



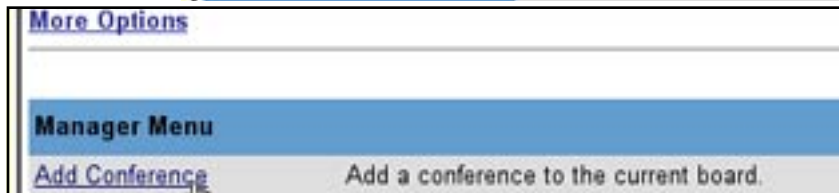
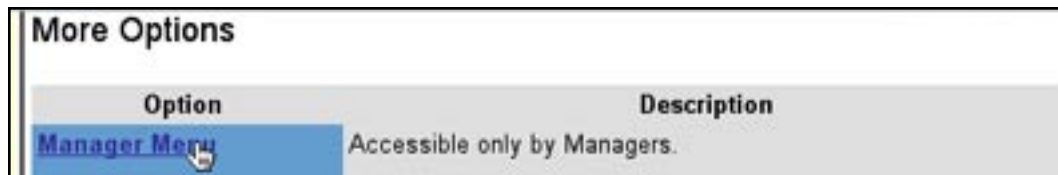
Point your browser to: <http://webboard.ilstu.edu/~nameofyourboard>
[*not* <http://www.webboard.com> or <http://webboard.ilstu.edu>]

Once you've logged in, click on the **More...** menu at the top



Assuming you have correctly been added as the manager of the webboard, you will be presented with an option for the **Manager Menu**. Click that link.

[If you do not see the **Manager Menu**, you have either logged in incorrectly or haven't yet been added as the manager of the board and should contact the WebBoard admin.]



In the **Manager Menu**, your first item should be **Add Conference**. Click that link.

Add Conference

Add Conference will create a new conference in the current board.
Use the button at the bottom of this page to continue when you are finished.

Conference Name

First, select a brief name for the new conference. This name will appear in the conference listing, above the list of topics, and above each message that is displayed.

You are limited to 255 characters. HTML and WebBoard tags are accepted.

Required field

Enter a description for the new conference. This description will appear in the conference listing, as well as in the conference profile. Use this description to give the user more detailed information about the conference.

You are limited to 255 characters. HTML and WebBoard tags are accepted.

Please post test messages here...

The only field that is actually *required* is the name of the conference, though it's not a bad idea to also give the conference a description.

In general, at this point you can simply scroll to the bottom of the window and press the **Create** button and you're done, but you do have a number of options for conferences, such as settings for archiving the conference (if it gets a lot of traffic, maybe you'd want to store messages older than 2 weeks to manage the space better) or making the conference private (available only to specific board members). Play with the settings to see what works for you...