

How to Update your **Forum Profile** on the **South East Australia Civil Marriage Celebrant Association's Website Forum.**

<http://www.seacelebrants.com.au>

I have now unlocked access to allow you all to add a Profile Signature to the Forums on the website. Once completed, you will not need to sign your name on your entry or reply on the forum! The system will do that for you automatically!

Interested in a little more homework? If so please continue..

*****Print out and have by you side before continuing.*****

- Visit the SEACMCA website at <http://www.seacelebrants.com.au>
- Click on the "Forums" tab
- Now enter your Username and Password (tick "Remember Me" box so your PC remembers you each visit, otherwise leave un-ticked)
- Log in
- Now, click on the "Profile" tab
- Your Profile should now be on display with the User Account tab selected!
- You will notice an "Edit" box, to the far right of your name
- Click the "edit" box
- You will now be taken to the "Edit" screen
- Any details that may be missing you may now complete such as your name and email
- Click on the "Profile Information" tab
- Now fill in any details that you may want to complete
- Scroll down to the Signature text box – here you may wish to enter something like this which will appear magically at the bottom of all entries you submit onto the Forum:

Kind Regards,
Jacko the Warrior
The Bestest Celebrant in the World
Ph: etc
Website: etc

- Now, click on to the "Avatar Image" tab
- Then Upload New Avatar by "Choose File" (Choose a small photo for your PC, if you refer the same one used for your SEACMCA Directory entry)
- Then "Open" in the search box, you will see your photo appear on the left instead of the blank avatar icon... Nearly done..
- Settings under the "Forum Settings" tab will be ok, so now
- Click "Save" you are now done!!
- Your new Forum Profile information and signature now requires approval by an administrator. Once approved your new signature and photo will appear on all of your Forum entries and replies! You will receive an email when approval is given, so then you may try your signature out for yourselves.

Your Forum Profile is Complete!

Lets make our SEACMCA Website and Forum work for us!!