## USING THE WRO.ORG BULLETIN BOARD

This is a step by step pictorial on using the wro.org bulletin board. It's designed for the less tech-savvy users, first time users, as well as those of you that already knows everything.

All members were issued the login for the NSN and WRO websites. Each website has separate login information. They are not same for both websites. If you no longer have your login info for the NSN, contact Mike Romine mikensnwro@hotmail.com

For the WRO.ORG Bulletin Board, contact Mark Vanderaar at <a href="mjvanderaar@gmail.com">mjvanderaar@gmail.com</a>.

We do not have access to your password, however we can reset your password and an email will be sent to you, with the login information from the corresponding website.

If you do not see emails with the login information, go to the last two pages of this document, to see how to unblock junk mail.

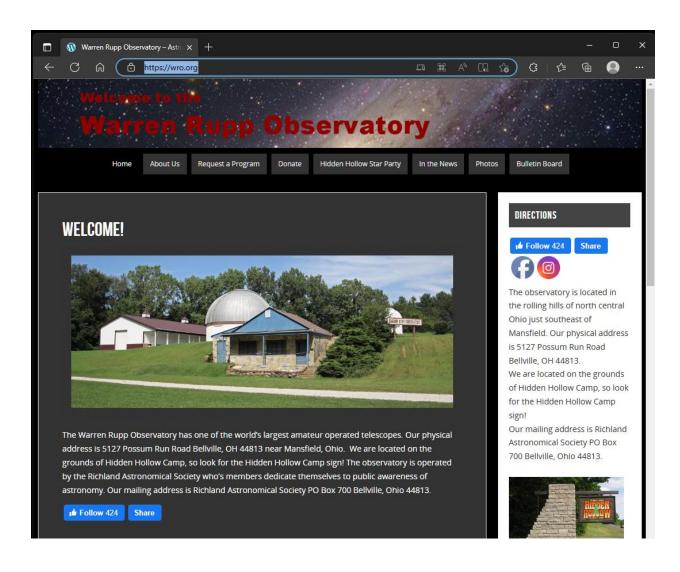
All members, regardless if you are a board member, club officer, new member or have been with the club longer than Terry McQuistion, you MUST post an OBSERVING REQUEST anytime that you are going to the observatory, regardless of the reason, unless it is a RAS function such as Member Meetings, Public Nights, Starry Nights, the Hidden Hollow Star Party, or scheduled Outreach events.

If you don't have internet access, you can contact another club member to post for you.

If requests are made during the Authorized Observing period, you do not need approval from the Observatory director. If posts are made outside of the A.O., you should post a day or so prior to allow the observatory director to respond. The Authorized Observing dates are only visible on the NSN calendar, after you login to the NSN. <a href="https://nightsky.jpl.nasa.gov/">https://nightsky.jpl.nasa.gov/</a>

I'm asking all members that have not logged in and posted on the Bulletin Board to please do so, to familiarize yourself with it, and to make sure everything thing is working. Just simply add a reply, and type "test" in the Add Reply box. Keep reading for instructions on using the Bulletin Board.

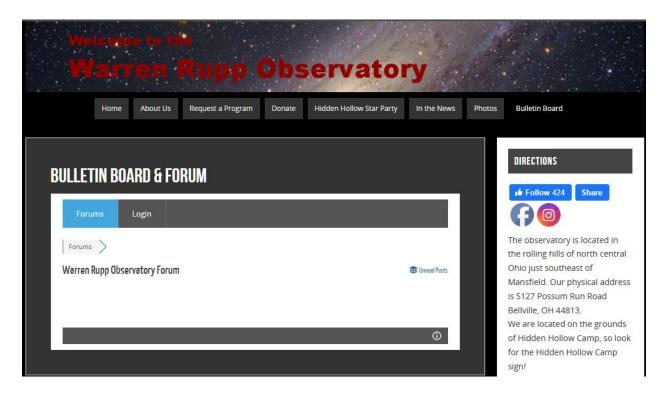
First, go to <u>Warren Rupp Observatory – Astronomical Observatory near Mansfield Ohio (wro.org)</u>. Simply typing wro.org in your address line should bring up the website.

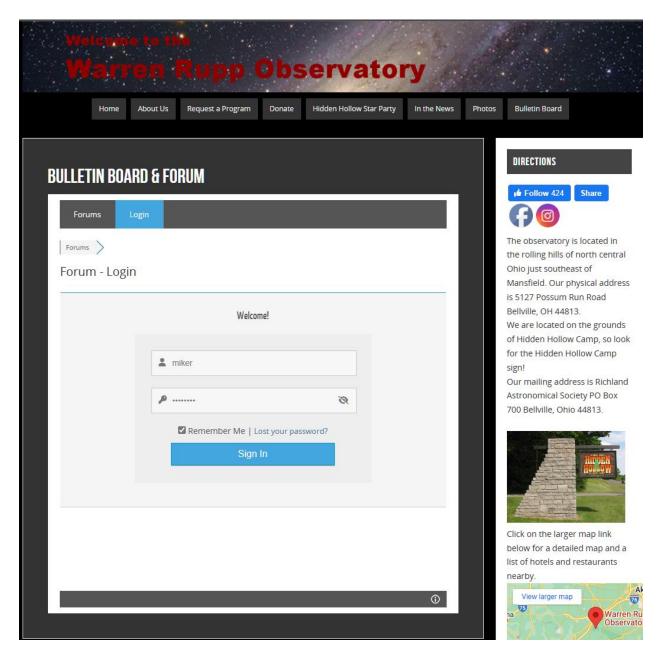


## Click on the 'Bulletin Board' Tab in the upper right corner.



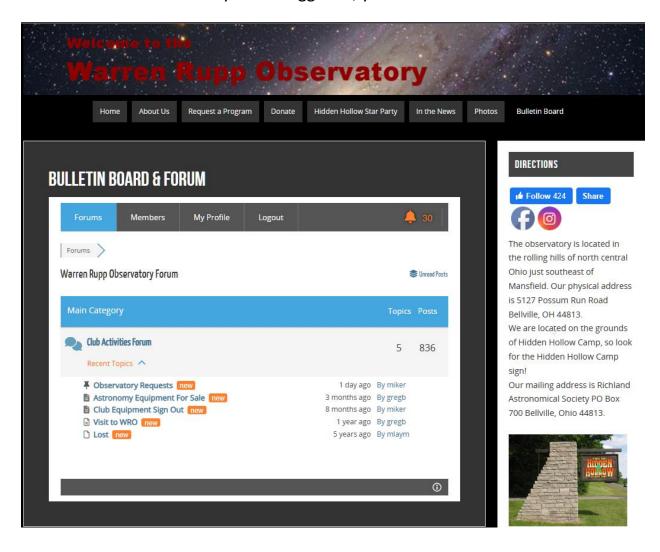
Click on 'Login'



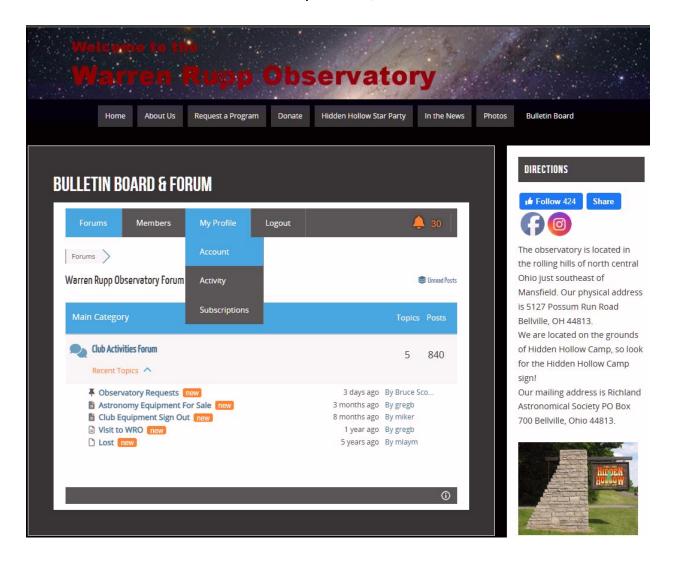


Enter your username and password. Check the 'Remember Me' box in an attempt to keep you logged in for each time you go to the Bulletin Board. This does not always work and you will be required to login again. Also, occasionally, you may have to enter your info multiple times.

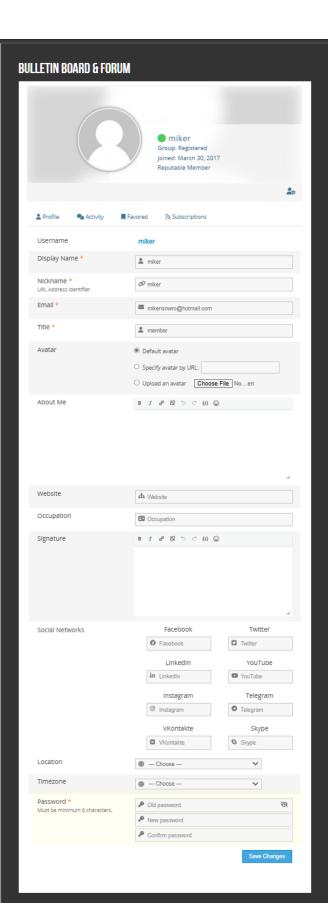
Once you are logged in, you will see this.



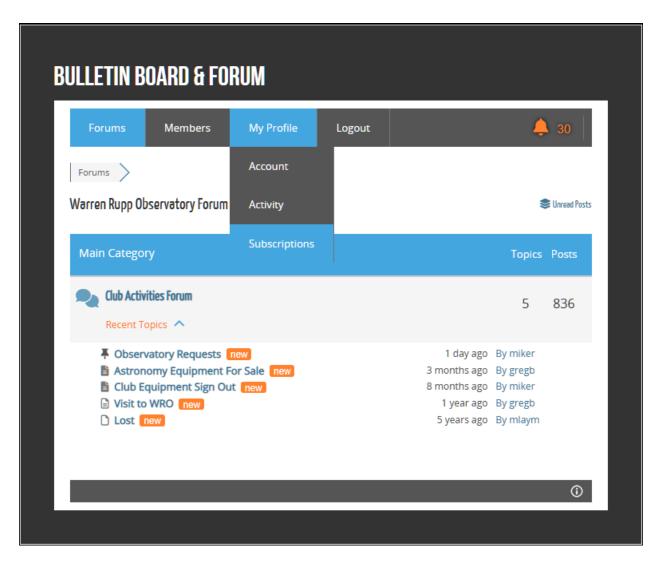
## Click on 'My Profile', 'Account'.



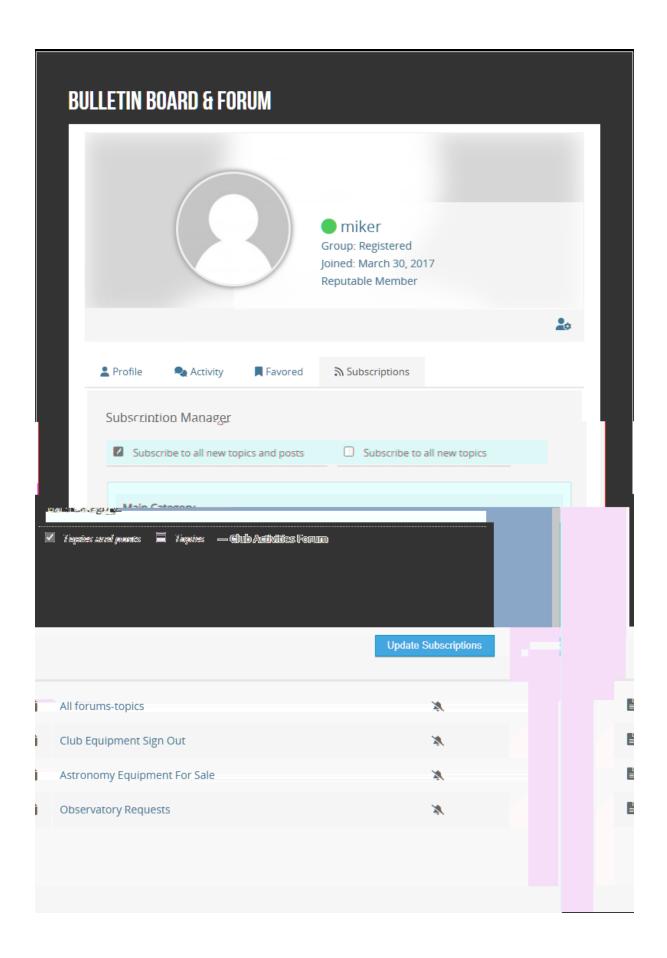
It's a good idea to change your password, to make it easy to remember. To change your password, add a picture, or to correct information, click on Account. Scroll to the bottom to change your password. Click on 'Save Changes' when finished.



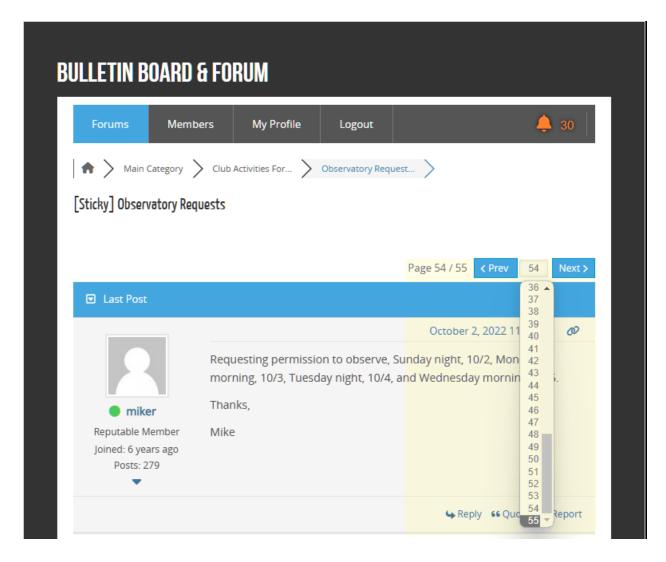
Next, go to 'Subscriptions'.



Under 'Subscription Manager', be sure to check 'Subscribe to all topics and posts.' This will allow you to receive emails each time someone posts on the Bulletin Board and show posts made by other members. Click on 'Update Subscriptions' when you are finished.

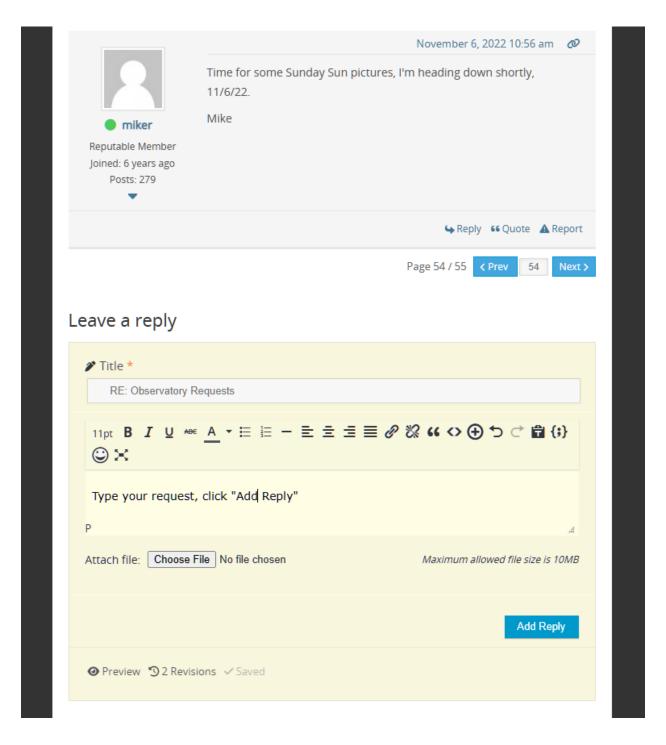


## Click on 'Observatory Requests'.



Since the last update to the bulletin board by the webhost, it sometimes doesn't go to the last page when you go to 'Observatory Requests'. To do this, click on the page number and scroll to the last number. Then, scroll to the bottom of the page. The page acts as a running thread. Under 'Leave a Reply', type your request, with the date that you plan to go the observatory and the reason. If you are bringing guests with you, note the number of people that will be with you.

If someone posts that they are going to the observatory and you wish to join them, you MUST post on the Observatory Requests



Once you've typed your message, click on 'Add Reply" You'll see the blue, rotating circle as the post is being completed. Then you will see "You have successfully added a reply".

If you are posting outside of the Authorized Observing period, one of the Observatory Directors will reply.





miker

Reputable Member Joined: 6 years ago Posts: 279

I will be occupying the pad from Tonight, 10/21/22 through Sunday night, 10/23/22, if the sky is clear and it's not too windy. Everyone is welcome to join me. You might want to contact me first, to make sure I'm going. 419 610 8868.

Mike



October 21, 2022 6:33 pm Ø



EricH

Member Joined: 6 years ago Posts: 121



Posted by: @miker

I will be occupying the pad from Tonight, 10/21/22 through Sunday night, 10/23/22, if the sky is clear and it's not too windy. Everyone is welcome to join me. You might want to contact me first, to make sure I'm going. 419 610 8868.

Mike

Good to go for the weekend Mike. Hope you have clear skies. Anyone planning to join Mike should still post on the BB that you'll be on the grounds like usual.

Eric Heintz



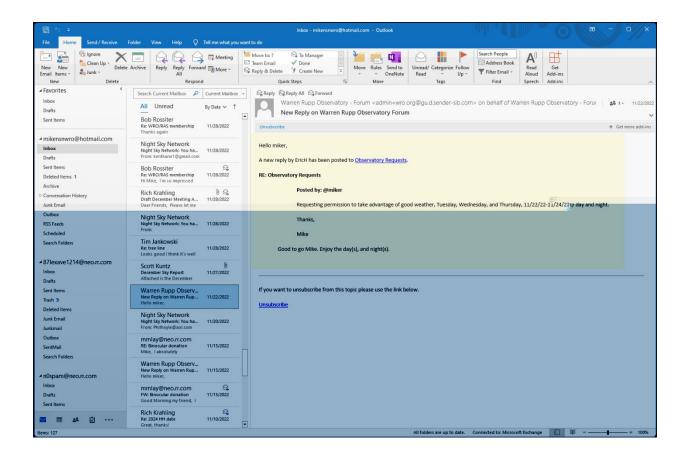






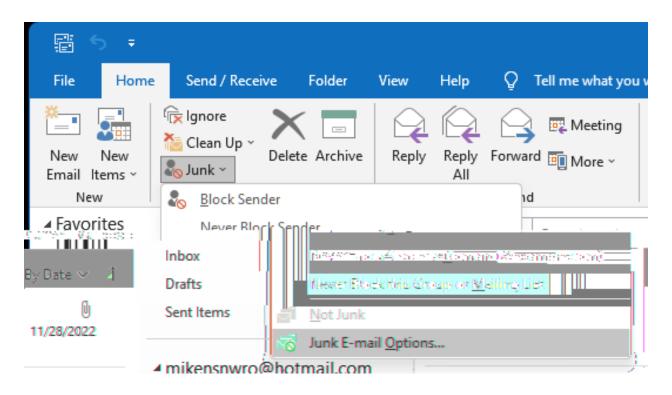


You will also receive an email from 'Warren Rupp Observatory - Forum <admin=wro.org@gu.d.sender-sib.com> ', for the reply and subsequent posts from other members.

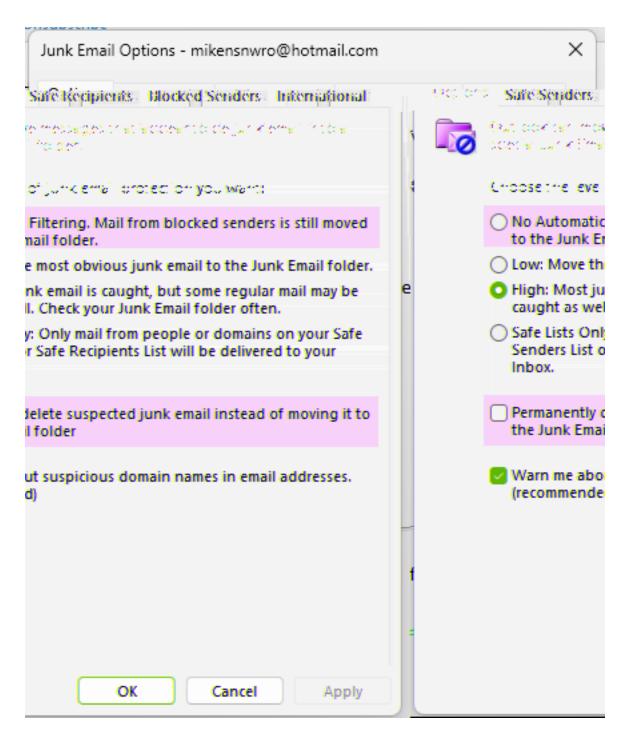


Some email clients may send these messages to 'Junk Mail'. Most will allow you to right click on the email and select 'Add to Safe Senders List' or 'Never Block'.

If you are using Microsoft Outlook, click on the 'Junk' tab in the upper left-hand corner and choose 'Never Block this Group or Mailing List'



If you are not seeing the emails and you are using Microsoft Outlook, click on 'Junk E-mail Options'



If the 'Permanently delete suspected junk mail....' is checked, you may never see the incoming email, as it is being automatically deleted. Uncheck this option. You may also want to temporarily change junk email protection to 'No Automatic Filtering', so you are able to see the email and set the 'Never Block' option. Microsoft Mail does not have junk mail filtering options.

Other email client will have similar junk mail options.