

# SOIC Electronic Bulletin Boards

www.SOIC.com/BB



The electronic Bulletin Boards (BBs) are a members-only benefit, set up to allow members to easily communicate with each other. They allow members to post general questions or comments to the entire SOIC community\*, and allow anyone to respond.



## About the Bulletin Boards

The SOIC BBs allows members to:

- attach photos to their posts (helpful for describing an inkwell),
- search the BB history for keywords of interest,
- receive notification when someone replies to their post,
- and more!

Primary discussion topics are called “General Categories,” which are sometimes sub-divided into sub-categories called “Child Boards” to make large topics more manageable.

Examples of Categories and Child Boards currently available:

- For Sale (Members’ Private Sales, Businesses)
- Museums & Collections (split by country)
- Research (split by inkwell type)
- Managing Your Collection (Keeping Track of Your Collection, Care, Collection Display)

Navigating the BBs is like navigating the file structure on your computer, or in your file cabinet. It is tiered, like this example:

For Sale	(Category)
Members’ Private Sales	(Child Board)
“Selling Sullivan Traveling Inkwell”	(Member post #1 – this is the subject line)
“Can you post photos?”	(Member response to #1, asking for some photos)
“Selling Entire Collection”	(Member post #2)



## Registration

Note: You must register to use the BBs.

You need to create an account (one is not automatically created for current or new members).

- 1) Go to the BB home page ([www.SOIC.com/BB](http://www.SOIC.com/BB)) and register – use the “login” link at the top left of the page. Use your current e-mail address and real name (your name can be changed in your Profile after you register if you want to).
- 2) The Administrator will verify your membership (using your current e-mail address) and approve you, and you will receive notification through the BB software that you are registered. (Note: if your current e-mail address is not on file with the SOIC, we will not be able to verify your membership – please update this with the Director before registering.)
- 3) Start using the Boards!

*\*to those members who have registered on the BBs*



## Editing Your Profile

Your Profile contains information about your account (such as your user name and e-mail address), as well as information you choose to share with other BB members.

1. To change information about yourself including your privacy settings, go to your “Profile” – and then don’t forget the options on the left side under “Modify Profile.”
2. You can modify the “look and feel” of your interface by changing your Bulletin Board “Theme.” The BBs have a standard theme set up by the administrator, but you can choose a different one by going to your Profile, and then on the left side clicking on “Look and Layout Preferences.”



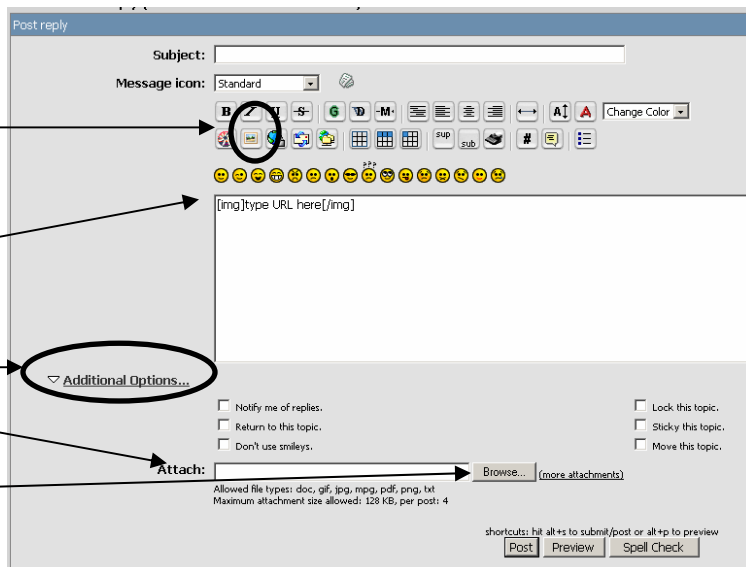
## Adding Images to Your Post

If the image is on the web, insert it using the following steps:

1. Click on the “Insert Image” button above the post text box.
2. Insert the URL of your image between the [img] and the [/img].

If the image is on your computer, attach it using the following steps:

1. Click on “Additional Options” to show this option, and then either type in the path to your file, or use the “Browse” button to navigate to your file.



Limitations:

1. Maximum attachment size is 128kb.
2. Up to 4 attachments may be added to each post.
3. Total post size is limited to 500kb.



## Adding A New General Category

To post a new General Category or Child Board, send your suggested title and description to the administrator for review (bethleitz@fastmail.fm). If it is approved, the administrator will add it.



## Post Limitations

1. Total post size is limited to 500kb.
2. Up to 4 attachments may be added to each post.
3. Maximum attachment size is 128kb.

## Forgotten Passwords

There isn’t any way to retrieve forgotten passwords, which are encrypted for security reasons. However, on the login page there is an option titled “Forgot your password?” which allows you to set a new one.