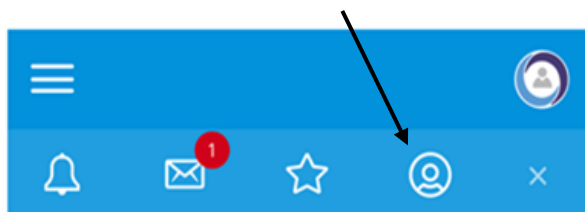
Changing your User Settings

Changing your website login password

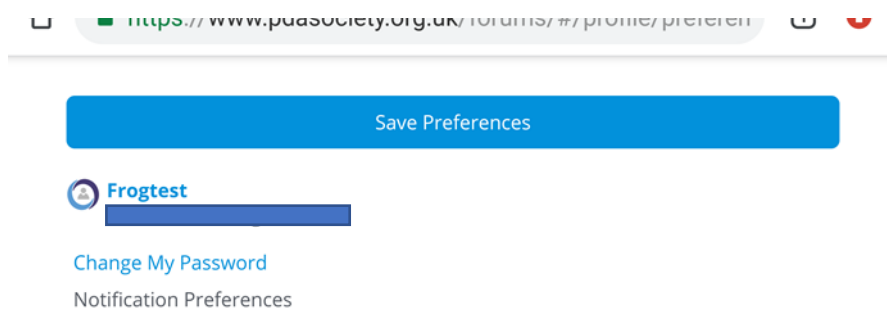
You can only do this in 'Full Site'

To change the password that you entered when you first registered with the website, complete the following steps:

Click on the icon shown by the arrow, then scroll down the screen and select 'Preferences'



scroll to the bottom of the 'Notification Preferences' table and click on the words 'Change My Password' shown in blue.



It will ask you to enter your old password, then enter and confirm your new password, and click on 'Change Password' to save your changes.

 A screenshot of a 'Change My Password' form. At the top is a red error message: 'Your new password must be at least 8 characters long'. Below this is a 'Back to Profile' button. The form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. At the bottom is a blue button labeled 'Change Password'.

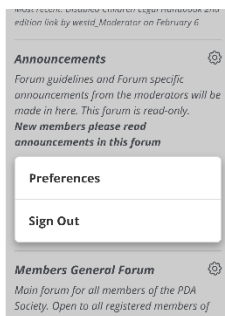
Changing your Notification Settings

You can only do this in 'Full Site'

To change the password that you entered when you first registered with the website, complete the following steps:

Click on the icon shown by the arrow, then scroll down the screen and select 'Preferences'





You need to view the notifications table on your phone in landscape orientation.



Notification Preferences

General

| 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"/> |

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.

Changing your Forum Username

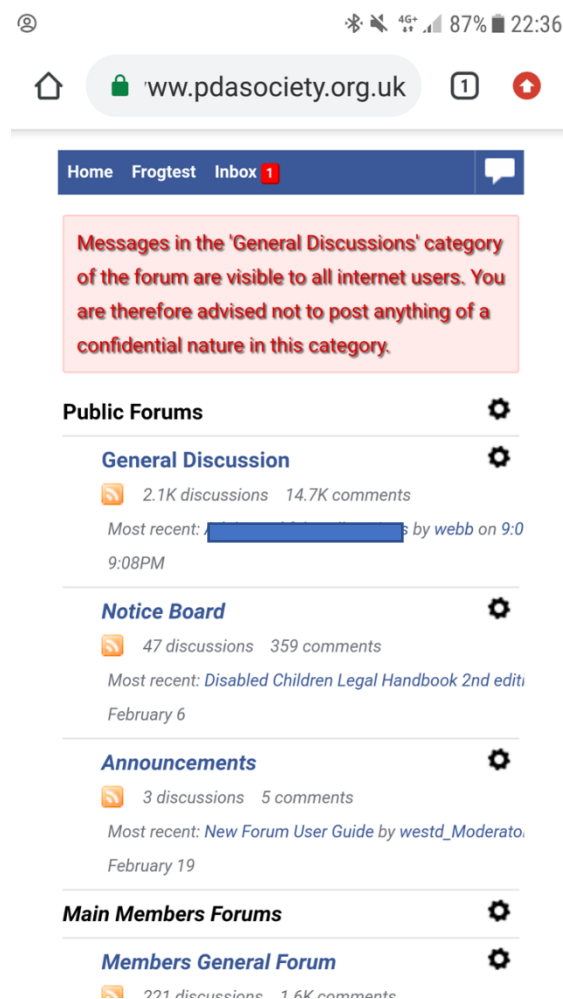
If you wish to change your forum username please contact our admin/moderating team by emailing forum@pdasociety.org.uk and let them know your current username and your new chosen username. Please ensure that you send your e-mail from same e-mail account you have used to register with our website/forum.

Section D

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

Navigating the forum

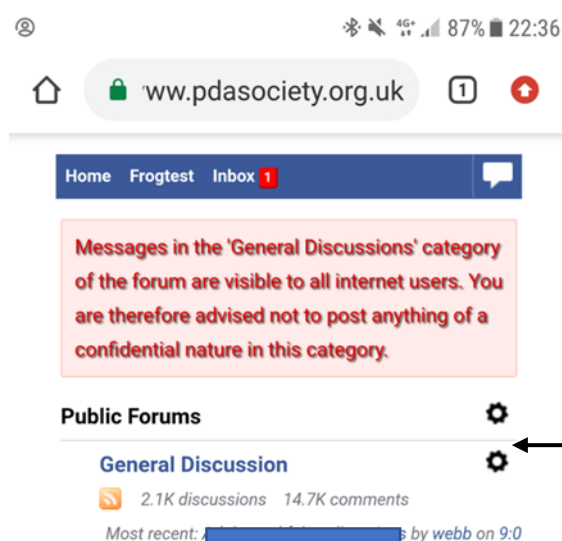
Mobile View



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

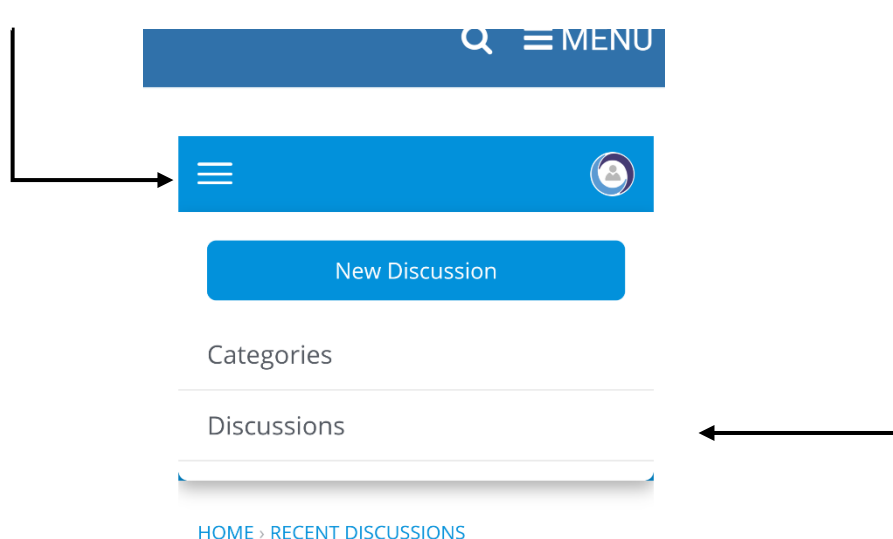
You can click on one of the forum areas e.g. General Discussion' to view all the posts in that area.

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 forum area and then click on 'Mark Read' and all posts in that area will be marked as read.

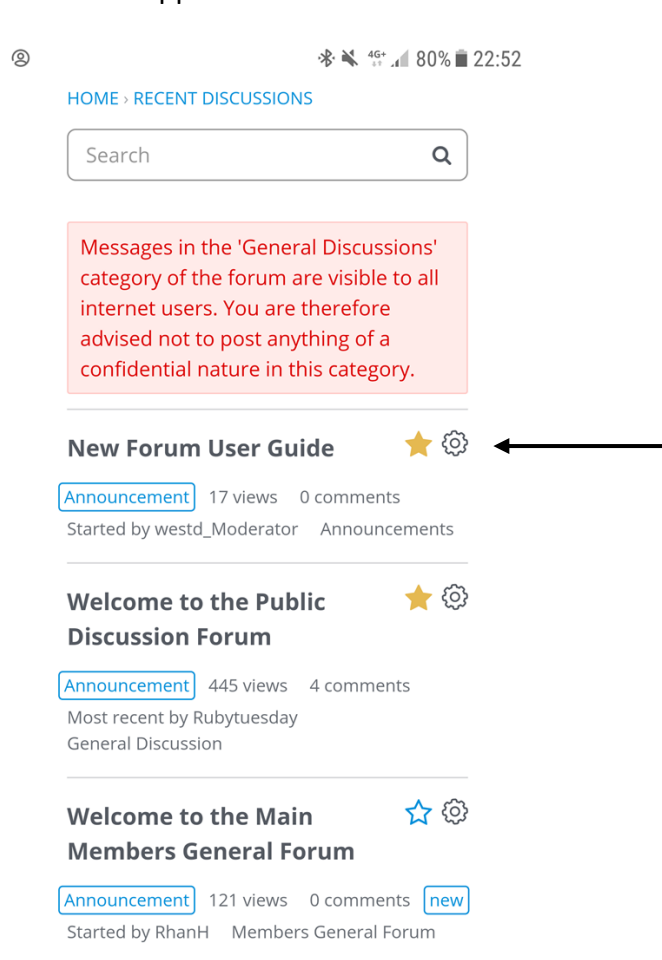


In 'Full Site' you can also click on '**Recent Discussions**' to see the most recent posts in the forum.

Click on the three lines on the left side to open up a menu; then select 'Discussions'



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' which will appear further down the screen



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

Searching the forum

To search the forum to find all posts containing a keyword you use the 'Search' button at the top of the page ('Mobile' and 'Full' view. Type your keyword into the box and press enter and it will find all posts containing that keyword.



HOME > RECENT DISCUSSIONS

Messages in the 'General Discussions'

The posts containing the keyword you have searched for will appear in a list on the screen.

Bookmark a post

To bookmark a post so that you can find it again more easily, you need to click on the little star to the right side of the post. If you have bookmarked it the star will turn yellow (click again to cancel and the star will go back to being white)



nature in this category.

Welcome to the Public Discussion Forum



Announcement 444 views 4 comments **new** Most recent by Rubytuesday

test this will be deleted



3 views 0 comments Started by Frogtest

Adults and false allegations

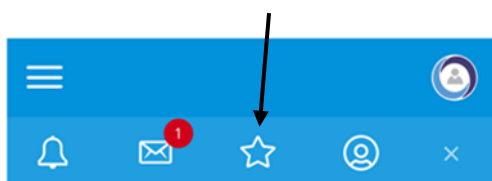


931 views 13 comments **new** Most recent by Tusk20

Outcomes



To view your bookmarked posts (only in 'Full Site') click on the star in the top banner and it will bring up a list of your bookmarked posts if you scroll further down the screen.

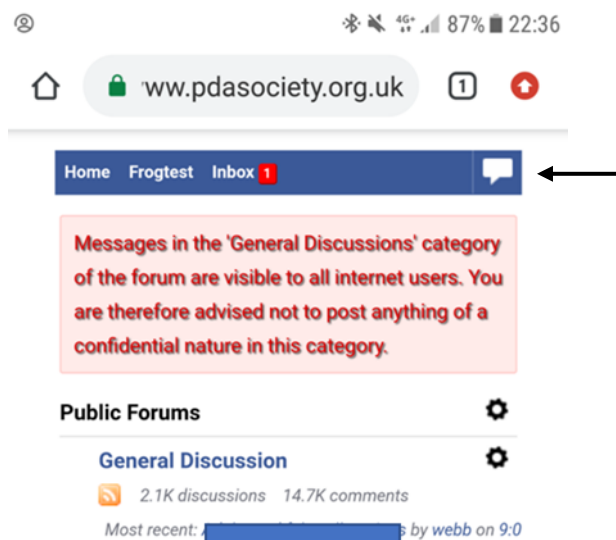


Starting a New Discussion

To start a new discussion in an area of the forum

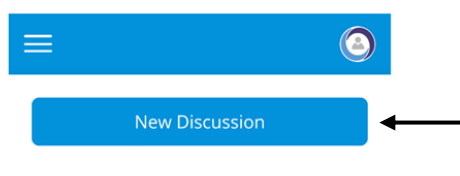
Mobile view

Click on the speech bubble icon to the right of the menu bar



'Full Site'

Click on the blue 'New Discussion' button



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

Category

General Discussion

Discussion Title

test this will be deleted

testing

Post Discussion

Cancel

[Full Site](#)
[Sign Out](#)



New Discussion

Category

Select a category...

Select a category...

Public Forums

General Discussion

Notice Board

Announcements

Main Members Forums

Members General Forum

Main Member - Closed Discussions

Cancel

Save Draft

Post Discussion

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

Category

General Discussion

Discussion Title

PDA or something else??



This is a test post



Cancel

Save Draft

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.

test this will be deleted



Frogtest
5:48PM

testing



Part of the Autism Spectrum

HOME
<http://pdasociety.org.uk>
 Learn more about the PDA panda
 What is PDA? PDA (Pathological...

Quote

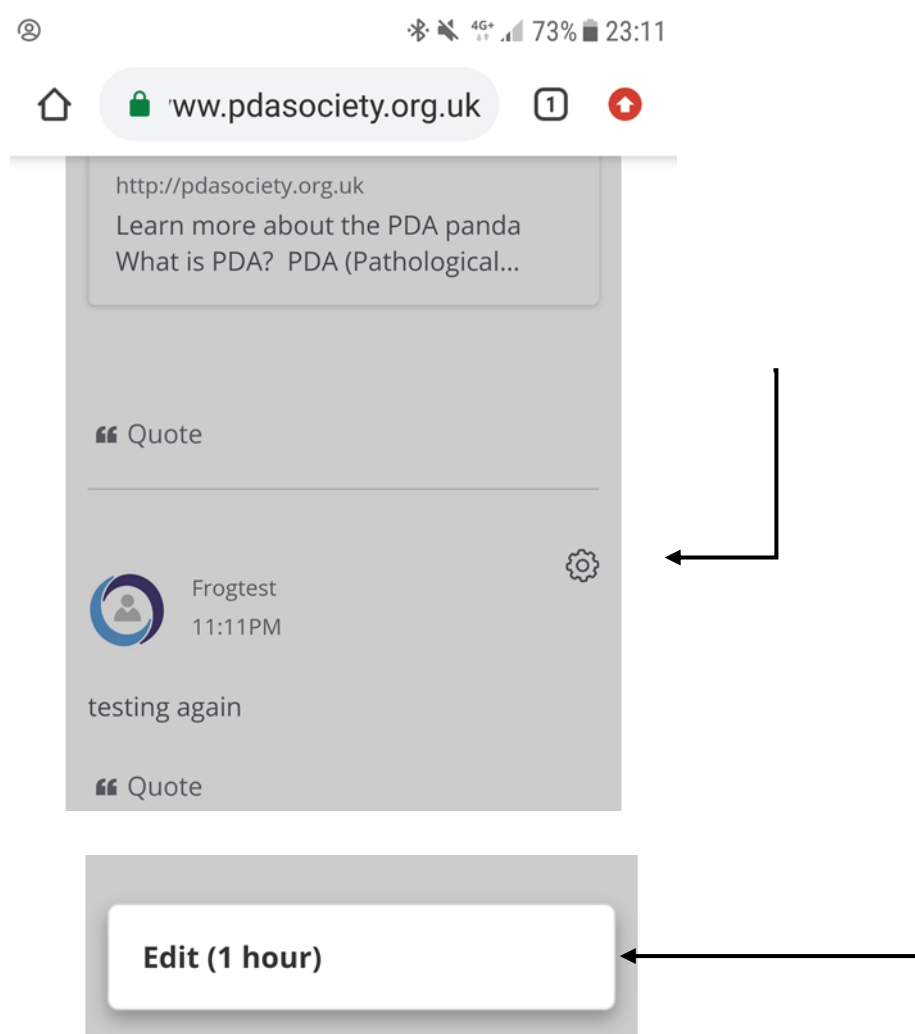
Leave a Comment

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 then scroll down screen and click on 'Edit Post' – this can be carried out upto 1hr after the post was made.



Please 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 with details or a link to the post or reply you wish to delete and we can complete this on your behalf.

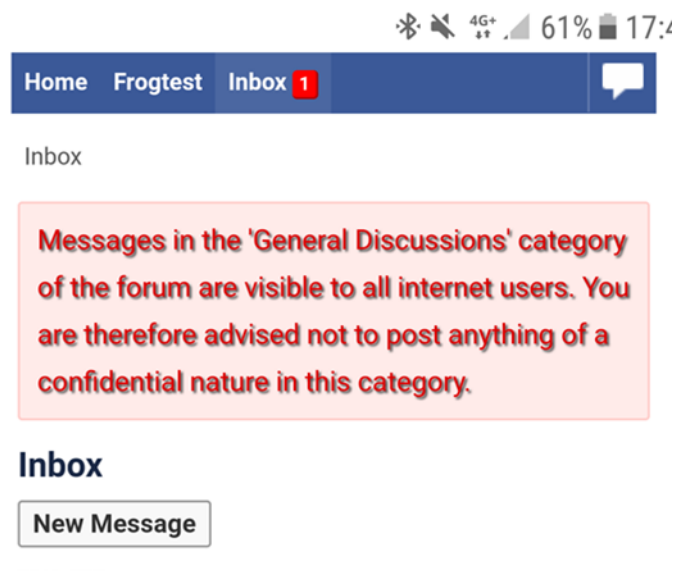
Sending other forum members a 'personal message'

You can do this when in mobile view or in 'Full Site' view. Open up your message 'inbox' by clicking on the envelope icon that is near your username



You will then see a list of the messages in your inbox .

To create a new message click on the grey 'New Message' box



You will then see the message box appear.

New Message

You are limited to 5 recipients.

Recipients

test123DW ×

Hi this is a test

¶

< >

Post Message Cancel

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! You can send the message to up to 5 recipients.

New Message

You are limited to 5 recipients.

Recipients

test123DW x

Hi this is a test

¶

< >

Post Message Cancel

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

Checking Notifications

When in mobile view you sometimes see a number next to your username. This indicates you have new notifications. To see notifications you must be in 'Full Site' view.

Once in 'Full Site' view:

click on the bell symbol on the left in the banner and it will show you your list of 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. 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 Em83
Senior Moderators RhanH, Webb

Moderators have the following avatar picture



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

Terms and Conditions and Privacy Policy

For further information please view our full terms and conditions, which can be found on the PDA Society website

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

and our privacy policy

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