



## OCG HOW to Guide

### USING FORUMS on the OCG WEBSITE

Revision 1- April 2017

*If you are familiar with Forums and want to post a topic or reply to a thread, there is a Quick procedure on page 9.*

## **Forums or On-line conversations**

**Is there something you know other Guild members would find helpful?  
Something about your craft on your mind?  
Use OCG Forums to spread the word and get others involved!**

### **EXAMPLE A**

#### **Fictional Post from the Chair**

##### **New offer of gallery space in Burford**

The X Gallery in Burford proposes hosting a Crafts Month in September and has invited us to submit works. The gallery is open during working hours and for periods at the week-end. The owner or a member of staff is always present. Commission is 35%. Any interest?



##### **Response from Member X**

Do we know how much space and what display facilities are available?



##### **Response from Member C**

I have exhibited there in the past. The footfall is not great and some of the display cases are poorly lit and positioned.



##### **Response from Chair**

I asked about their facilities and was told the Gallery has been refurbished with new display facilities. Has anyone been there in the last two months or so? Or can someone offer to check it out?



##### **Message from Member L**

Maybe we should be more proactive and put together a list of Galleries happy to take crafts who might also be willing to do what X Gallery is proposing?

-0-0-0-

### **EXAMPLE B**

#### **Post in Members' Craft Specific Section**

##### **Ceramics - Member P**

I am thinking of changing my main supplier of materials because I occasionally like to visit to make purchases and since the company has changed owners, they are much less helpful. Any suggestions, preferably south west of Oxford?

-0-0-0-

The above two examples are about imaginary entries in the Forum section of the new OCG website.

### **WHY HAVE FORUMS?**

Forums enable OCG Members rapidly to be notified of new developments, events or other information, through messages called **posts**, and enables them to engage in discussions about these or other topics relevant to them.

Unlike email, **it is possible to have all the responses to any topic grouped together under one heading and available for all to read.** For instance, as shown in Example A, the Chair receives an invitation for Members to exhibit at a gallery in Burford. The Forum is used to **post** a message to all Guild members in the **Chair section of the Forum**, asking for comments about this proposal. The Chair's message and the associated comments are grouped into what is called a **thread** as in the first part of Example A (red text).

### **HOW DOES IT WORK?**

The Chair starts the message or **post** by going to the OCG website and logging on to the Members' Page, going to the Chair's section of Forums and begins a new conversation or post by typing it in. A brief email is then sent automatically to all members, notifying them of a new 'post' and what it's about unless the member has opted to unsubscribe.

Any member who then wants to say something that other Members can share, logs in through the OCG website Members' Page and sees the Chair's full request. As a member of OCG, they are entitled to post a response or comment on this in some way – raise a question, mention their experience of the gallery, enquire about costs, and so on. Their comments will be notified to all other members including the Chair who originated this post, so all are kept in the loop as it happens.

Any member can post a response by also going into the Members' Page to the relevant section and type and send their comments for all to see. This can be an addition to an existing thread or part of the conversation or a new point in relation to the main post.

**Example A** shows what might happen. Note that in an actual Forum, there will be a date and time stamp, indicating when the post was received and other information.

All the responses to the initial question on the same theme are linked together as a common '**thread**' or theme (red text). Other responses to the main question can start another thread, as shown in the second part of Example A (green text).

### **FORUM FACILITIES**

The OCG Forums cover several core topic areas:

- **Chair** only – for issues or information initiated by the Chair. Used to solicit the views of members. This posts in section can only be created by the Chair but anyone can reply. If the matter does not need discussion, the Chair will send the information via

email. This does not prevent a member starting a discussion about this through Forums.

- **Admin** only – for matters that the OCG Administrator wishes to consult or inform membership about that would be helped by discussion. For straightforward matters, the usual email remains in use.
- **Members** – for matters that are not craft specific that members wish to raise from time to time that would benefit from consultation with the membership – putting it to the combined expertise and experience to use for the benefit of all.
- **Craft Specific** – posts in this section should be preceded by the specific craft – see Example B (blue text) above. If needed in future, the site can introduce craft-specific Forums, for instance, dedicated to jewellery or woodturning
- **Wanted & For Sale** – craft-related items available for sale, to give away, or wanted by members.

### **AN IMPORTANT NOTE**

The OCG Forum system works by sending an email to **all** members of OCG notifying them of a new topic and automatically keeps them in touch with all replies to these. You will receive an email notification **whenever a new topic or reply is added to any of the forums**. The email also contains a link if you do not wish to be notified about this topic, so you can unsubscribe.

- a. If you don't want anything further on this topic, click the link and follow the instructions provided.
- b. If you do not want to receive **any** Forum-related emails, or wish to subscribe selectively to some, please email [web@ocg.co.uk](mailto:web@ocg.co.uk) and your name will be removed from all notifications. You will be told when this comes into operation but you will still be able **at any time** to select those Forums that you wish to be notified about. Please send an email to that effect to [web@ocg.co.uk](mailto:web@ocg.co.uk).

### **FORUM ETIQUETTE**

As in any other semi-public situation, it is important not to post content that is offensive, personally abusive or to introduce material that will compromise the standing and work of the Guild. Nor should the posts serve as a form of advertising or be used for commercial purpose other than for informing Guild members about matters directly relevant to the crafts and activities of members and for the benefit of the membership.

The Oxfordshire Craft Guild does not accept any responsibility for content posted in the Forums – any content posted is at the discretion of the member and does not necessarily represent the opinion of the Guild or its other members.

***The OCG reserves the right to remove any inappropriate posts or responses. Please notify immediately any questionable material to the Chair [chair@ocg.co.uk](mailto:chair@ocg.co.uk), Administrator [admin@ocg.co.uk](mailto:admin@ocg.co.uk) or the Web Organiser [web@ocg.co.uk](mailto:web@ocg.co.uk), about such posts. Retention or removal is at the discretion of the Guild officers and committee.***

## FORUM SCREENS – what they show

**Forums**

Forums MAIN SECTIONS

OPENING PAGE

Freshness lists the current state of each of the main sections

SEARCH

Forum	Topics	Posts	Freshness
<b>FROM THE CHAIR</b> Threads for the Chair seeking views and feedback.	1	1	1 month, 2 weeks ago admin
<b>ADMINISTRATOR</b>	0	0	No Topics
<b>MEMBERS</b> ← Click on MEMBERS to open Members' Section	5	17	2 days, 19 hours ago Michael Berger
<b>CRAFT SPECIFIC</b>	0	0	No Topics
<b>FOR SALE &amp; WANTED</b>	0	0	No Topics

Fig. 1. Opening page after clicking 'here' on Members' Page or MEMEBERS FORUM on navigation menu.

**Members**

Screen after clicking MEMBERS topic

Forums > Members Subscribe

This forum contains 5 topics and 12 replies, and was last updated by Michael Berger 2 days, 19 hours ago.

Viewing 5 topics - 1 through 5 (of 5 total)

Topic	Voices	Posts	Freshness
<b>UPDATES TO THE WEB SITE</b> Started by: Michael Berger	2	4	2 days, 19 hours ago Michael Berger
<b>FORUM HANDBOOK AND SUGGESTIONS FOR IMPROVEMENTS TO THE WEBSITE</b> Started by: Michael Berger	2	2	6 days, 6 hours ago Sara Withers
<b>THE GUILD AT CHIPPING NORTON FOR ARTWEEKS</b> Started by: OCG Chair	1	1	1 week, 4 days ago OCG Chair
<b>WEBSITE UPDATE</b> Started by: Martin Cash	7	9	2 weeks, 3 days ago Sara Withers
<b>HAPPY VALLEY FESTIVAL JULY 2017</b> Started by: Pam Armitage	1	1	3 weeks, 6 days ago Pam Armitage

Viewing 5 topics - 1 through 5 (of 5 total)

**Create New Topic in "Members"**

Section for creating a new Topic

Topic Title (Maximum Length: 80):

Rich text editor toolbar: **B** *I* “ ” ABC [List icons] [Link icon] [Image icon]

Fig 2a. Screen appearance after clicking on Members in the opening screen. Shows the list of Topics that have been posted. Only part of the New Topic screen shown here. See Fig 2b. for the whole New Topic screen.

HAPPY VALLEY FESTIVAL JULY 2017  
 Started by: Pam Armitage  
 3 weeks, 0 days ago  
 Pam Armitage

**Creating a new Topic in Members' section**

Viewing 5 topics - 1 through 5 (of 5 total)

**Create New Topic in "Members"**

Topic Title (Maximum Length: 80):

B I “ ”

**Text entry screen**

Text formatting: hover over symbol with mouse pointer to find out what is available

Un-tick to stop any follow-up email replies

Notify me of follow-up replies via email

**SUBMIT**

Fig. 2b. Screen for creating a new Topic in the Members' Forum. Provide a header (Topic Title) for the message and type the message into the text entry area. The SUBMIT button needs to be clicked for the message to be transmitted.

# Website update

## Screen showing part of a Thread

Forums > Members > Website update

This topic contains 8 replies, has 7 voices, and was last updated by Sara Withers 2 weeks, 3 days ago.

Author	Posts	Favourite   Unsubscribe
23rd February 2017 at 7:31 am <span style="float: right;">REPLY</span>		
	<p>Well done and big thanks to all responsible for the website update... looks very good.</p> <p>Also... It was also great to be able to tweet, update and add new pics to my member's space this morning.</p>	
Martin Cash <i>Participant</i>	Martin	
23rd February 2017 at 10:50 am <span style="float: right;">REPLY</span>		
	<p>Thanks Martin – it was good to work with tolerant and responsive designer Niki Peach and programmer Robert Iles to get to this point.</p>	
Michael Berger <i>Participant</i>	Mike Berger	
23rd February 2017 at 1:07 pm <span style="float: right;">REPLY</span>		
	<p>Yes I am delighted it's working so well and being used. Hope everyone will think the same.</p>	
Judith Berger <i>Participant</i>	Judith	
6th March 2017 at 2:21 pm <span style="float: right;">REPLY</span>		
	<p>Thanks for all the work that's gone into this. At the moment I'm just trying to work out how to use it.</p>	

Fig. 3. Screen showing 'thread' responses to the initial post.

 Thanks Michael – I'm there now. I'll sort a slightly better photo for that space soon

Thanks again for all your previous hard work too.

Sara Withers    Sara    **Screen for adding a message to the Website Update thread**

Participant

Author    Posts

**Reply To: Website update**

**B** *I* “ ABC          

p Click to send this message to OCG Members

Notify me of follow-up replies via email

**SUBMIT**

Fig. 3b. Screen for adding a comment to the thread to the Website update thread. The SUBMIT button must be clicked after the message has been composed for it to be sent.

### Quick Procedure to enter a New Post.

1. Click Members' Pages on the Navigation Menu
2. Log in using your password
3. Click **HERE** on the Forums section
4. Click the Topic Name, commonly **MEMBERS – FROM THE CHAIR** and **ADMINISTRATOR** sections are reserved for OCG Officers
5. To introduce a New Topic, go to **Create a New Topic** text entry box in at the end of the **Members topic list**.
  - a. Insert a Topic Title in the section at the top of the text entry box (see Screen 2b, page 6).
  - b. Compose the post in the text entry box
6. Click the SUBMIT button

### Quick Procedure to Respond to a thread/conversation

1. Follow steps 1-4 above
2. To introduce a reply or add a comment click on the **Topic in 'Members'**
3. Scroll to the text entry box (**Reply to**) at the end of the thread / list of comments (See Fig. 3b)
4. Compose the reply /comment in the text entry box
5. Click the SUBMIT button.

To suggest changes, email [web@ocg.co.uk](mailto:web@ocg.co.uk)