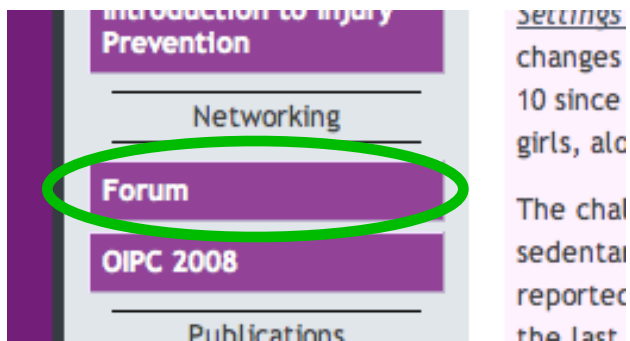


# How to use the OIPRC Forum

## Discussion Board Website

### How to get to the OIPRC Forum

To go to the OIPRC Forum, you can click the “Forum” button on the left of the OIPRC website:



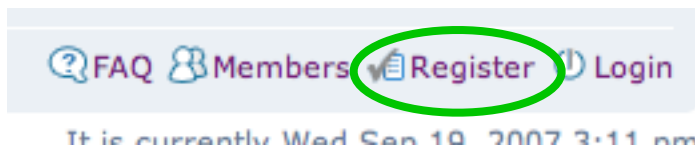
To get to the Forum directly, the address is:  
<http://www.oninjuryresources.ca/forum>

### How to view postings on the OIPRC Forum

Anyone can view the postings on the OIPRC Forum site – the site is open to everyone. However, if you want to be able to participate in discussions by posting your own comments, or share material with other visitors by uploading files, you will need to register. It is very easy to register.

### How to register

In the upper right corner of each page is a link labelled “Register”:



Click this link to go to the Terms of Service page, then click the “I agree to these terms” button to go to the main registration page:

The items marked with \* are required profile fields and need to be filled out.

**Username:**   
Length must be between 3 and 20 characters.

**E-mail address:**

**Confirm e-mail address:**

**Password:**   
Must be between 6 and 30 characters.

**Confirm password:**

---

**Language:**

**Timezone:**

**Title:**   
Your title or position

**Organization:**   
The organization you work for.

Choose a user name – this is the name that everyone else will see when you post a message. Your user name can be your real name, and it can have a space in it, for example, “John Doe”. You will also need to enter your email address, and then confirm it by re-entering it. You will also need to pick a password that you can remember, and confirm it by re-entering it. (If at some point in the future you forget your password, you can request your password be sent to you via email – see the “How to log in” section.)

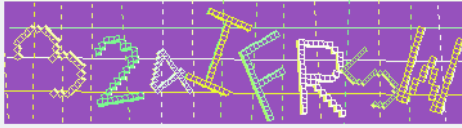
Below this information, you can provide your job title and what organization you work for. This information can be helpful for the other participants in the Forum.

Finally, at the bottom of the registration page, there will be an image that has several letters and numbers:

#### CONFIRMATION OF REGISTRATION

To prevent automated registrations the board requires you to enter a confirmation code. The code is displayed in the image you should see below. If you are visually impaired or cannot otherwise read this code please contact the Board Administrator.

Confirmation code:



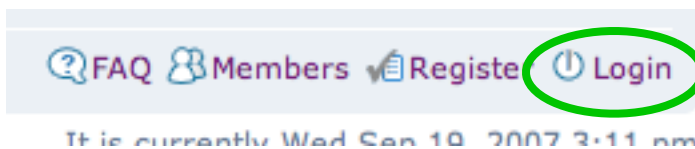
Enter the code exactly as it appears. All letters are case insensitive, there is no zero.

Please type the letters and numbers in the space provided. This process ensures that automatic spam software is not registering an account, but that you are a real person.

Once you have entered the letters and numbers, click the “Submit” button, and you will see a page that states you have been registered.

Once registered, you will need to have your account activated. Please send an email message to *OIPRC\_forum@smartrisk.ca* indicating that you have registered, and your account will be manually activated.

Once your account is activated, you can click the Login link at the upper right of the main page to log in:



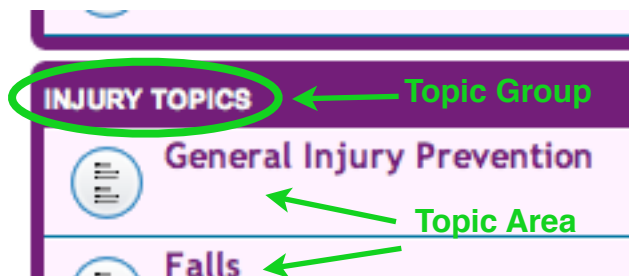
### How to log in

Any time you want to log into the Forum, click the Login link at the upper right of the page. You will see a page that allows you to enter your user name and password. If you would like to be logged in automatically each time you visit the Forum, check the box that says “Log me on automatically each visit”. Once you’ve entered your login information, click the Login button. You will now see your login name to the right of the “Login” link.

If you have forgotten your password, click the “I forgot my password” link. You can then enter your user name and email address, and you will then be sent an email on how to log in.

## How to navigate the Forum

The Forum is organized into several hierarchical sections. There are large groupings for broad topic areas, such as Centre Resources and Injury Topics. The names of these Topic Groups appear on the main page in the purple bar above the various specific Topic Areas, which appear in the pink section:



You can click on the Topic Group name to see just a list of topics in that area, or you can click any of the Topic Areas themselves (the purple links in the pink region) to go directly to a topic area.

When you go to a Topic Area (such as Falls above), you will likely see a list of specific Topics, where individuals can post messages to have a conversation about that Topic:

# Falls

NEWTOPIC\*

## TOPICS



### Falls Prevention and Policy Network Symposium

by KellyCimek on Thu Sep 20, 2007 10:06 am

To see the discussion for any given Topic, click the name of the Topic (the purple link). You will then be taken to the postings that people have made on that topic:

## Falls Prevention and Policy Network Symposium

POSTREPLY ↵

2 posts • Page 1 of 1

### Falls Prevention and Policy Network Symposium

by KellyCimek on Thu Sep 20, 2007 10:06 am

The Third Annual Symposium was held on Monday May 14, 2007, at York Region in Richmond Hill with 45 participants from 16 different organizations. The planning committee included representatives from York Region Health Services, Toronto Public Health, and the Ontario Injury Prevention Resource Centre.

Symposium Theme: A Multi-Faceted Approach to Falls Prevention

Evaluations reflected the day was a huge success.

Save the date for next year—June 10, 2008 in Brampton. Stay tuned for more information.

The [Follow-up Newsletter](#) from the Planning Committee highlights key points from the Symposium.

Presentation Slides

[Dr. Michael Sugai](#)

[Dr. Barbara Liu](#)

[Dr. Ian Ferguson](#)

Additional Meeting Materials

[Agenda](#)

[Group Discussion Highlights](#)

[Evaluation Results](#)

[Program Synopses](#)

KellyCimek

Posts: 8

Joined: Thu Sep 20, 2007 9:47 am

Title: Research Associate

Organization: Ontario Injury Prevention Resource Centre

### Re: Falls Prevention and Policy Network Symposium

by Linda Y on Wed Sep 26, 2007 11:43 am

The Falls Symposium looks like it was a great success. Check out the Canadian Falls Prevention Curriculum Training at the [Resource Centre](#). 😊

Linda Y

Posts: 1

Joined: Wed Sep 26, 2007 11:17 am

Title: Program Coordinator

Organization: Smartrisk

The postings are listed one below each other, the oldest at the top and latest at the bottom. For each posting there is information on who posted it and when.

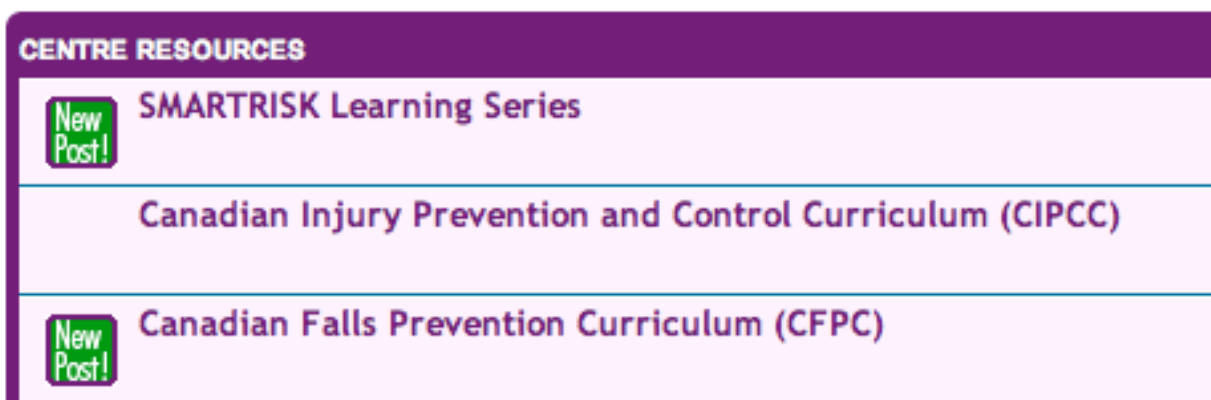
Wherever you are in the Forum, the upper left of the page has a “breadcrumb trail” that shows the different hierarchical levels you traversed to get to your current spot:



You can click on any of the titles in the breadcrumb list to go to that particular spot in the Forum. To get back to the very “top”, at the main Forum page, click the “Board index” link.


### **How to tell if there are new postings**

When you log into the Forum, you can quickly tell if there are new postings in a particular topic, as it will have a small green “New Post!” icon to its left:



When you read the new postings, the green New Post icon will go away.

If you want to mark all the new postings as having been read, and thus get rid of all the New Post icons, you can click on the “Mark forums read” link in the upper right of the page, just above where the topics are:

POSTS	LAST POST
5	by Sarah Orr-Shaw  on Mon Oct 29, 2007 2:33 pm

[Mark forums read](#)

### How to be notified by email when there are new postings

If you don't want to have to check the Forum directly for new postings on topics you're interested in, you can also "subscribe" to those topics, so that each time there is a new posting, you will be sent a message to your email address alerting you.

At the bottom of the page of the individual forums and topics is a subscription link. Click this link to receive an email alert anytime a new posting appears in the forum or topic. (To unsubscribe to an alert, go to the topic or forum, and click the unsubscribe link.)

#### WHO IS ONLINE

Users browsing this forum: **Administrator** a

[Board index](#)
 [Subscribe topic](#)
[Bookmarks](#)

You **can** delete your posts in this forum  
 You **can** post attachments in this forum

[Board index](#)
 [Subscribe forum](#)

## How to post a message


You can reply to any posting simply by clicking on the Post Reply button at the top and bottom of a posting:



When you click the button, you will see a large area where you can now compose your message:

**POST A REPLY**

**Subject:**

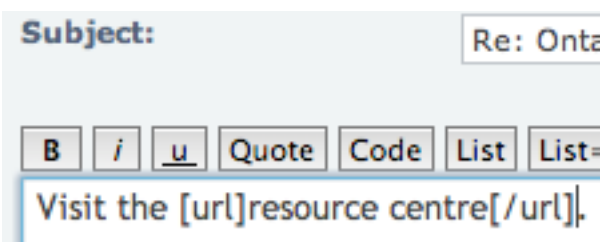
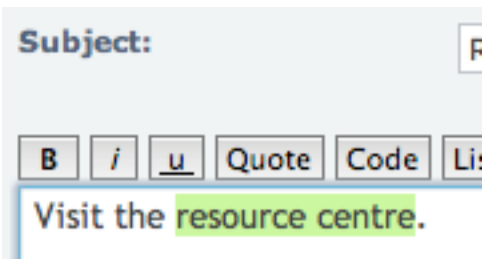
**B** *i* u Quote Code List List= [\*]  URL Flash Normal ⌵ Font colour

Save Preview Submit

You type your message in the large white area. If you want to give your posting its own subject, type that in the Subject area.

You can format your message in various ways. If you want some text to be bold, select it and click the bold “B” button on the button bar above the text entry area -- you will see some code added to your posting that will make the text appear bold when it is posted. You can also use italics and underlining by using the “i” and “u” buttons in a similar fashion.

To add a clickable web address to your posting, highlight the text you want to be clickable, then click the “URL” button. You will now see some code added to your text:



Now, in the first bit of code, after the “url”, type “=” and the address of the website, including the “http://”:



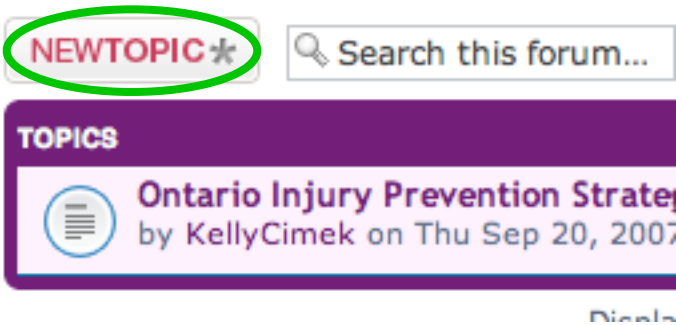
If you want to liven up your message, you can also click on any of the graphical “smilies” to the right of the text area. Clicking on a smiley will enter the code that produces that smiley when the message is posted.

Once you have typed your message, if you want to see what it will look like, you can click the “Preview” button at the bottom of the text entry area. A preview will appear above the posting area. If you need to edit your posting, you can do so in the text entry area. If no changes are needed, click the “Submit” button to post your message.

In addition to replying to a message on a particular topic, you can also start a new Topic. Your Topic will appear as its own conversational thread, and other people will be able to reply in the Topic.

To create a new topic, you need to be at a spot in the forums where you see the “New Topic” button:

## Announcements



If you don't see this button, you're not at a Topic Area in the forums, and you need to locate the appropriate place for your topic. Once you are ready to create a new topic, click the button, and just like when posting a reply, you will see the message composition area. Formatting works just like with replying.

### Attaching a file

Sometimes you may wish to attach a file to your posting, like a Word document, a PDF file, or a PowerPoint presentation. To attach a file, write your posting as you usually would, then look toward the bottom of the page, where you will see three horizontal tabs:



Click on the “Upload attachment” tab, and you will see a panel that lets you specify what file you want to upload:

**Options** **Upload attachment** **Poll creation**

If you wish to attach one or more files enter the details below.

**Filename:**  no file selected

**File comment:**

Click the “Choose File” button, which will show you a view of the files on your computer, and find the file you want to attach. Once you have selected it, click the “Add the file” button to upload the file. If your file is big, this process may take a few moments. You can add any comments you like about the attachment in the “File comment:” area.

When the file is finished uploading, a panel labelled “POSTED ATTACHMENTS” will appear to indicate that the posting now has an attachment. At this point, you can click the “Submit” button, and your posting, with its attachment, will now appear in the Forum. Anyone who reads your posting will also be able to download the file you attached.