

BSSS has six regional groups in Great Britain, who meet regularly to exchange knowledge and ideas. As a member of the Society, you can subscribe to a regional forum and will be granted permission to create new topics and comment on existing ones. The process below sets out how to:

- 1. <u>subscribe to a regional group</u>
- 2. <u>create new topics or comment on existing ones</u>
- 3. <u>sign-up to receive email updates of new topics or comments and set the frequency these are sent.</u>

# 1. SUBSCRIBE TO A REGIONAL GROUP

## STEP 1

Log in to <u>www.soils.org.uk</u> using your details.

## STEP 2

Once logged in, click the arrow next to *About Us* on the main menu and select *Regional Groups*.



### **STEP 3**

At the bottom of this page, you will find an *Update Your Regional Group Membership* form. To join or leave a Regional Group, please complete this form and click submit. You will only be able to gain full access to a forum once this form has been submitted and the BSSS Office has updated your membership account.

### **STEP 4**

To view a Regional Forum, click the *Join the Discussion* button underneath the relevant group.

As a BSSS member, you will be able to view all six forums. However you can only post and comment on the forums that you have joined in Step 3. AT A LOCAL LEVEL OUR REGIONAL GROUPS



THE MIDLANDS SOIL DISCUSSION GROUP (MSDG) The Midlands Soil Discussion Group (MSDG) was formed on 23 November 2011 at Nottingham University. The group is Chaired by Dr Andrew Tye.



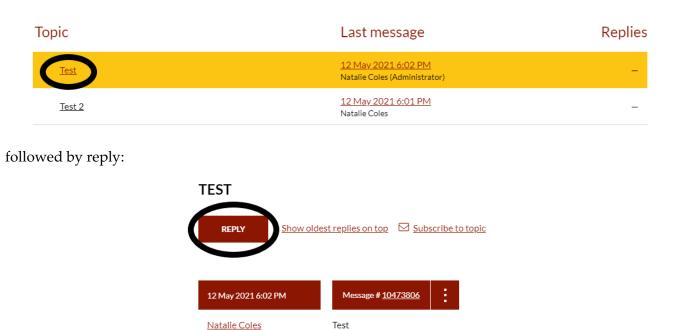
NORTHERN SOLLS NETWORK (NSN) The Northern Solls Network (NNSN) cover all counties in northern England and bridges the areas covered by the Midland Soll Discussion groups. The NSN Chair is Dr Manoj Menon.

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# 2. CREATE OR COMMENT ON A TOPIC

# STEP 1

If you have joined the Regional Group, you will have the option to *Create Topic* or comment on an existing one by clicking on the topic title:



If you would like to reply to a specific comment that has been posted, click on the three dots next to the comment and choose *Quote*.

12 May 2021 6:02 PM	Message # <u>10473806</u>	 99 QUOTE
<u>Natalie Coles</u> (Administrator)	Test	Quote

# **STEP 2**

Once you have created a topic or posted a comment, you will be able to edit or delete it by clicking on the three dots next to your original message.



Please note to delete the whole topic that you have created, you will need to click on the topic title first, find your original post and then follow Step 6.



## 3. SIGN-UP TO AND SET FREQUENCY OF EMAIL UPDATES

### **STEP 1**

To receive email updates with any new topics posted on a forum, you will need to select the *Notify me of new topics* button which will then show you as subscribed. This button can be found on each regional forum page and you will need to go into each individual page should you wish to sign up to more than one forum.

If you would prefer to receive email updates about a specific topic, you will need to click on the topic title and then select *Subscribe to topic*.

### **STEP 2**

As a default, any forum or topic email updates that you sign-up to will send you daily updates if applicable. To change the frequency of the email updates, click on *My Account* at the top of the page.

	Home About us News Careers & Vacancies FAQs Co	ontact Us			
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	EDIT PROFILE My directory profile				
	Profile Privacy Email subscriptions Member photo albums My event registrations Invoices and particular sectors and	ayments			
	MEMBERSHIP DETAILS				
Select <i>Edit Profile</i> .	DASHBOARD MY PROFILE				
	EDIT PROFILE La directory arofile				
	Profile Privacy Email subscriptions Member photo albums My event registrations Invoices and payments				
	EMAILING PREFERENCES  Emailing preferences are not set				
	SUBSCRIPTIONS				
	SUBSCRIBED 🖋 Automatic event announcements. Receive advance announcements about upcoming events				

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Scroll down to the section titled *Forum Subscriptions*. Here you will see any current forum or topic subscriptions that you have.

FORUM SUBSCRIPTIONS								
		You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.						
Daily	✓ FORUM	WSDG Regional Forum						
✓ Daily		Test (Forum: WSDG Regional Forum)						
SAVE	CANCEL		Change password Log out					

To change the frequency of the email updates, click the arrow next to each subscription and update to *Daily, Weekly* or *Immediately* as required. You can choose a different frequency for each forum or topic.

F	ORUM SUBSCRIF	TIONS		
6			You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.	
	Daily	FORUM	WSDG Regional Forum	
	Weekly Immediately Daily	ТРІС	Test (Forum: WSDG Regional Forum)	
	SAVE	CANCEL		Change password Log out

Once you are happy with your choices, click Save.

#### CONTACT US

For further information on how to use the Forum, please contact admin@soils.org.uk.

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