

## How to Set Up a Forum Account

1. Go to [lhca.discussion.community](http://lhca.discussion.community)

2. You will be taken to a screen that asks for the forum password. Enter the forum password as: **locusthill**. This is separate from your personal log in password which you will set up next.

The screenshot shows the 'Locust Hill Condo Association' forum interface. At the top, there is a navigation bar with links: Register, Login, Search, Calendar, and Latest Topics. Below this, a breadcrumb trail reads 'Forums > Password Required'. The main content area contains a form with the text 'Please enter the forums password.' followed by a password input field with masked characters. Below the input field is a checkbox labeled 'Log me in automatically on each visit.' and a 'Submit' button.

3. Next you will be taken to a Member Registration Screen. Use your first and last name and then your unit number as your Username. Enter your own password. Remember to write this down as it will be your own password. Enter your email address as well and remember to click the Forum Terms & Rules checkbox.

The screenshot shows the 'Locust Hill Condo Association' forum interface. At the top, there is a navigation bar with links: Register, Login, Search, Calendar, and Latest Topics. Below this, a breadcrumb trail reads 'Forums > Register'. The main content area contains a form titled 'Member Registration'. It includes fields for Username (with the example 'Andrew Berry 299'), Password, and Email Address. A note states: 'Your activation email will be sent to this email address. A valid email address is required to confirm your account.' Below the form is a section for 'Forum Terms & Rules' with a checkbox labeled 'I agree to the Forum Terms & Rules'. At the bottom are 'Submit' and 'Cancel' buttons.

4. After this you will receive a confirmation email. Check your email and click the link to confirm your membership to the forum. Once you do this, you receive the following notice.

The screenshot shows the 'Locust Hill Condo Association' forum interface. At the top, there is a navigation bar with links: Control Panel, Search, Calendar, Latest Topics, and Logout. Below this, a breadcrumb trail reads 'Forums'. In the top right corner, there is a welcome message: 'Welcome, Andrew Berry 299' and 'Private Messages: 0 Unread'. The main content area contains a message box with the text: 'Your email address has been verified, but your account is still pending approval. You will be notified via email once your account has been reviewed.' At the bottom of the message box is a link labeled '[Back to Forum]'.