

## User Guide for Dean Forest Beekeepers web site

### About the site

The main aims of the site are to encourage people in the Forest of Dean area to begin beekeeping and to provide a service to members of Dean Forest Beekeepers, but we hope that anyone interested in bees and beekeeping will find the site useful.

### The Forum

Anyone can view the Forum messages, but only registered users can post messages.

When posting a new topic message, you can ask to be notified by email when replies are posted.

Similarly, you can subscribe to the forum and topics that already exist, and be informed when new messages are posted.

You can set up a **standard signature** by going to **Personal Settings** then **Manage my signature**.

You can set an **avatar** (image) to appear alongside your messages.

To do that:

Sign up with **Gravatar**, at [www.gravatar.com](http://www.gravatar.com)

Upload the image you would like to use as an avatar.

Click the **Link** button at Gravatar to see the url associated with your image.

Copy the url into the **Posting appearance** box in the **Manage my signature** area.

### The Gallery

Anyone can view the Gallery, but only registered users can create albums, and upload images, video clips and files.

Images can be in jpg, gif or png format. Video clips can be Flash, Quicktime or Windows Media Player (.wmv).

Files can be in pdf or Microsoft Word (.doc) format.

The maximum size file that can be uploaded is 1.5 Mb (7Mb for video clips). The total storage available to each user is 30 Mb.

Please be aware that images and files published on the internet can easily be downloaded by others.

### Registration

Registration is only available to members of Dean Forest Beekeepers.

You can register on the Forum page by clicking on the **Register** button, or on the Gallery page by clicking on **New Account Registration** or **Register here**.

**Users must register using the email address on which they receive mail from Dean Forest Beekeepers. Registrations using any other address will be refused.**

When you register you will choose a username and password. Your username will be displayed alongside gallery items, and in Forum messages. You can choose whether your email address will be displayed in messages.

Your registration request will be checked and you will receive an email containing an activation link.

If you don't receive an email within a few minutes please check your Spam folder: it may be there.

You will need to activate your registration as explained in the email.

There are references to Terms and Conditions and a Privacy Policy on the registration page. They are standard terms which are provided with the site software. In the case of any dispute, common sense will apply.

### Logging in and out

You can log in on either the Forum or Gallery page. There is no facility for users to log out. If you are not using the site you will be logged out automatically after 1 hour.

### Lost password

If you lose your password, go to the Gallery page and click on **Lost password recovery**, then follow the instructions.

### Help

If you have any problems using the site, please email [webmaster@deanforestbeekeepers.co.uk](mailto:webmaster@deanforestbeekeepers.co.uk)

### Feedback

If you have any suggestions for changes or improvements to the site, again please email the webmaster.