



Accessing the Pharos Tutors Forum Website

The URL for our forums website is: www.websitetoolbox.com/mb/hosborn

The general message board password is: family

You will be asked to enter it on the first screen. This screen has a login area for already registered users – it is above the smaller box for entering the message board password. Ignore that for now and enter the general message board password in the space in the smaller box and click on “submit”.

You will then see this screen.

A screenshot of a Windows Internet Explorer browser window displaying the Pharos Tutors forum website. The browser's address bar shows the URL "http://hosborn.websitetoolbox.com/". The website has a blue header with the Pharos logo on the left and the text "Pharos Tutors" in the center. Below the header, there is a navigation menu with links for "Register", "Login", "Search", and "New Posts". A login form is visible, with fields for "Username:" and "Password:", and a "Login" button. Below the login form, there is a table with columns for "Forum", "Posts", "Threads", and "Last Post". The table contains one row with the following data: "Read Me First" (with a link icon), "New to Pharos Forums - Read Me", "3", "3", and "If you are on a Paid for Cour... 08/05/08 at 10:45 AM by HelenOsborn". The browser's status bar at the bottom shows "Internet" and "100%".

We recommend you bookmark this website in your list of favourites in your browser right away, but that can be done at any stage in this process.

We also recommend that whenever you see the small "toggle" box for logging in automatically that you click on it. This ensures that each time you return to the site there is no need to re-enter the general message board password.

Now, look carefully at the screen shot on the previous page and notice that the login area is still in the upper part of your screen just under our title, Pharos Tutors. Just above the upper right you can see, in red letters, four action words: register / login / search / new posts. Click on "register" and you are taken to the registration page, seen below.

You are required to enter three things on the registration form: your user name, a password and your email address. We ask that you also enter your name and location which can be a country, a country and county/state/province or country and city. Further down you can set your time zone, which we suggest you do. Add any additional information you are comfortable including.

The screenshot shows a web browser window displaying the 'Member Registration' form. At the top right, there are links for 'Login' and 'Remember Me?'. A red message states: 'All fields marked with a * are required.' The form is divided into two main sections: 'Member Registration' and 'Preferences'.

Member Registration Section:

- Username:** A text input field with a red asterisk and a link 'Available?'.
- Password:** A text input field with a red asterisk.
- Your email:** A text input field with a red asterisk and a note: 'Your email address will not be publicly revealed.'
- Note:** 'Your activation email will be sent to this email address. A valid email address is required to confirm your account.'
- Your full name:** A text input field with a red asterisk and a 'Private' checkbox.
- Instant Messaging:** A dropdown menu set to 'None' and a 'Your screen name' text input field.
- Date of Birth:** Three dropdown menus for 'Month', 'Day', and 'Year'.
- Privacy:** A dropdown menu set to 'Hide Age and Date of Birth'.
- Location:** A text input field.
- Occupation:** A text input field.
- Profile Picture:** A text input field for 'Use this URL:' and a link 'or Upload a profile picture from your computer'.
- Signature:** A large text area with a vertical scrollbar.

Preferences Section:

- Time Zone:** A dropdown menu set to '(GMT) Western Europe Time, London, Lisbon, Casablanca'.
- Automatically adjust time for Daylight Saving Time:** A checkbox checked 'Yes'.
- Enable invisible mode:** A checkbox unchecked 'Yes'.
- Move updated topics to top:** A checkbox checked 'Yes'.
- Allow members to send me email:** A checkbox checked 'Yes'.

The browser's status bar at the bottom shows 'Done' on the left and 'Internet' with a 100% zoom level on the right.

You then click on submit (at the bottom just out of this screen shot). It is possible the user name you enter is already in use, in which case you will be told this. Make a minor change, such as adding a number after your name, or think of another variant.

As soon as your submission is successful an email is sent to you and arrives almost immediately. It contains a link for you to follow to complete your registration process. This puts you back at the Pharos Forums site and you now can use the login area for registered users. Be sure to ask the computer to remember you.

Look for the words Pharos Tutors > Forums to the left of your screen. Selecting Forums puts you inside and you will see that the Open Forum is available and that class forums are protected by additional passwords.

As a registered user you can also contribute to the Open Forum.

If you have already bookmarked the website it is easy to return, and if you selected the “automatic login” toggle box when registering you will have access right away.

We hope you will join us in the Open Forum. Members help one another and share tips or new websites, and you find announcements of upcoming Pharos events. If you have any difficulties please email info@pharostutors.com.

Pharos Teaching and Tutoring

www.pharostutors.com