Instructions for Second Hand Book Discussion Forum

STEP 1
To access the Second Hand Book discussion forum, log into The Hub at http://thehub.brightongrammar.vic.edu.au

STEP 2
In the Communication menu, select Discussions

STEP 3
In the Discussions List there is a discussion topic for each Year level. Click on the topic for the year level you want to buy/sell books for.

STEP 4
Click Start a New Thread to create a new discussion post
**STEP 5**
In the **Subject** box, enter the Subject name (eg Latin), followed by the book title.

Enter details about the book including condition of the book, selling price, and contact details

Once you have entered all the details, click **Post** to publish to the discussion board.

**STEP 6**
Your post has now been added to the forum.

Once the book(s) has been sold, remove the post from the discussion forum

To reply to a post, click **[Reply]**