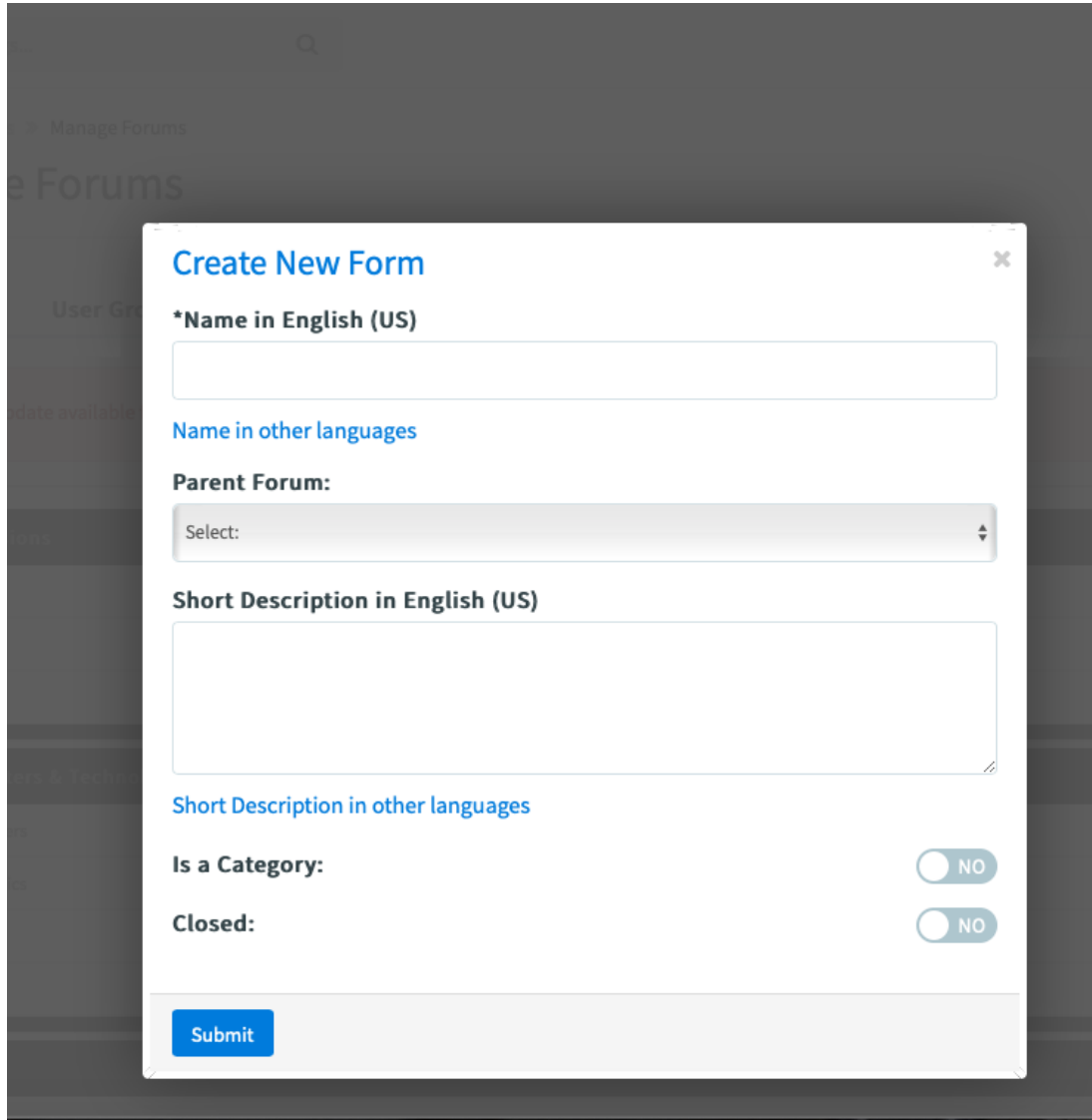


How to set up Forum

Adding forums to your website is a great way to get more user interaction and increase community engagement on your website. This article provides you with steps to make a forum where your user can create content and interact with each other. Let's get started.

From Admin CP> Apps> Forum> Manage forum> clicking on Add forum will come to pop up below:

A screenshot of a web application's Admin Control Panel (Admin CP) showing a 'Create New Form' modal. The modal is white with a blue title bar and a close button (X) in the top right corner. It contains several input fields and toggle switches. The background is a dark grey dashboard with various menu items like 'Manage Forums', 'User Groups', and 'Update available' visible but blurred.

Create New Form

***Name in English (US)**

[Name in other languages](#)

Parent Forum:

Select:

Short Description in English (US)

[Short Description in other languages](#)

Is a Category: ☐ NO

Closed: ☐ NO

1. To create a main parent forum, just fill in the following element:

- Name
- Short description
- Hit submit

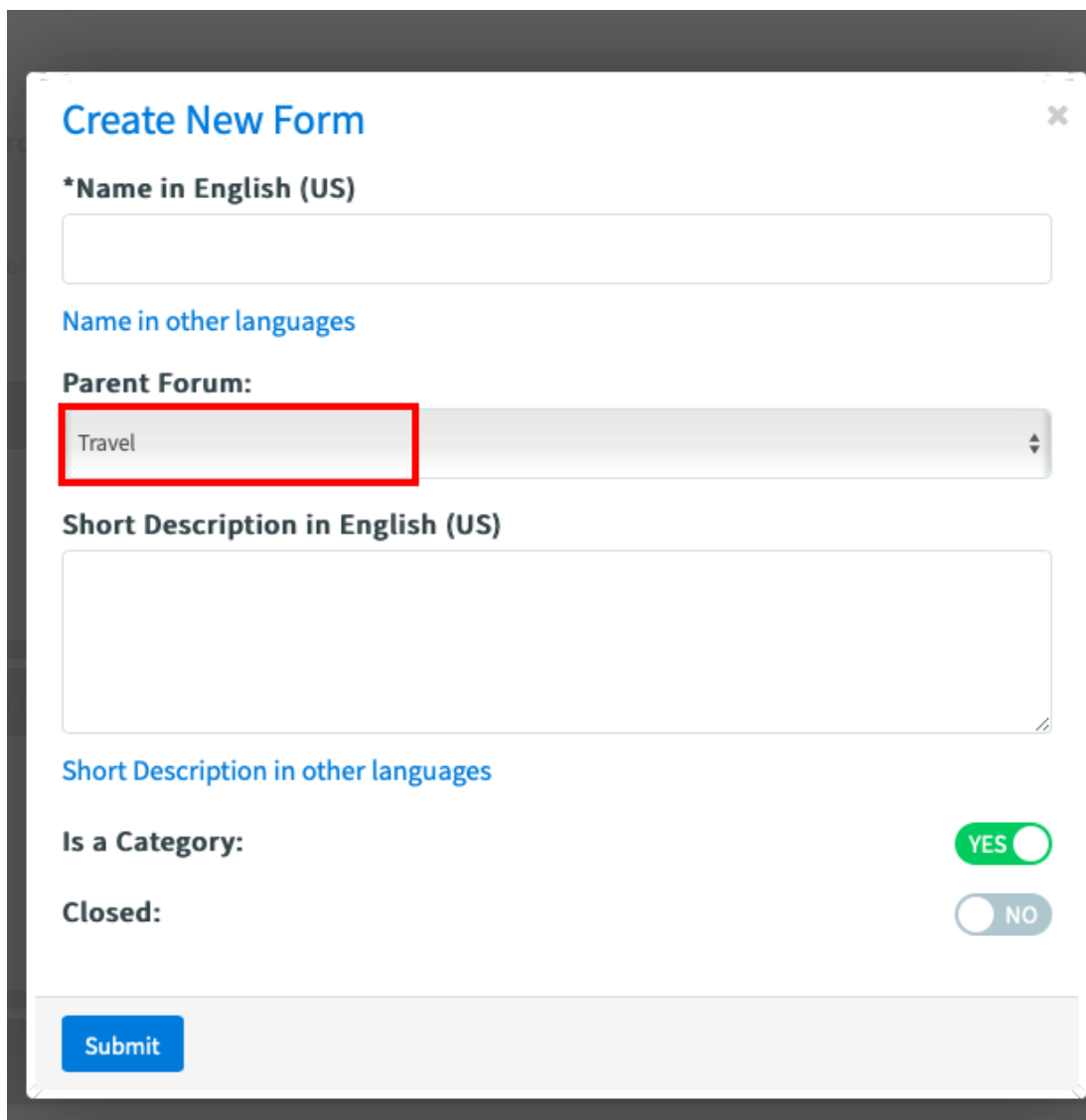
For the purpose of this tutorial, we created a main Parent forum "Travel"



A screenshot of a forum's category selection interface. It features a dark grey sidebar on the left with a list of categories: 'Computers & Technology', 'Computers', 'Electronics', 'Gadgets', and 'General'. Each category has a small downward arrow icon. The 'Travel' category is highlighted with a red rectangular box. Below the sidebar is a blue button labeled 'Update Order'.

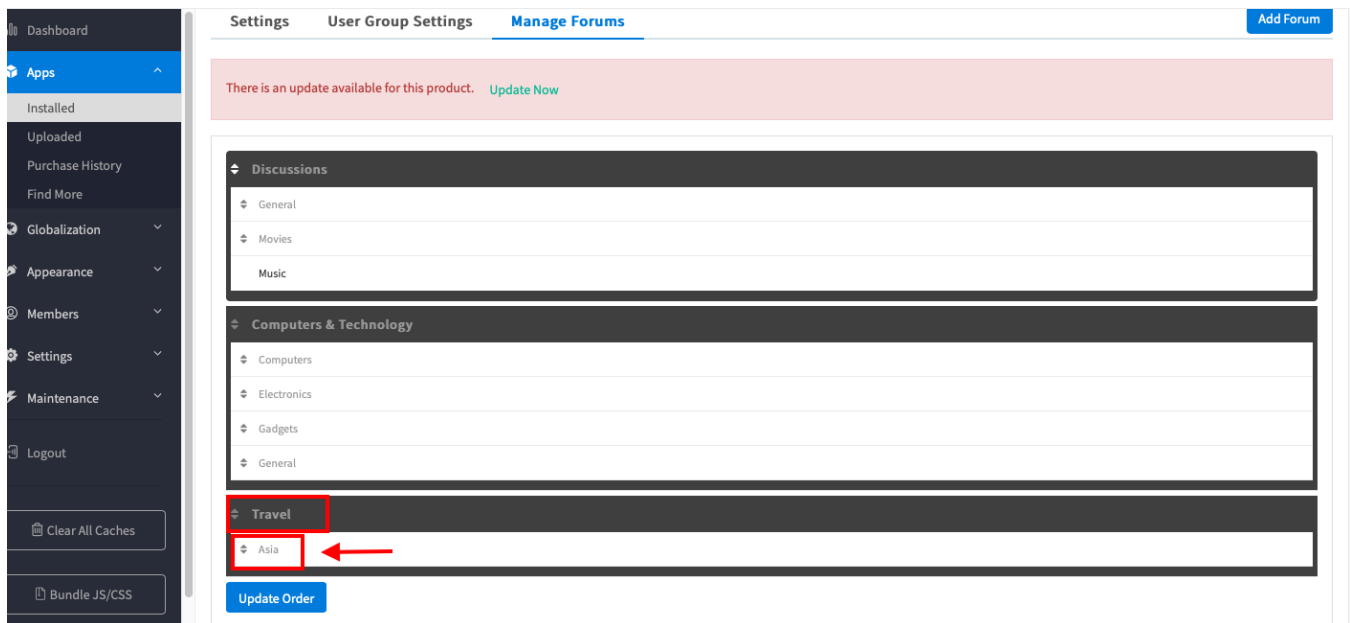
2. To create a sub-forum of a parent forum

Again click on **Add forum**, but this time in the **Parent Forum** field, select a forum that you want this sub-forum to be inherited. We selected Travel as an example of a parent forum.



A screenshot of a 'Create New Form' dialog box. The dialog has a title bar with a close button (X). It contains several fields and options: a text input for '*Name in English (US)', a link for 'Name in other languages', a dropdown menu for 'Parent Forum:' with 'Travel' selected and highlighted by a red box, a text area for 'Short Description in English (US)', a link for 'Short Description in other languages', a toggle switch for 'Is a Category:' set to 'YES', and a toggle switch for 'Closed:' set to 'NO'. A blue 'Submit' button is at the bottom left.

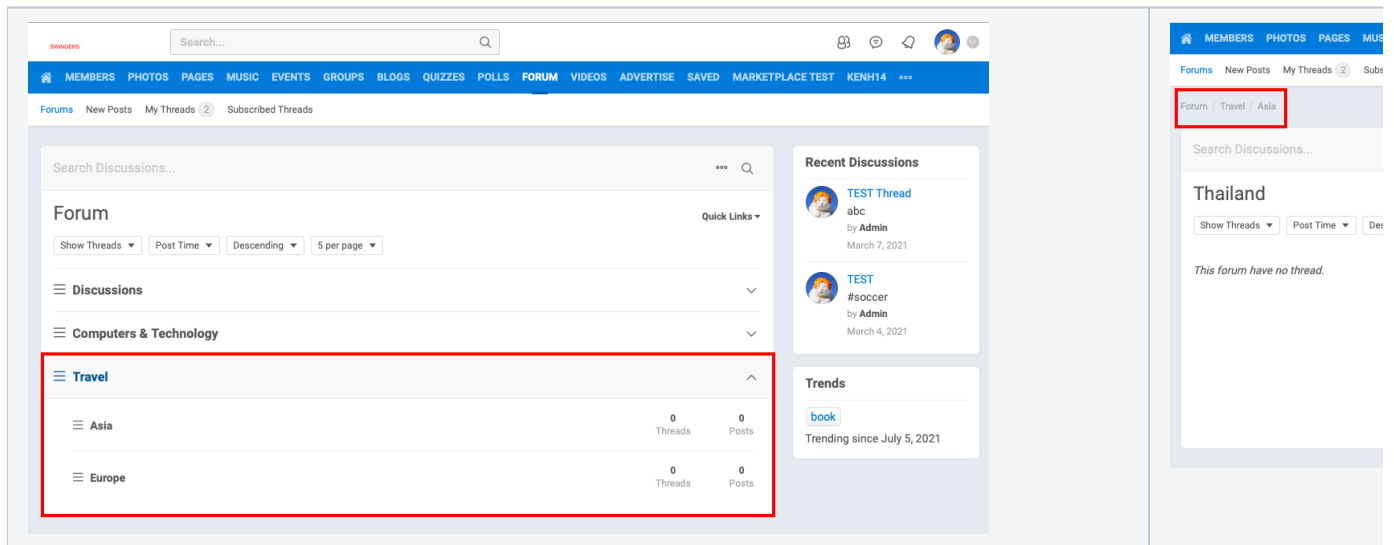
On the Manage forum page, you can see Asia created as a sub-forum of Travel.



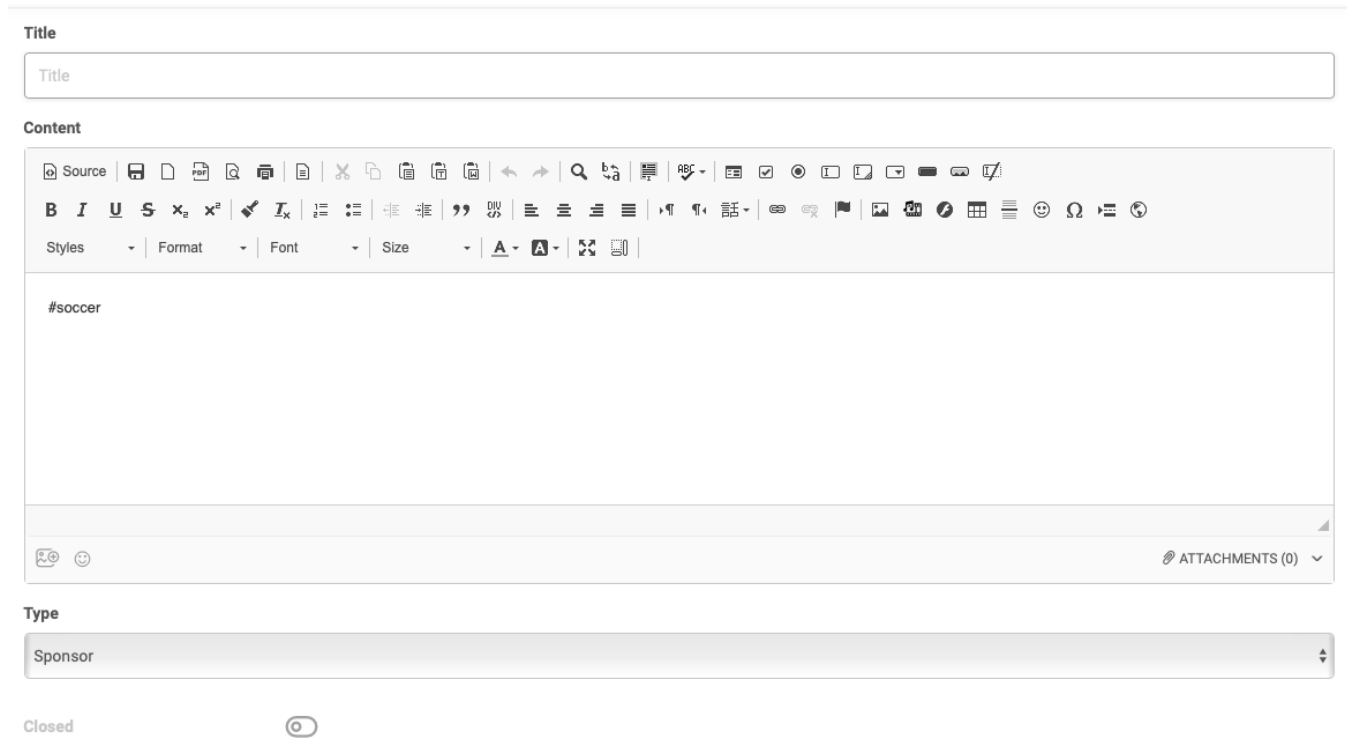
Based on your ideas, keep doing the same steps to create multiple main Forums and their sub-forums



Okay, now we know how to make a main Forum and child forums. It's time to add some topic to your Forum by creating **Threads**. From **user front end> Forum>** click on a category you want to add content. On the next page, click on the green button to create new thread.



Next, it takes you to the page editor as shown in the below screenshot.



The screenshot shows a web-based form for creating a forum post. It consists of three main sections: 'Title', 'Content', and 'Type'. The 'Title' section has a single text input field. The 'Content' section features a rich text editor with a toolbar containing icons for source code, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, quote, code, indent, outdent, and various alignment options. Below the toolbar is a large text area containing the text '#soccer'. At the bottom of the content area is a row of icons for emoticons and a link to 'ATTACHMENTS (0)'. The 'Type' section is a dropdown menu currently set to 'Sponsor'. Below the form is a 'Closed' status toggle switch, which is currently turned off.

Title

Title

Content

Source | Undo | Redo | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Bulleted List | Numbered List | Link | Unlink | Quote | Code | Indent | Outdent | Left Align | Center Align | Right Align | Justify | Decrease Indent | Increase Indent | Insert Link | Insert Image | Insert Video | Insert Audio | Insert Table | Insert Poll | Emoticon | Insert Signature | Insert Avatar | ATTACHMENTS (0)

#soccer

Type

Sponsor

Closed ☐

Title: give your thread a name or topic discussion you prefer

Content: provide content for your discussion topic in the text editor

Type: You can also set different thread types

- Thread: normal
- Sticky: the thread will stay at the top no matter how much new threads have been added
- Sponsor:

Closed: The status of any thread you create can be open and closed. A closed thread means anybody can see the post topic but they can't post a new reply to it.

After all, click update to finish.

3. Manage forum:

In the Manage Forum tab, you can click on the name of a parent/child forum to do the management of forums.

The screenshot shows a web application interface for managing forums. On the left is a dark sidebar with navigation links: Dashboard, Apps (with a sub-menu: Installed, Uploaded, Purchase History, Find More), Globalization, Appearance, Members, Settings, Maintenance, and Logout. At the bottom of the sidebar are buttons for 'Clear All Caches' and 'Bundle JS/CSS'. The main content area has three tabs: Settings, User Group Settings, and Manage Forums (which is active). In the top right corner of the main area is a blue 'Add Forum' button. The forum list is organized into three sections: 'Discussions' (with sub-forums: General, Movies, Music), 'Computers & Technology' (with sub-forums: Asia, Thailand, Vietnam), and a third section (with sub-forums: Europe, carol 123). A red arrow points to the 'Computers & Technology' header, and a red text label 'click on the name to edit' is next to it. A context menu is open over the 'Computers & Technology' header, showing the following options: Edit Forum, View Forum, Add Child Forum, Manage Moderators, Manage Permissions, and Delete Forum.

By clicking on the name the pop up comes with the following options:

- Edit Forum: edit the Forum details such as Name, Description, status...
- View Forum: view the Forum from the front-end.
- Add Child Forum: create a child Forum
- Manage Moderators: assign moderators who can edit and make changes for the forum.
- Manage Permission: Select a user group to assign special permissions for this specific forum.
- Delete Forums: remove the forums that are no longer needed.