

READ ME – Receive automatic emails

Changing your subscriptions

This website includes the facility for Members and Registered Users to subscribe to receive an email notifying them of new content and replies to existing articles on various sections of the site. The range of sections to which you can subscribe will depend on your level of access.

A Registered User will be able to subscribe to any section within Trade & Industry - including 'IOV News Stream', 'Sales & Wants' and all the 'Local IOV Meetings'. An IOV Member will also be able to subscribe to these sections – plus subscribe to the Knowledge Base forums which are found within 'Members Zone'.

Unless specified by the user, the new articles from each section are grouped together into one daily email. If there have been no new articles in the sections to which you subscribe, you will not be sent a daily email.

Changing my Subscriptions

Once you have logged in to the site, the first screen you will be presented with is called 'Website Options' (see separate READ ME file). 'Website Options' can also be found at the bottom of the left-hand menu.

To change your subscriptions select 'Receive automatic emails'. If this is the first time you have set up your subscriptions you will be presented with a drop-down list of all sections you have permission to subscribe to. Once a subscription is added, this screen will also show you those you are subscribed to, plus the facility to list all your subscriptions.

The screenshot shows the 'Website Options' page on the IOV website. The page has a green header with the IOV logo and navigation links. Below the header is a search bar and a list of subscription options. A callout box points to the 'Receive automatic emails' option in the list.

To add a subscription, first highlight it in the 'Not Subscribed' drop-down menu. Then select the 'Edit' button on the right. This will launch a new window which will allow you to subscribe/un-subscribe – plus amend how and when you are sent the content from this section.

The screenshot shows the 'Subscribe to Website update notifications' form. It includes a 'Not subscribed' dropdown menu with 'Area 04' selected, a 'Subscribed' dropdown menu with 'Area 01a' selected, and an 'Update' button. There is also a 'List all subscriptions' button.

Again, this will be influenced by your access level. An IOV Member will have more control over these settings than a Registered User.

The screenshot shows the 'Subscribe to Website update notifications' form. It includes a 'Category name' dropdown menu with 'Corporate Forum' selected, a 'Description' field with 'A forum for Corporate Videographers', and a 'Preferences' section with radio buttons for 'Unsubscribe', 'Subscribe', 'Receive summary', 'Receive full', 'Receive primary content', 'Receive all content', 'Deferred (nightly email)', and 'Immediate notification'. There is also an 'Update' button.

Preferences

Apart from showing you a summary of content of the section you are modifying, this window allows you to change your subscription preferences. On some sections of the site not all of the following adjustments will be available. This might also change according to your level of access on the site.

- The first preference all users can modify is simply whether you want to subscribe to the section or not.
- The second preference enables you to choose between receiving a summary or the full article within your email notification.
- The third preference enables you to choose between 'Receive primary content' and 'Receive all content'. The first option will result in you only receiving an email when a new article is posted, whilst the 'all' content will result in you receiving an email notice of any subsequent replies to articles.
- The final preference will determine whether you want to be notified immediately of new content – or for the website to collate all new content into one collective daily email notice for you.

Once you are happy with your preferences for this subscription, you must select the 'Update' button at the bottom of the page. These changes will take immediate effect.

Other ways to subscribe to sections

If you are exploring the site and find a section which can be subscribed to, it will tell you your current subscription settings, "You do not currently subscribe to this category" – followed by a link to 'Change subscription'.

The screenshot shows a subscription link with the text 'New Article Change subscription You currently subscribe to this category.'

Selecting this link will take you to the Preferences page covered above - where you can modify and update your subscription level. The next time you visit this section of the site it will say, "You currently subscribe to this category". ■