

ACI Forum: Getting Started Guide

1. Some helpful terminology (it may be good to read this while referencing screen shot of forum below)

Forum – A collection of topics gathered under one heading eg. Reform of the Catholic Church is one ACI discussion forum, Emerging Church is another.

Topic – Within each forum there can be a number of topics. For example, Women in Church is a topic within the Reform of Catholic Church Forum, another might be Married Clergy, or Lay Ministry

Post – This is the term for a single entry to any topic

2. Access levels

There are two different levels of access to the forum

1. ACI members who have logged in can
 - View all forums
 - Reply to existing topics and create new topics
 - Can add links to their posts
2. **Guests** ie non – members or any member who has not logged in, can view all posts, but cannot submit to the forum. To submit a post, it is necessary to register as a member of ACI. [Register Now](#)

3. Finding your way in – seeing the forums available

ACI Forum Getting Started Guide, Oct 2013

Once you click into the Forum page, you will see a screen like the one below (the blue and orange arrows, won't appear, they are just added here for explanation!):

The screenshot shows the ACI Forum website interface. The browser address bar displays <http://www.acireland.ie/forum/>. The page title is "Forum | Association of Cath...". The user is logged in as Patricia Higgins, with a "Howdy, Patricia Higgins" greeting in the top right. The main content area is titled "Guidelines for Posting on a Forum" and lists four rules:

1. Remember, once you submit a comment on an article or news item, you will not be able to edit or delete it.
2. Respect the rights of others to hold views contrary to your own.
3. Do not engage in personal attacks. Tackle subjects, not people. Personal insults will not be tolerated.
4. Keep it clean. Vulgarities or profanities will be deleted.

Below the guidelines is a user profile section for "ADMIN" (Patricia Higgins) with options for "Members", "Profile", and "Log Out". A search bar is present with a "search" button and a "New/Recently Updated Topics" dropdown menu. A "Select Forum" dropdown menu is also visible. A blue callout box on the right points to this menu with the text: "List of forums and topics. Simply select and click to enter topic".

The main forum listing is titled "ACI Main ACI Group of Forums" and contains the following table:

Forum Title	Topics	Posts	Last Post
ACI Forums - Information, Guidelines and Advice on getting started	3	3	Getting Started: How to read posts, add a post and/or create a new topic 4 weeks ago
Reform of the Catholic Church	1	1	Women in the Church 4 weeks ago
Building capacity for reform & renewal	1	1	Test topic 1 month ago
Emerging Church	1	2	What is Emerging Church? 3 weeks ago
Other	0	0	

Blue callout boxes provide additional instructions:

- "Guidelines for writing posts" points to the guidelines section.
- "Search option to look for posts on particular issue" points to the search bar.
- "Different forum discussions listed- with dates of most recent posts on the right hand side . Just click on forum title to get in." points to the forum listing table.

The Windows taskbar at the bottom shows the system clock as 15:15 on 10/10/2013.

3 Ctd Finding your way in

Select topic within forum that you wish to engage in. In the case of Emerging Church, there is only one topic as of Oct 2013.

The screenshot shows a web browser window displaying the ACI Forum website. The browser's address bar shows the URL <http://www.acireland.ie/forum/emerging-church/>. The website header includes the logo for 'of catholics in ireland' and a navigation menu with links: Welcome, Objectives, Join Now, Attend an Event, Resources, Links, and Contact Us. Below the header, the page title is 'Emerging Church | Forum'. A section titled 'Guidelines for Posting on a Forum' lists four rules. The user is logged in as 'ADMIN' (Patricia Higgins). A search bar and a dropdown menu for 'New/Recently Updated Topics' are visible. The main content area shows a list of forum topics. The first topic, 'Emerging Church', is highlighted with a blue box. A yellow callout box with the text 'Forum title' has an arrow pointing to the 'Emerging Church' header. Another yellow callout box with the text 'Topic title:' has an arrow pointing to the topic title 'What is Emerging Church?'. A third yellow callout box with the text 'Click on topic to see posts' has an arrow pointing to the topic row. The topic row also shows 'Posts 2', 'Views 13', 'First Post MartinM 4 weeks ago', and 'Last Post soconall 3 weeks ago'. The Windows taskbar at the bottom shows the system clock as 15:55 on 10/10/2013.

4 Finding your voice – making a post

Guidelines for Posting on a Forum

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Logged in as Patricia Higgins
ADMIN
Last visited October 9, 2013

Search... Search

New/Recently Updated Topics Select Forum

Advanced Search

Home Forum Reform of the Catholic Church Women in the Church

0 topics with unread posts

Add Topic Add Reply

Women in the Church Topic RSS

ADMIN Patricia Higgins September 11, 2013 - 9:52 am Online
Admin Member Since: April 9, 2013 Forum Posts: 5

1 Delete Edit Quote

What will the appointment of Pope Francis mean for the position of women in the Church?

Topic Add Reply

16:07 10/10/2013

At bottom of each post there is option to reply to post or to add a new topic.

5 Let us know how you get on

You should see your post as soon as you have submitted it. Unlike comments, posts are moderated after they have been posted. ACI want to encourage debate and discussion, but do as guidelines above indicate, reserve right to take down offensive or abusive posts. We trust this will not be necessary, and look forward to letting the debate and discussion flow!

This is new facility, and we are learning as we go. Let us know what you think on the forum itself, or email info@acireland.ie