

# MyPlaceMySay Beginners Guide



## How to Post a New Thread

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## Posting a New Thread

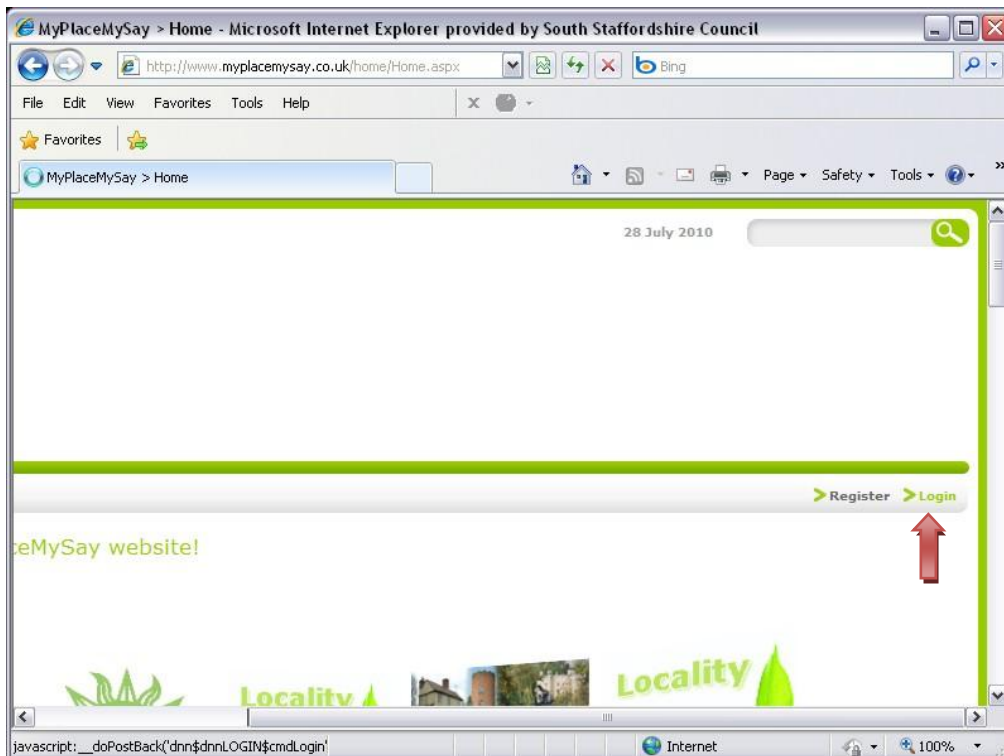
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Threads are topics of discussion that can either be started by individual users, or by the MyPlaceMySay website.

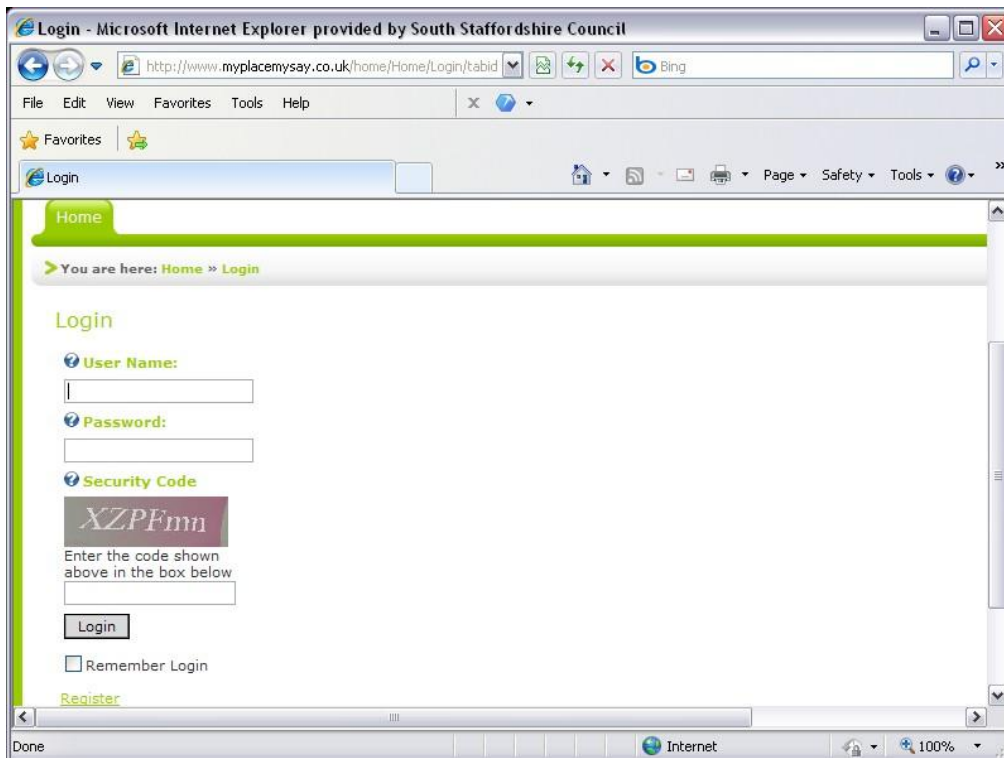
Threads do not have to follow a particular theme, so it is up to you what you post!

[New Thread](#)

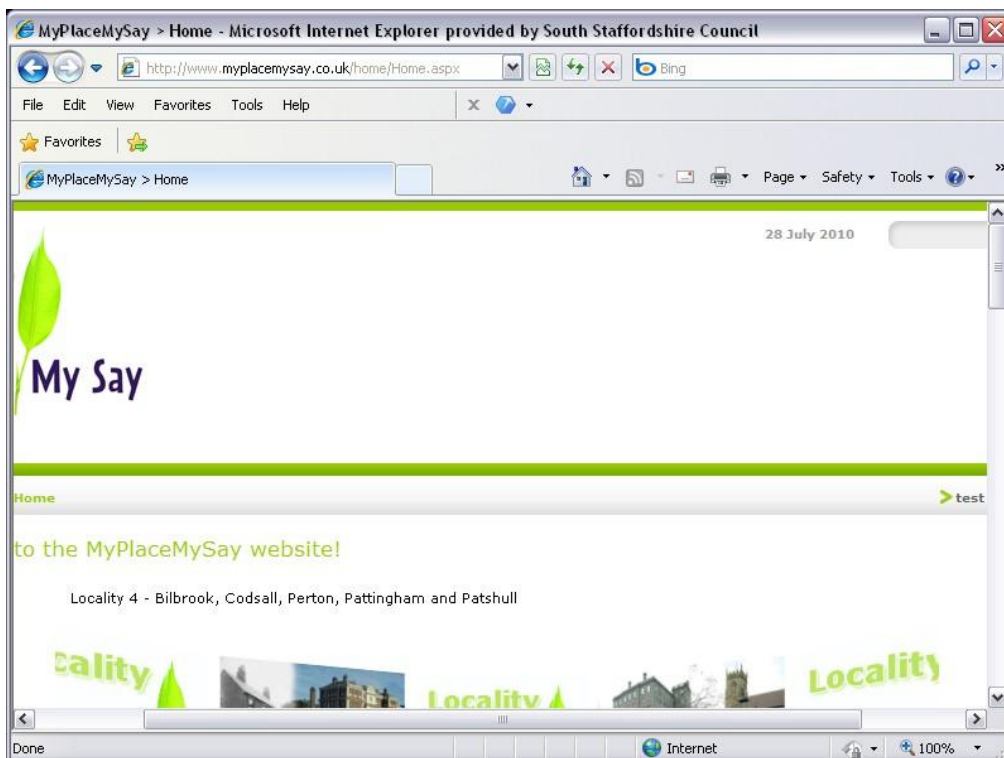
To do this you need to follow the steps below:



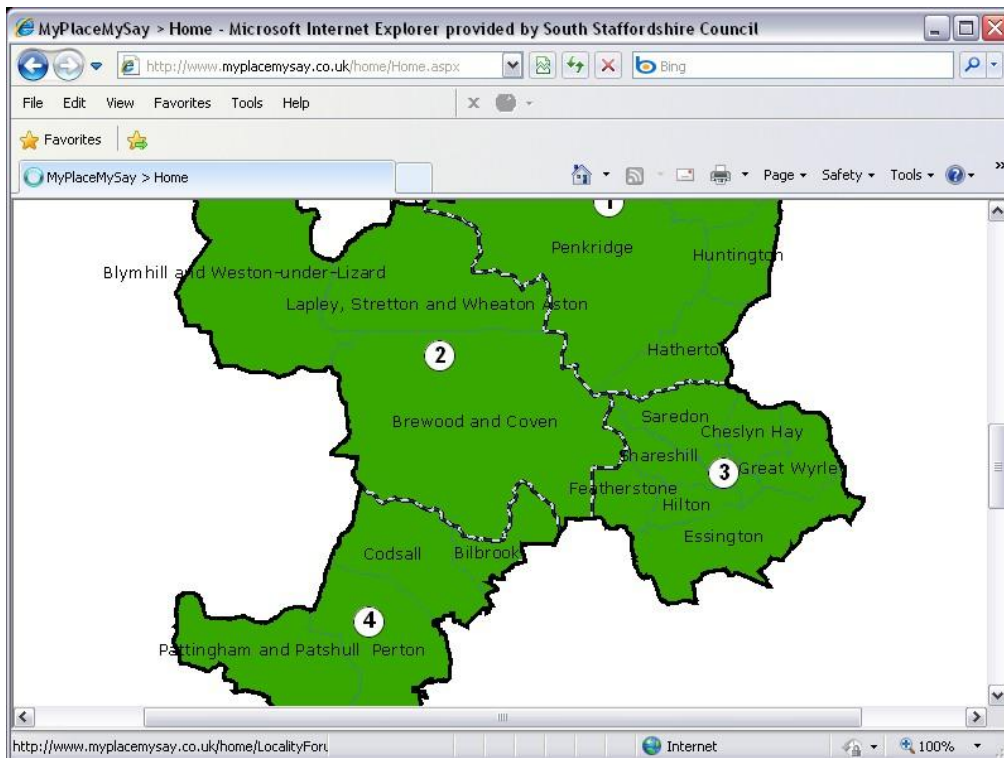
Select the **Login** link.



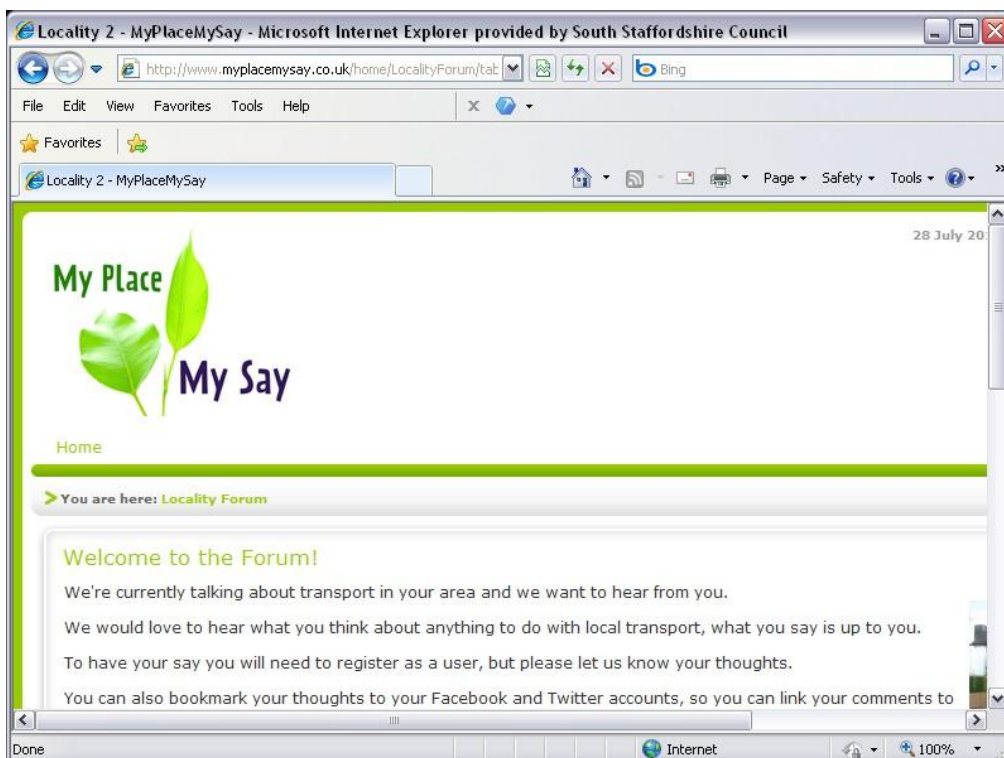
The Login page will then appear. Enter your **User Name** and **Password**, then enter the **Security Code** and press Login.



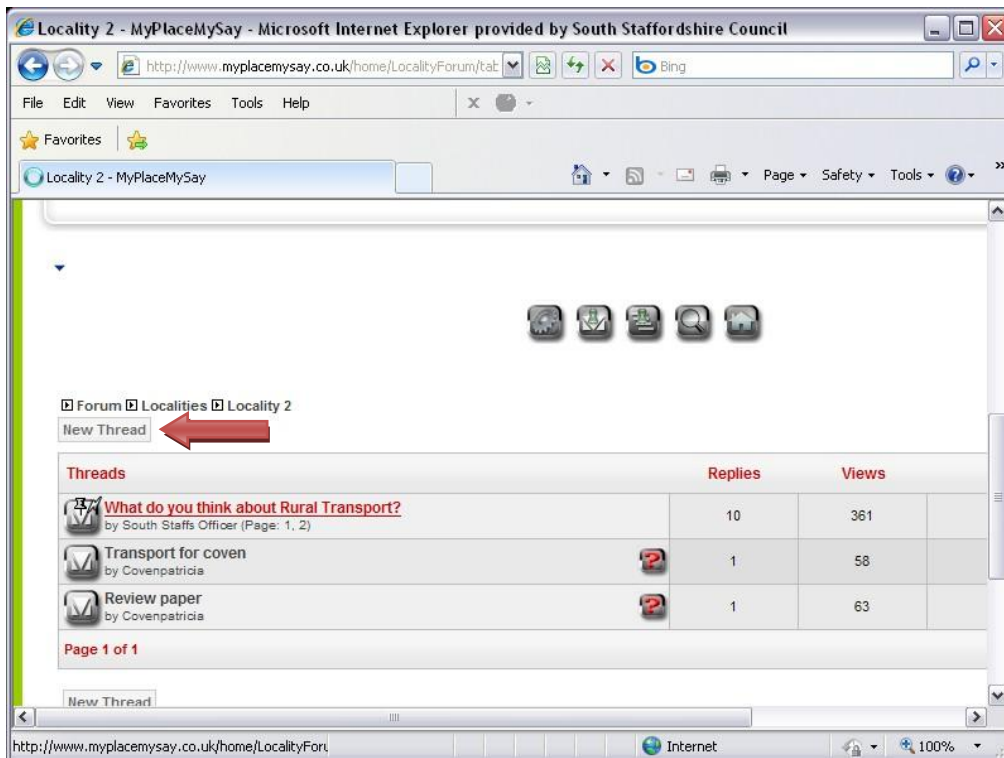
You are now logged in! Scroll down the Homepage to the **Locality Map**.



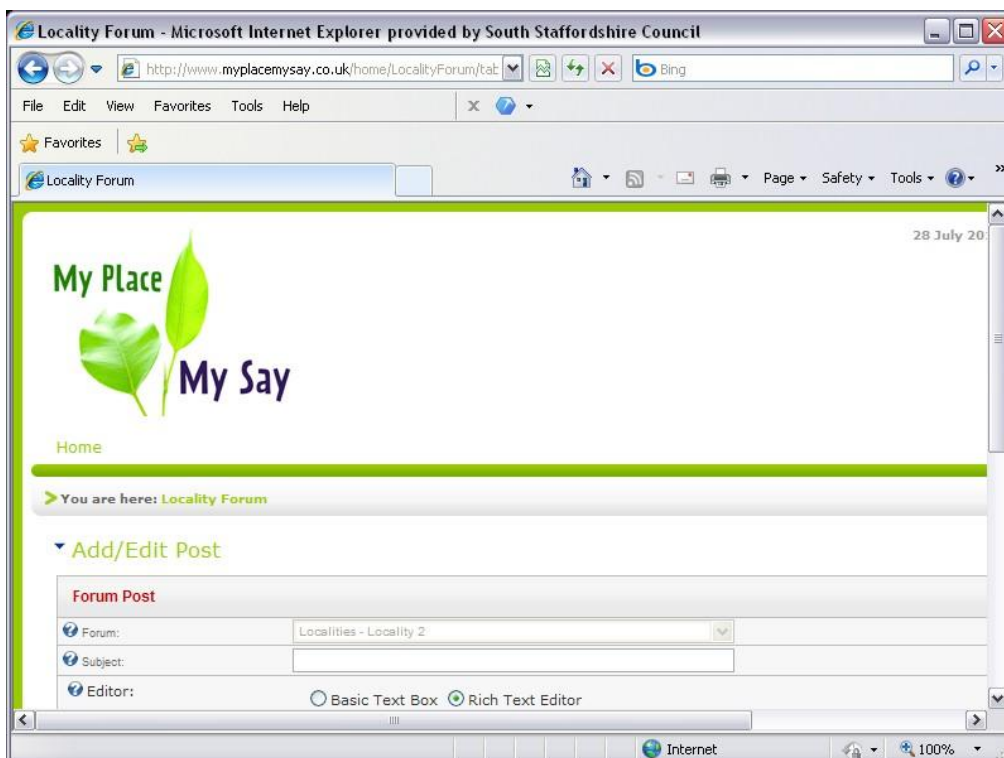
Click on your **Locality**, displayed in the Locality Map.



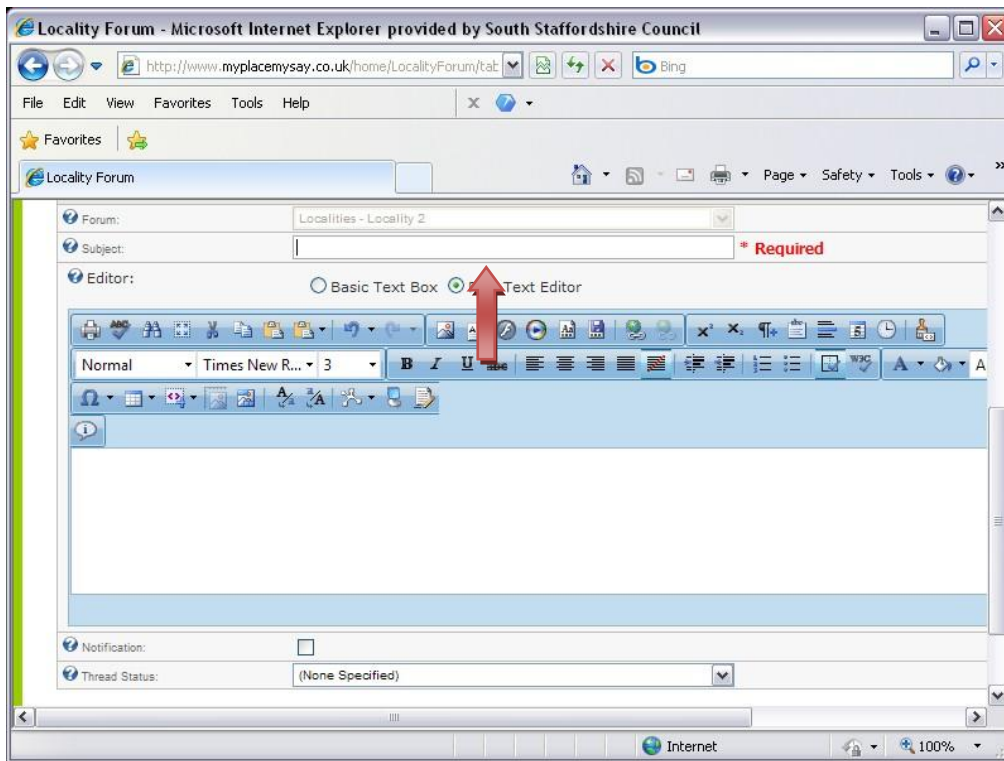
The **Locality Forum** page will be displayed. Scroll down the page to reach the **Locality Forum**.



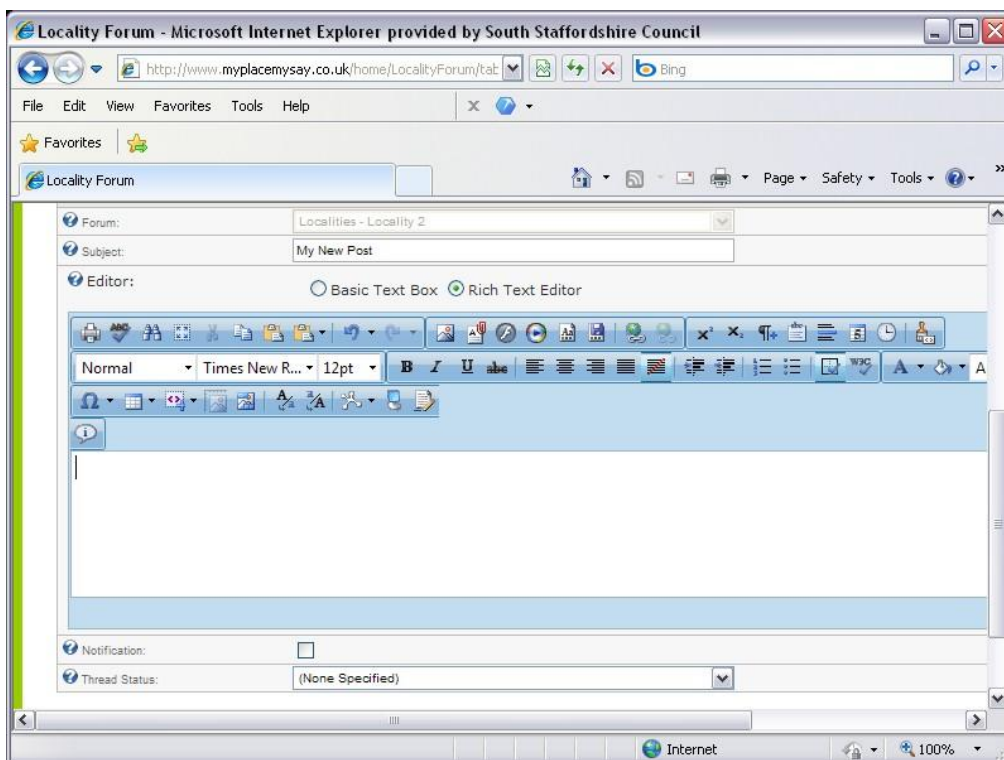
Select the **New Thread** button.



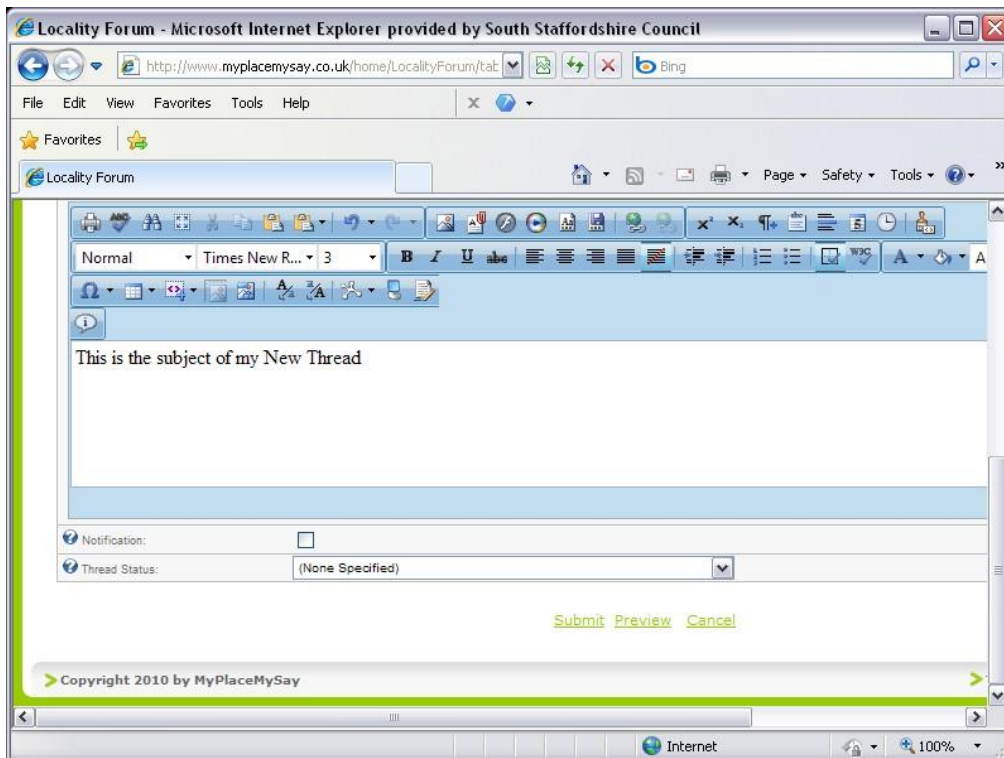
The **New Forum Post** page will appear.



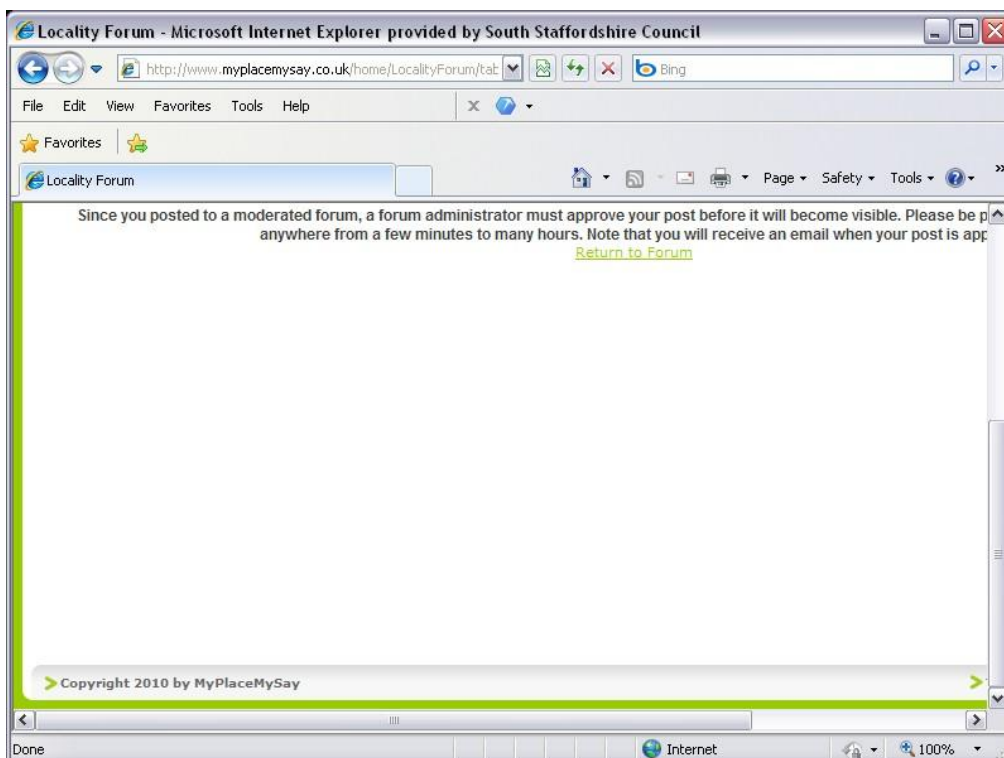
Enter a **Title** for your post.



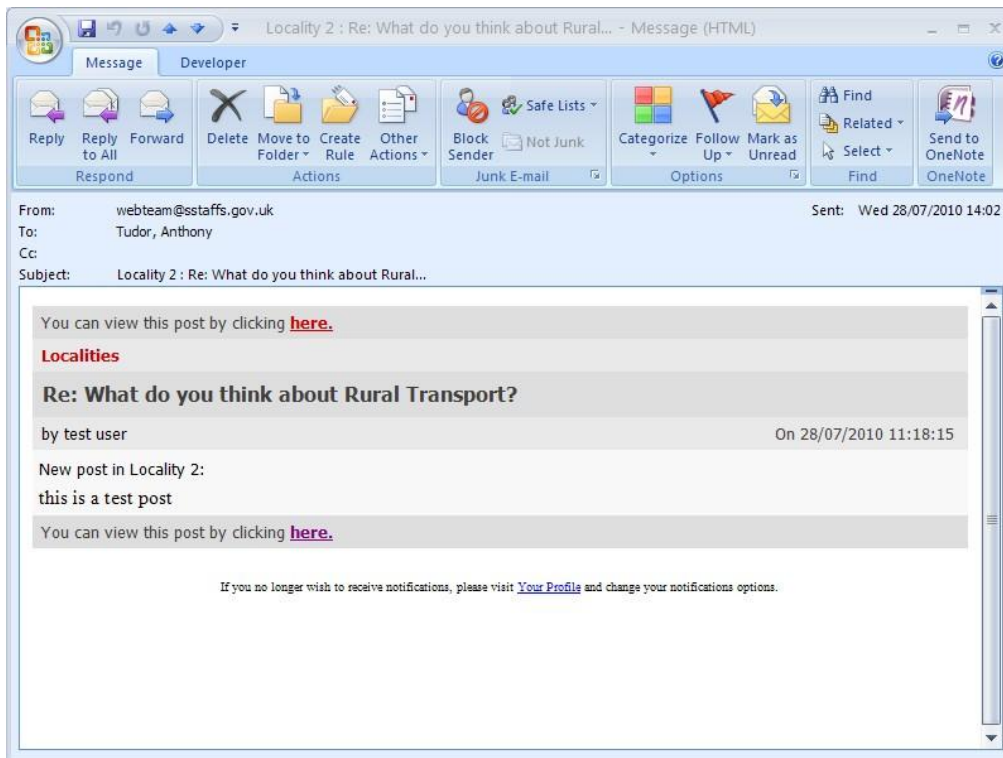
Now enter the subject of your post.



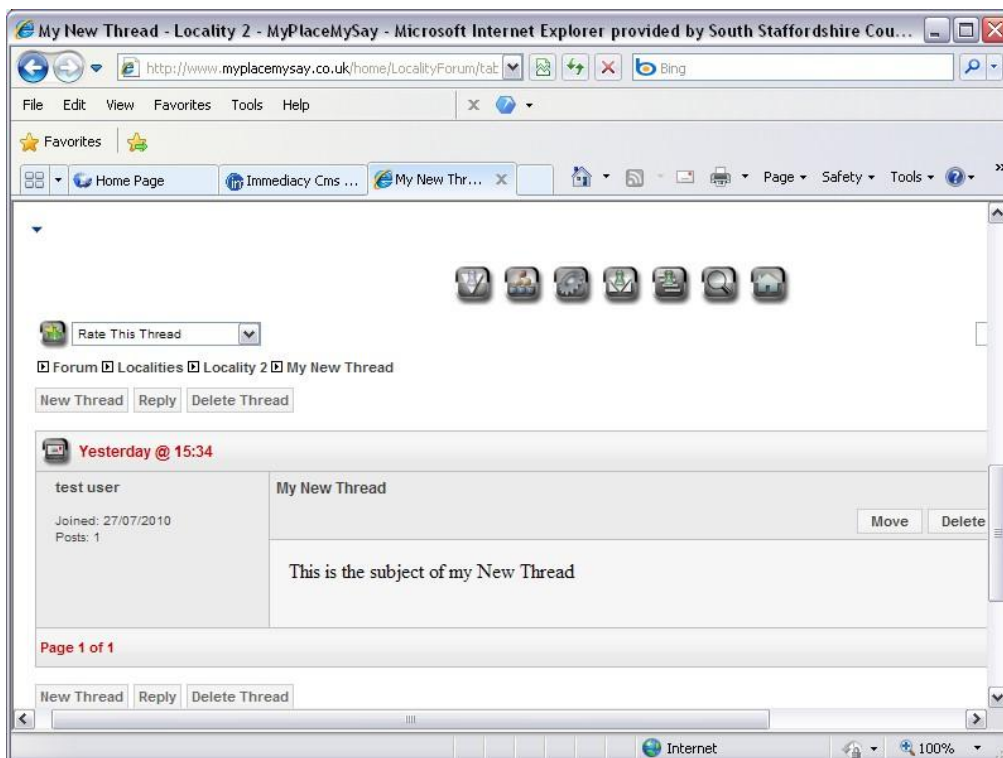
Once you have filled out all the fields, press **Submit**.



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



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



Your New Thread is now displayed live on the site!

## Trouble posting a New Thread?

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Here are some common problems when trying to post a New Thread:

- Make sure that you are logged in. If you haven't logged in then the post new reply/thread buttons will not be available.
- Double check that the post you're making needs to be a new thread, it may be better placed as a comment replying to another subject.
- Tick the notification box when creating your post. If you don't, you won't be notified when your new thread is approved.

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

### Contact

#### Web Team

Tel: 01902 696140

Email: [myplacemysay@sstaffs.gov.uk](mailto:myplacemysay@sstaffs.gov.uk)

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