AUTOMATED NOTIFICATION OF NEW FORUM POSTINGS

I have put together this 'how to' primer in response to a club member comment. It was mentioned that it would be helpful if he new when there was a new posting or reply on any of the KAMR web site forums. The following step-by-step guide will allow you to selectively receive an automatic e-mail notice whenever there is a new addition. This is also referred to as subscribing to a forum.

STEP 1: You must first log onto the KAMR web site by entering your user name and password.

NOTE: If you do not remember your password send a request via e-mail to: billy@nxs.net

STEP 2: You must be sure that your 'profile' has your correct e-mail address. To check your address refer to the horizontal green bar has various selections listed starting with "Home" on the left margin.

A. Select "User CP" (User Control panel) and a new screen will appear. Look on the left side of your screen to see a vertical box with "Control Panel" at the top.
B. Select "Edit Email & Password" and a new screen will appear. Confirm that your correct e-mail address appears in the section labeled "Edit Email Address (Optional)".
C. If your e-mail address appears both in this location and the one just below no other action is required and proceed to STEP 3.
D. If your address in incorrect or has changed then Select "Reset Fields" to clear all input boxes and proceed to "E".
E. If there is no entry you must enter your current (new) e-mail address and repeat this entry in the section just below.
F. Select "Save Changes" to complete entering this information and proceed to STEP 3.

NOTE: This screen is also where you may change your password.

STEP 3: The next step is to 'subscribe' to the specific forums that you would like to receive posting notification e-mails. Again refer to the horizontal green bar across the top.

A. Select "Forums" and a new screen will appear that will list each (6) of the major forums of our web site.
B. Select the forum name of choice, one of the six listed down the left side of the screen. This opens a new screen that lists all recent postings (threads) under this forum.
C. Locate "Forum Tools" in the header just above the listing of the individual threads. Select "Forum Tools" to reveal a pop down list.
D. Select "Subscribe to This Forum" to open a new screen.
E. Select "Notification Type" to pick the frequency that you would like to be notified of new postings.
F. Select "Add Subscription" and you will be routed back to the specific forum you originally selected.

To subscribe to any of the other forums just repeat the above steps for each that you would like to subscribe to. You can verify all forums that you subscribe to by selecting "User CP". This is where you may also 'un-subscribe'. Look under each of the forum names to see this item. Hope this helps!

If you have any questions or need additional help contact: hmcelhoe@aol.com