

NAMSS SEPN Chat Forum

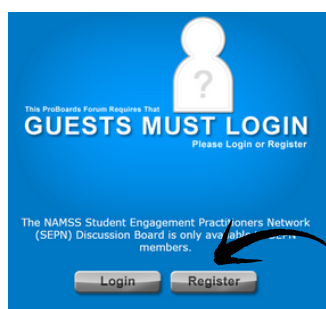
This is a brief guide on how to use the SEPN Chat Forum **on a PC/Laptop**. The forum is new to NAMSS and we acknowledge that it may need tweaking as we all start to use it. As forum users, your feedback would be much appreciated so please do let us have your suggestions for new Categories & Boards and anything else you feel needs improving. Email all your comments to info@namss.ac.uk

1) Registering on the Forum

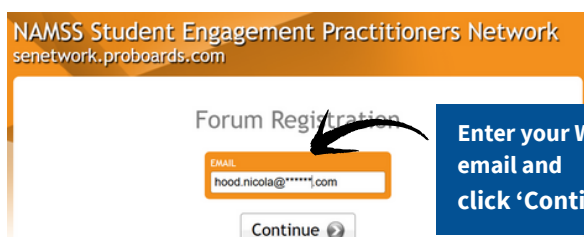
The SEPN Forum is for paying SEPN members only and everyone needs to request membership. We aim to process requests within 48 hours. **Please use your work email when registering.**

You should have received a 'Welcome to the SEPN' email from Nicola Hood which includes a button to register for the Forum.

1



Click on button



Enter your WORK email and click 'Continue'

2

Forum Registration

Fill out these fields and click 'Continue'

Remember your password as you'll need it later

3

Forum Registration

Create your Forum Username, tick the 2 consent boxes and click 'Continue'

4

Pending Registration

Your registration is pending approval from a forum staff member. Once approved, you will receive an email notification. Some providers may mark this email as spam, so make sure to check your spam folder.

"If you are a paid member of the NAMSS Student Engagement Practitioners Network (SEPN) your request will be approved shortly. If you are not a paid member please visit our website for details of how to join - <https://www.namss.ac.uk/student-engagement-practitioner-network/>" -Forum Staff

Optionally, you may include a message for the forum staff along with your registration. Otherwise, click [here](#) to return to the forum as a guest.

Read this message, click 'Continue' and then check your emails

5

ProBoards<noreply@proboards.com>
To:

Thank you for creating your forum account at NAMSS Student Engagement Practitioners Network!

Your activation key is: **uZBnMOyS7bWf4mg4TJzhLuFI3**

By activating my account, I agree to ProBoards' Privacy Policy which includes Cookies, Data Collection, Data Use, and Data Sharing: www.proboards.com/privacy

Click to activate: login.proboards.com/activation/7406441?id=20492133&key=uZBnMOyS7bWf4mg4TJzhLuFI3N54TyNl

Your forum account is currently pending approval from a forum staff member. Once the account has been approved, you will receive a confirmation email.

You'll get this email message

Click on the link OR copy & paste the key on this page

Activate

Please check your email for your activation key. Some providers may mark this email as spam, so make sure to check your spam folder.

[Resend Activation Email](#)

Enter your activation key to continue.

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Success

Your account has been activated!

You will receive a confirmation email shortly. Some providers may mark this email as spam, so make sure to check your spam folder.

Continue ➡

You'll see this message on screen and get this email.



ProBoards <noreply@proboards.com>

To: hood.nicola@gmail.com

Thank you for activating your ProBoards account!

You can log in with your username or email address when visiting this forum:

senetwork.proboards.com

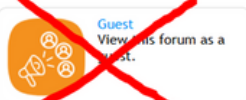
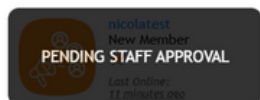
7

WAIT!

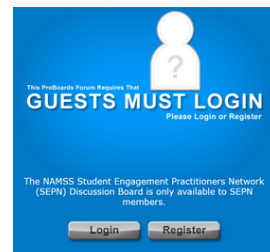
If you try to login now you'll see one of these screens and won't get very far.

Select Account

Select an account to sign in as:



Create a new account on this forum.
Link another forum account.
Not you? Login to your account.
Change Password.



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NAMSS Student Engagement Practitioners Network <noreply@proboards.com>

To:

Wed 2025-07-02 4:36 PM

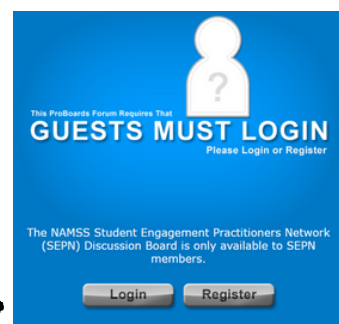
Thank you for creating your forum account at NAMSS Student Engagement Practitioners Network!

Your account has been approved by a forum staff member.

You can log in with your username or email address when visiting this forum:

senetwork.proboards.com

Watch for this email and then click the link to login



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NAMSS Student Engagement Practitioners Network
senetwork.proboards.com

Sign In

USERNAME NicolaTest	PASSWORD *****
☒ Remember Me	Forgot your password?

Continue ➡

If prompted, login with the details you set up.

NAMSS do not have your password.

Before you start looking around, take a quick look at your Messages

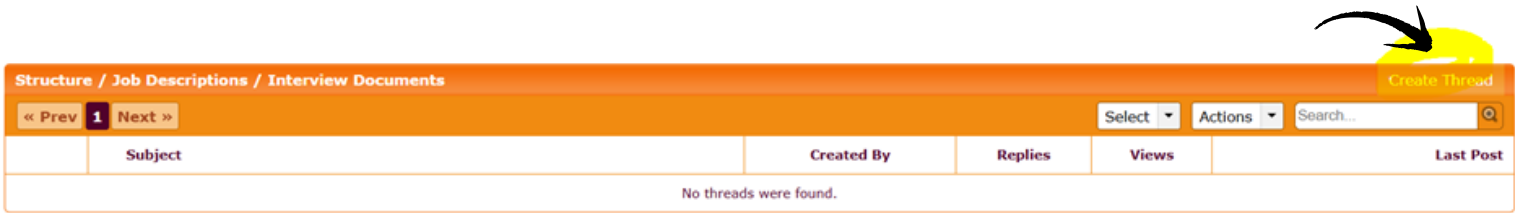


Click 'Home' on the top menu to get back to the starting page at any time

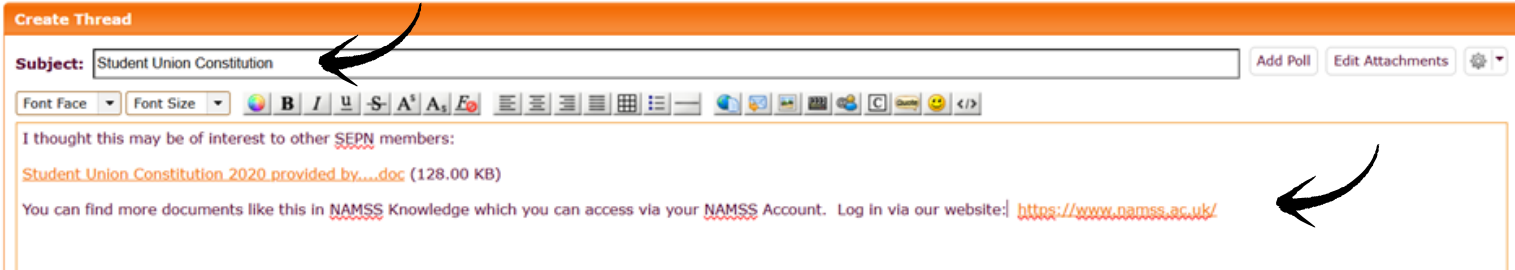
Note: This guidance is for a PC/Laptop. You can access the Chat Forum on a phone but options are limited

2) Getting Started

To start a conversation/thread: Click on a Board and then click on ‘Create Thread’ in the top right of that Board



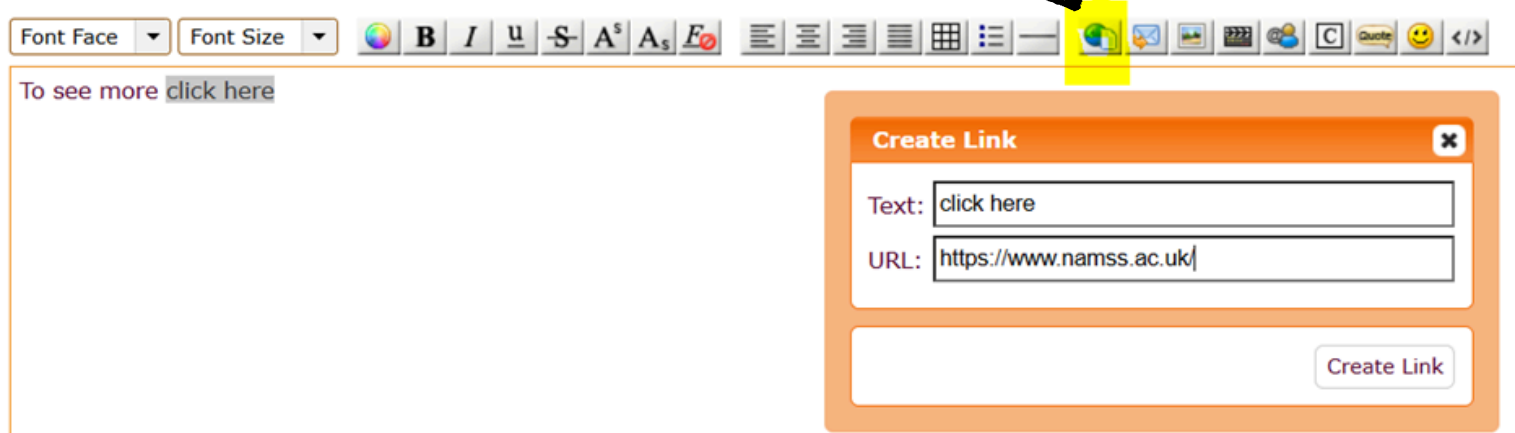
Give your thread a subject and add in some text



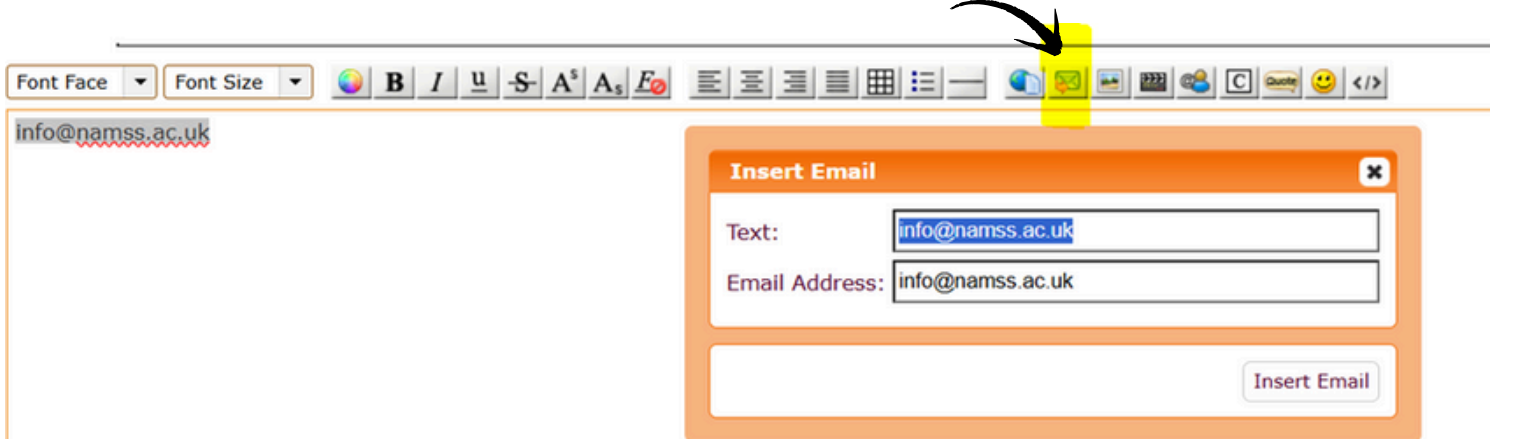
You can add an attachment by clicking ‘Add Attachment’



Insert a url link by highlighting the appropriate text and then clicking on the ‘tiny world with a sheet of paper in front of it’ icon



Turn an email address clickable by highlighting it and the click on the ‘tiny envelope’ icon:



Once you're happy with your thread, click 'Create Thread'

Create Thread

Subject:

Add PollEdit Attachments⚙

Font FaceFont Size

**B***I*U~~S~~A^SA_S

Seeing new Threads/Comments: You'll know if there are new threads on any boards when you see the 'new' folder on the left hand side.

Student Union				
Board	Threads	Posts	Last Post	
Structure / Job Descriptions / Interview Documents	1	1	Student Union Constitution by nicolatest 15 minutes ago	

To view the conversation/Thread click on the Board. If you want to send a reply, type in the 'Quick Reply' box and click 'Post Quick Reply'

Student Union Constitution

« Prev 1 Next »

Actions

Search...

Reply

nicolatest

New Member



19 minutes ago

Quote

Edit






Posts: 1

Member is Online

I thought this may be of interest to other SEPN members:

Student Union Constitution 2020 provided by....doc (128 KB)

You can find more documents like this in NAMSS Knowledge which you can access via your NAMSS Account. Log in via our website: www.namss.ac.uk/

Quick Reply

Thanks Nicola, this is really useful

Post Quick Reply

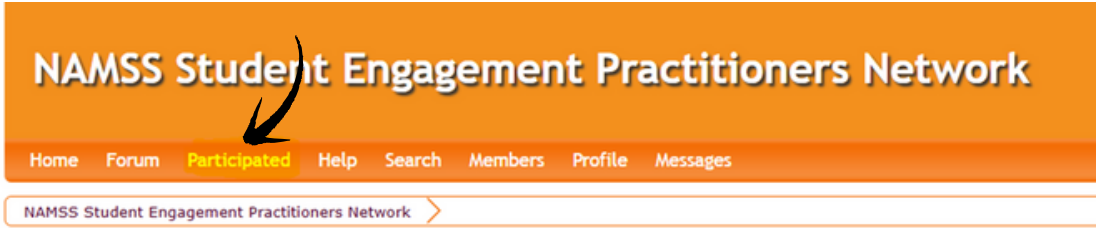
You can 'like' a post by clicking the tiny thumbs up

1 minute ago nicolatest likes this

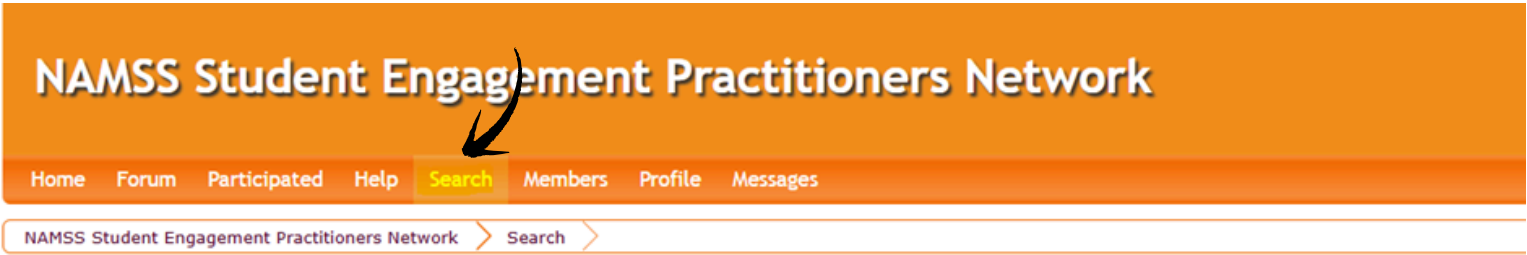
Thanks Nicola, this is really useful

IMPORTANT: If you click on any attachments (or links to documents) you will be prompted to download the file. It will only let you download the file once.

To see *what contributions you've made to the forum*: click on 'Participated' in the orange header



To *search for things*: Click on 'Search' from the orange header. The screen that appears looks quite complicated but it isn't really. Just enter as much or little information as you have and hit 'Search' – right at the bottom of the screen/form.



Search

Search by filling out the fields below as much or as little as you need. Then click Search.

What to search...

with **at least one** of the words

with **all** the words

with the **phrase**

without the words

Where to search...

where the **thread title** contains

in the **board**

in the **category**

without searching the boards

When to search...

posted **within the last** days hours

between the dates to

Who to search...

by **at least one** of the members

posts **made by**

How to search... ☒ display results as posts ☐ display results as threads

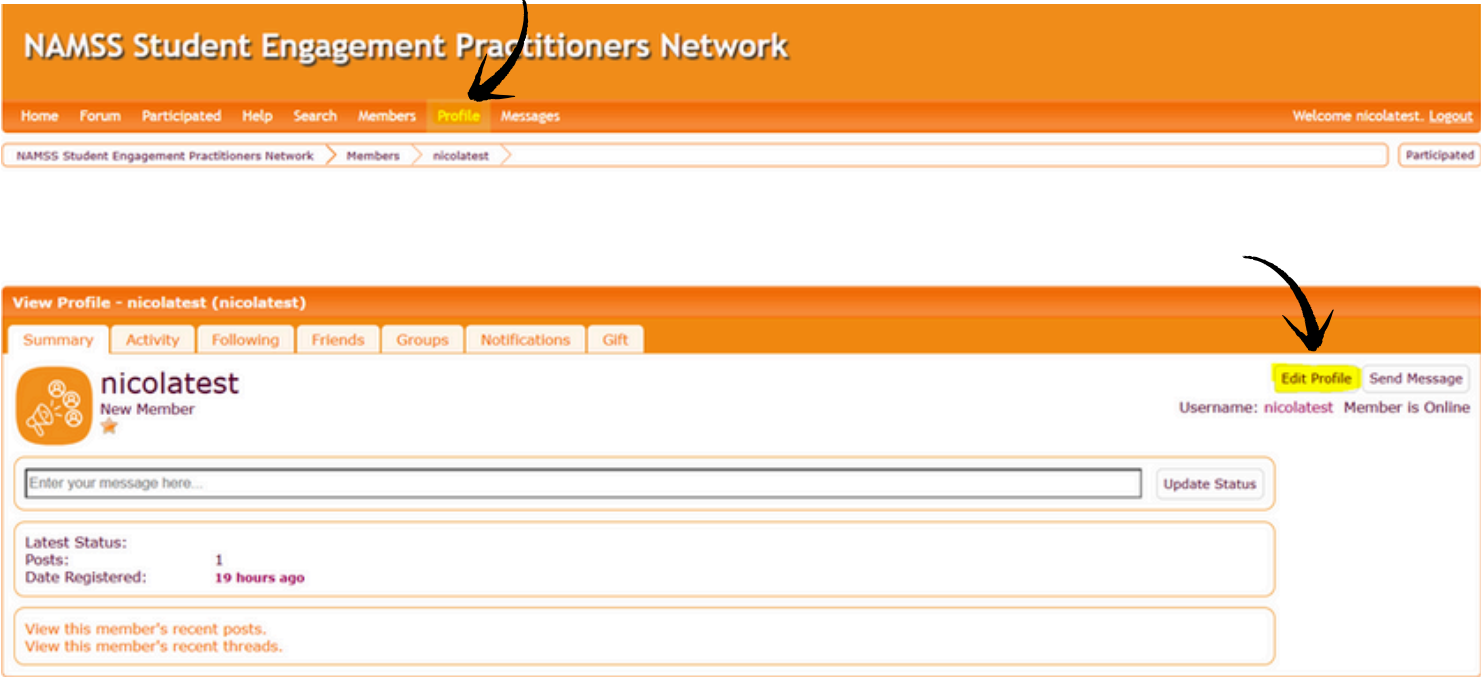
Search for posts made by **Everybody**, and display results as **posts**.

REMEMBER: To go back to the list of Boards at any time click 'NAMSS Student Engagement Practitioners Network' on the bread crumb bar

Note: This guidance is for a PC/Laptop. You can access the Chat Forum on a phone but options are limited

3) Editing your personal profile – please read this section and take any necessary action

Click on ‘Profile’ in the orange header then click ‘Edit Profile’



IMPORTANT: Work along the tabs – Avatar, Personal, Social, Settings etc – to make sure that you are comfortable with your settings. In particular, we would ask you to look closely at these tabs and their setting options:

Personal – Scroll down to the bottom and complete the fields we’ve added in. Remember to click ‘Save Personal Settings’

NAMSS Region

None of the Above ▼

Organisation

Job Title

Student Engagement Experience Level

☒ New to the role

☐ Less than 3 years in the role

☐ 3+ years in the role

☐ None of the Above

Save Personal Settings

Privacy: Carefully check that you are happy with each of these settings. If you make any changes remember to click ‘Save Privacy Settings’

Email Visibility - ‘Share with staff only’ = just our Administrator can see the email you’ve used to register on the forum



Edit Profile & Settings

AvatarPersonalSocialSettingsPrivacyNotificationsBadges

nicolatest

Privacy Settings

Invisible

Makes your online status invisible to all users except certain staff.

☐ Yes ☒ No

Email Visibility

Shows your email address in your profile on the forum.

Share with staff only

Gender Visibility

Shows your gender in your profile and miniprofile on the forum.

☒ Yes ☐ No

Birthday Visibility

Shows your birthday and age in your profile on the forum.

Hide birthday

Member Block List

Search members to block their interaction with you on the forum.

Note: you cannot block conversations from staff members.

Enter a username

Save Privacy Settings

Notifications: This tab is where you set how often you are told about activity in the forum. Here's what the email options mean:

Notification Frequency - Only Applies to Emails

Smart - only emails you once per item on the forum until you've viewed the item you're being notified about. So if you were notified about a thread you wouldn't receive any further updates about that thread until you visited the forum and viewed the thread.

Instant - emails you every time a notification is triggered.

Daily - only emails you once per day for all of the day's notifications.

Weekly - only emails you once per week of all the week's notifications. A week is Monday thru Sunday.

Never - never receive an email notification.

Edit Profile & Settings

AvatarPersonalSocialSettingsPrivacyNotificationsBadges

nicolatest

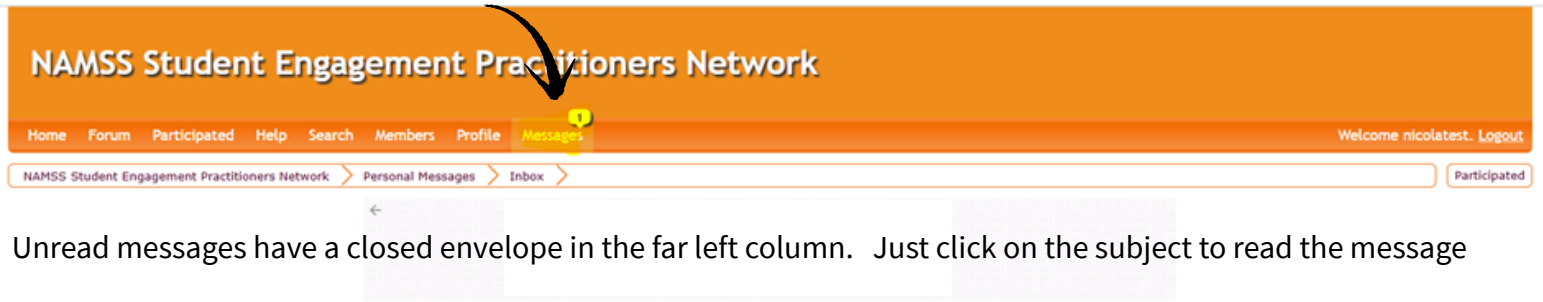
Forum Notifications

These notification settings apply across the entire forum unless otherwise overwritten by bo

Notification Type	Forum	Email
New Thread <i>New threads are created</i>	☐	smart
New Post <i>New posts are created</i>	☐	smart
Like <i>Someone likes your post</i>	☒	never
Quote <i>Someone quotes your post</i>	☒	never
Tan	☒	never

Changes here
are auto saved
so no 'Save'
button to click

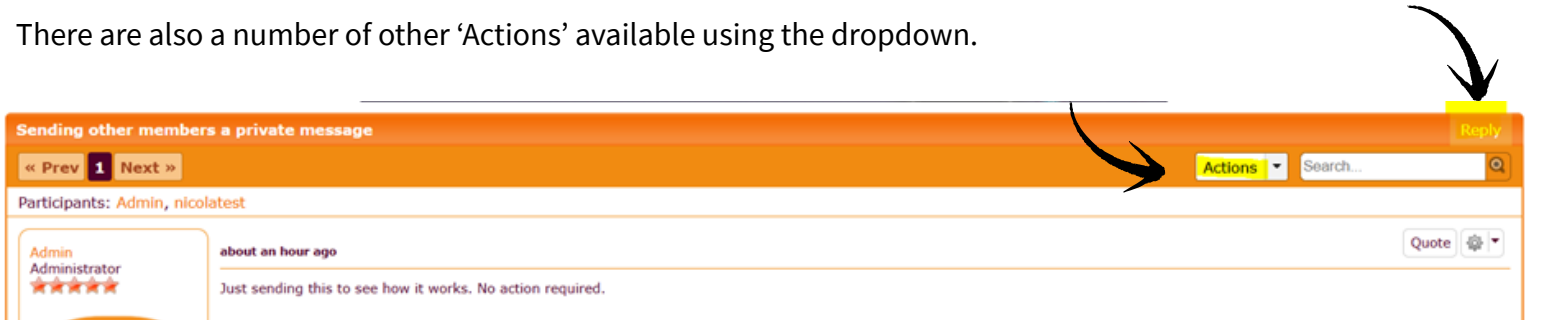
Reading your private messages: Click on 'Messages' in the orange header. You'll see a number on this if you have any new messages



Unread messages have a closed envelope icon in the far left column. Just click on the subject to read the message

Personal Messages: Inbox (2)					Create Message
« Prev 1 Next »					Inbox Select Actions Search...
	Subject	Created By	Replies	Last Reply	
	Sending other members a private message	Admin	0	by Admin about an hour ago	
	Welcome to NAMSS SEPN Chat Forum	Forum Staff	0	by Forum Staff 22 hours ago	

As you would expect, you can reply to the message – just use the 'Reply' option in the top right. There are also a number of other 'Actions' available using the dropdown.



Forward: To forward the messages to other members (within the forum), pick 'Forward' from the 'Actions' drop down and then start typing the members name in the box and a list will appear for you to pick from

