

MyPlaceMySay Beginners Guide



How to edit your Forum Profile

Created by:
Web Team

Email: webteam@sstaffs.gov.uk

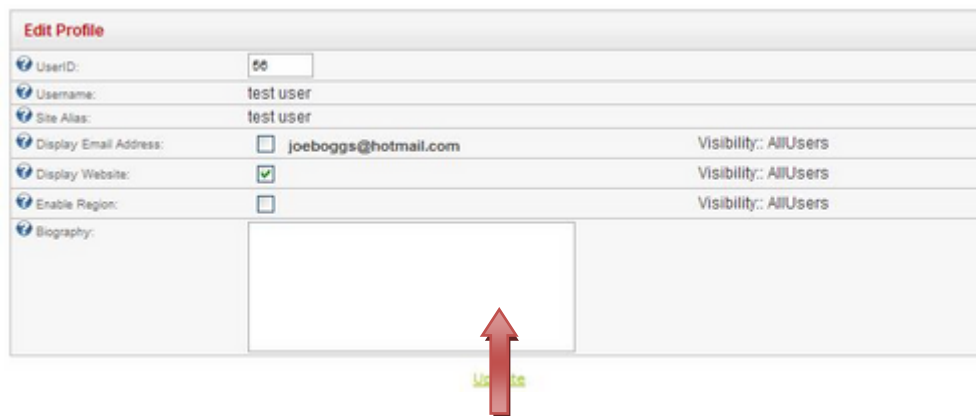
Editing your Forum Profile

When you register as a user on the MyPlaceMySay website, you create a profile that is presented when you post comments or threads.

This profile can be customised to display as much or as little information as you are comfortable with.

This is your User Profile page; you can choose what information you display when you post comments.

We will now explain each item in the Profile editor...



Edit Profile		
User ID:	<input type="text" value="55"/>	
Username:	<input type="text" value="test user"/>	
Site Alias:	<input type="text" value="test user"/>	
Display Email Address:	<input type="checkbox"/> joeboggs@hotmail.com	Visibility: AllUsers
Display Website:	<input checked="" type="checkbox"/>	Visibility: AllUsers
Enable Region:	<input type="checkbox"/>	Visibility: AllUsers
Biography:	<input type="text"/>	

(Edit Forum Profile)

User ID

This is your unique identifier number
(This cannot be changed).

Username

This is your username that has been registered
to your account.

Site Alias

This is the same as your username.

Email Address

If you check this then your email address
will be displayed.

Display Website

Your preferred website will be displayed
here.

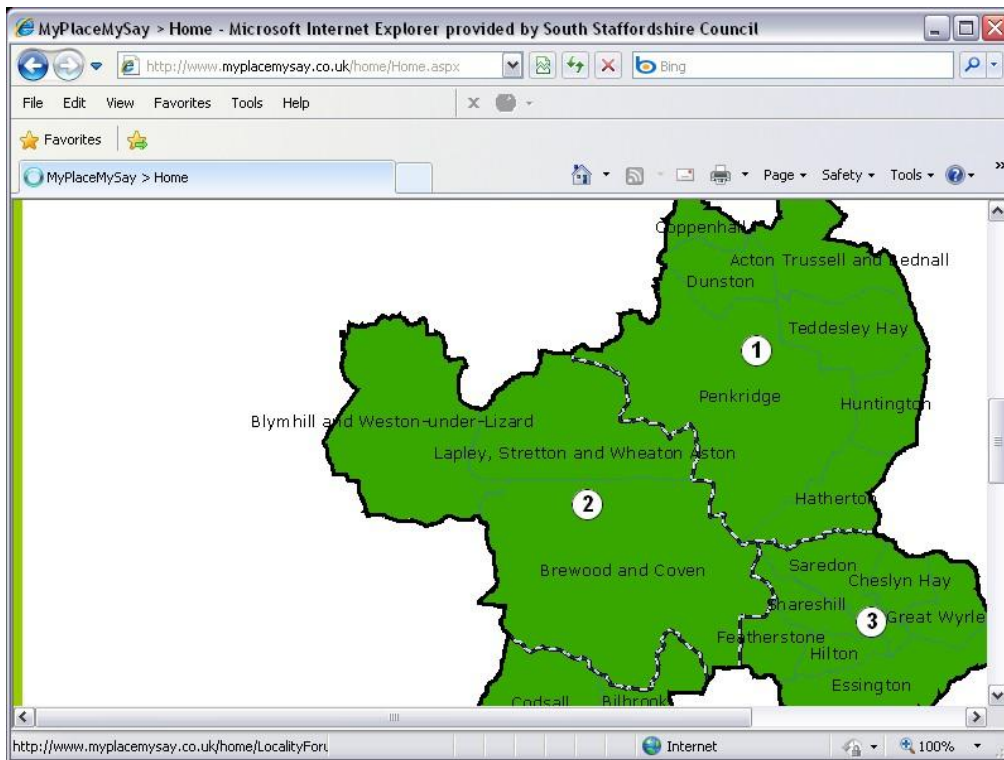
Enable Region

This will display your regional area.

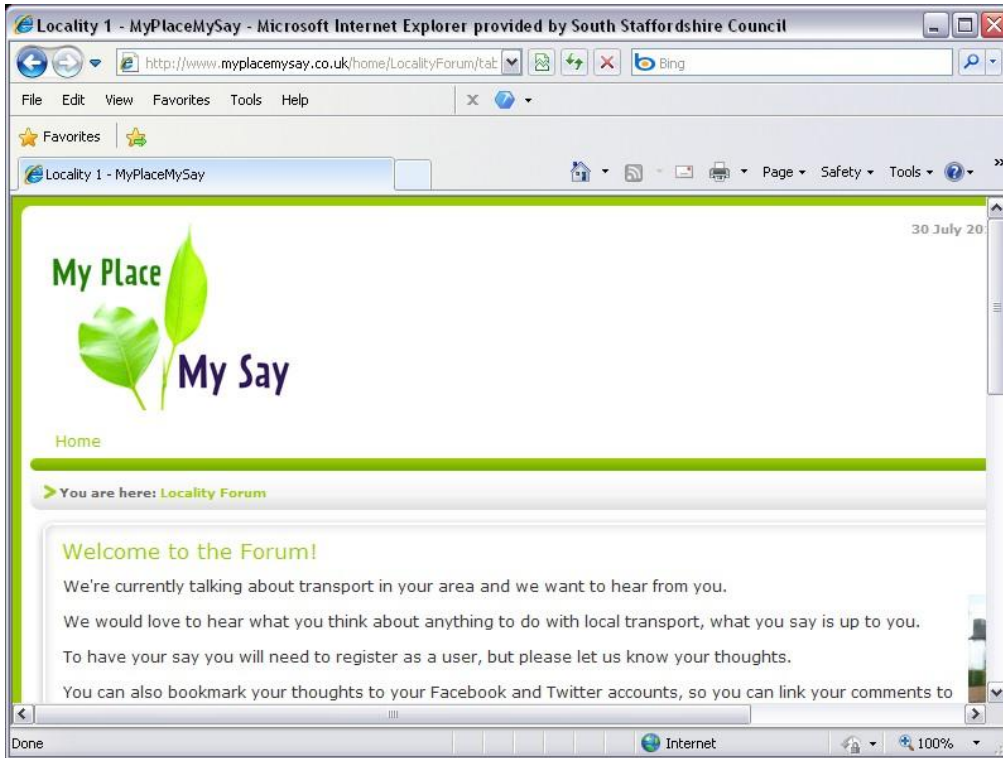
Biography

This is a space for you to give information
about yourself. You can write as much or
as little as you are comfortable with.

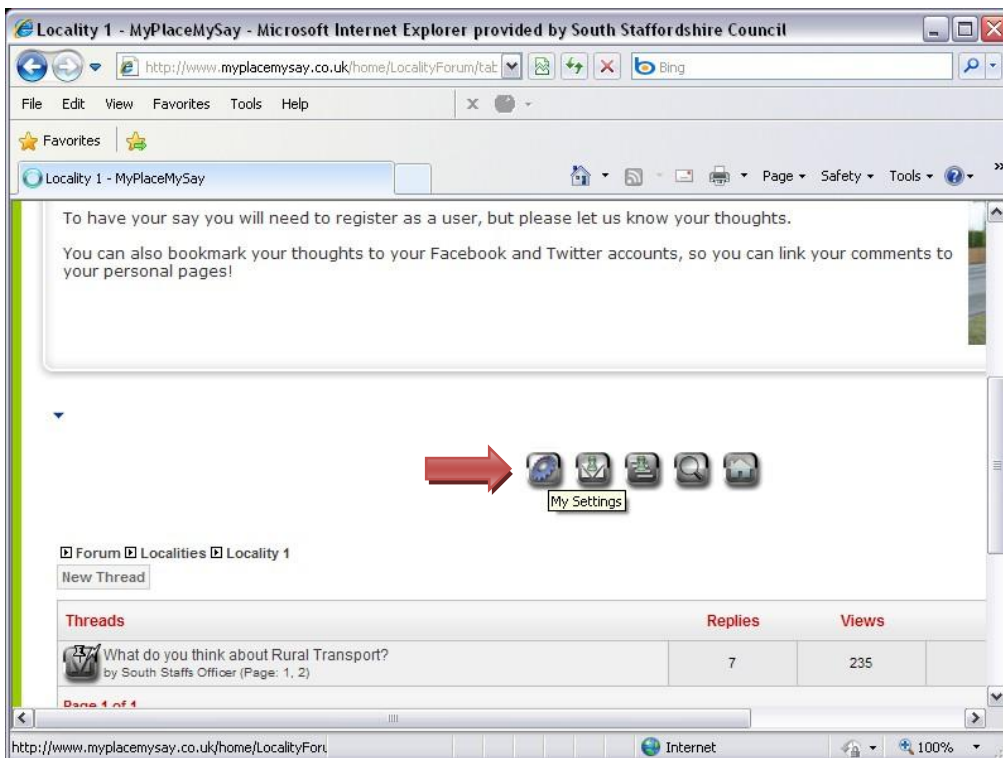
To do this you need to follow the steps below:



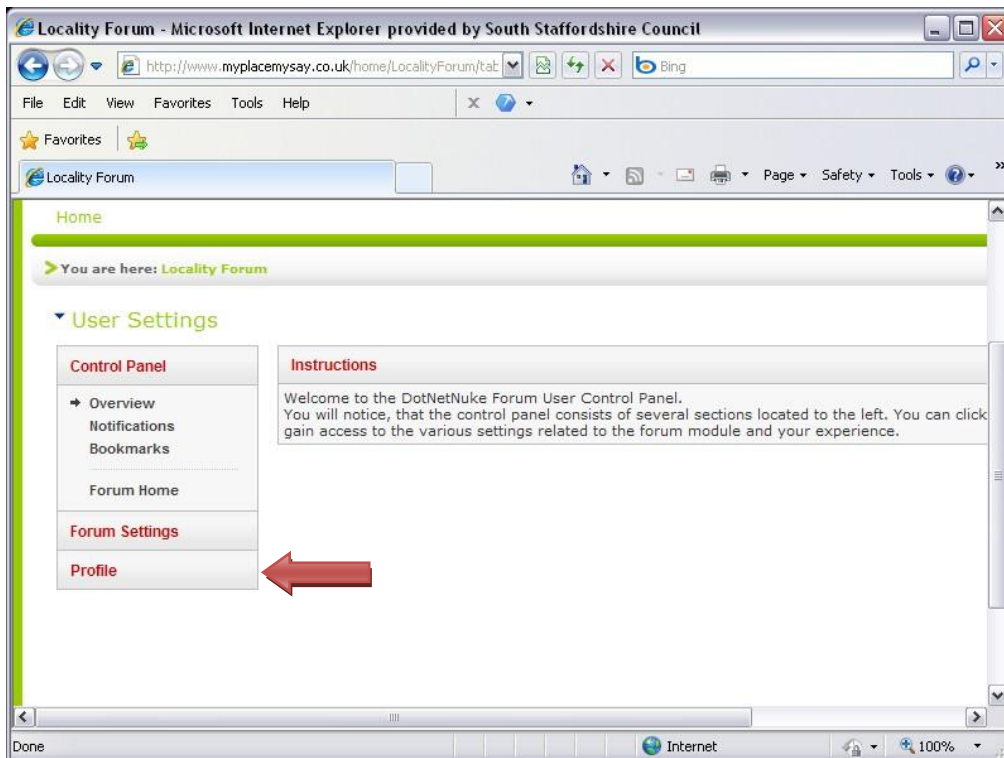
Click on your area from the **Locality Map**.



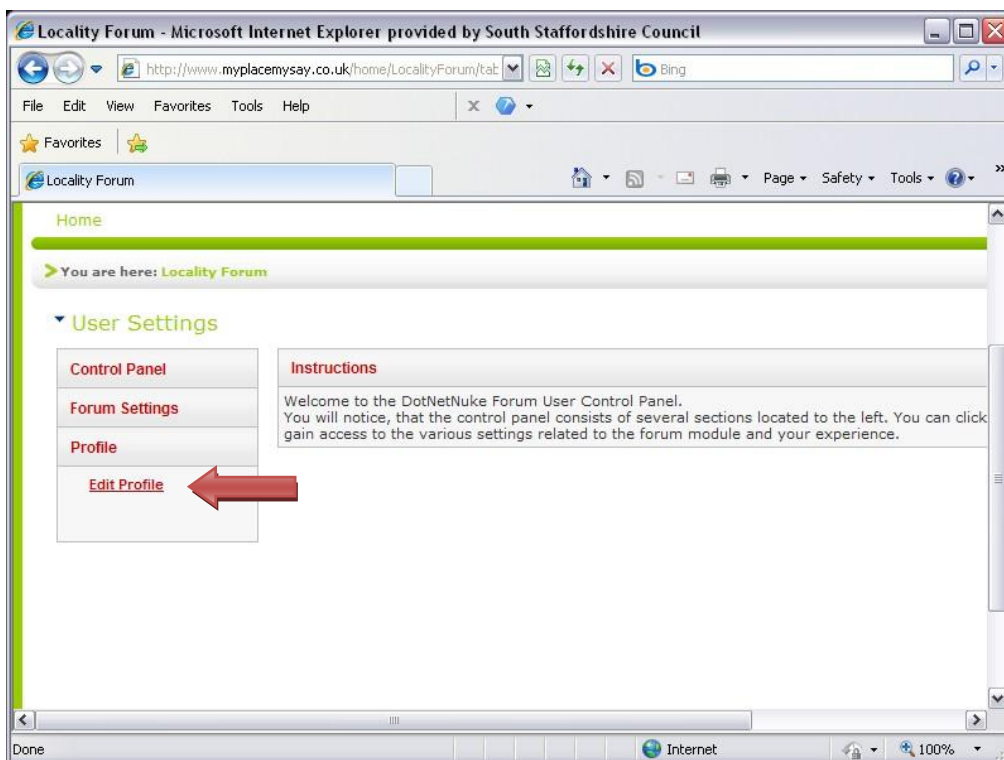
Scroll down the page to the **Forum**.



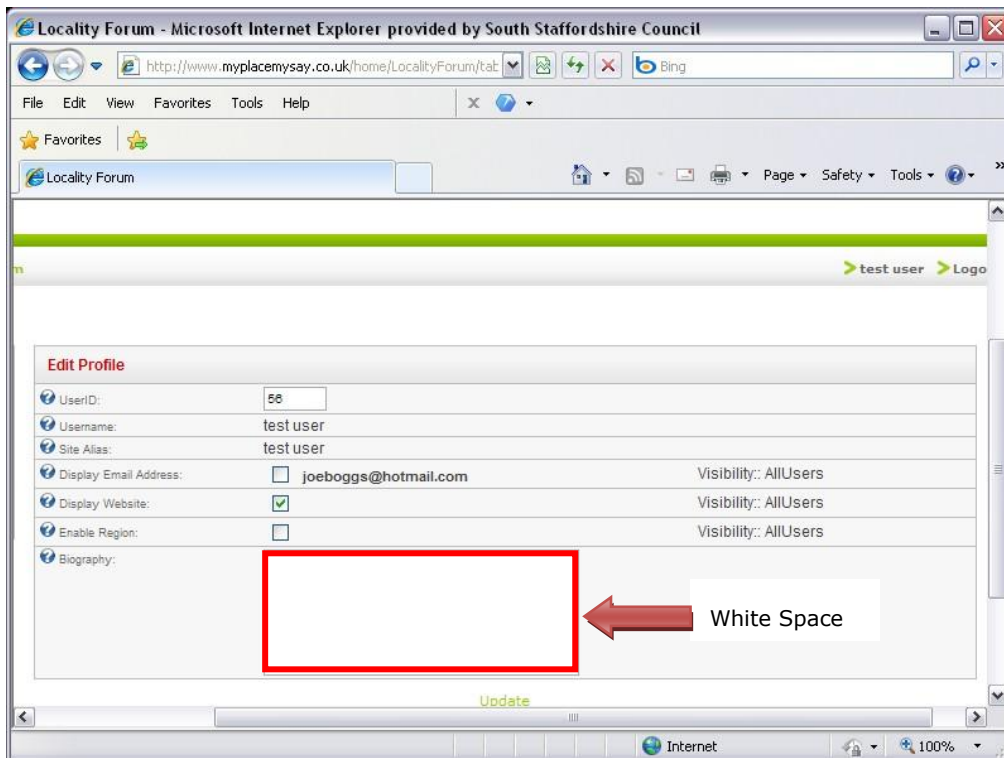
Click on the **My Settings** icon.



The **User Settings** control panel appears! Select the **Profile** link.



Select the **Edit Profile** link.



The Edit Profile page appears! This displays all the information that you can show/ hide on your profile. To add a biography, just click in the white space.

Trouble editing your Profile?

Here are some common problems when trying to edit your Profile:

- Make sure you update your profile after adding content, if you don't then your changes could be lost

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

Contact

Web Team

Tel: 01902 696140

Email: mylacemysay@sstaffs.gov.uk

Have you seen our Facebook page? Find us at www.facebook.com