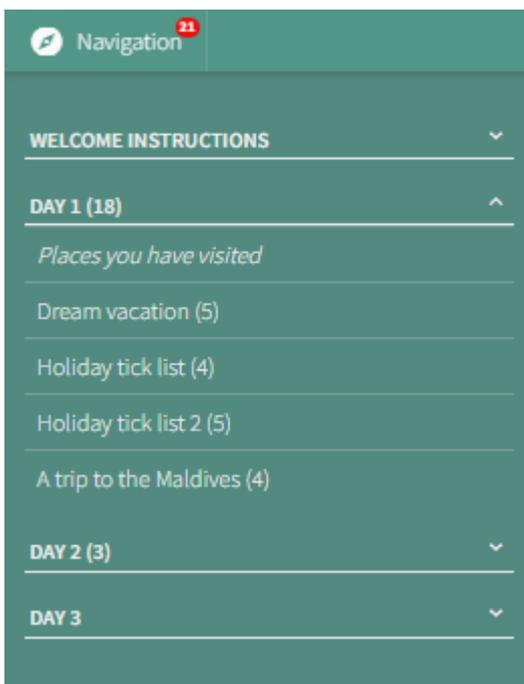


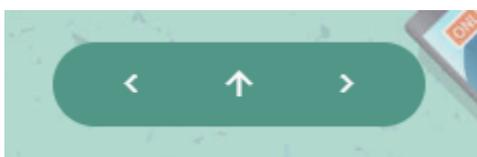


Bulletin Boards Observer Instructions

1. Look out for your invite link. This will usually be from an email ending in @visionslive.com
2. Login to the bulletin board through the link attached in this email.
3. Once you have logged into the board, please read any instructions your moderator has left for you on the welcome page.
4. Along the top of the first page, you will notice the 'Navigation' area. You can click on this area to hide or view a list of the sections within this board.



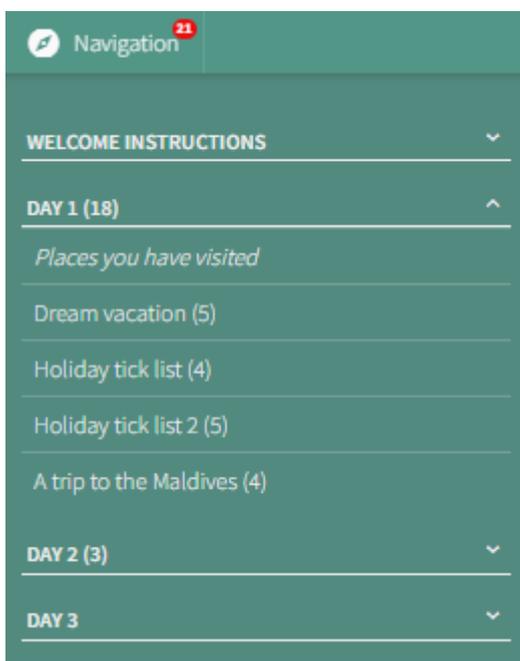
5. You can also click on the section titles to show the questions within each section.
6. To move between questions, you can use the arrows at the bottom of the page to move forward or backwards (please see the image below). You can use the middle arrow to jump to the top of the page.



7. You can also click on the section titles within the navigation pane to jump to a specific section. Similarly, you can click onto a specific question within the sections to jump to a question.
8. You may also notice a red notification bubble next to the navigation pane. This notification shows you how many posts have been posted on the board.



9. The numbers next to the question headings show you which questions have unread posts ready for you to read. As mentioned above, you can click onto the question to view the posts.



10. As an observer you can read and interact with the respondents posts with the tools located below each submission, however these will not be visible to respondents and will be for the moderators to see.

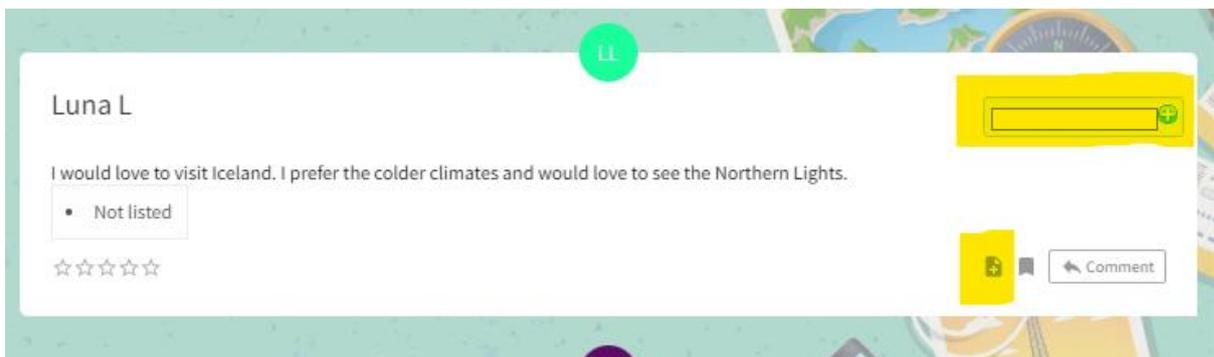
The first tool is a star rating - please see the image below. The star rating gives observers the chance to rate the respondent's post on a scale of 1-5 stars.



11. The second tool is the 'open notes' tool and this is an area for you to leave private comments on the respondent's post.



12. The third tool is the 'open tag' tool and this tool enables you to leave comments on posts for example 'great answer'. You can leave as many tags as you like and you can then search these tags in the search bar located at the top of the page.

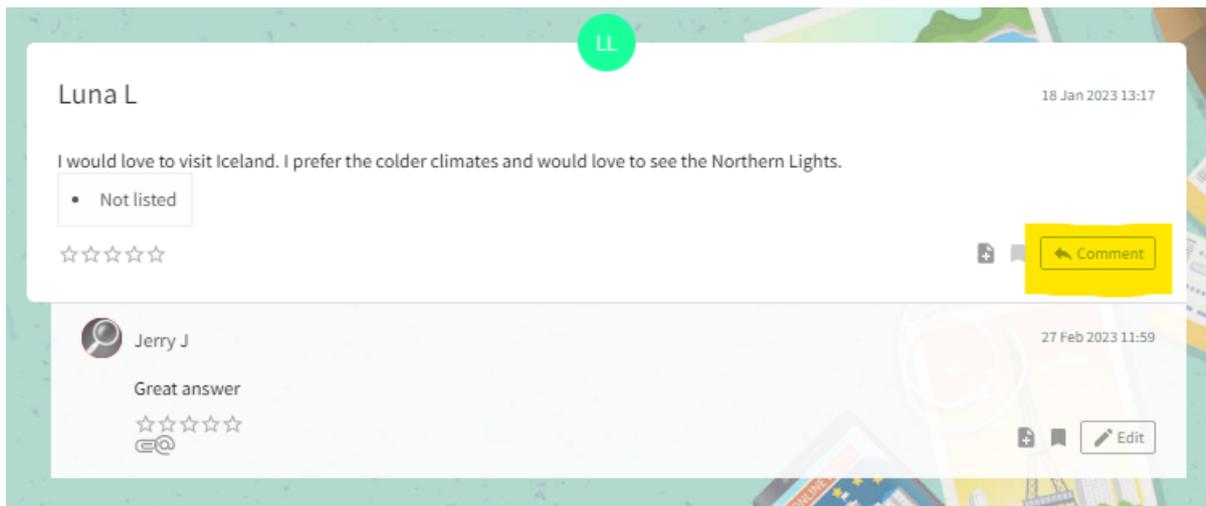


Adding a tag



Search bar for tagged comments.

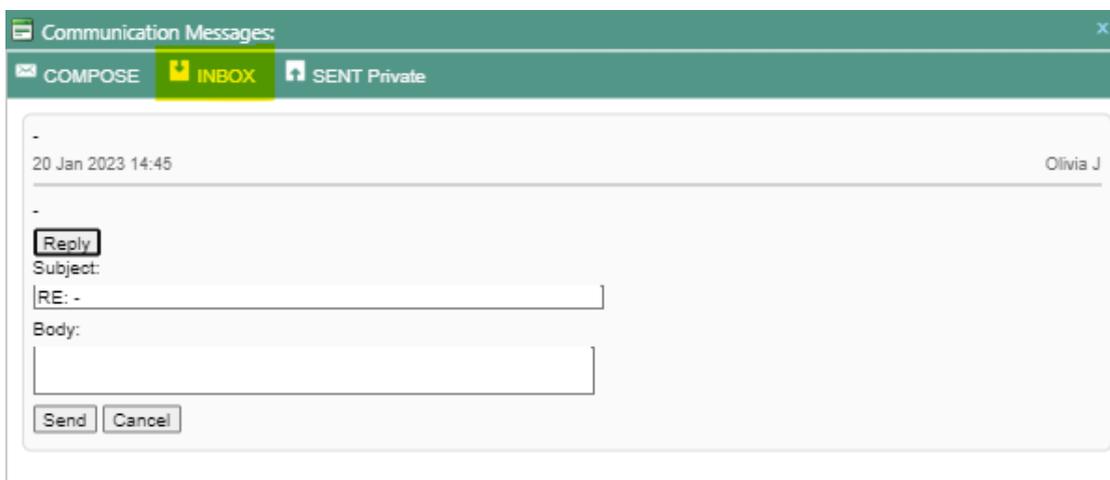
13. The third tool available for you to use on the board is the 'comment' button. This tool allows you to leave a comment on a post which can then be viewed by the moderator.



14. The envelope icon on the top right-hand side of the board is a button you can use to private message the moderator. To send a new message please select 'compose' submit a subject and then type your message within the 'body' of the message box. Please then select the moderators name from the list of moderators below the text boxes and then click send. Once the message has been sent the moderator will receive a notification next to their envelope icon when they next login.



15. Any private messages sent from your moderator can be located within the envelope icon and you will receive a notification next to the icon when you receive a message. To view the message please click on the envelope icon and then select inbox. To reply to the message please select 'reply' and then press send once you have composed your message subject and body.



16. Within the settings icon in the top right hand side of the board you can view your profile information, read the third party notice and also logout.



17. To logout of the board please go to the settings icon on the top right hand side of the board and select 'logout'.



18. To return to the board use the link in your invitation email.