

# GermansInBC.ca Tutorial

*How to find and share information on the GermansInBC.ca web site*

## Introduction:

The GermansInBC.ca web site is an online community that allows its members to publish information to the general public using the Internet. In order to become a member of GermansInBC.ca one needs to create a user account. Such an account is made available free of charge to individuals and allows one to log-into the web site to post information.

This tutorial is intended to help the non-expert to use the GermansInBC.ca web site. It's a work in progress and we need your help to continuously improve. Please email suggestion on how to make this a better tutorial to [support@germansinbc.ca](mailto:support@germansinbc.ca).

## Index:

Introduction: .....	1
Index: .....	1
What kind of information you can find on the site:.....	1
How to create a user account: .....	2
How to recover a password if you have lost yours .....	3
How to post / publish content:.....	3
Edit or make changes to your content:.....	3
Leave comments to other people's content: .....	3

## What kind of information you can find on the site:

- **Gelbe Seiten Business Listing**  
The Gelbe Seiten is a comprehensive directory of businesses, clubs, organizations, and individuals that are offering products, services and/or information of relevance to German-Canadians in BC. Businesses and professional organizations and associations pay a \$5 monthly contribution for their listing. Schools, churches and benevolent organizations are being listed for free.
- **German Forum**  
The forum provides a pin board like space where community members can leave messages for other members. Such message may be classified

ads, job postings, articles, comments, or anything really that one wants to share with the community.

- **German Events**  
The event calendar contains events that are of interest to the community. Any registered member can post their events free of charge.
- **German Galleries**  
Galleries are like an online photo album. They contain images of other German-Canadians, of events and of businesses and organizations listed in the Gelbe Seiten.
- **German Web Logs**  
Web logs allow each community member to publish their own thoughts online. One can write about ones experience as a German-Canadian, about one's history, about one's experience, opinions, beliefs, etc.
- **German News**  
German News contains links to the latest news release from a variety of German news organizations. It is being updated continuously so that one can find out what is happening back home at one place.

## **How to create a user account:**

Before you can post / publish any kind of information on the GermansInBC.ca site, you need to register your free user account. Following the steps you need to follow to do such:

1. Click 'Create new account' on left hand side column of [www.germansinbc.ca](http://www.germansinbc.ca)
2. Enter email address and username (username will appear next to content you post on the community site)
3. Click 'Create new account'
4. Check your email account of the address that you stated.
5. Look for email from 'GermansInBC.ca webmaster'
6. Open email
7. Click on confirmation hyperlink or copy and paste into the address bar of a browser window.
8. You have now created and confirmed your user account.
9. Your email contains your accounts password.
10. You can change password by
  - a. Logging into web site using log-in form at [www.germansinbc.ca](http://www.germansinbc.ca)
  - b. Click 'my account'
  - c. Click 'edit account'.

## How to recover a password if you have lost yours

Oftentimes members forget their password. Follow following steps if this happened to you:

1. Click on 'Request new password'
2. Enter your 'username' OR the ;email address; you stated when you signed up for your user account
3. Click 'E-mail new password'
4. Check the email account stated above
5. You will find an email from [webmaster@germansinbc.ca](mailto:webmaster@germansinbc.ca) that contains your new password.
6. Use this password to login to the site.

## How to post / publish content:

Any registered member can **independently post events, classifieds, articles, comments, Gelbe Seiten listings**, etc. To post any sort of content one needs to be logged into the system. Once logged in, follow below steps to post content:

1. Click on 'create content'
2. Click on content type you would like to create
3. Fill out form with information about event, classified, article, image, etc.
4. Make sure you select the right location (e.g. Vancouver, Victoria, etc.) and the appropriate category.
5. Click preview button
6. Check that post is as you want to post it.
7. Click 'submit' button.
8. Your content is now live.

## Edit or make changes to your content:

1. Find your post
2. Click on 'edit content' below post
3. Make changes
4. Click submit
5. Your updates are now live.

## Leave comments to other people's content:

As a signed in member you can leave your 5 cents to just about any content that other members have posted. You can, for example, comment stores,

businesses, organizations in the Gelbe Seiten listing, comments people's articles, images, etc. To comment a certain content item follow following steps:

1. Click on 'add new comment' under post that you would like to comment on
2. Enter comment subject and comment body
3. Click submit
4. Your comment will now appear below the post

### **Question comments suggestions:**

An online community is supposed to provide an intuitive communication tool for its members. If you have ideas or suggestions on how we can make the web site more intuitive or how we can improve it in general you should share it by emailing [support@germansinbc.ca](mailto:support@germansinbc.ca).