## HCHA Website Getting Started Guide



## **HCHA Website Demonstration**

- How to register and log in.
- How to post to the forum (replacement for current "email chain").

1) Go to <u>http://www.homeschool-life.com/nc/hcha/</u> in your web browser.

2) Click on the <u>Website Registration</u> hyperlink.



 Complete the registration form. Fields marked with a red asterisk \* are required. See the next page for important email options.

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		Please review t	he TERMS OF S	ERVICE link b	pelow.	
		Check here if you have re	ad and agree to the <u>TERMS OF S</u>	SERVICE.		
			* indicates a required field			_
		*Last Name:				
		*Primary First Name:				
		Spouse First Name:				
		*Address:				
		*City:				
		*State/Country:	For United States and Canada:			
			For Other Countries:			
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		*Zip:				
		*Area Code:				
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		*Email:				
		Additional Email Address (es):	Constant and Ministry with a second	-		

### Pay close attention to the questions concerning emails. Contact Liz Baldwin at <u>lifesjourney@bellsouth.net</u> if you have questions.

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Church Affiliation:
Curriculum/Teaching Style:
Year you Started Homeschooling.
Family Busines/Services:
Would you like to receive a weekly email update? *Weekly Email Update: ⊙ Yes ◯ No
<ul> <li>*Forum Emails: Would you like to receive forum notifications via email (not just the ones you create)?</li> <li></li></ul>
Many Emails: Would you like to receive notifications IMMEDIATELY?
Delivery Type:            Whole Thread             Whole Thread
Daily Digest: Would you like to receive notifications ONCE A DAY? ○ Yes
Classifieds - Many Emails: Would you like to receive ALL classified notifications IMMEDIATELY via email:
Classifieds - Daily Digest: Would you like to receive ALL classified notifications ONCE A DAY via email? • Yes No
Continue
Build A Group Website!
BY HOMESCHOUL-LIFE.com BY HOMESCHOOLERS. FOR HOMESCHOOLERS. [2007-08-20]

5) Since the new forum is the replacement for the email chain, we recommend setting your options like the picture on the following page...

# 6) Recommended settings for emails coming from the website...

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Church Affiliation:	
Curriculum/Teaching Style:	
Year you Started Homeschooling:	
Family Business/Services:	
Would you like to receive an reekly email update? *Weekly Email Update: ⊙ Yes ○ No	?
*Forum Emails: Would Wike to receive forum notifications via Yes ONO	email not just the ones you create)?
Many Emails: Would you like to aceive no	otifications IMMEDIATELY?
Delivery Types Whole Thread    New Part	Only
Daily Digest: Would you like to receive not Yes  No	tifications ONCE A DAY?
Classifieds - Many Emails: Would you like to receive ALL ch. 45% Inotificat	tions IMMEDIATELY via email:
Classifieds - Daily Digest: Would you like to receive >lassified notificat	tions ONCE A DAY via email?
Continue	
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6) How to make a post to the website forum (remember the website forum is the replacement for the email chain...the <u>hchamail@yahoogroups.com</u> address is being discontinued). When you make a post in the forum, everyone in HCHA will be notified via email, therefore, essentially performing the same function as the old "email chain". First log into the website...



7) Read the forum disclaimer, then click on the Forum link on the left...



### 8) Click the General link...



### 9) Click the Add new thread link...

🖉 Forum - Windows Inter	net Explorer				
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Home	General			< Back to Forum Categories	_
Forum				Edit My Forum Preferences	
Calendar of Events	New Thread				
Directors and Coordinators					
HCHA Handbook-Please	Search:	Sort Res	ults By: Original Po	st Search	
read	(separate multiples with	a comma)	Updated Da	ate	
Member Directory					
Newsletters Archives and Articles	Thread	Original Post	Updated Date	Created By	
Classifieds	just jonore this (1)	8/15/07	8/15/07	Baldwin, Elizabeth & Brvan	
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Student Council >	Test - Sonlight for sale (1)	0/14/07	0/14/07	Jones, Karen & Wesley	
Useful Links	This is a test. (9)	8/8/07	8/9/07	Hart, Jill & Fred	
Homeschool SPORTS					
Business Directory					
Attendance Record					
Trash to Treasure! >					
https://www.homeschool-life.com/	/sysfiles/member/forum/thread_nev	v.cfm?memberid=2228	kcategoryi	😜 Internet	🔍 100% 🔻 💡

10)Choose the category, give the new thread a title, type your announcement, etc. in the editor window (you can change font colors, sizes, and add pictures in the editor window)

НСНА	
Home Forum Calendar of Events Directors and Coordinatol HCHA Handbook-Please read	FORUM - ADD THREAD Category: General (moderated)
Newsletters Archives and Articles Classifieds	Click here to use Editor # 1. Click here to use Editor # 2.
Photo Gallery Student Council >	Image: Source       Image: Source
Homeschool SPORTS Business Directory	Style Font Arial
Attendance Record HSLDA discount Trash to Treasure! >	The editor window
Public Pages Registration Form 07-08	

11)You can attach a file to the thread if desired. Check the notify box if you want to be notified of any responses to this thread. Click the Add button when complete.

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Suggested Reading	~
Great Links	
NCHE	
Contact Us	
Edit My Profile	
Help Manual	
Group Admin Site Attacher as: The following extensions are allowed: .gif, .jpg, .pdf, .doc, .rtf, .xls, .htm, .html, .pp, .ag	
1. File: Browse	
Add Another Attachment	
Notify: Very Leave this box checked if you would like to be notified of all responses to this posting via en al.	
Please note: Once this message is posted, it can only be removed by your web site administrator. It will	
automatically be removed in 90 days.	
Add Reset	
Secured.	
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