

Braintree Chamber Forum

To read a Forum

- Click on member Forum on Home Page
- Click on title of Forum you are interested in
- Click on topic you want to read
-

To join in the Forum and add your comments.

So that you can add your comments, on your **first visit** you need to:

1. Click on "*log in*" – top right hand of Home page in small grey print
2. Click on the link "*don't know what your password is*"
3. Enter your email address –you must enter a valid email address
(to be valid, it must be as shown on the members list)
4. Then click *submit* - this will generate an email to your address
5. Follow the instructions in the email (how to enter an appropriate password)
6. Then you can login & add a comment to any Forum

After your 1st visit, just click on *login* & enter your email address and your password.

To enter a comment

You must be logged in (top right hand side of home page)

- Click on "*Post Reply*" (bottom left of page)
- Type in and then click "*submit*"

To create new topics in Forums

In the Forum you want to start a new subject in –

1. Click on "View (whichever topic you would like to add to)
2. Click on "*Add new Topic*" (left hand side)
3. Add a title
4. Type & Submit

Note : Only Administrators can start new Forums – for a new subject, add it in the General Forum and we will add a stand-alone forum if it gains a response.