

# MEMBERCONNECT

## MemberConnect User's Guide Supplement April 2007

With the release of *MemberConnect* version 7.4.3 in April, we have added new features to help you better communicate with and inform everyone in your church. This document serves as a supplement to the MemberConnect User's Guide found at <insert URL>

### Unlimited Custom Pages

You can now add unlimited custom pages for any group in *MemberConnect*. Previously, groups only received a home page and an overview page. You can create as many pages as you wish by doing the following:

1. While a group click **Administration**.
2. Under **Content Management**, select **Manage your Web Pages**.
3. Select **Add**.

The screenshot shows the 'Administration' page with a list of options under 'Content Management'. An arrow points from step 2 of the instructions to the 'Manage your web pages' option.

- » Communicate With Your Group «
  - ▶ Email some or all of your group's members
- » Member Management «
  - ▶ Add a new family (the first step when adding a new person)
  - ▶ Add a new member (the member's family must already exist)
  - ▶ Assign/Unassign members to this group (use this when this person's info already exists)
- » Group Management «
  - ▶ Edit your group's information (name, abbreviation, parent group, deletion, etc.)
  - ▶ Create a new subgroup
  - ▶ Assign/Unassign administrators to this group (these people control the content of the website)
- » Content Management «
  - ▶ Manage your web pages (add, edit, order)
  - ▶ Edit your group's home page
  - ▶ Change the order of your web pages
  - ▶ Set security of built-in pages (which ones are public and which are private)

The screenshot shows the 'Manage your Web Pages' section with sorting options and an 'Add' button. An arrow points from step 3 of the instructions to the 'Add' button.

sort on: Order | sort order: Asc | OK | Add | Home | Order | Built-in

4. Give the page a name.
5. Select the access level (see **Page Security** in this supplement).
6. Add page content (See Appendix E on the **WYSIWYG** editor in the User's Manual).
7. You have the option to select a background or sound to play on this page.
8. Click **Save** when you are finished.

The screenshot shows the 'Custom Web Page' form with fields for Page Name, Access, Page Content, Background, and Sound. An arrow points from step 6 of the instructions to the 'Page Content' field.

Use this form to create and/or edit a custom web page.

- ▶ Page Name \*  
The name of this web page [max length is 20 characters].
- ▶ Access \*  
Who is able to view this page.  
World-Public
- ▶ Page Content <-- Click here to edit the page content  
Be creative!
- ▶ Background  
An image used as the background for this page.  
 Pick...
- ▶ Sound  
A song or other sound that plays when this page is viewed.  
 Pick...

# MEMBERCONNECT

## New Page Security

With the ability to add custom pages we have provided additional options to allow you to choose who can and cannot view your pages within *MemberConnect*. (This information supersedes that found on page 20 of the User's Manual).

**World Public:** Available to anyone on the Internet without logging in to your site.

**Org-Private:** Available to only this people to whom you have assigned a user name and password.

**Group Private:** Accessible to only the members of that group you have a user name and password.

**Group Admin:** Accessible only by administrators of the group.

**Off:** The feature is not used.

## Place Web Pages in Any Order

Prior to this enhancement *MemberConnect* choose the order in which pages were displayed in the Main Menu. Now you can place pages in any order you wish. To access this feature do the following:

1. While a group click **Administration**.

2. Under **Content Management**, select **Manage your Web Pages**.

3. Select **Order**.

4. Highlight the page you wish to move then select either **Move Up** or **Move Down**.

Click **Save** when you are finished.

The screenshot shows the 'Administration' interface. At the top, it says 'These are the web pages on your site.' Below this, there are controls for 'sort on' (set to 'Order') and 'sort order' (set to 'Asc'), along with 'OK', 'Add', 'Home', 'Order', and 'Built-in' buttons. The main area is titled 'Web Pages' and contains a list of pages with their security settings in parentheses. The 'Documents (World-Public)' page is highlighted. To the right of the list, there are instructions and buttons: '1 Highlight one or more web pages in the list.', '2 Click either the Move Up or Move Down button to change their position.', and '3 When you are finished, click the Save button to record your changes, or the Cancel button to discard your changes.' The 'Move Up' and 'Move Down' buttons are visible, along with 'Save' and 'Cancel' buttons at the bottom.

Page Name	Security
Home	(World-Public)
Administration	(Group-Admin)
Announcements	(World-Public)
Calendar	(World-Public)
Discussions	(Org-Private)
Documents	(World-Public)
Families	(Org-Private)
Groups	(Org-Private)
Help Wanted	(Org-Private)
Members	(Org-Private)
News	(Org-Private)
Overview	(Org-Private)
Tasks	(Org-Private)
Sermons	(World-Public)
Sponsors	(Org-Private)
Web Links	(Org-Private)
Test	(World-Public)

# MEMBERCONNECT

## Tips Page for New Users

When a new user logs in to *MemberConnect* for the first time, they are greeted with a Tips page that gives a brief overview of how to navigate the site. The page also instructs them how to update their personal information, including changing their user name and password.

The next time the user logs in they are taken to the **Church Overview** page. They can access the tips page by clicking tips in the lower left menu.



To navigate this website:

1. click on one of the tabs (top right)
2. then one of the menu items (left side)

Click [here](#) to view your overview page.

(lists the groups you belong to, current announcements, upcoming events, etc.)

Click [here](#) to view your calendar of events.

(full calendar)

Click [here](#) to edit your personal information.

(user name, password, cell phone number, email address, etc.)

Click [here](#) to edit your family's information.

(home address, home phone number, etc.)

To go to a particular group, click the "-- Jump to group --" list box (top right).

To format a page for printing, click the "Print" link (lower left).

To return to this page, click the "Tips" link (lower left).

## Directory Section Moved

*MemberConnect* still provides a directory of all Families, Members, and Groups in your church. This information was located in a special menu on the left side of the page. Now these sections have been incorporated into the **Main Menu**, allowing you to place them in any order as described in the **Place Web Pages in Any Order** section of this document. (This information supersedes that found on pages 9 & 10 of the User's Manual).

Main Menu
> Home
> Overview
> Administration
> Announcements
> Calendar
> Discussions
> Documents
> Families
> Groups
> Help Wanted
> Members
> News
> Photo Albums
> Prayer Requests
> Tasks
> Sermons
> Sponsors
> Web Links