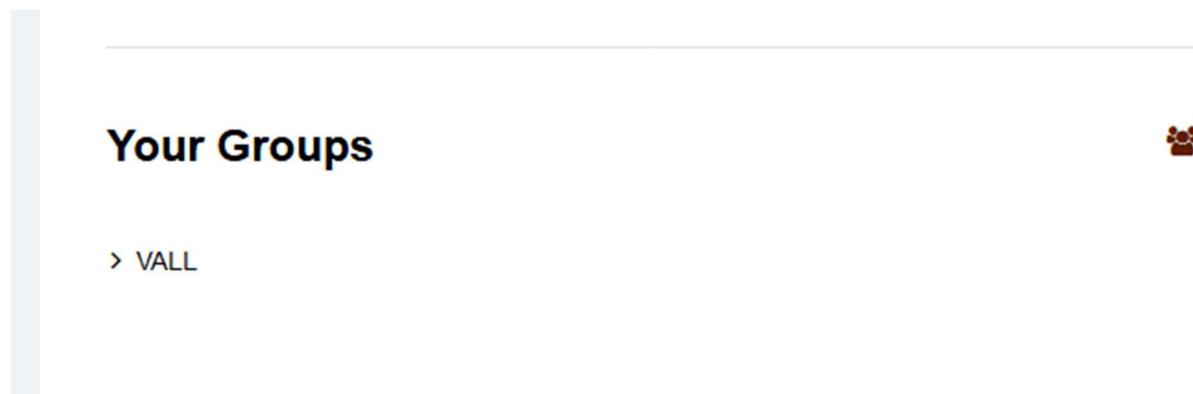# Quick Reference Guide for the VALL Members Forum

The VALL Members Forum is hosted by Lawbster, courtesy of Courthouse Libraries BC. Accounts are created / deleted with your VALL membership, renewal or cancellation. The current VALL Vice President is the liaison between VALL and the Lawbster Administrator (Courthouse Libraries BC).

After logging in, the landing page will display the groups to which you belong; this should only show VALL:

Click on the VALL link to open the Forum. **Please note** that FLO (Family Law Organizer) is another group using the platform. Although VALL Members can see the FLO member list, we can't see their content, and they can't see our member list or content.

Settings

Click on your name in the top right corner to select your **Notification Settings.** These can be changed at any time.

Auto-follow
Allows you to follow / unfollow content on Lawbster

Email
If you would like to receive an email when a VALL member posts an item, select the New Content Added option under Email. If you leave this area blank, you will not receive any emails from the VALL Forum. If you would like to see all responses to a post, check Comments Occur:

Email

In addition to in-app notifications, get email when activity occurs on what you follow.

☑ Comments occur

☐ Edits occur

☑ New content added

☐ Content moved, archived or restored

☐ Content deleted

☐ You were added to a following list

☐ Update posted to a group

☐ When you are mentioned

Summary Emails

If you would like a daily or weekly email summary of the activity on the VALL Forum, select one of these
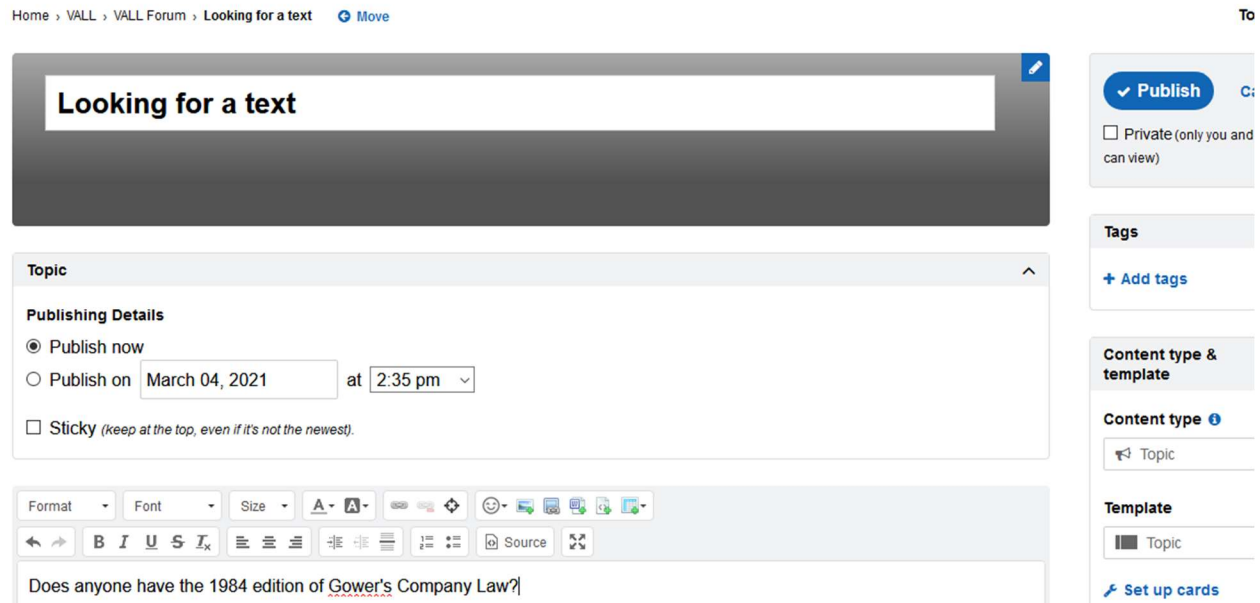
Click Save to save these changes. You can come back at any time and edit them.

Adding posts

To create a new entry click on + Add post. Enter the title of the post in the title field, and the content of the post in the content field. Please do **not** mark any posts as 'Sticky'; this keeps the post at the top of the forum, even if it is not the newest post.

When requesting copyright materials, please be sure to provide an email address at which you would like to receive them. We encourage the sharing of information under Fair Dealing exceptions; however, members should not post copyrighted materials to the Forum as this sends a copy to every VALL member on the Forum and therefore constitutes multiple violations of Copyright.

Once you have created your post, click Publish:

Once you have clicked Publish, the post is created, and all VALL members who have selected the New Content Added option on their Email settings will receive an email. The email subject line will read VALL Forum | page created:

Rebecca Tomlinson (Law... [EXT] VALL Forum | page created

Opening the email displays the post, and if you have selected Comments Occur in your **Notification Settings**, all follow up emails will display with the title of the post as the subject:
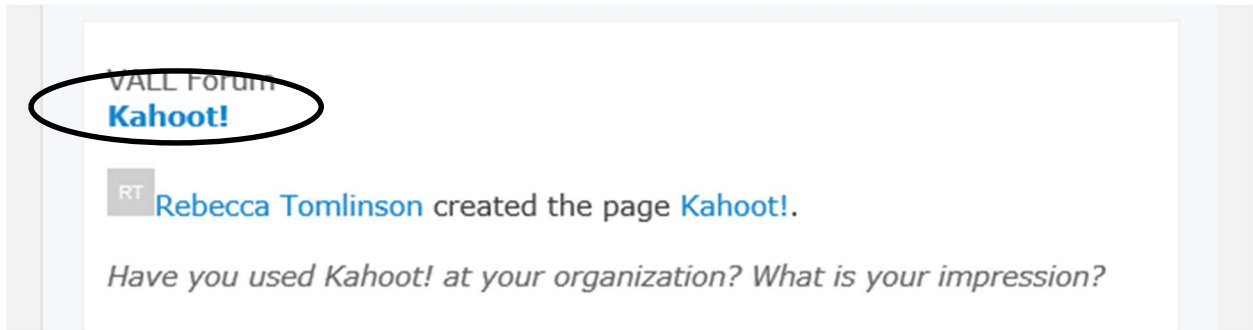
Beth Galbraith (Lawbster) [EXT] Kahoot! | comment posted

If you open the email, you can see the full text of the comment as well; there is no need to log in to the VALL Forum unless you would like to post / comment on a post.

If you create a post and then edit it, please enter **EDIT** in subject line of the post. If a resource is found or the question is resolved, please edit the subject line to say **FOUND**.

Commenting on a post

To reply to a post, click on the title of the page from the email:

This will bring you to the VALL Members forum, prompt you to log in, and bring you to the page itself. To post a comment, click on Post Reply:

And post your reply in the text box. All VALL members who have selected Comments Occur in their Email settings will receive the email, as will the original poster.