

User Guide

Simple:Press Forum

Attract Clients and Grow Your Business

Work with me and become an Online Rock Star

ErnoHannink.com

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Why a Forum

A forum is a place on the web where you can have (closed) discussions with the other members of the forum.

The forum owner can start a forum for various reasons, i.e. bringing people together on the same topic, let people ask and answer questions, connect a forum to a group training, group coaching or program.

You can also have closed discussions in a closed group on Facebook. This is convenient when you already spend a lot of time on Facebook. You do not have to switch to the forum to join the conversation or ask a question.

The advantage of a forum over the closed group on Facebook is that it will be easier to find your discussions, topics you replied to and searching in the forum is easier.

The advantage of a forum for the owner is that they are the owners of the content. With a group, Facebook will be the owner of the content. It will be difficult to move the content of a group to another platform. The owner can also easily brand the forum, a group will always have the Facebook branding.

What is Simple:Press

Simple:Press is a WordPress plugin that allows people to add a forum to their WordPress website. The latest version of this plugin can be found on simple-press.com

There are a lot of possibilities for an owner to create a forum. We choose Simple:Press because it easily adds a great forum to a great website tool, WordPress.

Since you are reading this user guide you are probably a new member of the forum.

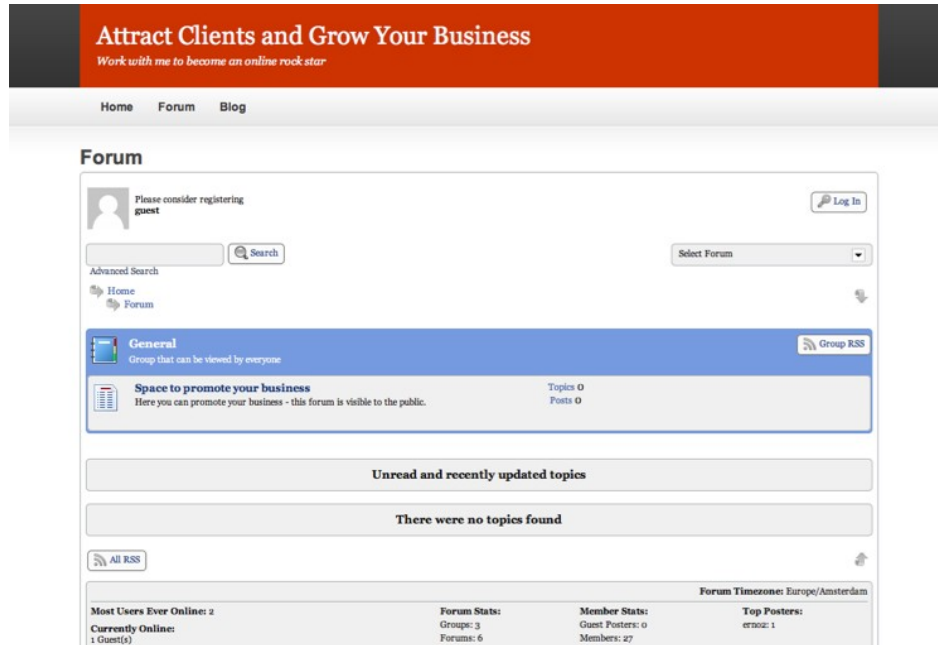
The forum owner can create separate groups and make you member of only one or more group. This way you only have access to a certain part of the forum.

By default a forum has:

- Admins
- Moderators
- Members
- Guests

Work with the Forum

The design of the forum you joined may be different but it works similar.



Click the 'Log In' button to get access to the forum. You should have received an username and password via email from the forum owner.

The screenshot shows a forum interface with a red header bar containing the text "Attract Clients and Grow Your Business" and "Work with me to become an online rock star". Below the header is a navigation bar with links for "Home", "Forum", and "Blog". The main content area is titled "Forum" and contains a login form. The form includes a "Please consider registering guest" message, a "Login name" input field, a "Password" input field, a "Remember me" checkbox, a "Log In" button, and a "Lost password?" link. Handwritten blue annotations include "Click 'Log In'" with an arrow pointing to the "Log In" button, and "Enter Login name and Password" with an arrow pointing to the "Login name" input field. Below the login form is a search bar with a "Search" button and a "Select Forum" dropdown menu. At the bottom, there is a "General" section with a "Group RSS" link and a "Space to promote your business" section with a "Topics 0" and "Posts 0" count.

Attract Clients and Grow Your Business
Work with me to become an online rock star

Home Forum Blog

Forum

Please consider registering guest

Click 'Log In' →

Enter Login name and Password →

Login name

Password

Remember me

Log In

Lost password?

Advanced Search Search

Select Forum

Home Forum

General
Group that can be viewed by everyone

Group RSS


Space to promote your business
Here you can promote your business - this forum is visible to the public.

Topics 0
Posts 0

Now we are Logged In as a member. In this example I am a member of group One. Therefor I only have access to the Group One forum section and the General section that is open to anyone.

Home Forum Blog

Forum









 Logged in as **ernoe** Members Watching: 0 Subscribed: 0 Inbox: 0 Profile Log Out
Last visited February 27, 2012

Advanced Search New/Recently Updated Topics Select Forum

[Home](#) [Forum](#) 1 topics with unread posts


Group One

Program that starts January Group RSS

 Session one of the program Session One for the Program	Topics 1 Posts 3 	Last Post Erno Hannink Home work Webinar 1 yesterday
 Session two of the program Session Two for the Program	Topics 0 Posts 0 	
 Session three of the program Session Three for the Program - and more information	Topics 0 Posts 0 	
 Introductions Introduce your self to the group	Topics 0 Posts 0 	

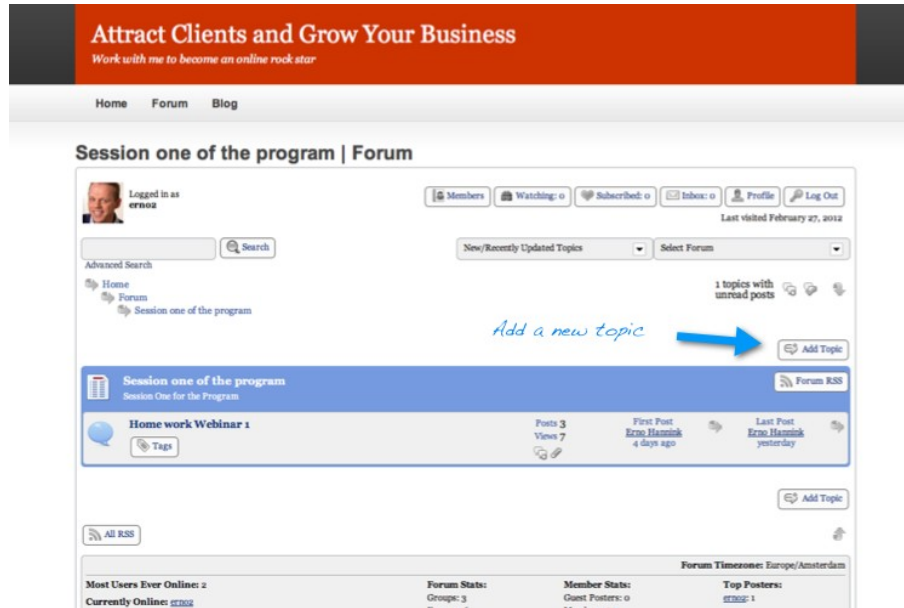
General

Group that can be viewed by everyone Group RSS

 Space to promote your business Here you can promote your business - this forum is visible to the public.	Topics 0 Posts 0
--	---------------------

Start a topic in a forum

Click the 'Add Topic' button to start a new topic in a forum. This section of the forum is called 'Session one of the Program' in this example.



Session one of the program
Session One for the Program

Forum RSS

Home work Webinar 1

Tags

Posts 3
Views 7

First Post
Erno Hamink
4 days ago

Last Post
Erno Hamink
yesterday

Add Topic

Add Topic: Session one of the program

Topic name: Question about Webinar 1

Add topic title

You want to ask the program manager some questions. You could reply to an existing topic, or just start a separate topic if you expect more questions from other forum members.

- question one
- question two

Here is my example - link to my article in my blog

Add topic content
e.g. questions

This is the section I am referring to.

You could also upload documents

Path: blockquote » p

Upload Attachments

Upload a file (maximum size and allowed extensions set by the owner), add a tag, subscribe to the topic and you will receive replies in your email inbox.

Path: blockquote » p

Upload Attachments

Select files

Add files to the upload queue and click the start button.

Filename	Status	Size
worksheet-build-your-hub-for-success.pdf	0%	689 KB

upload a file

1 files queued Start Upload *maximum file size and allowed extensions*

Image upload constraints:

Size (bytes): 51200

Width (pixels): unlimited

Height (pixels): unlimited

Image allowed types:

jpg, jpeg, gif, png

Media upload constraints:

Size (bytes): unlimited

Width (pixels): 320

Height (pixels): 240

Media allowed types:

swf, doc, docx, ppt, mp3, mp4, mpeg, avi, wmv, wma, aac, aac, wma, wma, rm, rm, ram

File upload constraints:

Size (bytes): 51200

File allowed types:

txt, rtf, doc, pdf

Topic tags

Topic tags: question *add tags*

Enter tags separated by a comma, no forum limit imposed

Get suggested tags from: Local Tag Yahoo Tag the Net

Smileys

Options

subscribe to the topic

Subscribe to this topic

Watch this topic

submit topic

Submit Topic Cancel

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This is what the topic looks like in the forum (without attachment)

Question about Webinar 1 | Session one of the program | Forum



Logged in as
ernoz

Members

Watching: 0

Subscribed: 0

Inbox: 0

Profile

Log Out

Last visited February 27, 2012

Search

Advanced Search

Home

Forum

Session one of the program

Question about Webinar 1

1 topics with
unread posts

Add Topic

Add Reply

Question about Webinar 1

Related Topics

Topic RSS

Tag: question



ernoz

New Member

February 28, 2012 - 3:11 pm

Member Since: January 16, 2012

Forum Posts: 2



Online

1 0 0

Edit

Quote

You want to ask the program manager some questions. You could reply to an existing topic, or just start a separate topic if you expect more questions from other forum members.

- question one

- question two

Here is my example – link to my article in my blog

This is the section I am referring to.

Reply on a topic

You can reply to a topic and upload files, for example home work

Please find below the work sheets that you can complete before our first webinar.

Attachments

- worksheet-choosing-target-audience.pdf (130 KB)

Add Topic

Add Reply

Add Reply: Home work Webinar 1

Reply on Home work

- task 1
- task 2

see attached sheet

Path: p

Upload Attachments

The reply with the attached home work posted

The screenshot shows a forum interface. The top post is by **Erno Hannink**, an Admin, dated February 24, 2012, at 10:34 PM. The post content is: "Please find below the work sheets that you can complete before our first webinar." It has one attachment: "worksheet-choosing-target-audience.pdf (130 KB)". The bottom post is a reply by **ernoz2**, a New Member, dated February 27, 2012, at 10:28 AM. The reply content is: "Reply on Home Work", "- task 1", "- task 2", "see attached sheet", and a handwritten note in blue ink: "The reply from ernoz2 a member of group one with home work attached". It has one attachment: "strategy-erno-hannink.pdf (5 KB)".

Tag: homework

Erno Hannink
Admin
February 24, 2012 - 10:34 PM
Member Since: December 5, 2011
Forum Posts: 2
Offline

1 [GO] [PDF] [Print]

Please find below the work sheets that you can complete before our first webinar.

Attachments

- worksheet-choosing-target-audience.pdf (130 KB)

ernoz2
New Member
February 27, 2012 - 10:28 AM
Member Since: January 16, 2012
Forum Posts: 1
Online

2 [GO] [PDF] [Print]

Reply on Home Work

- task 1
- task 2

see attached sheet

The reply from ernoz2 a member of group one with home work attached

Attachments

- strategy-erno-hannink.pdf (5 KB)

Quote a reply

1 [GO] [Post]

[Edit] [Quote] [Reply]

You want to ask the program manager some questions. You could reply to an existing topic, or just start a separate topic if you expect more questions from other forum members.

- question one
- question two

Here is my example – link to my article in my blog

This is the section I am referring to.

Stop Selling, Start Attracting and Enjoy Your Family ernohannink.com

[Add Topic] [Add Reply]

Add Reply: Question about Webinar 1

E. Hannink said

You want to ask the program manager some questions. You could reply to an existing topic, or just start a separate topic if you expect more questions from other forum members.

- question one
- question two

Here is my example – link to my article in my blog

This is the section I am referring to.

Breadcrumbs

Use the breadcrumbs to get back one level or more levels, to forum or home.

The screenshot shows a forum interface. At the top, a user is logged in as **E. Hannink**. Navigation links include **Members**, **Watching: 0**, **Subscribed: 0**, **Inbox: 0**, **Profile**, and **Log Out**. A status bar indicates **Last visited February 27, 2012**. Below this is an **Advanced Search** bar and a **Search** button. A dropdown menu shows **New/Recently Updated Topics** and **Select Forum**. The breadcrumb trail is: **Home** > **Forum** > **Session one of the program** > **Home work Webinar 1**. A blue arrow points to the breadcrumb trail with the handwritten text *use breadcrumbs to navigate*. To the right of the breadcrumbs, it says **0 topics with unread posts**. Below the breadcrumbs are buttons for **Add Topic** and **Add Reply**. The main content area has a blue header for **Home work Webinar 1** with buttons for **Related Topics** and **Topic RSS**. Below the header, there is a **Tags** section with the tag **homework**. At the bottom, a user profile for **Erno Hannink** is shown, including a profile picture, the title **Admin**, the date **February 24, 2012 - 10:34 pm**, the text **Member Since: December 5, 2011**, and **Forum Posts: 3**. Social media icons for **Twitter**, **Facebook**, **LinkedIn**, and **YouTube** are present, along with an **Offline** status indicator.


New /recently updated topics

Attract Clients and Grow Your Business

Work with me to become an online rock star

Home Forum Blog

Home work Webinar 1 | Session one of the program | Forum



Logged in as
ernoz

MembersWatching: 0Subscribed: 0Inbox: 0ProfileLog Out

Last visited February 27, 2012

Advanced Search

[Home](#)[Forum](#)[Session one of the program](#)[Home work Webinar 1](#)

New/Recently Updated TopicsSelect Forum

New/Recently Updated Topics

Session one of the program
Question about Webinar 1
Home work Webinar 1


0 topics with unread posts

Quick access to recents topics and replies

Home work Webinar 1

Related TopicsTopic RSS


Tags: homework



Erno Hannink
Admin


February 24, 2012 - 10:34 pm
Member Since: December 5, 2011
Forum Posts: 3

1



PM

Quote



Please find below the work sheets that you can complete before our first webinar.

You will know someone has submitted a reply when

- You subscribed to the topic and received an email telling you there has been a reply
- You subscribed to the topic or you switched on watch the topic and when you log into the site see that there is a number beside either the Watching or the Subscribed buttons.
- You click on the New/Recently Updated Topics select list; a topic which is New or Recently Updated will be in red.

Report a reply or topic

This option needs to be activated by the forum owner.

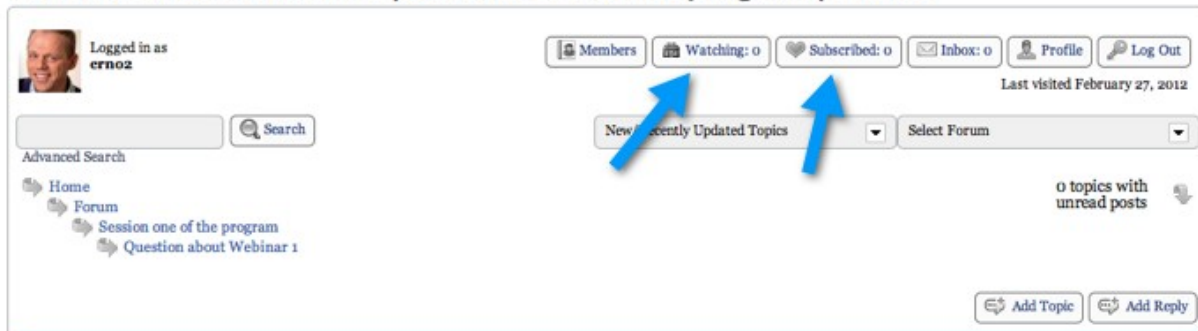
If this is activated you will see a 'Report' button. Click 'Report', if you find a post, topic or reply which you believe should be edited or removed, to report the matter to the Moderators or Administrator.

Subscribing to vs watching a topic

When you subscribe to a topic, you are notified of all new posts to that topic.

When you watch a topic, you are really just flagging the topic as something you want to come back to or want to watch. There are no email notifications.

Question about Webinar 1 | Session one of the program | Forum



The screenshot shows a forum interface for a user logged in as 'ernoz'. The top navigation bar includes links for 'Members', 'Watching: 0', 'Subscribed: 0', 'Inbox: 0', 'Profile', and 'Log Out'. Below this, there is a search bar and a 'Search' button. The main content area displays a breadcrumb trail: 'Home' > 'Forum' > 'Session one of the program' > 'Question about Webinar 1'. On the right side, there is a dropdown menu for 'New Recently Updated Topics' and a 'Select Forum' dropdown. At the bottom right, there are buttons for 'Add Topic' and 'Add Reply'. The text '0 topics with unread posts' is also visible.

Searching in the forum

Home Forum Blog

Search | Session one of the program | Forum

Logged in as **E. Hannink**
Members Watching: 0 Subscribed: 0 Inbox: 0 Profile Log Out
Last visited February 27, 2012

Home work webinar 1 Search New/Recently Updated Topics Select Forum

Advanced Search

Home Forum Session one of the program

0 topics with unread posts

Search results for 'Home work webinar 1' (1)

Session one of the program
Home work Webinar 1
Last Post: [Erno Hannink](#) yesterday

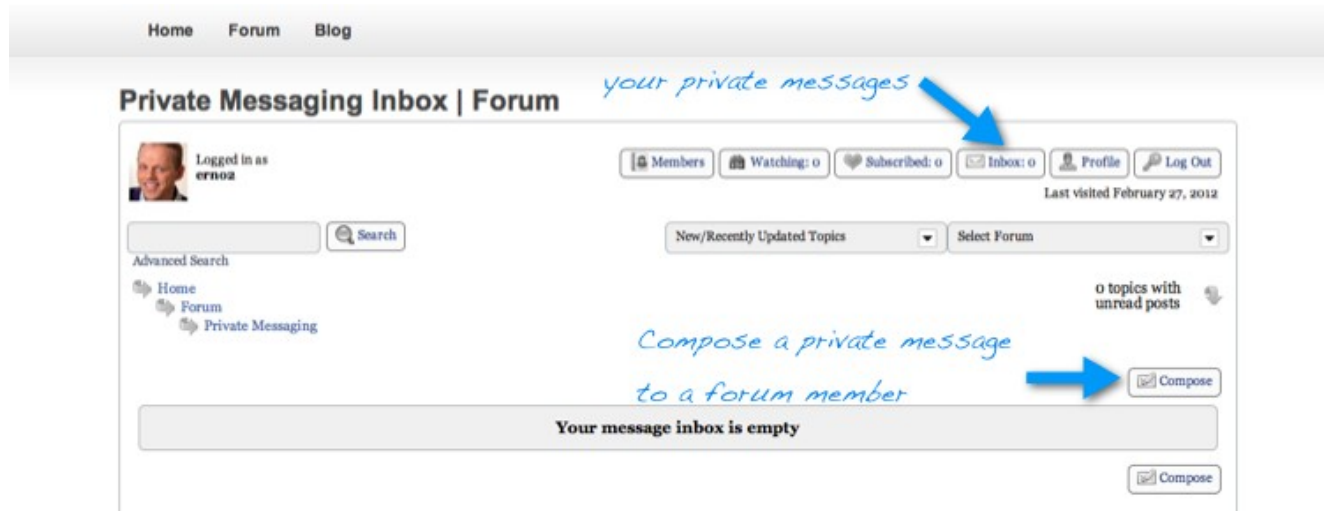
All RSS

search for keywords

search results

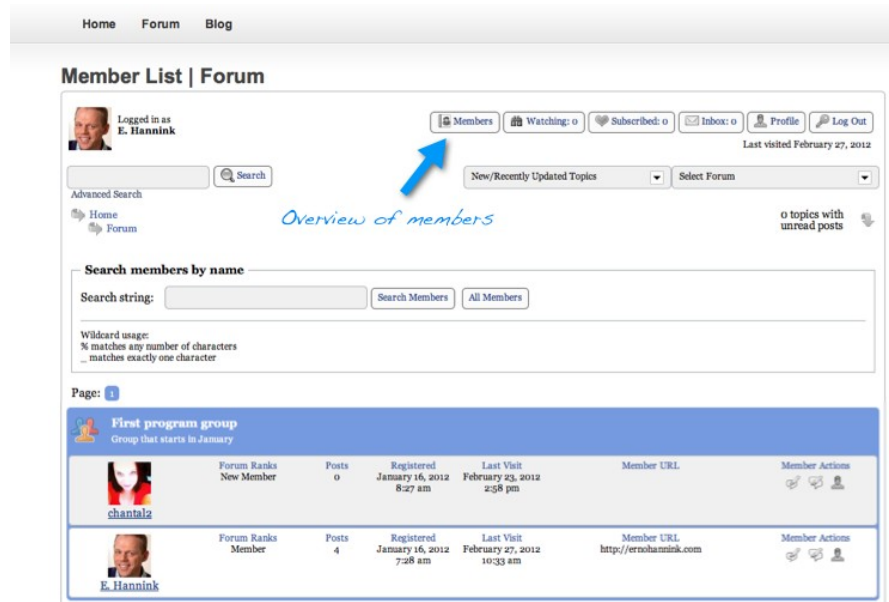
Private Messaging

Sending another member of the forum a direct message. Like sending an email. The Private Messaging plugin needs to be activated by the owner of the forum.



View Members in the forum

Click the 'Members' button to view the other members in the forum. In this example I can only see the members of my own group.



Home Forum Blog

Member List | Forum

Logged in as **E. Hannink** [Members](#) [Watching: 0](#) [Subscribed: 0](#) [Inbox: 0](#) [Profile](#) [Log Out](#) Last visited February 27, 2012

[New/Recently Updated Topics](#) [Select Forum](#)



[Home](#) [Forum](#) *Overview of members* 0 topics with unread posts

Search members by name

Search string:

Wildcard usage:
% matches any number of characters
_ matches exactly one character


Page: 1

First program group Group that starts in January						
	Forum Rank	Posts	Registered	Last Visit	Member URL	Member Actions
 chanale2	New Member	0	January 16, 2012 8:27 am	February 23, 2012 2:58 pm		View Profile Send Message Add Friend
 E. Hannink	Member	4	January 16, 2012 7:28 am	February 27, 2012 10:33 am	http://ernohannink.com	View Profile Send Message Add Friend

Edit Profile

Edit information and settings in your profile. Like profiles for social networking sites, signature (message below each reply), avatar. Options for posting, time zone, editor.

Edit Member Profile | Forum

Logged in as **erno2** 

Members: Watching: 0 Subscribed: 0 Inbox: 0 **Profile** Log Out

Last visited February 27, 2012

Advanced Search Search

New/Recently Updated Topics Select Forum

Home Forum

0 topics with unread posts

Profile Options Usergroups Permissions Buddies and Adversaries

Edit Profile (erno2)

On this panel, you may edit your Profile. Please note, you cannot change your Login Name.

- Overview
- Edit Profile**
- Edit Identities
- Edit Avatar
- Edit Signature
- Account Settings

Login Name: erno2

Display Name: erno2

First Name: Erno

Last Name: Hannink

Website: http://ernohannink.com

Location:

Short Biography:

Back to Profile

Enter the profiles of the social networking sites where you want to connect with other forum members.

The screenshot shows a forum profile page for user 'E. Hannink'. At the top, there are tabs for 'Profile' (selected), 'Options', 'Usergroups', 'Permissions', and 'Buddies and Adversaries'. Below the tabs, the title 'Edit Identities (E. Hannink)' is displayed. A sidebar on the left contains a list of links: Overview, Edit Profile, Edit Identities (highlighted), Edit Avatar, Edit Signature, and Account Settings. The main content area has a heading 'Edit Identities (E. Hannink)' followed by a note: 'On this panel, you may edit your Online Identities. Please enter only account names and not a URL.' Below this note is a list of social media and messaging services, each with a corresponding text input field: AIM, Yahoo IM, ICQ, Google Talk, MSN, Skype, MySpace, Facebook, Twitter, LinkedIn, YouTube, and Google Plus. At the bottom right of the form is a button labeled 'Update Identities'.

Edit Identities (E. Hannink)

On this panel, you may edit your Online Identities. Please enter only account names and not a URL.

AIM:

Yahoo IM:

ICQ:

Google Talk:

MSN:

Skype:

MySpace:

Facebook:

Twitter:

LinkedIn:

YouTube:

Google Plus:

Reply with an automatic signature and the profiles for your social networking sites. This makes it easier to connect with you and to connect with other members that completed their personal profile.

The screenshot shows a forum post interface. At the top, the user's profile is displayed with a photo, name 'E. Hannink', title 'Member', and post history. A blue arrow points to social media icons (Globe, Twitter, Facebook, LinkedIn, YouTube) in the top right corner, with the handwritten text 'Links to the social networking sites' next to it. The post content includes a title 'Reply on Home Work', a list of tasks, and an attachment 'strategy-emo-hannink.rtf'. A blue arrow points to the footer text 'Stop Selling, Start Attracting and Enjoy Your Family emohannink.com', with the handwritten text 'automatic signature' next to it.

E. Hannink
Member
February 27, 2012 - 10:28 am
Member Since: January 16, 2012
Forum Posts: 4

2 00 00

Links to the social networking sites

Reply on Home Work

- taks 1
- task 2

see attached sheet

Attachments

- strategy-emo-hannink.rtf (5 KB)

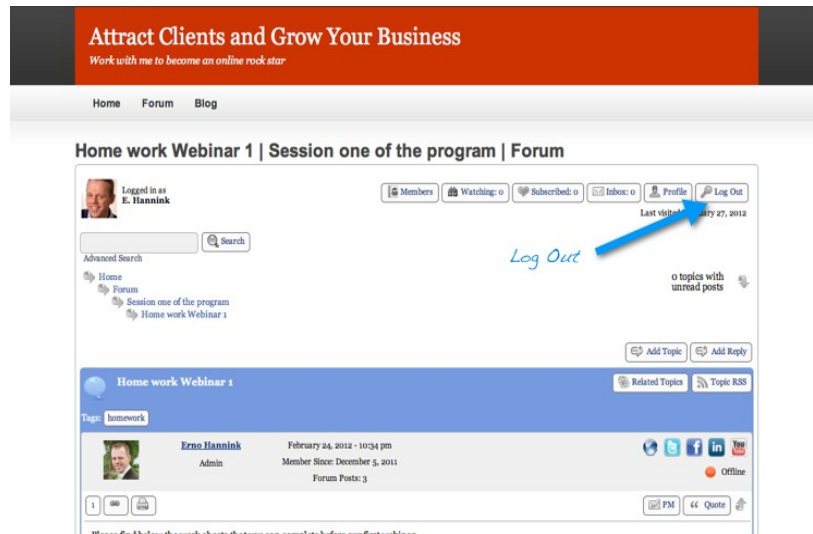
automatic signature

Stop Selling, Start Attracting and Enjoy Your Family emohannink.com

Logout

When leaving the Forum click the Logout button, especially if using someone else's computer. This stops an unauthorized person using your login to access the Forum.

Completely closing your web browser has the same effect as logging out (completely, that is: just closing a window or tab does not do the job.)



Erno Hannink

Erno is a mentor, author and speaker on Attracting Clients.

I help independent professionals use the internet to get more clients. Attracting your ideal client is the key to success.

Author of 2 books that are published by A.W. Bruna:

Laat de klant naar jou komen (Attracting clients) – 2009 2nd print

Kies je doelgroep (Pick your target audience) – April 2012

You will get highlights of my book Attracting Clients for Free when you subscribe to my newsletter. <http://ernohannink.com/newsletter/>

Founder of Hannink Online Media – a network company <http://hanninkonlinemedia.com>

Initiator of Social Media Club in the Netherlands, SOBCon Europe, WordCamp Netherlands, Social Media Event

co-organizer of the Social Media Club Amsterdam and SOBCon Europe.

I write informative articles on ErnoHannink.nl (Dutch) and ErnoHannink.com (English) on how to get more clients. Here you will find tips and tricks on blogging, newsletter, LinkedIn, Twitter, Facebook, Google+ and more.

With my newsletter alone I am already helping more than 6.000 people how they can attract clients using the internet.

Stop Selling - Start Attracting Clients and enjoy your family

Free Information

To get weekly tips on how you can attract clients and grow your business, just subscribe to my **free newsletter**. Join over 6,000 subscribers.

<http://ernohannink.com/newsletter/>

You can also find free information on my **Facebook page**:
[Erno Hannink - Social Media for Independent Professionals](#)

And of course on my **blog**:
<http://ernohannink.com/blog/>

Questions?

For questions you can contact us via

- [@ernohannink](https://twitter.com/ernohannink)
- facebook.com/ErnoHanninkEN
- ernohannink.com
- erno@ernohannink.com

Erno is a mentor, author and speaker on Attracting Clients.
I help independent professionals use internet to get more clients.



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