

Content Management System

Adding Discussion Topics to the Forum

Step 1: Creating new discussions in the Forum

Start a discussion forum by clicking the “new” link.

Note: You can only edit or delete a forum topic before comments have been loaded.

Client Resource Page
edit | activity report | add logo
Essential reading: [December 2009 site upgrades](#) (164.8 KB)
Topics: [bang the table](#), [resources](#)

Bang THE Table This page is an area to demonstrate the upgraded potential of the Bang the Table website with the changes introduced in December 2009. It will also provide a resource area for our clients and the public prior to the completion and launch of our corporate site in the New Year.

ShareThis | Update me | RSS

FORUM | NEWS | EMAIL **NEW**

Sorted by **Activity** | Date

VOTES
0

Lighting of Matthews Park, Orange
edit | delete
Although i support recent suggestions from a couple of councillors that lighting should be installed in Matthews Park to prevent further vandalism of the model railway tracks, as well as to discourage [more ...](#)
by rcb 11:18am, 3 February 2009 | 62 views | 0 comments

VOTES
0

Home Page
edit | delete
We are considering a home page makeover. Which features of the current home page do you use? [more ...](#)
by admin 12:03pm, 31 January 2009 | 49 views | 0 comments

FEATURED VIDEO
Video is currently underused but will increasingly be regarded as a critical element of any community engagement program.

PHOTOGRAPHS
See all the photographs | Add new

VIDEOS
FREQUENTLY ASKED QUESTIONS
LIBRARY
KEY DATES
PROJECT TEAM
RELATED PROJECTS

QUICK SURVEY
Which of these new features will be most useful for you?
 Instant emails to users

TIP: When considering discussion forum topics try to frame open and engaging questions about the issues that the community has a genuine opportunity to influence rather than generic, “leave your comments here”, topics.

Step 2: Creating new discussions in the Forum

1. Enter the forum topic or question.
2. Either enter the descriptive text directly into the field, or copy it from a **plain text file**. (Do not copy from an email or Word document)
3. You can relate the topic to any of the other content on the site.
4. You can also relate the topic to an external website.
5. Copy the image and click the “save changes” button.

The screenshot shows a web form for creating a new discussion. The form is set against a light green background. At the top, it says "Project" and "Client Resource Page". Below that is a "Discussion Topic" field with a white input box. Underneath is a "Summary" field with a large white text area. Below the summary is a "Relates To" dropdown menu. Next is a "Web Link" field with "http://" pre-filled. Below the web link is a CAPTCHA image showing the word "EXTAJE" in green on a white background. Below the CAPTCHA is a text prompt: "Please enter the text you see in the image". At the bottom of the form is a "Save changes" button.