

## WGHC Message Board

### IF YOU'RE NOT ALREADY ON THE CLUB'S ELECTRONIC MESSAGE BOARD, HERE IS HOW TO JOIN:

1. If you don't already have a Yahoo account, create a free email account at: <http://www.yahoo.com/>

REMEMBER your email account & password! Write it down:

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2. Go to WGHC group and make a request to join: <http://groups.yahoo.com/group/wisconsinhikingclub/>

**Be sure to include your full name** so we know you are a current member.

3. A day or so after making the request, check your Yahoo email account for a message saying you have been approved for the group.
4. Go to the message board group using the link in the email message or directly: <http://groups.yahoo.com/group/wisconsinhikingclub/>
5. Edit your group membership ("Edit Membership" link near top of page) and add your primary email address.
6. Wait for a confirmation/verification message to arrive at your primary address. Click on the link in the message to confirm.
7. Change your preferred email address in the message board group to be your main email account. That way you won't have to check two different email accounts

### MESSAGE BOARD FEATURES:

1. Messages/Conversations – any type of information you'd like to share with the group. The on-line discussion group is intended for general communication and chit chat, ideas, news, solicitation of hike leaders or club officers, an on-line repository of many club documents and newsletters, and a spot to share photos. It is also used for event and trip announcements. A calendar is also available for noting club hikes or events. ANY member of the group can post information. Hike reports and stories of vacation adventures are also encouraged!
2. Calendar – any events you would like to share with the group such as meetings, parties, etc. You can enter date & time, title, location, address, general info about the event and set 2 automatic reminders.
3. Photos – any photos you would like to upload to the group, either by adding to an existing folder or creating a new one.
4. Files – any files you would like to share. These could be recipes, info related to a trail or other outdoors group, etc. **Club documents such as newsletters, membership mileage, member directory, club rules and hike sign-in forms are all located in this section.**
5. Links – any useful or interesting links to other websites that you would like to share with the group.
6. Polls – a way to get input from the membership on any questions or decisions. This could be where to hold an event, a proposed change to club rules, etc.
7. Database – a way to organize information from a variety of people. This could be used to note camping/lodging info for a trip, potluck contributions, etc.
8. Member list – this includes each individual that is a member of the message board group. It provides a way to send an email directly to only that individual. (You can also go to the Files section and open the Hiking Club Directory form to get direct links to individual email addresses - just click on the email address and your email program will open.)