
Creating An Account

To be able to post items to the bulletin board you must create an account and login to the website. Follow these step to create an account:

- 1) Click on the "Login" menu item.
- 2) When the login page appears click the "To create a login click here" button.
- 3) In the form that appears enter the following:
 - a) Your first name
 - b) Your last name
 - c) Your email address twice in Email Address and Confirm Email Address
 - d) The password you want to use twice in Password and Confirm Password
 - e) The characters displayed in the gray box above the Security Code field
 - f) Click the submit button

Assuming all of the fields are filled in and there are no errors your account will be created and you will be automatically logged in and redirected to the bulletin board screen.

If any error messages appear then correct the errors and resubmit the form.

Forgot Your Password

If you forget your password, click on the Login menu option, then click the "Forgot your password? Click here" button

In the form that appears enter the email address you used to create your account then enter the characters displayed in the gray box above the Security Code field. Click the submit button. If your email address is correct your password will be emailed to that email address. If you get an error then correct your email address and click the Submit button again.

Creating A Bulletin Board Posting

Click the "Bulletin Board" option on the left side menu. If you are logged in then below the page title you will see "You are logged in as [Your Name]". If you don't see that then click the displayed link to take you to the login page.

To create a new posting click the "Create New Posting" button.

- In the form that appears enter the following:
- a) The date you want the posting to expire. The default is one week.
 - b) The title you want to use for the post
 - c) The description you want to use to for your post.
Don't forget your contact information if you want people to respond to your post.
 - d) Click the "Save Button"

Once the text for your post is saved you will be able to upload up to 6 photos to go with your post.

It's important to note that your photos must be smaller than 2MB in size and the only allowed file types are "jpg", "jpeg", "png" and "gif". If your photo is larger than 2MB or is not one of the allowed types then you will receive an error message and your photo will not save.

To upload a photo click the "Choose File" button and either select a file to upload or select the camera option if you are using your phone. After you have selected a photo or taken a picture click the "Upload Photo" button. If your photo is smaller than 2MB and is one of the allowed types then it will be displayed below the "Upload Photo" button. You may continue the same procedure to upload up to 6 photos.

Next to each photo you upload will be a button to delete the photo and a drop down menu to change the photo

sequence.

When you are finished click the "Back" button next to the "Save" button.

Managing Your Posts

On the bulletin board listings page, if you are logged in each post that belongs to you will have an "Edit" button to allow you to make changes to your post, and a "Remove" button that will remove your post from the website.

At the top of the page there is a "Which Postings Do You Want To See?" drop down menu. You may select from the following options:

- a) Show all active postings
This is the default and shows all postings that have not expired or been removed.
- b) Show only my postings (active, expired and removed)
This shows all of your postings, including posts that have expired or that you removed.
Use this option if you want edit your posts or to reactivate an expired or removed post.

Logging Out

When you are done posting or making changes you can log out of the bulletin board by clicking "Logout" in the left side menu.

Comments, Questions Or Suggestions

If you have any comments, questions or suggestions please sent them to:

windmillranchwebsite@gmail.com

Please be aware: I only check email every 2-3 days, so while I'll get to your email it's not likely to be an immediate response.