



## FORUM TOOL - FAMILY

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## I. Categories

On the **Forum page**, you will see that the forums are split into categories.

**General Forums** can include all or only a select number of students and families. If you can see the category title, then you will receive notifications for new forum posts. The number next to the category title shows you how many posts are within that forum category.

### FORUM

The views, announcements, and items published in this forum are not necessarily supported or member families, our host Church, or Homeschool-Life.com.

**General**

FORUM CATEGORIES	LAST POST
All (1)	
Co-op Announcements (1)	2/6/24 at 06:51 PM PST by Member, John Doe
Recipes (0)	

**Class Forums** are more specific to a class and are labeled as **Secure**, which means only chosen students/parents are able to view the forum posts.

### FORUM

**General** **Classes** Archived Classes

FORUM CATEGORIES
Chemistry (Class) (0)
Economics/Government (Class) (0)
Economics/Government (Class) (0)

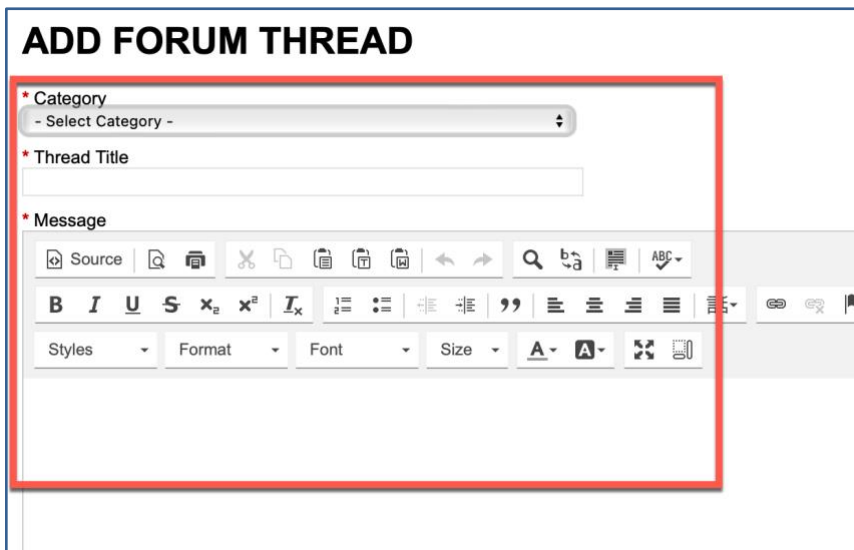
## II. Create a New Thread

Start by selecting **+New Thread**.

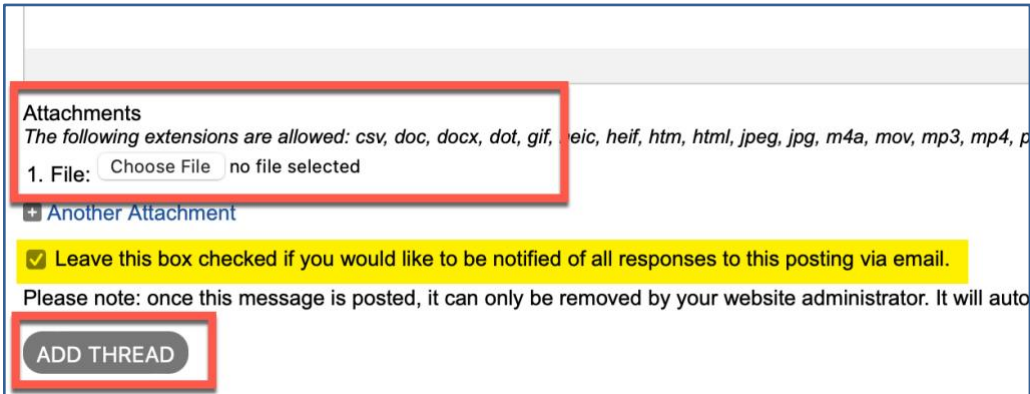
HSL-2024-2-13 v1



Select which **Category** you want to add the new thread to, then enter your **Thread Title**, and finally fill in the body of your message.



You have the option to add attachments, such as a PDF or Word file. If you want to be notified when people respond, then leave the box at the bottom of the page checked. Select **Add Thread** when you are finished to publish your post.

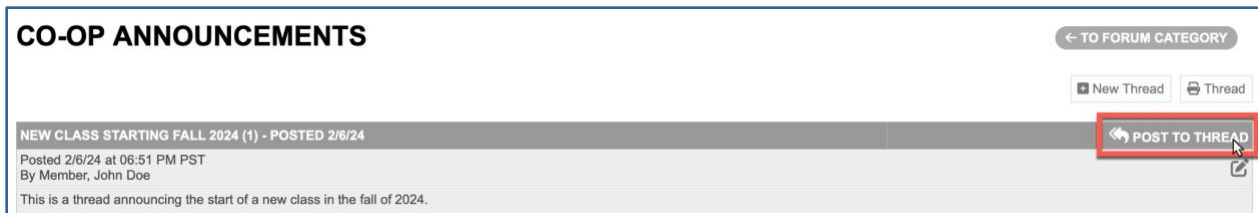


Once you select **Add Thread**, email notifications will then be sent to everyone within the category you selected. The thread will also immediately show up on the Forum page.

### III. Reply to a Thread

There are two ways to reply to a thread. The first is directly from your email. (Please view [V. Post Direct from Email](#)) The second is from your Forum page.

**Forum page:** You'll want to select **Post to Thread**.



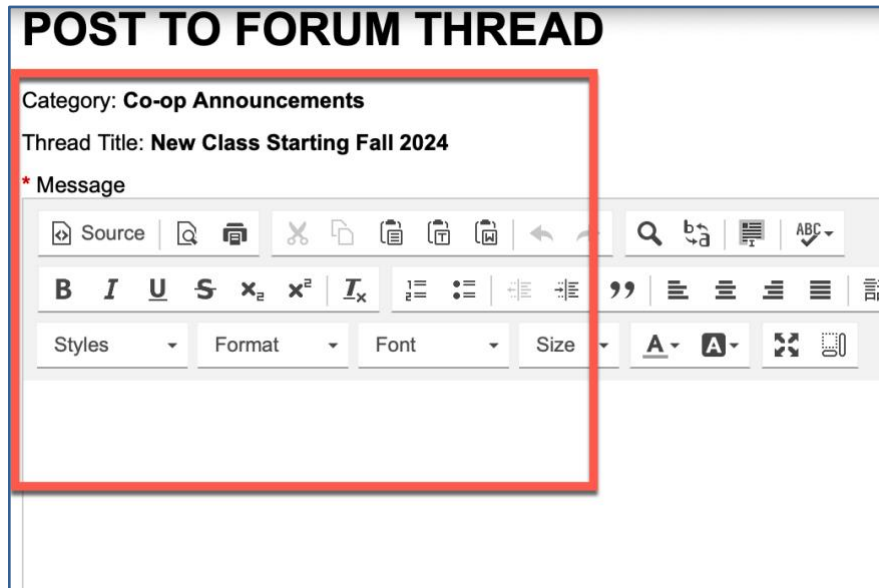
This will bring you to a page where the Category and Thread Title are already entered for you. Then you just enter your response in the message box.

## POST TO FORUM THREAD

Category: **Co-op Announcements**

Thread Title: **New Class Starting Fall 2024**

\* Message



You have the same options to attach a document to your response. Once you are finished, select **Add Post**.

Attachments

The following extensions are allowed: csv, doc, docx, dot, gif, heic, heif, htm, html, jpeg, jpg, r

1. File:  no file selected

[+ Another Attachment](#)

Previous Posts

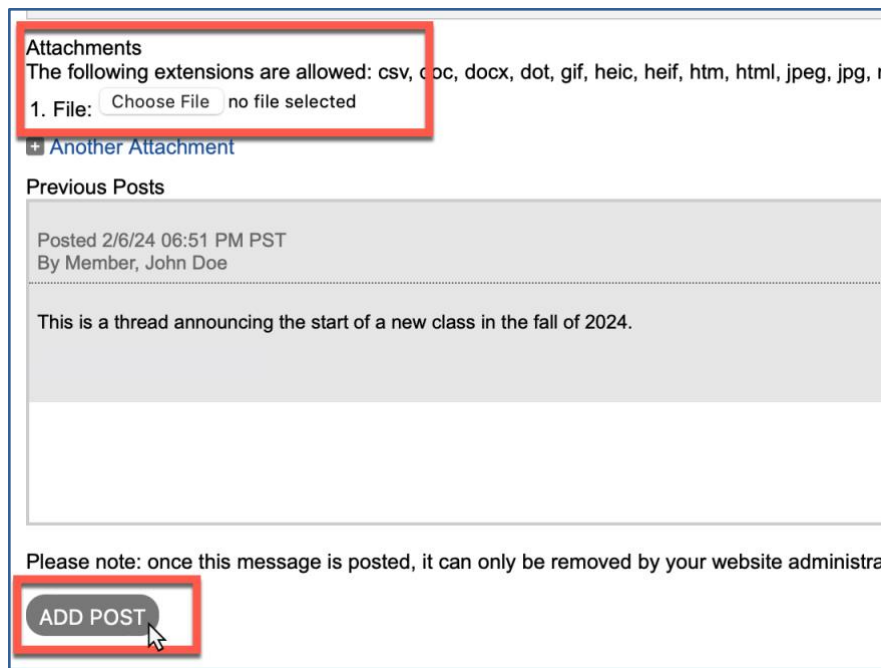
Posted 2/6/24 06:51 PM PST  
By Member, John Doe

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This is a thread announcing the start of a new class in the fall of 2024.

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Please note: once this message is posted, it can only be removed by your website administra

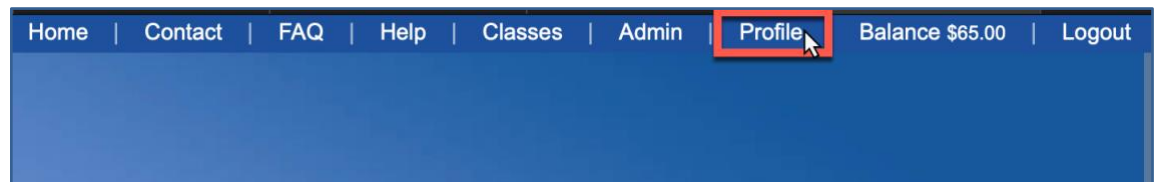


Some forums are set up to be moderated where new posts and notifications don't get sent until they are approved by the moderator.

#### IV. Delivery Preferences

Each family has the ability to change their delivery preference when it comes to forums.

To make these changes, you'll want to start by selecting **Profile** in the top navigation bar.



On your **Profile page**, you'll want to scroll down until you reach the **Forum Emails section**. Your main options are whether you'd like to receive email notifications and if you do, how often you would like them sent. You can also choose which categories you want to be notified about. If your child needs to receive the daily emails from their classes, then you will need to make sure you select **Many Emails**.

**Forum Emails:**  
\* Would you like to receive forum notifications via email (not just the ones you create)?  
 Yes  No

**Many Emails:** Would you like to receive notifications IMMEDIATELY?  
 Yes  No

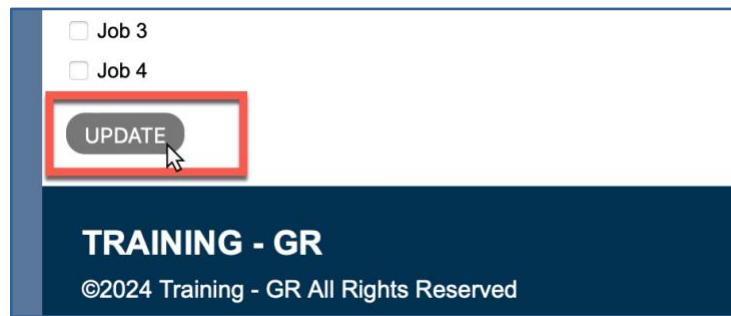
**Delivery Type:**  
 Whole Thread  New Part Only

**Daily Digest:** Would you like to receive notifications ONCE A DAY?  
 Yes  No

**Which forum categories you would like to be notified about?**

Co-op Announcements  
 Recipes

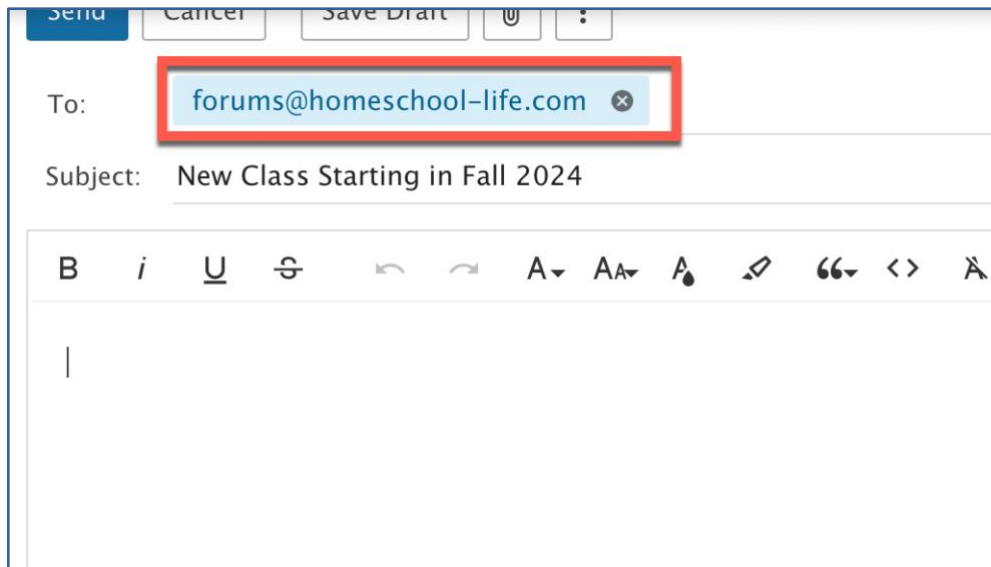
Once you've made your changes, scroll to the bottom of the page and select **Update**.



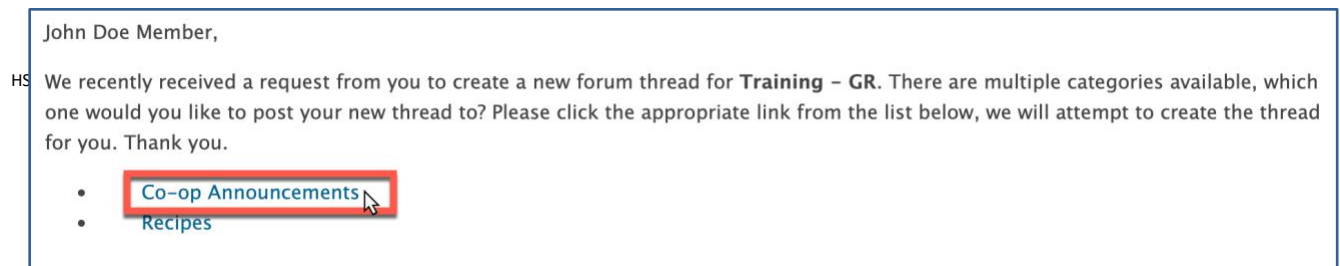
## V. Post Direct from Email

You can start a new thread by sending an email to: [forums@homeschool-life.com](mailto:forums@homeschool-life.com)

In the subject line, you'll enter your **Thread Title**, and then you'll fill in the body of your thread.

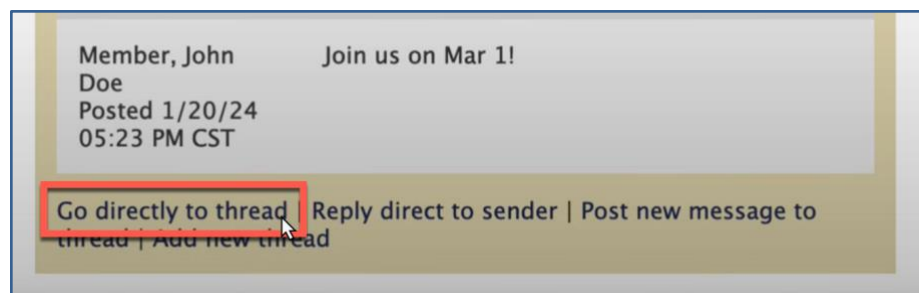


Once you click send, it doesn't get sent immediately because you haven't assigned a category to it yet. The system will automatically reply to you and ask you what group you are from and what category you want to add the new thread under.

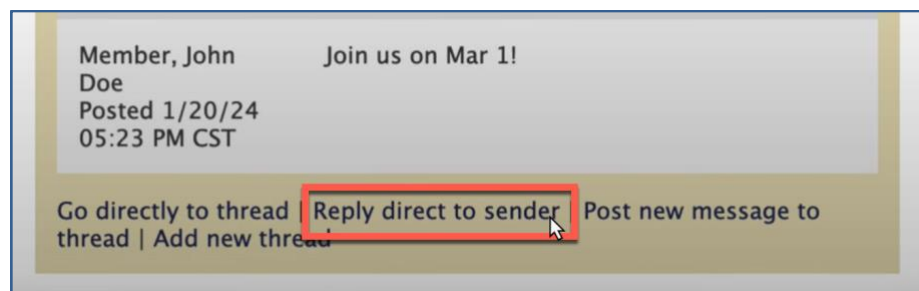


There are options within the email notification for you to reply to a thread.

**Go Directly to Thread:** This will take you straight to the website where you can view the whole thread

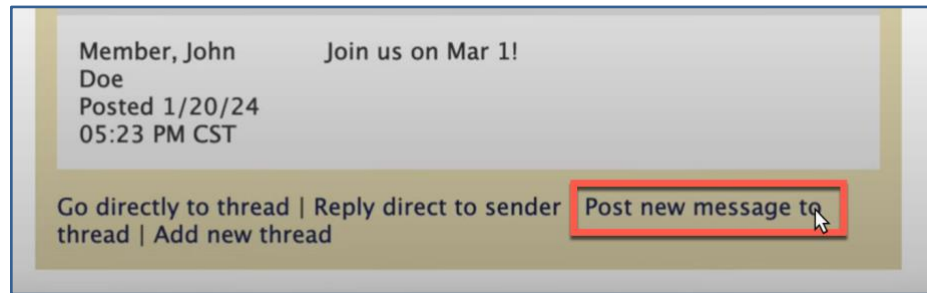


**Reply Direct to Sender:** This will open a new email to the person who started the thread



**Post New Message to Thread:** This will post a reply to this thread





**Add a New Thread:** This will take you to the website where you can start a brand new thread

