

## **SYCL Tutorial Part 6 part C: Administrating a Forum for a group**

1) Navigating to your Forum Site if you have access to several sites.

If you already have a SYCL account (e.g. from editing a SYCL site or joining a previous forum) then you will not have to create a new account or password. The same password can be used for all SYCL systems linked to one email address.

a) Input your login information in the fields and click on the login button (red ellipse)

# SYCL



The screenshot shows the SYCL login page. It has a header with the SYCL logo. Below the logo is a 'Login' section with two input fields: 'Email Address' and 'Password'. A red ellipse highlights the 'Login' button. To the right of the login fields is a 'NOTES' section with instructions: 'Please enter your login email address and your password then click the Login button.' and 'If you have forgotten your password, click the link: Create a SYCL account'. At the bottom of the page, there is a footer with copyright information and links: 'Copyright © Anatrack 2022 | Terms & Conditions | Privacy Policy | About SYCL | Contact Us'.

b) After you input your login information you will be taken to a screen displaying all of the SYCL sites to which you have access (red ellipse). In the example below there are 94 sites, but for most editors this will be a lot less.

i. Click on a site (green ellipse) and highlight in green.

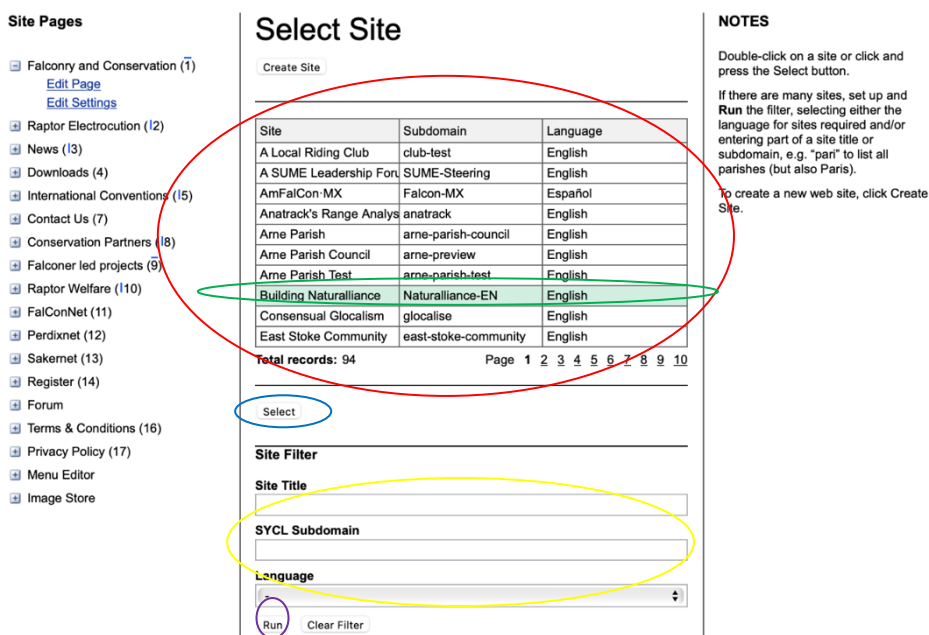
ii. Click on "Select" (blue ellipse) to go to that site.

iii. Alternatively, you may search among many sites via a site name or domain by typing part of either (in the yellow ellipse) and clicking "Run" (purple ellipse).

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# SYCL



The screenshot shows the SYCL 'Select Site' page. On the left is a 'Site Pages' sidebar with a list of site categories and counts, such as 'Falconry and Conservation (1)', 'News (13)', etc. The main area is titled 'Select Site' and contains a table of sites. A red ellipse highlights the entire table area. A green ellipse highlights the row for 'Arne Parish Test'. A blue ellipse highlights the 'Select' button below the table. Below the table is a 'Site Filter' section with three input fields: 'Site Title', 'SYCL Subdomain', and 'Language'. A yellow ellipse highlights these three input fields. A purple ellipse highlights the 'Run' button at the bottom of the filter section. To the right of the filter section is a 'NOTES' section with instructions: 'Double-click on a site or click and press the Select button.' and 'If there are many sites, set up and Run the filter, selecting either the language for sites required and/or entering part of a site title or subdomain, e.g. "par" to list all parishes (but also Paris). To create a new web site, click Create Site.' At the bottom of the page, there is a footer with copyright information and links: 'Copyright © Anatrack 2022 | Terms & Conditions | Privacy Policy | About SYCL | Contact Us'.

Site	Subdomain	Language
A Local Riding Club	club-test	English
A SUME Leadership Foru	SUME-Steering	English
AmFalCon-MX	Falcon-MX	Español
Anatrack's Range Analys	anatrack	English
Arne Parish	arne-parish-council	English
Arne Parish Council	arne-preview	English
Arne Parish Test	arne-parish-test	English
Building Naturalliance	Naturalliance-EN	English
Consensual Glocalism	glocalise	English
East Stoke Community	east-stoke-community	English

c) You will now be taken to the site you have clicked on and will see a screen like the image displayed in Step 2.

## 2) Understanding the Forum Menus and Submenus:

The functions, tabs, etc. seen on the screen have been explained in earlier parts of this Tutorial so we will focus on the Forum Feature which is composed of the “Register” and the “Forum” tabs seen in the red ellipse.

Editor - [Preview](#) - [Live](#) Building Naturalliance - [Site Settings](#) - [Change Site](#) | Julian Mühle - [Edit User](#) - [Logout](#) | [Admin](#) |

# SYCL

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### Site Pages

- Home (1)
  - [Edit Page](#)
  - [Edit Settings](#)
- Avoid Covid-19 (2)
- News (3)
- Downloads (4)
- Links (5)
- Contact Us (17)
- Calendar (8)
- Regular Events (9)
- Classifieds (10)
- Recognise Covid-19 (11)
- Gallery (12)
- More Links (13)
- Register (14)**
- Forum**
- Terms & Conditions (16)
- Privacy Policy (17)
- Menu Editor
- Image Store

### Edit Home

**Menu Link Text** ?  
Home

**Link Position** ?  
Left Menu

**Page Title** ?  
Our Nature

**Page Image** ? [Remove Image](#)  
CavePaintUsed2.jpg

**Image Width** ?  
Half Column Width

**Image Text** ?  
Paintings at Lascaux Cave, France © Thipjang/shutters

**Main Content** ?

**Right Content** ?

**Data saved**

### NOTES

? For help on each field, move the mouse pointer over the blue question mark

Here you can edit the page layout, including an introductory paragraph and right hand column.

Display news items in the right column of the home page by checking the box on the **Edit Settings** page.

After any edits, make sure you click the **Save** button at the bottom.

Review changes you have made to the site with the **Preview** link in the top left corner of this page. The **Live** link shows what is on the published site now. Return to the Editor pages by clicking the **Editor** link.

a) First click on the “Forum” page (2<sup>nd</sup> in the red ellipse).

b) You will now see the screen below.

**Site Pages**

- ▣ Home (1)
- ▣ Avoid Covid-19 (2)
- ▣ News (3)
- ▣ Downloads (4)
- ▣ Links (5)
- ▣ Contact Us (17)
- ▣ Calendar (8)
- ▣ Regular Events (9)
- ▣ Classifieds (10)
- ▣ Recognise Covid-19 (11)
- ▣ Gallery (12)
- ▣ More Links (13)
- ▣ Register (14)
- ▣ **Forum**
- ▣ Terms & Conditions (16)
- ▣ Privacy Policy (17)
- ▣ Menu Editor
- ▣ Image Store

**Edit Forum**

**Menu Link Text**

Forum

**Link Position**

Hide

**Page Title**

Forum

**Page Image**

No file uploaded - click here to select a file

**Image Width**

Half Column Width

**Image Text**

**Main Content**

Please log in to access the forum

**Path:** p

**Right Content**

not go on the forum for everyone.

After pressing the "Queue" button, you and a moderator will be sent your post immediately and may hold it back to edit within the next 10 minutes. After that it will post to all and may only be edited, or hidden entirely, by using [Contact Us](#).

**View frequently requested downloads:**

- [A report of the Naturalliance survey](#)
- [Naturalliance program for 2022](#)
- [Satellite Editing Roles](#)
- [Planning Activity on Social Media](#)

**Path:** p

Save Undo Changes **Data saved**

**NOTES**

For help on each field, move the mouse pointer over the blue question mark

There is no need to add content to the forum page as this will be added by the forum members

After any edits, make sure you click the **Save** button at the bottom.

Review changes you have made to the site with the **Preview** link in the top left corner of this page. The **Live** link shows what is on the published site now. Return to the Editor pages by clicking the **Editor** link.

c) In the screenshot above you may see six colored ellipses.

- i. The larger red ellipse on the right displays the name of the tab on the site. (See also smaller red ellipse on the left which shows this in the site map.
- ii. The green ellipse shows the position of the tab on the website. By clicking on this button, you may choose to have it displayed on the left side, on the top, or to have the tab hidden so that only those who receive the link can access it.
  - a. It is important here to highlight again that Forums may be hidden and therefore only visible to those who have the and have been invited to it (requiring login) or it may be public facing with possibilities for others to see the discussions on the forum. It is recommended initially to keep the forum on the hidden setting.
- iii. The blue ellipse allows for an image to be added to the Forum.
- iv. The yellow ellipse shows text boxes much like the rest of the SYCL system which are equipped with WYSIWYG editors (What you see is what you get) allowing for text,

font, size, links, etc. and all other modifications which one may be used to from programs like Word or Excel. The possibilities on adding links, images, etc. via these menu items are explained in Sections 1 and 2 of this tutorial series.

v. The final, purple ellipse shows a Frequently requested downloads list which may be created by typing the text and then linking it to downloadable files via internal hyperlink (as shown in Part 3 and 4 of the Tutorial series).

[Editor](#) - [Preview](#) - [Live](#)

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# SYCL

### Site Pages

- [Home \(1\)](#)
- [Avoid Covid-19 \(2\)](#)
- [News \(3\)](#)
- [Downloads \(4\)](#)
- [Links \(5\)](#)
- [Contact Us \(17\)](#)
- [Calendar \(8\)](#)
- [Regular Events \(9\)](#)
- [Classifieds \(10\)](#)
- [Recognise Covid-19 \(11\)](#)
- [Gallery \(12\)](#)
- [More Links \(13\)](#)
- [Register \(14\)](#)
- [Edit Page](#)
- [Registered Emails](#)
- [Email Log](#)
- [Forum](#)
- [Terms & Conditions \(16\)](#)
- [Privacy Policy \(17\)](#)
- [Menu Editor](#)
- [Image Store](#)

## Edit Registered Emails

Name	Email Address	Status	Forum
		Active	Full Acce:
		Active	Full Acce:
		Active	Full Acce:
		Active	Invited
		Active	Full Acce:
		Active	Full Acce:
		Active	Full Acce:
		Active	Full Acce:
		Active	Full Acce:
		Active	Full Acce:

Total records: 107      Page 1 2 3 4 5 6 7 8 9 10 >>

[Create](#)   [Edit](#)   [Delete](#)   [Email](#)   [Upload](#)   [Download](#)   [Copy Filtered](#)  
[Copy All](#)   [Email Filtered](#)   [Email All](#)

### Registered Email Filter

**Name**

**Email Address Status**

-

**Forum Status**

-

[Run](#)   [Clear](#)

### NOTES

This page lists users who have registered. Add, edit and delete registered users manually with the **Create**, **Edit** and **Delete** buttons

Click **Email** to email an individual or **Email All** to send a message to all users in the list, for example with a link to the web site when important new content is added.

Click **Copy All** to copy all email addresses to the clipboard for pasting into an external database or another email client.

Remember that these data will fall under the GDPR if it applies in your country. It is advised that you add a paragraph about how GDPR applies to your site to your Register page.

b) By clicking on the first item in the red ellipse above you are taken to the “register” site which is displayed above.

c) The green ellipse on the left shows the submenu for the “Register” function.

d) The yellow ellipse at the top shows all the emails which have been added to the Forum so far as well as their levels of access (Invited, Full Access, Read Only, Not Invited, None). Further details on this are provided in Step 4-a-i.

3) Using the Forum to add New Forum Participants and understanding the status of participants

a) Participants may be added to a forum by a site editor by clicking on the “create” button as seen in the red ellipse in the following figure.

## Site Pages

- Home (11)
- Avoid Covid-19 (12)
- News (3)
- Downloads (4)
- Links (5)
- Contact Us (17)
- Calendar (8)
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- Classifieds (10)
- Recognise Covid-19 (11)
- Gallery (12)
- More Links (13)
- Register (14)
  - [Edit Page](#)
  - [Registered Emails](#)
  - [Email Log](#)
- Forum
- Terms & Conditions (16)
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- Menu Editor
- Image Store

## Edit Registered Emails

Name	Email Address	Status	Forum
	...il.co	Active	Full Access
		Active	Full Access
		Active	Full Access
		Active	Invited
		Active	Full Access
		Active	Full Access
		Active	Full Access
	...gma	Active	Full Access
		Active	Full Access
		Active	Full Access

Total records: 107 Page 1 2 3 4 5 6 7 8 9 10 >>

- Create
- Edit
- Delete
- Email
- Upload
- Download
- Copy Filtered
- Copy All
- Email Filtered
- Email All

### Registered Email Filter

Name

Email Address Status

Forum Status

## NOTES

This page lists users who have registered. Add, edit and delete registered users manually with the **Create, Edit and Delete** buttons

Click **Email** to email an individual or **Email All** to send a message to all users in the list, for example with a link to the web site when important new content is added.

Click **Copy All** to copy all email addresses to the clipboard for pasting into an external database or another email client.

Remember that these data will fall under the GDPR if it applies in your country. It is advised that you add a paragraph about how GDPR applies to your site to your Register page.

- b) After clicking the red ellipse, a menu like the one below will open. This lets you input:
- i. The name of the participants as seen in the red ellipse.
  - ii. The email of the participant (green ellipse).
  - iii. You may also input a phone number, but this is not necessary (yellow ellipse)
  - iv. You must remember to set Forum permissions to "Full Access" for the participant to be able to participate and post in a forum (purple ellipse). However, you may also set this to "Read Only" (as inset below the image) should you wish to add a participant who can read the information but not necessarily contribute to discussions.
  - v. Remember to click "Save" (highlighted in the orange ellipse) to save the data.
  - vi. It is also important to take note of the red reminder at the bottom of the page as adding a participant doesn't yet permit them to access the forum. They must also now be invited which will be explained in the following step.

- Downloads (4)
- Links (5)
- Contact Us (17)
- Calendar (8)
- Regular Events (9)
- Classifieds (10)
- Recognise Covid-19 (11)
- Gallery (12)
- More Links (13)
- Register (14)
  - [Edit Page](#)
  - [Registered Emails](#)
  - [Email Log](#)
- Forum
- Terms & Conditions (16)

### Edit Registered Email

Name

Email Address

Contact Telephone

Forum Permission

Data changed

Remember to invite forum users using the email function

Forum Permission

**Email All** to send a message to all users in the list, for example with a link to the web site when important new content is added.

Click **Copy All** to copy all email addresses to the clipboard for pasting into an external database or another email client.

Remember that these data will fall under the GDPR if it applies in your country. It is advised that you add a paragraph about how GDPR applies to our site to your Register page.



#### 4) Inviting added participants to the Forum:



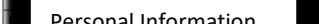
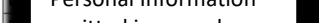
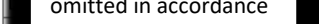




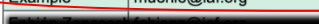
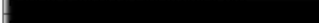






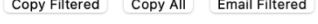
- a) Now that a participant has been created in the step above, they must also be invited. To do this, click on the participant in the menu (red ellipse).
  - i. Note the status that participants have in the forum on the right as indicated by the green ellipse. Participants may have the status of “none”, “Not Invited”, “Invited”, or “Full Access”. Not invited as seen in the “Example” participant means that the participant’s profile has been created but that they have not yet received an invitation. Invited means that the participant has received an invitation but has not yet set up their account and can therefore not yet access the forum. Full Access means that a participant has successfully set their password and has full access to participate in the forum.
- b) Having selected a participant (in this case the “Example” participant highlighted in green), click on the “Email” button in the yellow ellipse.

# SYCL

## Site Pages

- [Home \(1\)](#)
- [Avoid Covid-19 \(12\)](#)
- [News \(3\)](#)
- [Downloads \(4\)](#)
- [Links \(5\)](#)
- [Contact Us \(17\)](#)
- [Calendar \(8\)](#)
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- [Menu Editor](#)
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## Edit Registered Emails

Name	Email Address	Status	Forum
		Active	Full Access
		Active	Invited
		Active	Full Access
		Active	Full Access
		Active	Invited
		Active	Full Access
		Active	Full Access
Example	muehle@iaf.org	Active	Not Invited
		Active	Full Access
		Active	Full Access

Total records: 108 Page 1 2 3 4 5 6 7 8 9 10 >>

Create Edit Delete **Email** Upload Download  
Copy Filtered Copy All Email Filtered Email All

### Registered Email Filter

Name

Email Address Status

Forum Status

Run Clear

## NOTES

This page lists users who have registered. Add, edit and delete registered users manually with the **Create**, **Edit** and **Delete** buttons

Click **Email** to email an individual or **Email All** to send a message to all users in the list, for example with a link to the web site when important new content is added.

Click **Copy All** to copy all email addresses to the clipboard for pasting into an external database or another email client.

Remember that these data will fall under the GDPR if it applies in your country. It is advised that you add a paragraph about how GDPR applies to your site to your Register page.

By clicking on the “Email” button in the yellow ellipse, you will be taken to a screen on the following page.

- c) The screen below displays various options:
- i. You may click on the “Basic Email” button to the left or on the “Forum Invitation” button on the right. The Basic Email may be used later on to email individual participants via the platform. To invite a new participant to the Forum, click on the “Forum Invitation” button in the red ellipse. By clicking on the “Forum Invitation” button, your screen will look like the screen below.
  - ii. In the recipient field highlighted by the green ellipse, you may see the email of the participant you clicked on.
  - iii. The yellow ellipse below this highlights the Subject of the email which you may change as needed.
  - iv. The next field in the purple ellipse allows you to edit the content of the mail with a personal message, instructions, or anything else.
  - v. The blue ellipse indicates the fixed footer. This cannot be changed by a site administrator as this is linked to the automatic link and password generation for the new participant.
  - vi. By clicking the “Send” button in the black ellipse the email is sent to the new participant to invite them from the sites system.
  - vii. The brown ellipse on the “View Email Log” button takes you to the Log of emails which you can also access via the brown ellipse over the “Email log” tab on the left-hand menu.

# SYCL

## Site Pages

- [Home](#) (11)
- [Avoid Covid-19](#) (12)
- [News](#) (3)
- [Downloads](#) (4)
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- [Contact Us](#) (17)
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## Email Registered Users

Select an email template. The forum invite template is unavailable if any recipient does not have forum permissions.

Basic Email **Forum Invitation**

### User Email

#### Recipient(s)

Example <muehle@iaf.org>

#### Subject

Email message from Building Naturalliance

#### Editable Content

You are invited to use our web site forum

#### Fixed Footer

Log in to the forum with your email address:

[automatically populated]

Before you can log in, you will need to create a password. To do this, enter

**Send** **View Email Log** Back

## NOTES

Enter a subject and content for an email to send to the user. If the user is new, create an introductory email with introductory text and instructions to set a password. You will be able to edit this email before it is sent.

Emails are sent from a system address that emailed users will not be able to reply to. It is advised that this fact is appended to the email.

5) By clicking the “Email log” button in either of the two brown ellipses, you will be taken to the Email Log screen seen on the following page.

- a) On the image below, the red ellipse indicates the emails in the email log.
- i. On the far left you may see the time and date each email was sent by the system. An email log is created each time something is sent out via the system (e.g. an invitation to a new participant as shown in the previous step), or when someone posts something to a Forum as this is then sent via email as a notification to all participants in a Forum.
- ii. Next on the right of this is the Email Address to which the notification or email was sent.
- iii. On the right of this in turn, you may see the sender of the email. If the email is e.g. an invitation to a new participant as is the case in the example highlighted in green then the sender will be the login email of the person sending the invitation via the forum. If this is a forum post, then it will be registered as the email of the participant who made the post and a log will be seen for each forum participant that this was sent to.
- iv. On the right of the menu you may see the status of the email which indicated if this was delivered or not. This feature may be useful if for example a wrong email has been typed in as should this email not exist then a “Failed” note will be logged in this column.
- c) The “View Email” button highlighted by the green ellipse allows you to view the email that was sent out. In the case of a forum post notification this will contain the text of the automatic notification rather than the post itself.
- d) The Email filter menu allows a site editor to search for specific emails that were sent out by the system by either typing in a specific email Address (see yellow ellipse), the sender (purple ellipse) or the status of the email (blue ellipse).
- e) One may filter for emails by filling in one or more of the above mentioned three fields and then clicking the “Run” button (black ellipse). To reset the filter, click on the “Clear filter” button in the orange ellipse.

# SYCL

## Site Pages

- [Home](#) (11)
- [Avoid Covid-19](#) (12)
- [News](#) (3)
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- [Terms & Conditions](#) (16)
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- [Menu Editor](#)
- [Image Store](#)

## Email Log

Time	Email Address	Sender	Status
12-09-2022 12:56:18	education@iaf.org	muehle@iaf.org	Delivered
12-09-2022 12:45:24	julian.muehle@gmail.com	muehle@iaf.org	Delivered
30-08-2022 16:38:52	Personal Information omitted in accordance with EU GDPR.	reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered
30-08-2022 16:38:52		reke@ceh.ac.uk	Delivered

Total records: 4398 Page 1 2 3 4 5 6 7 8 9 10 >>

[View Email](#)

### Email Filter

Email Address

Sender

Status

## NOTES

View emails sent to registered users, by editors or automatically by the system.

Use the filter to find specific emails.