COMMUNITY FORUM USERS GUIDE

www.raphajourney.com

If you have any questions after reading this User's Guide, please email us at 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.

TABLE OF CONTENTS

OVERVIEW

Here is what the Community Forum page looks like when you go to 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

LOG IN

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

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.

FORUMS

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

*These are labeled in grey.

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Page 1

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 #1

Click the Log In button.

STEP #2

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

STEP #3

Click the Log In button.

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.

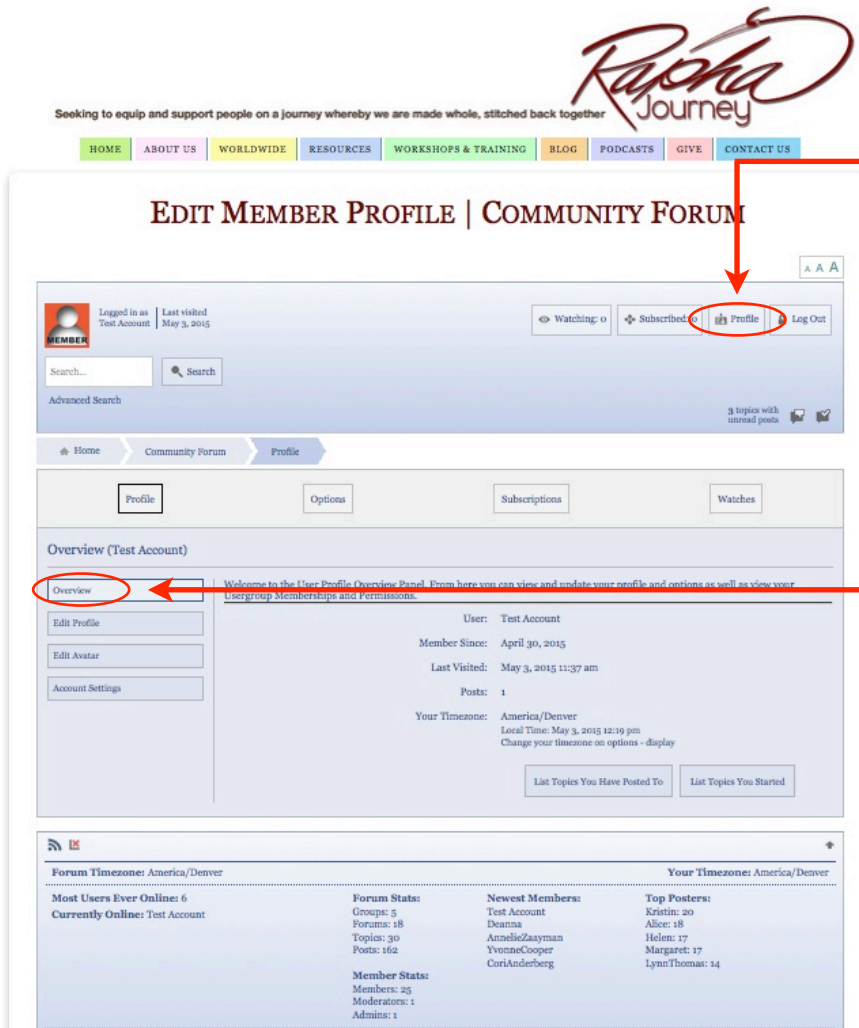Community Forum Users Guide
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Page 2

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
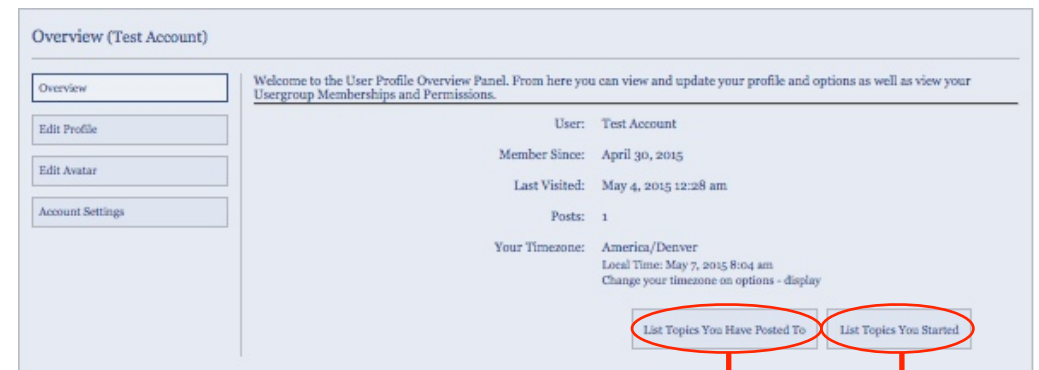

PROFILE BUTTON

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.

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Page 3

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.

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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Page 4

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.

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Page 5

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.

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.

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Page 6

EDITING YOUR PROFILE OPTIONS

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.

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Page 7

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

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Page 8

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.

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Page 9

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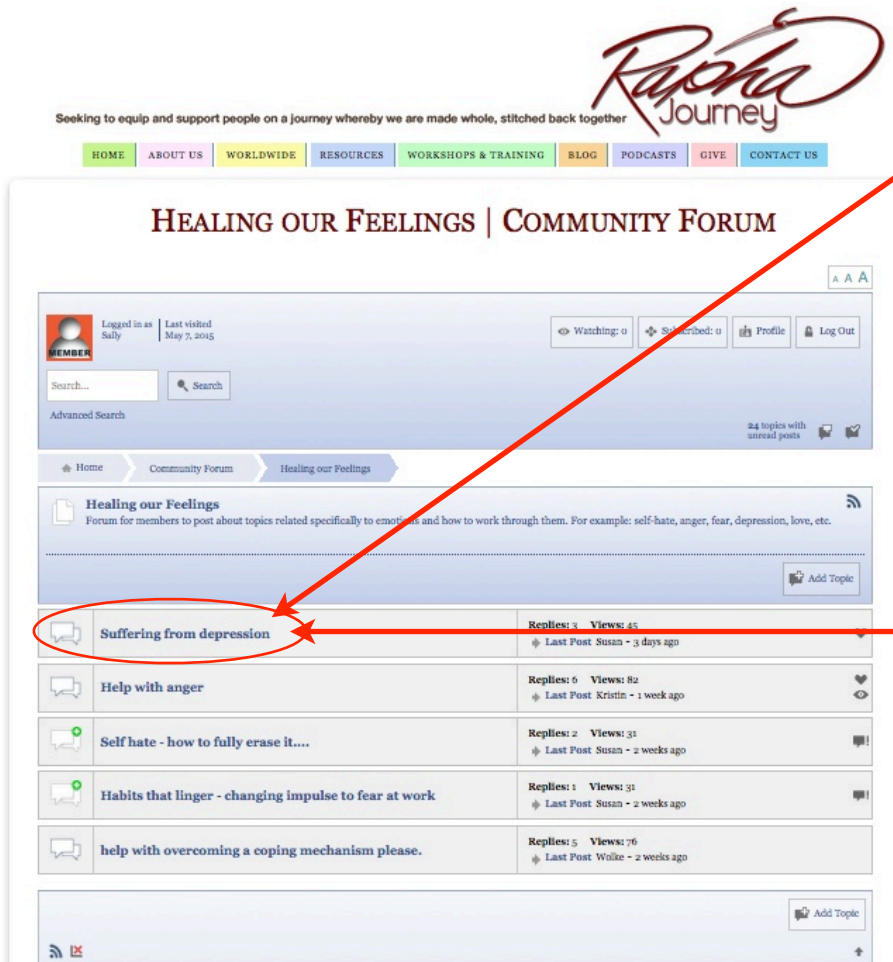
EXISTING TOPIC
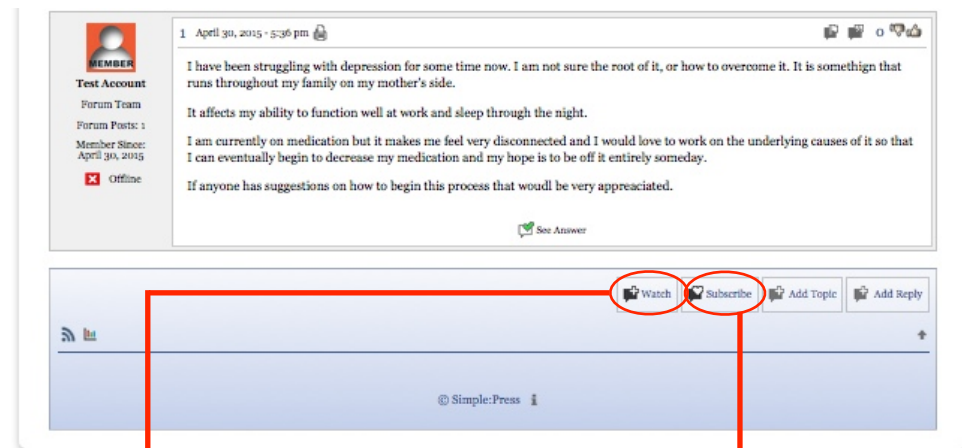
WATCH THIS TOPIC
By clicking this button you will be able to access this topic quickly and easily by clicking the Watching button at the top of the page.

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.

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Page 10

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

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Page 11

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.

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Page 12

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.

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.

YOUR NEW 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.

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Page 13

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

ADD REPLY

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

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Page 14

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.

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

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

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

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Page 15

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.

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Page 16
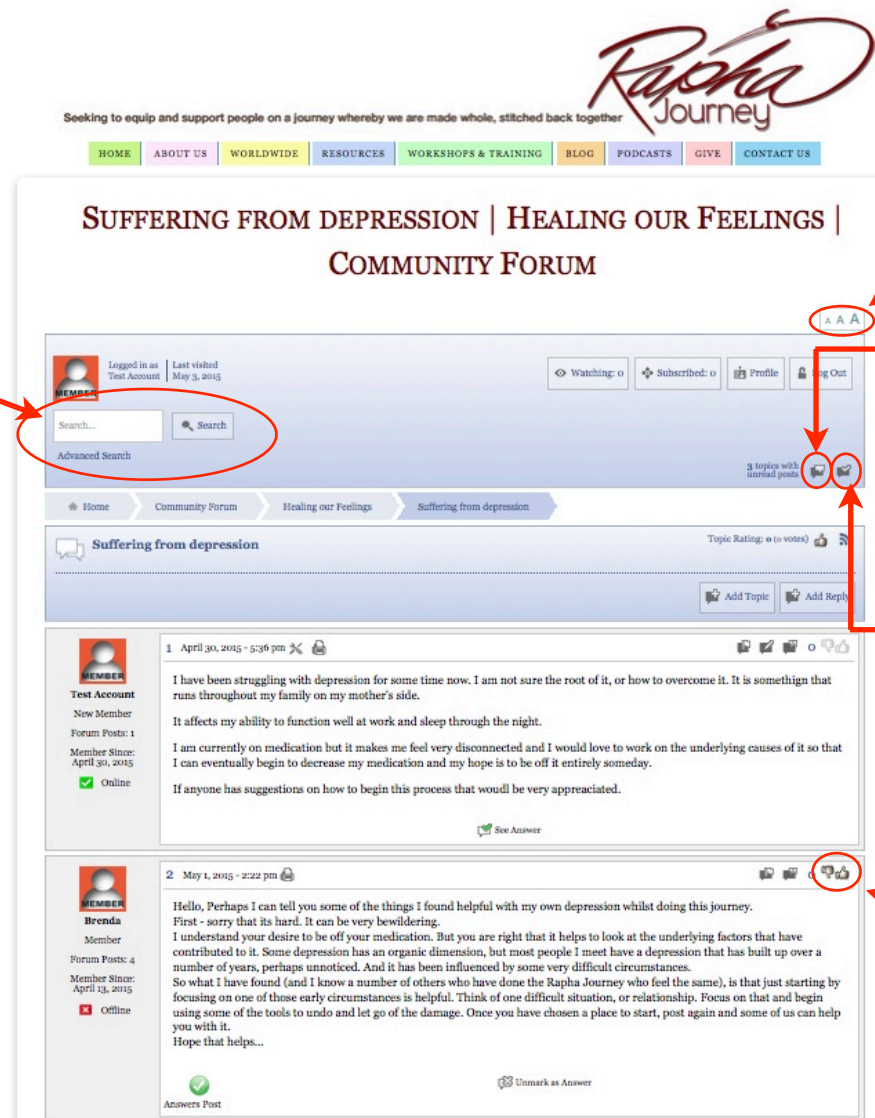
TROUBLESHOOTING

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.

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Page 17