

Forum for Neighbourhood Planning

Tips for using the Forums and Groups facilities on this site

Forums

The site administrator can create new **categories** (currently About the forums, Introduce yourself and About neighbourhood planning).

If you'd like to suggest a new category, please email npforum@planningaid.rtpi.org.uk.

The site administrator also creates the **forums** within the categories e.g. How these forums work, Tell us a bit about your area, Forming your group etc.

If you'd like to suggest a new forum, please email npforum@planningaid.rtpi.org.uk.

Once you've registered as a user of the website, and logged in, you'll be able to create new discussion **threads** which appear when you click on a forum title. There is a 'create new thread' link at the top of the list of threads.

When you're logged you'll also be able to **post replies** to existing discussions within a thread.

The most recently created thread in each forum appears in the listing on the main forums page.

You can **report** forum threads or posts when the forum rules have been broken because they contain racism, offensive language, flaming, pornography, and other violations. The site administrator can edit or delete threads or posts that are unacceptable.

Groups

Groups can be private or public. **Public groups** are open to any registered site user without application – they just click on apply to join. The proceedings of public groups are open for all registered site users to see.

With **private groups**, people who are not members just see the group name and description when they click the link, and an option to apply. They won't see the group's proceedings unless they join it.

Once you've registered on the site you can apply to join any private groups you wish, but applications need to be approved by the group's administrator. When you click 'apply to join' you get a form to add your reason for applying and once you submit the form, you'll get a message saying your application has been sent to the group's administrator.

When you're logged in to the site you can see the groups you're in under 'my groups'. Clicking on a group in 'my groups' will take you to that group's 'home' or 'activity' page.

Group forums operate in the same way as the forums available under the main menu.

Creating your own group

If you want to create a group, click on 'start a new group' on the groups page. This will send a message to the site administrator saying you want to create a new group.

Remember to check the 'private' box if you want it to be private.

When your group has been approved, you'll become its 'owner' i.e. the person that started the group.

As an owner you can promote another member to become administrator of your group. They get the same powers as you as the owner, but cannot remove the owner.

The site administrator can intervene in groups and close them down if necessary. They can also see all that is going on in a group, including the member list, and can change the group owner or empower a group member to become an administrator.

Information for group owners/administrators

If you're a group owner you'll have an administration link in the navigation bar for your group. Use this to upload resources to your group.

The 'members' link provides a list of members and access to individual members' pages where their activity is shown and there is a facility to message them.

'About' provides further information over and above what appears in the group header.