User Control Panel Configuration Steps
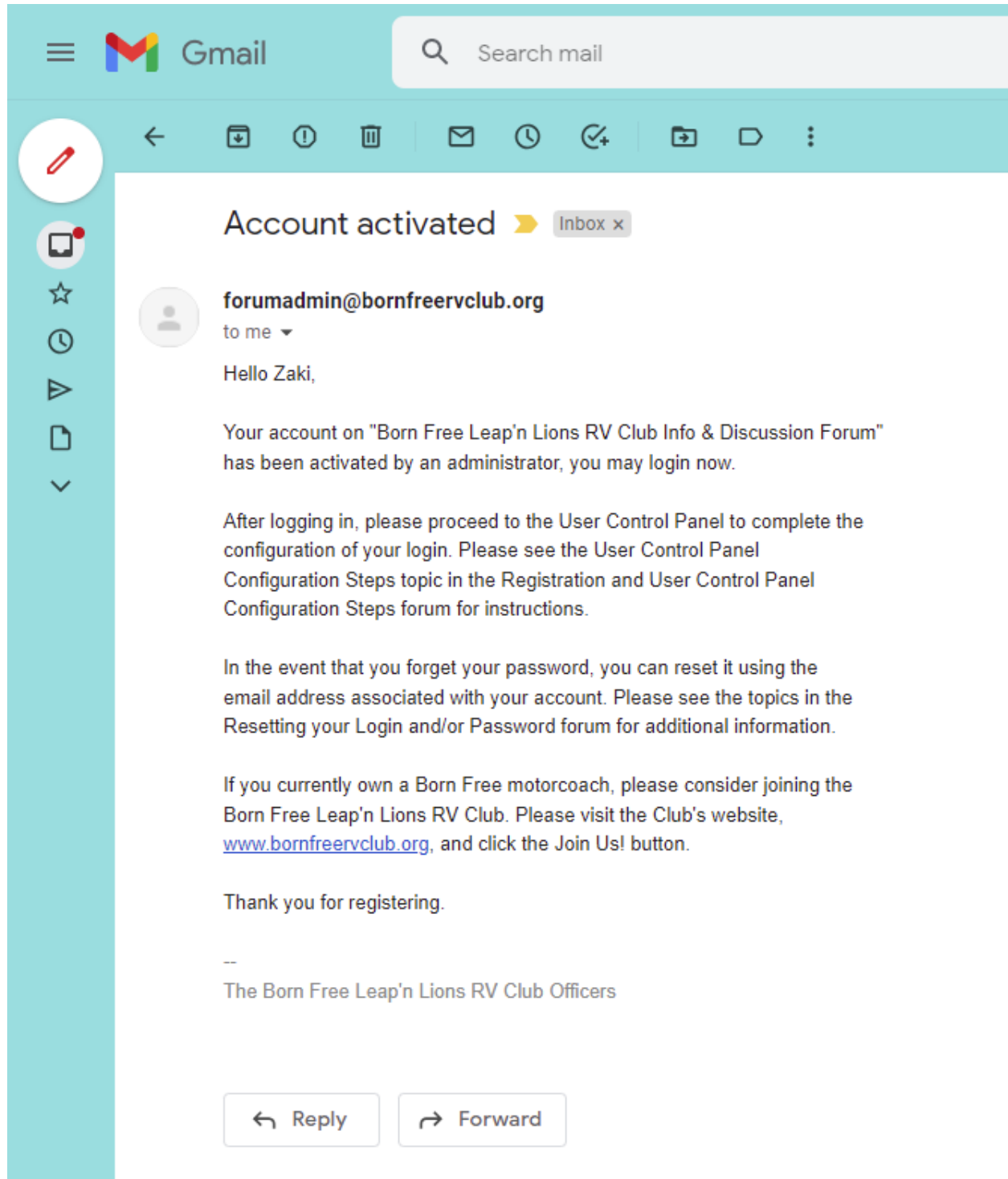
Step 1

When the administrator approves your registration request, you will receive the following email:

Step 2

Click on the blue Login link located in the upper right corner of the Board Index page as shown in the image below.

Step 3

Enter your Username and Password and click on the Login button at the bottom of the window. You will be taken back to the Board Index page.

Click on the dropdown arrow by your username in the upper right corner of the Board Index page as shown in the image below. Click on User Control Panel.

Step 4

Click on the Profile tab to open your profile.

Step 5

Review and update any information in your profile.

You can enter a website address in the Website field but only if it is a personal and non-commercial website. Improper entries in the Website field will be deleted by the Website Administrator.

Be sure to click the Submit button to save any changes.

Step 6

Click on the Edit Signature link to open the signature page.

Edit your signature. Typically, users will include information about their coach, pets who travel with them, location and contact information.

Be sure to click the Submit button to save any changes.

Step 7

Click on the Edit Avatar link to open the avatar page.

Click the dropdown arrow for Avatar type and select Upload avatar to upload an image of yours.

Click the Choose File button to upload an image from your device. Note that the image must be no larger than 150x150 px and 22 kB.

Click the Submit button to upload the image.

This image shows how the signature and avatar are used when you make a post:

Step 8

Edit Account settings, if desired.

Step 9

Edit Board preferences, if desired. Some useful settings are highlighted below.

Global settings:

- Change timezone and date format.

Posting defaults:

- Attach signature to posts by default.
- Notify me about replies to my posts by default.

Display options:

- Specify viewing order of posts.

Notification options:

- Specify when and how to receive notifications.