

# MyPlaceMySay Beginners Guide



## How to Post a Comment

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## Posting a comment

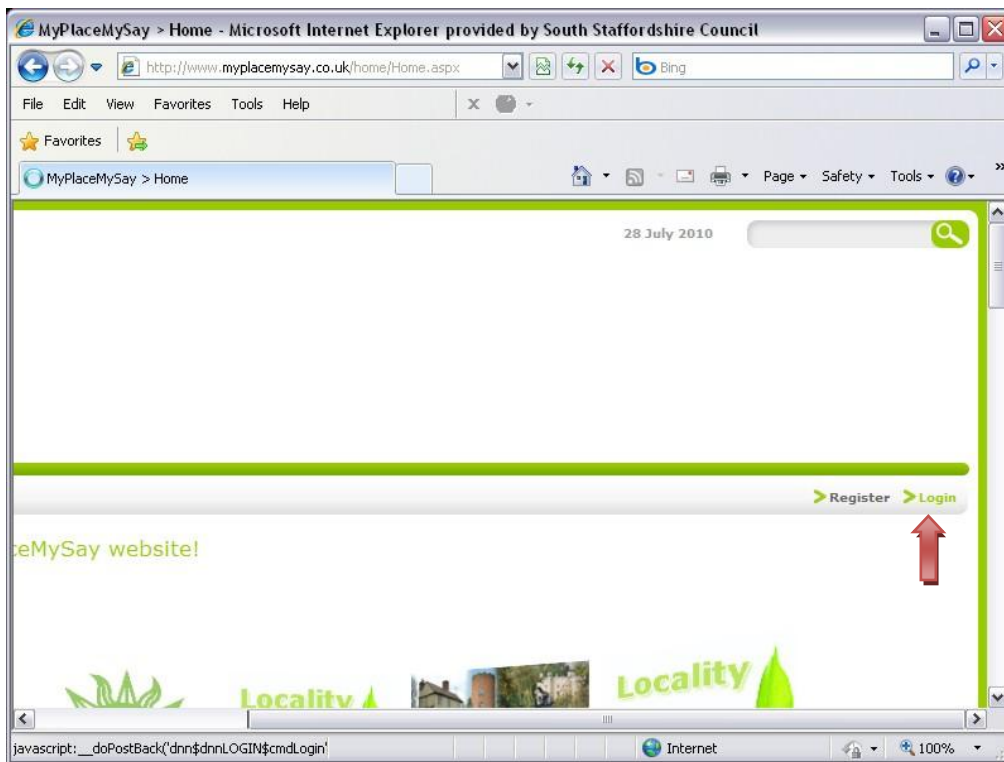
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Posting comments in your Locality Forum will allow your opinions and thoughts to be seen and read by all the people with an invested interest in your area.

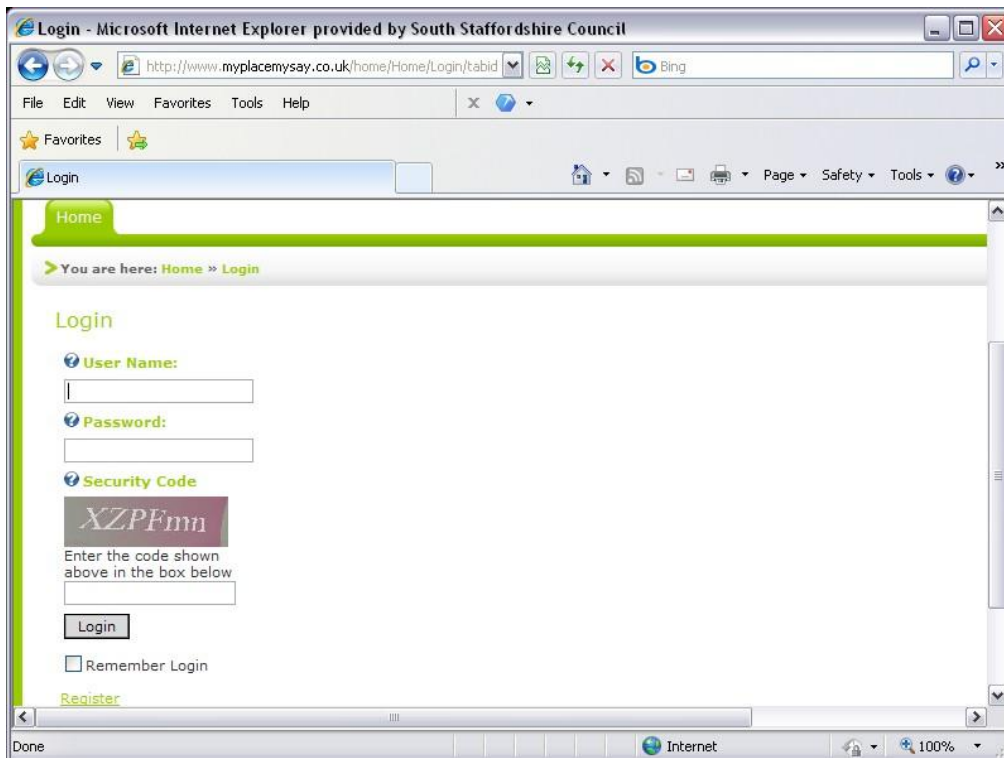
We would like to encourage all users of the MyPlaceMySay website to post as many comments as they like!

[New Thread](#) [Reply](#)

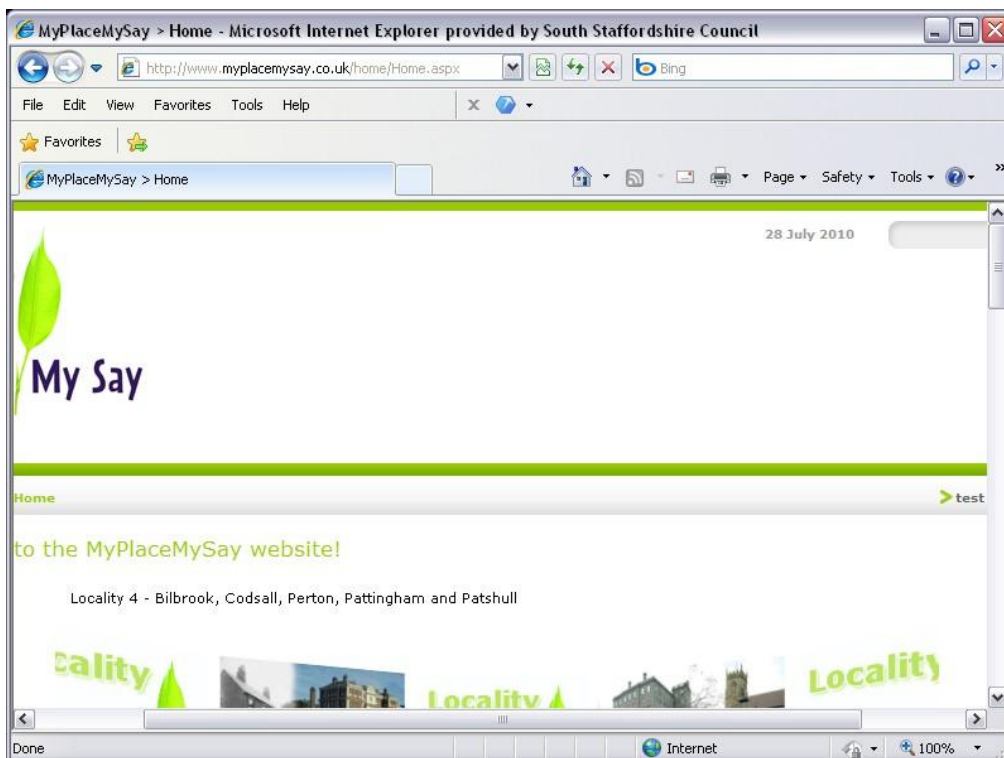
To do this you need to follow the steps below:



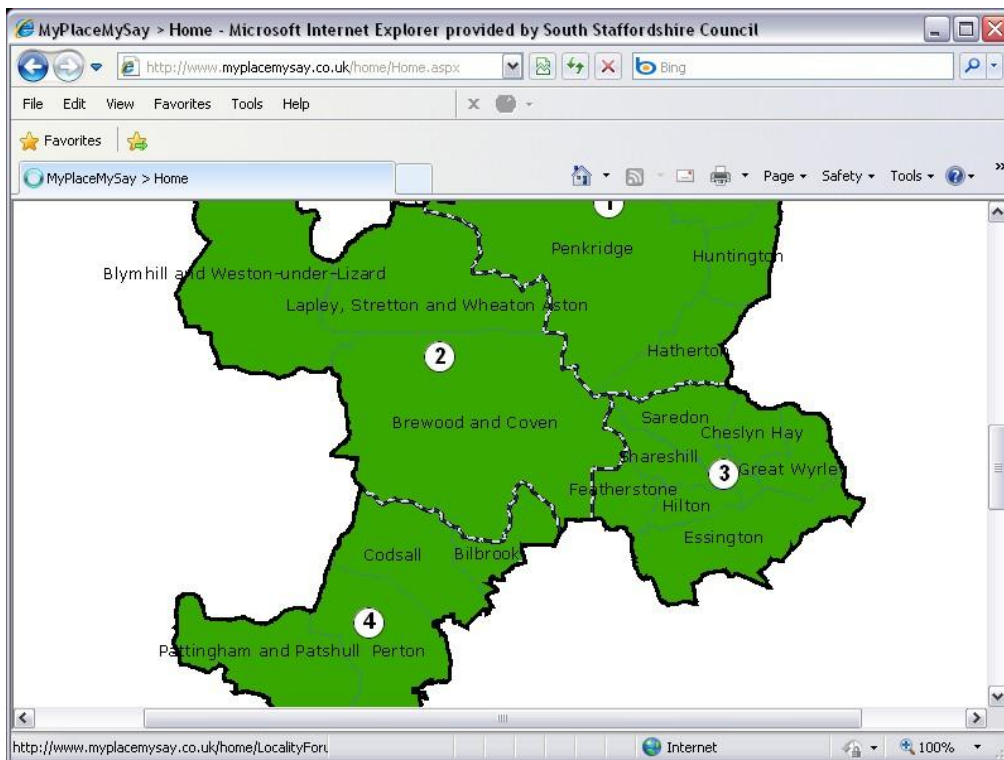
Select the **Login** link.



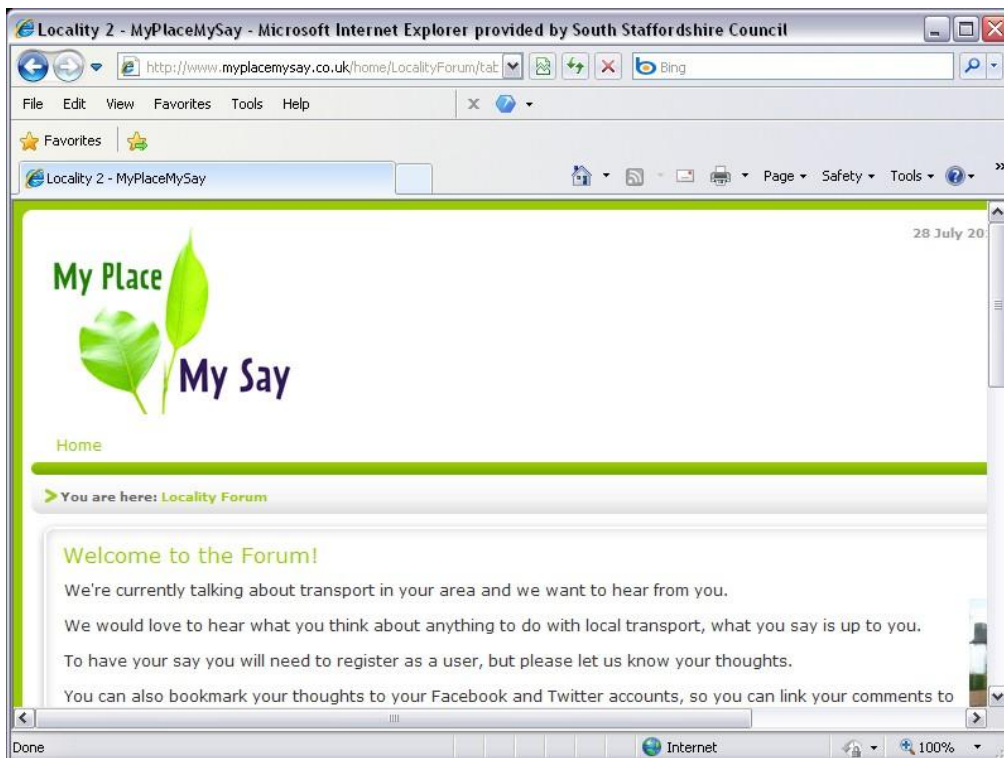
The Login page will then appear. Enter your **User Name** and **Password**, then enter the **Security Code** and press Login.



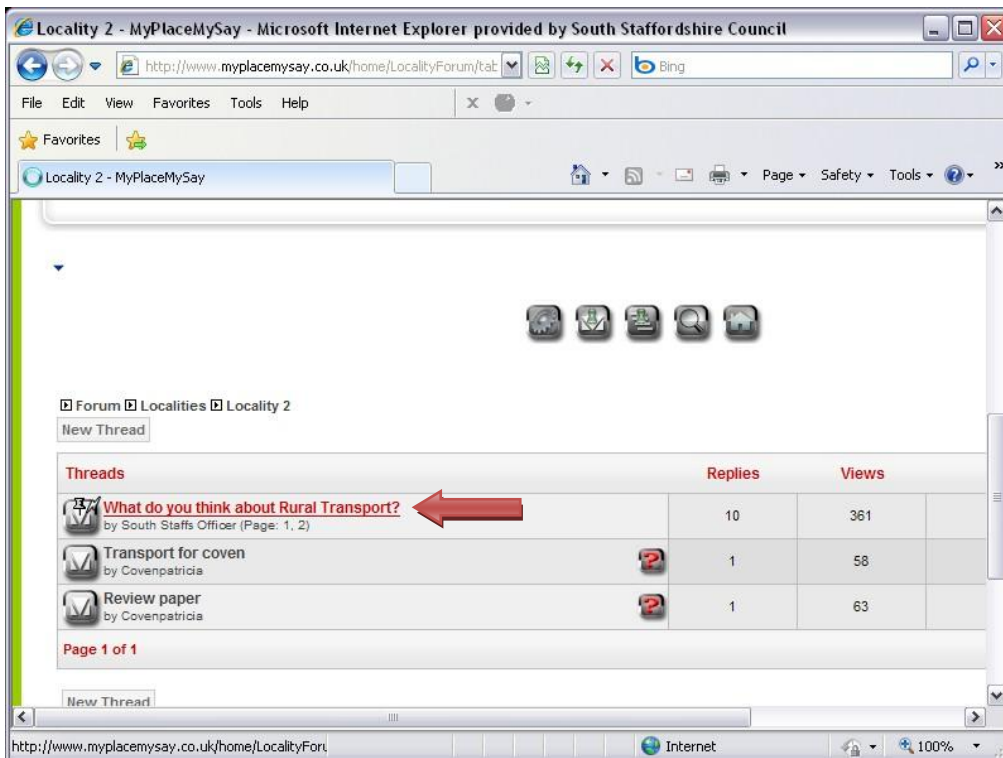
You are now logged in! Scroll down the Homepage to the **Locality Map**.



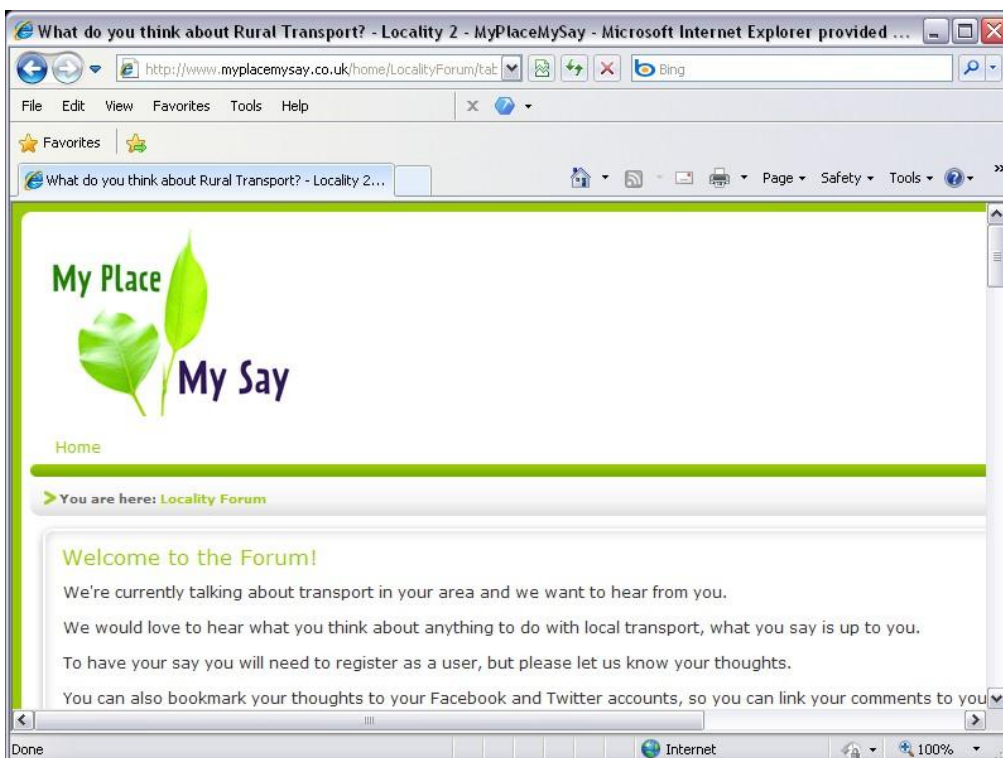
Click on your **Locality**, displayed in the Locality Map.



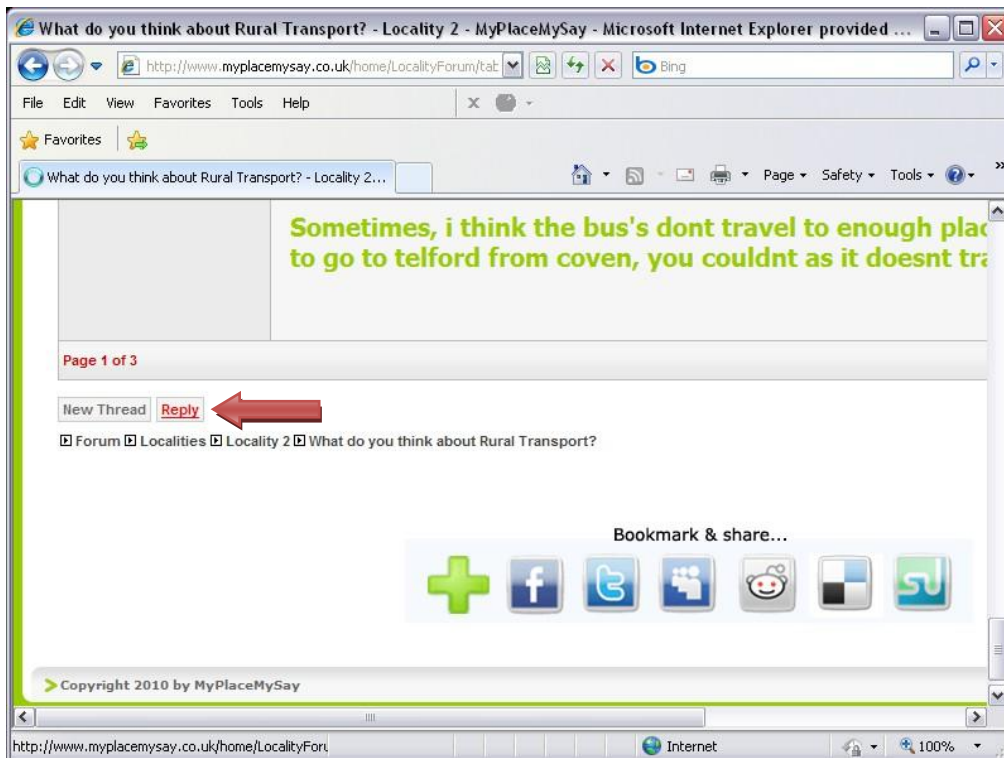
The **Locality Forum** page will be displayed. Scroll down the page to reach the **Locality Forum**.



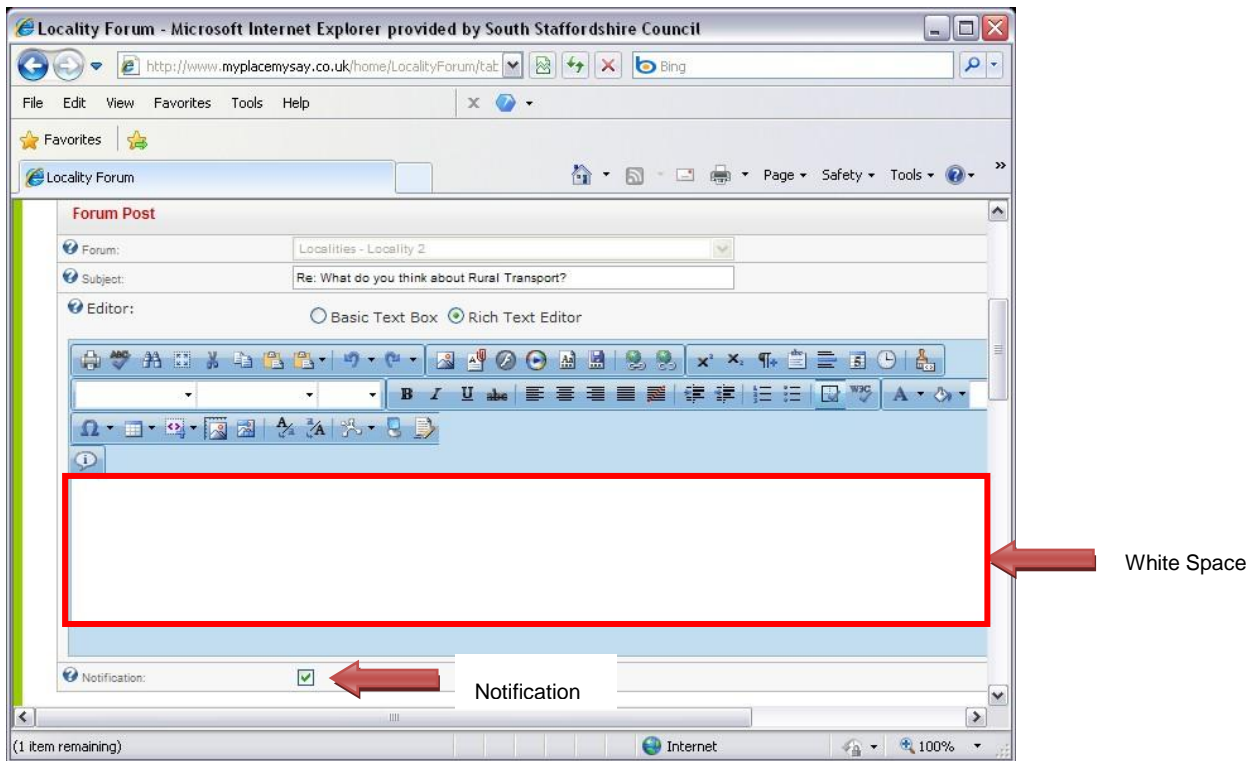
Select a **Thread** that you wish to post a **Comment** on.



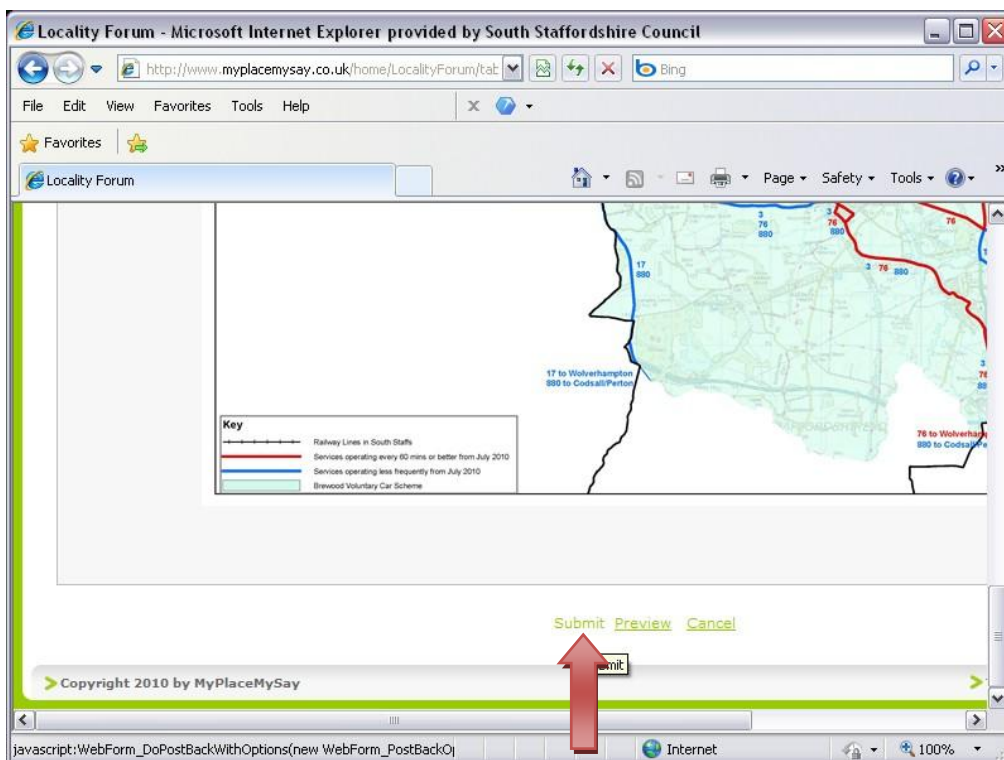
This will open the **Locality Forum** page. Scroll down to the bottom of the page to post a **Reply**.



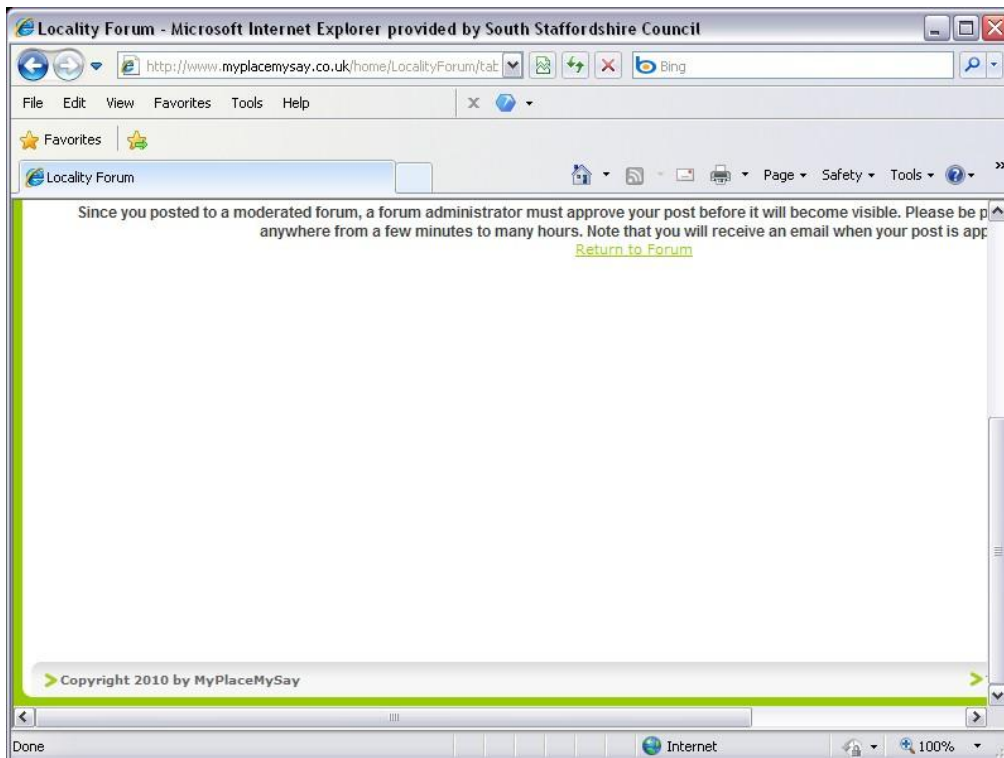
Click the **Reply** button.



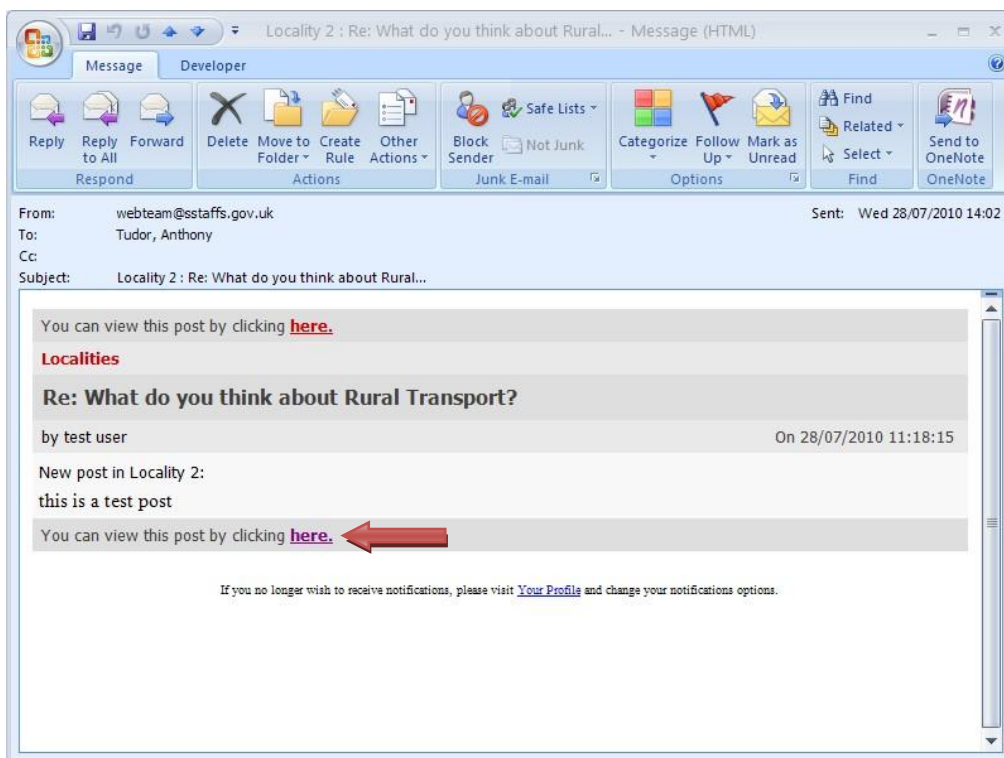
The **Forum Comment** post page will then appear. Click in the white space and enter your comment. Tick the Notification box if you wish to receive emails when your post is approved. Then scroll down the page to **Submit**.



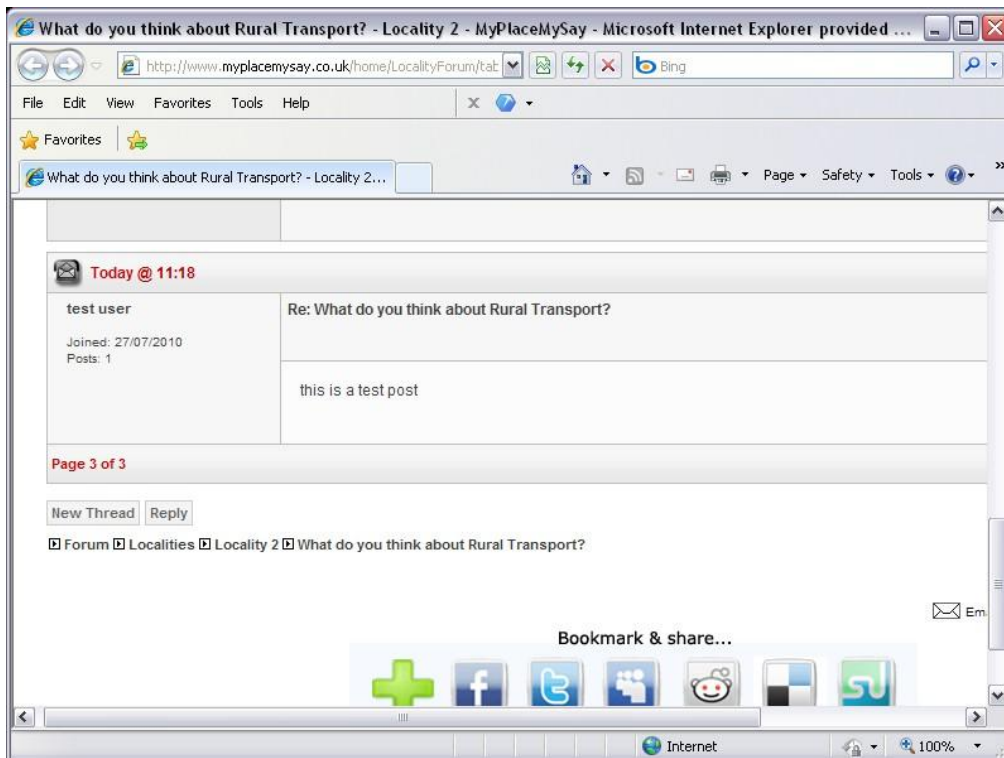
Click the **Submit** button.



You will then be presented with the above message. This lets you know that your comment is awaiting moderation. You will receive an email when your comment has been approved.



This is the email you will receive once your comment has been approved. You can go to your comment by clicking on the link provided.



As you can see, your comment is now live on the website!

## Trouble posting a comment?

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Here are some common problems when trying to post a comment:

- Make sure that you are logged in. If you haven't logged in then the post new reply/thread buttons will not be available.
- If you intend to make a comment that is in reply to an existing thread, and then make sure you open the thread and press **Reply**. Often New Threads are created when they are intended to be replies to existing posts.
- Tick the notification box when creating your post. If you don't, you won't be notified when your comment is approved.

If you need any more help or guidance with using our website, please contact us at:

## Contact

### Web Team

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Have you seen our Facebook page? Find us at [www.facebook.com](http://www.facebook.com)