

## TKGA MESSAGE BOARD

While anyone can view the TKGA message board (<http://tkgamessageboard.groupee.net/eve>) without logging on, you cannot interact until you register and log in.

### TO REGISTER:

- 1) You should start on this page <http://www.tkga.com/messageboard.shtm> and click on the words "Register Now".
- 2) When the login box comes up, click the button that says "I am not registered on: tkgamessageboard.groupee.net".
- 3) Enter your e-mail and a password of your choice.
- 4) Click the box that says "Remember me on this site."
- 5) Finally, click on "Login" which should take you into the site as a registered member (which means you can now interact and post your own messages as well as read what others have posted).

### ALREADY REGISTERED, BUT LOST PASSWORD:

- A. Please try the following – carefully doing each step as described:
  - 1) Go to [www.TKGA.com](http://www.TKGA.com) home page.
  - 2) On the purple bar across the top you will find the word "{Message Board}" to the far right. Click on this.
  - 3) For now, SKIP THE LINK that says "Click here to exchange your ideas now". INSTEAD, go the next purple underlined link that says "Register Now" and click on it.
  - 4) The screen that comes up should say "Login to: tkgamessageboard.groupee.net" at the top in purple.
  - 5) Do only the following three things for now:
    - a) There should already be a black dot in the first sentence that says "I am registered on: tkgamessageboard.groupee.net". Leave it alone. (And DO NOT check the second sentence, which should NOT have a black dot in it.)
    - b) Type your e-mail in the box to the right of the word "Email".
    - c) LEAVE THE PASSWORD BOX BLANK.
    - d) Click on the purple link that says "Lost Password?"
    - e) On the screen that comes up, type your e-mail, again, and then click on the purple bar that says "Send Me My Login Info".
    - f) Watch for an e-mail in YOUR REGULAR E-MAIL BOX – the e-mail will contain your password.
  - d) If you ever forget your password in the future, simple do these steps again.
- B. Once you have gotten your Message Board password from the e-mail, do the following:
  - 1) Go to [www.TKGA.com](http://www.TKGA.com) home page.
  - 2) On the purple bar across the top click on the word "{Message Board}" to the far right.
  - 3) SKIP THE LINK that says "Click here to exchange your ideas now". Instead, go the next purple underlined link that says "Register Now" and click on it.
  - 4) The screen that comes up should say "Login to: tkgamessageboard.groupee.net" at the top in purple.
  - 5) TO LOGIN, do the following:
    - a) There should already be a black dot in the first note: "I am registered on:

- tkgamessageboard.groupee.net". Leave it alone. (Do NOT check the second sentence, which should not have a black dot in it.)
- b) Type your e-mail in the box to the right of the word "Email".
  - c) NOW TYPE YOUR PASSWORD in the box to the right of the word "Password".
  - d) Click the little check box that says "Remember me on this site."
  - e) Click on the purple box that says "Login".
- 6) You should now be logged in and the Message Board screen should appear. Go to D. (Come back and read C later.)

- C. NOTE: The NEXT time you login to the Message Board should be very simple. Instead of doing all of the steps above, you will only have to:
- 1) Go to [www.TKGA.com](http://www.TKGA.com) home page.
  - 2) On the purple bar across the top you will find the word "{[Message Board]}" to the far right. Click on this.
  - 3) Click on the purple underlined line that says "Click here to exchange your ideas now". It will take you immediately into the Message Board!

## **BASIC OPERATION WITHIN THE MESSAGE BOARD**

- A. To operate within the Message Board:
- 1) Scroll through the column of items known as "Forums" at the left (Purple words with underlining).
  - 2) Click on the Forum you want to view.
  - 3) A new screen will appear that lists "Topics" for that Forum.
  - 4) When you click on one of these "Topics", all of the conversations back and forth regarding that Topic will appear.
- B. When a Topic you want to reply to appears on the screen:
- 1) Click on the Purple box at the top that says "Reply". (It may or may not require you to login again – which you know how to do, now, per B-5.)
  - 2) The topic name will appear at the top of the new screen view that opens, and you will see a blank box for you to type your message in.
  - 3) Type in your message.
  - 4) IMPORTANT: Once you have typed in your message, scroll down until you see a white box that says "Post Now". Click on that box. This is what sends your message and posts it into the Message Board conversation. If you do not click this post, your message disappears and you must start it all over again.
  - 5) That's it! You can read and write in messages, now, whenever you want!
- C. If you decide that you want to change your profile settings (password, display name and etc.), you can do so after logging in, by:
- 1) Selecting "Go" from the Forum Menu
  - 2) Selecting "My Space"
  - 3) Selecting "Profile"
  - 4) Selecting "View/Edit Complete Profile"
  - 5) Choosing the desired options on that page