UUFR Online Bulletin Board

Welcome to UUFR's online Bulletin Board! Instead of using push pins on a cork board, we've got it on the Internet. Here are the instructions for using it:

1. The first time you use the Bulletin Board, ***you will need to register***.
   a. In your web browser, go to UUFR.org/bb
   b. Click "Register" in the upper right-hand corner.
   c. On the next screen, read the instructions and then click on "I agree to these terms" at the bottom.
   d. On the next screen, enter the following information:

      ## UUFR Online Bulletin Board

      ❓ FAQ

      🏠 BULLETIN BOARD AREAS

      - Registration

Username: Length must be between 3 characters and 30 characters.	[ ] 🔴
Password: Must be at least 8 characters long.	[ ] 🔴
Confirm password:	[ ] 🔴
Email address:	[ ] 🔴
My timezone:	UTC-04:00 - 28 Jun 2023, 14:58 ▾ America/New York ▾

      CONFIRMATION OF REGISTRATION

What is the magic number?: This question is a means of preventing automated form submissions by spambots.	[ ]

      [Submit]

      i. For "user name," please use your name; *do not enter your email address here*. This name will show up when people look at items that you have posted to the board..
      ii. Create a password and enter it twice. *And write it down so that you will remember it.*
      iii. Then enter your email address.
   iv. Near the bottom (scroll down!), it will ask you to enter "the magic number." ***You must enter the correct value!*** If you did not receive this number in an email from UUFR, you may call Lewis at the church office, or ask any of the following people: Art Lieberman, Carmen White, Fran Wise, Linda Shanley, or Jane Hunt… or ask another member who is already using the board. *Please do not give this number to anyone who is not a member of UUFR!* This is for the site's security.
      v. **Before you click the "Submit" button at the bottom, be sure to *write down your user name and your password*!!!**
      vi. Then click the "Submit" button at the bottom.
      vii. On the next screen, click on "Bulletin Board Areas".

viii. When you use the Bulletin Board later, you will click "Login" instead of "Register".

2. **Viewing** listings:

   a. The Bulletin Board is divided into 8 areas (so far): items for sale, items for free, antique & unusual items; services offered, services and items sought, employment, housing, and events. To view the listings in one of the areas, simply click on the title of the area (for example, click where it says "Items for Sale".

   b. On the next screen, you will see the list of items in that area. Click on the title of an item so that you can view it.
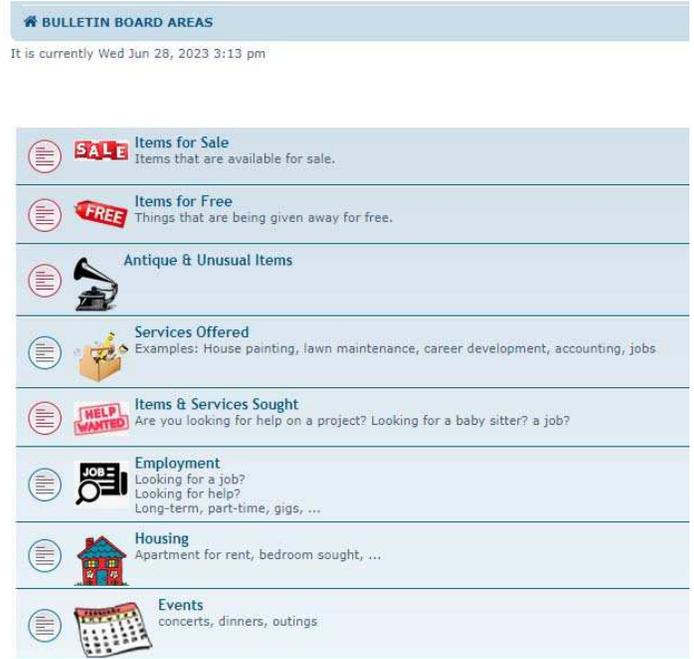
3. **Creating** your new listing:

   a. Click on one of the 8 areas.

   b. Click the "New Item" button near the top.

   c. For "Subject," enter a short, meaningful title of your entry.

   d. In the big box, start with your name and your contact information. Then type the description of what you are offering or wanting. You should erase the lines of instructions that remind you want to do.

   I recommend that you make the description appear larger. You do this by clicking where it says "Normal" (above the big box), and change it to "Large".

e. If you want to include a **photo**:
  i. Click on the "Attachments" tab near the bottom of the screen. Be sure to scroll all the way down!
  ii. Click "Add files"
  iii. Find the photo that you want to include, and click "Open".
  iv. Important: Then click the "Place inline" button.
  v. In your description, you will see something like [attachment]kitty.jpg[/attachment]
     That is ok. If you click the "Preview" button near the bottom, you can *scroll to the top* to see what your entry will look like.
f. When you are finished with entering your item, click the "Submit" button (below the big box).
g. ***NOTE: When your listing is no longer needed, it is imperative that you delete it!*** Once your item is sold, or you are no longer offering a service, or you done with looking for a job, or … please delete your entry – otherwise you can expect people to continue to contact you about your listing! [instructions are below]

4. **Editing** a listing that you entered previously:
   a. Go to your listing.
   b. Click the Pencil icon near the upper-right.
   c. Make your changes.
   d. If you click the "Preview" button near the bottom, you can *scroll to the top* to see what your entry will look like.
   e. Click the Submit button.

5. **Deleting** one of your listings:
   a. Unfortunately, you might not be able to delete your own entries. So, here's how we'll handle it…
   b. Go to your listing.
   c. If an "X" appears next to the Edit pencil, use it! Otherwise…
   d. Click the Edit pencil!
   e. Change the heading to be just "delete" or "This item has been deleted."
   f. Every few days, everyone's listings will be searched for the words "delete" or "deleted", and those items will be deleted from the system.

6. Help & Suggestions: Please send email to BulletinBoard@uufr.org