

SYCL Tutorial Part 6: the Forum, parts A & B

Introduction:

Glocal (Global with local) networks are composed of a hub site, on which content of global relevance is displayed in multiple languages, linked to multiple satellite sites with information specific for individual countries, language, or geographic regions. These satellite sites run on the SYCL (System for Community Liaison). SYCL sites can link richly in multiple ways for access to, and between, communities of interest and local communities for each language.

As a result of an increasing need to provide help for builders of Glocal networks across various sustainable-use interests, and to promote the exchange of information to benefit conservation, a Forum system may now be added to SYCL sites. This lets network builders exchange information amongst each other, facilitates discussions and informs the sustainable use community in various organizations about developments which may contribute to the conservation of nature.

A Forum may be modified to be public facing. Alternatively, it may be hidden so that only those with a direct link may find it and only those invited can access with a password and participate in the discussions.

This Tutorial aims to show how the Forum feature works. Part A shows how to access the forum if one has been invited by email. Part B illustrates functions on an already established Forum and how to use a Forum. Part C shows administrators how to use, edit and invite new participants to a Forum.

Part A: Initially accessing a Forum

Start either with Step 1 (if you have never used a SYCL Forum before) or skip to Step 2 (if you have already set your password) or 3 (if you have editing access to several sites and forums).

1) Setting up your password when first invited to a SYCL account.

- a) You will receive an email that looks like the email below. Click on the link in the red ellipse.

D

donotreply@sycl.net
Email message from Building Naturalliance
To: education@iaf.org

Inbox - muehle@iaf.org 09:56

You are invited to use our web site forum

Log in to the forum with your email address:

education@iaf.org

Before you can log in, you will need to create a password. To do this, enter your email address and a hard-to-guess password on this page:

<https://Naturalliance-EN.sycl.net/20/9050a05e-4822-426e-ab8c-07dc85428fbf/reset-password>

Remember to keep your password safe.

Note: this email was sent from a notification-only email address that cannot accept incoming email. Please do not reply to this message but if you need to get in touch, contact us via our site page here:
<https://Naturalliance-EN.sycl.net/7/contact-us>
If you no longer wish to receive messages from us, click here:
<https://Naturalliance-EN.sycl.net/22/ZWR1Y2F0aW9uQGhZi5vcmc/unregister>

- b) You will be taken to a page that looks like the one below and will be asked to set a Password. Please fill in the email address to which the invitation was sent and give a password, and then click on “Continue” (red ellipse).

- c) Next you will receive a screen as seen below to indicate that your password has been Reset. Please now click on the red ellipse to continue on to the Forum.

Your password works for all SYCL forums to which you are invited. Therefore, if you have already set a password, skip Parts 2a-d and continue at 2e.

2) Logging in to the Forum if you have already set a password:

- For independent creation of a new Site participant/ how to use SYCL sites please see the first document in this Tutorial series title: “Introduction and First Steps for SYCL”.
- If you have already set a password in SYCL, your invitation to participate in a forum will look like the screenshot below:

- Click on the link in the red ellipse to log in to the Forum to which you have been invited. You will be taken to a login page that looks like the one seen below.

- d) You may also log in via the following link which will take you to the same site as the screenshot seen below: <https://naturalliance-en.sycl.net/18/-forum> .

IUCN **CEM** **Building Naturalliance** Editor

Home
Avoid Covid-19
Contact Us

Forum

Please log in to access the forum

Email Address

Password

This forum is for **Translators and Editors of the Naturalliance network**. Please use it to post information relevant to the provision of Naturalliance content.

It is a good idea to put your email on messages to the group, for use in any replies that need 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](#)

- e) Input your login information and click on the "Login" button (red ellipse).
- f) If you have forgotten your password, you may automatically recover this in the system by clicking on the "Forgotten your password" button (green ellipse) and inputting your email. A password reset link will then automatically be sent to your email and you will see a screen like the one displayed in Part 1b (see above). If you cannot see the reset link within a minute or two, please look in your junk mail.

TIP. If you cannot remember the link to a hidden forum:

- i) the link format for each site is the sycl domain followed by "/18/forum". e.g. here is the hidden forum for a club's test site (for which there are no registered users):
<https://club-test.sycl.net/18/forum>
FYI: "forum" in the link can be any word with any number of letters and it will still work. This word is just for search engine optimisation of the site (where it repeats what the editor has named the page).

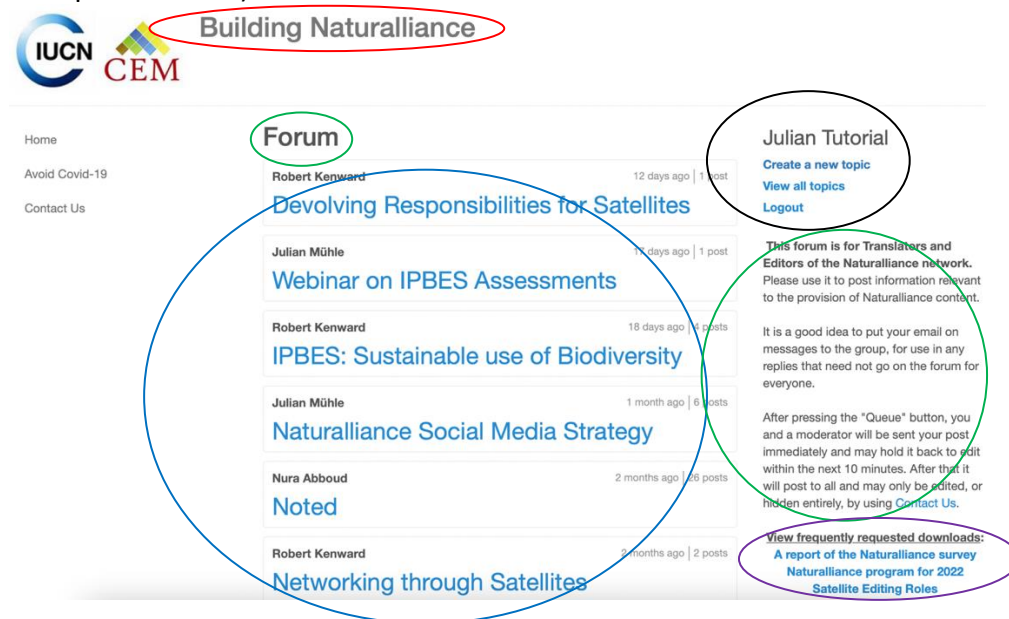
- ii) **Add the forum link to browser bookmarks so you don't need to remember it!**

Part B: Using a Forum:

This tutorial is for those who have successfully set a password and accessed the forum as seen in Tutorial 6 Part A. Most aspects are intuitive for those used to social media. However, a note of caution is that if you partially complete a posting and then leave the page the text will be lost. **Therefore, a good tip is to write postings elsewhere and then paste them in.**

1) Understanding the Initial Forum Screen:

After logging in to a Forum you may see a Screen like the one displayed below (forum participants screen).



- In the screenshot above you may see the Site name (red ellipse), and the name of the Forum (green ellipse).
- In the middle of the page, you may see number of Forum topics (highlighted by the blue ellipse), each of these corresponds to a different discussion. Each Topic name (in blue writing) is a hyperlink; therefore, you may access topics by clicking on the link. At the top of each topic, you will see the name of those who have first created the topic and on the right, you may see how many days ago each topic was active and how many posts are in each topic. Administrators and site editors may also see topics which have been hidden e.g., because questions in them were resolved such as a sixth topic in this forum dealing with early logging in issues in beta testing.
- The larger black ellipse on the right shows the participants details and options including:
 - The name of the participant (this is how you can see that you are logged in and if you have accounts for several SYCL sites you may see with which one you are logged in,
 - A button for creating a new topic and a button to view all topics
 - The option to log out of the forum.
- The green ellipse highlights instructions for using the Forum. This may be edited by site editors and tends to display some advice or introduction to the general use or purpose of a particular forum.

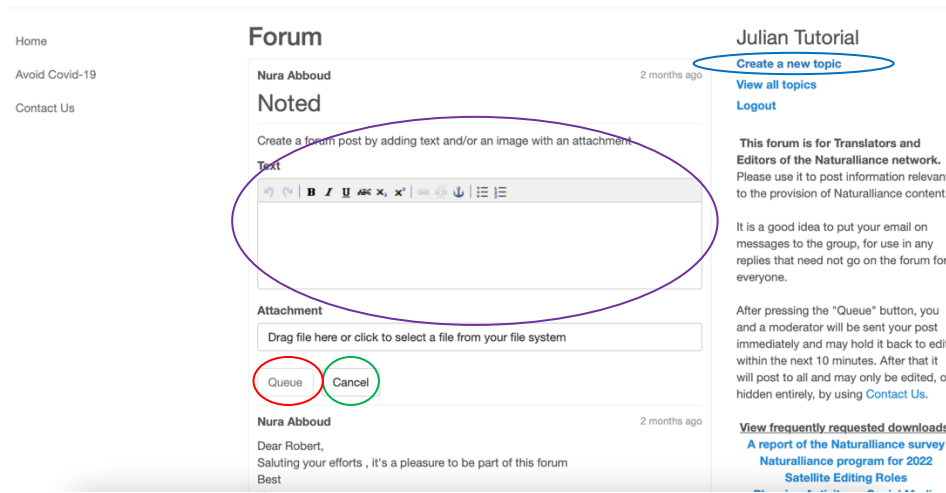
- e) The purple ellipse on the bottom right shows frequently requested downloads which may be accessed by clicking the blue text that is linked to hyperlinks to the individual resources. Clicking on each item opens it in a new tab.
- 2) Accessing a Forum Post and Posting
- By clicking on a topic in the blue ellipse from the previous step, you will be taken to a screen that looks like the screenshot seen below.
 - At the top in the red ellipse, you may see the name of the site.
 - The green ellipse shows the name of the Forum participant that created this particular topic and below this the name of the topic, in this case “Noted”.
 - The blue ellipse highlights the “create post” button.
 - Clicking the “Reverse Post Order” button highlighted in the black ellipse allows you to see the posts either in chronological order starting with the first post or to reverse this in order to see the most recent post first.
 - The purple ellipse shows the posts made by other participants. In this ellipse you may see the name of the participants that made each post, the post they made as well as how long ago they made the post on the right.

- 3) Posting on the Forum within a topic:
- Clicking on the “Create Post” button highlighted in blue in the previous step takes you to a screen which looks like the screenshot below.
 - Much like the rest of SYCL systems, forum postings work via a WYSIWYG editor (similar to the format of e.g. Microsoft word) and allowing you to type text in a text box and to modify this by making the text bold, underlined, italics, adding hyperlinks, numberings and other options (see purple ellipse). For more details on how the WYSIWYG editor, please see tutorial #1 in this series.
 - Once you have finished typing your post, the “Queue” button in the red ellipse will publish this post after a 10-minute delay.
 - During the delay, you may press a button marked ‘Edit’ and make changes to the text.

- e) If you change your mind and do not wish to make a post, you may click on the “cancel button” in the green ellipse.



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- 4) Creating a new topic:
- You may create a new topic either from the main forum or when you are already in a topic by clicking on the “create a new topic” button seen in the blue ellipse in the screenshot above.
 - After clicking on the “create a new topic” button, you will be taken to a screen that looks like the one below.
 - You may select a title by typing in the “Title” box highlighted by the blue ellipse.
 - The Text box with the WYSIWYG editor (red ellipse) allows you to type in text much like the forum post in the previous step.
 - You also have the option to add an attachment by dragging it to the Attachment field or clicking on the field and selecting a file from your computer (yellow ellipse).
 - When you are ready to create a new topic and post, click on the “Queue” button seen in the purple ellipse.
 - Should you change your mind, you may click on the “cancel” button in the green ellipse.



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