

Welcome to the Greater Scioto Valley Emmaus Message Board. This is a closed board, open to anyone who has participated in a 72-hour event (Emmaus, Chrysalis, Kairos, etc.) This tutorial will assist you in setting up your account. If at any point along the way you encounter a problem or have a question, feel free to send an email to bbadmin@gsvemmaus.org. We'll reply to you as quickly as possible.

1. Click on the Message Board link found on the Menu page of the GSVEC web site. This link will take you to the Forum Index page.
2. In the upper right hand section of the Forum Index page, you will see several clickable links. Please click on REGISTER. This will take you to the registration page, where you set up your account information.
 - Read the Agreement Terms and click on the appropriate response.
 - You are now at the Registration Page. Items marked with an * in the **Registration Information Section** are required entries.
 - Enter your User Name using the format, Firstname Lastname (that's a single space between the two)
 - Enter your Email Address.
 - Enter the password you wish to use to access the message board.
 - Enter the same password again to confirm. (Note: Please remember your password.)
 - In the **Profile Information Section**, you have the option of allowing other members to contact you using any of several popular instant messaging services. If you have none, or don't wish to enable these, leave them blank
 - Website: Share your personal website URL if you have one.
 - Location: Use City, State format for where you live.
 - Occupation: Optional
 - Interests: Optional

- Signature: This is not optional, and uses the standard Emmaus style of identifying yourself. Please enter this using the following format:
Name (First, MI, Last)
Three Day Event Name (e.g. Greater Scioto Valley Men's Walk #22)
Table Name
- **Preferences Section** settings let you customize how others see and communicate with you on the board.
- Always show my email address – “Yes”, allows others to contact you by email. They cannot, however, see your address.
- Hide your online status – Leave as “No” unless you don't want other members to know you are logged into the board.
- Always notify me of replies – Set to “Yes” if you would like an email notice when someone replies to a topic that you posted.
- All the rest may remain as set, unless you wish to change them.
- Review your entries, and then click on Submit.

3. After you click submit, three things will occur before you will be able to access the board. First, an email will be sent to the message board administrators, notifying them that you have requested an account. The administrator will review your information, and begin processing your request. Secondly, you will receive an email with your account information, letting you know that the administrator is processing your account. Please print this email and retain it in a safe place. Thirdly, you will receive another email to let you know your account has been activated and is ready for you to use.

That's it! You are now ready to begin sharing electronically with the Three Day community. The phpBB 2 board is designed to be simple in design and use. Should you have a question or problem, there is an excellent FAQ (Frequently Asked Questions) function always available to you at the top of every page. For questions or problems not addressed by the FAQ's, email us at bbadmin@gsvemmaus.org . Enjoy!