

Members

The key to creating a busy interactive website is having website members! Members to the site will be able to interact in the forums and through the messaging system. Benefits of membership can also include access to areas of the site which are unavailable to non-members such as photo galleries, content pages and document downloads.



Adding Members

Members are added either through the control panel or, by people registering on the register page of the site.

To add members to the site login to the Control Panel and go to Members > Add member. You will then be shown the add-member form (see below) where you can enter the details of the new member.

The username will automatically be generated in the format of "Firstname Surname" and this will be used by the member to sign-in to the website.

Activating Members

Before the site goes live, Churches can add members to the site and choose not to activate them yet. This means that their details will be stored on the site but the member will not be sent a username and password until they are activated (i.e. when the site is ready to go live). Site managers can add all the members to the site before it is launched. A button will also appear on the member's page to activate any un-activated members.

Once the site is live Site Managers should activate members as soon as they are added to the site. This is done by placing a tick in the 'Activate Now' box in the add member page. As soon as the member is added they will be emailed their own unique username and password to access the site.

Member Privileges

The site manager can access each member's details and alter their privileges and group membership. The image on the right shows the profile of Doug Brown.

Favourite Bible Verse and Web Address are all optional fields that the site manager has used for the profiles. For more on this go to Profile options.

- From this profile page the site manager can
- Delete the member from the website
- Reset the members password
- Edit the members access
- Edit the members group membership

If the members forum access is taken away then it will prevent that member from accessing any of the forums.

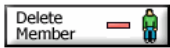
If the member has site calendar ticked, then that member will be able to make changes to the MAIN website calendar – this should only be given to a few selected people within the Church.



Editing group Membership

To add or remove a member from a group press the ‘Edit Group Membership’ button to display all the possible groups. From this list Site Managers can set the member as a normal group member or manager of the group (or remove the person completely from the group).

Groups allow parts of the site to be created just for certain groups, and these can mirror the groups in your Church. For example you can have groups such as ‘Men’s Group’, ‘Musicians’ or a group for each cell in your church. Each group can have its own forums and webpages which only the members of that group can access. For more information on groups, see the groups tutorial.



Deleting Members

To delete a member Site Managers should view the members profile by going to ‘View All Members’ and clicking on the person’s username. At the bottom of the profile is the ‘Delete Member’ button. After this is pressed the site manager will be asked to confirm that the person should be deleted.

NOTE : once a member is deleted, their information will be destroyed and cannot be restored. All items linked to this member will be deleted : message inbox, username, forum posts.



Member Profiles

Every member has their own profile which other registered members can see. Profiles are an ideal way to let other members know your interests and to find out about other members in the Church. A member can update their own profile according to the options that the Church has set.

To edit the profile options click on the ‘Profile Options’ button on the members page.

Up to 10 fields can be used in a profile and they are ideally a way for members to share more information about themselves. It is up to the Church what the fields should contain and the number used can be from 0 to 10. Examples of what the field could be are :

- *Favourite Bible Verse/Person*
- *Web Address*
- *Occupation*
- *Favourite Quote*
- *Likes*

Profile Options		
Fields		Use
Example :	Location	<input checked="" type="checkbox"/>
Field 1 :	Favorite Quote	<input checked="" type="checkbox"/>
Field 2 :	Web Address	<input checked="" type="checkbox"/>
Field 3 :	Occupation	<input checked="" type="checkbox"/>
Field 4 :		<input type="checkbox"/>
Field 5 :		<input type="checkbox"/>
Field 6 :		<input type="checkbox"/>
Field 7 :		<input type="checkbox"/>
Field 8 :		<input type="checkbox"/>
Field 9 :		<input type="checkbox"/>
Field 10 :		<input type="checkbox"/>
		Show Birthdays (If this is selected, members can still choose to hide their birthday)
		<input type="checkbox"/>
		Allow Members to upload their photo :
		<input checked="" type="checkbox"/>
<input type="button" value="Update"/>		

- *Dislikes*
- *Interests*
- *Favourite Sport*

Your Church can also specify whether to allow Birthdays to be shown in each member's profile. If this is enabled then the member will still have the option to hide it from view (if they do allow it to be shown then their year of birth will not be shown). The other option is to allow photographs of members to be uploaded and displayed in their profile. If this is enabled then a member can upload one photograph but it will not be displayed until the Site Manager has approved it (When a members image needs to be approved, the Site Manager will see it displayed in their To-Do list on the main Control Panel page). Once approved, the members photo will then be displayed in their profile.

To add a field to the profile, open the profile options and enter the new field name into one of the free fields. The example on the next page shows how only three of the ten fields are used (Location being an example). For the field to become active, a tick must be placed in the Use Column next to the field name.

To delete a field the Site Manager should delete the field name and un-tick the 'Use' box.



Membership Applications

People can apply to become members of the website by clicking on the 'Register' link that appears on the left of every webpage. When someone applies to become a member, their details will be displayed in the Control Panel and the Site Manager will be able to either A) give that a person their username and adjust their privileges, or B) reject their application preventing them from accessing the site.

The Application Form can be customised in what questions are asked of the Applicant. The questions could be used to find out more about the person and how long they have been a church member.

The default questions which are asked are: First name, Surname, Email and Gender. Up to 10 other questions can be used to find out more about the person.

Applicants will also be asked to agree to the terms and conditions of the site before they submit their membership application.

Site Managers can enter an email address so that they are emailed immediately when a new application is waiting approval.

To customise the applicant form login to the Control Panel and select Members > Application Options.