



## COMMUNITY FORUM USERS GUIDE

[www.raphajourney.com](http://www.raphajourney.com)

\*If you have any questions after reading this User's Guide, please email us at [forum@raphajourney.com](mailto:forum@raphajourney.com)\*

**\*\*It is important that your computer's operating system and internet browser are up date in order to ensure the forum works properly.\*\***

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# OVERVIEW

Here is what the Community Forum page looks like when you go to [www.raphajourney.com/members-area/community-forum](http://www.raphajourney.com/members-area/community-forum). Any guests who arrive at the forum are able to see the forum groups and the forums within those groups. However in order for them to see the posts they will need to be logged in as a member.

## COMMUNITY FORUM

This button will always take you back to the main forum page, where you can view the groups and forums

## HOME

This button will take you the Rapha Journey homepage

## FORUM GROUPS

Contains a group of forums that are similar.

\*These are labeled in a light blue.

## LOG IN

This button will allow you to login and logout of the forum.

## FORUMS

Contain topics and posts from members related to the forum topic.

\*These are labeled in grey.

The screenshot shows the Rapha Journey Community Forum page. At the top, there is a navigation bar with links: HOME, ABOUT US, WORLDWIDE, RESOURCES, WORKSHOPS & TRAINING, BLOG, PODCASTS, GIVE, and CONTACT US. Below the navigation bar is the forum title 'COMMUNITY FORUM'. A 'Log In' button is circled in red. Below the search bar, there are two buttons: 'Home' and 'Community Forum', both circled in red. The main content area is divided into sections: 'Rapha Information', 'Welcome - Please Read', 'Pursuing Healing & Wholness', and 'Growing My Relationship With God'. Each section contains a list of forum topics with their respective topic and post counts, and the last post information. The 'Pursuing Healing & Wholness' section is highlighted in light blue, and the 'Growing My Relationship With God' section is highlighted in grey.

# LOGGING IN TO THE FORUM

The first step when you reach the forum is to login. Click the Log In button on the right side. A screen will open for you to enter your Login name and Password. After you have done that, click the Log In button below.

## STEP #2

Enter your Login name & password that you chose when you set up your Rapha Journey Membership

## LOST PASSWORD

If you have forgotten your password, click this button. You will be redirected to enter your email address or username associated with your membership. You will then be sent an email with a link and instructions on creating a new password.



## STEP #1

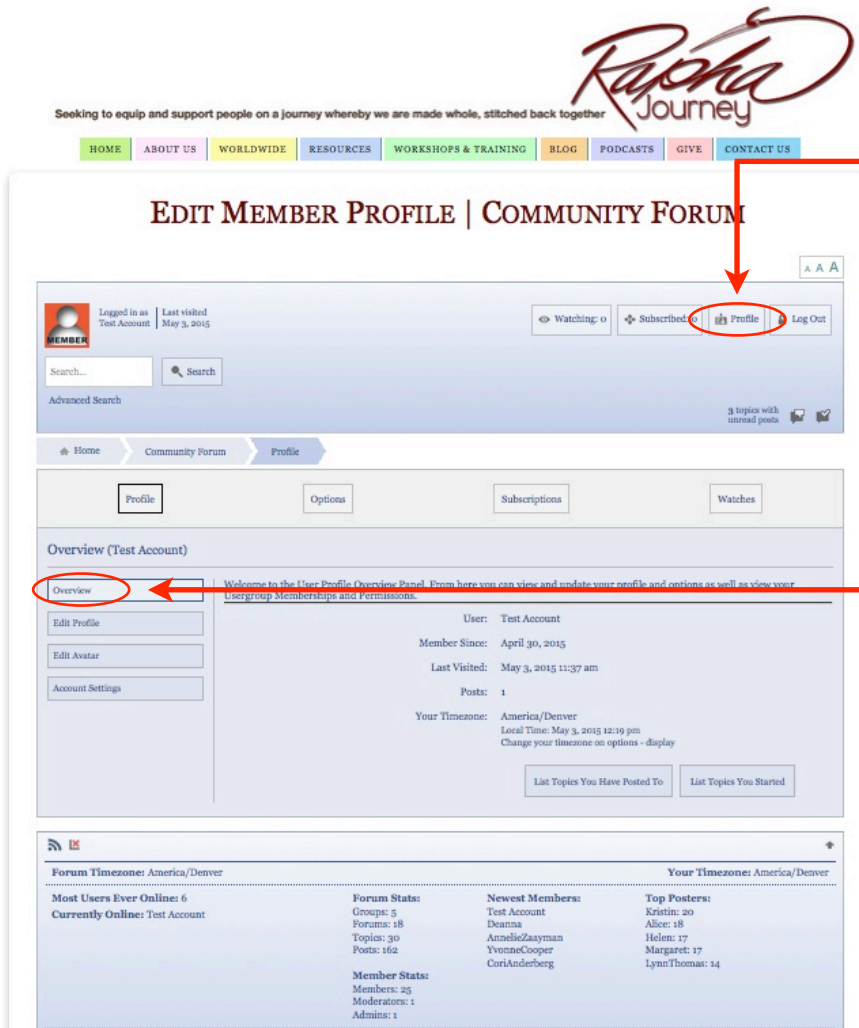
Click the Log In button.

## STEP #3

Click the Log In button.

# EDIT YOUR PROFILE

The first time you login, you will be redirected a page where you can edit your profile. If you would like to access your profile at a later time you can do so by clicking the Profile button a the top of the forum



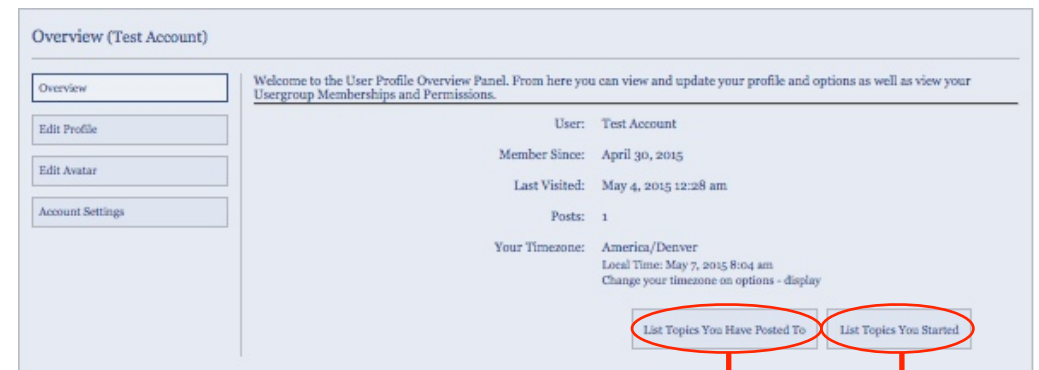
## PROFILE BUTTON

Click this button anytime you would like to edit your profile.

## OVERVIEW

This screen gives you some basic information about your account.

*\*Note: Your Timezone can be changed in the Options Menu (instruction found on page 7).*



## YOUR TOPICS

There are two buttons on this screen that you might find helpful.

“List Topics You Have Posted To” - This button will give a list of topics that you have made a post to.

“List Topics You Started” - This will list all topics that you started.



Seeking to equip and support people on a journey whereby we are made whole, stitched back together

- HOME
- ABOUT US
- WORLDWIDE
- RESOURCES
- WORKSHOPS & TRAINING
- BLOG
- PODCASTS
- GIVE
- CONTACT US

## EDIT MEMBER PROFILE | COMMUNITY FORUM

Logged in as Test Account | Last visited May 3, 2015

Watching: 0 | Subscribed: 0 | Profile | Log Out

Search... Search

Advanced Search

3 topics with unread posts

Home Community Forum Profile

- Profile
- Options
- Subscriptions
- Watches

### Overview (Test Account)

Welcome to the User Profile Overview Panel. From here you can view and update your profile and options as well as view your Usergroup Memberships and Permissions.

Member Since: April 30, 2015

Last Visited: May 3, 2015 11:37 am

Posts: 1

Your Timezone: America/Denver

Local Time: May 3, 2015 12:19 pm

Change your timezone on options - display

List Topics You Have Posted To | List Topics You Started

Edit Profile

Forum Timezone: America/Denver | Your Timezone: America/Denver

Most Users Ever Online: 6	Forum Stats:	Newest Members:	Top Posters:
Currently Online: Test Account	Groups: 5	Test Account	Kristin: 20
	Forums: 18	Deanna	Alice: 18
	Topics: 30	AnnelieZaayman	Helen: 17
	Posts: 162	YvonneCooper	Margaret: 17
	Member Stats:	CoriAnderberg	LynnThomas: 14
	Members: 25		
	Moderators: 1		
	Admins: 1		

## EDIT PROFILE

Use this option to change your screen name and add more detail to your profile if desired.

\*When finished editing your profile be sure to click the Update Profile button.

Edit Profile (Test Account)

On this panel, you may edit your Profile. Please note, you cannot change your Login Name.

Login Name: TestAccount

Display Name: Test Account

First Name: Test

Last Name: Account

Website:

Location:

Short Biography:

Update Profile

## DISPLAY NAME & LOCATION

This is the name that will be linked to all your posts and visible to other members.

\*Note: We suggest you use your own 1st name only as your user name, and leave your location blank, to protect confidentiality. If you want to use a different name, note that this must be of the same gender.







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- HOME
- ABOUT US
- WORLDWIDE
- RESOURCES
- WORKSHOPS & TRAINING
- BLOG
- PODCASTS
- GIVE
- CONTACT US

## EDIT MEMBER PROFILE | COMMUNITY FORUM

A A A

Logged in as Test Account | Last visited May 3, 2015

Watching: 0 | Subscribed: 0 | Profile | Log Out

Search...

Advanced Search 3 topics with unread posts

Home > Community Forum > Profile

Profile | Options | Subscriptions | Watches

### Overview (Test Account)

Welcome to the User Profile Overview Panel. From here you can view and update your profile and options as well as view your Usergroup Memberships and Permissions.

User: Test Account

Member Since: April 30, 2015

Last Visited: May 3, 2015 11:37 am

Posts: 1

Your Timezone: America/Denver  
Local Time: May 3, 2015 12:19 pm  
Change your timezone on options - display

Forum Timezone: America/Denver | Your Timezone: America/Denver

<b>Most Users Ever Online:</b> 6 <b>Currently Online:</b> Test Account	<b>Forum Stats:</b> Groups: 5 Forums: 18 Topics: 30 Posts: 162	<b>Newest Members:</b> Test Account Deanna AnnelieZayman YvonneCooper CoriAnderberg	<b>Top Posters:</b> Kristin: 20 Alice: 18 Helen: 17 Margaret: 17 LynnThomas: 14
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**Member Stats:**  
 Members: 25  
 Moderators: 1  
 Admins: 1

### Edit Avatar (Test Account)

On this panel, you may update your Avatar. Depending on Forum Admin settings, you may have multiple ways to select an Avatar.

**Current Displayed Avatar**

This forum searches and selects a member avatar in the following priority sequence until one is found:

1. Uploaded Avatar
2. From gravatar.com
3. Forum Default Avatars

Current Displayed Avatar:

You may update your avatar from the choices below.

**Upload An Avatar**

Current Uploaded Avatar:  
No avatar currently uploaded

Files accepted: GIF, PNG, JPG and JPEG  
Maximum width displayed: 50 pixels  
Maximum filesize: 10240 bytes

## EDIT AVATAR

The standard image used for members is the red members icon. If you would prefer to upload your own photo you would do so here.

Please know that your image size can be no larger than 10kb, so you will most likely need to decrease the image size before uploading it.





Seeking to equip and support people on a journey whereby we are made whole, stitched back together

- HOME
- ABOUT US
- WORLDWIDE
- RESOURCES
- WORKSHOPS & TRAINING
- BLOG
- PODCASTS
- GIVE
- CONTACT US

## EDIT MEMBER PROFILE | COMMUNITY FORUM

Logged in as Test Account | Last visited May 3, 2015

Watching: 0 | Subscribed: 0 | Profile | Log Out

Search... Search

Advanced Search

3 topics with unread posts

Home > Community Forum > Profile

Profile | Options | Subscriptions | Watches

Overview (Test Account)

Welcome to the User Profile Overview Panel. From here you can view and update your profile and options as well as view your Usergroup Memberships and Permissions.

User: Test Account

Member Since: April 30, 2015

Last Visited: May 3, 2015 11:37 am

Posts: 1

Your Timezone: America/Denver

Local Time: May 3, 2015 12:19 pm

Change your timezone on options - display

List Topics You Have Posted To | List Topics You Started

Forum Timezone: America/Denver | Your Timezone: America/Denver

<b>Most Users Ever Online:</b> 6 <b>Currently Online:</b> Test Account	<b>Forum Stats:</b> Groups: 5 Forums: 18 Topics: 30 Posts: 162	<b>Newest Members:</b> Test Account Deanna AnnelieZayman YvonneCooper CoriAnderberg	<b>Top Posters:</b> Kristin: 20 Alice: 18 Helen: 17 Margaret: 17 LynnThomas: 14
<b>Member Stats:</b> Members: 25 Moderators: 1 Admins: 1			

## ACCOUNT SETTINGS

This window is where you would update your email address and change your password. (Note: This only changes the password for the forum, it does not affect your Rapha Journey Membership password.)

\*If you choose to update your email address or password, make sure to click the Update Account button.

Account Settings (Test Account)

On this panel, you may edit your Account Settings. Please note, you cannot change your Login Name.

Overview | Edit Profile | Edit Avatar | Account Settings

Login Name: TestAccount

Email Address: forum@raphajourney.com

New Password: [input]

Confirm New Password: [input]

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! ? \* & .

Update Account

## EMAIL ADDRESS

This field is confidential and no members will have access to it. It is used primarily to send you updates on forums you have subscribed to.





# EDITING YOUR PROFILE OPTIONS



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## COMMUNITY FORM

Use this button to proceed to the forum when you are finished editing your profile.

## OPTIONS

To update other account options like Timezone and sorting preferences, click on the Options button.

## TIMEZONE

Here you can select your timezone.

## SORTING

You can also choose how forum topics and posts are listed. The default show the topics/posts listed with the newest at the top.

## UPDATE

When you are finished making your changes, be sure to click the Update Display Options button.



# GETTING STARTED

Now you are ready to begin exploring and posting to the forum. There are four main Forum Groups each with a variety of Forums within them. We suggest that you start with the Welcome - Please Read Forum within the Rapha Information Forum Group.

## START HERE!

In this forum we have posted a few things that will help get you started in the forum. Please read them before you begin.

Once you have done that feel free to begin exploring and posting



Seeking to equip and support people on a journey whereby we are made whole, stitched back together

HOME ABOUT US WORLDWIDE RESOURCES WORKSHOPS & TRAINING BLOG PODCASTS GIVE CONTACT US

### COMMUNITY FORUM

Logged in as Test Account | Last visited April 30, 2015

Watching: 0 | Subscribed: 0 | Profile | Log Out

Search... Search

Advanced Search

Home > Community Forum

#### Rapha Information

Helpful Rapha Journey information for our Members. Please check back here regularly.

Welcome - Please Read	Welcome to the Rapha Journey Community Forum. Before you proceed, please read the top posts in this forum to be aware of the Forum Ground Rules and other helpful info.	Topics 0 Posts 0	No Topics
Start Your Journey Here	If you are new to Rapha Journey, this forum contains introductory material and posts that are related to beginning your journey.	Topics 1 Posts 6	Last Post Helen - Useful tips to start the Journey - April 23, 2015

#### Pursuing Healing & Wholness

Healing our Feelings	Forum for members to post about topics related specifically to emotions and how to work through them. For example: self-hate, anger, fear, depression, love, etc.	Topics 4 Posts 18	Last Post Kristin - Help with anger - April 27, 2015
Dealing with Addictions	Forum for members to post about struggles and victories related to addictions.	Topics 2 Posts 16	Last Post Kristin - From one addiction to another.... - April 27, 2015
Finding Healing from Abuse	Forum for members to post questions and comments related to all types of abuse.	Topics 4 Posts 12	Last Post Alice - My relationships are being dictated by the emotional and physical abuse - April 30, 2015
Growing Healthy Relationships	Forum for members to post questions and comments related to relational struggles and improving the relationships in our lives.	Topics 4 Posts 3	Last Post writrjamie - Cleaning up the landscape between my mom and I - April 17, 2015
Becoming Who I Am Created To Be	Forum for members to post topics around God's redemption and growing more of who He created you to be.	Topics 3 Posts 18	Last Post Susan - Being rather than doing - April 30, 2015
Everything Else	Forum for members to post anything related to pursuing healing and wholeness that doesn't fit in the forums above.	Topics 5 Posts 27	Last Post Alice - Children in the flow of our Journey - April 30, 2015

#### Growing My Relationship With God

# BEGIN READING

Once you have read the Forum information and guidelines you are ready to begin reading existing posts. This is a helpful way to familiarize yourself with how the Forum works. Click the Community Forum button to go back to the main forum page. From here you will need to choose a forum group you are most interested in. You would select that by clicking on the forum title.

## COMMUNITY FORUM

Remember anytime you want to go back to the main Community Forum page, just click this icon.

## FORUM TITLE

By clicking on the blue text, for example, Healing our Feelings you will be redirected to that forum.

Seeking to equip and support people on a journey whereby we are made whole, stitched back together

HOME ABOUT US WORLDWIDE RESOURCES WORKSHOPS & TRAINING BLOG PODCASTS GIVE CONTACT US

### COMMUNITY FORUM

Logged in as Test Account | Last visited April 30, 2015

Watching 0 Subscribed 0 Profile Log Out

Search... Search

Advanced Search 0 topics with unread posts

Home Community Forum

#### Rapha Information

Helpful Rapha Journey information for our Members. Please check back here regularly.

<b>Welcome - Please Read</b> Welcome to the Rapha Journey Community Forum. Before you proceed, please read the top posts in this forum to be aware of the Forum Ground Rules and other helpful info.	Topics 0 Posts 0	No Topics
<b>Start Your Journey Here</b> If you are new to Rapha Journey, this forum contains introductory material and posts that are related to beginning your journey.	Topics 1 Posts 6	Last Post Helen - Useful tips to start the Journey - April 23, 2015

#### Pursuing Healing & Wholness

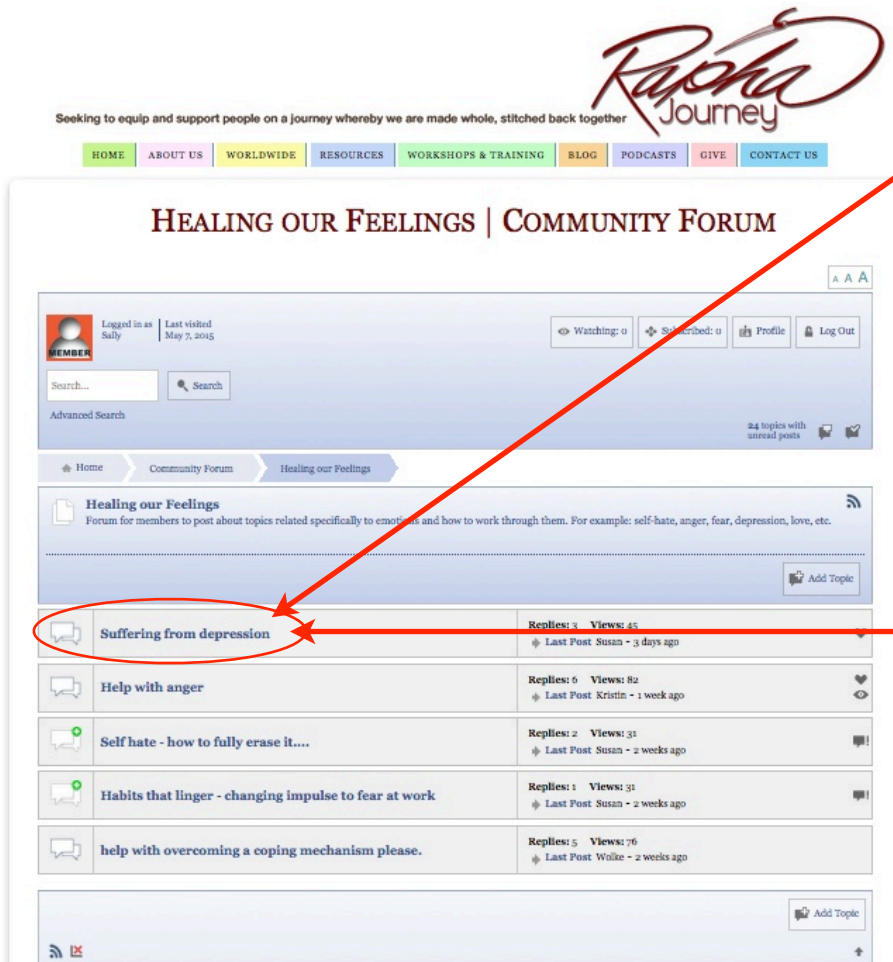
<b>Healing our Feelings</b> Forum for members to post about topics related to mental health to emotions and how to work through them. For example: self-hate, anger, fear, depression, love, etc.	Topics 4 Posts 18	Last Post Kristin - Help with anger - April 27, 2015
<b>Dealing with Addictions</b> Forum for members to post about struggles and victories related to addictions.	Topics 2 Posts 16	Last Post Kristin - From one addiction to another... - April 27, 2015
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<b>Growing Healthy Relationships</b> Forum for members to post questions and comments related to relational struggles and improving the relationships in our lives.	Topics 1 Posts 3	Last Post writerjamie - Cleaning up the landscape between my mom and I - April 17, 2015
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#### Growing My Relationship With God

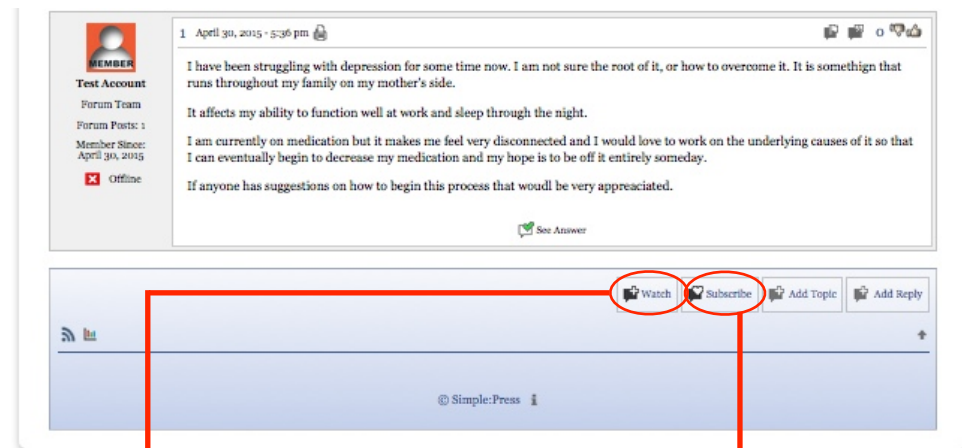
# WATCHING OR SUBSCRIBING TO A TOPIC

Once you click on the forum that you are interested in exploring you will be given a list of topics that other members have started. If you select the title of the topic you are interested in, you will be shown all the posts within that topic. You can view as many topics and posts as you wish.

At the bottom of the posts there will be a “Watching” button and a “Subscribe” button. If clicked on these, they will allow you to monitor this topic by either ‘watching’ or ‘subscribing’ to it.



## EXISTING TOPIC



## WATCH THIS TOPIC

By clicking this button you will be able to access this topic quickly and easily by clicking the Watching button at the top of the page.

## SUBSCRIBE TO THIS TOPIC

By clicking this button you will be subscribed to this topic. You will receive an email anytime there is an update. You can also see the topics you are subscribed to by clicking the Subscribed button at the top of the page.

# BEGIN POSTING

Once you are in a forum you can either select an existing topic to comment on, or you can click the “Add Topic” button to start your own topic.

EXISTING TOPIC

ADD NEW TOPIC

Seeking to equip and support people on a journey whereby we are made whole, stitched back together

HOME ABOUT US WORLDWIDE RESOURCES WORKSHOPS & TRAINING BLOG PODCASTS GIVE CONTACT US

## HEALING OUR FEELINGS | COMMUNITY FORUM

Logged in as Sally | Last visited May 7, 2015

Watching: 0 Subscribed: 0 Profile Log Out

Search... Search






Advanced Search

Home Community Forum Healing our Feelings

### Healing our Feelings

Forum for members to post about topics related specifically to emotions and how to work through them. For example: self-hate, anger, fear, depression, love, etc.

Add Topic

 <b>Suffering from depression</b>	Replies: 3 Views: 47 Last Post Susan - 3 days ago
 <b>Help with anger</b>	Replies: 6 Views: 82 Last Post Kristin - 1 week ago
 <b>Self hate - how to fully erase it...</b>	Replies: 2 Views: 31 Last Post Susan - 2 weeks ago
 <b>Habits that linger - changing impulse to fear at work</b>	Replies: 1 Views: 31 Last Post Susan - 2 weeks ago
 <b>help with overcoming a coping mechanism please.</b>	Replies: 5 Views: 76 Last Post Wolke - 2 weeks ago

Add Topic

© Simple:Press



If you choose to add a new topic you will be given a window that appears at the bottom of the forum. The first step is to enter a Topic name. Please try to be specific and descriptive in your name so that folks know what the topic is about. The larger box is then for your post. Here you can give other members some background information and ask your question. When you are finished click the Submit Topic button.

**ENTER TOPIC NAME**  
Use this area to describe your post. Please try to be specific.

**ENTER QUESTION**  
Use this area to give members a bit of background information and to ask your question.

**SUBMIT TOPIC BUTTON**  
When finished, click this button to submit your topic.

The screenshot shows a forum interface with a breadcrumb trail: Home > Community Forum > Healing our Feelings. Below the trail is a header for the 'Healing our Feelings' forum, with a description: 'Forum for members to post about topics related specifically to emotions and how to work through them. For example: self-hate, anger, fear, depression, love, etc.' and an 'Add Topic' button. A list of existing topics is shown, each with a speech bubble icon, title, replies, views, and last post information. Below the list is a form titled 'Add Topic: Healing our Feelings'. The form includes a message: 'We try to respond to questions within 48 hours, so please be patient.' The 'Topic name:' field contains 'Suffering from depression'. The main text area contains a paragraph: 'I have been struggling with depression for some time now. I am not sure the root of it, or how to overcome it. It is something that runs throughout my family on my mother's side. It affects my ability to function well at work and sleep through the night. I am currently on medication but it makes me feel very disconnected and I would love to work on the underlying causes of it so that I can eventually begin to decrease my medication and my hope is to be off it entirely someday. If anyone has suggestions on how to begin this process that would be very appreciated. |'. At the bottom of the form are buttons for 'Smileys', 'Options', 'Tags', 'Cancel', and 'Submit Topic' (which is circled in red).



Once your post is submitted it will show toward the top of the list of topics within the forum for other members and moderators to comment on.

The screenshot shows the 'HEALING OUR FEELINGS | COMMUNITY FORUM' page. At the top, there is a navigation menu with links: HOME, ABOUT US, WORLDWIDE, RESOURCES, WORKSHOPS & TRAINING, BLOG, PODCASTS, GIVE, CONTACT US. Below the menu, a user profile bar shows 'Logged in as Test Account' and 'Last visited April 30, 2015'. To the right of the profile bar are buttons for 'Watching: 0', 'Subscribed: 0', 'Profile', and 'Log Out'. A search bar is located below the profile bar. The main content area features a breadcrumb trail: Home > Community Forum > Healing our Feelings. Below this is a section titled 'Healing our Feelings' with a description: 'Forum for members to post about topics related specifically to emotions and how to work through them. For example: self-hate, anger, fear, depression, love, etc.' A list of topics is displayed below, with the first topic, 'Suffering from depression', circled in red. To the right of each topic are icons for editing (wrench), watching (heart), and subscribing (eye). Annotations with red arrows point to these elements: 'YOUR NEW TOPIC' points to the first topic; 'VIEW WATCHED/SUBSCRIBED TOPICS' points to the 'Watching' and 'Subscribed' buttons; 'OPEN FORUM TOOLSET' points to the editing icon; and 'SUBSCRIBE/WATCH' points to the watch and subscribe icons.

### VIEW WATCHED/SUBSCRIBED TOPICS

These buttons allow you to see the topics that you are watching or subscribed to.

### OPEN FORUM TOOLSET

Because this topic was one that you began you have the option of editing it. This icon will allow you to change the title of the topic.

### SUBSCRIBE/WATCH

These icons indicate that this topic is being “watched” or “subscribed” to.

If you subscribe to a topic you will get an email notification when anyone posts to it.

If you watch a topic it is “earmarked” and stored in your profile as one that you have interest in, but you will not be notified of posts made to it.



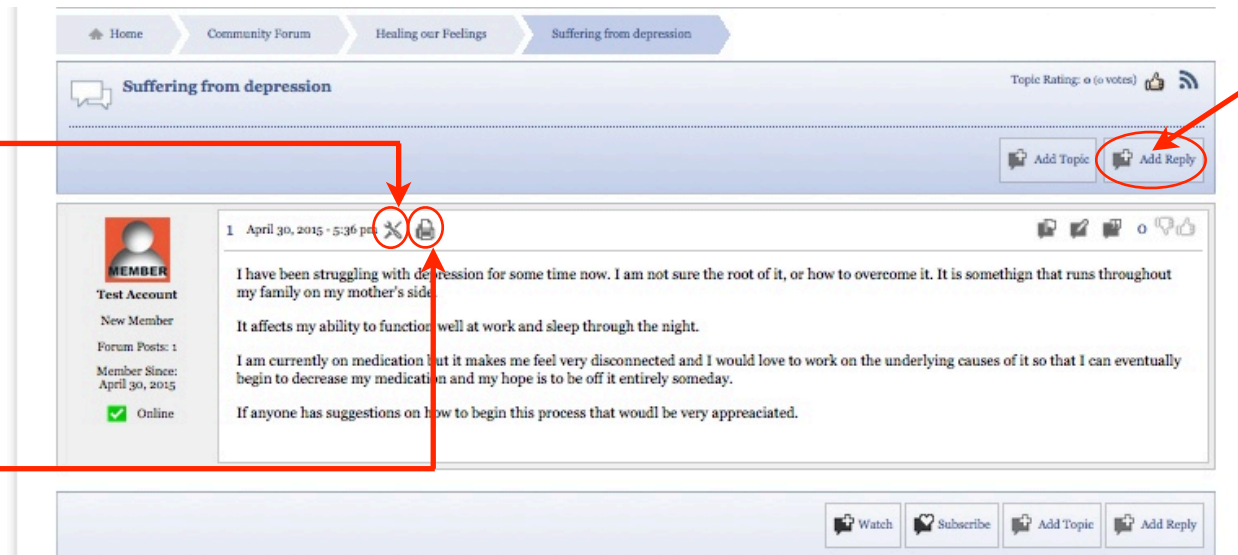
If you click your newly written post, you will see you have some options. Including the option to reply to the topic.

### OPEN FORUM TOOLSET

Because this topic was one that you began you have the option of editing it. This icon will allow you to change the title of the topic or edit the actual post.  
\*You will not see this icon on other members posts

### PRINT POST

This button will allow you to print the selected post.



### ADD REPLY

You or others are able to add a reply to this topic.

When someone comments or responds to your post you will see the following options. In addition to responding by quoting another post, you can also simply add a reply, using the Add Reply button.

## ADD REPLY

By clicking this button you will be able to add another post within this topic.

The screenshot shows a forum thread with two posts. The first post is by 'Test Account' (New Member, Forum Posts: 1, Member Since: April 30, 2015, Online) dated April 30, 2015 - 5:36 pm. The second post is by 'Brenda' (Member, Forum Posts: 4, Member Since: April 13, 2015, Offline) dated May 1, 2015 - 2:22 pm. Annotations include: a red circle around the 'Add Reply' button in the top right of the thread header; a red circle around the quote icon in the top right of the first post; a red circle around the 'Useful Answer' icon in the top right of the second post; and a red circle around the 'Report This Post to Admin' icon in the top right of the second post. Red arrows point from the text labels to these icons.

## QUOTE THIS POST & REPLY

By clicking this icon, this post will be quoted in your reply. It is useful when there have been multiple replies and you want to target your answers

## USEFUL ANSWER

By clicking this icon you can mark this post as the topic answer.

*\*Note: You can only mark one post as a Useful Answer*

## REPORT THIS POST TO ADMIN

By clicking this icon, this post will be quoted in your reply. It is useful when there have been multiple replies and you want to target your answers

# OTHER HELPFUL TOOLS

There are a few other things that the forum has to offer that you might find helpful.

## SEARCH

You can search the forum for topics of interest. Simply type in your search words and click search. If you would like to adjust the way the search works, click Advance Search for more options

## FONT SIZE

This button will allow you to make your font size larger or smaller. By clicking on the left "A" your font will get smaller, the center "A" resets the size, and the right "A" makes your font bigger.

## MOST RECENT TOPICS

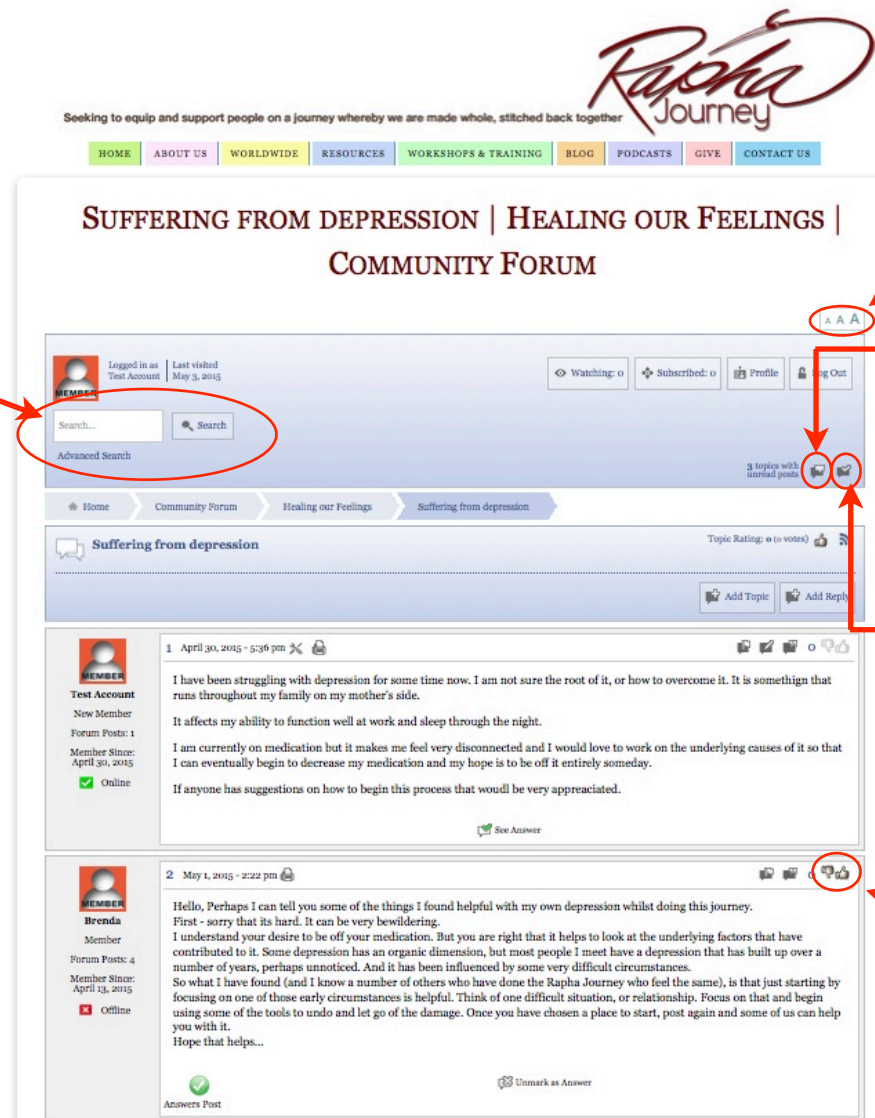
If you click this icon you will see a list that pops up to show you the most recent topics with unread posts.

## MARK ALL TOPICS READ

This button is used to clear the Most Recent Topics with Unread Posts list,

## RATE THIS POST

You can use the 'thumbs up' or thumbs down' to rate a particular post. The Topic Rating is displayed next to the forum title.



# TROUBLESHOOTING

We have a few suggestions for you to try if you are experiencing any problems with the forum or our website. By navigating through these suggestions we believe most problems will be solved. If however, after trying all of them, you are still experiencing a problem, please let us know.

1. Please make sure that your computer's operating system and your internet browser are running the most current version and are up to date.
2. Try logging out of the forum or the Rapha Journey website and logging back in.
3. Check whether the problem occurs on all different internet browsers. For example, Chrome, Firefox, Safari, etc.
4. Check whether the problem occurs on all devices or just one. For instance, is the problem just with your mobile device, tablet or computer?
5. Check that you have a consistent, solid internet connection.
6. Power off your computer and turn it back on.
7. If you still have a problem please contact us [here](#). In your message please let us know the following:
  - What type of device are you using? (phone, tablet, computer)
  - What make of device are you using? (Mac or Windows, iPhone or Droid, etc)
  - Which internet browser are you using? (Chrome, Firefox, Safari, etc)
  - Please provide us with step-by-step detail of what you did leading up to the problem.