## Using the Bethlehem Neighbors Out to Eat Forum

Welcome to Bethlehem Neighbors Out to Eat, a forum to help you and other members connect for companionable restaurant meals or picnics at local parks.

The idea is easy – post a place and time you'd like to eat out with other Bethlehem Neighbors to our forum and then see who else wants to join you. Make a plan and have a meal. Enjoy the food and savor the company.

## To use our forum by email:

- 1. Invite forum members for go out to eat
  - a. Open your email program and write a short note
  - b. The email address for our forum is OutToEat@bethlehemneighbors.org
  - c. The subject should be the restaurant (or park), day, date and time you want to eat out (e.g. Garden Bistro, Saturday, June 5 at 1PM)
  - d. The message should just be a friendly invitation for someone to join you.
  - e. Send your message. Be patient waiting for replies the Bethlehem Neighbors email can be slow and your neighbors might be too busy to answer right away.
  - f. When you get a response (or two or three) make a plan and enjoy your meal.
- 2. Respond to a forum members Out to Eat request
  - a. If you get an email from the forum that a member wants to eat our where and when you do, respond to the email and make a plan. (Remember, everything you write can be read by all the other forum members, so be polite.)
  - b. Be sure not to change the subject line of the email when you reply, because you'll just end up creating a new forum thread and lose the one you were responding to.
  - c. Again enjoy your meal.

**To use the forum on-line:** Sign into your Bethlehem Neighbors member account and click on the "Forums" link on the left-hand side of the page. Scroll down the page and click on the "Out to Eat" forum.

- 1. Invite forum members for a meal
  - a. Click "Start a New Thread" in the upper left corner.
  - b. The title of the thread should be the restaurant (or park), day, date and time you want to walk (e.g. Garden Bistro, Saturday, June 5 at 1PM)
  - c. Write a friendly invitation for someone to join you for a meal out.
  - d. When you're done, click "Post Message" at the bottom.
  - e. Check back later and see who's responded. And have a nice meal.
- 2. Respond to a members Out to Eat request
  - a. Click the thread with the restaurant, day, date, and time you're interested in eating out. Reply with your usual jovial sense of humor and plan a pleasant repast.
  - b. Click "Post Message" and enjoy your food.