

# A Weigh Out Empowerment Forum

New to Our Forum (or to Forum posting in general)? Here's everything you need to know (and then some) to Post like a pro and to get the most out of the Community experience, step by step...

## Getting Started Tips!

1. Login
2. Click on "**FORUM**" (in the top blue navigation bar)
3. Click on "**PROFILE**" (right side of first grey box)  
Here's a quick video that'll walk you through how to set up your Profile  
<http://www.youtube.com/watch?v=x45ZaduhaxA>

Or skip the video and simply click on these important boxes to get started:

**-Your Personal Identity** (pick a display name, where you're from, brief bio, etc.)

### **-Personal Options**

- Check the first one if you want your login name and display name to match
- Check the second one if you want to be notified by email when new posts are added to Forums in which you have already posted
- Check the third one if you don't want people to know you are online when you are online

**-Select Your Avatar** --this is where you add a picture (from your computer), if you wish

\*Be sure to click **Update Profile** (bottom left) after each change

## Posting is Easy!

- Login and go to **FORUM**
- Page down to click on a specific Forum, and then click on a specific Topic of interest.  
Or use this great Shortcut.

In the second Grey Bar, use the drop down menus

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This box will display **all new posts in RED** that have been added to Topics since you last visited the website.

Go right to a favorite Forum using this drop down menu. All Main Forums are listed here.

- Pages are set-up with newest posts at the top, older ones at the bottom (like Facebook)
- Once inside a Topic, to **Add a New Post** to an existing discussion, simply click on **Reply to Post** (located both at the top and bottom right side of every Topic page).
- To **Comment on Someone Else's Post**, look right above the text of that particular post and click on **Quote and Reply**. Write your comments in the box that appears. Then look down to the bottom right and click on the **Post New Reply** button.
- To **Add a New Discussion Topic**, Select a Forum, then click on the button **Add a New Topic** located top right, next to **Reply to Post**

## Ways You Can Get Email Alerts When New Posts are Added:

1. Under your Profile/Personal Options, next to “Auto subscribe to topics I post in:” be sure you click until you see the green arrow appear
2. When you post in any chosen Topic, before you hit **Post New Reply** look to the left side of the screen. You’ll see **Subscribe to this Topic**. Click on it until you see the green arrow appear.

When you are subscribed to a Topic, you’ll see the little yellow heart appear to the right of the Topic Name.

### All RSS (Orange box bottom left)

Click on this to see a digest of all posts added since you last visited. Click on the headline to go directly to the post.

**Subscribe** if you would like email alerts. (Process depend on how you receive your email)

## If you are a New Member, please introduce yourself . We’d like to get to know you!

**-Go to, “New To Our Forum? Welcome!”**

**-Then click on “New Members-Tell Us a Little About You”**

If you have questions, please email us at [support@aweighout.com](mailto:support@aweighout.com)

See you in the Empowerment Forum!

Ellen Shuman  
A Weigh Out Founder & Coach