



Milton Keynes Inter Varsity Club



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Login and Passwords

1. I've forgotten or don't have my password. What should I do ?

Go to this page

<http://main.mkivc.org.uk/smf/index.php?action=reminder>

where you will be able to enter your registered e-mail address.

(Tip: It is better to just type it in rather than cut and paste, to avoid possible hidden characters)

You will then be e-mailed a link to allow you to reset your password.

If this does not work, then contact admin@mkivc.org.uk

2. Do I need to login to see the printable bulletin ?

No.

The bulletin in PDF format is made available at a secret internet page every month. The link to this page is e-mailed to members only. No login or password is required to download or view it.

3. Do I need to login to see the live calendar of events ?

No.

The event title, time and description can be seen without login at

<http://mkivc.org.uk/events.php>

Also the iCalendar stream (giving only title, date & time) can be fed into your electronic calendar from

<http://mkivc.org.uk/files/mkivc.ics>

Contact, location and other details of the event will only become available when you login, or from the printable bulletin.

Events & Calendar

4. Can or should I post an event to the calendar myself ?

Yes.

You don't have to wait for the Bulletin Editor or Activities Officer to enter your event into the calendar. This will also help reduce the burden on these Committee members. You can post an event at any time. If it's posted after the Bulletin publish date (FAQ 6) then it is a good way to publicise an ad hoc event.

First login, then go to the calendar at

<http://mkivc.org.uk/events.php>

And navigate to the date you require. If there is already an event there, do consider whether your event will clash in terms of time or activity type.

To go ahead and post the event, click on the date number of the required day, and you will be taken to the event posting form.

Fill out the event posting form as completely as possible, ensuring your contact details are correct and noting the privacy caveats for the main body of the event description.

Then press the submit button.

5. Will Members get notified about my event ?

Yes.

When you press the submit button, an announcement e-mail is sent out to all the Members, with all the details of your event.

6. Will an event I post myself get added to the next bulletin ?

Yes.

If your event occurs beyond the end of the current month, and you post it before the next bulletin is generated (usually around the 2nd week of the month), it will automatically be incorporated into the next bulletin.

7. Can I edit an event after I have submitted it ?

Yes.

You can edit your event posting anytime.

And if there is a change to the salient details of the event (date, time, place, etc), you may want to consider sending a reminder (FAQ 8) with a note of the changes.



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8. Can or should I send a reminder for my event ?

Yes.

It's important to send a reminder for your event, when the final booking date is approaching and then usually a week or two before the event.

When viewing details about the event, you will see the REPLY button.

Use this to post a reply to your event, with the word "Reminder" anywhere in the Subject field.

When you submit it, an announcement e-mail will be sent to all the Members with the main details of your event, and the text of your reply.

9. Is "Subscribing" to an event useful ?

Yes.

Subscribing to an event will ensure you receive an e-mail notification whenever other members post replies or further information on that event.

This also allows the event owner to send last minute reminders and notification to those interested in the event, without having to keep track of everyones e-mail addresses.

Posting a reply to an event automatically subscribes you to that event topic.

Also when viewing the details of an event, you may notice the "SUBSCRIBE" button; this toggles your subscription to the event i.e. if was off, it will be turned on, and vice versa.

Forum Boards

10. Can I start a new topic in any forum board ?

Mostly.

Select the most relevant board for your topic.

Only Committee may start a topic in the News/Announcements board.

And you can only start a new topic in the Events board by posting an event to the calendar (see FAQ 4)

11. Will Members get notified about my new topic ?

It depends on the Members.

Only those members who are subscribed to a particular board will be sent e-mail notification of the new topic in that board.



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The Events board is special and everyone gets an announcement of a new topic (see FAQ 5)

12. Will Members get notified about replies to my new topic ?

Again, it depends on the Members.

Only those members who are subscribed to a particular to that topic, as with an event topic (FAQ 9).

And as with events, posting a reply to a topic automatically subscribes you to that topic.

13. How can I know if there are new posts in the forum ?

When you login to the Members Area, each board that has posts you haven't yet read will have a "New Posts" indicator to the left of it.

And when viewing a particular board, any new topics or old topics with new replies, that you haven't yet read, will have a "New" marker against them.

14. How can I change what I'm subscribed to ?

Go to your profile view (at the bottom of the main forum page, after you login) and select "Notifications and e-mails" from the menu on the left.

You will see all the boards and topics you're subscribed with the facility to unsubscribe from them, plus change a few other notification options.

This will not affect announcements about new events and other important messages sent by the Committee.

Photos & Albums

15. What's the best way to view Members photos ?

After login, use the Members Gallery at

<http://main.mkivc.org.uk/myAlbums.php>

At the top will be a list of the featured albums and below that a few of the latest pictures plus a few random ones.

At the bottom right will be a list of the last 10 albums to be uploaded.

16. How do I upload photos to a Gallery Album ?

After login, use the Post Pictures page at

<http://main.mkivc.org.uk/postPic.php>

to see a list of your albums.

If you don't have any albums, you first need to create one (See FAQ 17)

Click on the name of the album you want to add to.

You can then either add one photo at a time, or mass upload a bunch of pictures.

17. How do I create a Gallery Album ?

After login, use the Post Pictures page at

<http://main.mkivc.org.uk/postPic.php>

Click on the New Album button and you will be taken to the new album form.

After the Name of the Album, the other most important setting is the Privacy.

If you don't want the public to be able view your pictures, untick the "Guests" boxes for both read & write.

Then press the submit button, and your new album should show up in your albums listings.

18. Can or should I post my photo to the featured Members album ?

Yes.

This will help other members and especially new ones be able to recognise you at various events and put a face to your name when they see messages from you, and help us feel more connected.