

Most people can skip to [Section C](#). Section C covers several things that you will want to do to make your experience using the CEAC Forum enjoyable; such as getting email notifications when there are new posts. It only takes a few minutes to set things up.

The biggest issue is related to email filters (both user controlled and County IT controlled) blocking emails from forum@ceaccounties.org. See [Section D](#) for assistance.

Please feel free to contact me if you are having issues with the Forum; particularly with email notifications getting blocked. I would like to update the guide with additional tips on how to unblock forum notification emails.

Contents

- A. Create an Account 1
- B. Password Reset..... 6
- C. One-Time Setup..... 9
- D. Email Issues: safe senders list, junk/spam email..... 17

A. Create an Account

1. Go to the forum page and sign up: <https://www.ceaccounties.org/forum> and select the register button.



2. Click **I AGREE TO THESE TERMS** to accept the terms and conditions.

The screenshot shows the top of a phpBB forum page. At the top left is the phpBB logo with 'forum software' underneath. To its right is the text 'CEAC Forum'. Below the logo is a navigation bar with a 'FAQ' link (with a question mark icon) and a 'Login' button (with a power icon). Below that is a 'Board index' link (with a house icon). The main content area is titled 'CEAC Forum - Registration'. It contains three paragraphs of text. The first paragraph explains that by accessing the forum, users agree to be bound by the terms. The second paragraph states that the forum is powered by phpBB software, which is licensed under the GNU General Public License v2. The third paragraph outlines the rules for posting, including a prohibition on abusive or illegal content and a warning of permanent banning. At the bottom of the registration area, there are two buttons: 'I agree to these terms' and 'I do not agree to these terms'. The 'I agree to these terms' button is circled in red. Below the registration area is a footer with a 'Board index' link, a 'Contact us' button (with an envelope icon), a 'Delete cookies' button (with a trash icon), and the text 'All times are UTC'.

3. On the create an account webpage, **look at the confirmation code graphic and make sure that you can read it.** If not, click the refresh button before completing the form; as hitting the **REFRESH CONFIRMATION CODE** button clears all entries. The time zone should default to Los Angeles.

phpBB CEAC Forum
forum software

FAQ Login

Board index

CEAC Forum - Registration

Please note that you will need to enter a valid email address before your account is activated. The administrator will review your account and if approved you will receive an email at the address you specified.

Username: Bob Bronkall
Length must be between 3 characters and 20 characters.

Password:
Must be at least 6 characters long.

Confirm password:

Email address: bbronkall@co.humboldt.ca.us

Language: British English

My timezone: UTC-08:00 - 25 Jan 2023, 11:40
America/Los Angeles

CONFIRMATION OF REGISTRATION

To prevent automated registrations the board requires you to enter a confirmation code. The code is displayed in the image you should see below. If you are visually impaired or cannot otherwise read this code please contact the Board Administrator.

Confirmation code:

KHGV5 Refresh confirmation code

Enter the code exactly as it appears. All letters are case insensitive.

Submit

Board index Contact us Delete cookies All times are UTC

In some rare instances (primarily for surveyors who are on the old listserv), you may get an error message that the email address is already in use. If this occurs, you already have an account. Use the reset password tool to reset your password. See [Section B](#) for help on resetting your password.

Be sure to check your spam and junk mail folders for the password reset email. See [Section D](#) for unblocking emails from this address.

phpBB CEAC Forum
forum software

FAQ Login

Board index

CEAC Forum - Registration

The entered email address is already in use.

Please note that you will need to enter a valid email address before your account is activated. The administrator will review your account and if approved you will receive an email at the address you specified.

Username:
Length must be between 3 characters and 20 characters.

Password:
Must be at least 6 characters long.

Confirm password:

Email address:

Language:

My timezone:

Submit

Board index Contact us Delete cookies All times are UTC

Getting Started Guide

- Once your account is created you will need to wait for an administrator to approve your account.

The screenshot shows the phpBB forum interface. At the top, there is a blue header with the phpBB logo and 'CEAC Forum'. Below the header, there is a navigation bar with 'FAQ', 'Register', and 'Login' links. A 'Board index' link is also visible. The main content area is titled 'Information' and contains the following text: 'Your account has been created. However, this board requires account activation by the administrator group. An email has been sent to them and you will be informed when your account has been activated.' Below this text is a link to 'Return to the index page'. At the bottom of the page, there is another 'Board index' link, along with 'Contact us', 'Delete cookies', and 'All times are UTC' links.

B. Password Reset

This only applies for a small handful of people who used to use the surveying listserv. Skip to Section C unless you have an issue.

1. Select **I FORGOT MY PASSWORD** button to reset your password.

The screenshot shows the phpBB CEAC Forum interface. At the top, there is a blue header with the phpBB logo and 'CEAC Forum'. Below this is a navigation bar with links for 'FAQ', 'Board index', 'Register', and 'Login'. A timestamp indicates the current date and time: 'It is currently Wed Jan 25, 2023 10:43 pm'. A message states 'This board has no forums.' Below this is the 'LOGIN • REGISTER' section, which includes input fields for 'Username:' and 'Password:', a 'Remember me' checkbox, and a 'Login' button. The 'I forgot my password' link is circled in red. Below the login section is the 'WHO IS ONLINE' section, which shows '1 user online' (0 registered, 0 hidden, 1 guest) and 'Most users ever online was 19 on Wed Jan 05, 2022 11:48 pm'. The 'STATISTICS' section shows 'Total posts 239 • Total topics 60 • Total members 95 • Our newest member CSALMON'. At the bottom, there is a footer with 'Board index', 'Contact us', 'Delete cookies', and 'All times are UTC'.

2. Type in your email address and click the **SUBMIT** button.

phpBB CEAC Forum
forum software

FAQ Register Login

Board index

Reset password

Email address:
This must be the email address associated with your account. If you have not changed this via your user control panel then it is the email address you registered your account with.

bbronkall@co.humboldt.ca.us

Submit

Board index Contact us Delete cookies All times are UTC

phpBB CEAC Forum
forum software

FAQ Register Login

Board index

Information

If your account exists, a password reset link was sent to your registered email address. If you do not receive an email, it may be because you are banned, your account is not activated, you have requested multiple password resets within a short time frame, or you are not allowed to change your password. Contact an administrator if any of those reasons apply. Also, please check your spam filter.

Return to the index page

Board index Contact us Delete cookies All times are UTC

If you used the password reset tool, you will receive an email from forum@ceaccounties.org. If you did not receive the password reset email, you may need to add forum@ceaccounties.org email address to your safe sender list so that emails from the forum make it into your inbox. **See [Section D](#) for help with safe senders list and junk/spam email issues.**

From: Forum Administrator <forum@ceaccounties.org>
Sent: Saturday, March 25, 2023 8:16 AM
To: Bronkall, Bob <BBronkall@co.humboldt.ca.us>
Subject: Account password reset

Caution: This email was sent from an EXTERNAL source. Please take care when clicking links or opening attachments.

Hello **b_bronkall** ← **YOUR USER NAME**

You are receiving this notification because you have requested to recover a forgotten password for your account on "CEAC Forum".

To reset your password, please click the link provided below:

https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ceaccounties.org%2Fforum%2Fapp.php%2Fuser%2Freset_password%2F

If you did not authorize the request you can ignore this email. Please contact the board administrator if you keep receiving it.

--

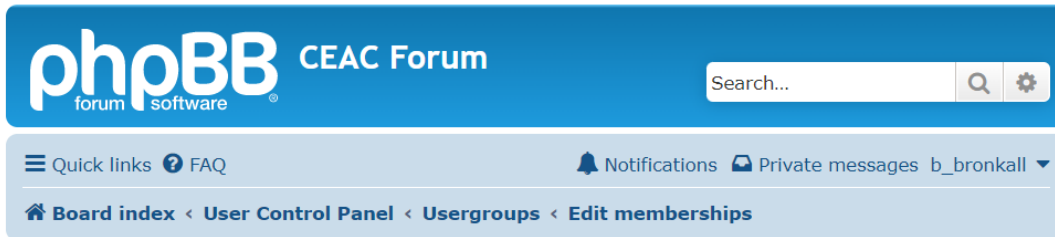
Thanks, Forum Admin

C. One-Time Setup

1. Once you get logged in, you need to request access to the Forums that you want to join. Join as many as you like. In the upper right corner of the screen, select **USER CONTROL PANEL** using the pulldown by your username.



- In the **USERGROUPS** tab, you can request to join the surveyors group. After the moderator approves you, you will then have access to the forum where you can read and respond to posts. In the case of the Surveyor Forum the current moderator is Ian Wilson.



User Control Panel

Overview
Profile
Board preferences
Private messages
Usergroups
Friends & Foes

Edit memberships
Manage groups

Groups

Usergroups enable board admins to better administer users. By default you will be placed in a specific group, this is your default group. This group defines how you may appear to other users, for example your username colouration, avatar, rank, etc. Depending on whether the administrator allows it you may be allowed to change your default group. You may also be placed in or allowed to join other groups. Some groups may give you additional permissions to view content or increase your capabilities in other areas.

MEMBERSHIPS	SELECT
Registered users This is a special group, special groups are managed by the board administrators.	<input type="radio"/>
Resource Recovery & Waste Management This is an open group, members can apply to join.	<input type="radio"/>
Surveyors This is an open group, members can apply to join.	<input type="radio"/>

PENDING MEMBERSHIPS	SELECT
Administrative The purpose of the Administrative Committee is to advance administrative functions, methods, and practices, monitor legislation, monitor regulatory actions, prepare policy and technical recommendations and prepare legislative guidelines and priorities as appropriate. This is an open group, members can apply to join.	<input type="radio"/>
Flood Control & Water Resources This is an open group, members can apply to join.	<input type="radio"/>
Infrastructure & Development This is an open group, members can apply to join.	<input type="radio"/>
Transportation This is an open group, members can apply to join.	<input type="radio"/>

Select: Join selected

[Board index](#)
[Contact us](#)
[The team](#)
[Members](#)
[Delete cookies](#)
All times are UTC-08:00

3. You will want to customize the forum to automatically inform you with an email whenever a new post is made to a forum that you have subscribed to. After a few days if you are not receiving any email notifications, check your spam and junk mail folders to see if emails are getting lost there. The emails will come from forum@ceaccounties.org so you can proactively add it to your email rules. See [Section D](#) for help with safe senders list and junk/spam email issues.

In the **USER CONTROL PANEL**, select the **BOARD PREFERENCES** tab and then select the **EDIT NOTIFICATION OPTIONS** option, you can specify when you will be sent emails notifying you of activity on the forum.

The screenshot shows the 'Edit notification options' page in the phpBB CEAC Forum User Control Panel. The page title is 'Edit notification options' and it includes a sub-header: 'Here you can set your preferred notification methods for the board.' The table below lists various notification types with checkboxes for 'NOTIFICATIONS' and 'EMAIL'. A red circle highlights the 'EMAIL' column checkboxes for the following notification types: 'Someone replies to a topic to which you are subscribed', 'Someone quotes you in a post', 'Someone creates a topic in a forum to which you are subscribed', and 'Someone replies to a topic in a forum to which you are subscribed'. The 'Submit' button is located at the bottom right of the table.

NOTIFICATION TYPE	NOTIFICATIONS	EMAIL
Posting Notifications		
Your topics/posts are approved or disapproved by a moderator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone replies to a topic you have bookmarked	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone replies to a topic to which you are subscribed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone quotes you in a post	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Someone creates a topic in a forum to which you are subscribed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Someone replies to a topic in a forum to which you are subscribed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Miscellaneous Notifications		
Someone sends you a private message	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Your report on a private message is closed by a moderator	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Your report on a post is closed by a moderator	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Customize your signature line. Also in the **USER CONTROL PANEL**, select the **PROFILE** tab and then select the **EDIT SIGNATURE** option, you can add a signature line that will automatically be added to any message that you post.

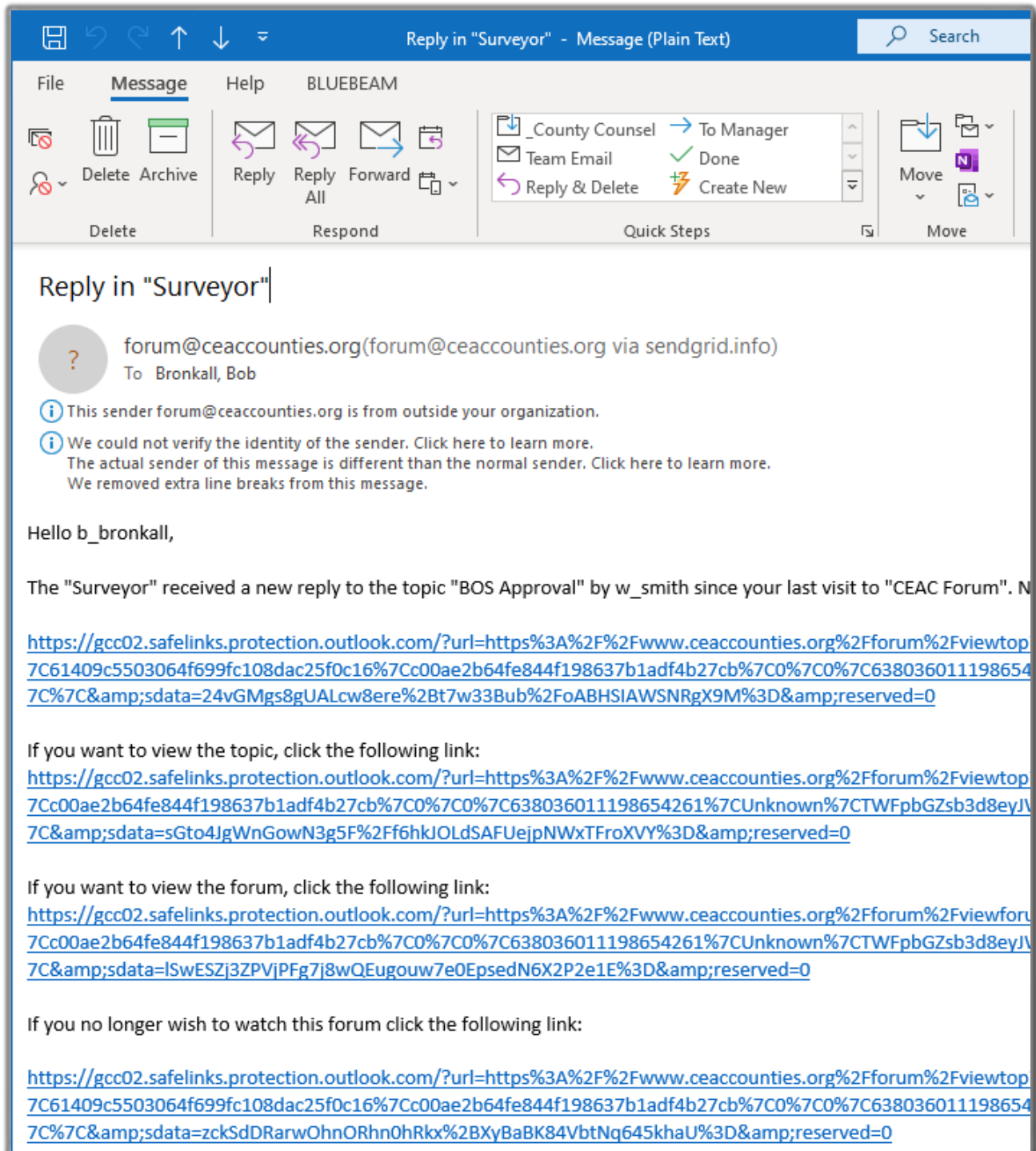
The screenshot shows the phpBB CEAC Forum interface. At the top, there is a search bar and navigation links for Quick Links, FAQ, Notifications, and Private messages. The breadcrumb trail indicates the user is in the 'User Control Panel' > 'Profile' > 'Edit signature' section. The 'Edit signature' page has several tabs: Overview, Profile, Board preferences, Private messages, Usergroups, and Friends & Foes. The 'Edit signature' section includes a preview of the signature and a text editor. The signature text is: **Robert W. Bronkall, LS, PE-Civil, PE-Traffic**
County Surveyor
Humboldt County Public Works Department
707.445.7205
bbronkall@co.humboldt.ca.us

The text editor shows the same signature text with BBCode tags: `[b]Robert W. Bronkall, LS, PE-Civil, PE-Traffic[/b]`
County Surveyor
Humboldt County Public Works Department
707.445.7205
bbronkall@co.humboldt.ca.us

A red circle highlights the signature text in the editor. The editor also includes a toolbar with various formatting options and a 'Smilies' panel on the right. At the bottom, there are 'Preview' and 'Submit' buttons.

Getting Started Guide

5. Email notifications from the forum website will look like this. You may need to add forum@ceaccounties.org email address to your safe sender list so they make it into your inbox; see the next step for instructions. See [Section D](#) for help with safe senders list and junk/spam email issues.



Getting Started Guide

- 6. If you want to be notified when someone posts to the forum, you need to subscribe to the forum. On the screen it may seem like you are already subscribed, but until you click the toggle you are not. In the lower left corner click on **SUBSCRIBE FORUM**. You won't be able to do this until you are accepted into a forum. This needs to be done for each forum that you join; including sub-forums.

The screenshot shows the phpBB forum interface for the 'Surveyor' board. At the top, there is a search bar and navigation links. Below the board name, there is a 'New Topic' button and a search box. A table of topics is displayed with columns for 'TOPICS', 'REPLIES', 'VIEWS', and 'LAST POST'. At the bottom left, there is a 'Board index' link and a 'Subscribe forum' button. A red circle highlights the 'Subscribe forum' button, and a red arrow points from a text box to it. The text box contains the message: 'A checkbox means that you are NOT subscribed!'.

Notice the message that appears when you toggle the subscribe button:

The screenshot shows a modal information box with the following text: 'INFORMATION You have subscribed to be notified of new posts in this forum.' The box has a close button in the top right corner.

CEAC Forum

Getting Started Guide

Note: After you are subscribed, the subscribe toggle changes from **SUBSCRIBE FORUM** to **UNSUBSCRIBE FORUM** as shown below.

The screenshot shows the phpBB CEAC Forum interface. At the top, there's a search bar and navigation links. The main content area displays a list of topics for the 'Surveyor' forum, moderated by Ian Wilson. The topics include 'Road Crew and Land Development... Mixed or Separate?', 'US Survey Foot Depreciation', 'Transfer of Public Sewer Easement to the HOA or other private entity', 'This is a test topic to see if email alerts are working yet', 'Sign In, Please!', 'Test', 'Ordinance for curb and gutter in front of SFR', 'Forum Header', and 'Amending Parcel Map'. At the bottom of the page, there's a footer with navigation links and a 'Unsubscribe forum' link, which is circled in red. A red box with the text 'This means that you are subscribed!' has an arrow pointing to the 'Unsubscribe forum' link.

TOPICS	REPLIES	VIEWS	LAST POST
Road Crew and Land Development... Mixed or Separate? by j_hart = Tue Jan 25, 2022 9:02 am	3	11	by w_smith @ Tue Jan 25, 2022 9:19 am
US Survey Foot Depreciation by LSB488 = Fri Jan 14, 2022 10:19 am	3	27	by j_hart @ Tue Jan 25, 2022 9:09 am
Transfer of Public Sewer Easement to the HOA or other private entity by q_marchenko = Fri Jan 21, 2022 9:11 am	4	25	by Ian Wilson @ Fri Jan 21, 2022 5:01 pm
This is a test topic to see if email alerts are working yet by mike_jitville = Fri Jan 21, 2022 7:50 am	6	16	by Ian Wilson @ Fri Jan 21, 2022 9:15 am
Sign In, Please! by Ian Wilson = Thu Jan 06, 2022 9:52 am	12	83	by m_lee @ Thu Jan 20, 2022 8:45 am
Test by a_jevremovic = Tue Oct 05, 2021 3:32 pm	3	24	by b_bronkall @ Tue Jan 18, 2022 9:39 am
Ordinance for curb and gutter in front of SFR by Ian Wilson = Sun Dec 19, 2021 10:46 am	5	51	by Ian Wilson @ Sat Jan 15, 2022 11:24 am
Forum Header by LSB488 = Fri Jan 14, 2022 10:21 am	1	19	by Ian Wilson @ Sat Jan 15, 2022 11:23 am
Amending Parcel Map by b_bronkall = Wed Jan 12, 2022 5:34 pm	1	15	by b_bronkall @ Wed Jan 12, 2022 5:34 pm

As of the 11/2023 there are a total of 10 forums and sub-forums that you potentially need to subscribe depending upon your level of interest:

Administrative

Flood Control & Water Resources

Infrastructure & Development

Getting Started Guide

Resource Recovery & Waste Management

Surveyor

Map Review

Transportation

CAMUTCD

Bridges

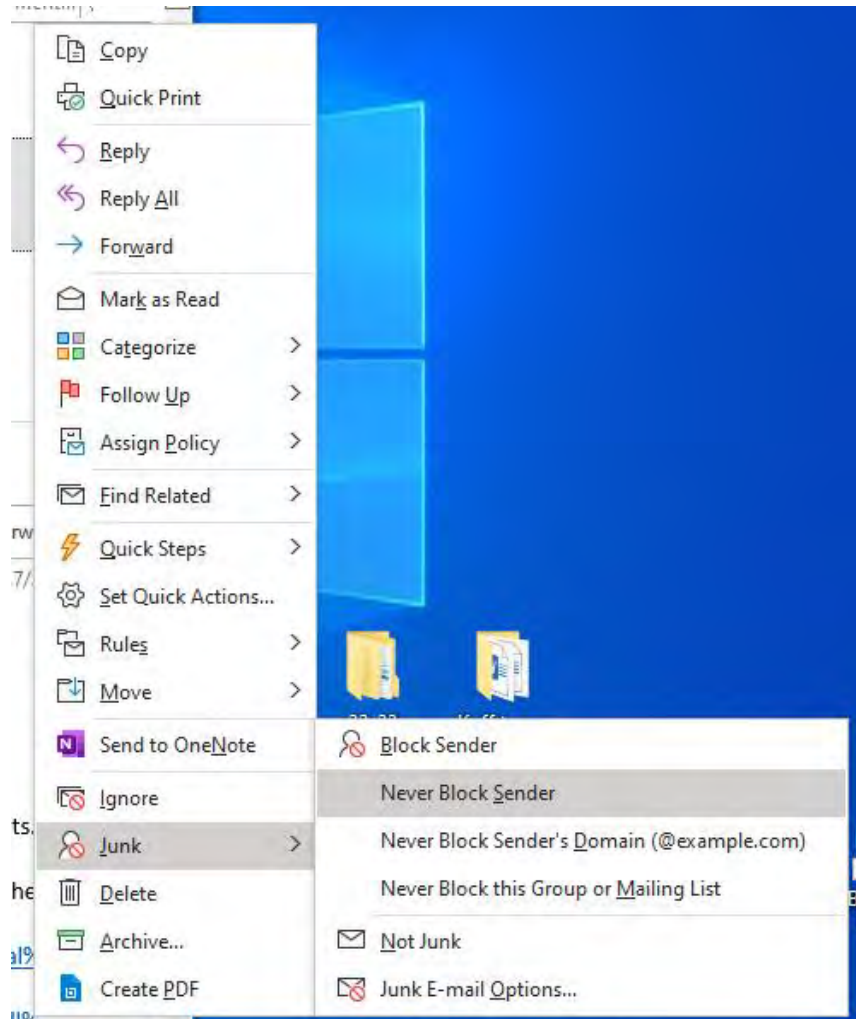
Roads

As time goes on and you find that you are no longer interested in a particular forum, you can unsubscribe. Once you unsubscribe, you will stop getting notifications for posts in that particular forum. You will still receive notifications for the remaining forums that you have subscribed to. You can always subscribe again in the future should the need arise.

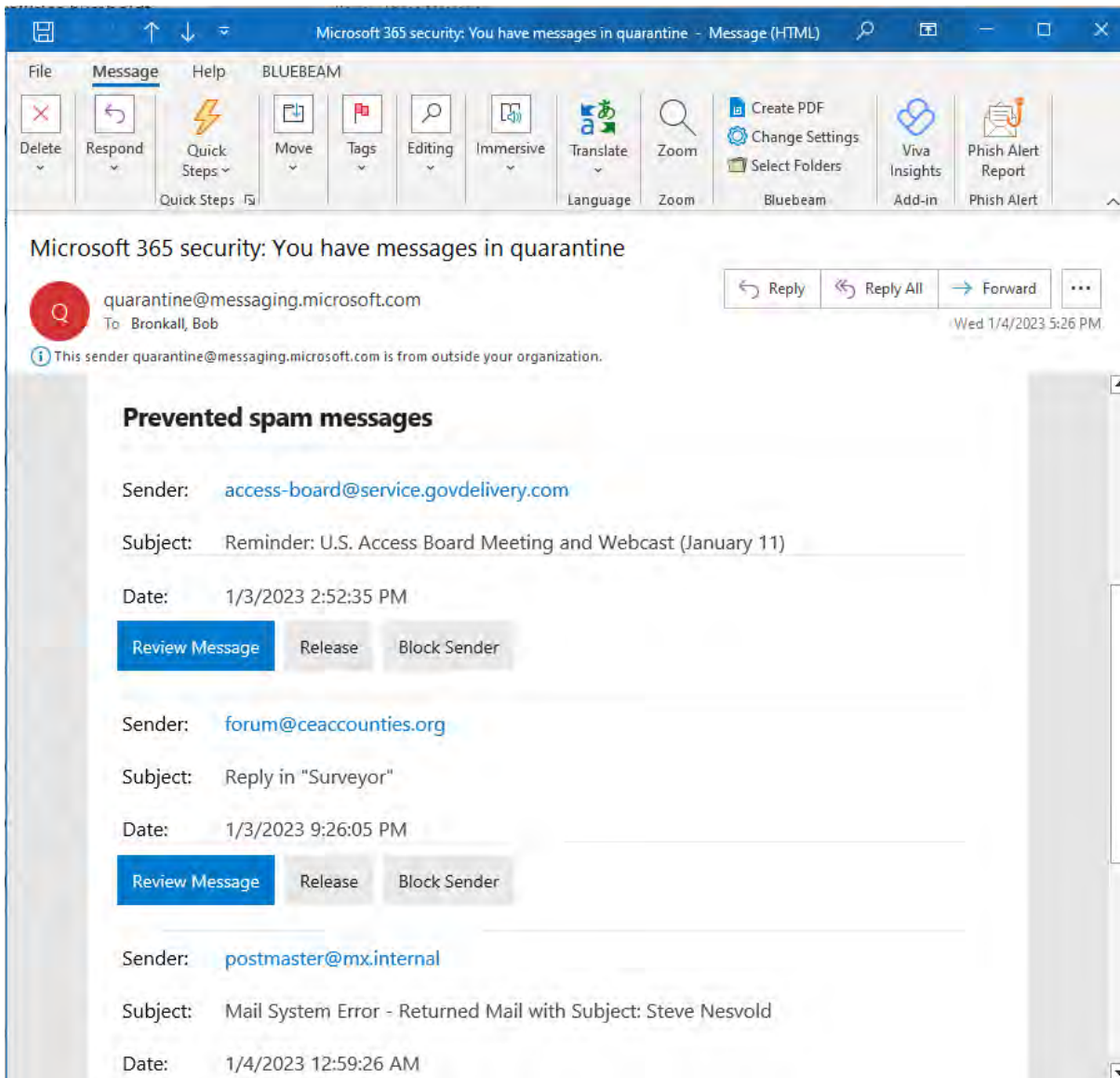
As time goes on more sub-forums are likely to be created. When you notice that a new one has been created, you need to remember to subscribe to it if you wish to receive notifications for it.

D. Email Issues: safe senders list, junk/spam email

1. If your County IT uses MS Outlook as your primary email software and you are finding that the emails from the forum website are getting moved to your junk folder, right click on the email and select **JUNK => NEVER BLOCK SENDER**.



- The messages may also be getting caught in your organizations overall spam filter. In this example Humboldt County IT uses Microsoft 365.



If this happens, you can click the **RELEASE** button and the message will then be sent to your inbox. Note that it might get released from here and go into your spam or junk email folder.

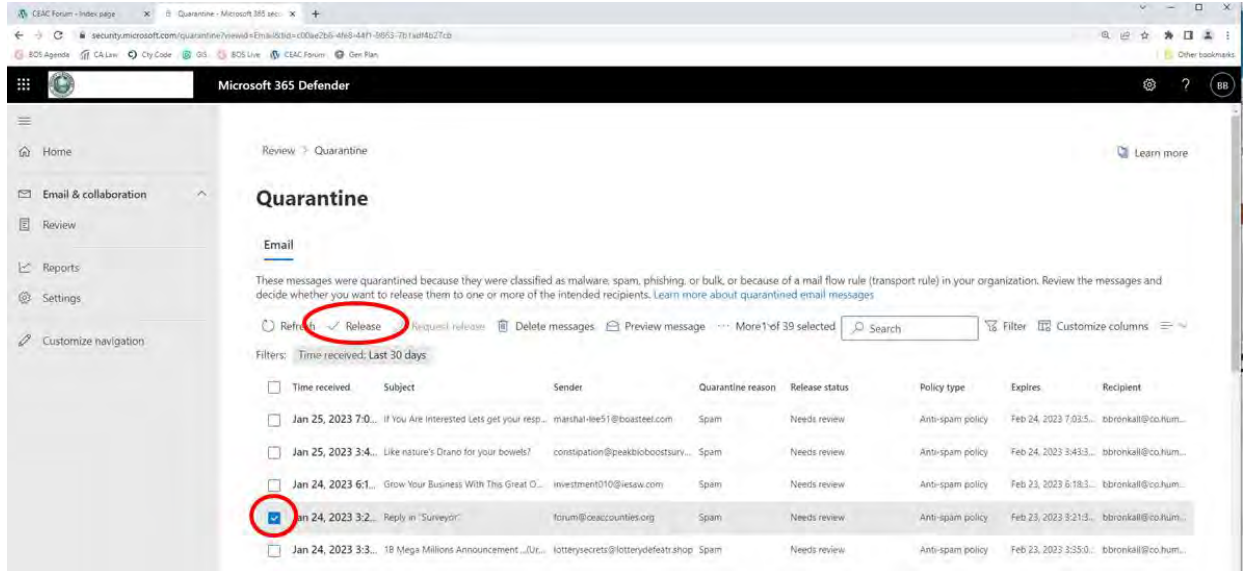


Spam message was released from quarantine.

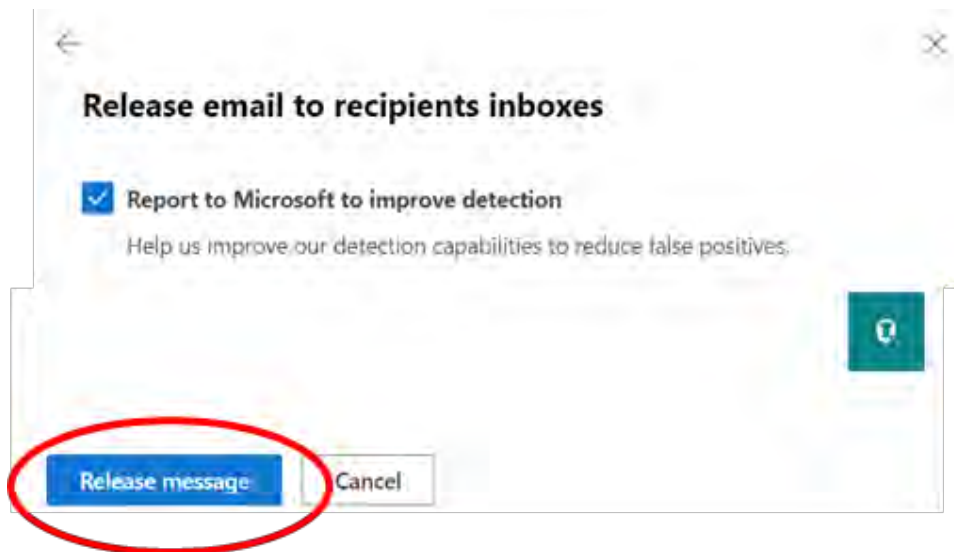
Getting Started Guide

- 3. The messages may also be getting caught in your organizations overall spam filter. In this example Humboldt County IT uses Microsoft 365 Defender.

Check the box next to the messages that you want to release and click the **RELEASE** button.



Check the box next to *Report to Microsoft to improve detection*; then click the **RELEASE MESSAGE** button.



Getting Started Guide

4. You may also need to contact your Department's IT Department to have forum@ceaccounties.org added to your County's overall safe senders list.

As a good measure, I recommend doing this step to ensure that emails from this address will never get hung up in a Tenant Allow/Block List, like to one used in Microsoft 365 Defender.

// END //