



EVE USER'S GUIDE

© Groupee, Inc.

4201 Fourth Ave, Suite 500 • Seattle WA 98121

Phone 206.283.5999 • Fax 206.283.6616

Document Last Revised: 27 November 2007

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Getting Started: Registration

How do I register for an eve community?

Click the Login/Register link on the site you would like to enter. If you are not a member of any other eve community, select the "I do not have a Groupee account" option.

Enter a VALID email address (you will be required to verify it later) and select a password. If you would like the site to "remember" so that you don't have to login each time you visit, check the "remember me" option. You must also read and check the "I agree to the Groupee Terms of Service" option. (Please keep in mind that the software cannot tell whether or not you actually read the Terms of Service, so you'll be operating under the honor system.) Once all the information is entered, click the "Join" button. Then, click "continue."

At this point you will need to check your email for the verification email we sent. This email contains a link that will verify your email address. Please note that some ISPs disable email links. America Online is a prime example. If this occurs, simply copy and paste the text of the link into your address bar.

After accessing the link in the email, you may visit the site for which you've registered. You may be asked (upon initial login there) to fill out some information in a user Profile on their site (different communities require different information). Additionally, you may find that some communities approve new registrations manually and you will have to wait until you receive a welcome email from them before you have access to their community. Always remember that participation in a community isn't mandatory. If you are uncomfortable with a community's registration process, you always have the option of simply walking away.

Personal Zone: Public Profile



How do I see the date I registered using my Personal Zone?

Go to the Personal Zone section. The default page will show the date you registered for this community (see **1**.)

How do I see my Karma Title using my Personal Zone?

Go to the Personal Zone section. The default page will show your Karma title (see **2**) if the Karma title feature is enabled.

How do I see my location using my Personal Zone?

Go to the Personal Zone section and click on "Profile" (see **3**). Your location will be displayed in the field titled "Location."

How do I see my Private Profile using my Personal Zone?

Go to the Personal Zone section and click on "Profile." Click the "View/Edit Complete Profile" link (see **4**). You'll be taken to the screen that shows your private profile.

Personal Zone: Private Profile

How do I edit my Groupee credentials?

Edit Profile for Paul Gude

View Public Profile

Required fields are denoted by an asterisk.

Private Profile Fields

 **Groupee Credentials** **1** (Edit) (Switch)

» Groupee Email: paulg@groupee.com

» Groupee Password: *****

Click the "Edit" link (see **1**) for "Groupee Credentials" under the "Private Profile Fields" section. You'll be asked to sign in with your email address and password. You'll then be taken to a screen where you'll be able to change your email address and password.

Follow these steps:

1. Enter your desired email once in the "Groupee Email" (see **2**) field and once in the "Confirm Email Address" field (see **2**). If you want to keep your current address, use it in both fields.
2. Enter your password once in the "Password (6 character minimum)" field (see **3**) and once in the "Confirm Password" field (see **3**).
3. Click, "Submit" (see **4**). You won't receive a confirmation message that you've made a change, and you won't be redirected back to your original page. You may return using the back button in your browser. If you changed

your email address, you will need to confirm it by clicking a link that will be mailed to you (no email confirmation is required for a password change).

How do I switch my Groupee Credentials?

Click the "Switch" link for "Groupee Credentials" under the "Private Profile Fields" section. You may be asked to sign in with your email address and password. You'll then be taken to a screen where you'll be able to switch your Membership to a pre-existing Groupee account:

Switch Groupee User

Switch Groupee Login For: Deni's Display Name on Groupee Nation

You can use this page if you have multiple Groupee accounts and want to switch the Groupee account that is currently associated with your profile on Groupee Nation.

Currently Associated Groupee Account

Groupee Email denise@groupee.com

Groupee Password

New Groupee Account to Use

Groupee Email

Groupee Password

[Lost Password?](#)

[Groupee Network FAQ](#) | [Groupee Terms of Service](#) | [Groupee.com](#)

Follow these steps:

1. Enter the password for your currently associated Groupee account.
2. Enter the email and password for the new Groupee account to use.
3. Click the "Switch user" button.

How do I edit my Display Name?

If your community allows you to alter your display name, you can do this in the "Public Profile" fields of your complete Profile. Type in the new display name, and

click the "Submit" button. Please note, your administrator has the option of restricting the ability to edit your display name.

How do I edit my Custom Member Title?

If your community allows custom member titles, you can find yours listed in the "Public Profile Fields" of your complete Profile. Type in a new custom title, and hit the "Submit" button. Please note, your administrator has the option of restricting the editing of your custom member title.

How do I edit my avatar?

If your community allows avatars, you can find the "Edit" link in the "Public Profile" fields of your profile. If this link is present, you may be given the option of entering the URL of an image, or you may be given the ability to upload a custom avatar. Please note, your administrator has several options for restricting avatars.

How do I create or edit my signature?

If your community allows signatures, you can find yours in the "signature" field in the "Public Profile Fields" section of your "complete" profile. Type in a new signature, and hit the "Submit" button. Please note, your administrator has the option of restricting the use of signatures.

How do I edit my location?

You can find your location in the "Location" field listed in the "Public Profile Fields" section of your profile. Type in a new location, and click the "Submit" button.

Personal Zone: Buddies

How do I view my current Buddies?

Your buddies are users whom you can invite to view a private message. To see who your buddies are, go to the Personal Zone section and click on "Buddies." You will see your current Buddies displayed.

How do I add people to my Buddies?

Your Buddies are users whom you can invite to view a private message. Go to the Personal Zone section and click on "Buddies." You will see your current Buddies displayed. Click the "Add Users", you will be prompted with a search box where you will be able to search for members by Display Name. Type the name of the user you want to add and click "Search." Your selected user should appear. Make sure their box is checked and press the "Add Selected Members" button. The selected Member will be added to your buddy list.

How do I delete people from my Buddies?

Go to the Personal Zone section and click on "Buddies." You will see your current Buddies displayed. Click on the box next to the name of the members you want to remove and click the "Remove Checked Users" button.

Personal Zone: Ignore List

How do I ignore other users?

Go to the Personal Zone section and click the "Ignore List" link. Your current list of ignored users will be displayed.

For ignored users, replies in topics are hidden by default. In addition, you will not receive notifications of new content by ignored users and ignored users will not be able to start a Private Message with you.

To add someone to your ignore list, click the "Add Users" link. This link is to the right of your ignore list's title. Search for the display name of the user you wish to ignore, check their box, and click the "Add Selected Members" button.

How do I stop ignoring another user?

Go to the Personal Zone section and click the "Ignore List" link. Your current list of ignored users will be displayed.

Check the box next to the user you wish to stop ignoring, and click the "Remove Checked Users" button.

Personal Zone: Groups

How do I see a list of my Groups?

Go to the Personal Zone section and click the "Groups" link. The Groups of which you are currently a Member will be listed.

Personal Zone: Permissions

How do I view my permissions using my Personal Zone?

Go to the Personal Zone section and click on "Permissions." This will open the Permission browser. Folders in which you have any permissions will be green. If you do not have any of the permissions within a folder, the folder will be yellow. To see the specific permissions, click on the folder. Your current permissions will have a check mark next to them.

Personal Zone: Private Messaging

How do I participate in a private discussion?

Go to the Personal Zone section and click on "Private Messaging." You'll see a list of all current private discussions in which you are participating. If you want to respond to one of these, click the title of the discussion. Click "reply" to respond to the private discussion. You'll be taken to a post window. Type your message, and click the "Post Now" button. Additionally, you can click on their display name next to a Member's post and select "Invite XXXX to a private message".

How do I turn off the "light bulb" telling me that I have a new PM?

Clicking on the "New PM" link will let you see a summary of all of your private messages. However, you must actually click on the Private Message itself in order to turn the light bulb off.

How do I edit my previous responses in a private discussion?

If the site administrator has granted the required permissions, you can go to the Personal Zone section and click on "Private Messaging." You'll see a list of all current private discussions in which you are participating. Click the title of the discussion containing the post you wish to edit and click the "edit" icon. If you're allowed to edit your discussion topics, or you're within the allowed grace period, click the edit icon. You'll be taken to a post window. Edit your post, and click the "Post Now" button.

How do I start a new private discussion?

Go to the Personal Zone section and click on "Private Messaging." You'll see a list of all current private discussions in which you are participating. If you start a new private discussion (assuming you have the permissions to do so), click the "New private message" button. Your Buddies will be listed in a "My Contacts" box. Select the buddies you want to participate in the private discussion and click the "Add" button. Once you've added the appropriate users, click the "Invite Members" button. If one of your Buddies is unable to receive private messages, you'll have to go back and remove them from the group. Once you've got the appropriate members clicked, you'll be taken to a post window. Edit your post, and click the "Post Now" button.

How do I delete a private discussion?

Go to the Personal Zone section and click on "Private Messaging." You'll see a list of all current private discussions in which you are participating. If you want to delete one of these (assuming you have the permissions to do so), check the box near the title of the discussion. Click "Delete Checked" to delete the private discussion.

Personal Zone: Notifications

How do I manage my Private Message Notifications?

Go to the Personal Zone section and click on "Notifications." You'll see a list of subscribed private topics. To change your subscription, click the "Edit" link. You can choose a daily or weekly digest. You may also choose to be notified immediately by email. With each of these options, you can decide whether or not to include replies. Check the box next to your choices. If you decide to exit without changing anything, click "Cancel."

Unlike forum Notifications, your private message Notifications are all or nothing. If you cancel your Notification, you cancel all of your Notifications for Private Messaging.

How do I manage all my Notifications?

Go to the Personal Zone section and click on "Notifications." You'll see a list of all of your subscriptions. To change any of your subscriptions, click the "Edit" link. You can choose a daily or weekly digest. You may also choose to be notified immediately by email. With each of these options, you can decide whether or not to include replies. Check the box next to your choices. If you decide to exit without changing anything, click "Cancel."

Please note, if you are trying to subscribe to Notifications using your Personal Zone, you can only subscribe to all forums. For notifications to specific forums, go to that forum and choose "Notify" from the row of icons at the top of the page.

How do I stop Notifications using my Personal Zone?

Go to the Personal Zone section and click on "Notifications." You'll see a list of all of your subscriptions. A little further down the page, you'll see two options: "Suspend all Subscriptions" will put your subscriptions on hold, which is useful if you won't be checking your email for a while. "Remove all Subscriptions" will remove them entirely.

Personal Zone: Karma Points

How do I view my Karma Points?

Go to the Personal Zone section and click on "Karma." Your Karma points will be listed.

How do I view my Karma Level?

Go to the Personal Zone section and click on "Karma." Your Karma level will be listed. The best score possible will be listed in parentheses.

Personal Zone: Preferences

How do I adjust my Time Display?

Go to your Personal Zone area and click on "Preferences." Under "My Time Display" you can choose whether or not to display your own time zone or the time zone where your community is based. You'll also be able to show your time in the format chosen by the administrator of your community or in one of your own choosing. When you have made these changes, scroll to the bottom and click the "Submit" button.

How do I adjust my Online Now availability?

Go to the Personal Zone section and click on "Preferences." Under "Profile & Appearance" choose either "Show me" or "Hide me" for the "Online Now Visibility" setting. When you have made these changes, scroll to the bottom and hit the "Submit" button.

How do I opt out of administrator emails?

Go to the Personal Zone section and click on "Preferences." Under "Profile & Appearance" you will see a check-box next to "I will permit occasional email from the administrators of this community." If you agree, make sure the box is checked. If you do not agree, make sure there is no check mark in the box. When you have made these changes, scroll to the bottom and hit the "Submit" button.

How do I enable my signature?

Go to the Personal Zone section and click on "Preferences." Under "Posting Options" you will see a check-box that will allow you to use your signature automatically. Check or uncheck this box (depending on your preference) and hit the "Submit" button. Please note your administrator can control whether or not you have the ability to add a signature to your post.

How do I adjust my Notifications?

Go to the Personal Zone section and click on "Preferences." Under "Posting Options" you will see a check-box next to each form of Notification. Once you have made your selection, click the "Submit" button.

How do I control who can send me Private Messages?

Go to the Personal Zone section and click on the preferences link. Under "Private Message Options" you will see a set of radio buttons next to each possible choice. Once you have made your choice, click the "Submit" button.

Personal Zone: Forums

How do I view my Favorites?

Go to the Personal Zone section and click "Favorites" under the "Forums" section. If you have any Favorites, they will be displayed.

Posting

How do I post a new message/topic?

To post a new topic, click the "New" tab (see **1**) on the top left of any forum page. You will be asked to choose a new discussion, poll, private message, or photo album (if enabled). Click one of these options to begin.



- A *discussion* is a topic to which there are replies.
- A *poll* invites people to answer questions and add replies.
- A *private message* is a discussion where only those invited may see it and participate.
- A *photo album* is a gallery of uploaded images with a place to add comments as required.

How do I reply to an existing topic?

To post a reply, look for a "reply" tab (see **2**) at the top or bottom of any discussion or poll. Click this tab to open a posting window with tools for enhancing your post with bold text, images or attachment.

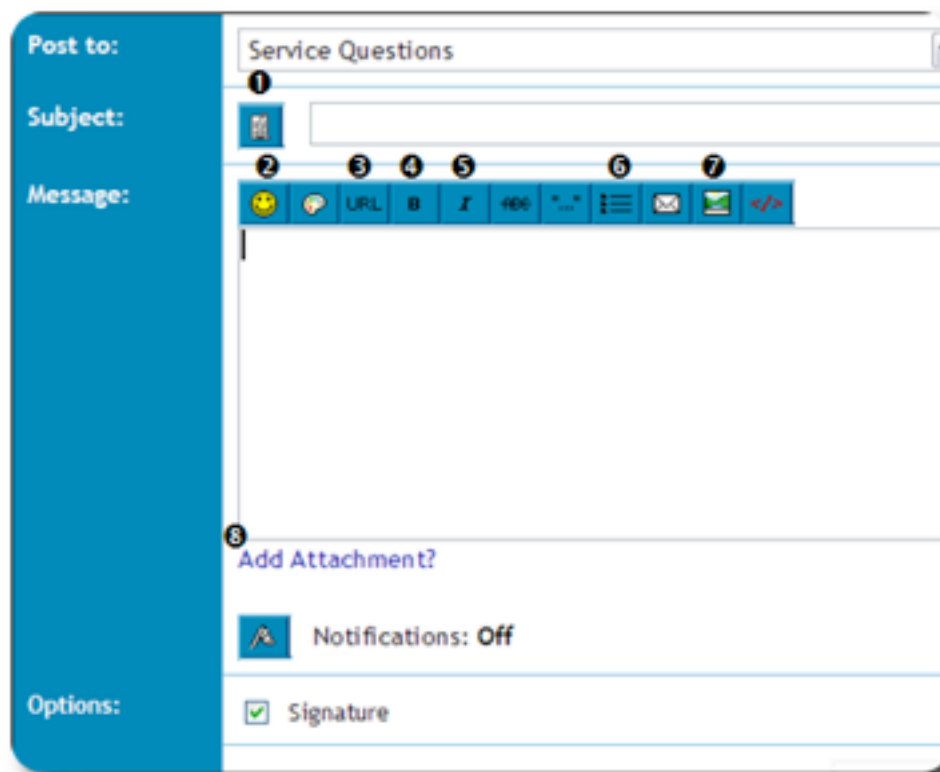
Beside each "reply" tab is a yellow arrow (see **3**) for "Quick Reply." The "Quick Reply" is for fast text-only responses to a discussion.

How do I edit one of my posts?

You can edit your post after it goes live by clicking the small edit icon in the lower right corner of the message.

- Note: An administrator may restrict use of this feature by removing the permissions completely or limiting the time frame for editing a message.

Text Effects



How do I add a posting Icon to my post?

Choose a Posting Icon for the discussion by clicking the selector (see **1**) beside the "Subject" or "reply To:" field.

How do I add a Graemlin (smiley) to my post?

You can insert a Graemlin (smiley) into your post by clicking the emoticon icon (see **2**) on the left side of the posting tools.

How do I link to a URL in my post?

To make link to a URL in your post, click the URL icon (see **3**) in the text effects tool bar in the reply or new post window.

How do I make my text bold?

To make your text bold, click the bold icon (see **4**) in the text effects tool bar in the reply or new post window.

How do I italicize my text?

To italicize your text, click the italic icon (see **5**) in the text effects tool bar in the reply or new post window.

How do I add bullets or numbered comments to my post?

To add bullets or numbered comments to your post, click the bullet icon (see **6**) in the text effects tool bar in the reply or new post window.

How do I add an image to my post?

To add an image to your post, click the image icon (see **7**) in the text effects tool bar in the reply or new post window.

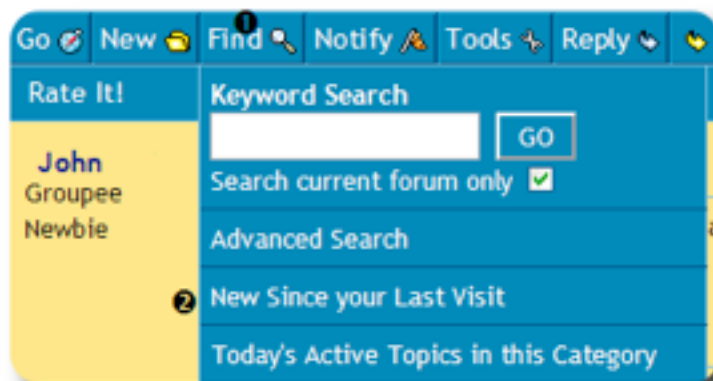
How do I upload an attachment to my post?

To upload an attachment to your post, click the "Add Attachment" link (see **8**) below the main text block of the reply or new post window and use the browse button to locate the file to be uploaded. Enter an optional description in the File Description field.

Note: Admins have the ability to disable this option. If you have questions, you can usually locate your admin's contact info using the "Contact Us" link.

Features

How do I search for posts containing specific information?



To search for content on an eve community, you can use the Find tab (see **1**) on the main forums page. Here you can enter key words that you are looking for and click "search". Additionally, you can click the Advanced Search option under the Find tab and you can narrow down your search criteria by forum, key words, dates, author, etc.

How do I see a list of all the new posts since my last visit?

The New Since Your Last Visit (NSYLV) option (see **2**) can be found under the Find tab on all the forum pages.

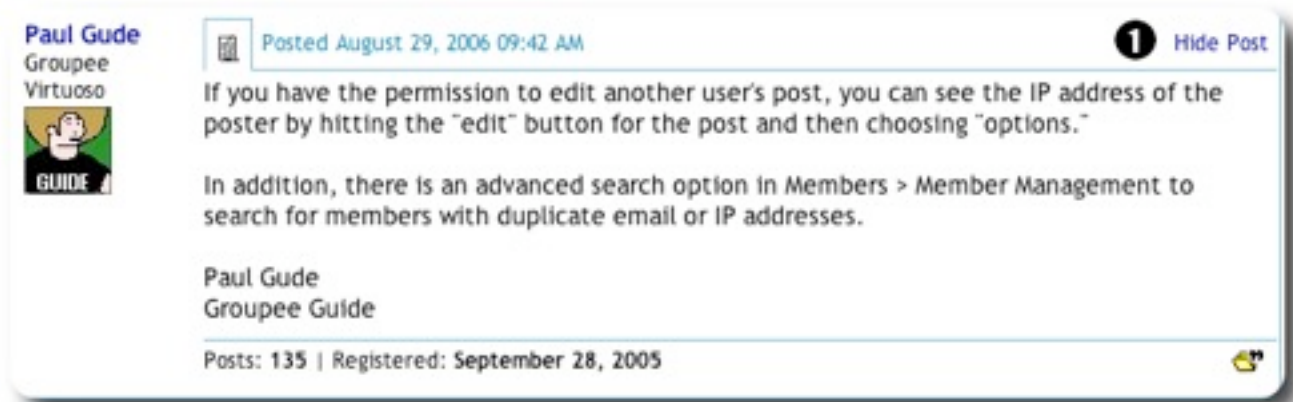
How do I know which posts I have already read?

The forum icons will "light up" next to those forums with content which you have not yet read. The icons will appear gray for those forums that have no new content. Below is a short scenario that explains how the forum icon "lightbulb" system works.

You log in one evening. Call this time "A". You browse your favorite site for a while, and then you go to bed and sleep for 8 hours (in an ideal world) or stay up 8 hours defending your cabin against zombies (in a less than ideal world). When you visit the site for the first time the next day (call this time "B"), all new posts since time "A" will be highlighted. They will remain highlighted for approximately one hour, regardless of closing your browser, ending your session, logging out, or

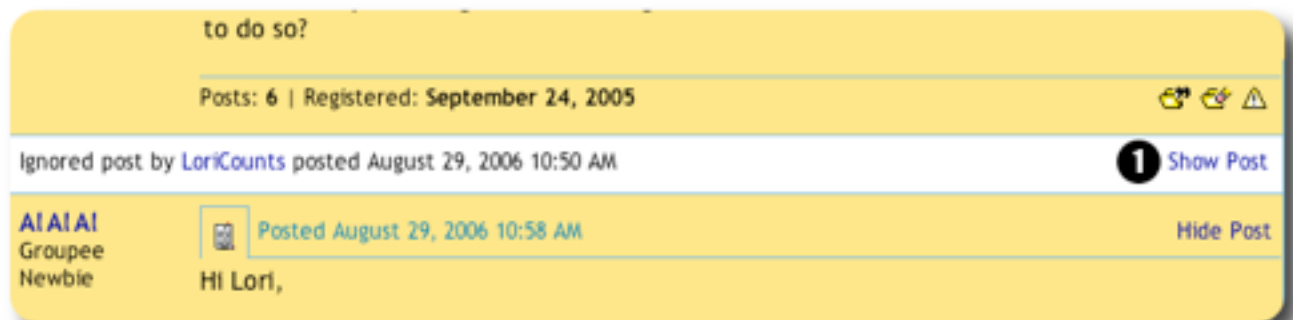
reading individual forums or topics. After the hour is up (call this time "C"), your forum icons will be updated so that only new posts since time "B" will be highlighted. The process repeats after this.

How do I ignore an existing post?



You can ignore a post by clicking the small "Hide Post" link in the upper right section of the post. (see 1)

How do I show an ignored post?



If you want to show a single post from an ignored user, click the small "Show Post" link on the top right of the post. (see 1)

How do I post a poll?

A poll invites people to answer questions and add replies. To post a new poll, click the "New" tab on the top left of any forum page. You will be asked to choose a new discussion, poll, private message or photo album (if enabled), then click "Poll." You will be asked to pick your poll questions and potential user answers.

How do I vote in a poll?

To vote in an existing poll, click on the desired answer to the poll questions (you can only choose one) and click the "Vote" button.

How do I see the results of a poll?

To see the results of a poll, click on the "See Vote Results" button.

How do I create a new personal photo album?

A personal photo album is an album where only you can upload pictures. To create a new personal photo album, click the "New" tab on the top left of any forum page. Select the photo album option, and follow the instructions. When it comes time to choose the photo album type, choose "personal photo album."

How do I create a new community photo album?

A community album allows multiple community members to post photos to a single album. To create a new community photo album, click the "New" tab on the top left of any forum page. Select the photo album option, and follow the instructions. When it comes time to choose the photo album type, choose "community photo album."

How do I edit my photo album?

To edit a photo album, click the "Edit Album" icon (a book of photos with a pencil and an eraser) in the bottom right corner of the album and follow the instructions.

How do I add photos to my photo album?

To add photos to one of your albums, just click the "Add Photo" icon (a Polaroid with a "+" sign) in the bottom right corner of the album and follow the instructions.

How do I add photos to someone else's community photo album?

If you have been given permission to add photos to a community photo album, you will see the "Add Photo" icon (a Polaroid with a "+" sign) in the bottom right

corner of the album. Just click the icon, and follow the instructions.

Navigation

How do I go back to the main forum page?

To get back to the main forums page, you can use the community name link in the breadcrumbs in the top left corner of the page.

How do I get to the different forums?

To navigate to a different forum, you can either click the forum name from the main forums page or you can use the "Go" menu tab at the top of the page and to select forums and then the forum name you would like to go to. Additionally, you can select the forums link from the main community page.

How do I get to a chat room?

To navigate to the chat rooms from the main forums page, you can use the "Go" menu tab at the top of the page and to select chat rooms and then the chat room name you would like to go to. Additionally, you can select the Chat link from the main community page. Finally, you can get there from yourcommunity.com/eve/chat, where "yourcommunity.com" is your community's URL.

Notifications

How do I sign up to receive notifications for new posts?

To sign up to receive notifications for new posts, click the "Notify" tab on any forum or topic community page. Delivery options may include:

- Daily Email Digest - a summary of all notifications sent once a day.
- Weekly Email Digest - a summary of all notifications sent once a week.
- Immediate Notification - email automatically sent when there is an update.

How do I turn off notifications?

To turn off notifications, click on the Personal Zone tab and then click notifications. Click the "edit" link to change delivery options or cancel the request entirely. You can also edit your preferences directly from the email you receive.

Chat

How do I enter a chat room?

1. From any community page, select Go from the menu bar at the top of the page.
2. Select Chat from the drop-down menu.

3. Select the name of the chat room you would like to enter.

*You can also access the chat page from yourcommunity.com/eve/chat


How do I join a conversation and start chatting?

1. Locate the Text box below the ongoing chat.
2. Type something brilliant and press the Talk button (or press Enter) to have it displayed publicly.
3. You will see your message move into the main conversation box above.


How do I add Graemlins (smileys) to my text?

1. To add a Graemlin to your text, you can click on the Graemlin located in the bottom left of the chat window to display the list.
2. Click on the Graemlin you want to add to your text. This will add the keystroke equivalent of that image. When you click "Talk," it will be displayed as the image Graemlin in the conversation box.

How do I invite someone to a private chat?

1. Click on the name of the person with whom you want to chat privately. This will highlight their display name.
2. In the pop up window that appears, click the  Private button.
3. This will invite them to the private chat and open a separate chat window for your discussion.

How do I ignore another member?

1. To ignore another member (this will not show you any posts by the person being ignored), click on the name of the person you want to ignore.
2. In the pop-up window that appears, click the  Ignore button.
3. You will see a message indicating that the person you specified is now being ignored. The person being ignored will not receive notification of being ignored and nobody else can see the message indicating that you are ignoring someone.

What are emotes and how do I use them?

An emote can be thought of as a "trigger" which causes Chat to display a specific pre-formatted message. An emote displays as if a narrator is describing your actions to the rest of the chat room. For example, if a user named GroupeeGuy used the emote /bye, it would be displayed in the discussion box as, "*GroupeeGuy waves goodbye to everybody.*"

1. To view a list of the emotes available, type /emote and click Talk.

2. Once you know the emote you will use, type the emote characters (the "/" followed by a word) and click Talk.

What is a Moderated Chat?

1. In some situations, an administrator may configure a chat room to be "read-only" or require its messages to be screened by a moderator before appearing live.
2. If your chat posting requires approval, you will be informed that your post is being moderated.

Why can't I see my posts in some chat rooms?







Some chat rooms are designed for hundreds of users to watch a chat but not participate in it. In these celebrity and event chats, you will see the postings of the celebrity and moderators, but not your own.

Why don't I show up on the roster of some chat rooms?

You may not see your name in the right-hand side roster of participants in many moderated, event, or celebrity chats. This is a feature of these types of chats, and completely normal.

What tools are available in Chat?

The following are all the chat tools that may be available (permissions to these tools is set by the Community administrator).

-  Silence – If you are silenced, you are essentially granted "read-only" permission. You will be allowed to remain in the room but will be unable to post.
-  Kick – If you have been kicked out of the room, you will be unable to return to that chat room for 24 hours.
-  Ignore – If you choose to ignore another user, the application will no longer show you any comments made by that person. The person being ignored does not know they are being ignored.
-  View Profile – The Profile option allows you to view the public profile for the user selected (if they are not a guest).
-  Private – Allows you to invite and conduct a chat session privately with another person in the room.
-  Clear Chat Content - Clears your chat window (only yours).

Cookies

How do I make sure cookies are enabled in my browser?

Go to the Personal Zone section and click on "Cookies." If your cookies are enabled, you'll see a message that says, "Success: Cookies are enabled in your browser." If you don't see this message, check the documentation for your browser and enable your cookies. If you choose to leave your cookies disabled, certain features of eve will not work properly.

How do I show all of the cookies set by my community?

Go to the Personal Zone section and click on "Cookies." Click the "Show all my cookies for this domain" link. The cookies will be displayed in a box.

How do I delete the cookies set by my community?

At times a cookie may become corrupt, causing inconsistent behavior on the site. Clearing or deleting your cookies will allow you to load new ones. To clear your cookies, go to the Personal Zone section and click on "Cookies." Click the "Delete all my cookies for this domain" link. You'll be prompted to click "Okay" for each cookie. If you want to leave the cookie enabled, choose "Cancel." You'll automatically move to the next cookie until there are no cookies left.

How do I show the status of JavaScript files used by eve?

Go to the Personal Zone section and click on "cookies." Click the "Show the status of JavaScript files used by eve" link. The value of each JavaScript file will be listed in a box.

Miscellaneous

Where can I see a list of who is currently online?

If the feature is turned on, the Online Now box will display either just above or just below the forums on the main forums page.

Where can I see a list of all the registered members on the site?

If the feature is turned on, the Member Directory can be found by clicking the "Go" tab and selecting the Member Directory.

How can I email a specific topic to my friends?

You can email a link to a specific topic to your friends using the "Email a Friend" feature. Just go to the topic you wish to send to your friends and click the "Tools" tab. If it has been enabled for your community, you'll see the "Email a Friend" link listed. Click the link and follow the instructions to tell your friends

about the topic!