

## **RMSA Chat Box and RMSA Forum - Differentiating Features and User Guides**

Version 3.30 of the baermsa website introduced a number of new features including RMSA Chat Box and RMSA Forum.

### **A) The principle differentiating features between these two features are:**

- 1) Chat Box is available to any visitor to the website without log-in restrictions, whilst Forum is private to RMSA members only via individual registration, validation and secure log-in.
- 2) Chat Box is simple unstructured messaging, whilst Forum consists of topic based postings and associated replies plus a comprehensive range of features.
- 3) Chat Box opens within a website page, whilst Forum opens in a new browser window.
- 4) Both Chat Box and Forum are 'moderated' with respect to content suitability.
- 5) No personal information is harvested or retained with Chat Box.
- 6) Forum registrants personal email information is not visible to any other member or registrant.
- 7) Member's Forum postings and replies can be edited or deleted by the member.

### **B) Using Chat Box:**

To access Chat Box, use the 'RMSA Chat Box' navigation link located on the Main RMSA Website Home Zone page.

Simply click on the <Name> box and enter a name of your choice and then enter your message text in the text entry field. When the text is complete, hit 'Send' button. Remember to use a unique name and to use the same name each time you post a message to avoid confusion.

### **C) Using Forum:**

To access Forum, use the 'RMSA Forum' navigation link located on the Main RMSA Website Home Zone page.

The first time you visit Forum, you will need to register in order to gain access to the individual topic forums that have been set up – you only need to do this once. To register, you need to select the 'Register' link located at the top right hand side of the Forum home page, after which you will be prompted to enter a valid email address, a password of your choice and a 'screen' name which will appear against each topic posting or reply that you make (your chosen email address remains confidential at all times).

Once you have submitted your registration request, you will receive an automated confirmation email (from the SWR hosting server) which contains a 'verification' link which must be actioned (as per the email instructions) in order for your registration request to be authorised. Please note that all registration requests will be checked against the RMSA Membership List to ensure that only recognised members are permitted access to the Forum.

In the event that registration details cannot be verified against the membership list, your registration will be temporarily suspended whilst we contact you to confirm your RMSA membership status.

Once your registration has been confirmed you will be able to access the forums simply by entering your email address and password on each visit to the forum.

Please note that there is a comprehensive FAQ link to be found at the top of the forum home page which provides answers to the most frequently asked questions.