

TIMINGGUYS.COM SPORTS TECHNOLOGY FORUM

# User Guide

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2002 Alpha Sports Technologies [www.alphasports.tv](http://www.alphasports.tv)

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## Introduction

### *Welcome to the UBB.x™ Community*

You are about to use one of the most powerful and flexible communication tools on the Web.

This guide will offer you a tour of the various interfaces you will encounter, explain how to use each of the features, and allow you to jump right into the UBB.x™ community. This application is all about participation and collaboration, so you'll find that most features are readily accessible.

The UBB.x™ application is used for many purposes, including customer support, intranet collaboration among colleagues, non-business related discussions among affinity groups, FAQ presentation, and more. Members of the community have the ability to:

- Create new topics or polls
- Reply to topics posted by others
- Edit or delete his/her own messages
- E-mail topics to others
- Search for relevant messages
- Subscribe to forums, topics, or other members
- Rate topics

#### **Your Privacy & Security**

The UBB.x™ application is hosted by Infopop at a secure facility. The information you provide during your participation in an UBB.x™ community is only accessible to the group of members as the board administrator directs. Infopop itself does not access or redistribute your information or messages for any reason. It's always a good idea to read the Privacy Policy of the Web site you are visiting, before providing any personal information.


#### **Registration**

Some UBB.x™ communities require that you register before you can read or post messages. Completing the user registration form normally will grant you access to read messages, start topics, and post replies.

### **Your Profile**

At any point, you can click on the “MyPop” link to change the information you provided at registration. This is useful if your e-mail address has changed, or you wish to change your login password, for example. Most of the profile information is visible to all members of the community to which you are registered, so don’t enter any information you’re uncomfortable with sharing.

### **How to Contact the Admin or Moderator**

We hope you enjoy your UBB.x™ community experience. If you encounter difficulties, you can first contact the forum moderator or administrator (there is usually a “contact us” link at the bottom of the page for this purpose, or you can click on the person’s profile link in the interface--it looks like this: ). The community owner/administrator can also contact Infopop directly for technical assistance, if necessary.

### **What’s an online community?**

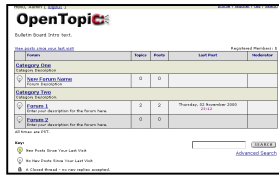
Think of it as the modern version of the city marketplace, with people gathering to talk about their personal lives, purchase goods, recommend things to friends, ask questions of the merchants, and compare notes. And just as in the city market, each vendor has the chance to make his/her display unique!

## **Definitions**

*An overview of some of the most common terms used in the UBB.x™ application interface.*

**E**ach Web site has its own way of integrating the UBB.x™ community into its structure. Many times, the community is reached via a button or link that says “Community,” “Discussion Forums,” “Interact,” or “Message Boards”.

Once you reach the community, the UBB.x™ application has an internal structure that makes it easy to follow.



*Forum Home Page*

View and select categories and forums  
Search for info



*Forum Page*

Select a topic  
Start a new topic  
Post a poll



*Topic Page*

Reply to a topic  
Start a new topic  
Post a poll

### Category

A group of forums that have been grouped and given a name. Categories are the “organizers” of the UBB.x™ application’s top-level structure. Some communities don’t use Categories, in which case all of the forums appear on the main page together.

### Forum

An area created by the board administrator in which members can start conversations on various subjects (topics). The board administrator usually provides a forum name and description that tell you what general subjects should be discussed in that area.

### Topic

A conversational “thread”, with an initial message kicking off the conversation, followed by a series of replies. It’s polite to make sure your new topic fits the subject area of the forum in which you’re posting.

### Message, or Post

A piece of information you wish to share with the rest of the community. A new message can be the start of a new topic, or it can be a reply to an existing topic that someone else created. You have a chance to edit and/or delete your message within a certain period of time, if you make a mistake.



### What do those light bulbs mean?

The UBB.x™ application keeps track of which forums contain posts that are new since the last time you visited. When the light bulb is “on,” there are new messages. When the light bulb is “off,” there are no new messages.

### Reply

A message posted in response to a topic started by another member.

## **FAQ**

Frequently asked questions is a compilation of helpful answers to commonly asked questions about the UBB.x™ application. If you get lost, the FAQ link is a good place to start looking for an answer.


## **Profile**

This is your personal information, entered when you first registered for this community. Your particular board administrator may have customized this form so that you can share information of interest to this community; for example, your favorite baseball team. You can modify this information at any time, by clicking on the link.


## **How Do I?**

These are some of the most commonly used features...



### **Post a New Topic**

Look for this button: . Click it, and use the resulting screen to enter a topic title and message. You can also include a posting icon if you wish to convey a mood with your message. When you are finished, click “Post Now” to complete the process. You will then be returned to your completed message.


### **Post a Poll**

You can create a new topic that consists of a poll question and answers. Other members will be able to vote in your poll, and you'll see results generated automatically. To post a poll, look for this button: . Click it, and enter a subject, a question, and up to five possible responses. Click “Post Poll Now” to complete the process.

### **Post a Reply**

Look for this button: . Click it, and use the resulting screen to add your message. Your message will be appended to the end of the topic in which you clicked the “post reply” button. To include a quote from the previous message,  click this icon rather than the “post reply” button. You will see a posting screen with the previous message already quoted for you.

### **Edit my Message**


 click this icon to edit or delete a post. If it's your own message, you can use this icon any time; if it's another member's post, only the author of the post and moderators/admins have permission to edit/delete.

### **View Recent Messages**

UBB.x offers two automatic ways to view recent messages on the community. If you click “New Since Your Last Visit,” you will see a listing of any new posts made since

the last time you logged into the community. If you click “Today’s Active Topics,” you will see a listing of all topics that have had posts in the past 24 hours.

#### **Subscribe to a Forum or Topic**

 Use this tool to keep in touch with what's new in the community. You can request immediate email notification, daily or weekly email digests, or online notification in your MyPop page. Your site administrator selects the available options for each community or forum.

#### **What can I track using the PopIt!™ tool?**


**New Topics in a Forum** - find out when a new topic has started


**Replies to Topics** - track topic replies


**Members** - follow your selected members' posts within the community


#### **What Delivery Options can I Request?**

The options may include:

 MyPop™ Page - new posts since your last visit are updated online in the MyPop™ Page. After you visit the old posts will automatically be removed from the list so that you always have a fresh list of what's new.

 Immediate Notification - email automatically sent to you when there is an update.


 Daily Email Digest - a summary of all of your notifications sent once a day.

 Weekly Email Digest - a summary of all of your notifications sent once a week.


#### **Modify or Cancel a Notification**

Click on the 'MyPop™' link. Go to 'PopIt!™ Preferences' to view all of your current notification requests. Click the 'edit' link to change delivery options or cancel the request entirely. You can also edit your preferences directly from the email you receive from the UBB.x™ application.

#### **Subscribe to another Member**

 click this icon if you wish to be notified every time this member posts to the community.

#### **Add Members to my Contact List**

 click this icon if you wish to add a member to your contact list. This list is handy for composing invitation lists when you create private topics. To view your contact list, click this icon on any page.


**Search for Information**

The UBB.x™ application has a powerful search function to help you find what you need quickly. Click the “search” link at the top right corner of any page to search by keyword, forum, date, or author name. Once you’ve narrowed the search, the database will return links to all results matching your query.

**Rate a Topic**

Click the down arrow and select a rating from 5 (best) to 1 (worst) stars. Click “Go” to register your rating. Topic ratings are dynamically displayed on the Forum and Topic pages. Be careful; you can only rate a topic once!

**Print a Topic**

Within any topic, you will see this icon  at the bottom of the page. Click the icon to see a printer-friendly version of the topic. Use your browser’s print button to send it to your printer.

**Add an Emoticon (Graemlin) to my Message**

When you click the “New Topic” or “Post Reply” buttons, you enter the primary message screen. You’ll see a series of colorful icons (smilies, etc.) under the heading “Instant Graemlins”. Click these icons to add automatic emoticons within your message. Note that the icon will appear at the end of any text you have typed in the box. The icon will appear as typeface within this screen, but will be converted to the graphic icon once the message appears on the board. (These emoticons are called “Graemlins” in tribute to the person who first suggested them as a feature.)

**Add Formatting or an Image to my Message**

When you click the “New Topic” or “Post Reply” buttons, you enter the primary message screen. You’ll see a series of buttons under the heading “Instant UBBCode™”. UBBCode™ is a simplified form of HTML that allows you to format your message with basic options, such as bold, italics, or including an image. Click these buttons to add the option you desire. Like Instant Graemlins, Instant UBBCode™ is inserted at the end of any text you have already typed. You’ll notice that the code inside your message box resembles raw HTML code; it is converted when you click “Post Now”.

**Post an Attachment**

Whenever you post a new topic or a reply, you have the option to upload an attached file (assuming your board owner has allowed it). After you have written your message, check this box that says “post attachment”. Click “Post Now,” and you will have the opportunity to browse to an attachment, name it, and upload it with your message. Note that your board owner has the ability to limit file size and type; you may wish to check with him/her regarding any restrictions on this feature.

**Include a Signature with my Message**


Whenever you post a new topic or a reply, you have the opportunity to include a standard signature. If you check the “show signature” box, your signature will be

appended to your message. Your signature is part of the information included in your Profile, which you can change at any time by clicking the MyPop link.

**Create a Private Topic**

Click the MyPop link, and then click the “Private Topics” tab. Click the “New Topic” button, and you will see a screen to select other members to invite into your topic. Only those people you invite will be able to see or participate in your Private Topic; you can remove any member from the Private Topic at any time. Use the “Add” and “Remove” buttons to create your invitation list, and then click “Invite These Members.” Next, confirm your participants.

Create a subject and message for the Private Topic, and click “Post Private Topic Now.” Your invitees will receive an email invitation to participate.

To see your open Private Topics, you can either use the MyPop link or you can click this icon on any page: .