

## ACMS Members Area HOWTO

### 1. Account Setup – new users only

First, and this is important: **you only need to do this once**. If you try to set up a second account it will be rejected. We are strictly one person, one account.

There is a short video on how to do this on the ACMS YouTube channel at

[https://www.youtube.com/watch?v=s\\_DW0tFV9Sg](https://www.youtube.com/watch?v=s_DW0tFV9Sg)

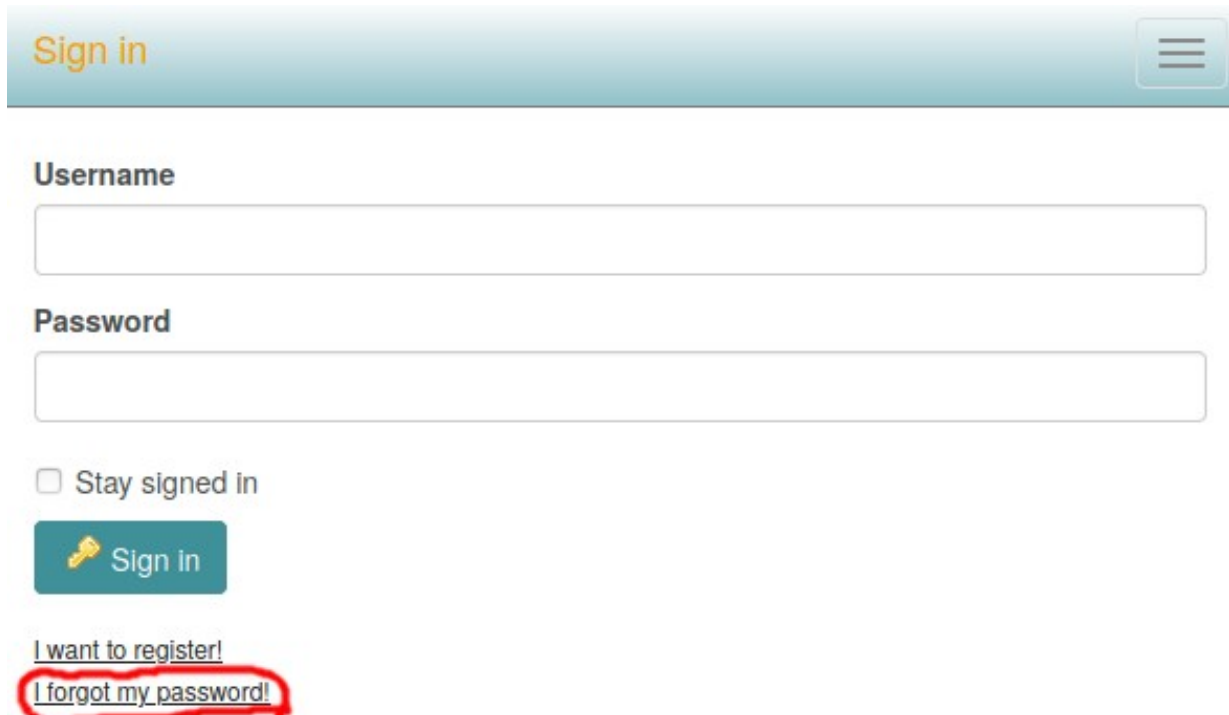
Steps to setting up your account:

- 1.1 Go to the ACMS home page at [www.acms-australia.org](http://www.acms-australia.org)
- 1.2 Click "Members Area" in the navigation panel on the left side of the page
- 1.3 Click "Sign In"
- 1.4 Click "I want to register" below the "Sign In" button
- 1.5 Fill out the fields in the form. Your password should be at least 8 characters long and may include letters, numerals and special characters (such as \$, #, ! etc). The fields with a red asterisk \* next to them are necessary, others are optional. The minimum is your name, the state you live in, a mobile phone number and an email address so that we can contact you, and at least one instrument and your self-grade on this instrument. Take care that you get your name right – you might be surprised how easy it is to mis-type your own name.
- 1.6 Don't forget to include the "Authentication Code" at the bottom of the page. We are trying our best to make sure that only humans apply for membership. When you are finished, click "Send".
- 1.7 Your application has to be approved by an administrator before you can log in. Please don't try to log in until you get an email telling you that your account is approved as you will not be able to do so. Making multiple applications will not help, as you will get one approval and a number of rejection emails. If you are joining the Society, then you also need to pay the \$20.00 membership fee before your account will be approved.
- 1.8 Once you receive the email confirming that your application is approved, you can log in using the username and password that you entered earlier.

## 2. Login (Returning User)

If you already have a username, then logging in is simply entering your username and password at the "Sign In" page.

If you have forgotten your password, there is a link "I forgot my password" that you can click to reset it. The new password will be sent to your registered email address.

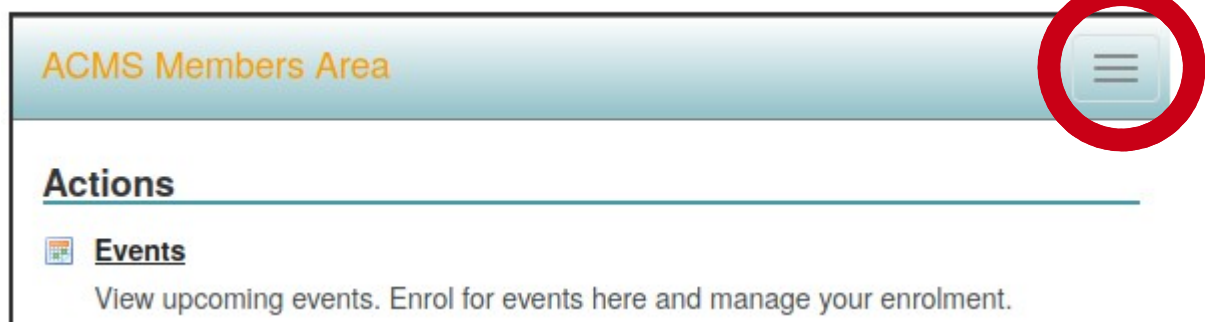


The screenshot shows a login form with a teal header bar containing the text "Sign in" and a menu icon (three horizontal lines). Below the header are two input fields: "Username" and "Password". Under the "Password" field is a checkbox labeled "Stay signed in". Below the checkbox is a teal "Sign in" button with a key icon. At the bottom of the form are two links: "I want to register!" and "I forgot my password!". The "I forgot my password!" link is circled in red.

## 3. Edit your Profile

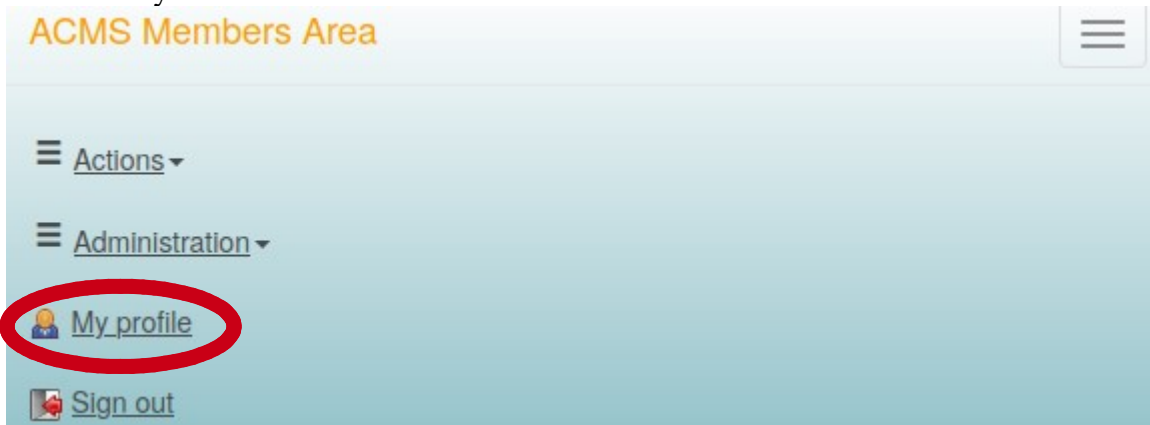
The first thing you should do is edit your profile. You can edit a number of things here, including your address, email and phone, and your instruments.

3.1 Click the three grey lines at the top right of the Members Area frame.

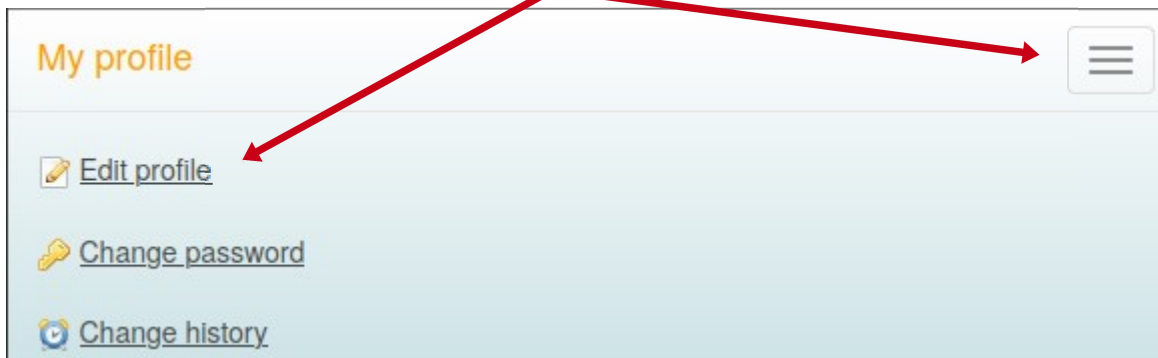


The screenshot shows the "ACMS Members Area" header with a teal background and the text "ACMS Members Area". To the right of the header is a menu icon (three horizontal lines) circled in red. Below the header is a section titled "Actions" with a horizontal line. Under "Actions" is a link "Events" with a calendar icon. Below the "Events" link is the text "View upcoming events. Enrol for events here and manage your enrolment." A red arrow points to the menu icon.

3.2 Click "My Profile"



3.3 Click the three grey lines again, then "Edit my Profile".



You can then alter any of the available fields. Remember to click "Save" before you leave the page.

While we don't insist on giving a street address, if you can give some address information it will be easier for other members to know if you are near them and to consider inviting you to play with them.

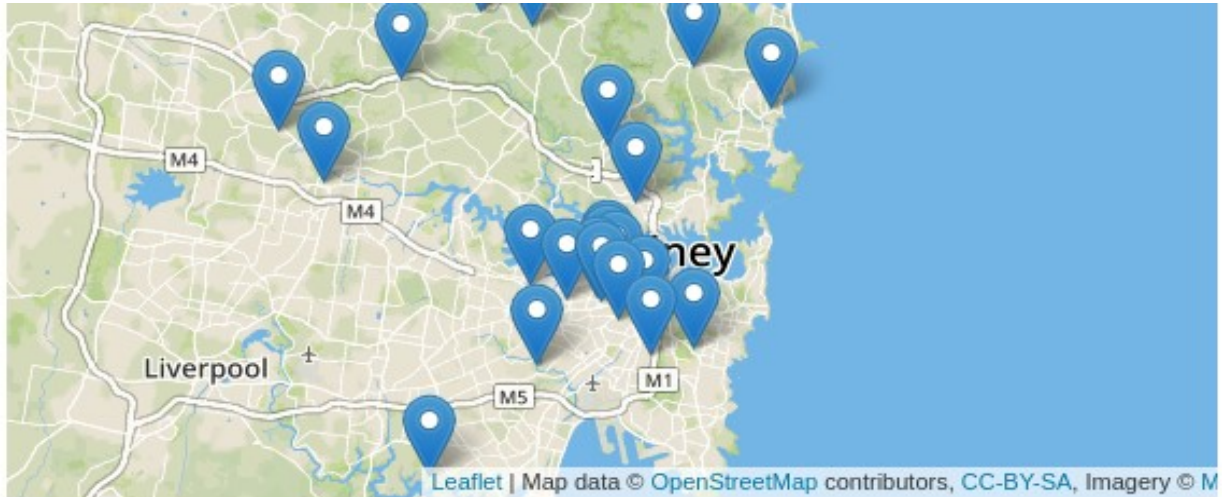
#### 4. Member Search

To find other members, use the "Member Search" function. There are three ways of searching for members: by instrument, by name and by location. (At the moment these cannot be combined).

A screenshot of the "Search Members" form. The form has a light blue header with the title "Search Members" and a three-line menu icon. Below the header, there are three search options: "Search by Instrument", "Search by Name", and "Search by Distance". The "Search by Instrument" option has a dropdown menu with "--Select--" selected. The "Search by Name" option has two text input fields: "Given Name" and "Family Name", with "OR" labels between them. The "Search by Distance" option has a dropdown menu with "10" selected.

#### 4.1 Search by Instrument

To search by instrument, simply select the instrument you want from the list. You will see a list of all those who play the instrument. The map will show locations if we have their addresses.



<b>Given</b>	<b>Surname</b>	<b>Self-Grade</b>	<b>Location</b>	<b>Contact</b>
<a href="#"><u>Jeanette</u></a>	<a href="#"><u>Abery</u></a>	3	MEREWETHER	<a href="#"><u>Email</u></a> <a href="#"><u>Member</u></a>
<a href="#"><u>Linda</u></a>	<a href="#"><u>Adelman</u></a>	4	PULLENVALE	<a href="#"><u>Email</u></a> <a href="#"><u>Member</u></a>
<a href="#"><u>Alison</u></a>	<a href="#"><u>Anderson</u></a>	3	BARDON	<a href="#"><u>Email</u></a> <a href="#"><u>Member</u></a>
<a href="#"><u>Cecil</u></a>	<a href="#"><u>Bannon</u></a>	4	HABERFIELD	<a href="#"><u>Email</u></a> <a href="#"><u>Member</u></a>

#### 4.2 Search by Name

Enter a part of the name (Given and/or Family name) in the appropriate fields. If you enter just “Ian” for the given name, you will find everyone whose first name is “Ian”.

### 4.3 Search by Distance

Select the distance that you want from the options (10, 20, 50, 100, 10000 km). 10,000 km will find everyone in Australia. This will only work if you have entered your own address, as the distances are from your home as you have entered it. If you are a new user, please note that your location may take a short time to update in the database.

Ian Butler -34.5432 150.844 20



Given	Surname	City	State	Distance
<a href="#">Ian</a>	<a href="#">Butler</a>	MOUNT WARRIGAL	NSW	0
<a href="#">Judy</a>	<a href="#">Mitchell</a>	TARRAWANNA	NSW	19

### 5. Member Contact

Once you have searched for (and hopefully found) a member that you want to contact, you can send them a message. To send a message to a member, take the following steps:

5.1 Click on their name, either given or family name will do. This will bring up the member's profile.

5.2 Click on "Email Member". Enter a "Subject" and then the body of your message. You can send attachments but in general it's not encouraged. Please don't try to send audio or video files. Click "Send" when you are finished and your email will be on its way to the recipient.

## 6. Event (Playing Day/Camp/Other) Enrolment

To attend an event you need to enrol. Click “Events”, then scroll down to the one that you want to attend. All current ACMS events will be listed, so check before enrolling – you don’t want to pick the wrong one.

The process is simple but has a number of steps:

- 6.1 Click the “Enrol” button.
- 6.2 Click “Enrol/Edit Enrolment” in the pop-up menu.
- 6.3 Some of your details are pre-filled – your name and your first two instruments and self-grades. You can change these here if you wish to play different instruments. Changes do not affect your profile.
- 6.4 Tick the sessions that you will attend.
- 6.5 If you have a request for an ACMS arranged session then fill in the field for that.
- 6.6 If you have any pre-arranged sessions then you can fill in those fields. Please do not pre-arrange more than two sessions. You can also request a tutor for your pre-arranged session(s).
- 6.7 Fill in the payment field. This should be the cost of the event but may include membership renewal if you wish to make a single transaction.
- 6.8 You can leave a message for the organisers.
- 6.9 Click the “Enrol” button. Your enrolment will be saved.
- 6.10 If you want to change your enrolment then you can do so from the same page.

## 7. Library Reservation

This is to reserve items from the ACMS library for playing sessions. If you want an item from a member’s personal library, you should contact them directly.

- 7.1 Click the “Library Reservations” link.
- 7.2 Select the event that you are attending and click “Select Event”
- 7.3 Select the session that you are wanting to reserve items for.
- 7.4 Type the library catalogue number(s) into the fields. There is a link to the library page so you can search for the items you want in a new window. You may borrow up to three items for a session.
- 7.5 Click “Submit Request”. A confirmation page will appear, showing the titles. If they are correct, click “Confirm”. Your items are now reserved.
- 7.6 If you want to change the reservation, start from the beginning. When you select your session, the items you have reserved will appear in the list. Cancel the reservation by ticking the “Cancel” box next to the item and then click “Submit Request” as in step 6.5.
- 7.7 If an item is already reserved by someone else, you will see a message notifying you of this.