



# CNS Marching Band Forum (Using Google Groups)

## Quick Reference Guide

(Source: <http://groups.google.com/support/>)

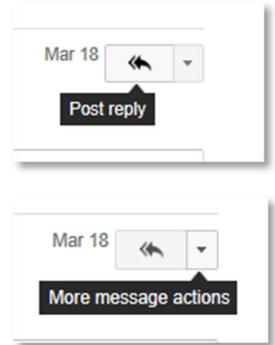
The CNS Marching Band Forum (using Google Groups) provides an easy method for group communication within the CNS marching band and winter drumline community. The forum is organized into topics and as with any forum, members can read and respond to posts within the various topics. For example, if you are interested in information about the Dome Concession Stand, you can click on the “Dome Concession Stand Information” Topic to view or post information regarding the Dome Concession Stand. Membership to the CNS Marching Band Forum is by invite only. To request access to the forum, contact [webmaster@cnsmarchingband.org](mailto:webmaster@cnsmarchingband.org).

There are multiple methods for accessing the Google Groups CNS Marching Band Forum. This quick reference guide assumes you are accessing the forum from within the [cnsmarchingband.org](http://cnsmarchingband.org) website.

### Reading and Responding to Posts

To read and respond to posts, do the following:

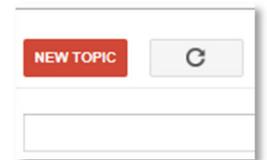
1. From the “Member Forum” webpage, click on the topic you want to read. The first post in the topic (created when the topic was created) is displayed on top followed by all responses.
2. Click on the **Post reply** button to the right of the time for the post you would like to reply to. A reply field appears with a formatting toolbar at the top.
  - Tip: Click on the **Post reply** button (or the red Post Reply) in the first post to reply to the original topic creator. Click on Reply to Author under “**More message options**” to reply to the poster through private email. Click on Forward under “More message options” to forward the post to an email address.
6. Type your reply in the reply field.
7. (optional) Format your reply using options in the formatting toolbar.
8. Click the **Post** button to reply to that post.



### Create a New Topic

When you create a new topic you are also creating the first post in the topic. To create a new topic, do the following:

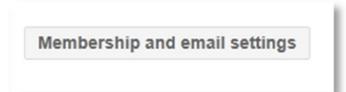
1. From the “Member Forum” webpage, click on the **New Topic** button.
2. Type the subject of the topic in the 'Subject' field.
3. (Optional) Click on the **Attach a file** link if you wish to add an attachment.
4. Type the content of your topic. Add formatting as needed by clicking on the buttons above the topic body.
5. Click on the **Post** button to post the topic. The topic appears in the topic list.



### Manage Your E-mail Delivery Options

There are several options available to keep you up to date on the latest posts to the forum. To change your e-mail delivery preferences, do the following:

1. From the “Member Forum” webpage, click on the **Membership and email settings** button.
2. In the drop-down menu, select from one the following e-mail delivery options:
  - **Don't send email updates:** You will not receive email messages when new posts are added.
  - **Send daily summaries:** Once a day, you will receive an email with a summary of all new posts.
  - **Send combined updates (25 messages per email):** Once a day, you will receive all new posts bundled into a single email message.
  - **Send me an email for every new message (Recommended):** You will receive an email for every new post. This is the best option, especially during the season, to stay up to date on urgent information, changes to practice times due to inclement weather, etc.
3. Click the **Save** button to update your settings



### Change Your Display Name

You can update how your name is displayed in the forum. To change how your name is displayed, do the following:

1. From the “Member Forum” webpage, click on the **Membership and email settings** button.
2. Under **My display name**, select **edit** or type your name in the text field.
3. Click the **Save** button to update your settings

