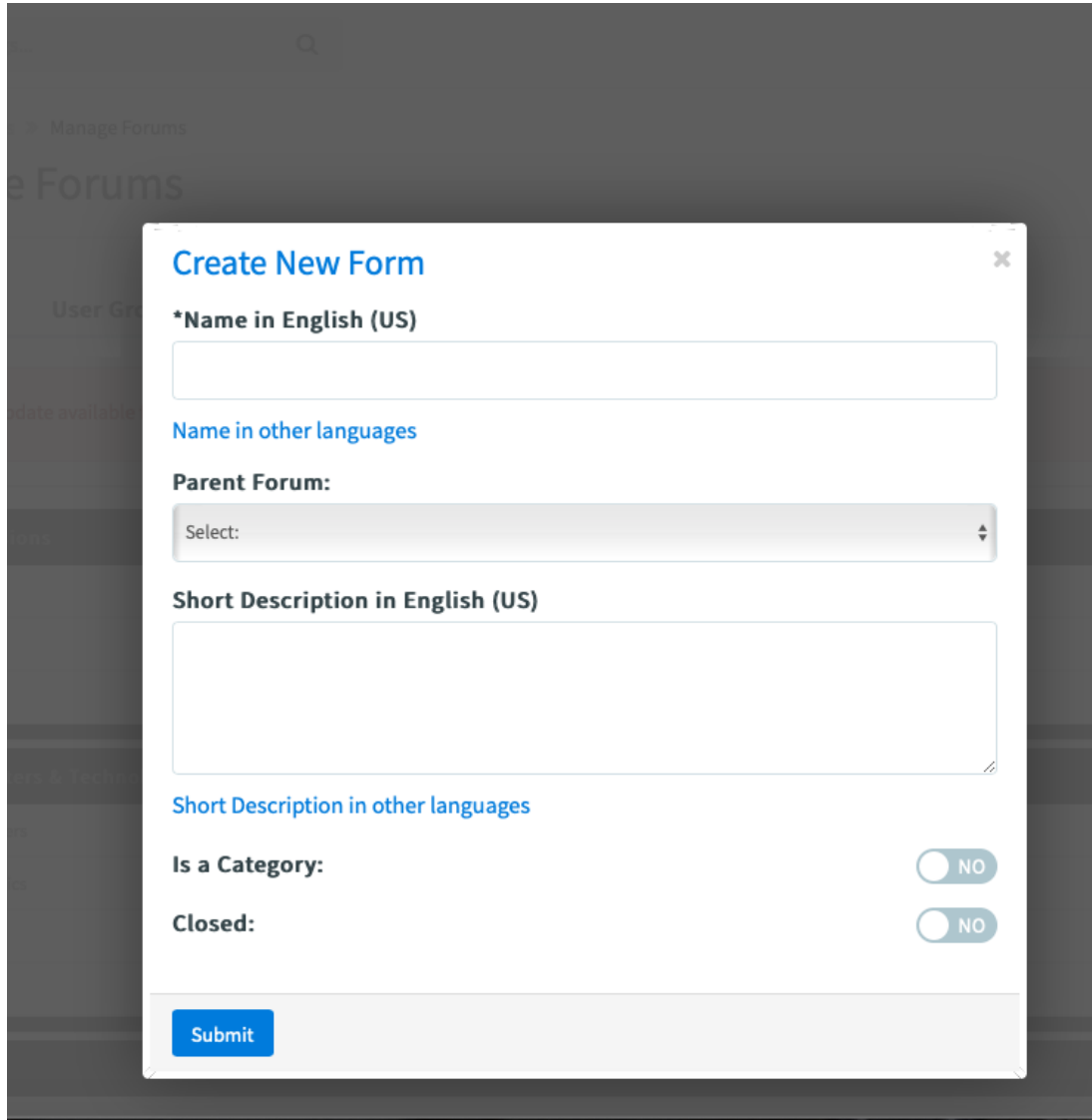


How to set up Forum

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:



The screenshot shows a 'Create New Form' modal window. It contains the following fields and controls:

- *Name in English (US)**: A text input field.
- Name in other languages**: A link to specify names in other languages.
- Parent Forum:**: A dropdown menu with 'Select:' as the current selection.
- Short Description in English (US)**: A larger text area for a short description.
- Short Description in other languages**: A link to specify descriptions in other languages.
- Is a Category:**: A toggle switch set to 'NO'.
- Closed:**: A toggle switch set to 'NO'.
- Submit**: A blue button at the bottom left.

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' (expanded), 'Computers', 'Electronics', 'Gadgets', and 'General'. Below this sidebar is a 'Travel' category button, which is highlighted with a red rectangular box. To the right of the sidebar is a large white area, and below the sidebar is a blue 'Update Order' button.

Computers & Technology

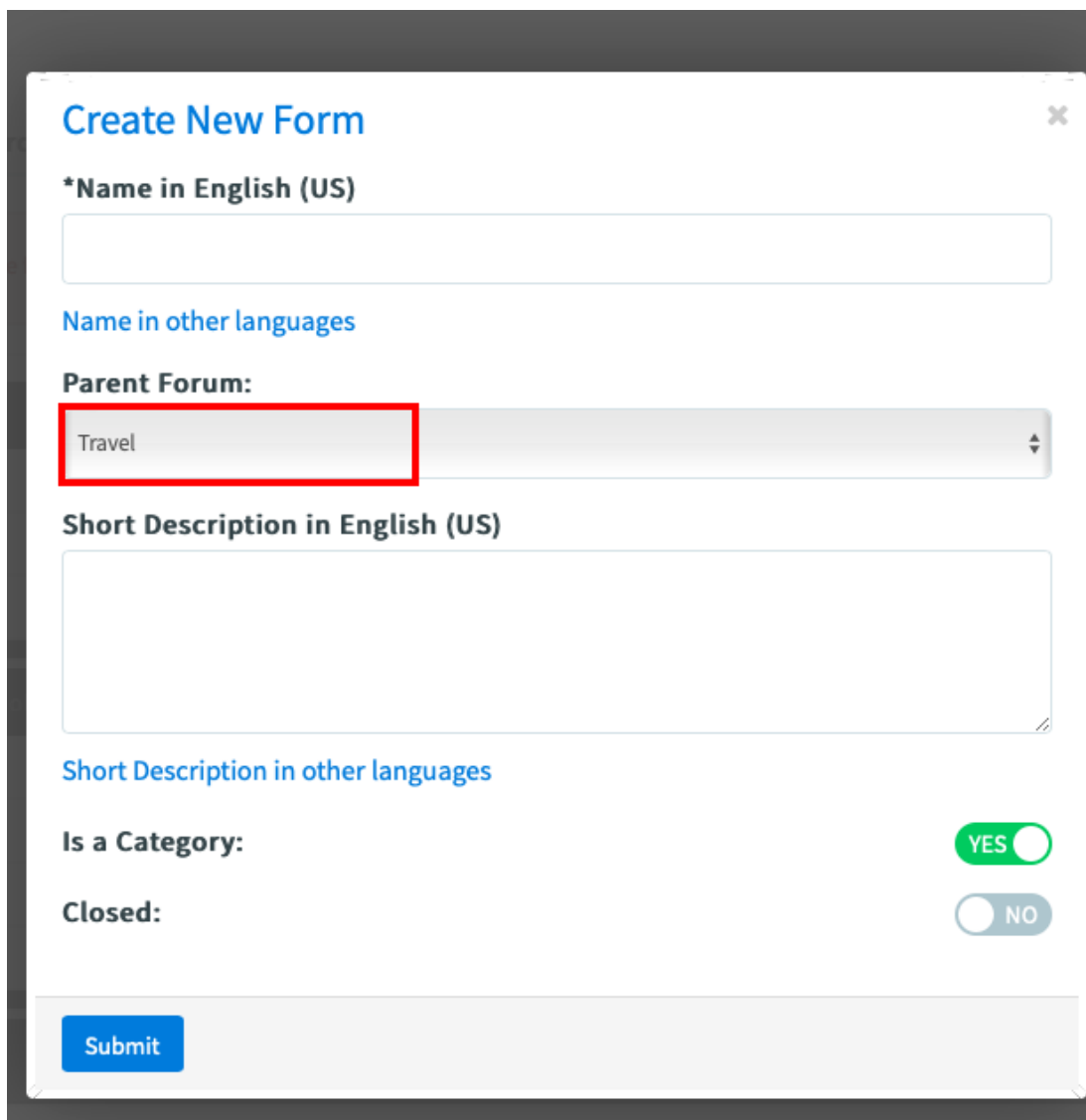
- Computers
- Electronics
- Gadgets
- General

Travel

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. It contains several fields: a text input for '*Name in English (US)', a link for 'Name in other languages', a dropdown menu for 'Parent Forum:' with 'Travel' selected (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'. At the bottom left is a blue 'Submit' button.

Create New Form

*Name in English (US)

Name in other languages

Parent Forum:

Travel

Short Description in English (US)

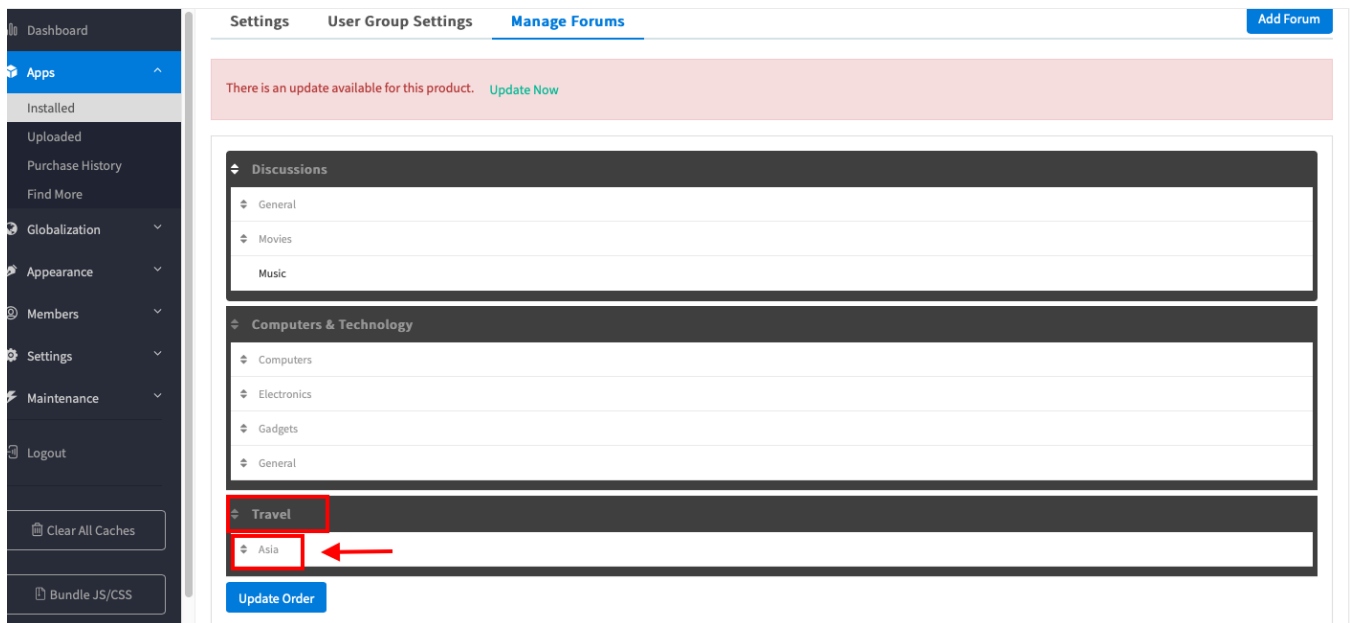
Short Description in other languages

Is a Category: YES

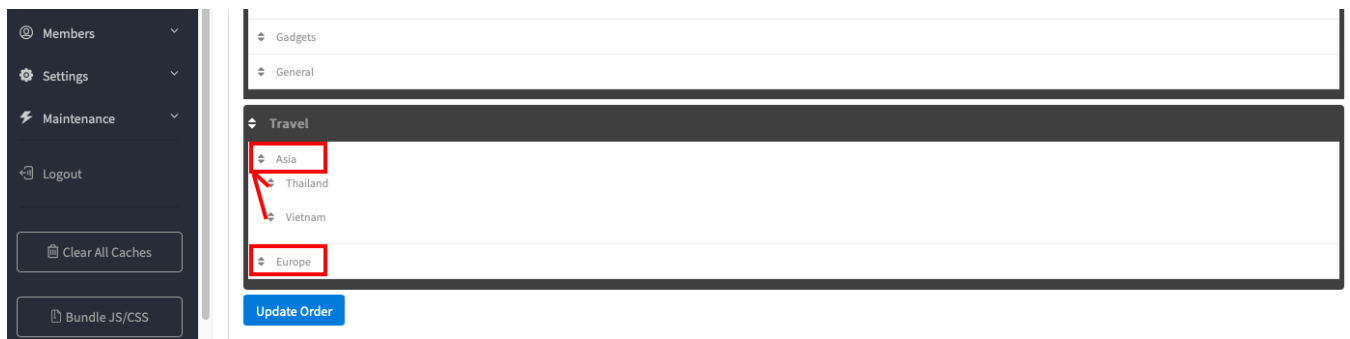
Closed: NO

Submit

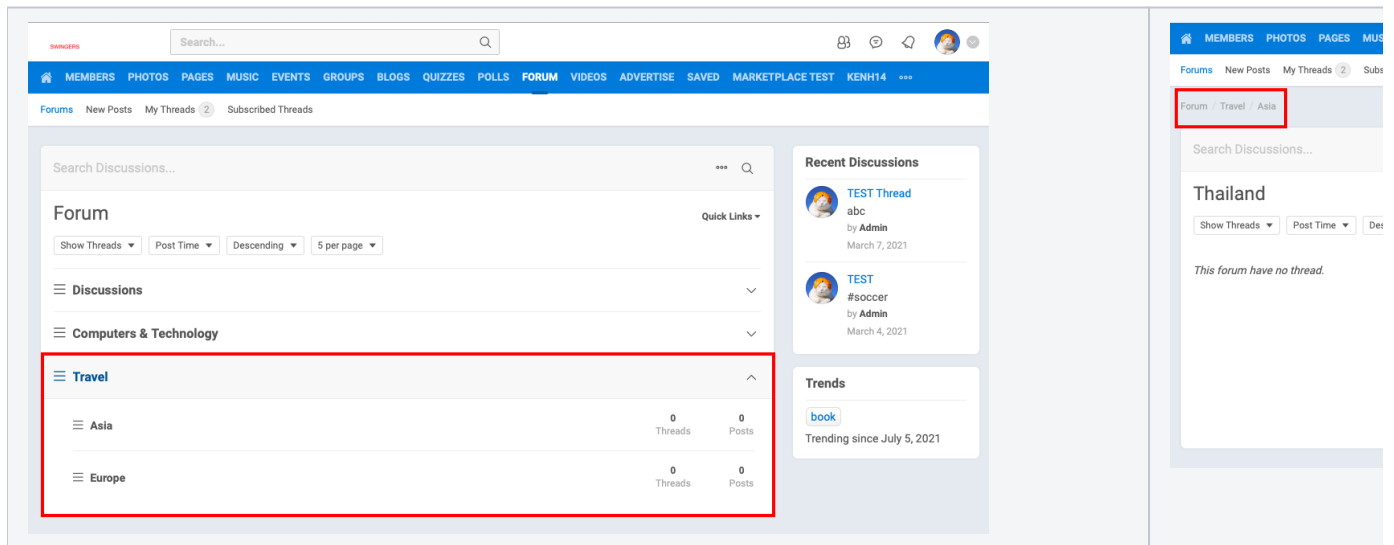
On the Manage forum page, you can see Asia created as a sub-forum of Travel.



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, save, undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, code, quote, spoiler, table, and smiley. Below the toolbar are dropdown menus for 'Styles', 'Format', 'Font', and 'Size', followed by color pickers for text and background. The main text area contains the placeholder text '#soccer'. At the bottom of the content area is an 'ATTACHMENTS (0)' button. The 'Type' section is a dropdown menu currently set to 'Sponsor'. Below the form is a 'Closed' status toggle switch.

Title

Title

Content

Source | Save | Undo | Redo | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Bulleted List | Numbered List | Link | Unlink | Image | Video | Audio | Code | Quote | Spoiler | Table | Smiley | Omega | Help | ?

Styles | Format | Font | Size | A | A | [Color Picker] | [Color Picker]

#soccer

ATTACHMENTS (0)

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.

Dashboard

Apps

Installed

Uploaded

Purchase History

Find More

Globalization

Appearance

Members

Settings

Maintenance

Logout

Clear All Caches

Bundle JS/CSS

Settings User Group Settings **Manage Forums** Add Forum

Discussions

- General
- Movies
- Music

Computers & Technology

- Edit Forum
- View Forum
- Add Child Forum
- Manage Moderators
- Manage Permissions
- Delete Forum

Asia

- Thailand
- Vietnam

Europe

carol 123

click on the name to edit

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.