National Docketing Association

Using NDA Discussion Forums

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Subscribing to a forum

Members can subscribe to a forum, or to individual topics within the forum, so that they receive email notifications of updates.

> ❗ *Only members can subscribe themselves to a forum or forum topic – the subscription cannot be set up by an administrator.*
> ❗ *Once the member has subscribed, the member can set the frequency of the email notifications. Members are not subscribed by default to any forums.*

Subscribing to the entire forum

To subscribe to the entire forum, a member visits the forum page and clicks the **Subscribe to forum** link above the topic list.

The member will subsequently receive email notifications of updates to any of the topics in the forum, with links to the new or updated topics.

To unsubscribe to a forum, the member clicks the **Subscribed (Unsubscribe)** link that appears in place of the **Subscribe to forum** link, or clicks the **Unsubscribe** link in the email.
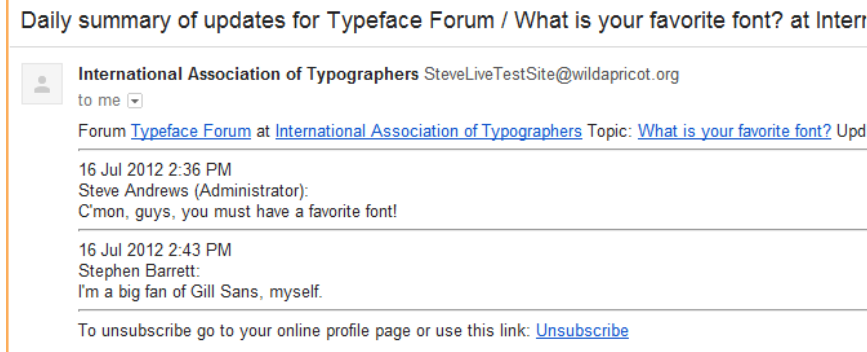
Subscribing to a forum topic

To subscribe to just one topic in a forum, the member views the topic then clicks the **Subscribe to topic** link above the topic messages.

Forum

Back to topics

What is your favorite font?

Reply   Subscribe to topic

                                                         Subscribe to topic

📄 10 Jul 2012 1:09 PM   Message # 1004436   Edit | Delete | Quote

The member will subsequently receive email notifications of replies or updates to this forum topic alone, with the full text of the reply or update.

Daily summary of updates for Typeface Forum / What is your favorite font? at Interr

International Association of Typographers SteveLiveTestSite@wildapricot.org
to me ▾

Forum Typeface Forum at International Association of Typographers Topic: What is your favorite font? Upd

16 Jul 2012 2:36 PM
Steve Andrews (Administrator):
C'mon, guys, you must have a favorite font!

16 Jul 2012 2:43 PM
Stephen Barrett:
I'm a big fan of Gill Sans, myself.

To unsubscribe go to your online profile page or use this link: Unsubscribe

To unsubscribe to a forum topic, the member clicks the **Subscribed (Unsubscribe)** link that appears in place of the **Subscribe to topic** link, or clicks the **Unsubscribe** link in the email.
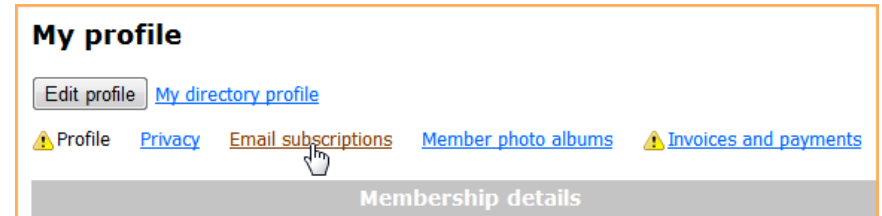
Frequency of email notifications

By default, email notifications of forum updates are sent on a daily basis. The member can change the frequency of the email notifications from daily to weekly or immediately.

Daily forum notifications contains a summary of the previous day's updates. Weekly forum notifications are sent on Sunday night/Monday morning, and contain a summary of the previous week's updates.
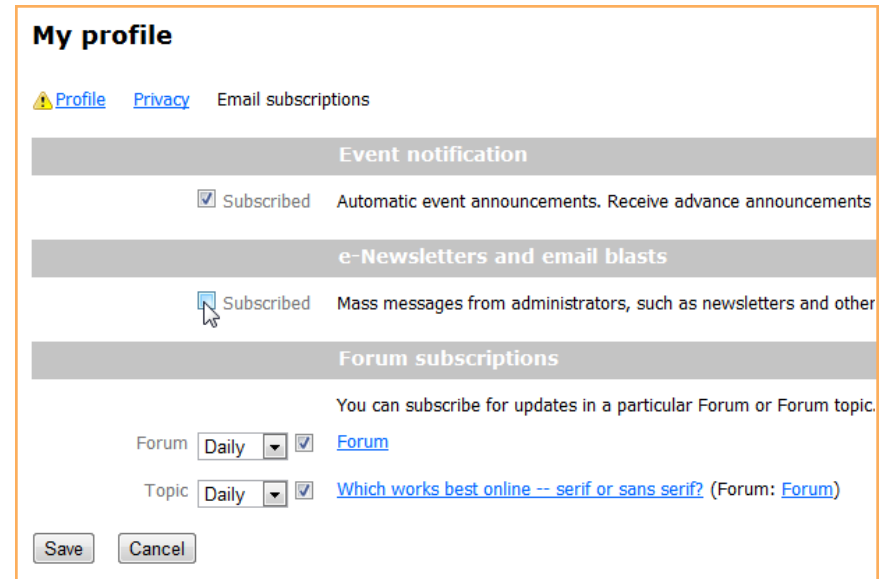
Changing forum subscription settings

To change your forum subscription settings, members follow these steps:

1. Go to their profile.
2. Click the **Email subscriptions** link.

My profile

Edit profile   My directory profile

⚠ Profile   Privacy   Email subscriptions   Member photo albums   ⚠ Invoices and payments

                              Membership details

3. Click the **Edit profile** button.
4. In the **Forum subscriptions** section, members can unsubscribe their existing subscriptions and change the frequency of forum update notifications.

My profile

⚠ Profile   Privacy   Email subscriptions

                    Event notification

☑ Subscribed   Automatic event announcements. Receive advance announcements

                    e-Newsletters and email blasts

☐ Subscribed   Mass messages from administrators, such as newsletters and other

                    Forum subscriptions

                    You can subscribe for updates in a particular Forum or Forum topic.

Forum Daily ▾ ☑ Forum

Topic Daily ▾ ☑ Which works best online -- serif or sans serif? (Forum: Forum)

Save   Cancel

Using NDA Discussion Forums

To unsubscribe to a forum or forum topic, members uncheck the checkbox beside the forum or topic name.

To change the frequency of the update notifications, members click the dropdown and choose one of the following options:

Option	Description
Daily	A summary of forum updates for each day is sent the following day.
Weekly	A summary of forum updates for each week is sent on Sunday night/Monday morning.
Immediately	Notifications are sent immediately after an update is made (though the actual delivery could be delayed a few minutes or longer depending on the email server load).

5. Once finished making changes, the member clicks the **Save** button.

Using a forum page

When you visit a forum page, the options available to you may depend on whether you are a member, and if so, on your membership level. If you are not already logged in, you will be prompted to sign in using your Wild Apricot credentials when you try to add or reply to a forum topic.

Adding topics

If you are authorized to create new forum topic, a **Create topic** button will appear above and below the topic list.

After clicking this button, you can enter the subject and the body of the new topic. You can use the content editor toolbar to format the body text, and add links and tables. Once you are done composing the topic, click **Create**. The topic will now appear on the main forum page.

Normally, the topics you post will identify you using your first and last name. If member pictures are enabled, your picture will be displayed unless the picture field is restricted under your privacy settings. If you chose to hide your entire profile from others in your privacy settings – or if you are not a member – the topic will identify you as Anonymous. If you restrict access to both your first name and last name in your privacy settings, you will be identified as Anonymous member.

Replying to a topic

To reply to a topic, display the topic then click the **Reply** button.

After clicking this button, you can enter the body of your reply. You can use the content editor to format the text and add links. Once you are done composing your reply, click **Post**.

To comment on a particular reply within a topic, click the **Quote** link above the reply. This will include in your message the text of the reply that you are commenting on. Once you are done composing your comment, click **Post**.

Using NDA Discussion Forums

Managing forum topics and replies

![!] *You can only modify or delete the topics or replies that you have posted*

Modifying topics

To modify a topic you have posted, display it then click the **Edit** link above the first message in the topic thread.

To modify a topic in admin view, display it then click the **Select action** drop down and choose the **Edit** option.

Deleting topics

To delete a topic you have posted – including all comments and replies – display it then click the **Delete** link above the first message in the topic thread.

Modifying replies

![!] *You can only modify or delete the replies that you have posted*

To modify a forum reply – either in admin view or public view – display it then click the **Edit** link above the reply.

Deleting replies

In public view, you can only delete the replies that you have posted. In admin view, an administrator can delete any replies.

To delete a forum reply – either in admin view or public view – display it then click the **Delete** link above the reply.

Forum topic limits

Item	Limit
Subject	500 Characters
Body	50kb or 51200 characters
Author name	100 characters