CoCoAMS Member Help Manual

The CoCoAMS Member Help Manual is a *How-To* for members to navigate and interact with the official CoCoAMS website:

WWW.CoCoAMS.org
The CoCoAMS website is *best* viewed using
Google Chrome available @

https://www.google.com/intl/en/chrome/

This is a living and growing document. Changes in website functionality are reflected by new updates.

Rev: 0.0 - 3/1/2015

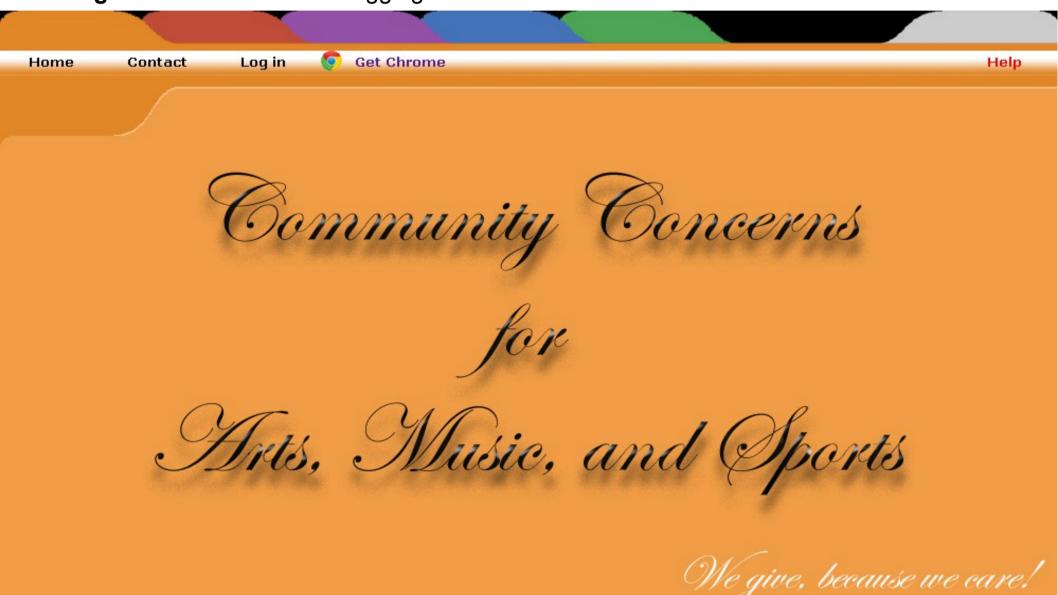
The **CoCoAMS** home page is presented when first encountering the website.

The website is accessed through the **Navigation Bar** directly under the **CoCoAMS** Banner.

Home - Returns the user to the opening page

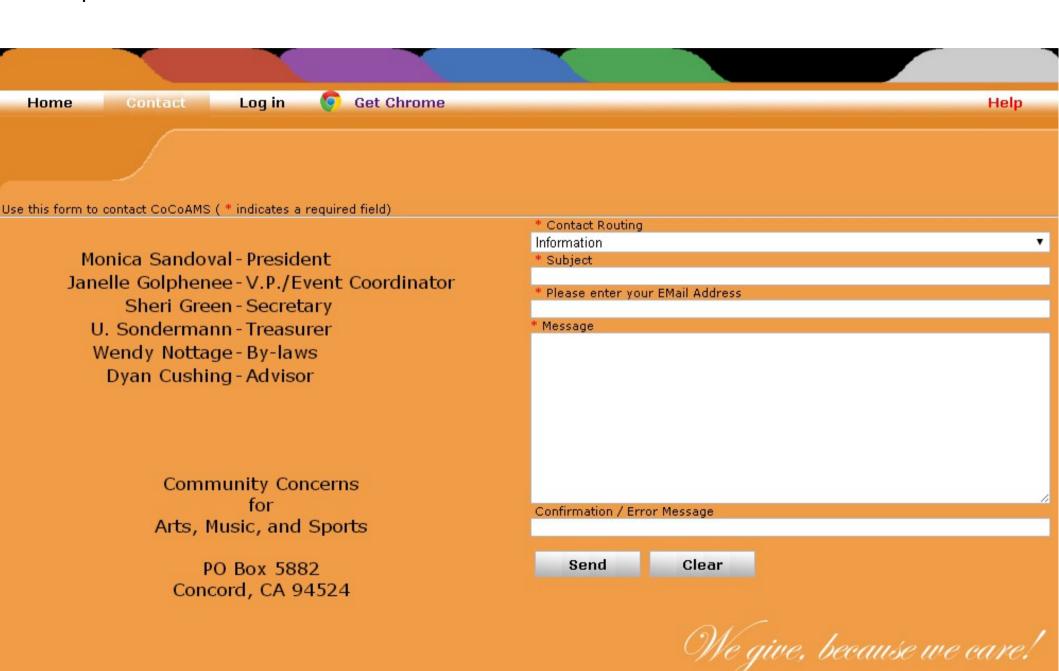
Contact – Reveals contact information and a form to email pre-designated recipients

Log in – Member form for logging into website to access more features of the website



Contact

This form is used by *non-members* or *members* to communicate with **CoCoAMS** personnel

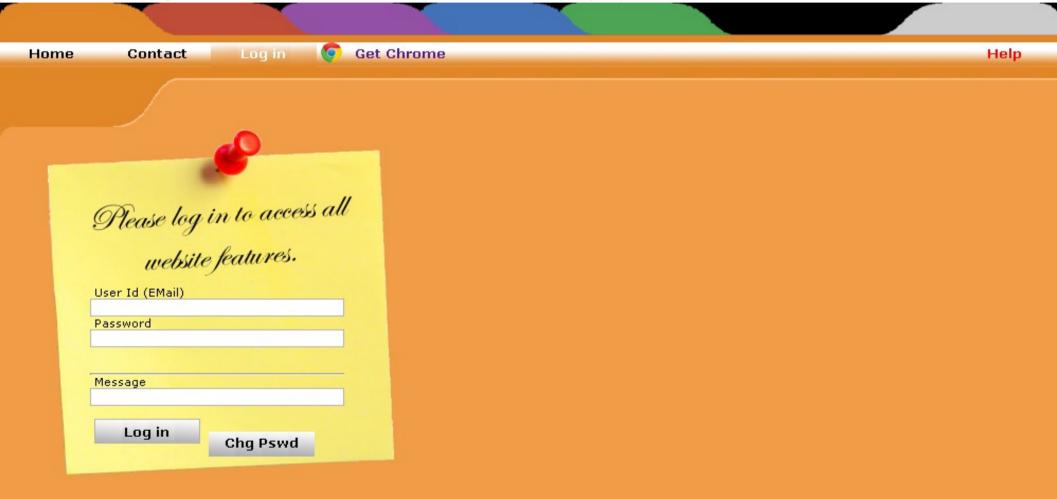


Log in

This form is used by *members* to log in to the **CoCoAMS** website to invoke more options on the **Navigation Bar**. The **User Id** and **Password** fields are required to access the website. The **Password** field is case sensitive.

The **Log in** button confirms access to the website

The Chg Pswd button accesses a form to change your password



Change Password

This form is used by *members* to change your password. All fields are required to make the change to the **CoCoAMS** Database

The Change Password button confirms your password change

Home Contact Log in Get Chrome Change Paisword User Id (EMail) Old Password New Password (8 Characters or more) Confirm Password						a .
Old Password New Password (8 Characters or more)	Help		Get Chrome	Log in 🌘	Contact	Home
Old Password New Password (8 Characters or more)						
Old Password New Password (8 Characters or more)						
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Member Log in Successful

Successful member *log in* results in additions to the **Navigation Bar**. **Logout** – Removes access to the **CoCoAMS** website and returns to the **Log in** page (*Please be conscientious and Logout when you are through with the website*) **Update Info** – Allows members to update official information, e.g, phone number **Calendar** – Use this function to browse and sign up for events

Home	Contact	Log in	Logout	Update Info	Calendar		Help
	(Place logi	in to access	all				
	Please log i website _{User Id (EMail)}	features.					
	coolul007@yahoo.co Password	om					
	Message Welcome Ulrich to C	CoCoAMS Chg Pswd					
10-							

Update Info

This form allows members to change personal information in the first three columns. The last column is information used by the website and is only displayed for informational purposes.

Update – This button updates the **CoCoAMS** Database for all of the fields.

Clear – This button restores the information prior to clicking the Update button



Calendar

Home

Closed

Contact

Open

Canceled

This allows members to browse through the calendar by clicking the < - **Previous** And **Next** - > links on the top of the calendar

The legend at the bottom explains the meaning of the background color on the calendar

Update Info

By selecting an event link within a date cell, e.g. Quakes, details of the event appear

Calendar

<- Previous February 2015 Sun Mon Tue Wed Thu Fri Sat 12 13 11 14 20 16 18 19 21 7 Quakes 28 25

Today

No Events

Logout

Log in



We give, because we care!

Help

Quakes Event

To the right of the calendar appear two columns, the left column is the **Primary** sign up list and to the right is the **Alternate** sign up list

The buttons on the bottom of the column allow you to add or remove yourself from the appropriate list. You *cannot* add or remove another member from either list, only the logged in member can effect change to the list – *You can only appear on one list*

