

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

[Home](#)

[Contact](#)

[Log in](#)



[Get Chrome](#)

[Help](#)

*Community Concerns
for
Arts, Music, and Sports*

We give, because we care!

Contact

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

[Home](#)

[Contact](#)

[Log in](#)



[Get Chrome](#)

[Help](#)

Use this form to contact CoCoAMS (* indicates a required field)

Monica Sandoval - President
Janelle Golphenee - V.P./Event Coordinator
Sheri Green - Secretary
U. Sondermann - Treasurer
Wendy Nottage - By-laws
Dyan Cushing - Advisor

Community Concerns
for
Arts, Music, and Sports

PO Box 5882
Concord, CA 94524

* Contact Routing

Information ▼

* Subject

* Please enter your EMail Address

* Message

Confirmation / Error Message

Send

Clear

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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

[Home](#)

[Contact](#)

[Log in](#)



[Get Chrome](#)

[Help](#)

*Please log in to access all
website features.*

User Id (EMail)

Password

Message

Log in

Chg Pswd

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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](#)

[Help](#)

Change Password

User Id (EMail)

Old Password

New Password (8 Characters or more)

Confirm Password

Message

Change Password

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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](#)

*Please log in to access all
website features.*

User Id (EMail)

coolul007@yahoo.com

Password

Message

Welcome Ulrich to CoCoAMS

Log in

Chg Pswd

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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

[Home](#)[Contact](#)[Log in](#)[Logout](#)[Update Info](#)[Calendar](#)[Help](#)

Member Update Form

Use this form to update member information

EEmail(Change - becomes New Login Id)	First Name	Mobile Phone	Informational Status Fields
test@cocoams.org	CoCo	9255551212	Start Date (YYY-MM-DD)
	Middle Name	Home Phone	2015-02-27
		9255551212	Stop Date (YYY-MM-DD)
	Last Name	Work Phone	0000-00-00
	AMS	9255551212	Last Update (YYY-MM-DD)
	Address		2015-02-27
	123 Main St		Status
	City		Active
	AnyTown		Type
	State		Primary
	CA		Primary Email
	ZIP		
	94521		Timestamp (YYY-MM-DD hh:mm:ss)
			2015-02-27 15:41:42
Message			Computer Access IP
Welcome CoCo to CoCoAMS			24.182.20.153
<input type="button" value="Update"/>	<input type="button" value="Clear"/>		

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Calendar

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

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

[Home](#)

[Contact](#)

[Log in](#)

[Logout](#)

[Update Info](#)

[Calendar](#)

[Help](#)

<- Previous Next ->

February 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Quakes	28

Closed Open Canceled Today No Events



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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*

Home Contact Log in Logout Update Info Calendar Help

<- Previous Next ->

February 2015

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15	16	17	18	19	20	21
22	23	24	25	26	27 Quakes	28

Legend: Closed (orange), Open (green), Canceled (gray), Today (yellow), No Events (blue)

Primary List

Alternate List

Open 2015-02-27 San Jose Quakes 8 - 12 Members Needed
Leave: 1:30 PM Report: 3:00 PM
Be there or be square

Add Me Remove Me

Add Alt Remove Alt

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