

HOW TO CREATE OR REPLY TO A POST IN THE FORUM

The following instructions will walk you through posting and replying to posts in the Members only Forum on the BCLMA website.

CREATE A POST

1. Log in to the BCLMA website using your unique username and password.
2. Select **Forums** from the Member Home page toolbar:



Suggestion: Before starting a new post, use the **Search** field found at the top of the Forums page to see if the topic has already been addressed.




3. Scroll to select the appropriate Forum.
4. Click on the **Create new Discussion** or **Create new Document** button, as desired.

Discussion: post in this forum if you would like to ask a question and receive answers from your colleagues.

Documents: if you are posting documents for review or reference (i.e. after hosting a sub-section meeting or presentation) post them as a Document.

5. You will be taken to the New Topic screen:

A screenshot of the New Topic screen. The screen contains a 'Topic Title (Maximum Length: 80):' field, a rich text editor with various formatting options (b, i, link, b-quote, del, img, ul, ol, li, code, close tags), a 'Topic Tags:' field, a yellow warning box stating 'Maximum file size allowed is 20480 KB', an 'Attachments:' section with a 'Choose File' button and 'Add another file' link, and a 'Submit' button. Red arrows and circles highlight the 'Topic Title' field, 'Topic Tags' field, 'Choose File' button, and 'Submit' button.

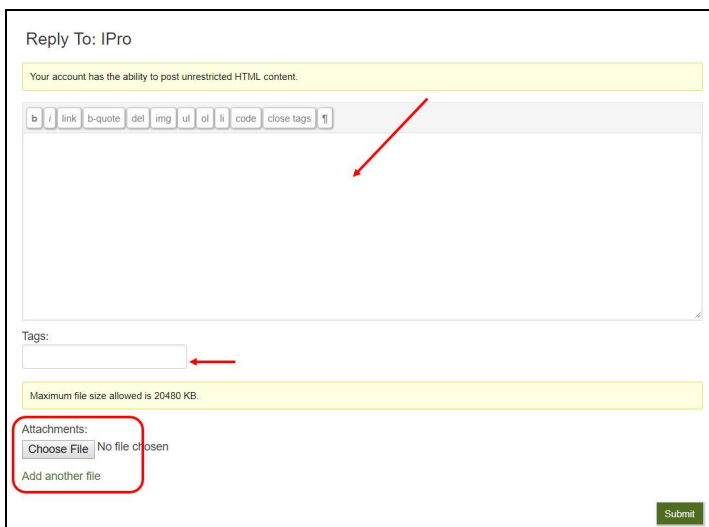
6. Enter the following information:
 - (a) **Topic Title** – Enter the topic title. Don't forget to make it short but relevant!
 - (b) **Topic details:** If you are posting a new Discussion topic, please type or paste your discussion in this field. If you are posting a Document, you can put a description of the document or instructions on its use in this field.
 - (c) **Topic Tags:** If you would like members to be able to search by unique tags, please enter those tags in this field, separated by commas.
7. If you are attaching a document, click on Choose File to access your local computer directory to find the document you'd like to attach to the post. You can post more than one file.
Note: Maximum file size allowed is 20.48MB
8. When you have completed filling out the post and attaching any required attachments, click  to complete the post.


REPLY TO A POST

1. From the main site page, go to the **BC Legal Management Association** menu at the top left of Log in to the BCLMA website using your unique username and password.
2. Select **Forums** from the Member Home page toolbar:



3. Scroll to select the appropriate Forum.
4. Click to select the discussion you'd like to read and reply to.
5. Scroll to the bottom of all replies where a **Reply To:** window is visible:



6. Enter the following:
 - (a) **Reply details:** Enter your reply in this field.
 - (b) **Topic Tags:** If you would like members to be able to search by unique tags, please enter those tags in this field, separated by commas.
7. If you are attaching a document, click on Choose File to access your local computer directory to find the document you'd like to attach to the post. You can post more than one file.
Note: Maximum file size allowed is 20.48MB
8. When you have completed filling out the reply and attaching any required attachments, click  to complete the reply.