



Guidelines for using the Pen Pal Partners discussion board / forum

www.penpalpartners.net

If you aren't familiar with this kind of forum, be assured:
It's easy, but to make it even easier, here's an explanation... 😊

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1. How to register

Please **send an e-mail** to register@penpalpartners.net and **introduce yourself**. Tell us why you are interested in joining the Pen Pal Partners network.

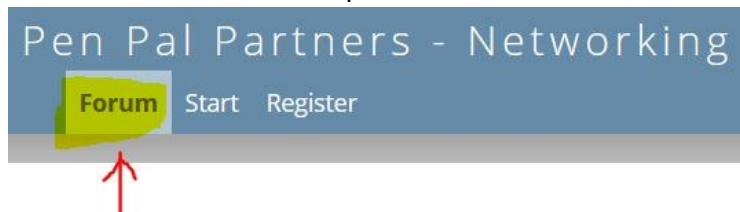
We will register you to the forum and send you **your username and password** via e-mail. (You may want to change your password – see No. 7!) Your name will be shown as **FirstName_LastName_GROUP** – group is your organization, in case you belong to one.

(Please note that you must use your full real name, **no nicknames** accepted.)

Please wait now, until the **Administration registers you and activates your account**.

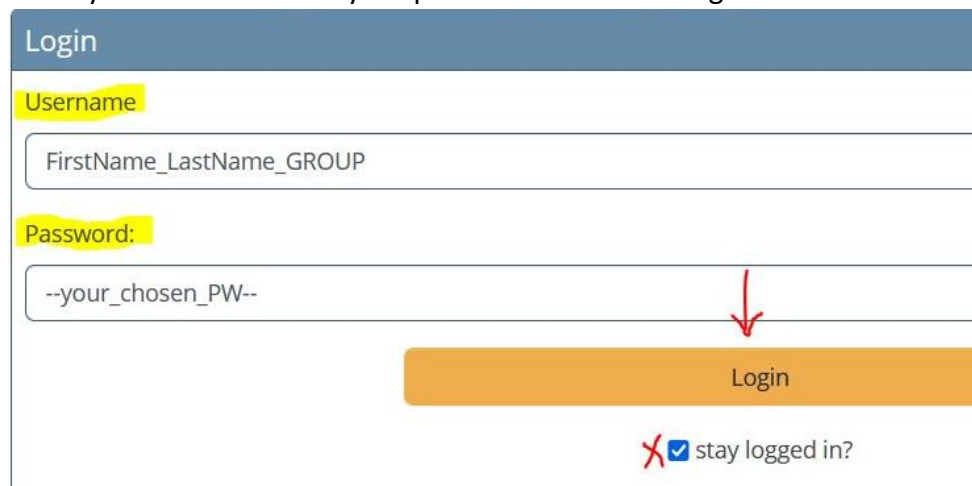
2. How to login after being registered and activated

Click on “Forum” in the top left corner:



„Register“ does not appear anymore.

Enter your username and your password and click “Login”:



If you use your own device and don't share it with others, it makes it easier for you to stay logged in!

3. How to read the forum

The discussion board is divided into **three main categories**:

- *Members of Pen Pal Partners*
- *Cooperation – Our Working Platform*
- *Documents / Archive*

These categories are **subdivided into two or three further sections** – for example:

Cooperation – Our Working Platform:

- *Helping each other with certain questions...*
- *Establishing new projects for pen pals in various countries...*
- *Developing the Pen Pal Partners network and this discussion board...*

In the sections there are **individual topics, called threads**, or new ones can be posted.

4. How to post your introduction / a new thread

To introduce yourself to the community, please click the first section:



Then choose “Create new Thread”:

[Home](#) / [Members of Pen Pal Partners](#) / [Click here to introduce yourself to the community of this discussion board!](#)

Create new Thread



Give your thread a significant name – in case of your introduction, please use your first and last name (and organization), not just “introduction” or “hello” or something like that. Then write your introduction:

[Home](#) / [Members of Pen Pal Partners](#) / [Click here to introduce yourself to the community of this discussion board!](#) / [new topic](#)

Create new Thread

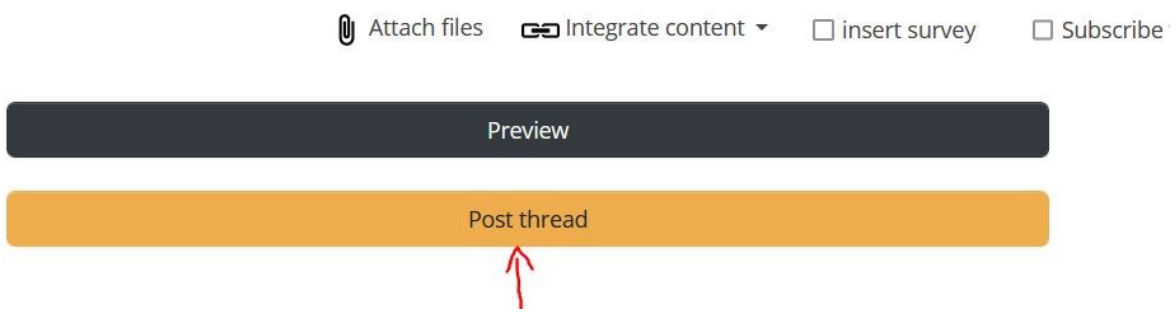
Thread

text

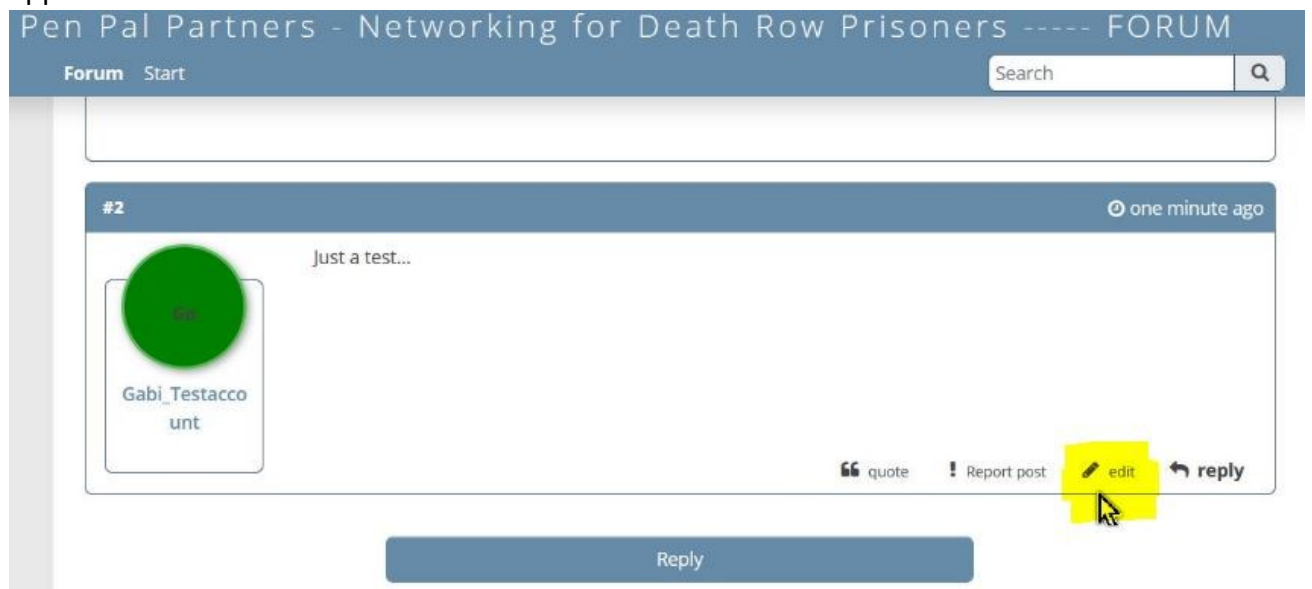
B *I* U        

Your introduction of yourself...

You can preview your writing now, and when satisfied, please click “Post thread”:



Your thread is published now. In case you want to edit it afterwards, please touch the bottom line of your posting on the right side with your computer mouse, until “edit” appears:



5. How to reply to a thread

If you want to answer a thread, just click “Reply”:

[Home](#) / [Members of Pen Pal Partners](#) / [Click here to introduce yourself to the community of this discussion board!](#) / [Gabi Uhl \(GCADP\)](#)

Gabi Uhl (GCADP)



Then it's the same procedure as described above in No. 4.

6. How to check for new entries

To check if there are new entries since you've last visited the discussion board, you can look in the forum overview on the right side for green symbols – they indicate that there are new postings in the section:



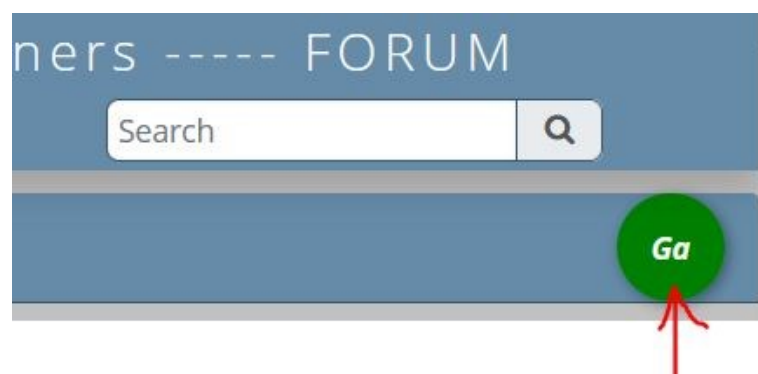
More comfortable might be to click the “Latest forum-entries!” link on the Start page in the top right corner (<https://www.penpalpartners.net/forum.php?show=last>):



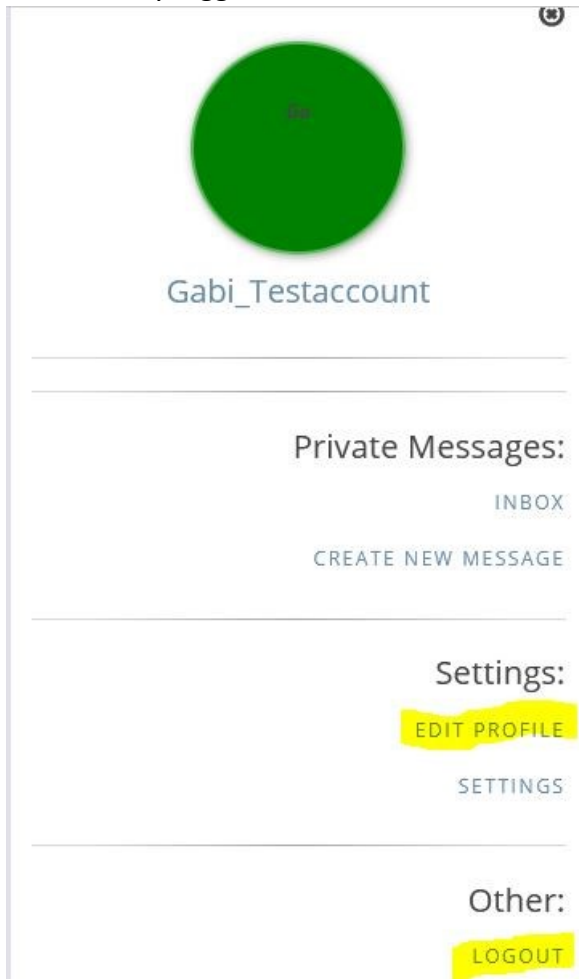
Please note that you must be logged in for this option!

7. How to edit settings and to logout

When you are logged in, in the top right corner your personal icon appears – either a green spot with the first letters of your name – or your picture, after you uploaded one:



By clicking on your personal icon, a new window opens. That's your personal account. You can manage private messages there with other forum members. You can edit your profile and upload a picture of yourself or change your password. And you can logout, if you do not want to stay logged in.



Go to EDIT PROFILE to change your password!
On the left you'll then find CHANGE PASSWORD!

If you have any questions left about the forum handling, just e-mail us:
question@penpalpartners.net