LSC Forum User Guide

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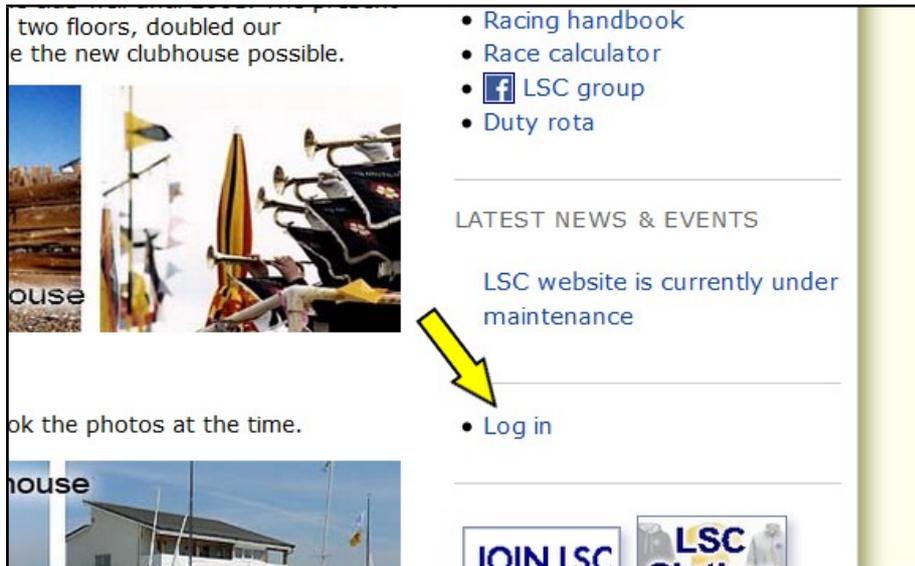
Create a new user account

1. If you do not have an online account setup yet, contact the website admin at webmaster@lancingsc.org.uk

Login into the forum

1. To access the LSC forum visit the LSC website at www.lancingsc.org.uk

2. Login to your online account by clicking on the link "log in" - below "Latest News & Events" on the right side panel on the webpages.

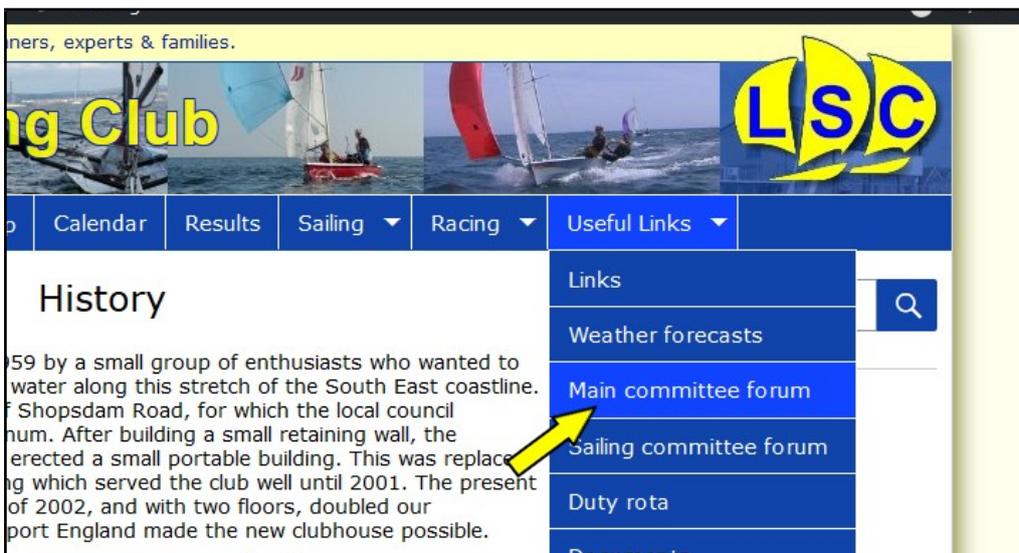3. Type in your username/email and password, then click on Log In.

If you have forgotten your password click on the link "Lost your password?"

4. After you have logged in, a black taskbar will now appear at the top of the webpage.

Administrators - If you have been diverted to the backend of the website, click on the home icon or link "Lancing Sailing Club" on far-left side of the black taskbar to come back to the front end of the website.

5. To access the LSC forum click on its forum link which will be located on the submenu of the main menu link "Useful Links".
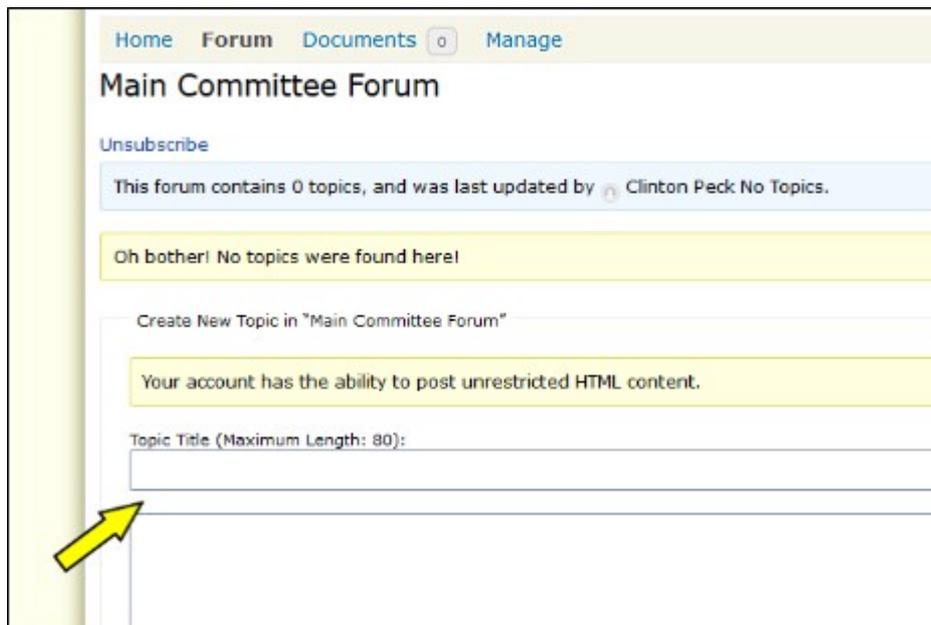

Forgotten your password

1. Follow the steps in [Login into the forum](#) and click on "Lost your password?"

View/create forum topics

1. After you have logged in and selected the forum under Useful Links in the website main menu you will see the latest topics that have been posted and if you scroll down to below them, you can create a new topic.
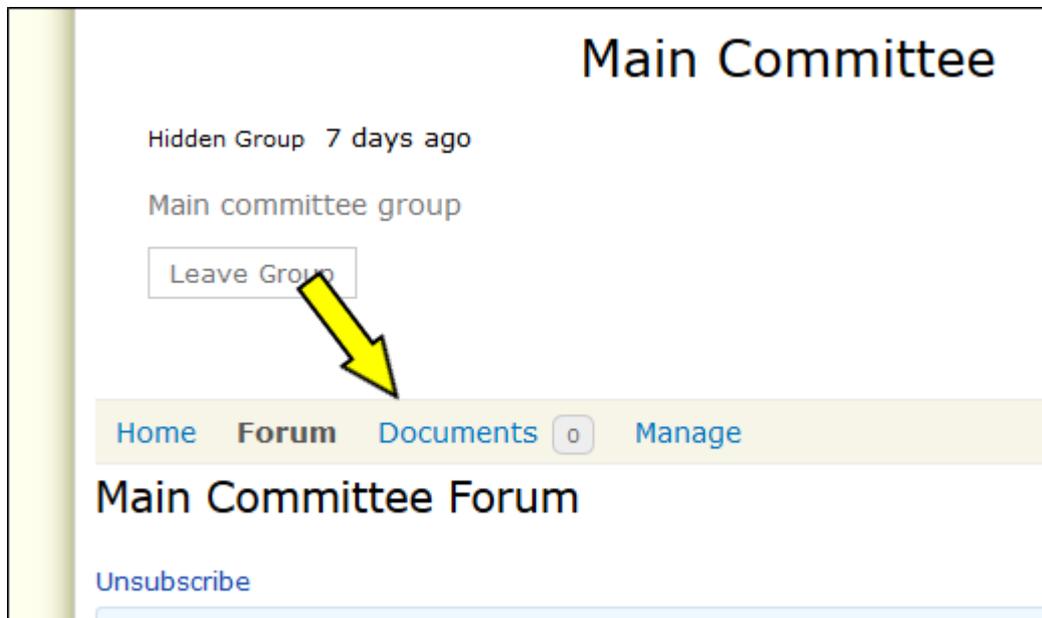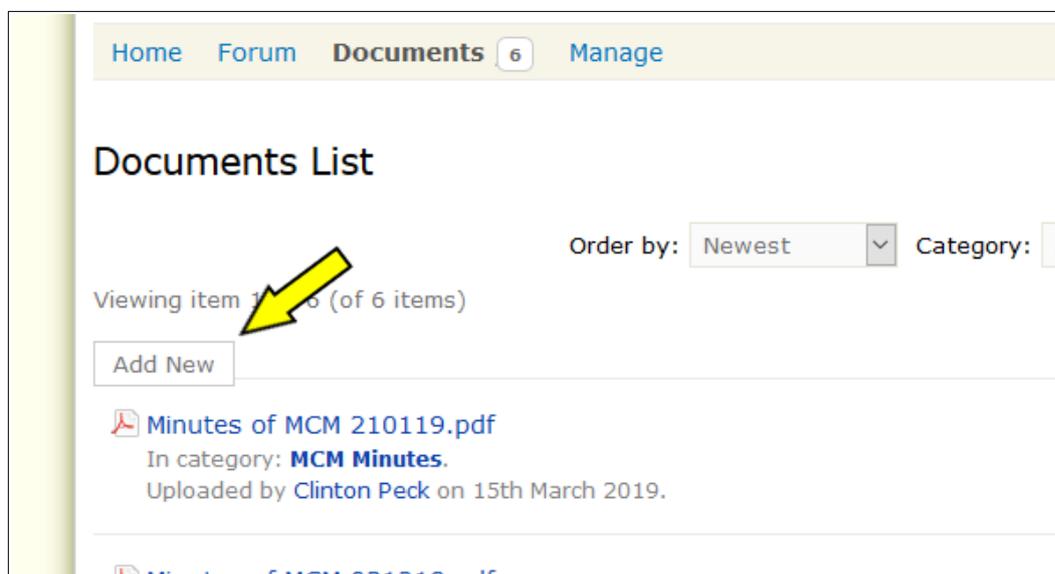
View/upload shared files

Files can also be saved in one area on the forum's Documents page, instead of just attaching them to a post.

1. To view the shared files on the forum's Documents page, login first by following the steps in <u>Login into the forum</u>.
2. On the forums menu bar click on the link "Documents". *(next to "Forum")*

3. The order for listing the files can be selected from the dropdown list "Order by:".

4. To upload a file click on the button "Add New" at the top of the list or the button "Upload a New Document" at the bottom.

5. Click on the button "Browse...", select the file that you want to upload and click on Open.

Upload a New Document

Choose File:

Browse... No file selected.

Valid File Formats:

odt, ods, rtf, txt, doc, docx, xls, xlsx, ppt, pps, ppt

6. Scroll down to Display Name and it type in as: e.g. MCM Minutes August 2019

7. Then click on Save.