

Chamber Club 540

Web Site Quick User Guide

Member Access

Log In / Log Out

- To log in, click on “Members Area” in the Site section on the left.
- Enter your username and password, and click the “LOGIN” button.
- To log out, point the mouse at your username (in the grey bar) at the top left of the page, let the menu drop down, and then click “Log Out”.

Change Username

- Contact the VPPR or another site administrator to request a username change.
- This username will appear on any article comments you submit.

Reset Password (if you forget it)

- Click on “Members Area” in the Site section on the left.
- Click on “[Click here to reset](#)” below the “LOGIN” button.
- Enter your username and the email address associated with your club membership, and click the “RESET PASSWORD” button.
- Your new/temporary password will be sent to the email address.
- Upon login, be sure to change the password to something you will remember.

Change Password

- Click on “Members Area” in the Site section on the left.
- Login if necessary. (See **Log In / Log Out** above.)
- Click on “[Change Password](#)”.
- Enter your new password twice, and click the “UPDATE PASSWORD” button.
- If the update is successful, you will be logged out immediately and the next login will require your new password.

Change Other Member Information


- Your first / last / nickname is optional (for now) because they will not appear anywhere on the site (for now).
- Click on “Members Area” in the Site section on the left. Login if necessary.
- Click on “[Edit My Information](#)”.
- Make changes as desired, and click on the “SUBMIT” button.

Site Features

Comment on an Article

- Click on “(No/#) Comments” at the end of the posted article you wish to comment on. The “Leave a Comment” section will appear, below any existing comments.
- If you are not already logged in:
 - Click on “(You must be) **logged in** (to post a comment)”;
 - Enter your username and password, and click on the “Log In” button;
 - The article page will reappear but you may have to scroll down to the bottom again.
- Click in the empty grey box, compose your comment, and click the “Submit Comment” button.
- The VPPR may have to review and approve your comment before it appears on the site.

Access Members-only Info

- Click on “Info and Dues” in the Site section on the left. Login if necessary.
- Click on the desired link; a new browser window or tab will be opened for the club info or external site ().
- You may also right-click any link noted as a PDF and select “Save Link As...” or “Save Target As...” to save a copy of the PDF file on your computer.

Pay Member Dues

- Click on “Info and Dues” in the Site section on the left. Login if necessary.
- You can pay your 6-month dues using credit/debit card via PayPal.
- Select the correct Starting Month (if a new member) or “Member Renewal” (if a current member).
- Enter your member name (in case the account is not in your name), and click the “Pay Now” button.
- Follow the PayPal instructions to enter your payment info and confirm the payment to **Chamber Club 540**.

Share a File with Members

- (If you are an officer, ask the VPPR what’s the best page for files shared with officers and/or all members.)
- Click on “File Sharing” in the Site section on the left. Login if necessary.
- Scroll to the form near the bottom of the page.
- Enter your name and a description of the file (e.g., why you’re sharing it, who can benefit from it).
- Click on the “Browse...” button, locate the file on your computer, select it, and click the “Open” button. (Please give the file a descriptive name on your computer *before* you upload it.)
- Click the “Send Email” button to upload the file to the site and notify the VPPR / administrator by email.

Other Features

- While you are logged in, the top of each page will display a grey “admin bar” including a drop-down menu at the left end and a search field and button at the right end.
- The last drop-down menu item, “Log Out”, is the only one you really need right now.
- You can find a word or phrase in any page or article by typing it in the search field and clicking the “Search” button.
- The other features will be explained and documented as we put them into use.