# vBulletin 5 Connect

Quick Start Guide (ver 2.0)

Written and Maintained by Internet Brands

Introduction

Congratulations on successfully creating your new vBulletin site! If this is your first time using one of our products (or vBulletin 5), this guide will help you get things set up. Let's begin with a few definitions.

When your vBulletin site is first created, your site loads with the preset style and page like so:
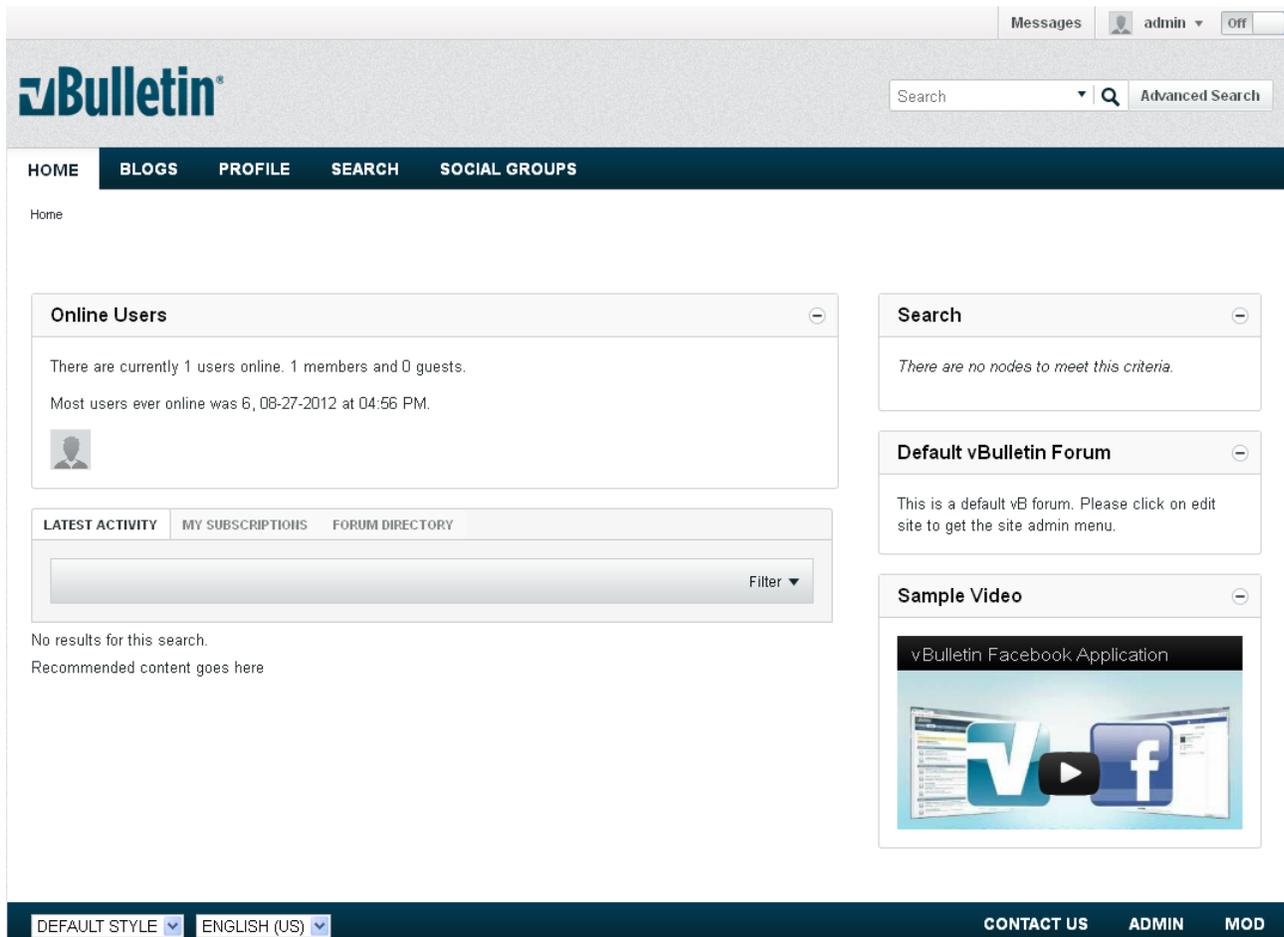
As you can see, it's already been pre-populated with a page and some modules. A page is exactly that, a page. It displays your site to users and is a container for modules. Modules are pieces of functionality that you can add, customize, and, sometimes, remove from a page. These modules can cover such functionality as displaying ads, to announcements, to videos and even videos.

Everything in vBulletin 5 is a module of some type. There are two types of modules: normal modules and system modules. The main difference between the two is that you're unable to delete system modules. This is functionality that you wouldn't want removed from your site to begin with, such as private messages, advanced search and registration forms.

Now that we have the basic terms down for vBulletin 5, we'll move on to the how they work and how you can use them, starting with creating pages.

Note: For installation instructions please see the readme.html in your vBulletin folder.

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vBulletin Quick Setup

The first time you log into your vBulletin powered Website, you'll be able to use the Quick Setup Tool. This tool allows you to set your logo, create a few starting forums, and invite friends to register at your forums via email.

If the Quick Setup is not activated on login, click its link to the left of your username on the front-page of the vBulletin site. The Quick Setup wizard will fill your screen. When finished with each section, just click "Done" at the bottom of the wizard.
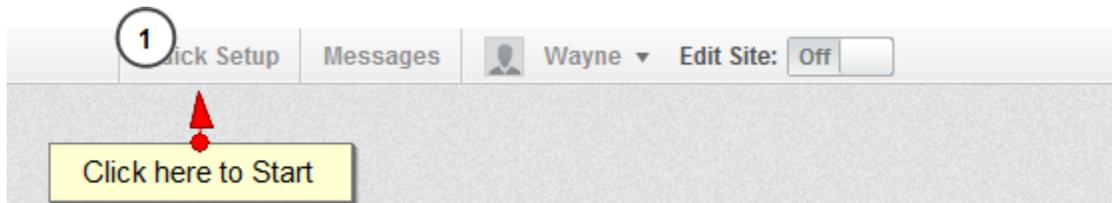
Uploading Your Logo

The first thing you'll want to do is upload your logo. You have two options for this. The first is to upload an image from your computer. To do this click on the "Browse" button. Find your image and select it. The system should automatically process it.
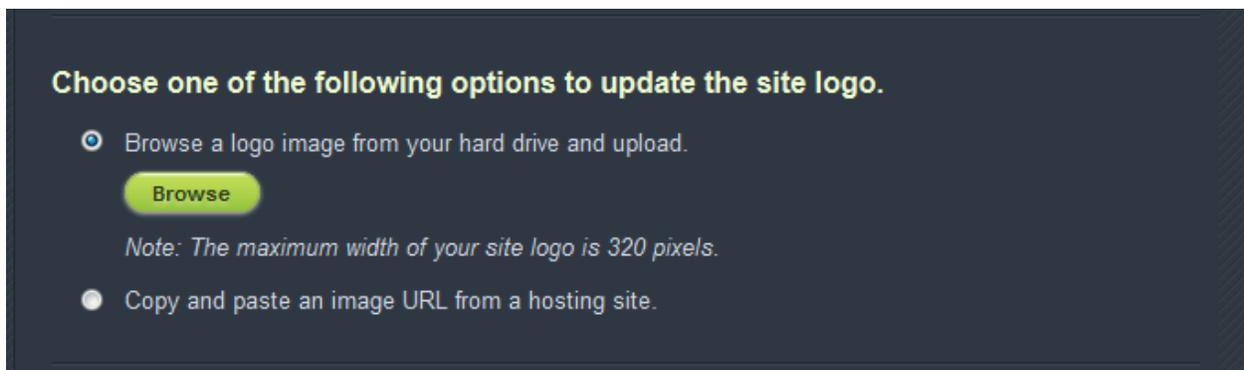
The second option is to upload an image from a hosting or pre-existing website. This is handy if you already have a logo on your regular site that will work in vBulletin. Select this radio button and a field will appear allowing you to enter the URL, or address, for your image. Enter it and click the Upload button.

Choose one of the following options to update the site logo.

○ Browse a logo image from your hard drive and upload.
◉ Copy and paste an image URL from a hosting site.

[   ] (Upload)

Note: The maximum width of your site logo is 320 pixels.

Please note, the maximum width allowed for your logo is 320 pixels.

Add New Forums

Your new vBulletin Site comes with a single Forum Channel created. This is called "Main Forum". You can rename this forum here and change its description. If you want you can add additional forums to your site. Simply add the forums and their descriptions until you're satisfied. This section doesn't allow you to create Forum Categories but you can do that later if you need to. You can find out how to do this in the Creating Forum Categories and Subforums section of this document.

Add New Forums

Enter Forum Name and Description

[Main Forum   ] 🗑

[Main Forum Description   ]

[Enter the forum title   ]

[Enter the forum description   ]

(+ More Forums)

Inviting People to Join Your Site

The final part of the Quick Setup is to invite people to become members of your site. You do this by sending them an email. This will contain an invitation and link to your site. This part of the form has three parts. These are a list of email addresses, the subject of your email and a place to edit the text of the email to make it more personalized.

First enter the emails of the people you want to invite. Separate each email with a semicolon. Next, you'll want to enter in a subject for your email. Something like "Hey, check out my new vBulletin website!" will work here. Finally, you can use the default text of the email as shown on your screen or you can customize this to make it more personal and fit your site better.

Editing and Creating Pages

You can edit all default pages in addition to adding more pages to meet the needs of your site. In order to edit an existing page, activate the Site Builder by click on the the **Off** button in the upper right hand corner of your navigation bar.

Once you've activated the Site Builder function[1], navigate to the page that you want to edit and click **Edit Page** button.

This opens a form like the one below.
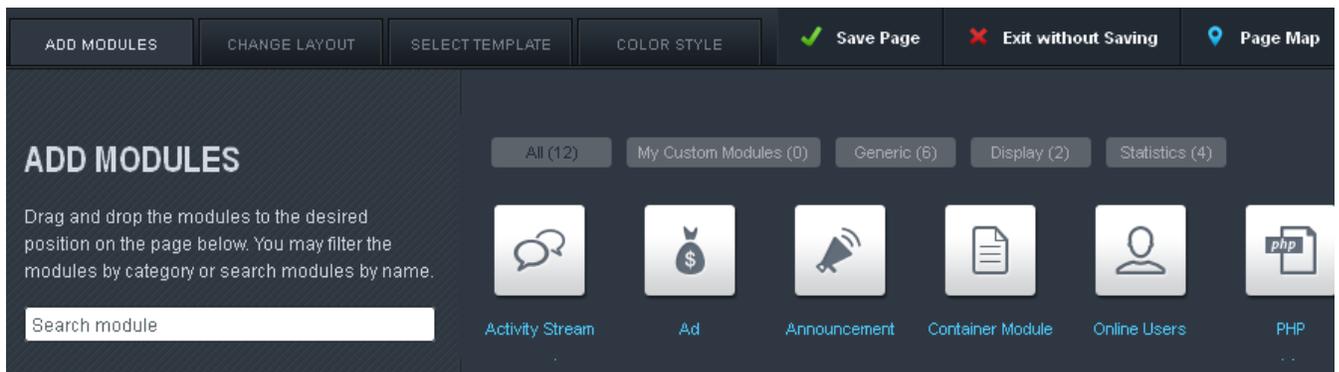
Add Modules Tab

There are four tabs in the form. The first (the **Add Modules**) is a catalogue of modules that you can add to the selected page to customize the look and feel of it. Each, as we mentioned, has a different function. Here's a short list of what they do:

- **Activity Stream** - A module that tracks and displays the activity on your board. Also contains the directory for any channels created on the page.
- **Ad** - A module that organizes and rotates the ads on a site.
- **Announcement** - A module that manages and displays announcements and notices to your users.

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[1] You'll be asked to re-enter your password for security purposes. Using Site Builder will change the look and feel of your site dramatically and this is to ensure that no one, but you, can do this.

- **Container Module** - A module that other modules are moved into so regular users can interact with them but moving or minimizing its contents.
- **Online Users** - A modules that displays the number of users online at any given time.
- **PHP** - A module that displays PHP entered in it.
- **Search** - A module that displays a customized set of search results as a feed.
- **Static HTML** - A module that displays custom HTML.
- **Tag Cloud** - A module that displays a clickable list of tags used on the site.
- **Today's Birthday -** A module that displays the usernames of user's with birthdays on any given day.
- **Top Active Users** - A module that displays a list of the top active users.
- **Video** - A module that embeds a video on to a page.

To put a module on a page, click and drag it from the menu onto the page itself. You can use the same method to rearrange the order of the modules on a page. To delete a module, click on the trash can icon to the right of the module title. To edit the module, click on the pencil. A form will open similar to the one below:

MODULE CONFIGURATION

Sample Video Module

(Fields denoted with * *are required)*

Video Title	*
Video Link	*

Save   Close

A number of fields will be available in the form for you to edit and change. To save the changes you have made for the module, click on the **Save** button at the bottom of the page.
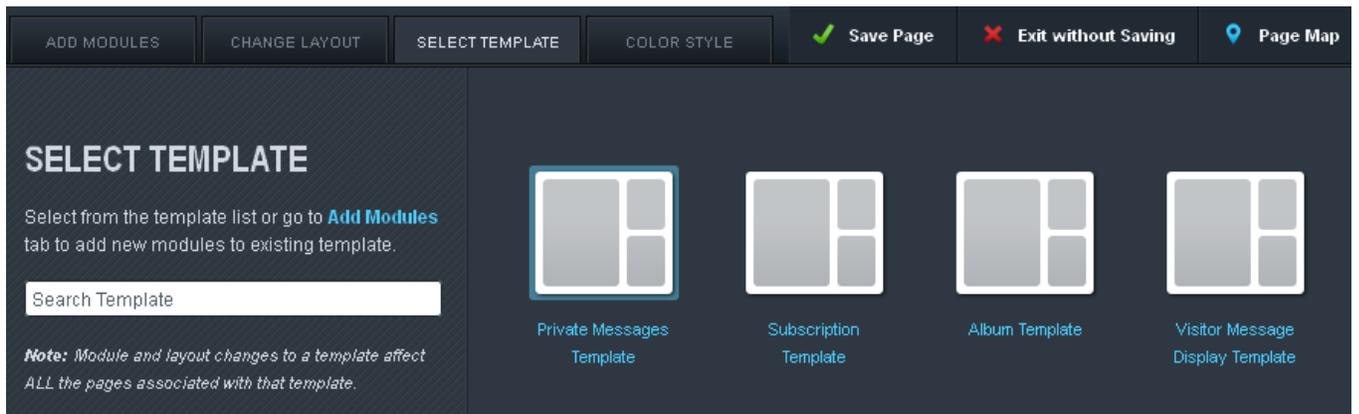
For more information on what the options for each module does, visit our online help at:
https://www.vbulletin.com/docs/html/sitebuilder_modulelist

Change Layout Tab
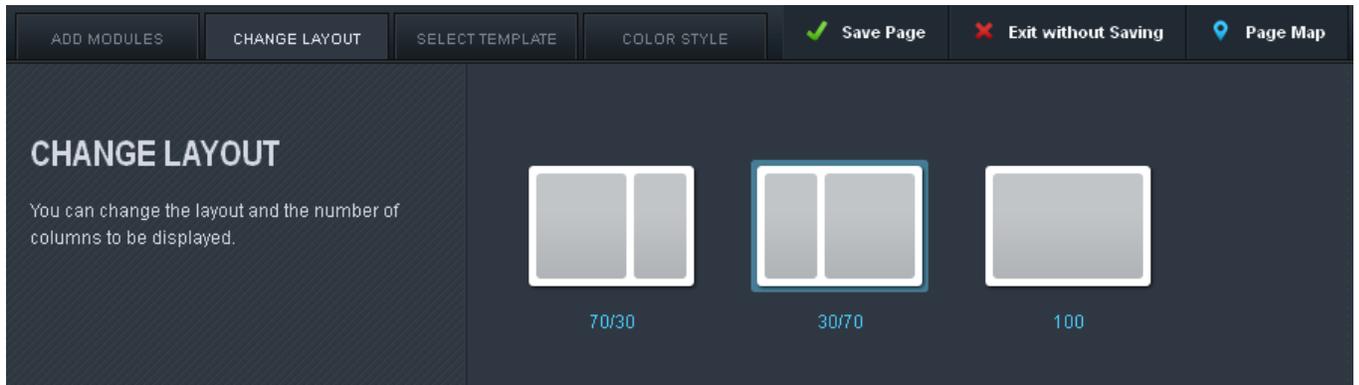
The **Change Layout Tab** is the second of the four tabs. This controls the number of columns on a page and the percentage of space each column takes up.

Select Template Tab

Templates are the saved designs for the default pages and any pages that you create. This can be especially helpful when you have several pages using the same template that requires a change that affects them all.

Color Style Tab

The **Color Style Tab** allows you to the limited ability to change the style for the page you've selected. Using a combination of the color wheel and the **My Color Palette**, you have a limited control over how the page looks like. A preview of the page will appear beneath the form and the save button in the left hand column allows you to save the Style you've created to reuse at a later date.

Saving the Changes
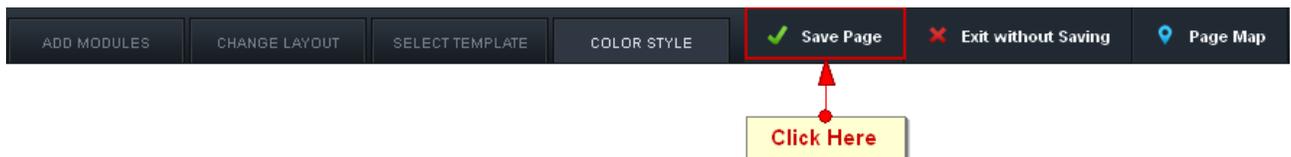
Once you're finished modifying the page, click on the **Save Page** button to the right of the tabs. It opens a confirmation form where you have the option of saving the page as a new Template or overwriting the existing Template.

If you choose to overwrite the existing Template, you won't be able to retrieve the old design if you want to switch back at a later time.

Adding a Page

To add a page to your site, follow the same steps as we listed at the top of this section, but! Instead of clicking on the **Edit Page** button, click on the **New Page** button instead.

Linking to the a New Page

To link your newly created page in the navigation bar, navigate to the page and copy the address to your clipboard. Click on the **Navigation Bar** button. A form like the one below will open:

Decide if you want the link to be a main navigation item or a sub-navigation item. If the link is a sub-navigation item, click on the carat to the far right of the main navigation item you want it nested beneath. Click either the **New Navigation Item** or the **New Sub Navigation Item**.

Edit Navigation Item

Navigation Item Name:

Target URL:

☐ Open in New Window

User Groups: Edit

Save   Cancel

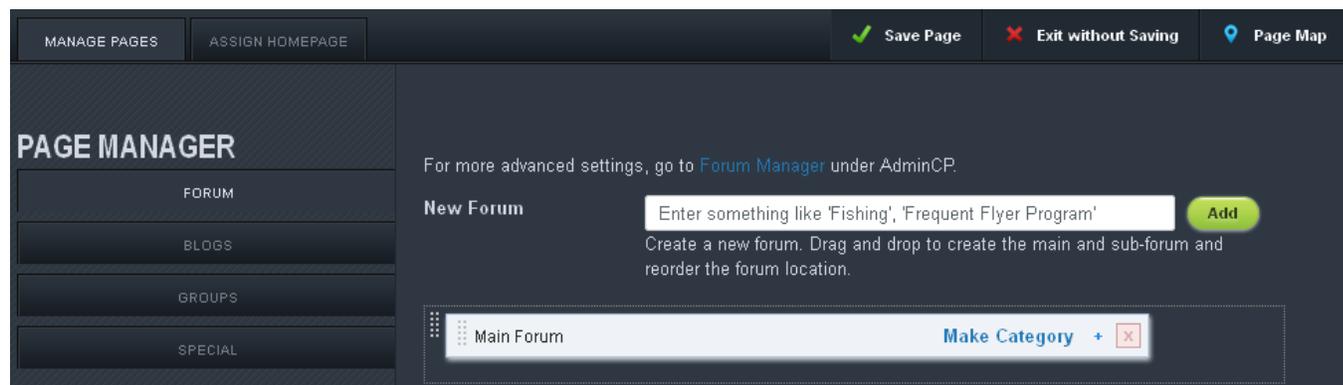Enter in the name of the link in the **Navigation Item Name** field and then paste the address your copied into the **Target URL** before clicking the **Save** button. Once that's one, your link will appear in column it was added to. To change it's position, click and drag it to its new location.

Finally, click **Save Changes** and confirm your changes. If you do not take this step, the changes will be lost.

Creating Forum Categories and Subforums

Your vBulletin installation comes with a pre-generated forum. To add more forums, turn on your Site Builder and click on the **Page Manager** button. This opens a form like the one below:

Adding a Forum

From here, enter the name of the of forum you want to create in the **New Forum** text box and click **Add**. It will appear beneath the pre-generated Main Forum. You can change it's position by clicking on the dotted strip to the left of the forum name and dragging it to its new location.

If you want to delete the forum, click the red x icon to the right of the plus symbol. A confirmation popup will appear. Clicking **Yes** will complete the deletion. Be careful of which forums you delete, since any threads, posts, and replies in that forum will be removed along with its parent.

Creating a Category

A category is a container for forums and largely used to organize the forums into, well, different categories. To make a category, click on the **Make Category** link to the right of the forum you wish to be a category. It will be instantly changed to a category. If you want to change it back, just click the **Make Forum** link that has taken it's place. It's that simple.

Adding a Sub-Forum

Sub-forums are forums that are nested in parent forums. Usually, this is used to create an area for specific aspects of the topic covered by the larger forum to be discussed. If you want to create sub-forum, click on the plus symbol between the **Make Category** link and the red x icon. A field such as as the one below will appear:
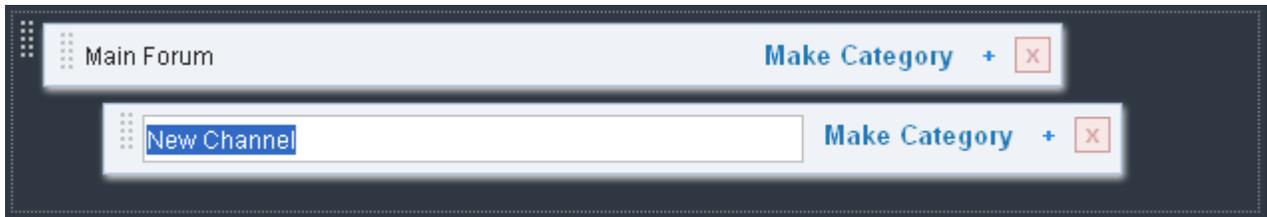
Enter the name of the new forum in the field that reads **New Channel** before clicking away from the sub-forum. It's that simple.

Creating a Private Forum

Now that you have your forums set up, you might want to change the permissions on them. Permissions tell the system which users get to see what. By using permissions, you can create a private forum for your users to use.[2]

To do this, click on the **AdminCP** button in the upper right hand corner of the **Site Builder** menu.

Please note, you may be asked to log in again for the same reasons that you had to provide your password a second time. The window will reload to a page similar to this:

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[2] For a more thorough explanation of permissions, go here:
https://www.vbulletin.com/docs/html/main/acp_permission_overview_overview
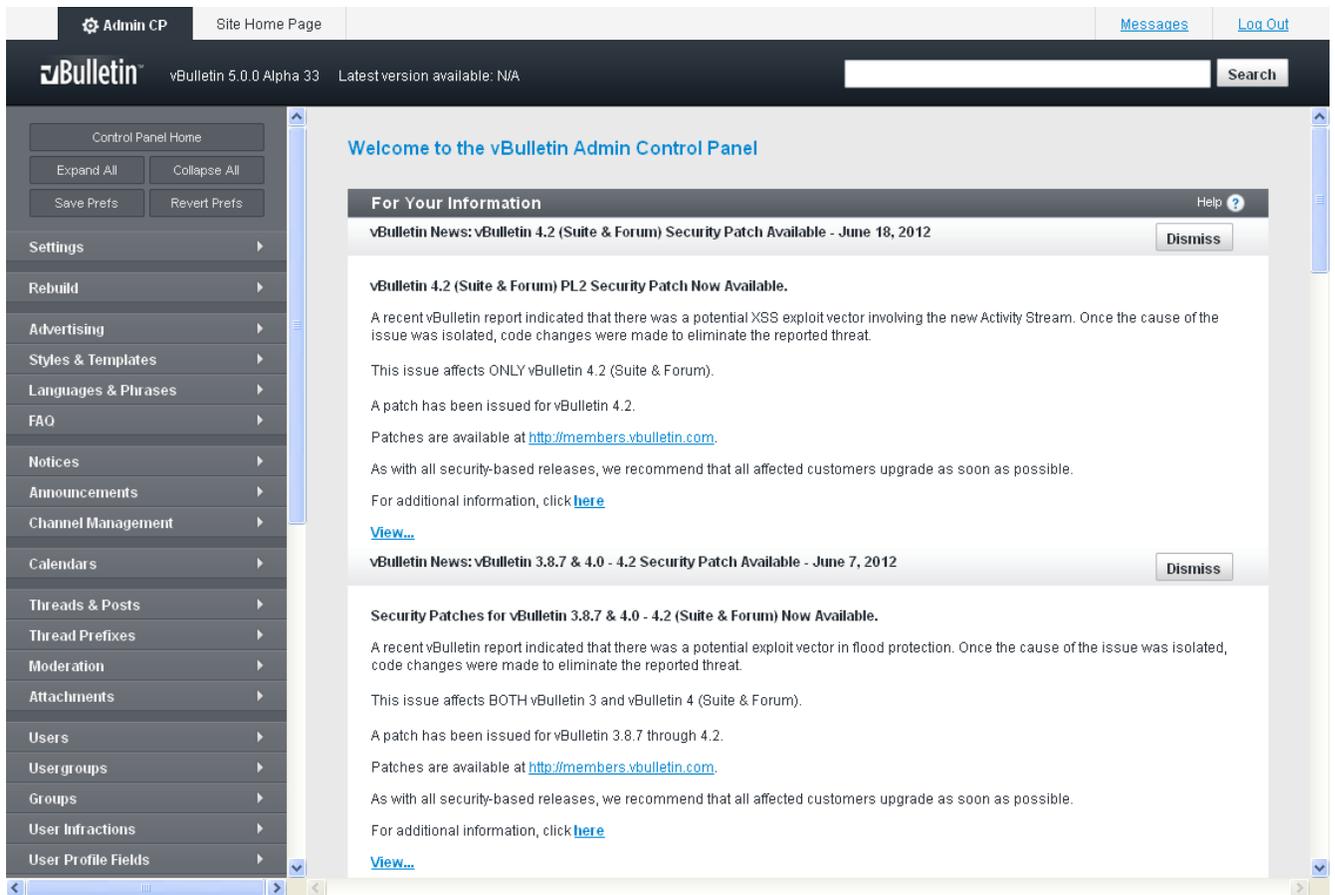
Scroll down to the **Channel Management** header and click it. Select the **Channel Permissions** option and click it.
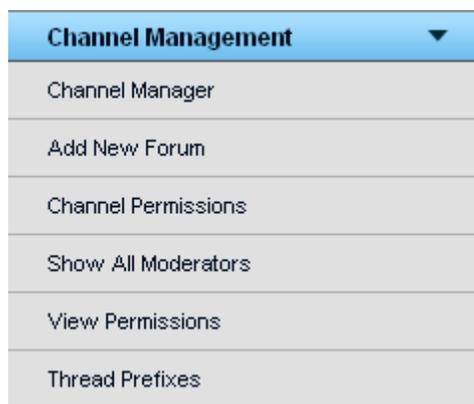
This will reload the frame to the right with a form like this:

View Channel Permissions   Help ⦿

- **Color Key**
- **Standard:** Using default usergroup permissions
- **Customized:** Using custom permissions for this usergroup
- **Inherited:** Using custom permissions inherited from a parent channel

- **Home Page ([Reset] [Deny All])**
    - [Edit] Administrators
    - [Edit] Banned Users
    - [Edit] Blog Member
    - [Edit] Blog Moderator
    - [Edit] Blog Owner
    - [Edit] Moderators
    - [Edit] Registered Users
    - [Edit] Social Group Member
    - [Edit] Social Group Moderator
    - [Edit] Social Group Owner
    - [Edit] Super Moderators
    - [Edit] Unregistered / Not Logged In
    - [Edit] Users Awaiting Email Confirmation
    - [Edit] Users Awaiting Moderation

    - **Forum ([Reset] [Deny All])**
        - [Edit] Administrators
        - [Edit] Banned Users
        - [Edit] Blog Member
        - [Edit] Blog Moderator
        - [Edit] Blog Owner
        - [Edit] Moderators
        - [Edit] Registered Users
        - [Edit] Social Group Member
        - [Edit] Social Group Moderator
        - [Edit] Social Group Owner
        - [Edit] Super Moderators
        - [Edit] Unregistered / Not Logged In
        - [Edit] Users Awaiting Email Confirmation
        - [Edit] Users Awaiting Moderation

Select the **Edit** link beside the usergroup you want to hide the forum from. This will open another form with several options:

Channel Permissions Manager

Edit Channel Permissions For Usergroup: in Channel Forum	Help ?

⦿ Inherit from parent(this will delete any existing permissions) ?
○ Use Custom Permissions

Edit Channel Permissions	All Yes All No
Time Limit for Editing Posts (hr)	24
Require Moderation for Posts	○ Yes ⦿ No
Maximum number of tags	6
Maximum tags for Starter Post	3
Maximum Tags by Other Users	3
Maximum Attachments	5

forum_permissions		Help ?
Can View Forum	⦿ Yes ○ No	?
Can Move Own Threads	○ Yes ⦿ No	?
Can Download Attachments	⦿ Yes ○ No	?
Can Upload Attachments	⦿ Yes ○ No	?
Can Vote on Polls	⦿ Yes ○ No	?
Can Tag Own Threads	⦿ Yes ○ No	?
Can Tag Others' Threads	○ Yes ⦿ No	?
Can Delete Tags on Own Threads	⦿ Yes ○ No	?
Can Use HTML	○ Yes ⦿ No	
Can Publish	○ Yes ⦿ No	

moderator_permissions		Help ?
Can Edit Posts	○ Yes ⦿ No	
Can Manage Threads	○ Yes ⦿ No	
Can Moderate Posts	○ Yes ⦿ No	
Can Moderate Attachments	○ Yes ⦿ No	
Can Ban Users	○ Yes ⦿ No	
Can remove posts	○ Yes ⦿ No	
	○ Yes ⦿ No	
Can Moderate Tags	○ Yes ⦿ No	
Can add_owners	○ Yes ⦿ No	

create_permissions		Help ?
Can create channel	○ Yes ⦿ No	
Can create text/post	⦿ Yes ○ No	
Can create report	○ Yes ⦿ No	
Can create calendar	⦿ Yes ○ No	
Can create photo gallery	⦿ Yes ○ No	
Can poll	⦿ Yes ○ No	
Can create attachment	⦿ Yes ○ No	
can create photo	⦿ Yes ○ No	
Can create private message	⦿ Yes ○ No	
Can create video	⦿ Yes ○ No	
Can create link	⦿ Yes ○ No	

Save   Reset

Find the **froum_permissions** header and change the **Can View Forum** setting to **No** before clicking **Save**. The usergroup that you selected will no longer be able to see that forum.

forum_permissions		Help
Can View Forum	⦿ Yes ○ No ◀— ● **Permission to Change**	?
Can Move Own Threads	○ Yes ⦿ No	?
Can Download Attachments	⦿ Yes ○ No	?
Can Upload Attachments	⦿ Yes ○ No	?
Can Vote on Polls	⦿ Yes ○ No	?
Can Tag Own Threads	⦿ Yes ○ No	?
Can Tag Others' Threads	○ Yes ⦿ No	?
Can Delete Tags on Own Threads	⦿ Yes ○ No	?
Can Use HTML	○ Yes ⦿ No	
Can Publish	○ Yes ⦿ No	

Setting Up User Registration

With everything set up for your site, it's now time to take a look at your User Registration settings. Stay in the AdminCP and click on the **Settings** header, followed by the **Options** link.

Once the vBulletin Options form loads, select the **User Registration Options** from the scrolling list and click the **Edit Settings** button:
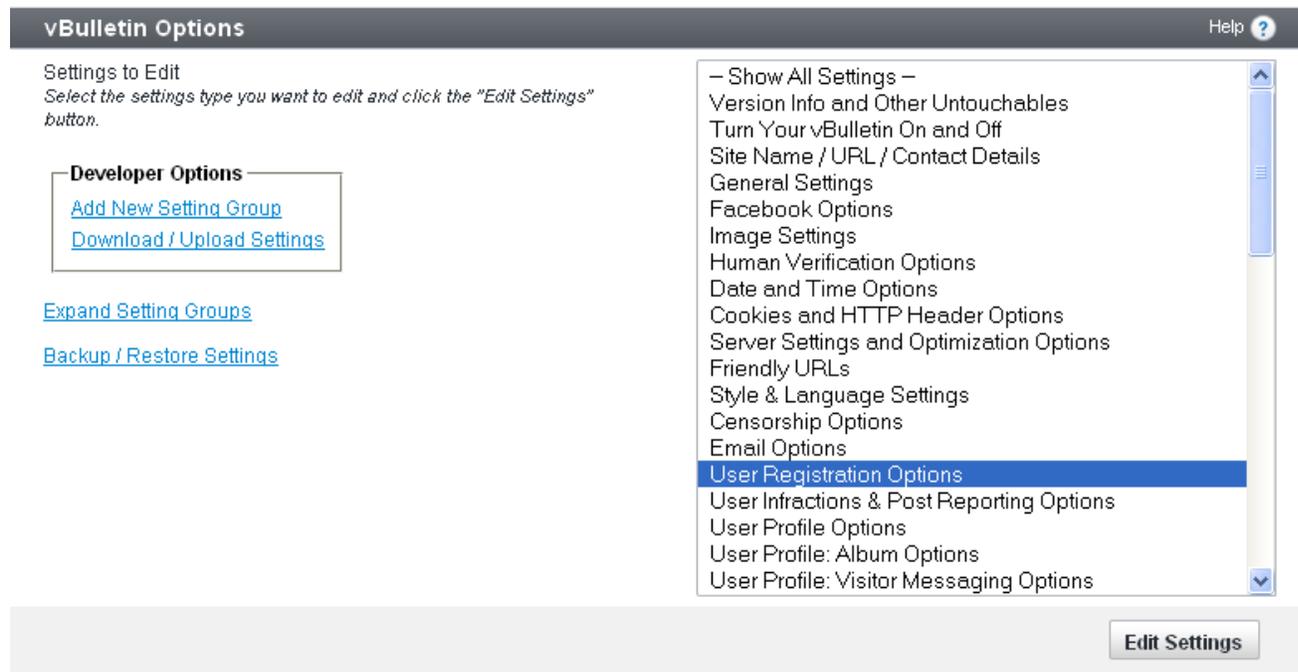
The following form will load:

vBulletin Options

Setting Group User Registration Options ⌄ Go   Help ?

User Registration Options [Edit] [Delete] [Add Setting]   Help ?

Allow New User Registrations   [Edit] [Delete]

If you would like to temporarily (or permanently) prevent anyone new from registering, you can do so. Anyone attempting to register will be told that you are not accepting new registrations at this time.
⦿ Yes ○ No   ?

COPPA Registration System   [Edit] [Delete]

Use the COPPA registration system. This complies with the COPPA laws and requires children under the age of 13 to get parental consent before they can post.

For more info about this law, see here: http://www.vbulletin.com/go/coppa
Disable COPPA ⌄   ?

COPPA Registration System Cookie Check   [Edit] [Delete]

This option will save a cookie onto the user's computer if an age under 13 is entered. Subsequent registration attempts will be failed, no matter what age is entered. This only applies if the previous option is set to either *Enable COPPA* or *Deny registration for users under 13 years*.
⦿ Yes ○ No   ?

Moderate New Members   [Edit] [Delete]

Allows you to validate new members before they are classified as registered members and are allowed to post.
○ Yes ⦿ No   ?

Send Welcome Email   [Edit] [Delete]

Enabling this option will send a welcome email to new users. To alter or translate this email, use the following links:

[Email Title] [Email Body]

Note: If you require emails to be verified, this email will be sent after the user has activated his or her account. If you moderate new memberships, no welcome mail will be sent as the user will already be receiving an email.
⦿ Yes ○ No   ?

Welcome Private Message   [Edit] [Delete]

Enabling this option will send a welcome private message to new users. Please input the username of the user that this PM is to be sent from. To alter or translate this message, use the following links:

[PM Title] [PM Body]

Note: If you require emails to be verified, this message will be sent after the user has activated his or her account. Also ensure that *Receive Private Messages* is enabled in **Default Registration Options** below.
[   ]   ?

Email Address to Notify About New Members   [Edit] [Delete]

This controls every aspect of user registration for your site. It includes everything from whether or not it's turned on, to COPPA Registration, to Welcome Messages. For a full list of options and what they do, go to:
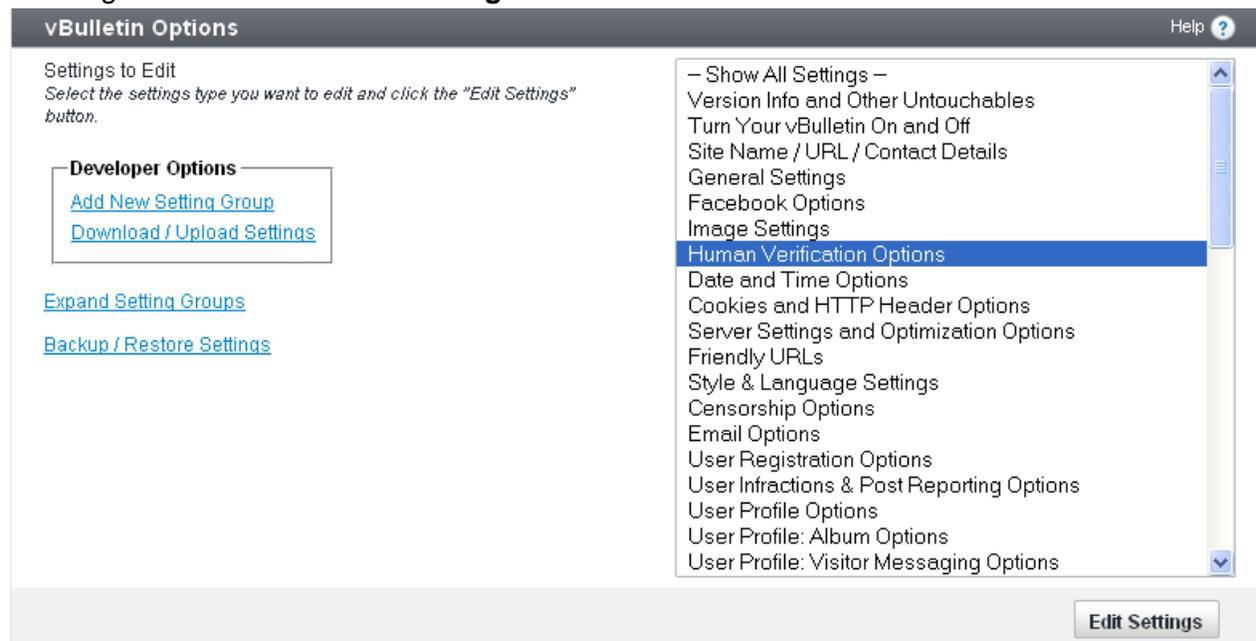
https://www.vbulletin.com/docs/html/main/acp_settings_options_userregistration

Setting Up Human Verification

There are some sections of the site and its functionality that you'll want to have human verification for. To turn on Human Verification, click on the **Settings** header in the AdminCP, followed by the **Options** link.

Once the vBulletin Options form loads, select the **Human Verification Options** from the scrolling list and click the **Edit Settings** button:

This reloads the frame with the following form:

Checking an option will activate it, while unchecking the option will deactivate it. This means that any usergroup that has the option **Require Human Verification on Configure Actions** activated will need to verify that they're human when interacting with the selected options. Once you're done, click **Save** and the changes you've made will be applied to the site.

FAQ

How do I change my username?

To change your username, login to the AdminCP and click on the **Users** header. In the menu, click on **Search for Users**. In the new form in the frame to the right, enter your current username in to the **User Name** field and click the **Exact Match** button. In the User Form, change the username in the **User Name** field and click **Save**.

How do I change my password?

On your Site Home Page, click on the **Profile** tab. Find the **Edit Settings** button beneath your user picture and click on it. This will reload the page with the Profile Settings page. Click on the **Account** tab and scroll down to the **Password** fields. Enter your current password in the field with the words 'Enter current password' and your new password in both the fields below that. Click **Save Changes** and your password will be set to the new password.

How do I change my logo?

To change the logo of your site, make sure your **Site Builder** is turned on and click the **Header** button in the menu. Find the vBulletin logo and click the **Edit** button in the upper left hand corner. This will open an upload form which you can use to replace the current logo with another of your liking. Once you've uploaded the new logo, click on the **Save Changes** button. The site will reload with the new logo.

How do I change the default style?

To change the default style for a page, login to the AdminCP and click on the **Settings** header. Then click on **Options** then select the **Styles & Language Settings** option from the new form. This will take you to the selected form. From here, find the **Default Styles** section and select a new default style from the dropdown list. Click the **Save** button at the bottom of the form and your changes will be saved.

How do I add my own ads?

To add your own ads, turn on the **Site Builder** option and add the **Ad Module** to the page you want the ads to appear on. Click on the **Edit** button for the module and fill out the form before clicking **Attach**. This will take you to a new form where you can arrange the order in which the ads appear or add new ads.

Once you're done, click the **Save** button on the Ad form and confirm the changes on the page by clicking the **Save Page** button. The ads should now appear where you placed them.