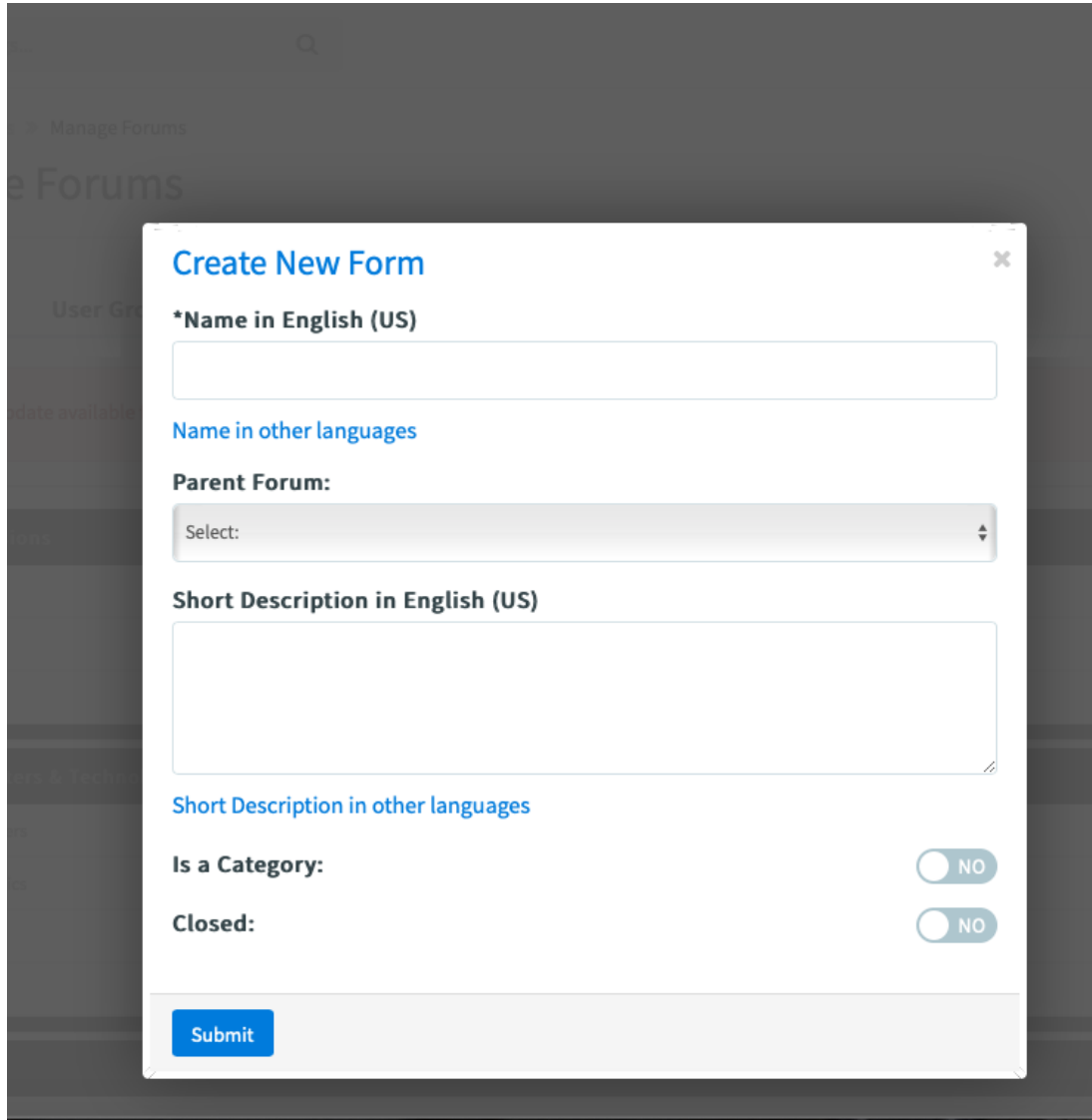


How to set up Forum

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 short descriptions in other languages.
- Is a Category:**: A toggle switch currently set to 'NO'.
- Closed:**: A toggle switch currently 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

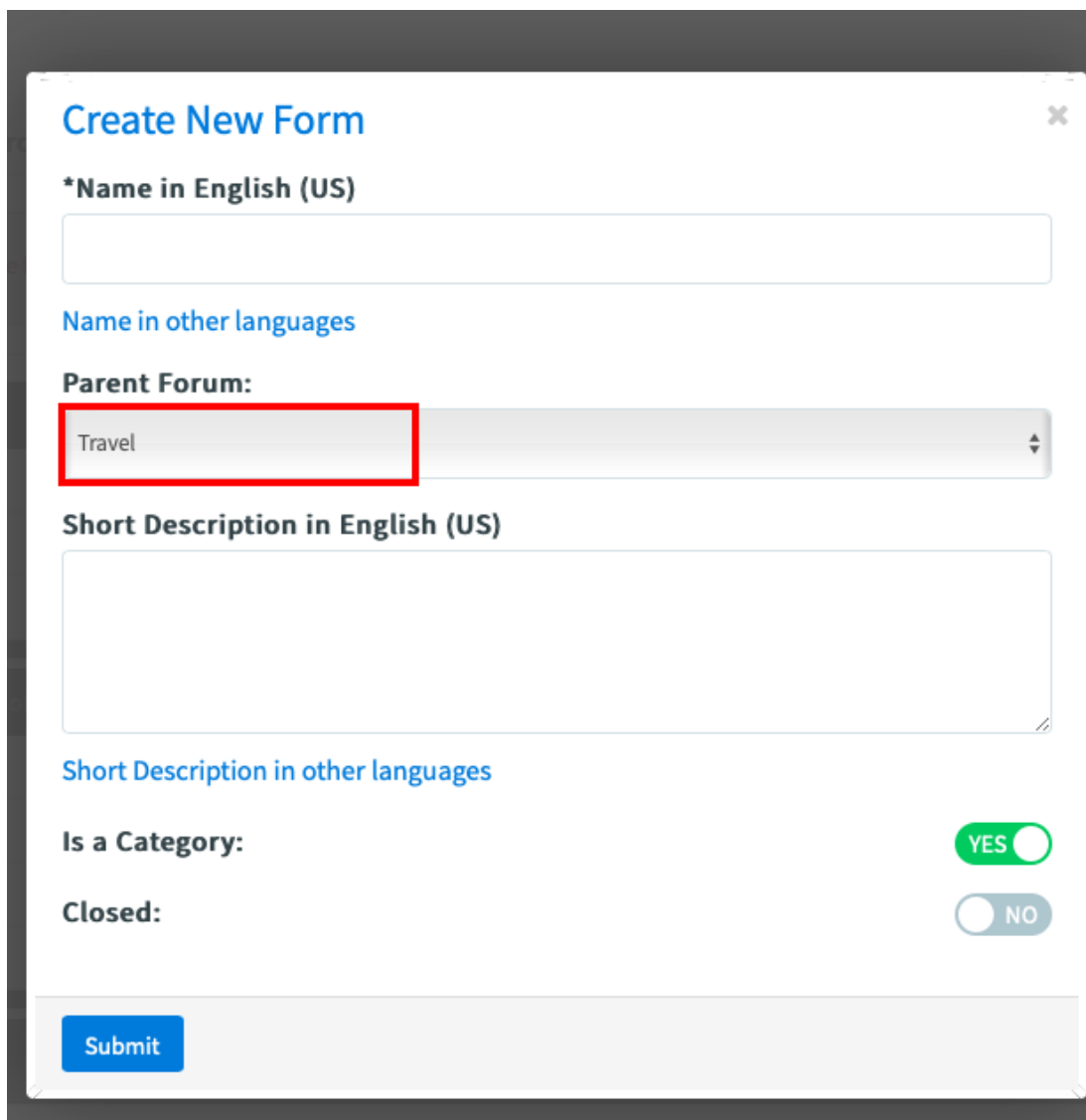
For the purpose of this tutorial, we created a main Parent forum "Travel"



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 button labeled 'Update Order'. To the right of the sidebar is a large white area, currently empty.

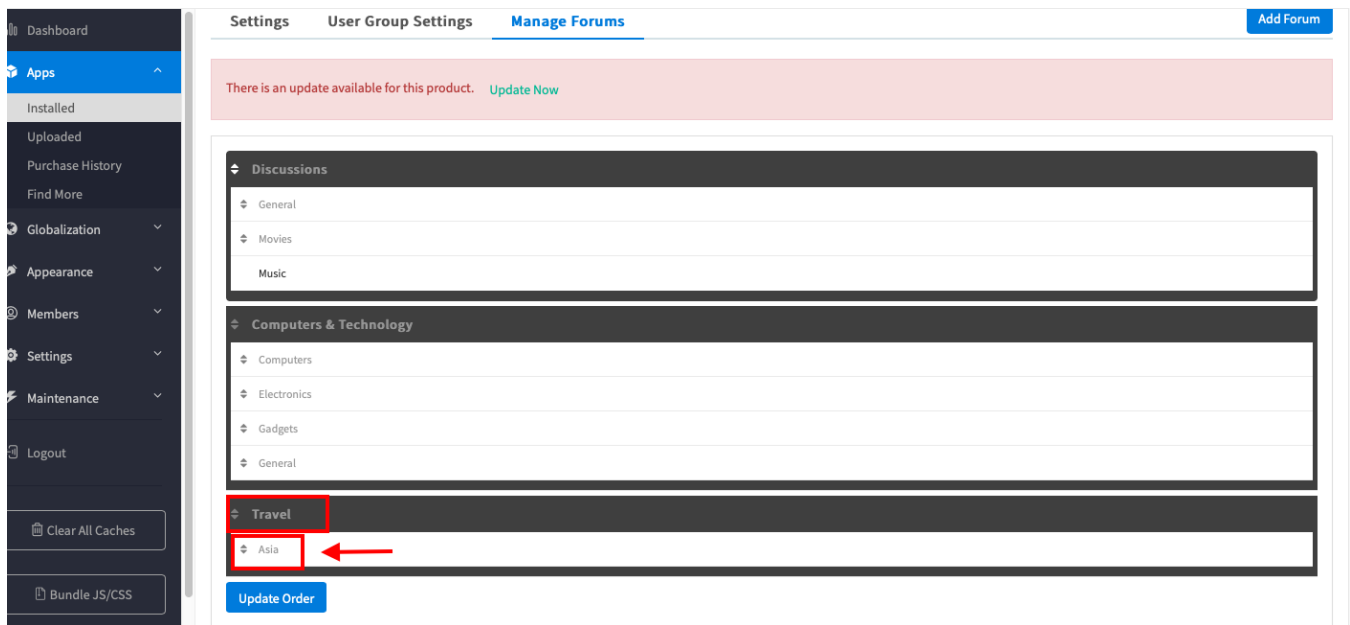
2. To create a sub-forum of a parent forum

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.

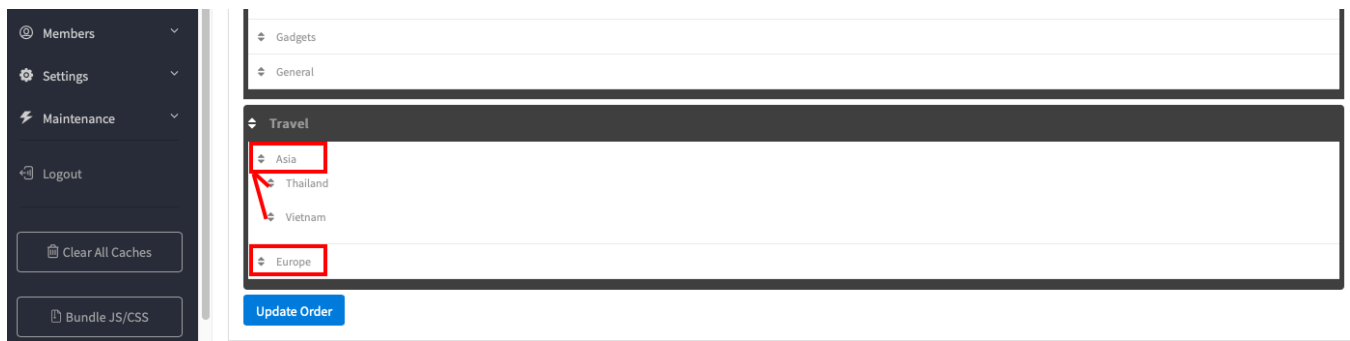


A screenshot of a 'Create New Form' dialog box. The dialog has a title bar with a close button (X). It contains several fields: a text input for '*Name in English (US)', a link for 'Name in other languages', a dropdown menu for 'Parent Forum:' with 'Travel' selected (highlighted by a red box), a text 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.

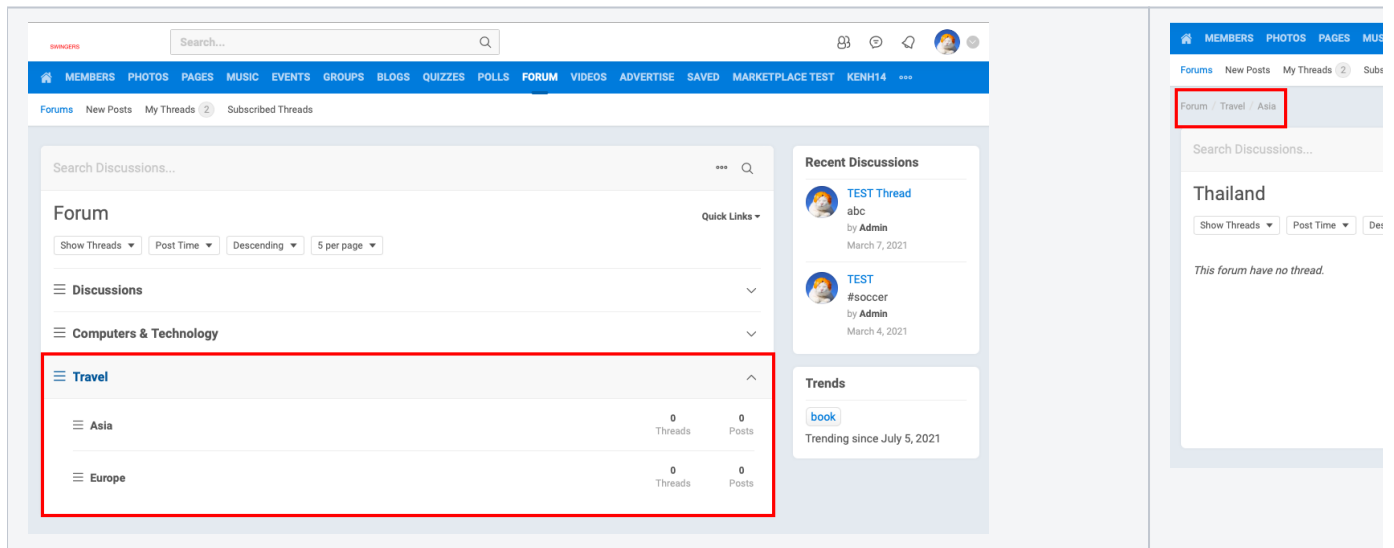
On the Manage forum page, you can see Asia created as a sub-forum of Travel.



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 editor for creating a forum post. It is divided into 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 inserting media and a link to "ATTACHMENTS (0)". The **Type** section is a dropdown menu currently set to "Sponsor". Below the editor, there is a "Closed" status toggle switch.

Title

Title

Content

#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 dashboard interface with a sidebar on the left and a main content area. The sidebar contains a 'Dashboard' link and an 'Apps' section with sub-links: 'Installed', 'Uploaded', 'Purchase History', and 'Find More'. Below these are sections for 'Globalization', 'Appearance', 'Members', 'Settings', 'Maintenance', and a 'Logout' button. 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'. The 'Manage Forums' tab is active. In the top right corner of the main area is a blue 'Add Forum' button. The forum list is organized into three categories: 'Discussions' (with sub-forums: General, Movies, Music), 'Computers & Technology' (with sub-forums: Asia, Thailand, Vietnam), and a third category (with sub-forums: Europe, carol 123). A red arrow points to the 'Computers & Technology' category name, and a red text label 'click on the name to edit' is next to it. A context menu is open over the 'Computers & Technology' category, 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.