



## ASMS Forum Help Guide

If you need assistance with a question or issue that is not located here, email [info@asms.org](mailto:info@asms.org) for help.

### Upload an Avatar using Gravatar

Avatars are simply graphical icons or images that allow you to identify yourself in our forums and account. At the moment, ASMS allows you to change your avatar using Gravatar.

Gravatars are Globally Recognized Avatars that identify a user. The service is used in many areas across the web such as online forums like bbpress.org, chat-rooms, comment systems, WordPress websites, and many other online communities.

The service at the website [gravatar.com](http://gravatar.com) stores all your Gravatars in one central place, to use on the sites that you want. Using the same email you used when signing up for Gravatar.com, after posting your comment, your new Gravatar will show up.

To upload a Gravatar:

1. Go to [Gravatar.com](http://Gravatar.com)
2. Click the Create Your Own Gravatar button.
3. You now be directed to a registration form, this will create you a wordpress.com account. If you already have a wordpress.com account, click the link above the form.
4. After creating your account, You will redirected to the My Gravatars page to manage your gravatars for each email you add. If you haven't added a Gravatar yet, you will see a message with a link to add a new Gravatar.
5. After clicking the link to add a new avatar, you will sent to a screen to upload your new Gravatar image by either from your computer, an external url, and a webcam. After uploading a few images you can also upload a photo from your past uploads.
6. After uploading your image you can now crop the photo then rate it, and now the image you uploaded should be your new gravatar to the email it is assigned. You can add a new image or an email address by hovering over your avatar to the right of your email address.

# Definition of Forums, Topics, and Replies

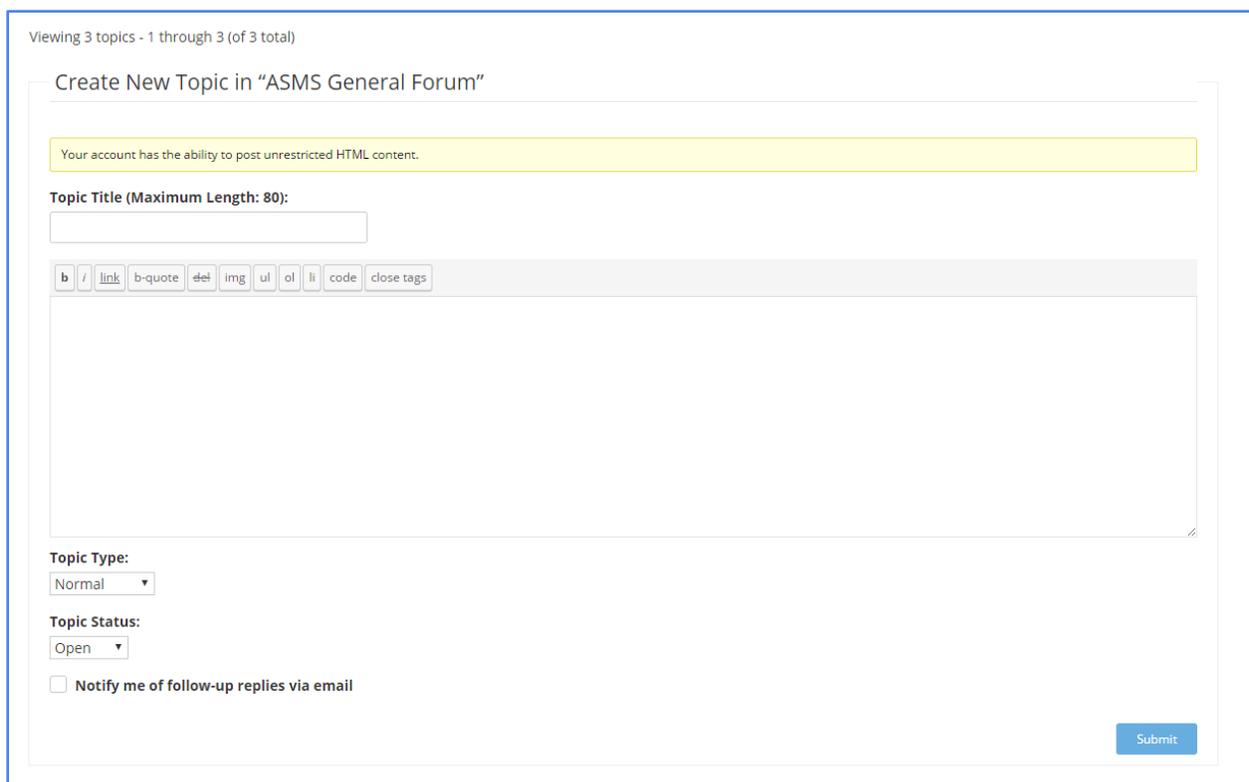
**Forums:** Forums contain all the topics and replies that were created.

**Topics:** Topics are created within forums, they are the subjects that are being discussed.

**Replies:** Replies are the actual discussion taking place. They are created within topics and if threaded replies are enabled, can be a reply to other users' replies.

## Creating a Topic

1. Navigate to your Forum in ASMS Members by clicking on the title (as pictured below).



The screenshot shows a web form titled "Create New Topic in 'ASMS General Forum'". At the top, it says "Viewing 3 topics - 1 through 3 (of 3 total)". Below the title is a yellow notification box: "Your account has the ability to post unrestricted HTML content." The form includes a "Topic Title (Maximum Length: 80):" text input field. Below the title field is a rich text editor toolbar with buttons for bold (b), italic (i), link, b-quote, del, img, ul, ol, li, code, and close tags. The main content area is a large text box. At the bottom left, there are two dropdown menus: "Topic Type:" set to "Normal" and "Topic Status:" set to "Open". Below these is a checkbox labeled "Notify me of follow-up replies via email". A blue "Submit" button is located at the bottom right of the form.

2. Give your topic a title in the Topic Title: box and add some content to it.
3. You can also select to notify yourself to replies to your post via email.
4. Once you post the Topic, it will appear on your Forum.

## Creating a Reply

To reply, navigate to your forum and click on the topic you wish to reply to.

Add your reply below the topic and submit. You can also choose to be notified of follow-up replies via email.

## Subscribing to a Topic

Subscribing to topics or forums allows you to receive email notifications of new posts.

When you subscribe to a topic, you will receive a new email about any new replies in the topic. When you subscribe to a forum, you will receive a new email about new topics that were created in the forum.

To subscribe to a forum or topic, you need to click the link that will be at the top of the post that says **Subscribe** (marked in red in the image below). Whenever you click the subscribe link, it will now show as **Unsubscribe** automatically. You can unsubscribe at any time by clicking it again.

The screenshot shows a forum thread titled "Very interesting topic." in the "ASMS General Forum". A light blue banner at the top states: "This topic contains 1 reply, has 2 voices, and was last updated by Jakob Smith 4 days, 21 hours ago." Below this, it says "Viewing 2 posts - 1 through 2 (of 2 total)".

The first post is by a user with a grey profile picture, titled "I hope all of our subscribers will enjoy the discussion." The post includes fields for "Firstname" and "Lastname", and is marked as a "Moderator" with the IP address (172.31.33.99). The post date is "June 22, 2017 at 5:24 pm". To the right of the post are several action links: "EDIT", "CLOSE", "STICK (TO FRONT)", "MERGE", "TRASH", "SPAM", "REPLY", and "#70161". A "Favorite" link is also present, and the "Subscribe" link is highlighted with a red rectangular box.

The second post is by "Jakob Smith", with a grey profile picture, titled "I'm replying." It is marked as a "Keymaster" with the IP address (172.31.33.99). The post date is "June 22, 2017 at 9:55 pm". To the right of the post are action links: "EDIT", "MOVE", "SPLIT", "TRASH", "SPAM", "REPLY", and "#70169".

At the bottom of the thread, it says "Viewing 2 posts - 1 through 2 (of 2 total)".

*Above is the Subscribe button highlighted in red*