

California Writers Club
San Fernando Valley Branch

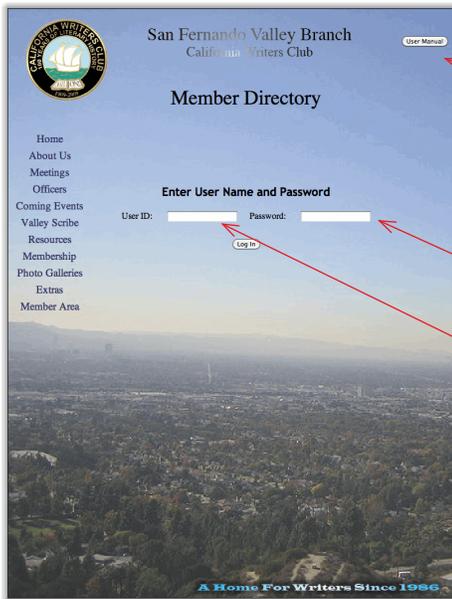
Member Record Management System (MRMS) Member Documentation

(11-10-2011)

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MEMBER’S MANUAL

(NOTE: In this Manual’s illustrations, text will sometimes be black, sometimes white. On the actual web page, the text will ‘light up,’ as you pass your mouse pointer over it. Also, you will see boxes that look like this: These are not part of the illustration. They were put there to maintain confidentiality.)



Clicking on the User Manual Button will download a copy of this documentation.

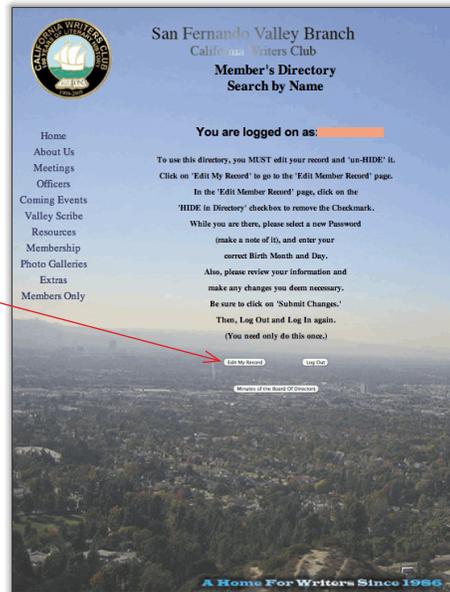
Joining the Member Directory will allow you to see information on all the Members who have also joined the Directory. The process is easy:

You will be given a User ID and Password (you may change these, later.)

Go to the Directory page, and enter the Directory by Logging on with your User ID and Password.

Since you have not yet joined the Directory, you will see a “Not Allowed” screen. No one is put in the Directory. You must do this! (NOTE: You need only do this the first time you use the Directory.)

Click on the button that says, “Edit my Record.” This will take you to the Member Edit screen.



Please, carefully review your data, making changes as needed.

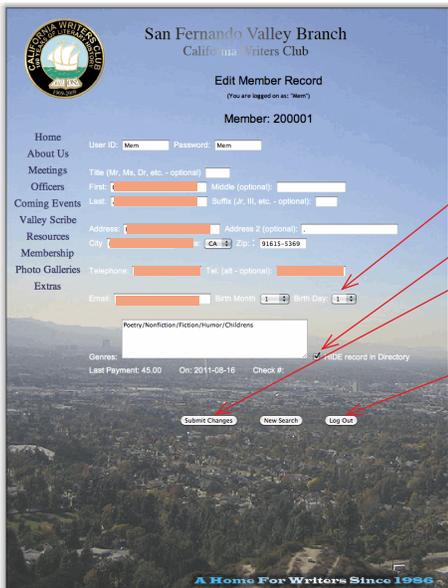
We strongly advise you to change your password.

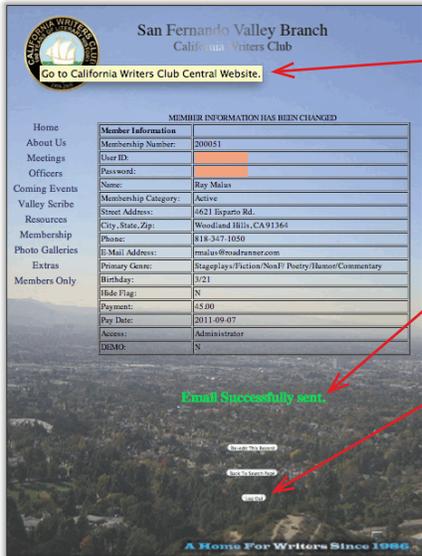
PLEASE make a note of your UserID and Password!

Your Birth Month and Day will be listed as 2/31. Please enter the correct values

Then, click on “HIDE record in Directory” box to turn it off.

When you have done all this, be sure to click on the “Submit Changes” button.



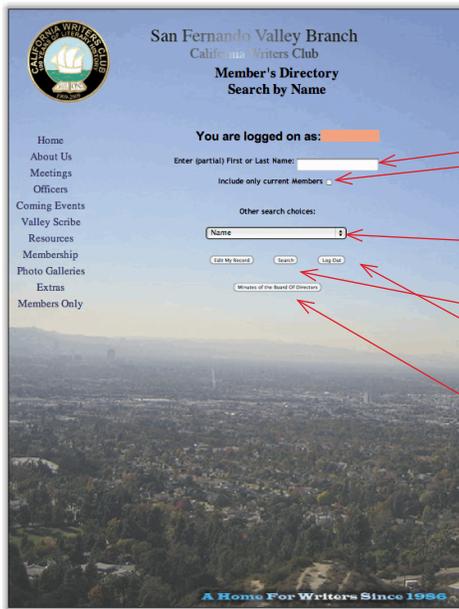


This is the Change Confirmation Screen. (The 'tool tip' in the upper left-hand corner shows that the State Logo is a live link.)

As you can see an email of the change has been sent. Copies go to you, the Program Chair, and the Systems Administrator.)

At this point, you simply want to click on the "Log Out" button, and then log on again.

You will then arrive at the Member Search page.



This is the "Member Search" screen. To find Members, simply enter part of their name into the box provided.

If you wish, you can limit your search to 'Current' members.

You may also search by Genre, Status, Birth Month, or Zip Code. (Officers have a few more options.)

Click on the "Search" button.

You may also Log Out from this screen, or edit your own record.

Click here to read Minutes of the Board of Directors.

This is the Search Results page. It shows results 5-at-a-time.

The Member has asked for all Names that contain “al.”

The system has found 8 of them and is displaying the first 5.

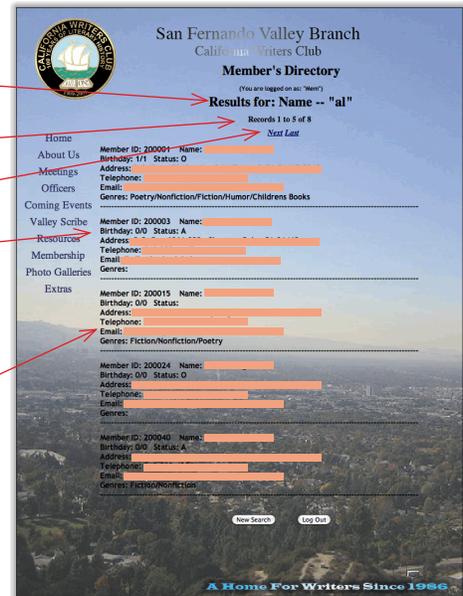
To see the next page of results click on the “Next” (or in this case, “Last”) button.

You may notice that the “Birthdays are inaccurate. This is because this Member has NOT initialized his record as outlined in the previous page. In reality, this record would not appear in the list. The “HIDE in Directory” flags have been set for all records for the purpose of this demonstration.)

The email address is screened out, but it will be a red link. If you currently use a (POP) mailer program other than web mail, clicking on this will open a new email message already addressed to the Member.

If you use web mail, you can copy and paste it.

(For members who have not yet joined the directory, you will see a “Member has chosen to hide this record” notice.)



Please, always Log Out before leaving the Members' Section.