

eKiwanis Member Site Tutorial

February 2007

Basic Operation

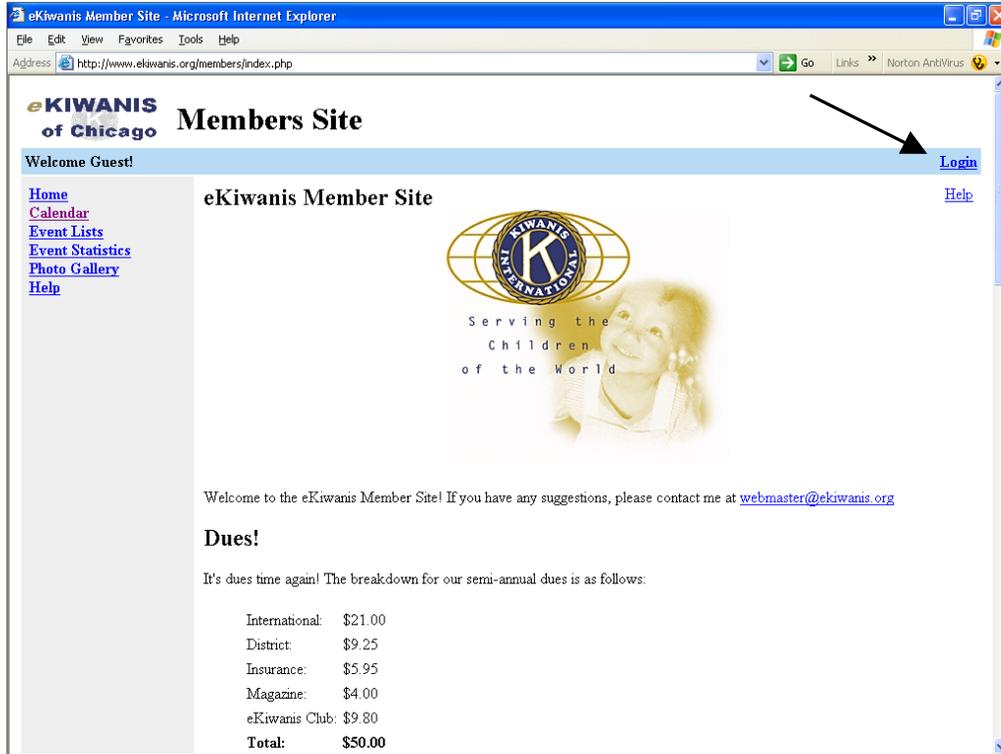
This section details the basic operations of the site – event sign-up and chatting.



This is the main page of the eKiwanis Website. You can get to it by browsing to <http://www.ekiwanis.org/>

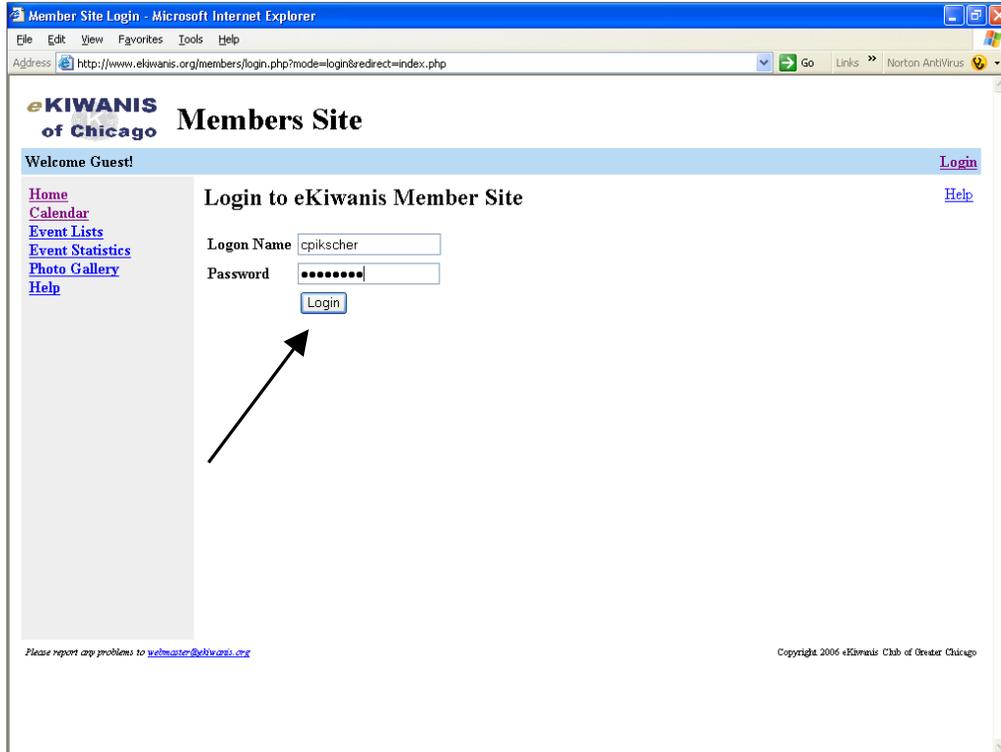
Feel free to explore the site by clicking on the buttons at the top of the page.

To get to the members site, click “eKiwanis Member Site” on the left of the page. You can also get there directly by browsing to <http://www.ekiwanis.org/members/>

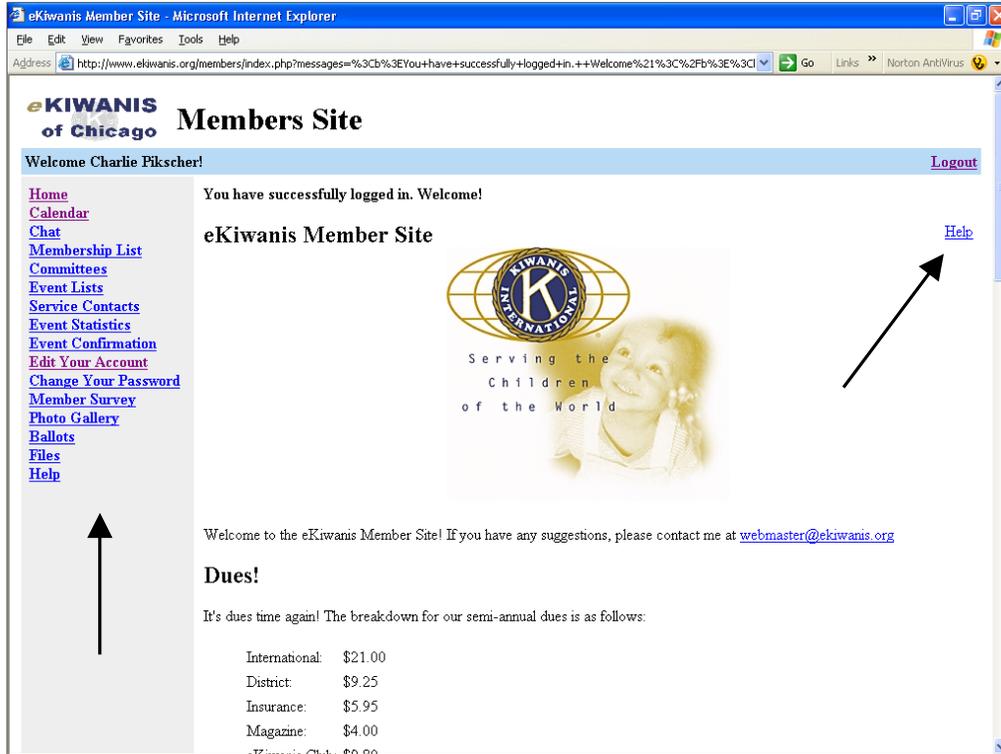


Here is the opening page to the eKiwanis Members Site.

To login, click "Login" on the right side of the page.



Use this page to login to the eKiwaniis Members Site. If you don't know your logon name or password, please contact the webmaster (webmaster@ekiwaniis.org)



After you login, you'll notice your name at the top of the page and many more options on the left navigation bar. Based on your access level (Guest, Member, Chair, Director, Officer, or Administrator), you will have access to different features of the site. If you believe you have the wrong access level, please contact the webmaster (webmaster@ekiwanis.org).

Also note that each page has a "Help" link in the upper right corner. You can click this link to learn about how to use the page you are on.

eKIWANIS of Chicago Members Site

Welcome Charlie Fikscher! [Logout](#)

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eKiwaniis Member Site Help [Help](#)

Hello, and welcome to the help section of the eKiwaniis Member Site. Hopefully you will find answers to all your questions here. Also, in the upper right corner of all pages there is a "Help" link that will link to the applicable part of this page.

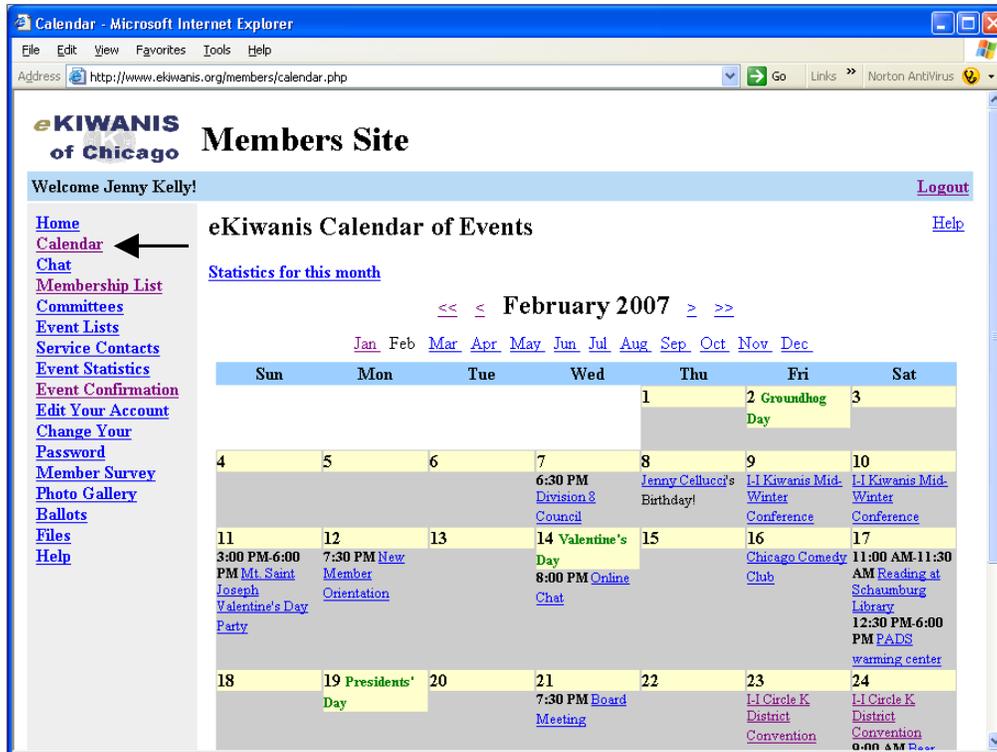
The first thing to note is this site and its features are run by Access Levels. Different levels can do different things. This help page is the same. You will see see help for only those features which you have access to. Speaking of Access Levels...

Access Levels

This site is run by Access Levels with increasing priority. This means that a given Access Level also has access to all Levels below it. So an Officer also has access to the Director through World-Accessible Levels. The levels in order of increasing priority are:

Level	Description
World-Accessible	Anyone can access this feature. Even those not logged in.
Chat-Only Guest	This is a special Access Level used by those visiting our online chat. The only login that has this access is "chat".
Guest	These are possible new members for our club. They have limited access, but can still sign up for events.
General	Basic Access Level for all eKiwaniis members.
Chair Person	Access Level for those with Chair Positions.
Director	Access Level for those on the Board of Directors.
Officer	Access Level for Club Officers.
Administrator	Highest Access Level; for Website Administrators.

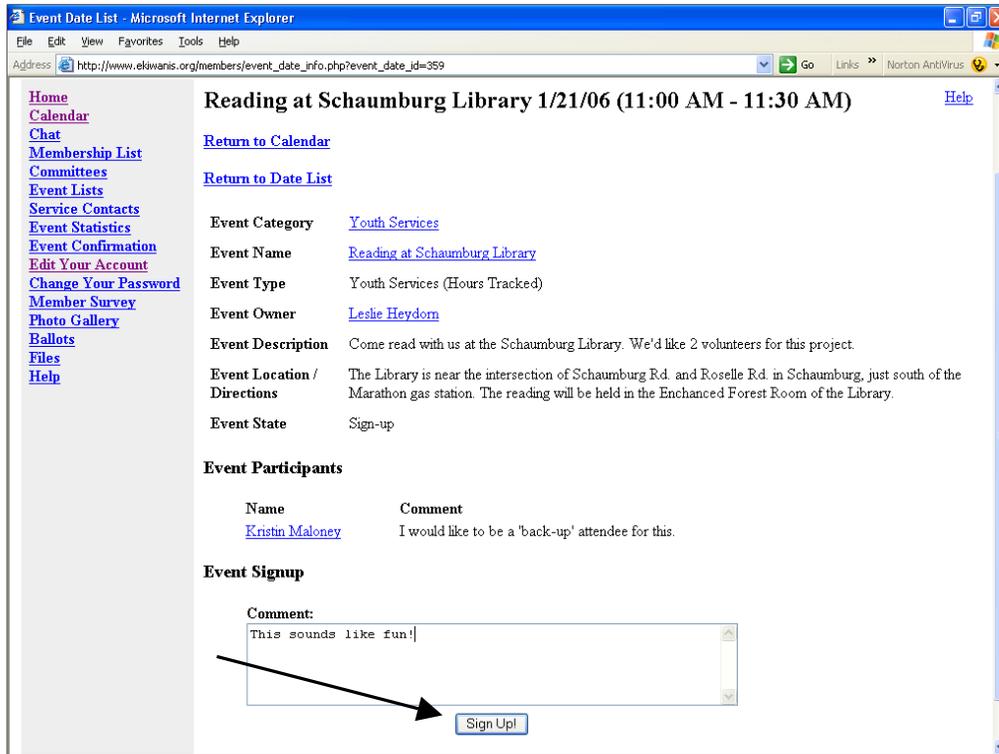
Here is the Help page. There is much valuable information about how the site works here, you may want to look through it to familiarize yourself with the site.



This is the Calendar. Here you can see all upcoming events, as well as member's birthdays and holidays.

To learn more about an event, just click on it.

Also note that all the events you have signed up for are listed on the bottom of the page as a reference.

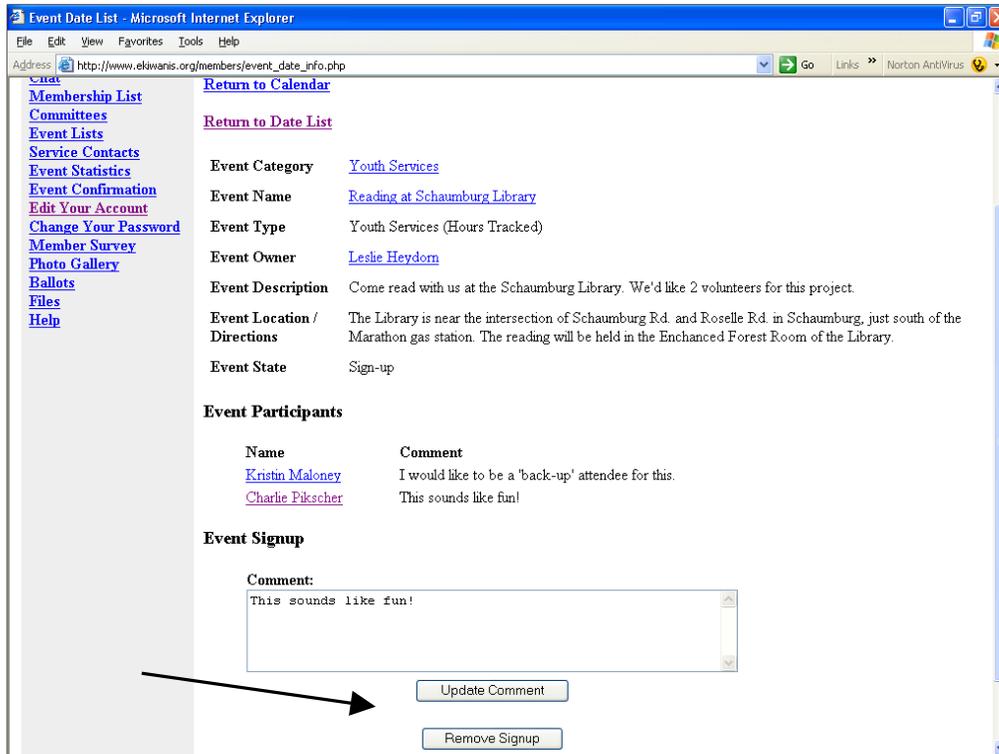


This is the page you get when you click on an event on the calendar. You will see all of the information about the event, as well as the event owner. You can contact this person for more information.

To sign up for an event, just click “Sign Up!” on the bottom of the page. You can also enter a comment to go with your sign up if you need or want to provide additional information.

It is VERY important to sign up for an event, even if are just interested but aren’t sure if you’ll be able to make it. This allows the people there to make sure they know to look for you. Some events also require us to know how many members will be showing up. Thanks!

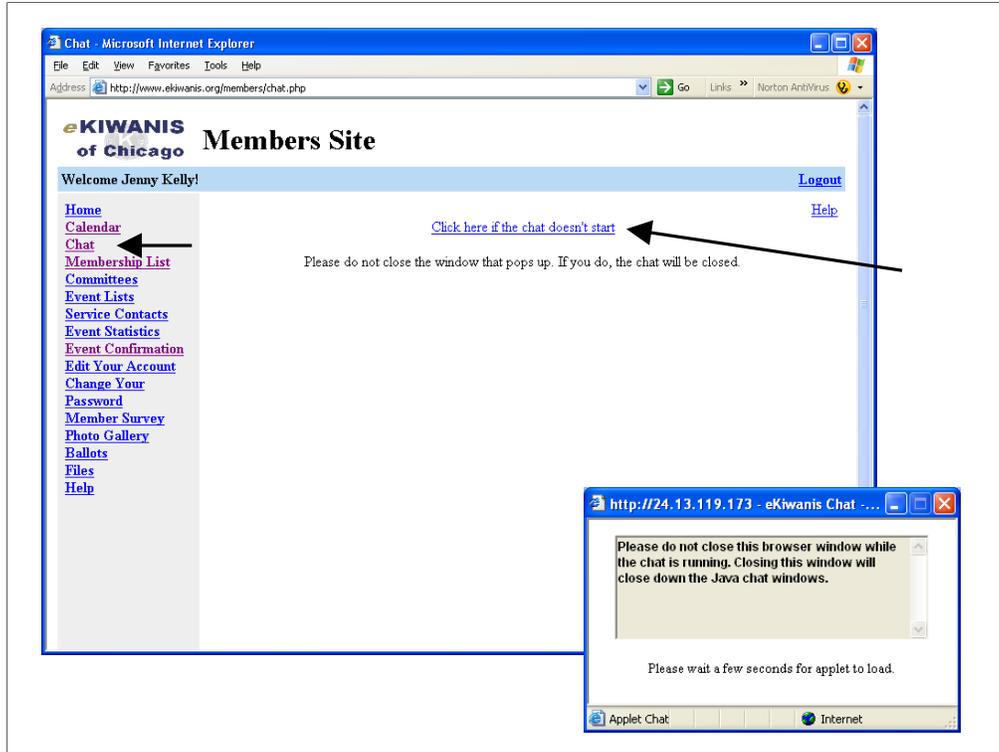
Also, if this event is a meeting, you can read the minutes of this meeting by clicking on the “Minutes” link from this page.



Once you sign up, your name and comment will appear under “Event Participants”.

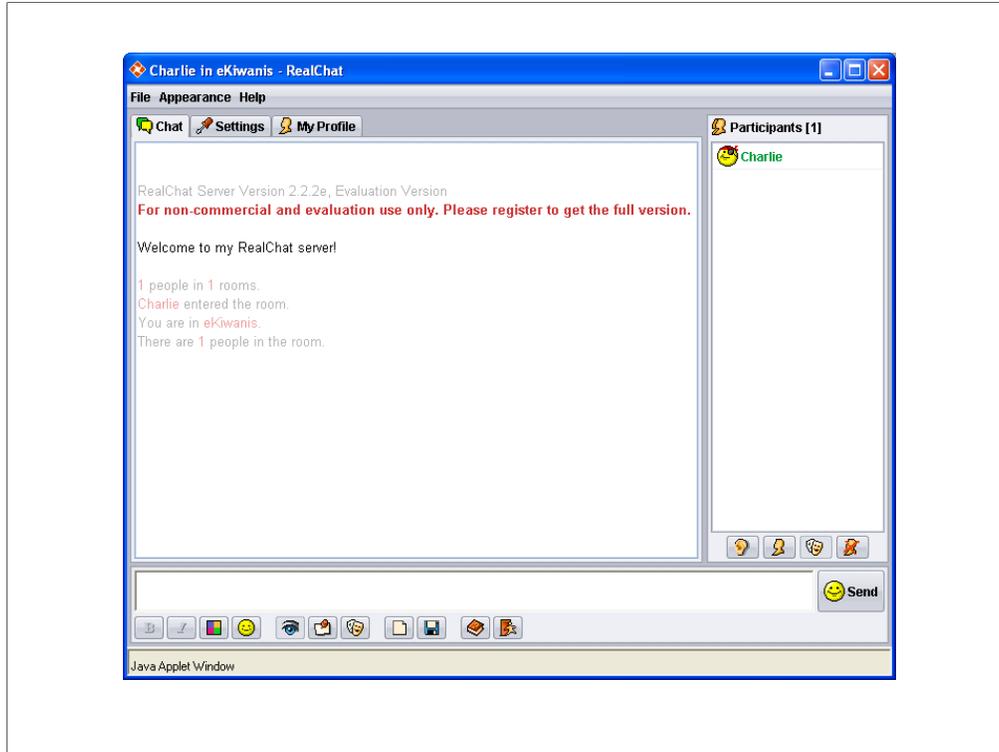
If you need to edit your comment, change it in the text box and click “Update Comment”

If you can no longer make the event, your can remove your previous sign up by clicking “Remove Signup”. If it is close to the event (2 days or less, more if attendance needs to be known), please also contact the event owner to make sure they know you won't be coming anymore. Thanks!



This is the chat start screen. The chat window should pop up, but it may not. If it doesn't, click the link at the top of the page. You may have to disable your pop-up blocker.

The pop-up window is also shown. You will have to leave this pop-up on the screen while you chat.

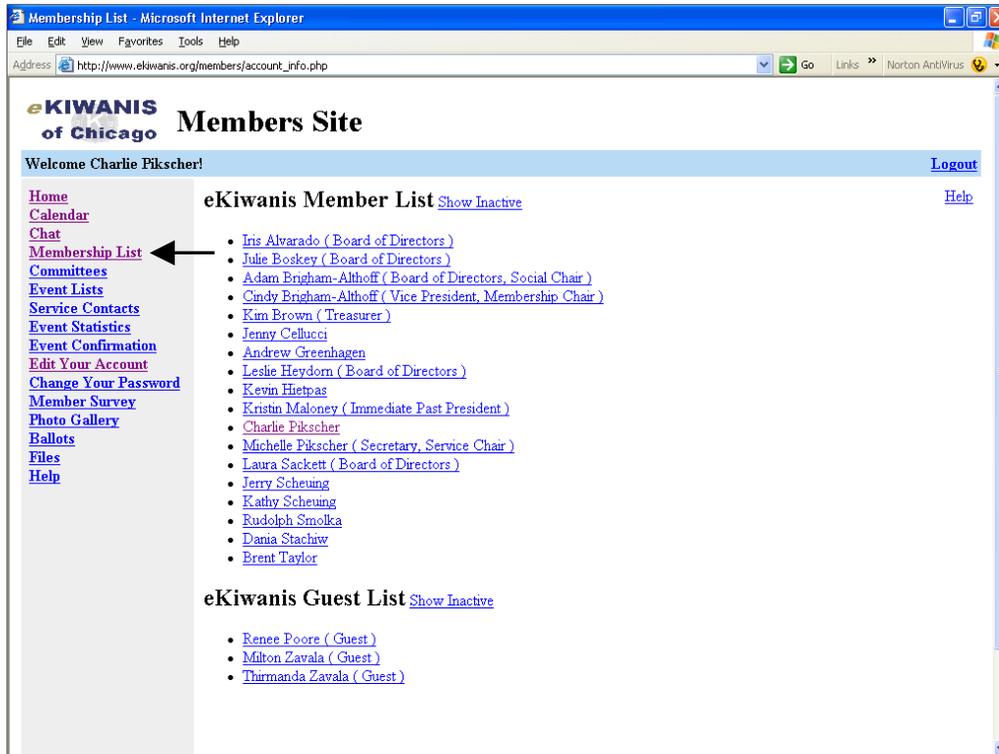


Here is the chat window, where we have meetings. Enter your comments in the textbox at the bottom and view everyone's comments in the main window. A list of all chat participants is also present to the left.

You may also change your comment's colors by clicking the boxes along the bottom. Bold text is traditionally preserved for whomever is leading the meeting (President, Committee Chair, etc). You can change your avatar (the picture next to your name) with the "My Profile" tab.

Member Information

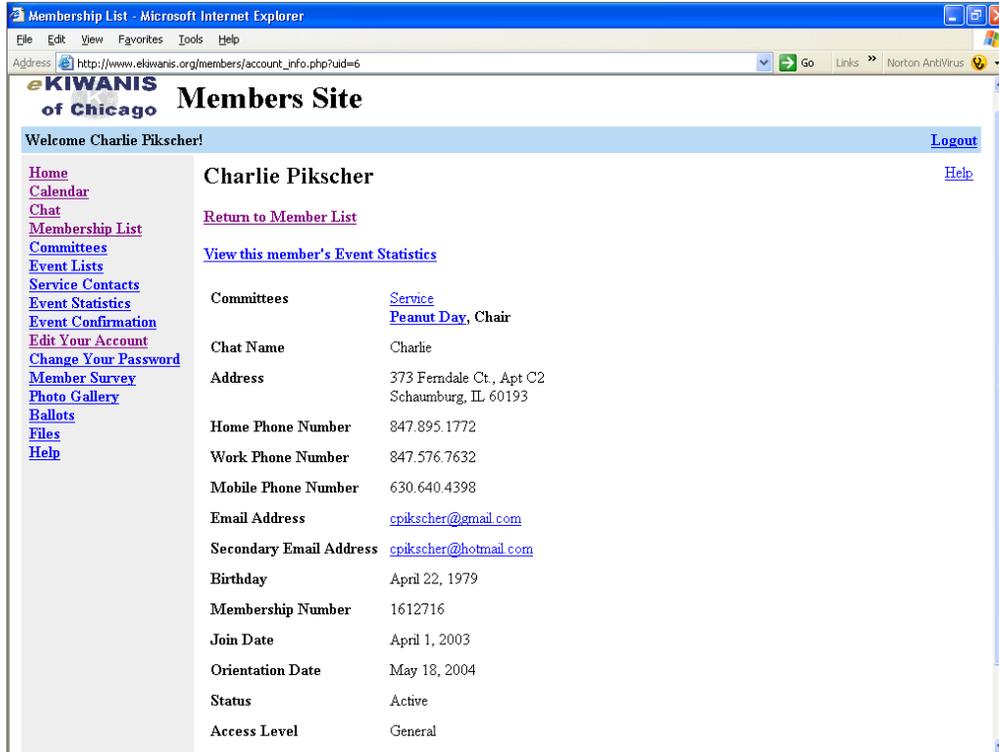
The site maintains information on all of our members and guests. This section shows how to view this information, as well as edit your own information.



Click “Membership List” to see all active members and guests. To see inactive members or guests, click “Show Inactive”.

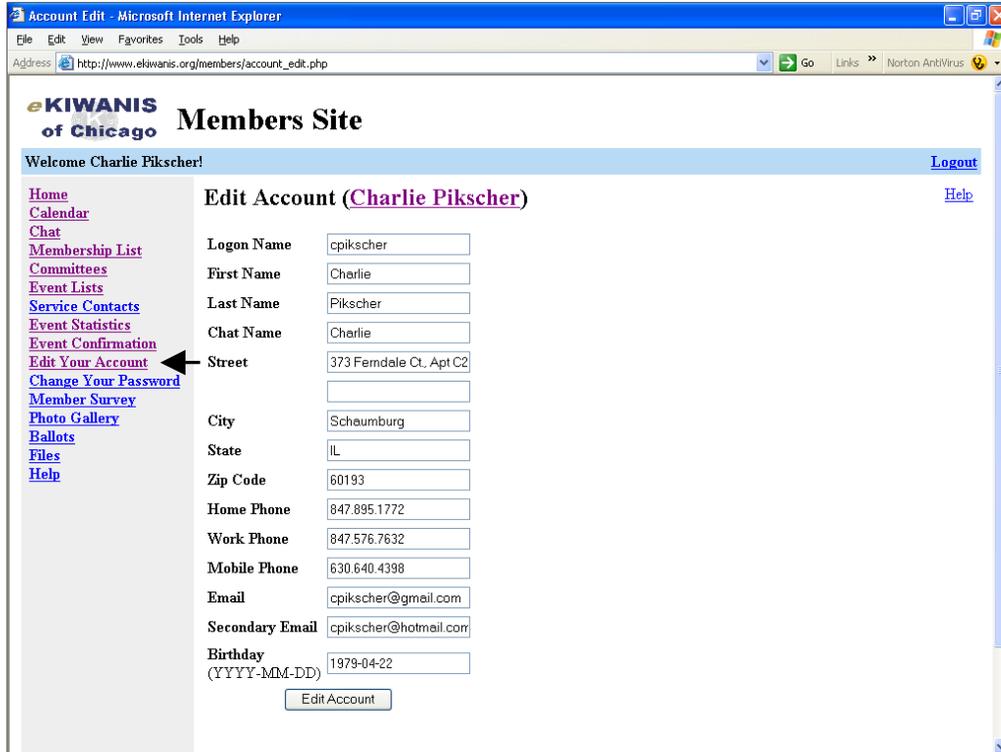
Note that this information is ONLY available to members and guests. You must be logged in to see this information.

Click a name to see information about that person.



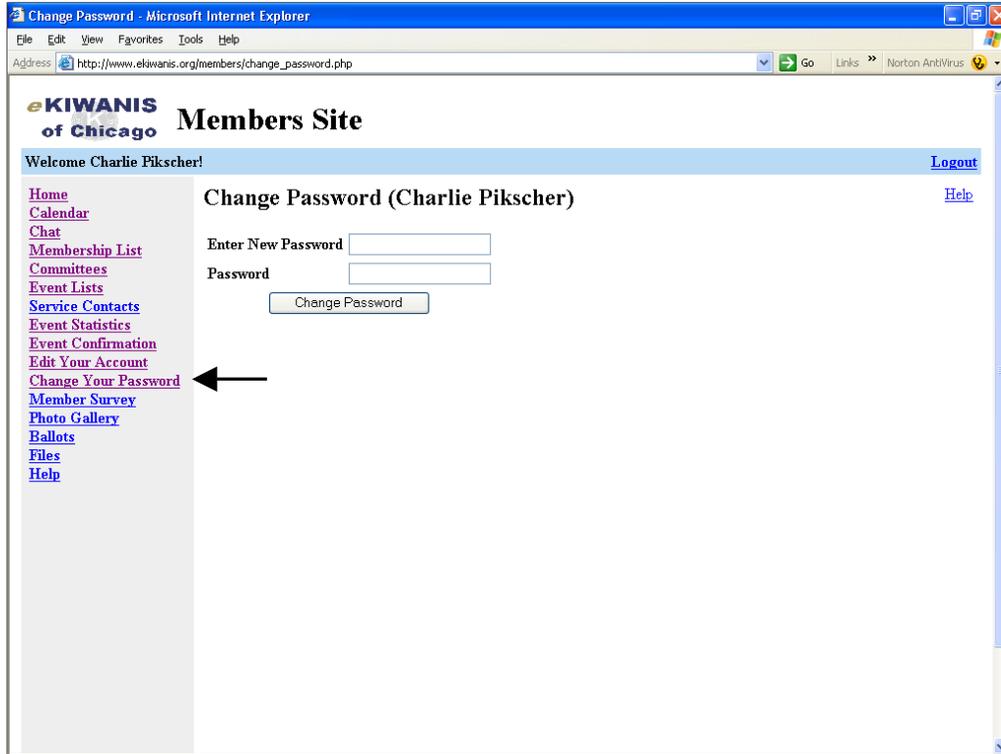
This is the member information page, where you can see all relevant information about a member or guest.

Please note that guests can only see email addresses. This is a safety measure. See the Help page for more information.



You can edit your information by clicking “Edit Your Account”.

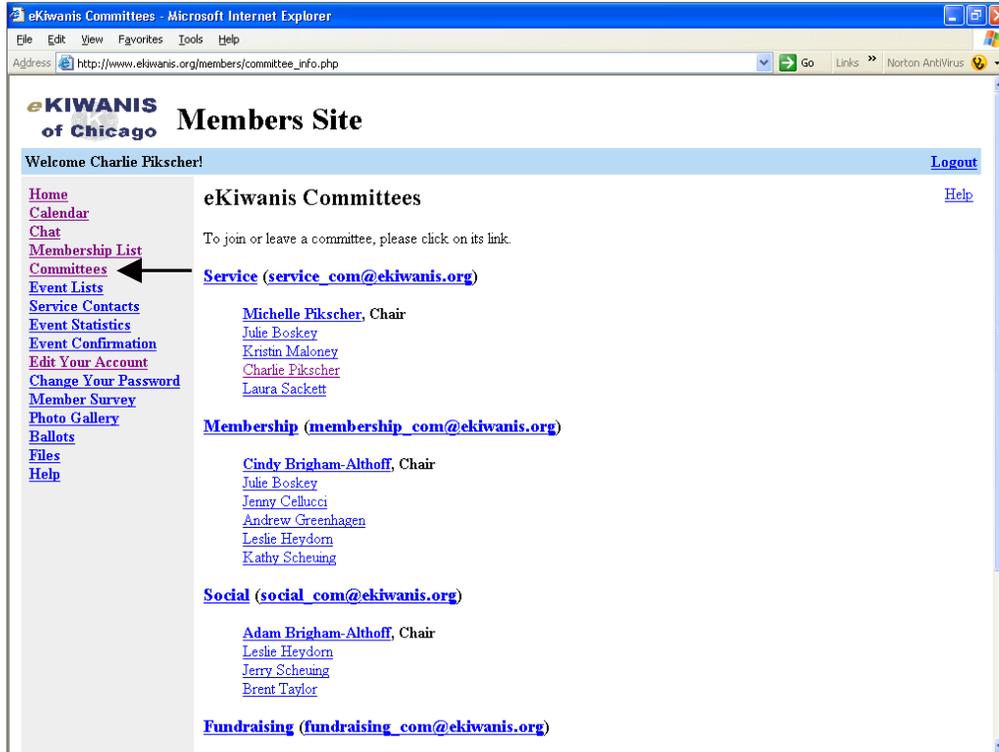
Please try to keep this information up to date so we can easily find your contact information if we need to.



Finally, you can change your password by clicking “Change Your Password”.

Information and Statistics

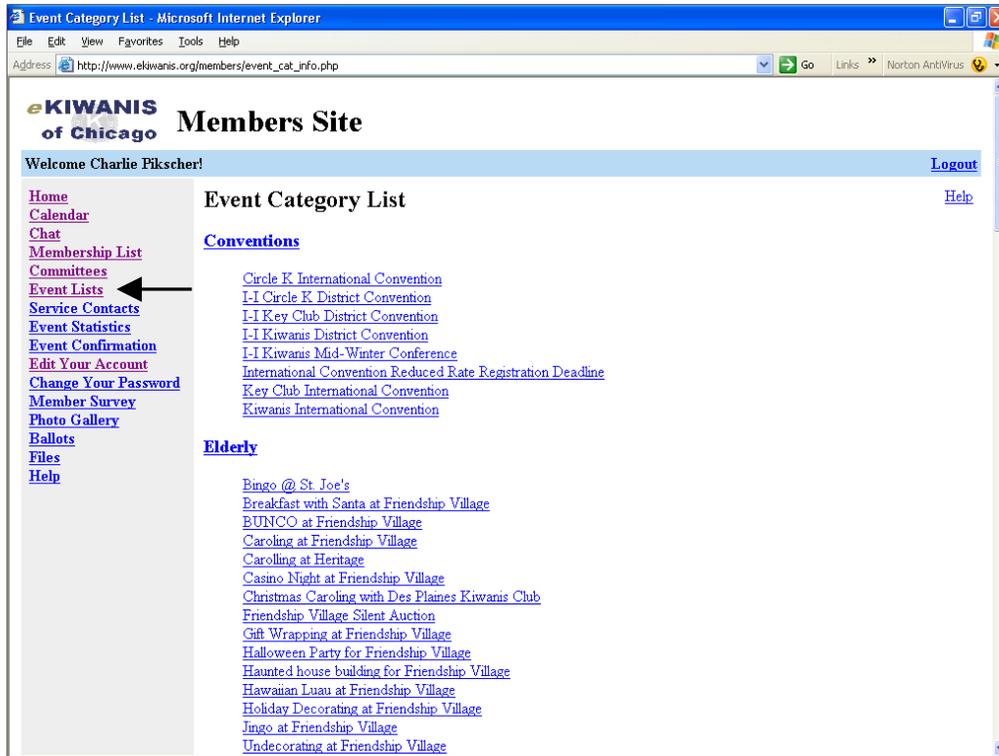
The site also maintains various information and statistics on our events. This sections shows how to access this information.



In order to handle the operation of the club we have various committees. This pages shows all of our committees and their members.

We recommend that each member serve on at least one committee.

Clicking on a committee will bring up information about it. You may also sign-up or leave a committee by clicking the buttons on a Committee page, but we recommend that you talk to the Committee Chair before doing this.



By clicking “Event Lists”, you can see all of our events, sorted by different criteria. This is the “Browse by Category” page.

eKIWANIS of Chicago Members Site

Welcome Charlie Pakscher! [Logout](#)

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eKiwanis Club Event Statistics [Help](#)

[Calendar for this month](#)

[Event Statistics Summary for the 2005 - 2006 Kiwanis Year](#)

<< < **December 2005** > >>

[Entire 2005 - 2006 Year](#)

[Oct](#) [Nov](#) [Dec](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#)

	Service Hours	Members Involved	Cost
Community Service			
Holiday Decorating at Friendship Village 12/2/05 (4:00 PM - 8:30 PM)	2.5	2	\$0.00
Salvation Army Bell Ringing 12/8/05 (7:00 PM - 9:00 PM)	0	0	\$0.00
Breakfast with Santa at Friendship Village 12/10/05 (9:00 AM - 12:00 PM)	6	2	\$0.00
Caroling at Friendship Village 12/12/05 (6:30 PM - 7:30 PM)	6	4	\$0.00
Carolling at Heritage 12/15/05 (6:30 PM)	7	7	\$0.00
Salvation Army Food Box Packing 12/30/05 (12:00 PM - 4:00 PM) (Not confirmed!)	0	1	\$0.00
(Indiv Hours) PADS Warming Center 12/4/05 (Kim Brown)	5	1	\$
(Indiv Hours) Scholastic Book Fair Warehouse Sale 12/10/05 (Leslie Heydom)	3	1	\$
Community Service Totals (8 Events):	29.5	9	\$0.00
Youth Services			

Clicking “Event Statistics” will bring up this page, which summarizes all events by month or year. Events are categorized and service hours are totaled.

You can also click on the “Event Statistics Summary” link at the top to see a different summary.

Club Event Summary - Microsoft Internet Explorer
 Address: http://www.ekiwanis.org/members/event_stats_summary.php?year=2005&sort=name

eKIWANIS of Chicago Members Site

Welcome Charlie Fikscher! [Logout](#)

eKiwanis Club Event Statistics Summary [Help](#)

<< **2005 - 2006 Kiwanis Year** >>

Sort by Name [Sort by Service Hours](#) [Sort by Attendance](#)

Member	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Ben Abraham	0 (2)	0 (2)	0 (2)	-	-	-	-	-	-	-	-	-	0 (6)
Mike Bodker	4 (7)	0 (6)	6.5 (7)	-	-	-	-	-	-	-	-	-	10.5 (20)
Adam Bushan-Abolf	4.5 (4)	0 (3)	4 (3)	-	-	-	-	-	-	-	-	-	8.5 (10)
Scott Bushan-Abolf	4.5 (5)	0 (5)	4 (3)	-	-	-	-	-	-	-	-	-	8.5 (13)
Eva Brown	8.5 (4)	14.5 (7)	6.5 (3)	-	-	-	-	-	-	-	-	-	29.5 (14)
Henry Calbert	10 (3)	0 (2)	4.5 (4)	-	-	-	-	-	-	-	-	-	14.5 (9)
Andrew Greenhagen	-	0 (1)	0 (1)	-	-	-	-	-	-	-	-	-	0 (2)
Linda Heston	25.5 (11)	8.5 (6)	13.5 (9)	-	-	-	-	-	-	-	-	-	47.5 (26)
Kevin Hietpas	0 (1)	0 (1)	0 (1)	-	-	-	-	-	-	-	-	-	0 (3)
Kathy Maloney	0 (5)	0 (6)	3.5 (5)	-	-	-	-	-	-	-	-	-	3.5 (16)
Charles Peterson	6.5 (10)	6 (9)	10 (11)	-	-	-	-	-	-	-	-	-	22.5 (30)
Michael Pilschke	0 (7)	6 (9)	9.5 (10)	-	-	-	-	-	-	-	-	-	15.5 (26)
Renee Poore (Guest)	-	8.5 (3)	7 (3)	-	-	-	-	-	-	-	-	-	0 (0)
Lynn Rindler	4.5 (4)	0 (2)	6 (5)	-	-	-	-	-	-	-	-	-	10.5 (11)
Jerry Scheuing	0 (2)	-	1 (1)	-	-	-	-	-	-	-	-	-	1 (3)
Randy Schwaner	19 (8)	0 (2)	1 (2)	-	-	-	-	-	-	-	-	-	20 (12)
Nicholas Simola	0 (2)	6 (4)	0 (3)	-	-	-	-	-	-	-	-	-	6 (9)

This is the Event Statistics Summary, accessible via the "Event Statistics" page.

This shows a grid of every member's activity. See the legend at the bottom for explanation.

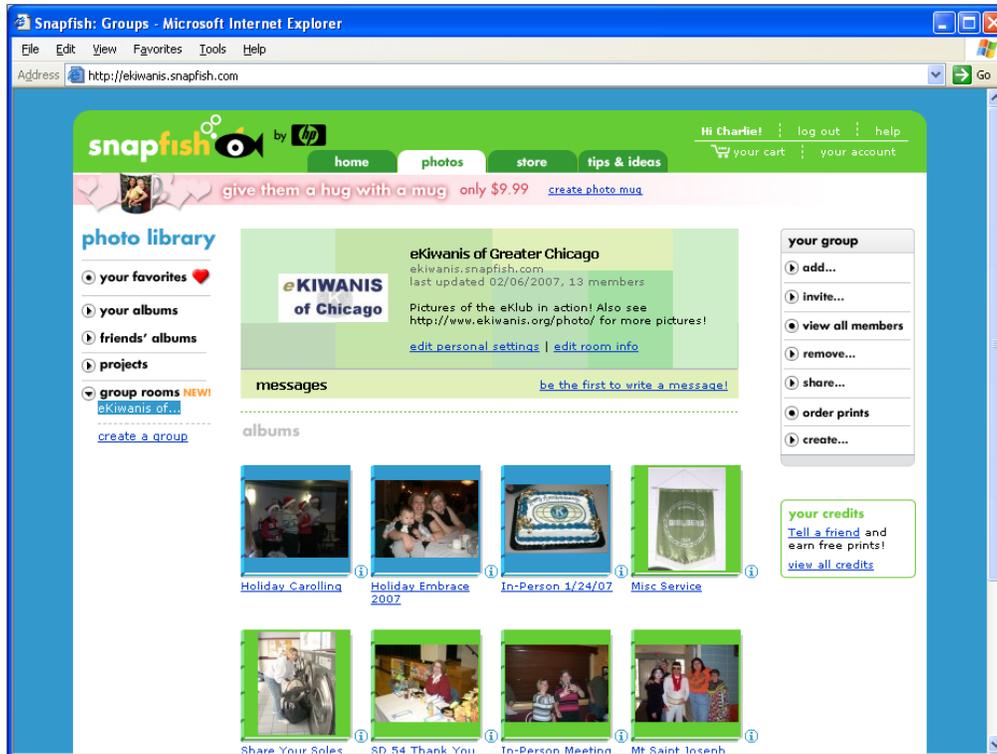
Other Features

This section shows some other features of the site.

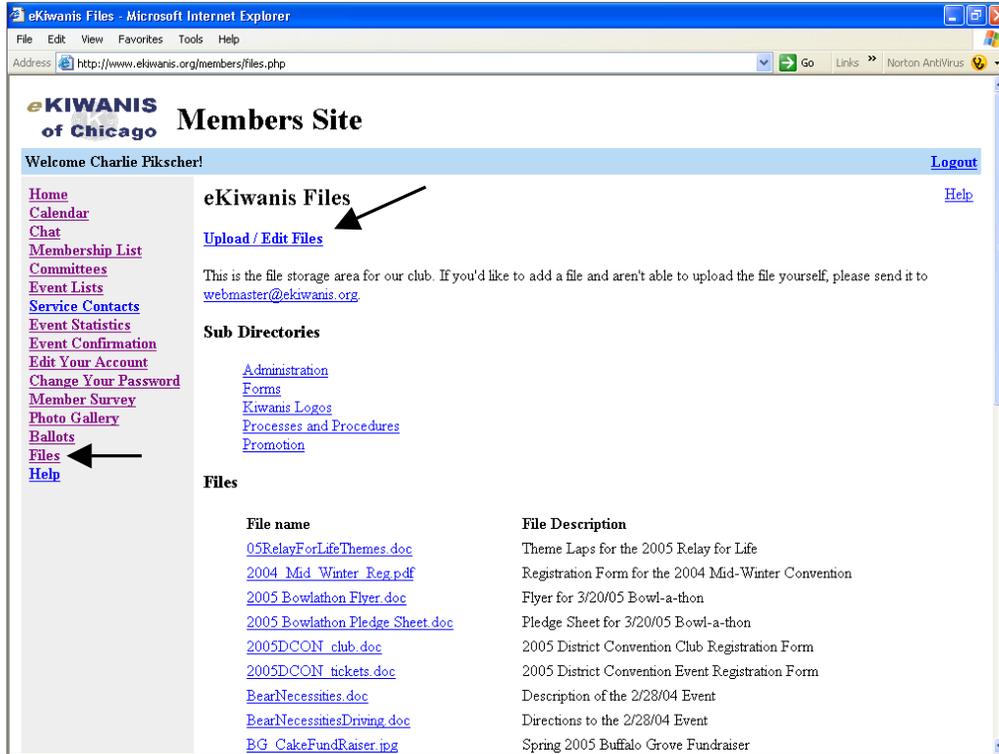


By clicking “Photo” (either from the main page or the link on the Members Site), you can access our photo gallery. This shows pictures of our club in action!

This has pictures of our club up to the 2005-06 year. For newer pictures, checkout <http://ekiwanis.snapfish.com>!

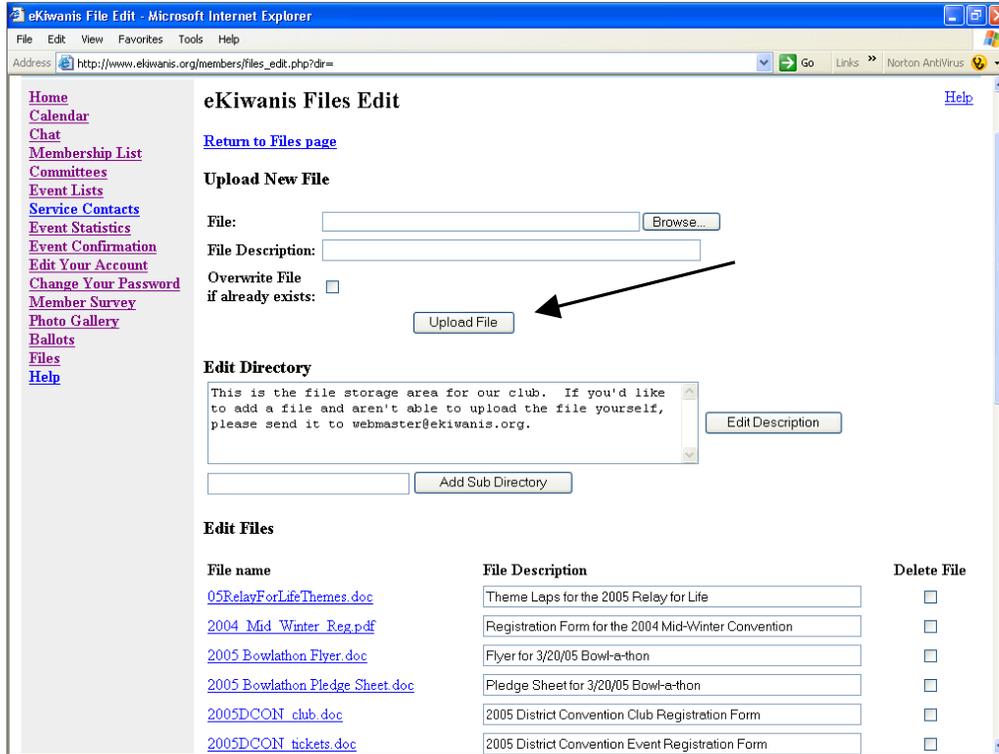


Here is our snapfish page. You can add your own eKiwanis galleries if you want!



This is Files page. You can find various files that have to do with upcoming events or the running of the club here.

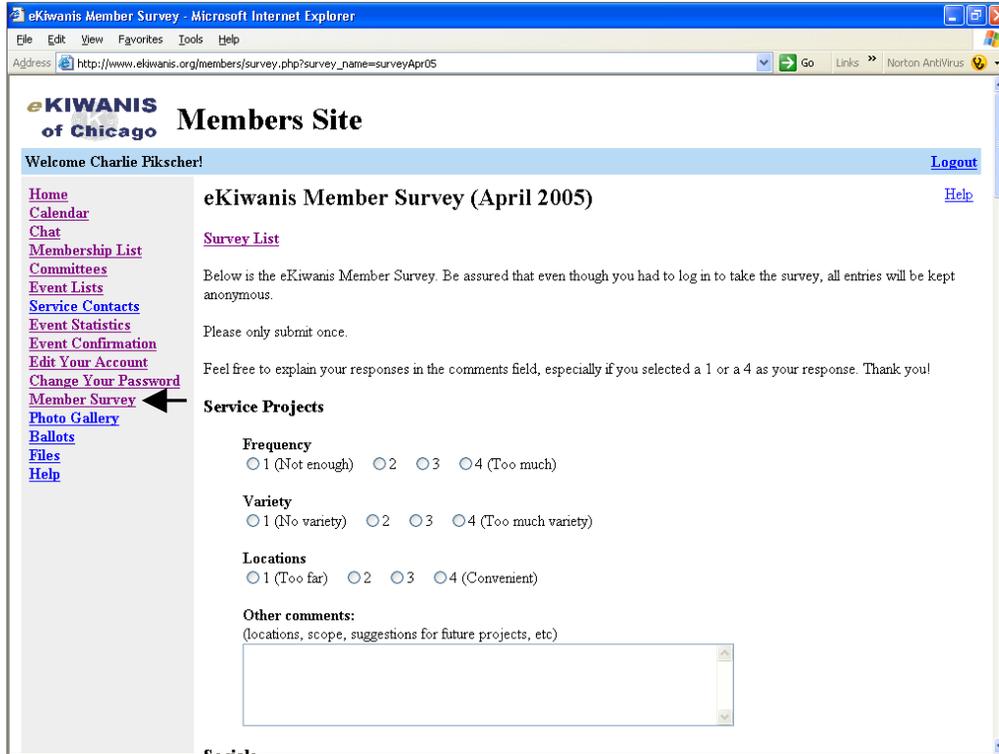
If you click "Upload/Edit Files", you can put files on our website as well.



This is the Files Edit page, accessible by clicking “Upload/Edit Files” from the Files page.

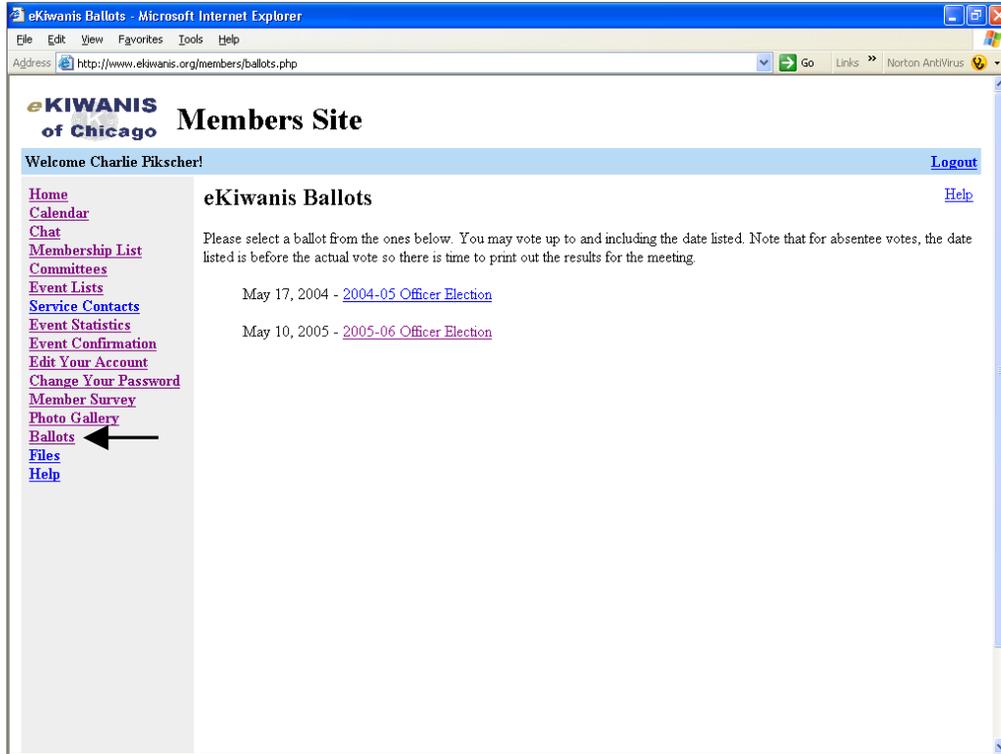
You can upload a file by entering its name in the “File” field and clicking “Upload File”. Please also enter a description of the file.

You can also edit descriptions, add new directories, or delete files from the page. Please be careful when doing this, however.



This is the Member Survey page. From time to time, the club will put out a survey to see how we are doing. All submissions are anonymous, so please be forthright and honest – we really want to know how you feel!

If a survey is sent out, please fill it out and submit it, it really helps us out.



We also have online balloting. This is used for those members that cannot attend a vote in person. All submissions are anonymous.

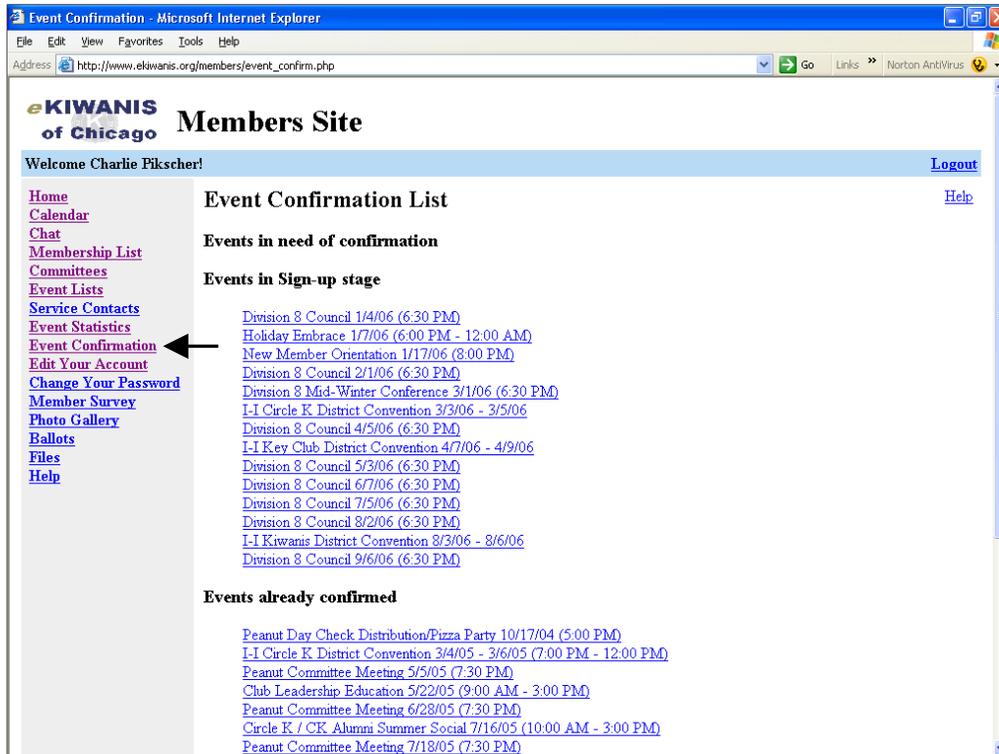
This page is usually used in May when we have Officer Elections.

Advanced Features

This section shows advanced features of the site and is mainly for Officers and Chairs.

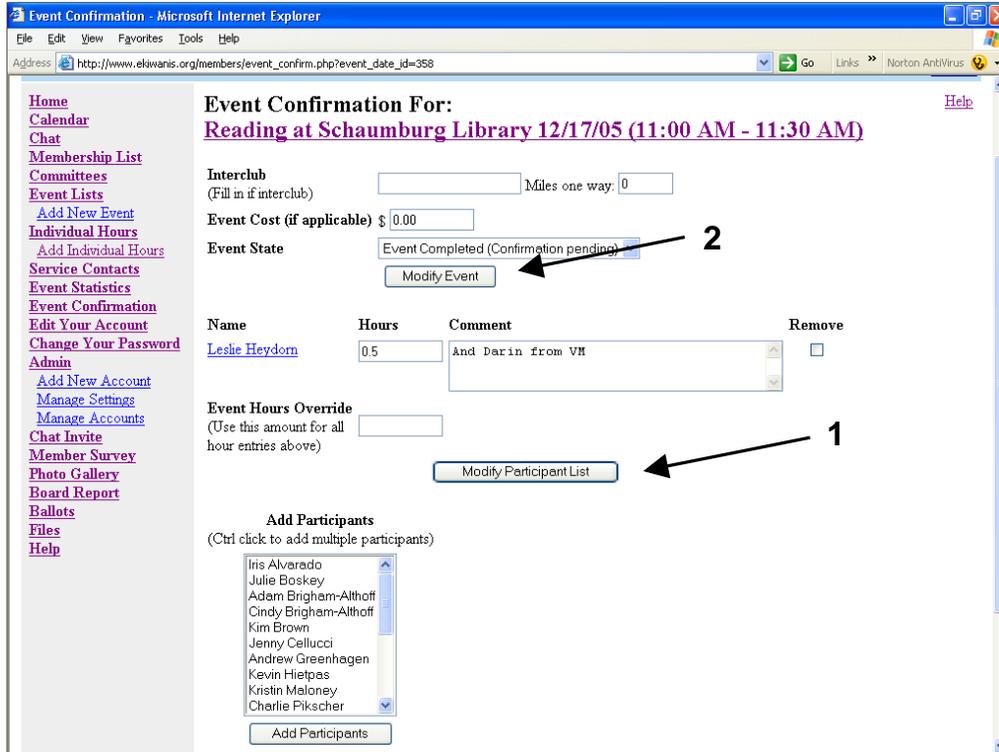
All Board Members (Chairs, Directors, and Officers) should submit and a board report before any board meeting. And this form allows them to do just this.

Please see the Best Practices under Files -> Processes and Procedures for details on filling out a Board Report.



This is the Event Confirmation page. If you are the owner of an event that needs to be confirmed, it will appear under “Events in need of confirmation” header. Click the event to confirm it.

It is very important to confirm events in a timely manner as the Secretary uses this information to fill out our Monthly Report Form.

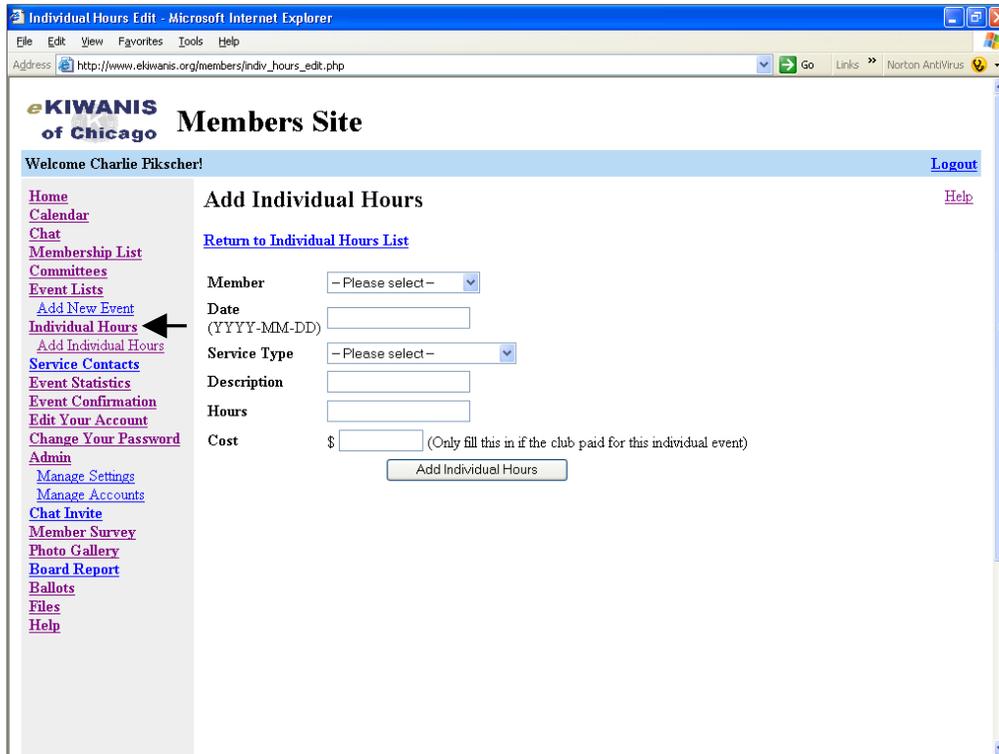


This is the confirmation page for an event. Note there 2 steps.

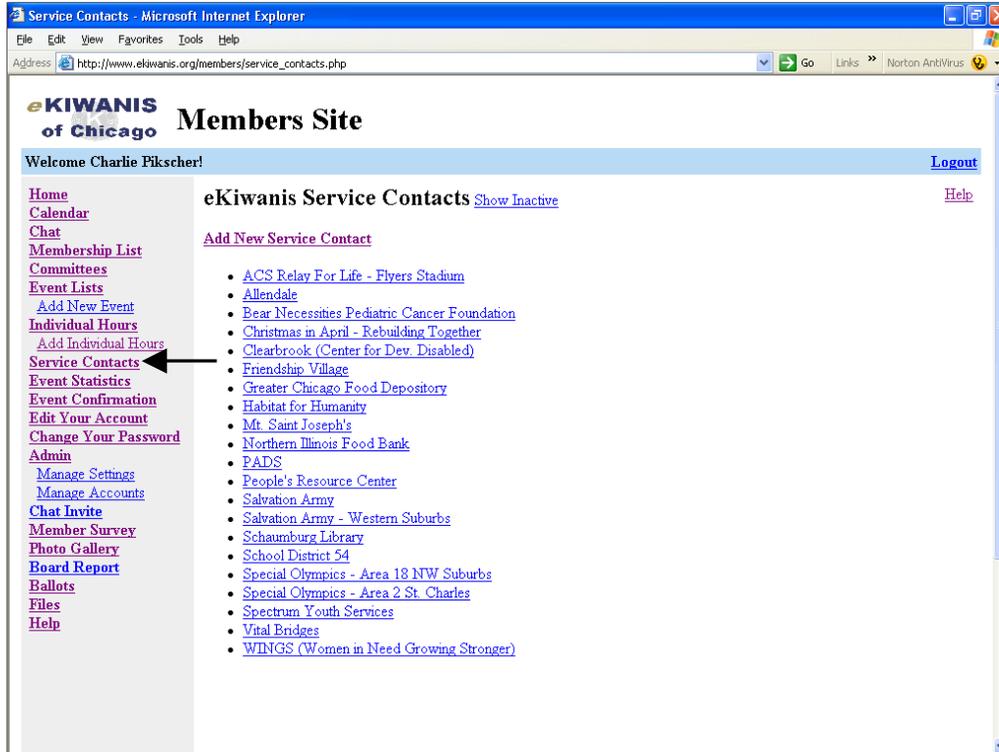
The first step is to confirm the event participants. You may add participants to the event by selecting names and clicking “Add Participants”. You may remove participants by checking “Remove” and clicking “Modify Participant List”. You may also enter service hours serves by each participant by updating the “Hours” column and clicking “Modify Participant List”.

Once the participant list is correct and the service hours are entered, you will need to change the event state to “Hours/Attendance Confirmed”. To do this, change the “Event State” drop down. If this event was an interclub, enter that information as well. Also please enter any costs associated with this event. When you are done, be sure to click “Modify Event”.

Once an event is confirmed, it will show up on the Event Confirmation page under “Events already confirmed”.



The Secretary can use this page to enter Individual Hours for a member. Any community service performed by a member can be entered on the site.



This Service Committee uses this page to track their contacts. You can click on a contact to see/edit it's information. You can also add a new contact by clicking the link at the top of the page.