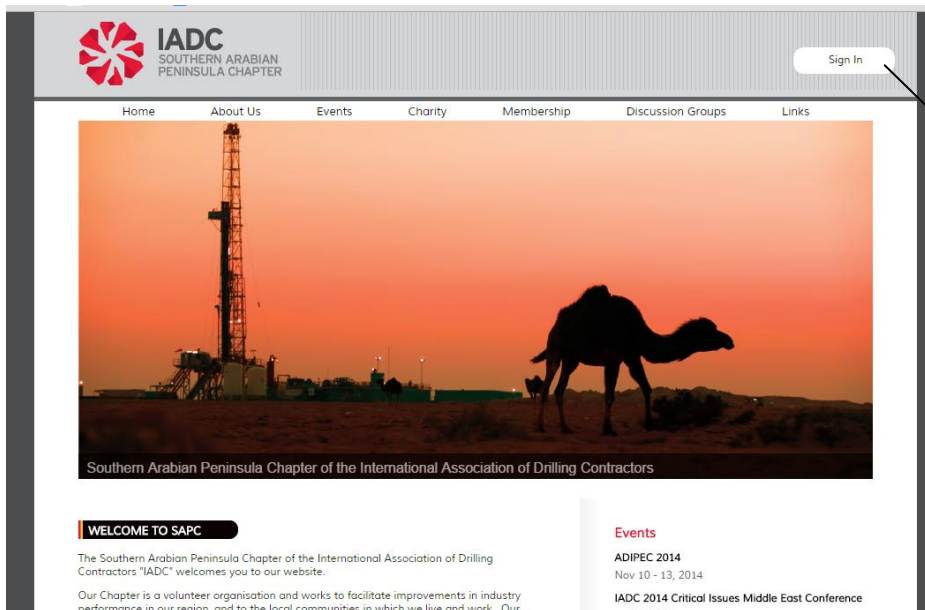


sapc-iadc.org Forum Board User Set Up Instructions

Introduction

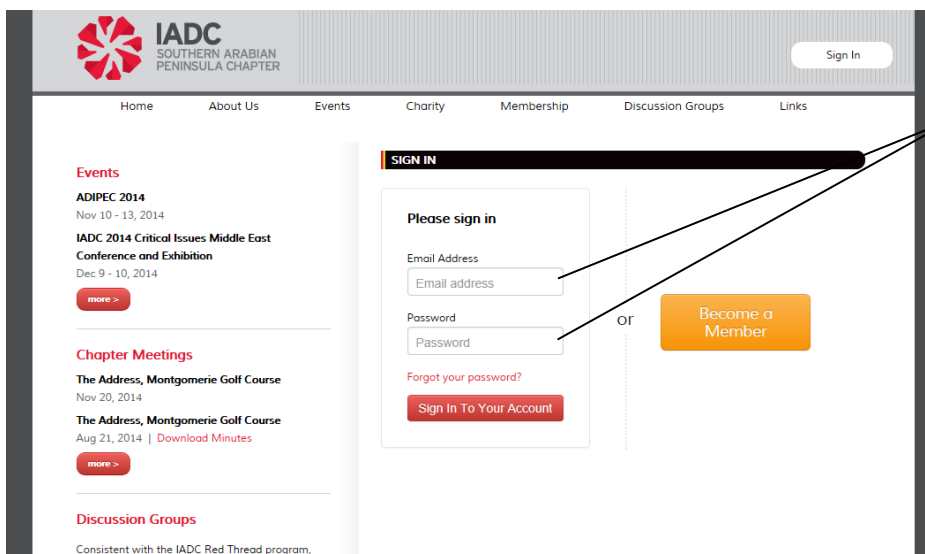
The **sapc-iadc.org Forum Board** is owned and operated by the Southern Arabian Peninsula Chapter (SAPC) of the International Association of Drilling Contractors (IADC) and is governed by the SAPC Officers. Please read the Terms of Use very carefully prior to signing up as a Forum Board User.

Step 1



From the Home Page click through to your account using the "Sign In" button at the top right-hand of the screen.

Step 2



Enter your Administrative email address and password.

NOTE: This information was provided to you along with your SAPC Membership Certificate. If you cannot locate this information please contact:

info@sapc-iadc.org

Step 3

The screenshot shows the website header with the IADC logo and navigation menu. The 'MY ACCOUNT' section is highlighted with a black bar. Below it, the following options are listed:

- Manage Offices and Contacts
- Update Company Description
- Manage Forum Users
- Sign Out

Click on "Manage Offices and Contacts"

Step 4

The screenshot shows the 'MANAGE OFFICES' section highlighted with a black bar. It contains a table with two office entries:

Office Address	
PO Box 81, Postal Code 114 Muttrah, Oman	Edit Delete Manage Contacts
PO Box 37063 Dubai, United Arab Emirates	Edit Delete Manage Contacts

Below the table, there are two options: 'Add New Office' and 'Go to My Account'.

Identify the office location where you work.

Click on "Manage Contacts" from the appropriate office location.

Step 5

The screenshot shows the 'MANAGE CONTACTS' section highlighted with a black bar. It contains a table with two contact entries:

Contact Person	Phone Number	
Penny LeBaron	+971 4 880 3909	Edit Delete
Mike Simpson	+971 4 880 3909	Edit Delete

Below the table, there are three options: 'Add New Contact', 'Go to Offices', and 'Go to My Account'.

To be a Forum Board User your name must appear on the contacts list. If your name does not appear on this list click on the "Add New Contacts" option and complete the required details.

Step 6

Complete the "Contact Person Information" details and click on "Add New Contact" to save.

Step 7

Return to the main "My Account" page and click on "Manage Forum Users"

Step 8

Contact Person	Topic Subscription	Manage Account
Maher Al Balushi	-	Create Account
Penny LeBaron	Manage	Modify Account
Mike Simpson	Manage	Modify Account

On the line containing your contact details please select "Create Account".

Step 9

Welcome, Cansco Well Control | My Account | Sign Out

Home | About Us | Events | Charity | Membership | Discussion Groups | Links

CREATE FORUM USER * = required field.

User Information

Name: Maher Al Balushi

Password *

Re-type Password *

Email Address *

Confirm Email Address *

Status * Inactive Active

[Add New User](#) [Back to Manage Forum Users](#)

Complete all the required fields and click on "Add New User" to save.

Step 10

Welcome, Cansco Well Control | My Account | Sign Out

Home | About Us | Events | Charity | Membership | Discussion Groups | Links

MANAGE FORUM USERS

Contact Person	Topic Subscription	Manage Account
Maher Al Balushi	-	Create Account
Penny LeBaron	Manage	Modify Account
Mike Simpson	Manage	Modify Account

[Go to My Account](#)

Return to the main "Manage Forum Users" page and click on the Discussion Groups drop-down tab.

Step 11

Sign In

Home | About Us | Events | Charity | Membership | Discussion Groups | Links

[Login to your Forum Account](#)

FORUM INDEX

Search

Topics	Replies	Last Post
Discussion Group - Competency and Local Content	0	18 Feb 2014 09:46 PM

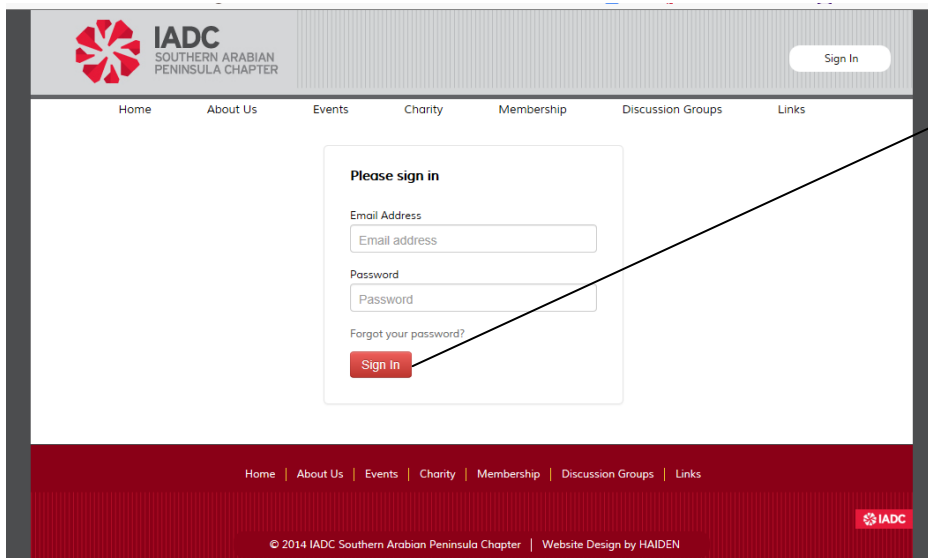
Archived Topics

Home | About Us | Events | Charity | Membership | Discussion Groups | Links

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Select "Login to your Forum Account"

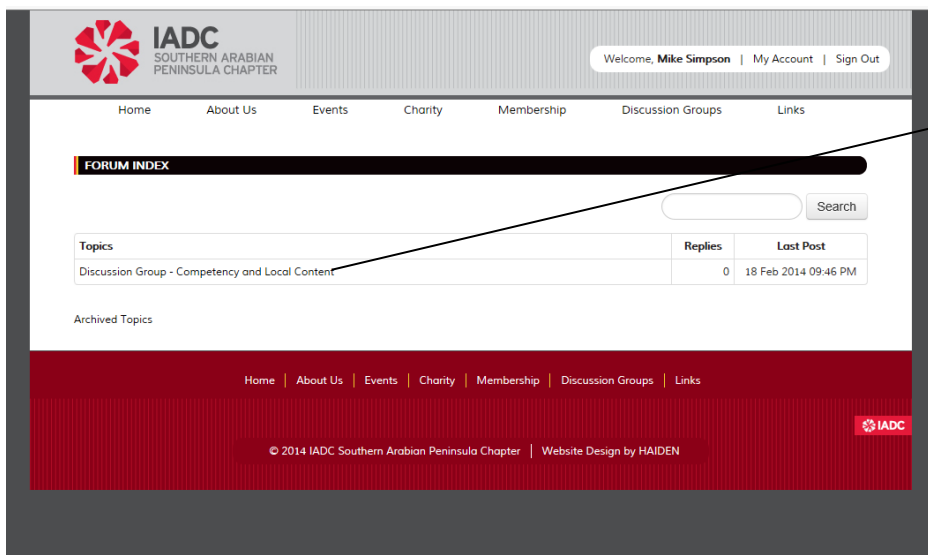
Step 12



You may now login to your Forum Account using your personal details.

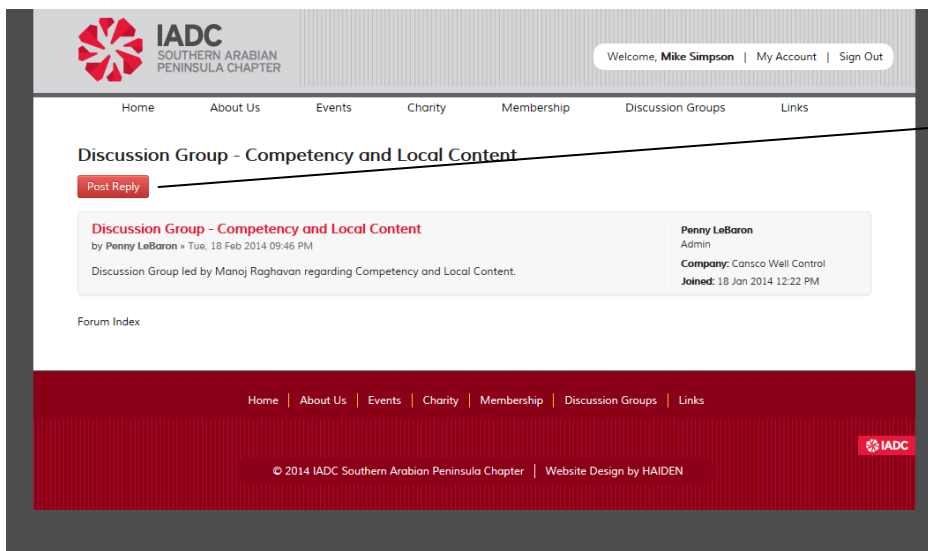
Click "Sign In" to access the Forum Board site.

Step 13



Under the "Topics" heading, select the Discussion Group Forum Board that you wish to join.

Step 14



All current posts will appear on this page. Click on "Post Reply" to participate.