

OPMC EVENT SIGN UP INSTRUCTION

- When you go to the events page, past events that have hyperlinks (eg are underlined) have photo galleries attached. Check them out... they look great. If there is no hyperlink, there are no photos.
- Future events that don't have hyperlinks are waiting for additional information. Once the info is posted, a hyperlink will be activated.
- Click on the future event you are interested in that have a hyperlink and you will be brought to the event description page.
- In the right column of every description page that requires a sign up (not all will) there is a sign-up hyperlink that will bring you to a list of sign up forums. Click on the event you want to sign up for.
- Once in the forum, you can view the list of people who already have signed up. To sign up yourself, simply click on the REPLY button to the right of the original message.
- On the rare occasion that you are prompted for a password, that means the event is limited to OPMC members (the holiday party or an overnight trip, for example, might be restricted.) If you would like to bring a nonmember to that event, please contact Susan or Judy to discuss before signing up.
- Most of us don't have an avatar (little picture) or URL to list, but there is an opportunity to do that if you want. There also is an opportunity to QUOTE. You can use that option if you want to repeat the words of that person's post. It automatically copies the post and places it in a new message.
- Type in your first and last name.
- Leave your message, including all requested info.
- When done with your message, you can: (a) preview your message to look at it as it will appear and edit if necessary; or (b) just choose to post it. **Either way, you will need to put in the letter and number code you see at the bottom before it can be published. And if you use the preview option, you will go through the code process twice.**
- If you type in the wrong code, a larger version will appear and you will need to try again. Hint – wear your glasses when you do this step ☺
- If you log off and your message is not there, chances are you didn't complete the process by typing in the code. This takes some getting used to, but it's also what keeps the forum safe from spammers. **Just remember that nothing gets published without a code and you may be asked more than once.**
- If you make a mistake in your post and don't realize it until it's published, don't worry. **You have an hour to edit or delete your post. But please do this right away!** The Forum Coordinator (Mike Taylor) or webmaster (Janet) can delete posts after then but cannot edit them. The big problem then becomes that any posts after yours also get deleted. If it's a short list it's one thing. If it's a long list it's another. Remember, both Mike and I work, so it could be a couple of days until we get to editing the forums, so **please take your self-editing seriously.**