

# Website Guide

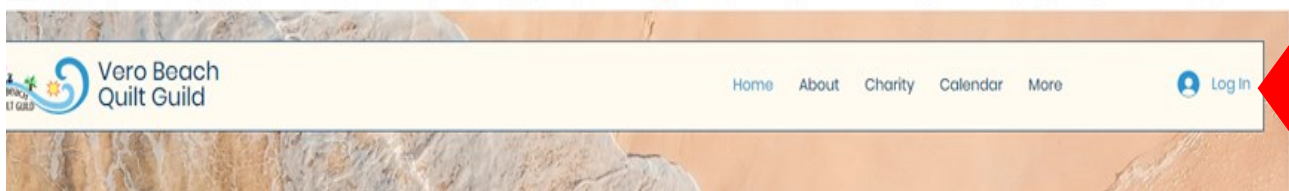
## For Computers & Tablets

The website is: [www.verobeachqg.com](http://www.verobeachqg.com)

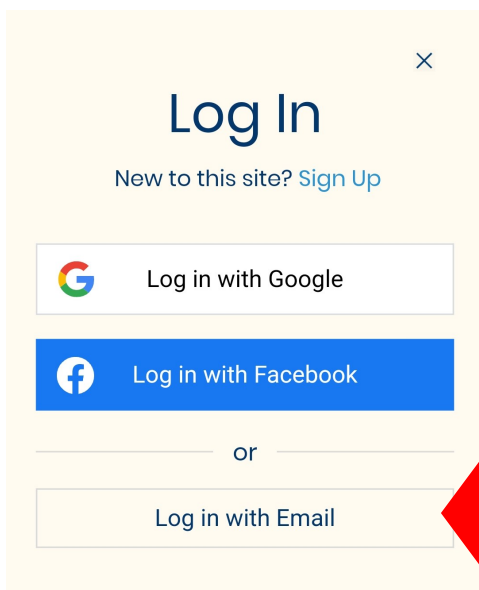
### Logging In:

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1. Click “**Log In**” at the **top right** of the page.



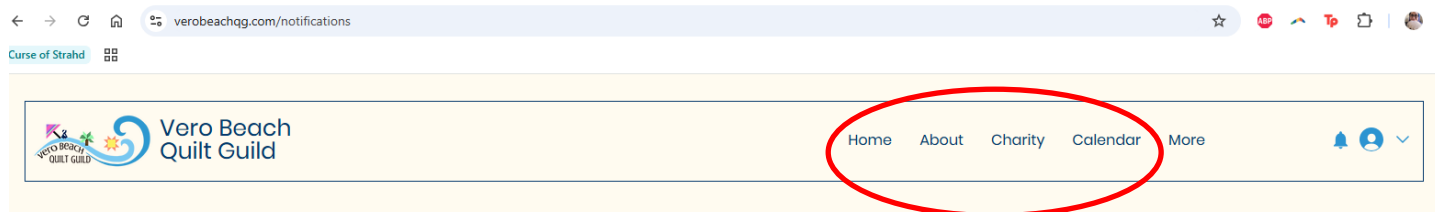
2. Click “**Log In with Email**”, the last button on the page.



3. Enter your email and password and click “**Log In**”.

# Navigating the Site:

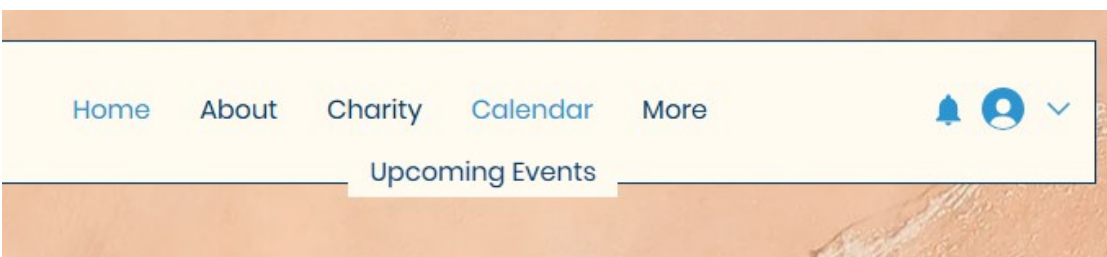
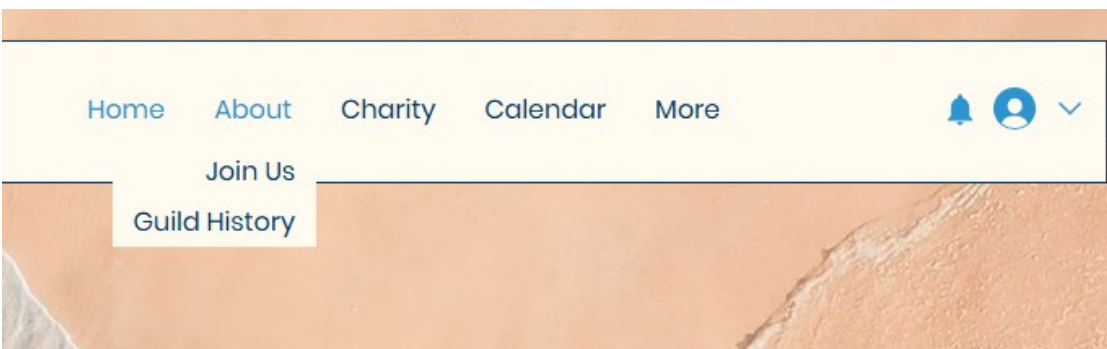
At the top of each page, in the header, you will find the first four pages: **Home, About, Charity, and Calendar.**



To find the other pages, hover your mouse over "More". A drop-down menu will appear with all the other pages. **\*\*If you are using a tablet or touch-screen, click on "More"**

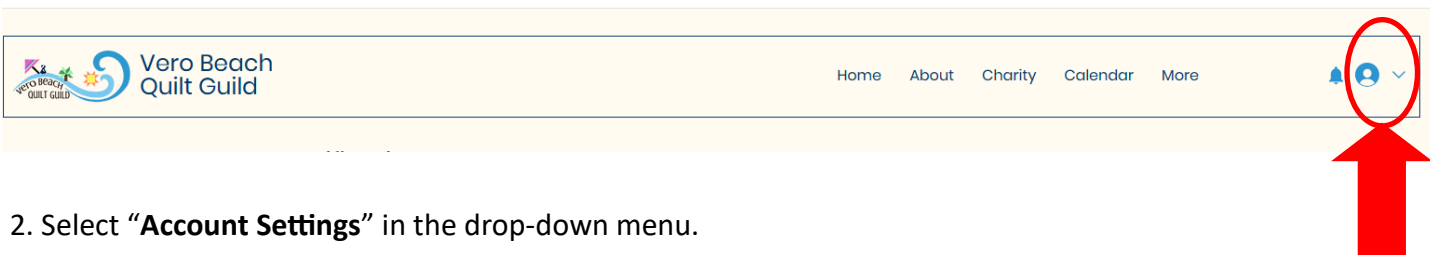


Both **"About"** and **"Calendar"** have subpages as well, so click or hover over those to find more content!

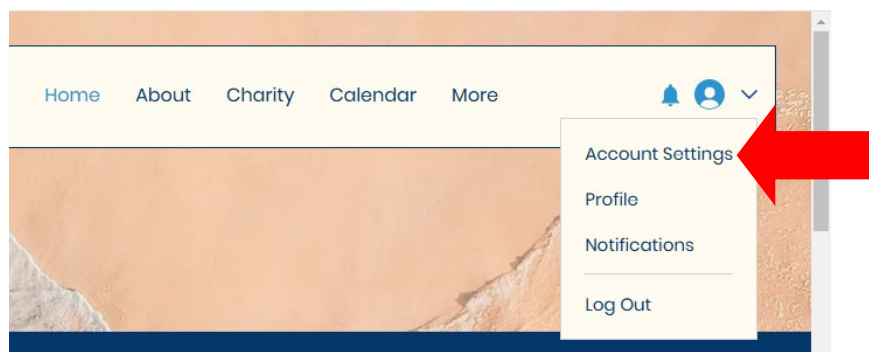


# Profile Details:

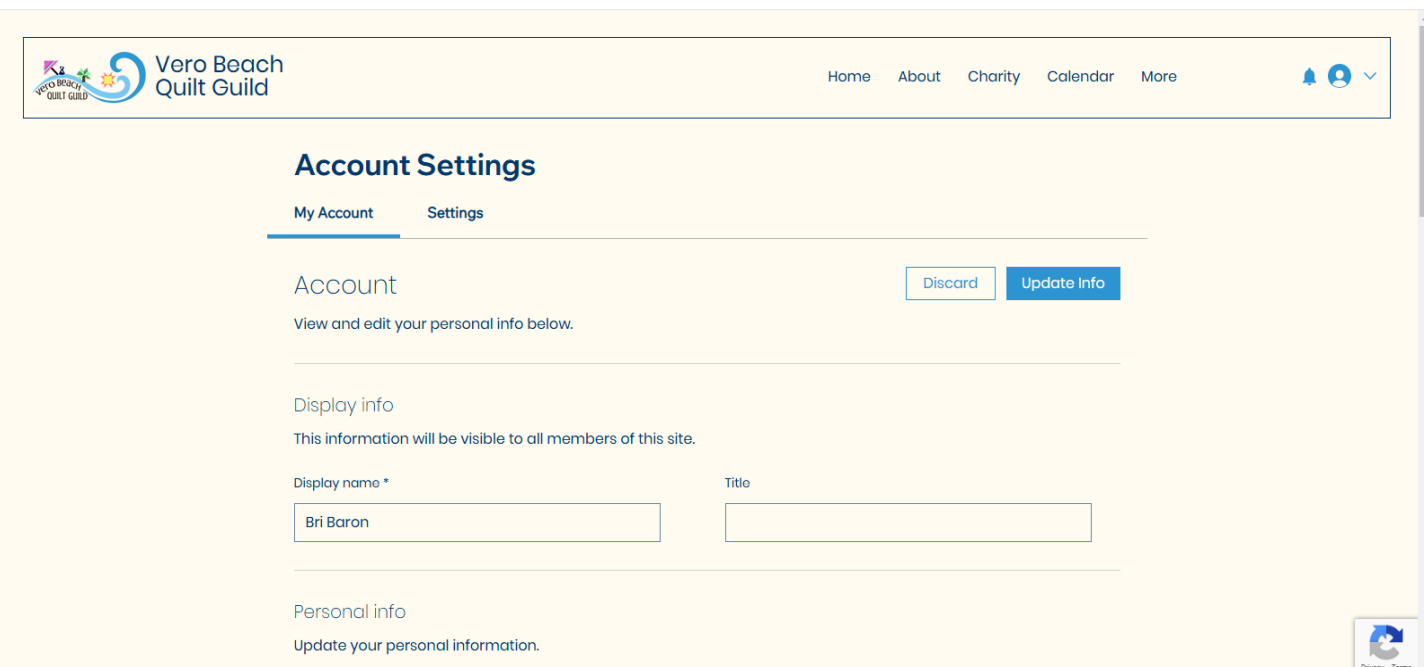
1. Click the **person icon**, at the top right of the screen to edit your **profile**.



2. Select **“Account Settings”** in the drop-down menu.



3. The **Account Settings** will look like this:



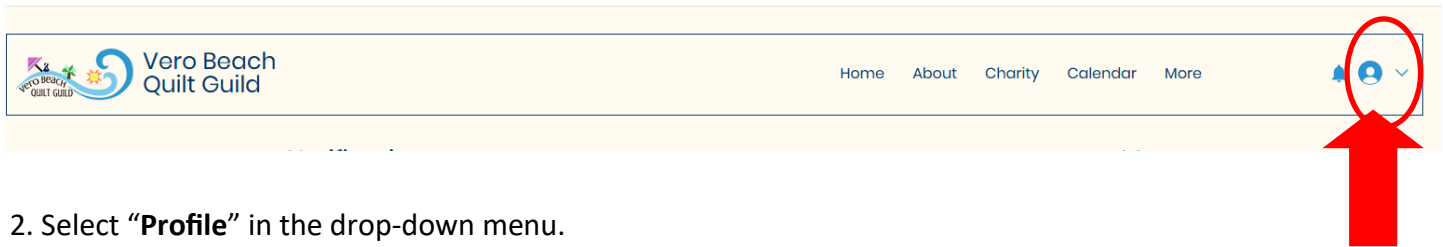
On this page, please:

- A. Change your **Display Name** to your full name so members can find you easily.
- B. Add your address, phone number, and other details **as desired**.

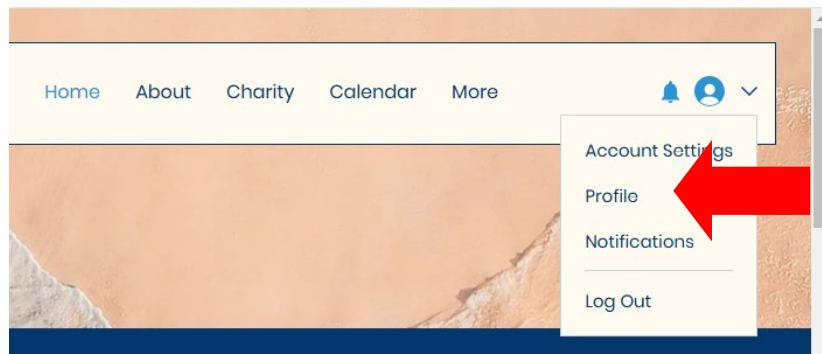
**\*\*\* These details will only be available to members**

# Finding Your Profile:

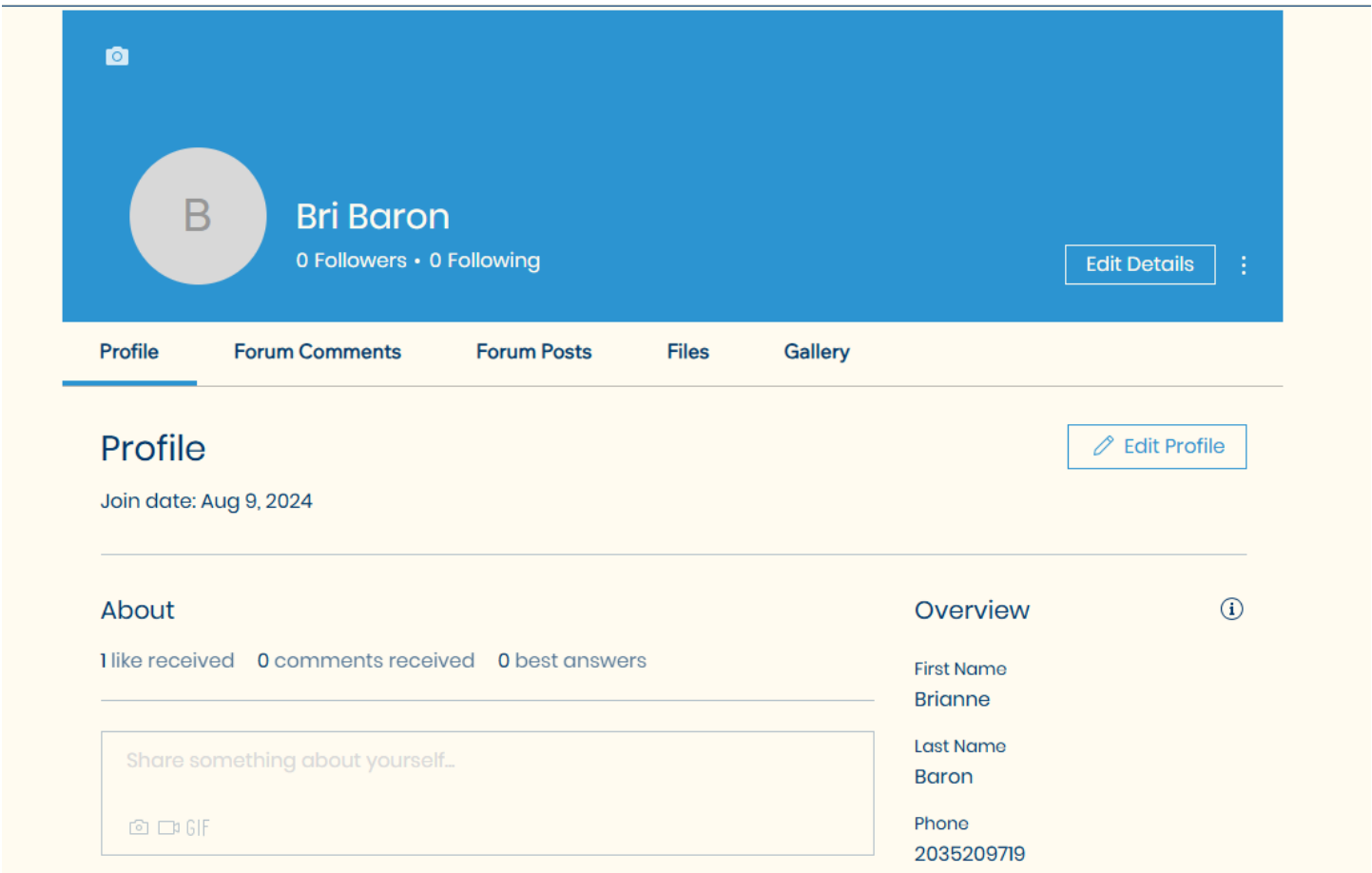
1. To go to your **personal profile** page, click the person icon again.



2. Select **"Profile"** in the drop-down menu.

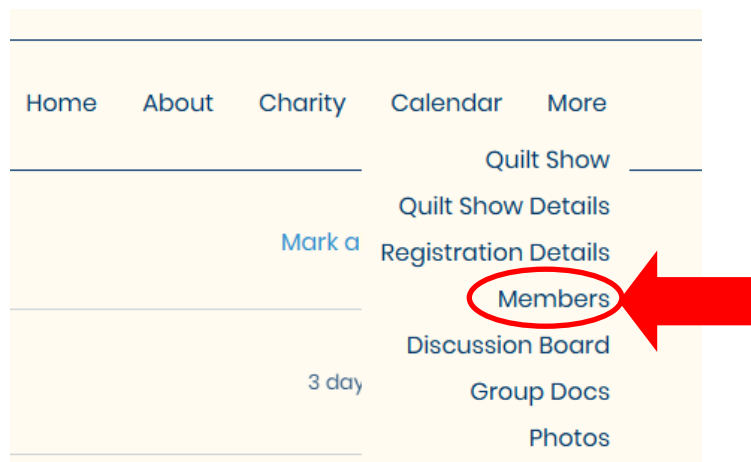


3. Your profile will look like this:

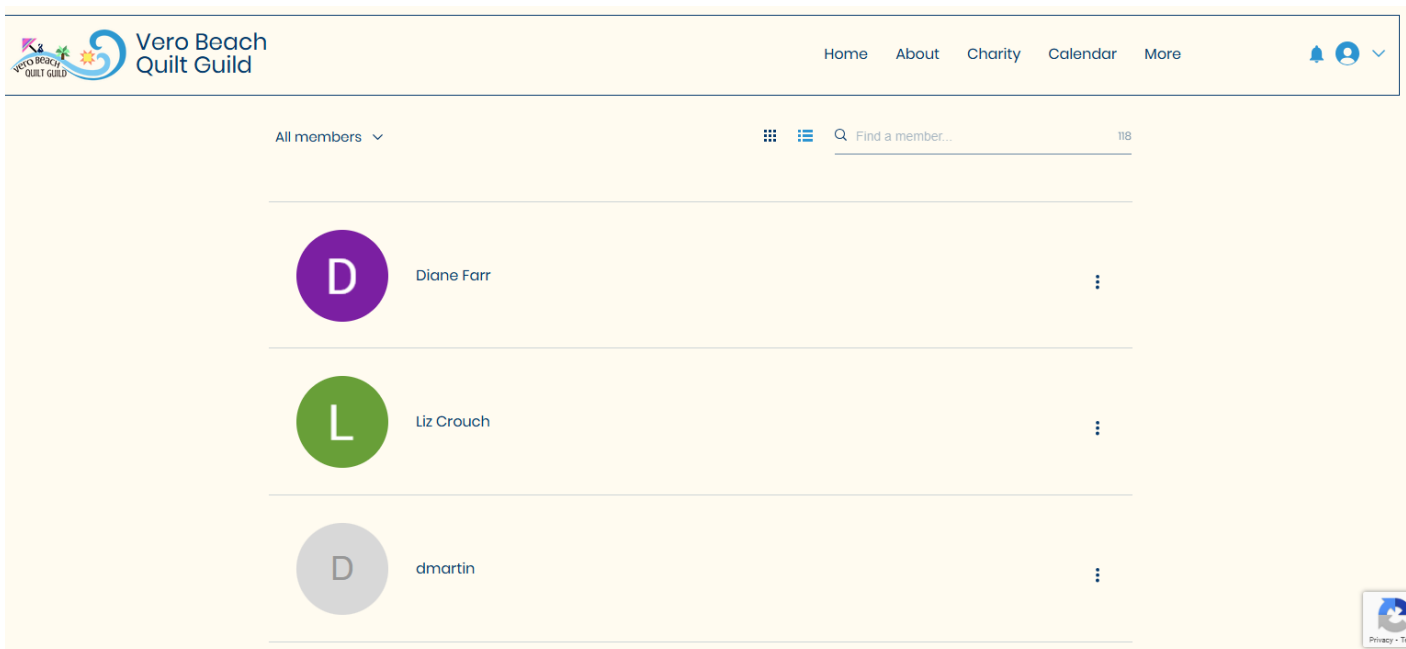


# Finding Other Members:

1. To find the list of members, click **“Members”** in the drop-down menu under **“More”**.



2. This brings you to a **list** of all the members. You can **click on the names** to go to their profile.

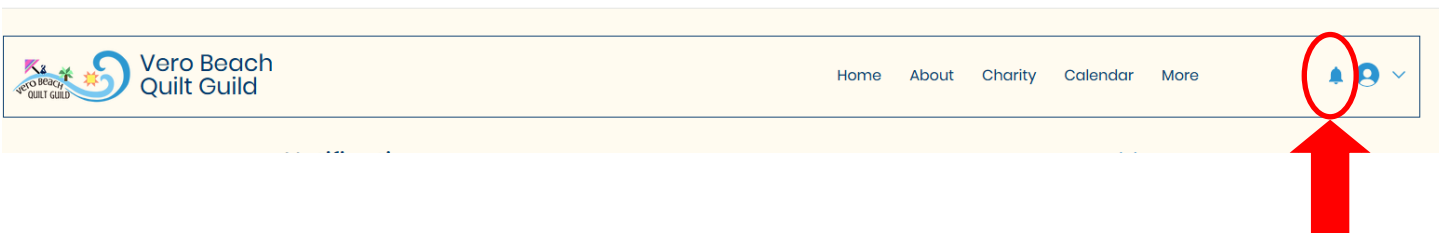


## Notifications:

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You can keep up with the activity on the site through notifications.

Click the Bell icon at the top of the menu to open your notifications.

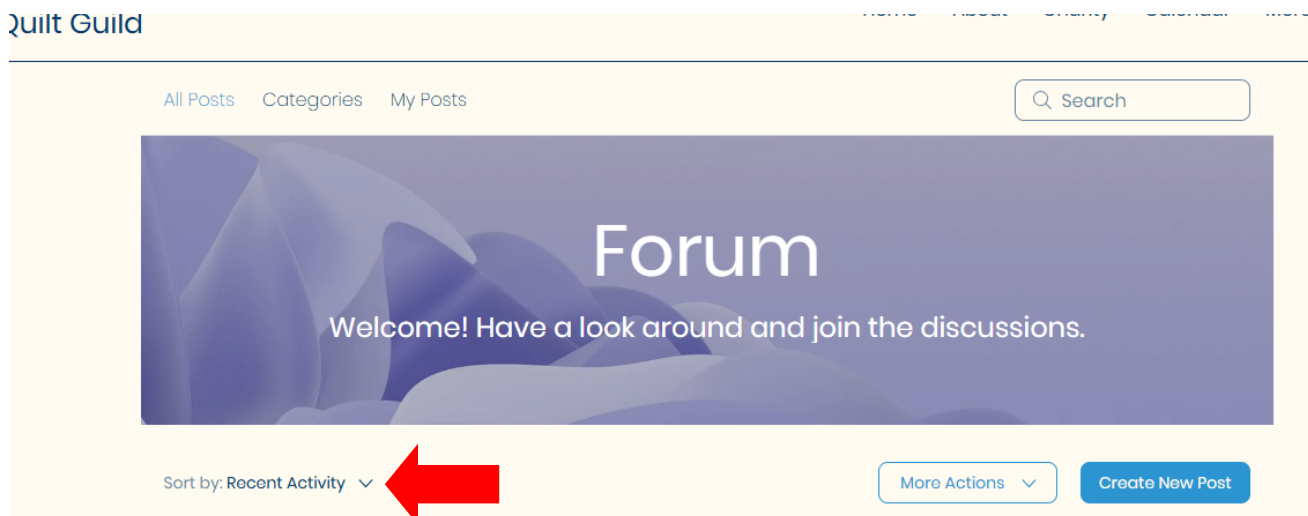


## Discussion Board:

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On the discussion board page, you can find any posts members have made, comment on them, and post yourself.

1. To change how the posts are sorted, click the arrow next to **“Recent Activity”**.



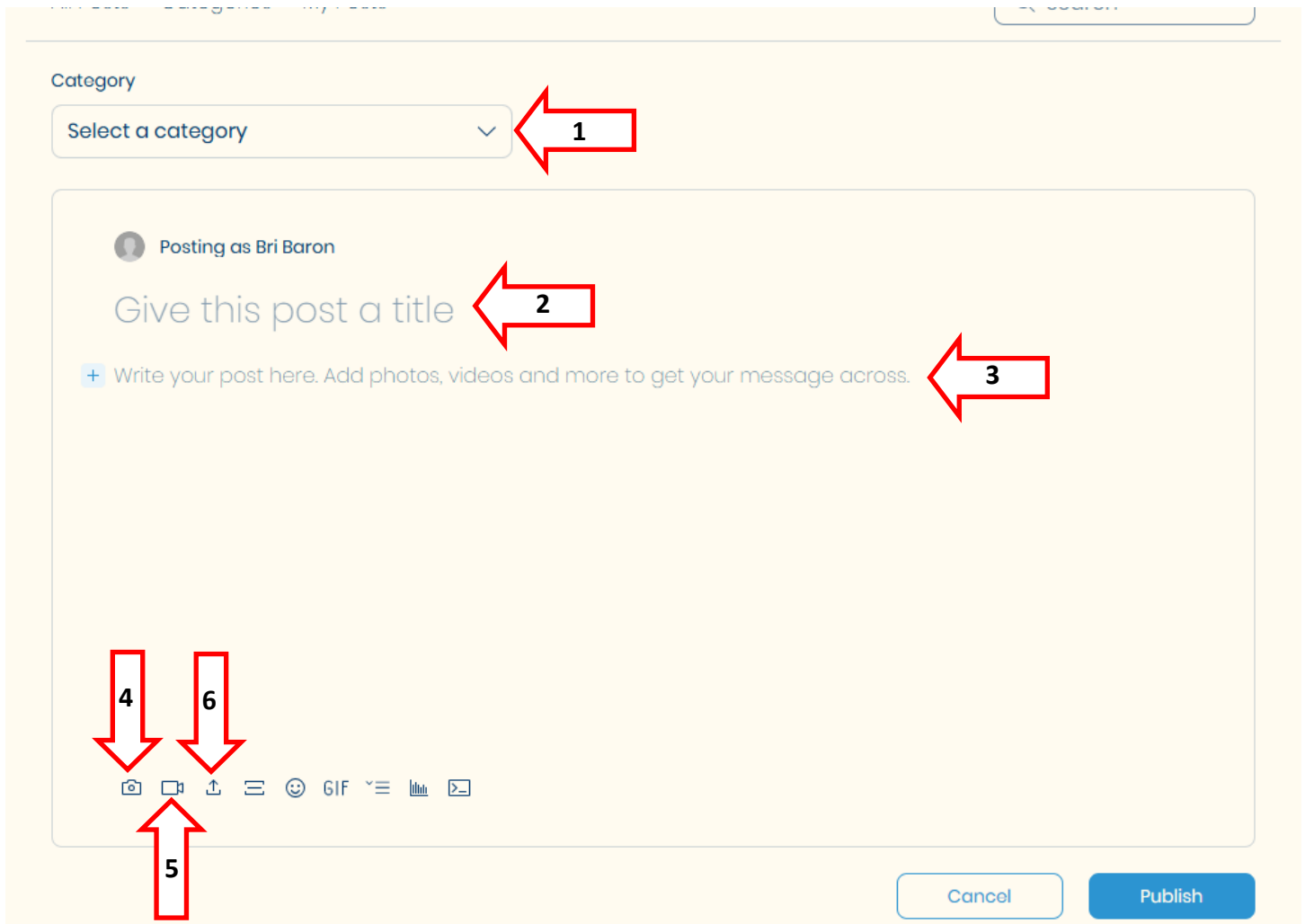
2. Select the sorting method you would like, and it will automatically change the order of the posts.

# How to Post:

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1. Click on the “**Create New Post**” button in the discussion board.

2. **Select a Category** for your post (1), give it a **title** (2), and write your **message** (3).



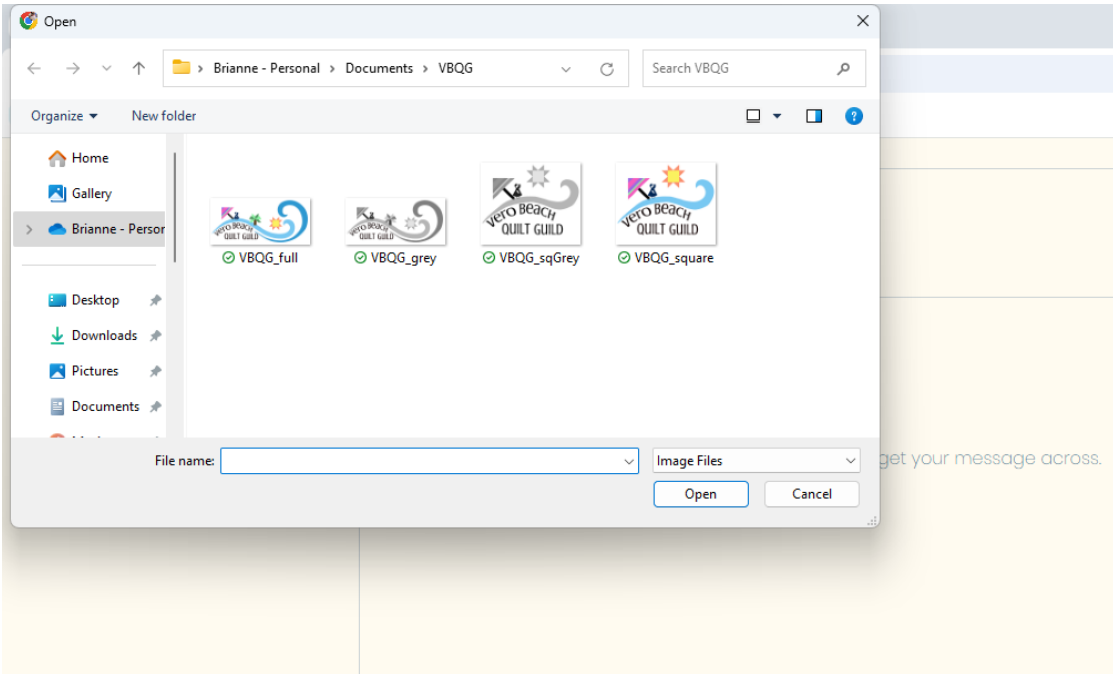
3. You can add **photos** (4), **videos** (5), and **documents** (6) to your post by clicking the corresponding icon at the bottom of the page.

4. When you are finished with your post, click “**Publish**” in the bottom right corner.

# Adding Media to Post:

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1. To add a photo, click the photo icon at the bottom of the page. This will bring you to the photos on your **computer or tablet**.



2. Find and select the photos you would like to add, then click “**Open**” in the bottom right corner. The photos will now be on the post page.



3. If you’ve added the wrong photos, you can delete them by selecting the photo you wish to delete, and click the trash can.