



**visionslive**

## **Observer's Guide to Using the Bulletin Board**

Prepared for:

Users VisionsLive Bulletin Boards

## Accessing your board

Please keep an eye out for your invitation email – it will typically come from an address ending in @visionslive.com.

To access the bulletin board, simply click the link provided in that email.

Once you're logged in, please take a moment to read any instructions your moderator has left on the welcome page.

## Navigating the page

At the top of the first page, you'll see the Navigation area. You can click this to expand or hide the list of sections within the board.

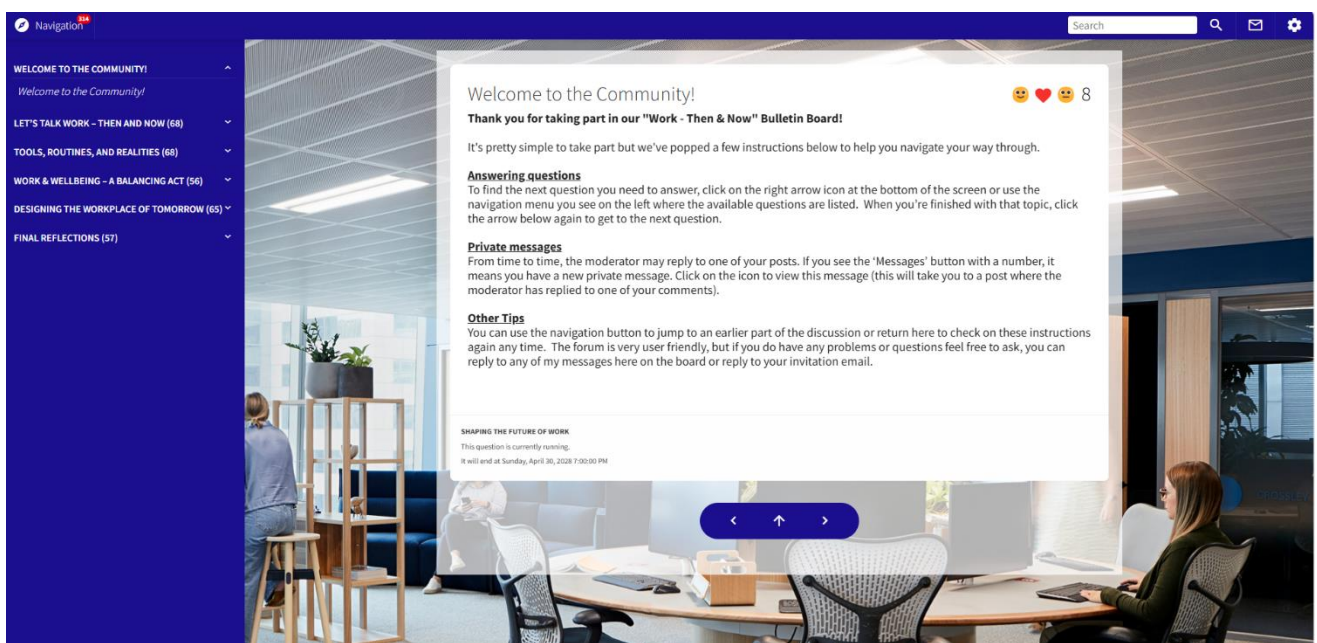
You can click on the section titles to reveal the questions within each one.

To navigate between questions, use the arrows at the bottom of the page to move forward or backward. The middle arrow will take you back to the top of the page (see image below for reference).

You can use the Navigation panel to quickly jump to a specific question by clicking on the section titles. Similarly, you can click directly on a question within a section to go straight to it.

Next to each question heading, you may see a number—this indicates how many unread posts are waiting for you to read. As mentioned above, simply click on the question to view the posts.

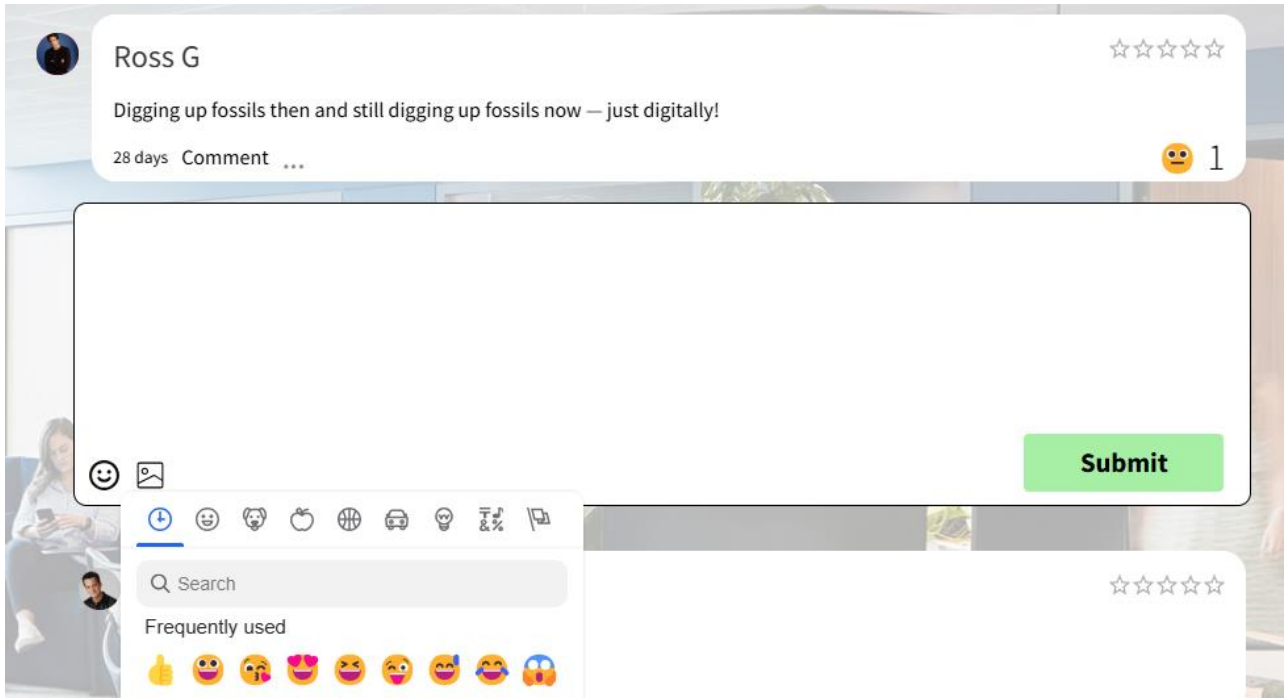
You might also notice a red notification bubble next to the Navigation panel itself. This shows the total number of new posts added across the board.



## Observer tools

As an observer, you can read and interact with respondents' posts using the tools located beneath each submission. Here's a breakdown of the tools available to you:

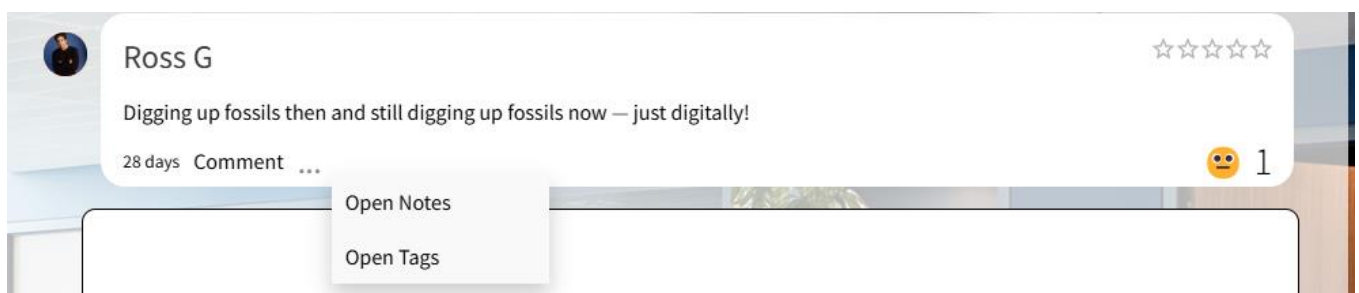
The first tool is the star rating (see image below), which allows you to rate a respondent's post on a scale of 1 to 5 stars. These ratings are private and only visible to observers—respondents will not see them.



You'll also see a Comment button beneath posts. Comments added here are visible to the moderator and can be used to flag or highlight something specific. You can add emojis to your comments and simply click submit when you have written out your comment.

The third tool is Open Notes, which lets you leave private comments on a respondent's post. These notes are visible only to you, allowing you to keep track of personal thoughts or observations. To leave a note, click on the ellipses on the respondents comment and click open note.

The fourth tool is the Open Tag function. This allows you to tag posts with custom labels such as "*Great answer*" or any other useful tag. You can add as many tags as you like, and later use the search bar at the top of the page to filter posts by these tags.



## Private Messaging the Moderator

In the top right corner of the board, you'll find the envelope icon, which you can use to send private messages to the moderator.

To send a message:

1. Click the envelope icon, then select 'Compose'.
2. Add a subject and type your message in the body field.
3. Select the moderator's name from the list.
4. Click Send.

Once sent, the moderator will receive a notification next to their envelope icon the next time they log in.

To view or reply to messages:

- Click the envelope icon and go to your Inbox.
- Select a message to view it.
- Click 'Reply' to respond, enter your message, and hit Send.

## Settings & Logging Out

Click the Settings icon in the top right corner of the board to:

- View or update your profile
- Read the third-party notice
- Log out of the board

To log out directly, simply go to the Settings menu and select 'Logout'.

## Returning to the Board

To return to the board at any time, use the link provided in your invitation email (typically sent from an address ending in @visionslive.com).