Forum User Guide

Jensen Owners' Club Forum User Guide

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1 Introduction

Welcome to the Jensen Owners' Club (JOC) A technical and discussion forum. This Forum is open to all Jensen enthusiasts.

We offer you this guide as a reference on how to use the JOC Forum. The document will not show every screen or option, not all features you see in these screenshots might be visible to you, but it will show you the basic and quickest way to manoeuvre around our site.
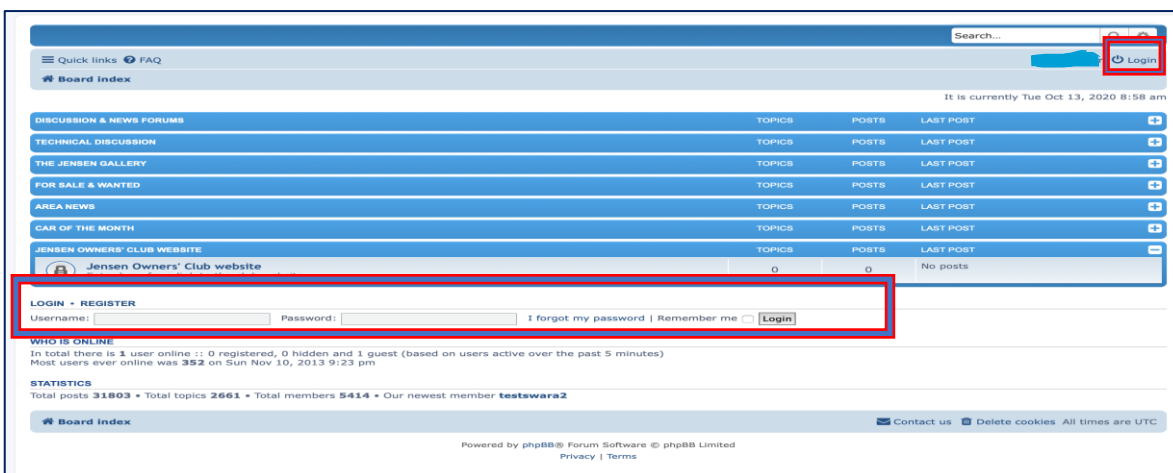
1.1 The Menus / User Control Panel

Access to the Forum and My Account area is a single sign-on feature; this means if you log into the Forum, you will also be log in to "My Account" section of the website.

To login to the Forum you will need your username and password that you set at the time of your registration. If you do not remember your password, you can reset by clicking forgot password. You will receive an e-mail to reset your password (check your junk box before contacting our administration team).

1.1.1 Logging in

To log in, you have two options; from the **My Accounts** from the home page of the website or the **Forum**. To access the Forum, click on the main menu bar and then "**The Club**" than "**Forum**". Use the "login" option at the top of the page or the bottom of the page.

1.1.2 Logging out

Click on your username as shown below and choose the logout or also again from My Account.
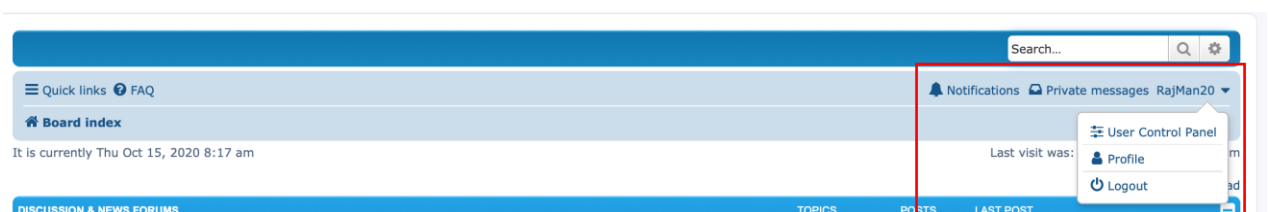
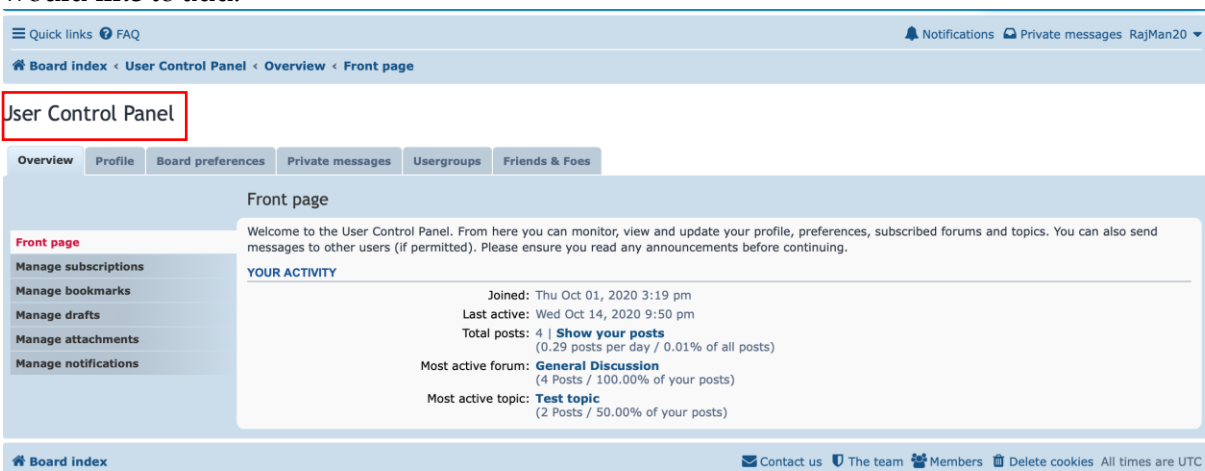**Jensen Owners' Club Forum User Guide**
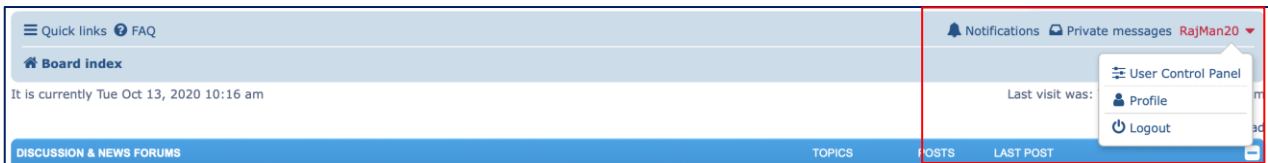
1.1.3   User Control Panel

The control panel takes you to your settings. Please ensure you refer to the Forum Rules when adding your data.
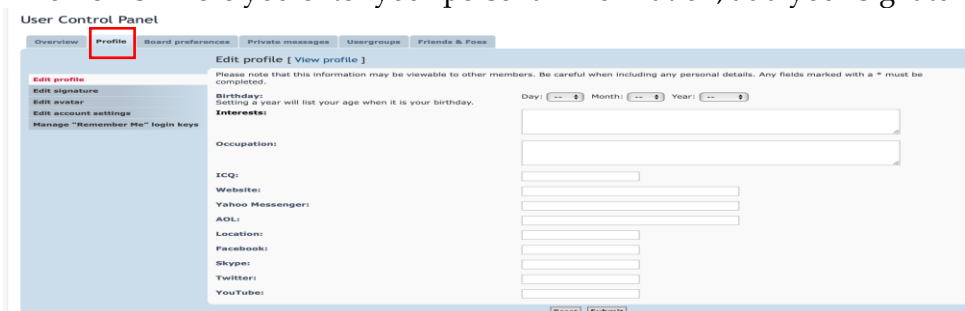
Click on your name as shown in the screenshot and head to "user control panel".

User Control Panel is where you can change your signature, avatar and other contact details you would like to add.
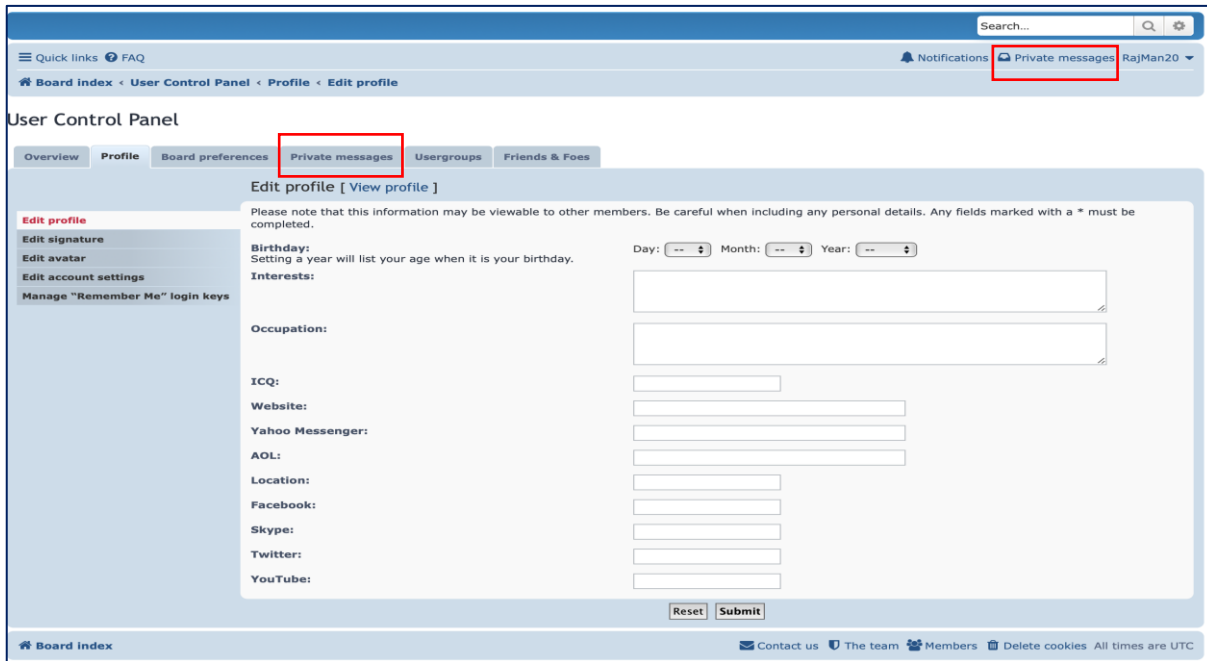

"Profile" is where you enter your personal information, add your signature and your avatar.

1.1.4   Private Messages

From this area, you can reply to private messages. You will also receive an e-mail notifying you that you have received a private message on the JOC forum.

1.1.5   Board Index

Board Index will take you back to the main menu of the Forum

1.1.6   Quick Links

Quick Links will take you to various windows, such as
- The Forum Rules
- New/unread / unanswered topics/post
- Archived post
- The Team
- Members search

1.1.7 Your View

Your view of the Forum will depend on the device you are using or the size of your monitor. For example, the "Last post" column is only visible in a broader screen layout.

1.1.8 The Main Menu

When accessing our website, you will be able to access the Forum. To do this, click on "The Club" and choose "Forum".
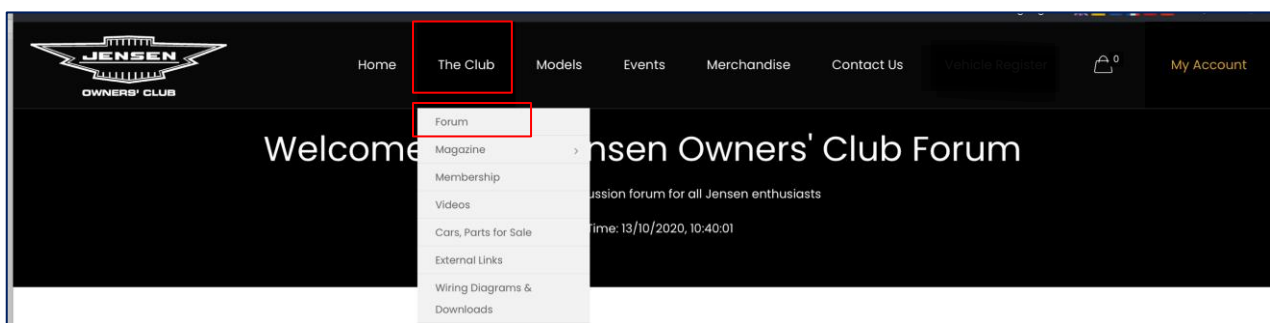
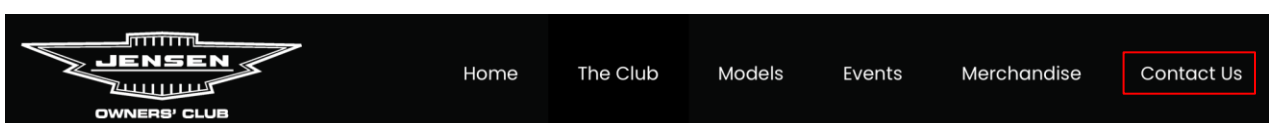To return to the Forum from the website, use the quick link icon at the top or bottom of the web page.
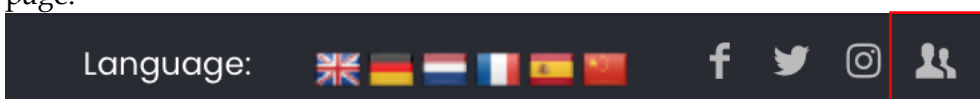
Bottom of the Website page
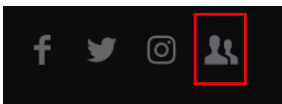
1.1.9 Contact Us

All our contacts are volunteers, and we ask for your patience with us while we take the time to read and respond to your message. Look for the Contact us on the main menu bar and choose who you would like to contact.

2   Create a New Post

When creating a post, please make sure you are creating it in the right forum area. Each area is self-explanatory. If your post appears in the incorrect forum area, our administrator or moderators will move the post to the appropriate Forum.

Forum titles:

	TOPICS	POSTS	LAST POST	
DISCUSSION & NEWS FORUMS	TOPICS	POSTS	LAST POST	+
TECHNICAL DISCUSSION	TOPICS	POSTS	LAST POST	+
THE JENSEN GALLERY	TOPICS	POSTS	LAST POST	+
FOR SALE & WANTED	TOPICS	POSTS	LAST POST	+
AREA NEWS	TOPICS	POSTS	LAST POST	+
CAR OF THE MONTH	TOPICS	POSTS	LAST POST	+

2.1   Posting

Click on reply to post or new topic and enter a subject and the text you want to post. You can include emojis from the list on the right; we recommend you do this rather than using the emoticons from your phone.
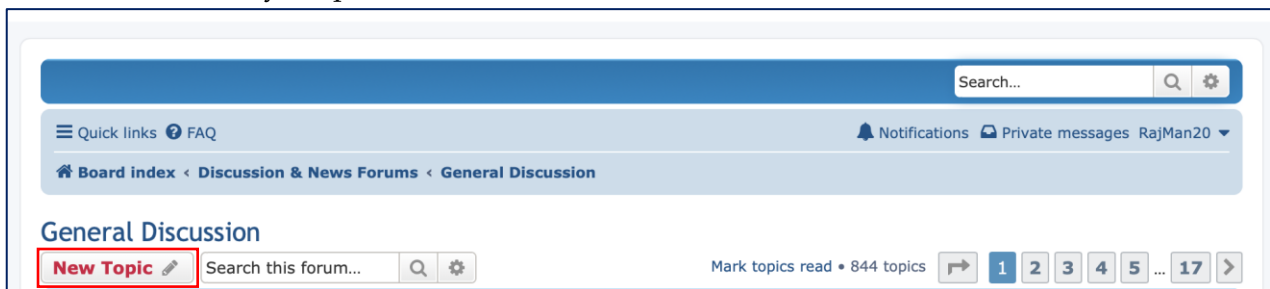
2.1.1   Using the icons in a post

If you are posting a website link, please first make sure the link works before submitting your post. We recommend you copy the URL (web address) to the body of the post, then select the URL and then click on URL as shown below, this will e recognise this as a link and displays it as such, preventing the address from being corrupted on some browsers.

When using a different colour to highlight the URL, please ensure you use a colour that will be readable.

The screenshot below shows other formats that you can use in your post, such as Bold, Italics, Underline.

To preview the post before it is live on the Forum, click preview if you need to make changes scroll down to the bottom of the to make your amendment than click submit when you are happy with it.

2.2 Uploading images

The JOC forum allows you to include images in posts. As the photos can be rather large, the images will be adjusted and rotated, so they appear correctly.

There are two ways to upload files. You can upload individual images by using the add files button under the attachments tab when replying to/creating a post.
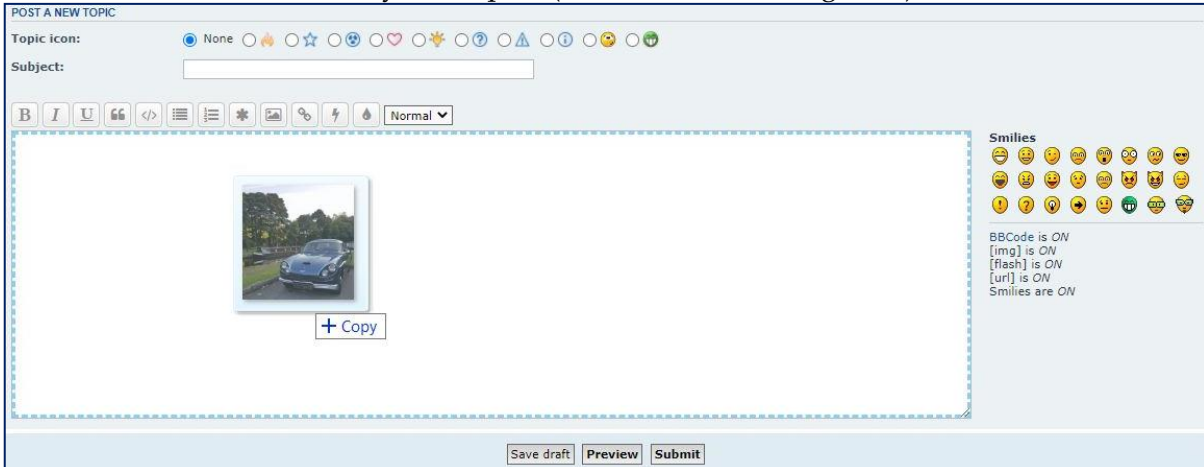
However, by far the easiest way which also allows multiple images to be uploaded is to use the
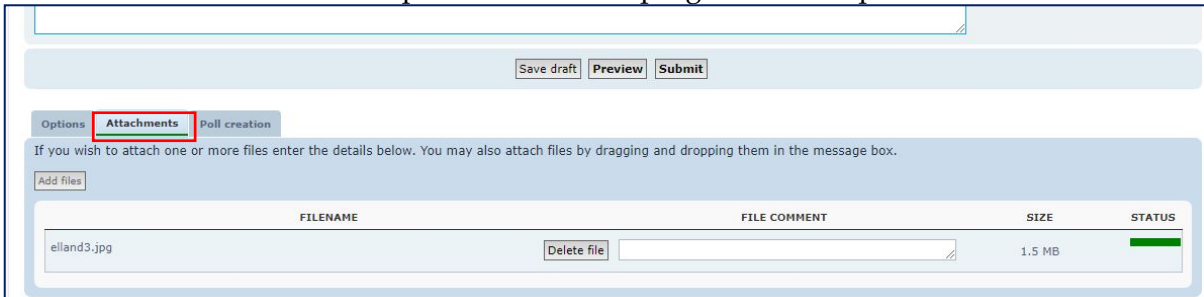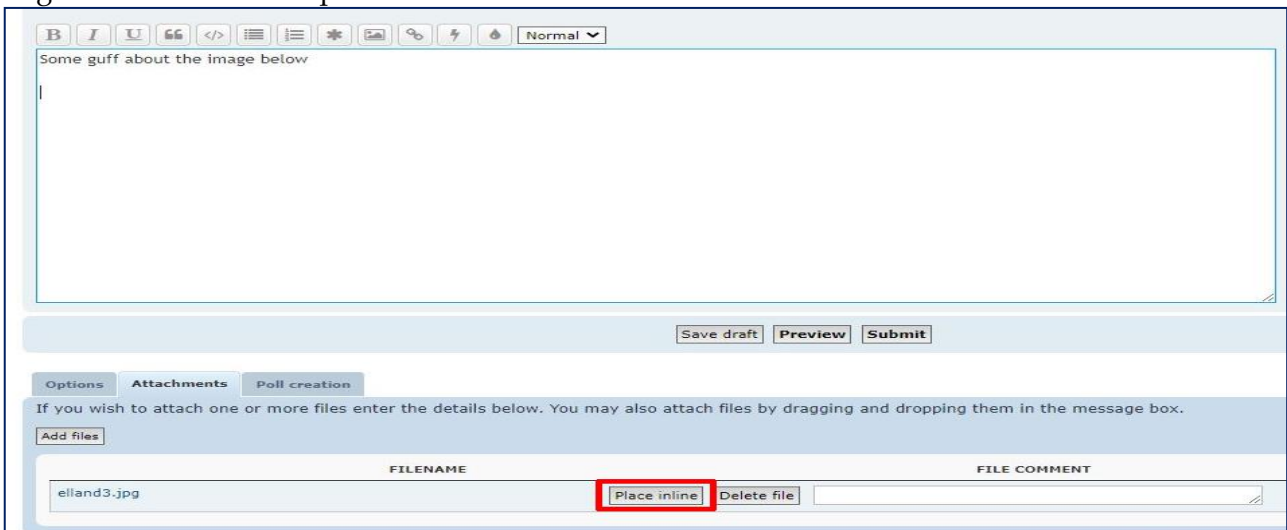
drag and drop feature.

Find the image you want to upload in the appropriate folder on your computer and then just drag it into the window of the body of the post (known as the message box).

The attachment window will open and show the progress of the uploads

A few seconds after the status changes to a tick to show the upload is correct you will get an option to place the image inline. Type any text into the message box and click where you want the photo to go. Then click on the place inline button

The image code will appear where you want it to appear.

You can then place any additional images you want and then click on submit to post the message with the photo (s).

Your message is then posted, including the image.

3   Viewing Images
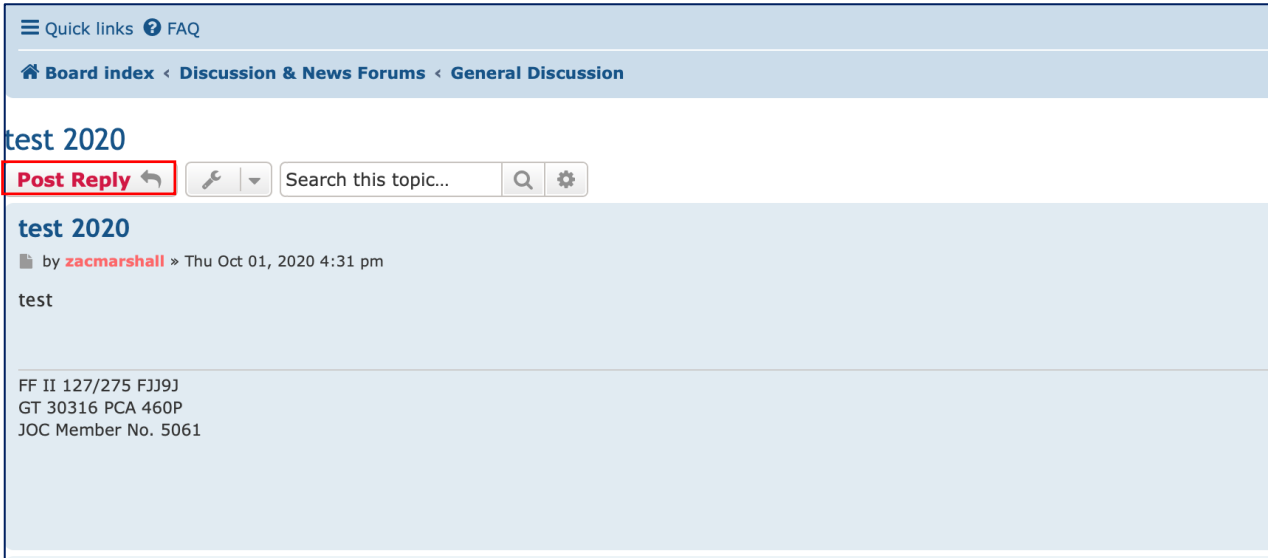
To view the image more significant click on it, and it will display in the width of the window. To close the image, click on the X at the bottom of the image.

4 Replying to a post

Open the topic you want to reply to and just click on 'Post Reply.'
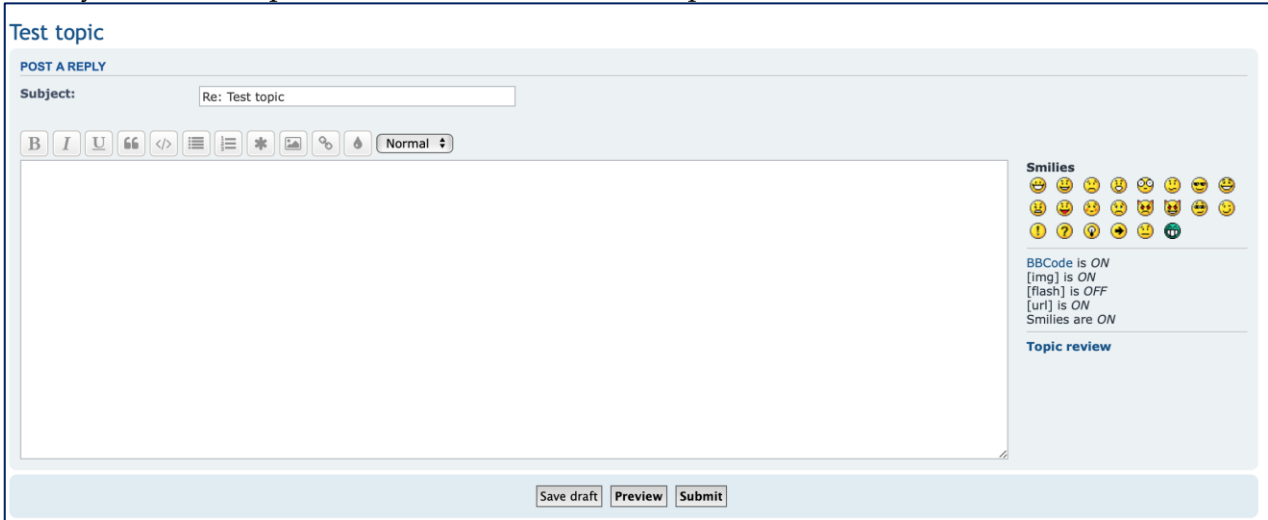
Enter your text. The process here is similar to that of point 1.2.

5   Editing, Deleting, Reporting or Quoting a post

5.1   Editing

When amending your post
- Open the post you want to amend
- Click on the pencil to the right of the post
- Amend the text and submit it again

Changed post

5.2   Deleting

When deleting your post
- Open the post you want to delete
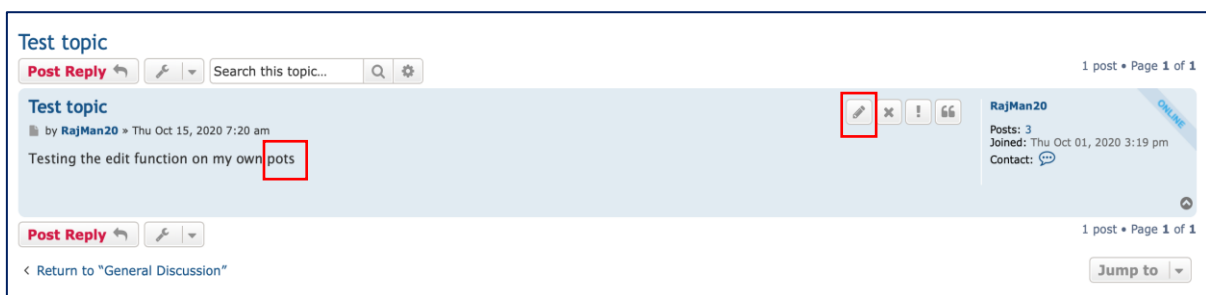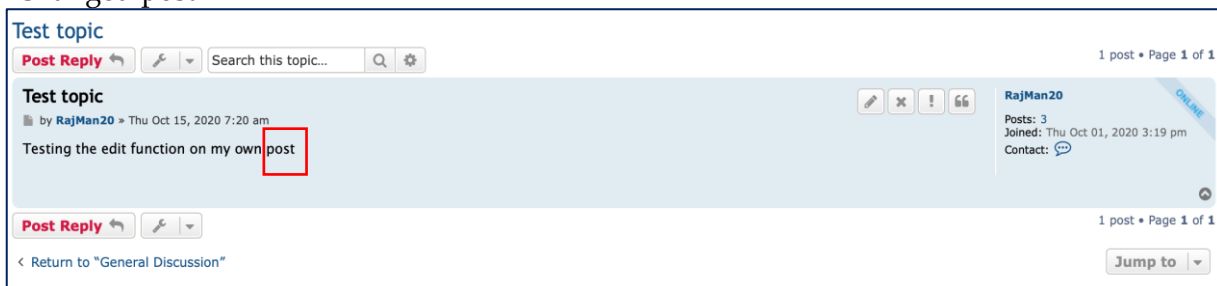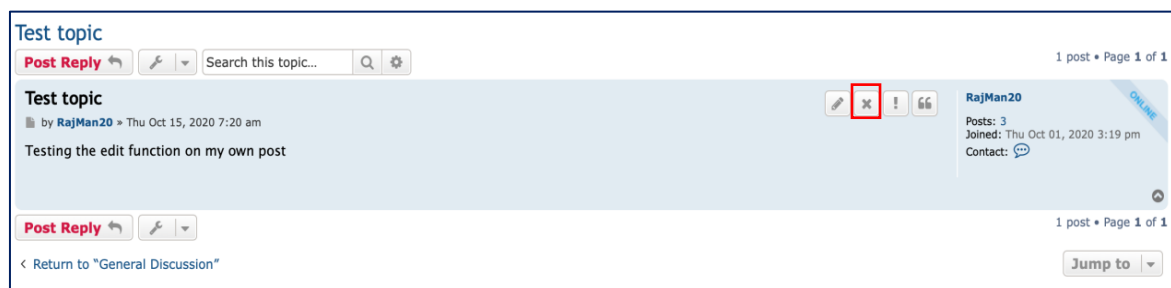- Click on the 'X' symbol to the right of the post
- Confirm your reason
- Click yes to confirm or no to cancel

Note: The option to edit and delete will only appear against the post that you have made.

5.3   Reporting a post

We hope that you never find the need to use this option and that you can find a resolution between the poster and yourself; however, our moderators are here to help. If you find yourself in a position that you need to report a post, we ask you to do so by using the report option on the Forum.

- Open the post you want to report
- Click on the '!' symbol to the right of the post
- Click on the dropdown menu and choose the reason you want to report the post
- Enter any further details so that our moderators can assess the post
- Tick yes or no if you want confirmation that the moderators have handled the said post
- Click submit or cancel if you change your mind.

5.4   Quoting

When using the quote option, please remember the system will not let you quote an image, and you should try only to use the quote the context in which you want to refer to, not the whole post.
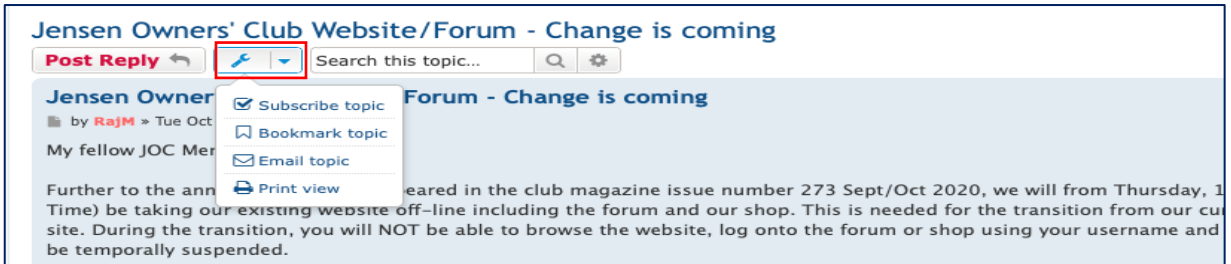
- Open the post you want to quote from
- Highlight the text you want to quote
- Click on the quotation symbol to the right of the post
- A new message box will open. Enter a few lines to make it readable
- Add what you want to say about the quoted post
- Click preview to view before you submit, if happy with the post, click submit.
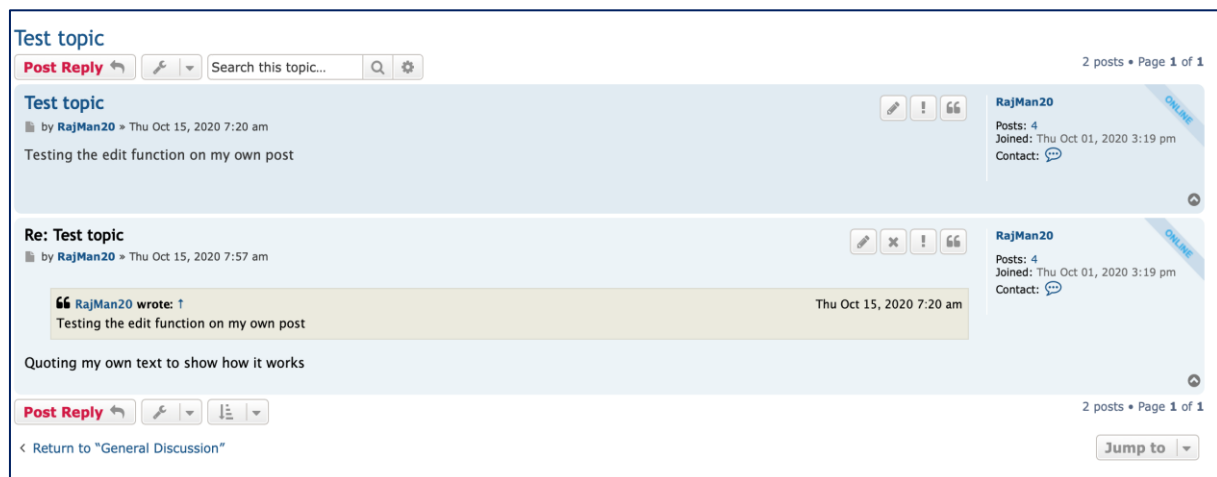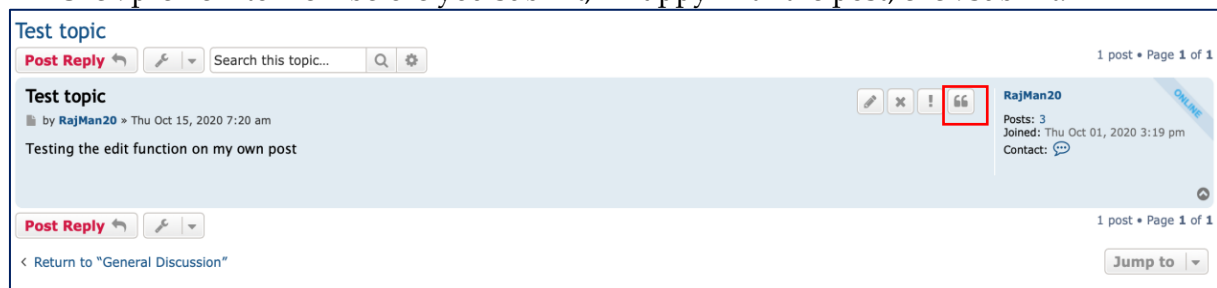
5.5   Topic Tools

This symbol (spanner symbol) allows you to subscribe/bookmark send the topic and print the view.

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