

- 1) Go to the EC forum page on the CESA 2 Early Childhood website:
<http://www.wcwcw.com/cgi-bin/yabb2/YaBB.pl>
- 2) If you have already registered, simply login and **post** (go to **step 6**).
- 3) If you have not registered, follow the instructions in bold blue letters at the top of the screen, to **“Click Here to request registration.”**
 - On the screen that appears, enter your real name and a valid email address.
 - In the boxes shown as "Username" and "Password", choose.
 - Enter the “Captcha” Code. All Letters are Uppercase
 - Scroll down the screen to the “Submit Form” button and click.
 - **After the registration process has been completed by our webmaster, you will receive a confirmation email. This may not be immediately.**
 - Return to the forum page that represents the grant report that you want to submit (i.e. “Demonstration Grants 06-07”, “Planning”, “Implementation”, etc.)
- 4) At the top of the main forum page are a series of very small boxes. Click on the one that says, “Log In”.
- 5) Enter the user name and password that you have chosen. Click “Log In”.
- 6) **To post**, scroll down the main forum screen until you find the topic you want.
- 7) Click on the words that say the topic name, i.e. “Demonstration Projects Year 2006-2007” (or other appropriate topic, i.e. “Planning”, “Implementation”, etc.).
- 8) Click where it says “Post Here”. (You may also have to hit another button that says “Reply” or “Post” on the next screen.)
- 9) A box will appear on the “Post” screen in which you can enter your text (report) and click “Post”. Your report will be posted.
- 10) **You may also simply email your report to wcwcw@wcwcw.com and the webmaster will register you, post the report and notify you that it is posted.**

General posting notes:

- 1) *Because this board has been spammed excessively (even with email verification) we are now only allowing admin to add new members. That is why you have to request registration.
- 2) **Usernames, passwords** and verification codes are "Case Sensitive", which means that they **must be reproduced at log-in in the same "case" (capital or lower case letters) as submitted in your initial registration request**. For example, an initial request to register with the user name "sam walker" won't be accepted at log-in as "Sam Walker".
- 3) To start a topic that is not listed yet, click any of main topics and that will bring you to a board that has a **“Start a New Topic”** button to click.