



Our DJ Talk - Member Welcome Kit & User Guide

Composed March 2012

Contact: support@ourdjtalk.com

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Quick Links

The following links will take you directly to pages mentioned on Our DJ Talk. **You must be logged in for them to work properly!**

[Introduce yourself](#) | [Edit Your Profile](#) | [Add an Avatar](#) | [Add Contact Details](#) | [Privacy Settings](#) | [Preferences](#)

Introduction

Hello and welcome to Our DJ Talk aka ODJT. **We're glad you have chosen to be part of our community!** The purpose of this guide is to familiarize yourself with our forum. If you have questions at any time feel free to [contact us](#) by email support@ourdjtalk.com.

Please take a few moments to [fill in your profile](#) and [introduce yourself](#). ODJT is a tight knit community. While we love newbies and certainly welcome them you're *much more likely* to get serious answers with your profile and avatar filled in. All profile information is optional and editable at any time.

Like any community we have a few rules to keep things humming along. You can read through the full [terms of service and privacy policy](#) but all of them boil down to 3 common sense rules:

- I. Be respectful to your fellow members
- II. Report any problems
- III. No Spamming (unapproved advertising)

New members are subject to a few additional rules to thwart spammers such as restrictions on signatures and private messaging. A couple of forums are also hidden from view for privacy concerns. These restrictions are lifted once you have 10 posts.

The following pages will familiarize you with the workings of Our DJ Talk's website.

Quick Note: ">" is used to indicate clicks in quick succession. For instance starting a new thread in Welcome to Our DJ Talk would be written as:

[Homepage > Welcome To Our DJ Talk > Post New Thread](#)

Alright now that's out of the way. Ready to roll? Let's Rock!

The Homepage

The homepage is everyone's starting point. From the homepage you can navigate to any place on the forum.

From the homepage you can view:

- All the different forums (sections) available.
- Latest post in each forum.
- Your user name, avatar, and post count.
- Members and staff currently online.

Remember you can always get back to the homepage by clicking our logo in the top left hand corner.

The screenshot displays the homepage of OurDJTalk.com. At the top, there is a blue header with the site logo 'ODJT ourdjtalk.com' on the left and a banner for 'DJEventPlanner.com' on the right. Below the header is a navigation bar with links for Home, Forums, Members, and Help. A user profile for 'Test Monkey' is visible in the top right corner, showing 4 messages, 1 like, and 3 points. The main content area is titled 'Our DJ Talk | DJ Resources and Chat' and features several forum sections: 'Welcome', 'DJ Industry News & Events', 'Welcome To Our DJ Talk', 'Our DJ Talk Front Desk', and 'The DJ Business'. Each section lists the number of discussions and messages, along with the latest post. On the right side, there are two additional sections: 'Staff Online Now' listing Dan Hutter and Valerie Hicks, and 'Members Online Now' showing the current online count.

ODJT ourdjtalk.com

DJEventPlanner.com
Time to organize your DJ business

Home Forums Members Help Test Monkey 4 Inbox Alerts Log Out

Mark Forums Read Search Forums Watched Threads What's New?

Search...

Home Forums

Our DJ Talk | DJ Resources and Chat

Welcome

DJ Industry News & Events
Discussions: 191 Messages: 2,691
Latest: Free Webinar- Wireless Mixing steve149, Sunday at 12:45 PM

Welcome To Our DJ Talk
Discussions: 963 Messages: 7,048
Latest: I'm Baaaaacckkkk dancewithflo, Feb 22, 2012

Our DJ Talk Front Desk
Discussions: 139 Messages: 2,009
Latest: Alternate Layouts Dan Hutter, 51 minutes ago

The DJ Business

The Big Show
Discussions: 13,266 Messages: 172,446
Sub-Forums: 3
Latest: Looking For A Sound Drop From Djderik, 1 minute ago

Test Monkey
Messages: 4
Likes: 1
Points: 3

Staff Online Now

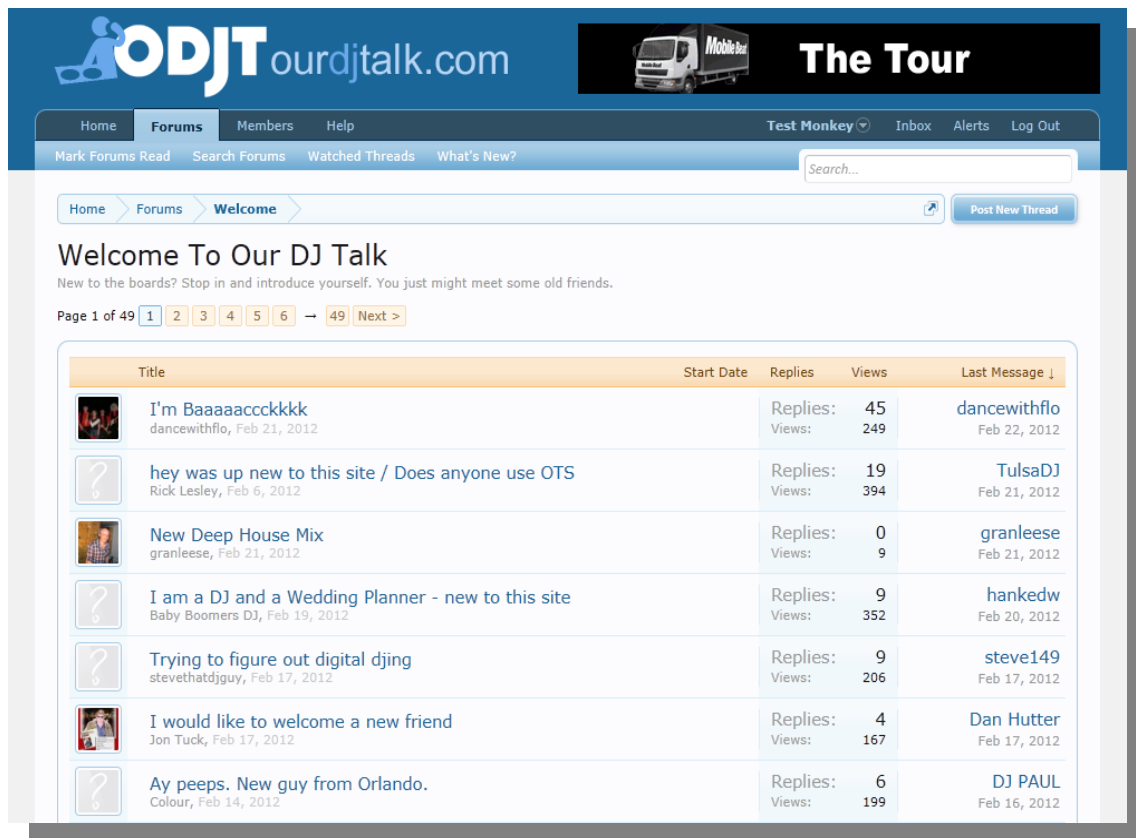
Dan Hutter
Da Big Guy

Valerie Hicks
Square One Productions of S.D. Inc.






Members Online Now
Test Monkey, Djderik, Dan Hutter, DJ J Mac, Scott Harris, drzinc, steve149, Scott Hanna, Valerie Hicks
Online now: 98 (members: 10, guests: 88)

Viewing Forum

To view a forum simply click on the title of a forum. This will bring you to a listing of all threads in that forum. You have the option of a new thread in said forum by clicking the “Post New Thread” button in the upper right hand corner.



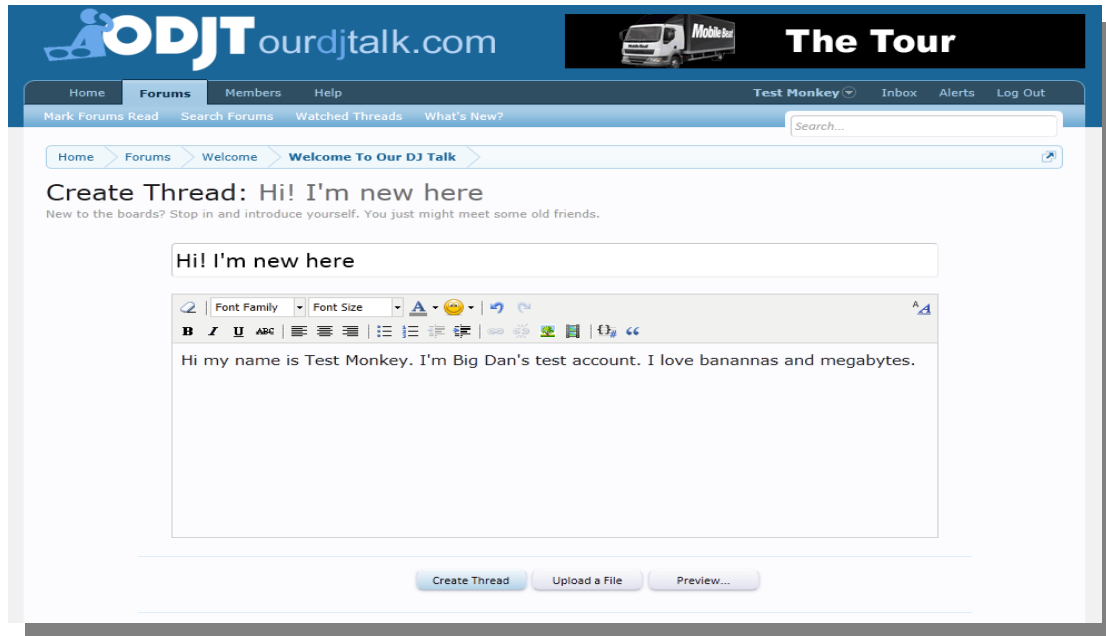
The screenshot shows the homepage of the OurDJTalk.com forum. The header features the site logo, navigation links (Home, Forums, Members, Help), and user options (Test Monkey, Inbox, Alerts, Log Out). A search bar is located in the top right. Below the header, a breadcrumb trail shows 'Home > Forums > Welcome'. The main heading is 'Welcome To Our DJ Talk', followed by a welcome message and a pagination bar for 'Page 1 of 49'. A table lists the latest forum threads with columns for Title, Start Date, Replies, Views, and Last Message.

Title	Start Date	Replies	Views	Last Message ↓
 I'm Baaaaacckkkk dancewithflo, Feb 21, 2012		Replies: 45 Views: 249		dancewithflo Feb 22, 2012
 hey was up new to this site / Does anyone use OTS Rick Lesley, Feb 6, 2012		Replies: 19 Views: 394		TulsaDJ Feb 21, 2012
 New Deep House Mix granleese, Feb 21, 2012		Replies: 0 Views: 9		granleese Feb 21, 2012
 I am a DJ and a Wedding Planner - new to this site Baby Boomers DJ, Feb 19, 2012		Replies: 9 Views: 352		hankedw Feb 20, 2012
 Trying to figure out digital djing stevethatdjuguy, Feb 17, 2012		Replies: 9 Views: 206		steve149 Feb 17, 2012
 I would like to welcome a new friend Jon Tuck, Feb 17, 2012		Replies: 4 Views: 167		Dan Hutter Feb 17, 2012
 Ay peeps. New guy from Orlando. Colour, Feb 14, 2012		Replies: 6 Views: 199		DJ PAUL Feb 16, 2012

Posting Your First Thread

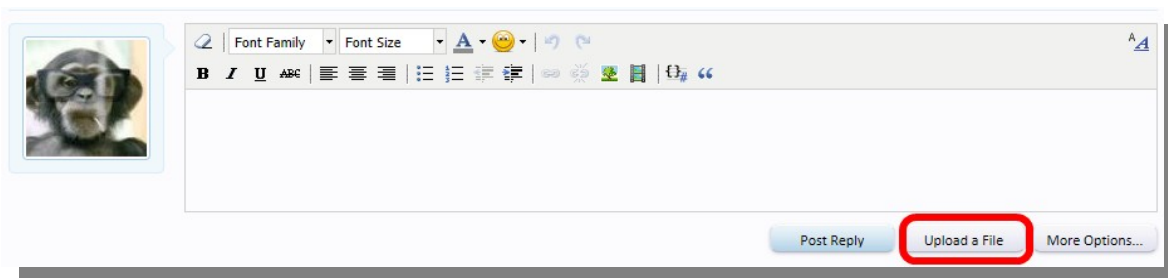
To post a thread you first have to pick the most relevant forum. If this is your first post, the best place will probably be the introduction forum. Homepage > Welcome To Our DJ Talk > Post New Thread.

[Here's a quick link.](#)



Adding Pictures To Your Posts (aka Attachments)

You have the ability to upload images (among other file types) along with your posts. ODJT's size restrictions are very generous. All images will be automatically resized to fit within constraints unless they're enormous if that's the case please resize before uploading or contact us for help.



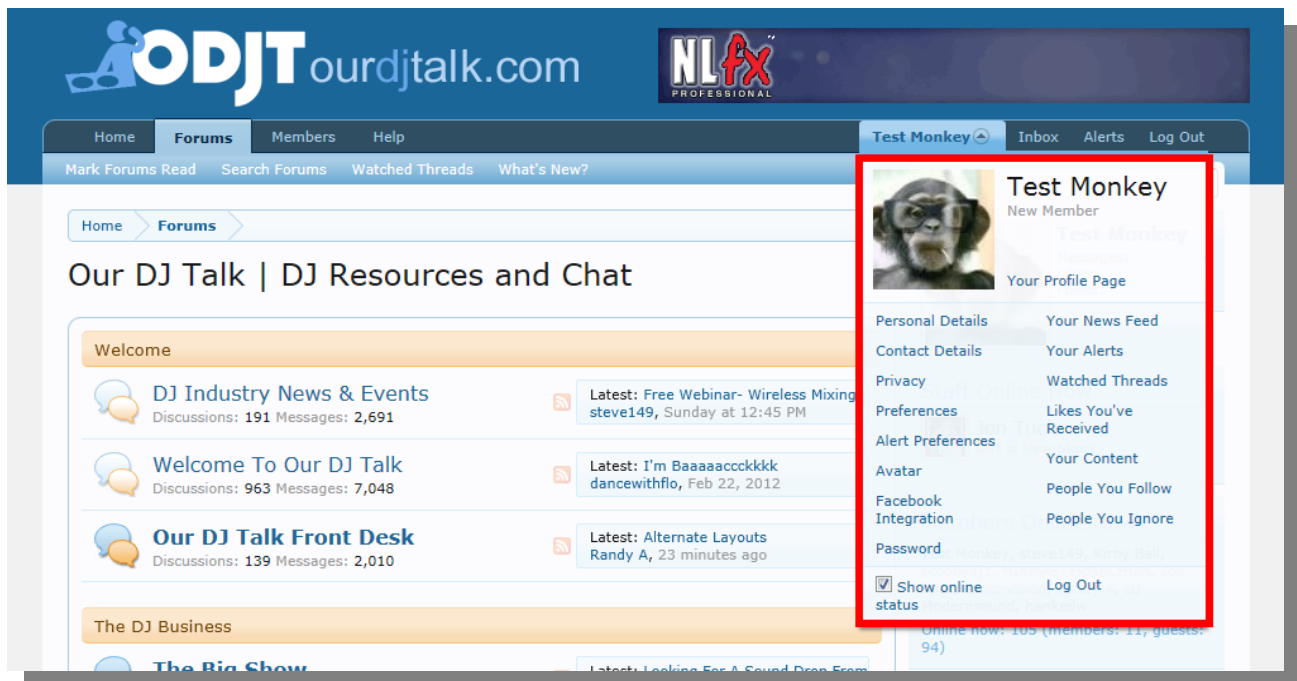
To add an attachment simply click "Upload File" and browse for the file on your computer. You will then have the option of inserting a thumbnail or full size image. Thumbnails are best to be considerate of members with slow connections. If you don't chose either thumbnails will automatically be placed at the bottom of the post.

Account Menu

You can always access all your account options by simply clicking your name from any page within Our DJ Talk.

The account menu is your shortcut to:

- Edit your profile
- Add an avatar
- Change your preferences
- View your news feed
- Control your privacy options
- See what you have previously post
- Log Out – Why anyone would ever want to leave, I don't know. ;-)



Editing Your Profile

Your profile is what other members and guests (to an extent) see about you. Think of it as a mini business card. Your profile is linked to every post or comment you make anywhere on ODJT. If a location is entered it will be displayed along side every one of your posts.

The options are self explanatory. Only share as much information as you feel comfortable with no one is forced to divulge any information.

Personal Details

Your Account

Your Alerts

Your News Feed

Likes You've Received

Watched Threads

Conversations

View Conversations

Start a New Conversation

Settings

Personal Details

Contact Details

Privacy

Preferences

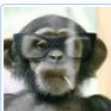
Alert Preferences

People You Follow

People You Ignore

Facebook Integration

Password

Avatar:  Click the image to change your avatar.

Gender:

☐ Male

☐ Female

☒ (unspecified)

Date of Birth:

Mar 3, 1974

Once your birthday has been entered, it cannot be changed. Please contact an administrator if it is incorrect.

Edit Your Privacy Settings

☐ Show day and month of birth

☐ Show year of birth

This will allow people to see your age.

Location:

Occupation:

Home page:

Real Name:


What is your real name? (optional). Please don't fill in if your user name is your real name.

About You:

You may use BB code

Font Family

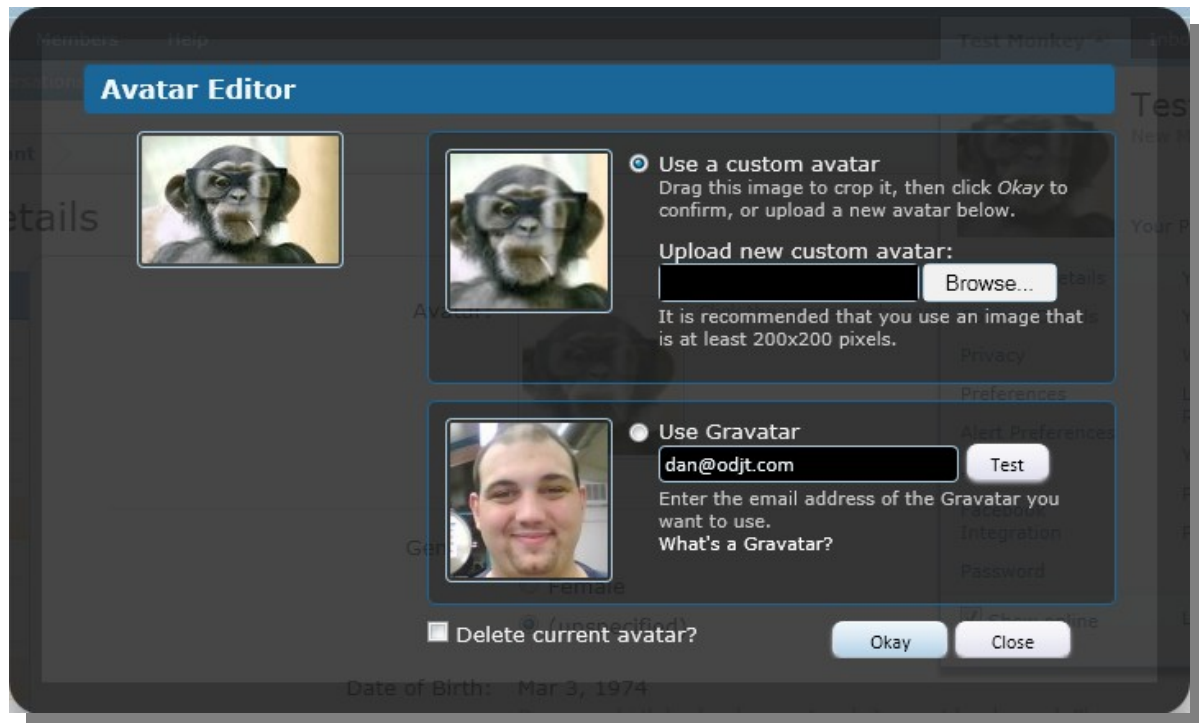
Font Size



Adding Or Modifying Your Avatar

By default, ODJT integrates with Gravatar. If you have a Gravatar associated with the email address you registered with you're set to go. If you don't know what Gravatar is don't worry we have you covered.

Simply click Avatar from your [Account Menu](#) and browse for a picture to upload. Your best bet here is a close up head shot but any image will do. The software will automatically resize your avatar.



Account Preferences

The preferences screen has some basic options for your account. From the preferences screen you can:

- Set your time zone
- Set watched threads behavior
- Enable/Disable viewing others signatures
- Chose whether or not to display your online status

Browsing Preferences

The screenshot shows a web interface for 'Browsing Preferences'. On the left is a sidebar menu with categories: 'Your Account' (containing links like 'Your Alerts', 'Your News Feed', 'Likes You've Received', 'Watched Threads', 'Conversations', 'View Conversations', 'Start a New Conversation'), 'Settings' (containing 'Personal Details', 'Contact Details', 'Privacy'), 'Preferences' (containing 'Alert Preferences', 'People You Follow', 'People You Ignore', 'Facebook Integration', 'Password'), and 'Conversations'. The main content area is titled 'Browsing Preferences' and is divided into three sections: 'Locale', 'Options', and 'Notices'. The 'Locale' section has a 'Time zone:' label and a dropdown menu currently set to '(UTC-05:00) Eastern Time (US & Canada)'. The 'Options' section contains four checked checkboxes: 'Automatically watch threads that you create or when you reply...', 'and receive email notifications of replies', 'Use the rich text editor to create and edit messages', and 'Show people's signatures with their messages'. Below these is another checked checkbox 'Show your online status' with a sub-note: 'This will allow other people to see what page you are currently viewing.' The 'Notices' section has an unchecked checkbox 'Restore dismissed notices' with a sub-note: 'Any notices you have previously dismissed will be restored to view if you check this option.' At the bottom of the main content area is a blue 'Save' button.

Your Account	
Your Alerts	
Your News Feed	
Likes You've Received	
Watched Threads	
Conversations	
View Conversations	
Start a New Conversation	
Settings	
Personal Details	
Contact Details	
Privacy	
Preferences	
Alert Preferences	
People You Follow	
People You Ignore	
Facebook Integration	
Password	

Locale

Time zone: (UTC-05:00) Eastern Time (US & Canada)

Options

- ☒ Automatically watch threads that you create or when you reply...
 - ☒ and receive email notifications of replies
- ☒ Use the rich text editor to create and edit messages
- ☒ Show people's signatures with their messages
- ☒ Show your online status
This will allow other people to see what page you are currently viewing.

Notices

- ☐ Restore dismissed notices
Any notices you have previously dismissed will be restored to view if you check this option.

Save

Privacy

With our built in privacy controls you're able to control who can view what on your profile. Your options are all visitors, members only, or people you follow only. In lots of cases, visitors are restricted by system wide settings as to what they can see without you explicitly setting anything.

Visitors are everyone *including non members*

Members are people who have registered here just like you

People you follow are people that you've chosen to follow by clicking “Follow” on their profile

The screenshot shows a web application interface with a top navigation bar containing 'Home' and 'Your Account' (the latter is highlighted). Below the navigation bar, the page title 'Privacy' is displayed. On the left side, there is a sidebar menu with the following items: 'Your Account' (highlighted), 'Your Alerts', 'Your News Feed', 'Likes You've Received', 'Watched Threads', 'Conversations' (highlighted), 'View Conversations', 'Start a New Conversation', 'Settings' (highlighted), 'Personal Details', 'Contact Details', 'Privacy' (highlighted), 'Preferences', 'Alert Preferences', 'People You Follow', 'People You Ignore', 'Facebook Integration', and 'Password'. The main content area is titled 'Privacy' and contains several sections: 1. 'Show your online status' with a checked checkbox and the text 'This will allow other people to see what page you are currently viewing.' 2. 'Receive site mailings' with a checked checkbox and the text 'You will receive a copy of emails sent by the administrator to all members of the site.' 3. 'Date of Birth Privacy' section with two unchecked checkboxes: 'Show day and month of birth' and 'Show year of birth' (with the text 'This will allow people to see your age.' below it). 4. 'People Who May...' section with three sub-sections: 'Edit Your Personal Details' with a checked checkbox 'View your details on your profile page:' and a dropdown menu set to 'All Visitors'; 'Post messages on your profile page:' with a checked checkbox and a dropdown menu set to 'Members Only'; and 'Receive your news feed:' with a checked checkbox and a dropdown menu set to 'All Visitors'. 5. 'Edit Your Contact Details' section with two checked checkboxes: 'Start conversations with you:' with a dropdown menu set to 'Members Only', and 'View your identities:' with a dropdown menu set to 'All Visitors'. At the bottom of the main content area is a 'Save' button.

Editing Your Contact Details

Your contact details are shown to other members as a tab on your profile. You can restrict who can see what with [privacy settings](#). You may also edit your email address here.

You can add information for:

- Facebook
- Twitter
- AOL Instant Messenger
- Windows Live (MSN) Messenger
- ICQ
- Yahoo Messenger
- Skype
- Google Talk

Contact Details

Your Account

- Your Alerts
- Your News Feed
- Likes You've Received
- Watched Threads
- Conversations
- View Conversations
- Start a New Conversation
- Settings
- Personal Details
- Contact Details**
- Privacy
- Preferences
- Alert Preferences
- People You Follow
- People You Ignore
- Facebook Integration
- Password

Contact Details

Email address:
If you change your email, you may need to reconfirm your account.

Current Password:
This is only needed when changing your email address.

Messaging Preferences

- ☒ Receive site mailings
You will receive a copy of emails sent by the administrator to all members of the site.
- ☒ Accept conversations from...
Members Only
- ☒ Receive email when a new conversation message is received
Email notifications for new conversations, replies to existing conversations, and being added to an existing conversation.

Identities

AIM:

Windows Live:

ICQ:

Yahoo! Messenger:

Skype:

Google Talk:

Facebook:

Twitter:

Private Messaging

Private messaging aka conversations are private conversations between 2 or more members. To start a new conversation simply click on a members name and click Start a Conversation. You may always view your Inbox above any page right next to your [account menu](#).



Once started and conversation is much like a thread but only between 2 or more people.

Start a New Conversation

Participant:

☐ Allow anyone in the conversation to invite others

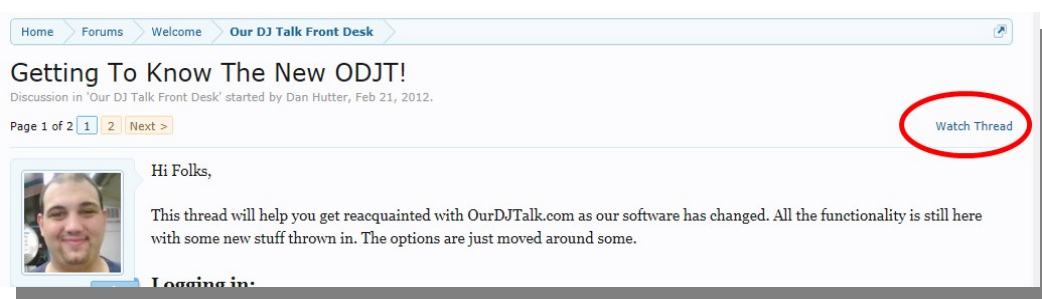
☐ Lock conversation (no responses will be allowed)

Watched Threads

Watched threads are Our DJ Talk's way of keeping you updated on threads you have created, participated in, or choose to be updated about.

By default any thread you start or reply to will become watched. This will generate an email every time someone replies as well as an alert on the alert's menu. You can change this behavior in [your preferences](#).

To watch a thread without participating simply click “Watch Thread” on top of any thread.



Alerts

Alerts are closely related to watched threads. Options are all customizable in [Alert Preferences](#)

By default, you will receive an alert on the top of the site near your account menu and Inbox links any time:

- Someone replies to a thread you've participated in
- Quotes one of your posts
- Likes your post
- Tags you in a post
- Comments on your profile

Home Forums Members Help Test Monkey Inboxes Alerts Log Out

Personal Details Conversations Your News Feed Likes You've Received Search...

Home Your Account

Alert Preferences

Your Account

- Your Alerts
- Your News Feed
- Likes You've Received
- Watched Threads
- Conversations**
- View Conversations
- Start a New Conversation
- Settings**
- Personal Details
- Contact Details
- Privacy
- Preferences
- Alert Preferences**
- People You Follow
- People You Ignore
- Facebook Integration
- Password

Messages in Threads

Receive an alert when someone...

- ☒ Replies to a watched thread
Someone replies to a thread you are watching
- ☒ Attaches a file to a watched thread
Someone replies and attaches a file to a thread you are watching
- ☒ Quotes your message
Someone directly quotes one of your messages in a thread
- ☒ Likes your message
Someone likes one of your messages in a thread
- ☒ Tags you
Someone tags you in a thread.

Messages on Profile Pages

Receive an alert when someone...

- ☒ Posts on your profile
Someone posts a message on your profile page
- ☒ Comments on your profile or status
Someone comments on a message on your profile page or your status
- ☒ Comments on your profile posts for other members
Someone comments on a message you left on someone else's profile
- ☒ Also comments on a profile post
Someone comments on a profile post that you have commented on
- ☒ Likes your profile post
Someone likes a message you left on a member profile page

Achievements

Receive an alert when you receive a...

- ☒ New follower
Someone starts following you
- ☒ New trophy
You are awarded a new trophy for passing a milestone

Save

Quickies

Liking

Liking a post is similar to a Facebook like. Some member like posts because they found it useful, funny, enjoyable, etc.

Quoting

To quote a post simply click reply in that post. The text will automatically be copied into your reply box. To quote multiple posts in one reply, click reply on each post.

Editing Your Post

You have a certain time edit your post after your it's submitted. To edit simply click edit under the post.

News Feed

The news feed is a page that lists all activity of the people you follow.

Wrap Up

We hope this guide has familiarized you with OurDJTalk.com if you have any questions at all please don't hesitate to email, support@ourdjtalk.com