# Vintage Tablecloth Lovers Club **Tablecloth Condition Rating Scale**

You must register to use the forum. Anyone is welcome to post on the Public Forum. In order to look at or post to one of the other forums, you must become a member of the club. Click here to join. To register, click on the register tab on left near the top. To login, click on the login tab near top (second from left).

Click the following link to go to the forum:

https://vintagetablecloth.discussion.community/

### Forum Instructions

THESE INSTRUCTIONS FOR THE FORUM ITSELF. YOU MUST CLICK ON THE LINK ABOVE AND THEN FOLLOW THE INSTRUCTIONS BELOW.

## Register

- To use the forum for the first time, you must register to use the forum. Click on the 'Register' tab near the top (under the title *The Tablecloth Lovers Club Forum*). IF YOU ARE A MEMBER OF THE VINTAGE TABLECLOTH LOVERS CLUB, YOU ALREADY HAVE A USERID AND PASSWORD, DO NOT CREATE A NEW ONE. If you are not a member, you can still register to use the public forum.
- Choose a username, password and enter your email address.
- You must also prove that you are a human (to prevent lots of automatically generated spam) and enter in the letters shown.
- Select the checkbox next to 'I agree to the Forum Terms & Rules' (after you click on Terms & Rules and have read the terms and rules).
- Click the submit button.

IMPORTANT: The next step is to check your email and to verify your email. You cannot post or do anything in the forums until you have verified your email. Once you have verified your email, you will get this message 'Your email address has been verified, but your account is still pending approval. You will be notified via email once your account has been reviewed.' At this point, you can post to the forum and reply to topics. You cannot however upload pictures to a post.

Post a Topic - NOTE: the directions will be slightly different for the mobile version of the forum

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- Near the top, under the navigation tabs, click on Categories.
- Click on 'Public Tablecloth Discussion Forum'. If you are not a member of the Vintage Tablecloth Lovers Club, you can only post to this public forum.
- Select 'New Topic' tab on the upper right hand corner (but underneath the main navigation tabs).
- Type in a subject line for your new topic.
- You can then start typing your main topic message.
- You can change font family, font size, bold, italics, underline, you can insert a link, you can insert as many pictures as you want, insert an emoticon and you can even spell check your message. You can do just about anything that you can on a regular website page.
- To insert or embed pictures:
  - o Click on the square with the tree in it. When you hover the mouse over the square, it says 'Insert Photo'. WHEN YOU ARE USING A MOBILE DEVICE, THIS OPTION IS NOT AVAILABLE.
  - o If your account hasn't been approved by a forum moderator, you can only post a picture from a url you can't upload a photo yet. Your account with be approved by a moderator within one business day and then you will be able to post pictures.
  - o If your account has been approved by a forum moderator, you can post up to 9 pictures. To upload photos, click on the button 'Choose Photo'. Select ALL the photos you want to put into your post at this time. It will load them into the 'Insert Photos' box. You can then insert them wherever you want into your post one at a time from the 'Insert Photos' box (by clicking the the square with tree).
- To attach a picture or a file:
  - o To attach a photo, click on Attach files (underneath the New Reply box). Click on a file and click open. The file is then attached to your message. You can attach a picture using a mobile device or on a computer.
- To post another topic, click on Categories, then click on the category you want to post to, then once again Select 'New Topic' tab on the upper right hand corner

### **Edit a Post**

- Find the Topic or post that you have previously posted and click on the link so that you are in the topic discussion.
- Near the top, under the Topic Tools and Reply tabs, there is a little pencil. Click on the pencil.
- This brings up your topic message to be edited.
- Edit as you wish and then click on the 'Add Reply' button (or preview your changes first).

### Go Home

When you are in the forum and you want to go back to the website for the Vintage Tablecloth Lovers Club, just click on the link 'Vintage Table Cloth Lovers Club >' right under the navigation bars.

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### Search

Click on the 'Search' tab at the top.

To search by keyword, type in a keyword. You can search in subject, contents, or both by using the drop down box on the right side.

You can search by someone's username. It will bring up all the posts by that person.

You can also do a member search by click on the 'Member Search' tab. This will give you information about members!

# **Latest Topics**

This tab shows all the latest topics on the forum.

# Logout

Click on the 'Logout' tab to log out of the forum. Note: this does not log you out of the website member area.

### **Reset Password**

If you don't know your password and you need it reset, follow these instructions.

- Go to the forum, when you are prompted to sign in, in the sign in screen, under the password field it says "Forgot your password?" Click on that link. Then enter your username or email address and click submit.
- Check your email. When you get the email, it will say "Please click on the link below to choose a new password:" Just click on the new link, then it will bring you to a dialog box where you can type in your new password and then your password has been changed.