eAPISuite Solutions

Users Manual

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Accessing Members Area

1. Visit your organization's website from your computer, tablet, or mobile device.
2. Select option "Member's Area" (Some sites might use a different option: i.e. Members, Members Only, etc.)
3. Website should open eMemberapi.com website. You will see your Organization's Name in the header area above "Welcome to Member Login" (It is recommended to access your members website from your organization's website only.)
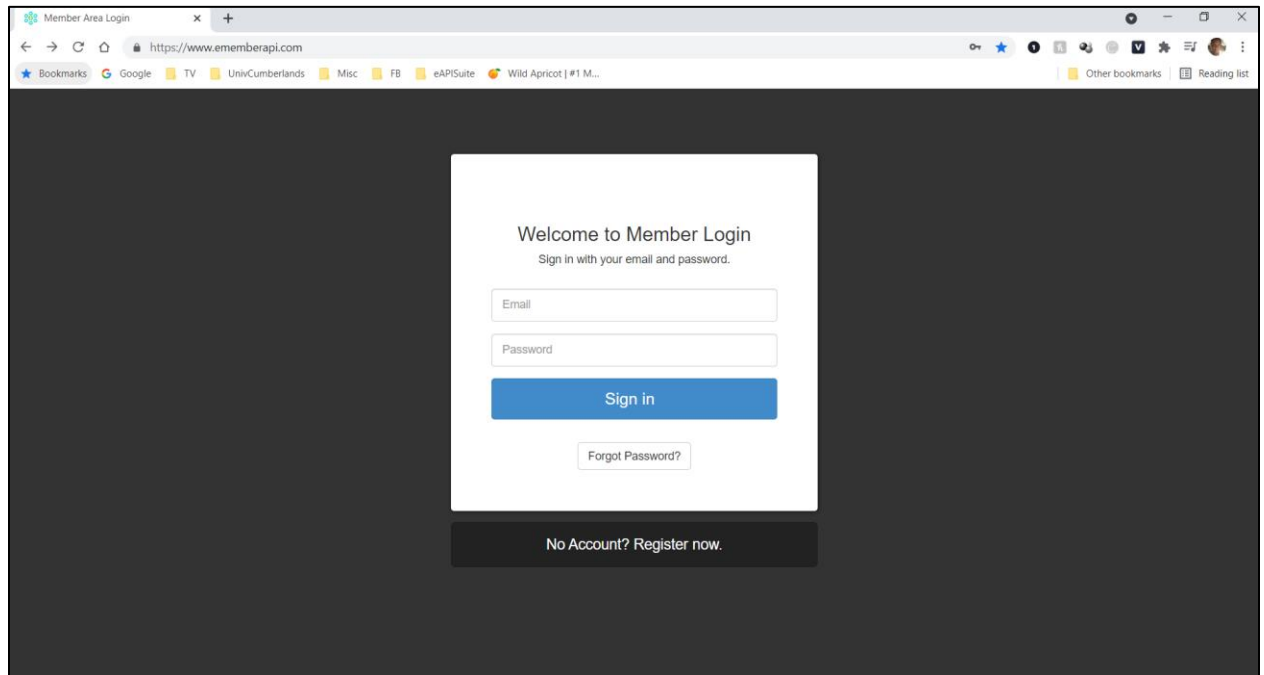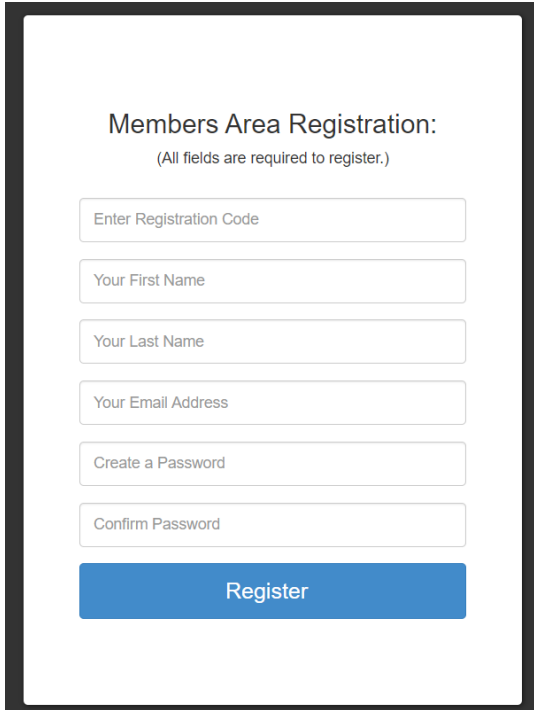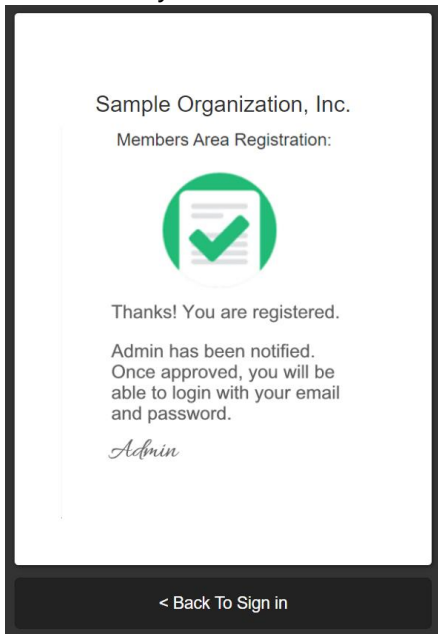
No Account? Register now

If you have never registered, then please select this option.

1. Select option "No Account? Register now" by clicking anyway in the black area.
2. This "Member Area Registration" screen should appear.

Members Area Registration:

(All fields are required to register.)

Enter Registration Code

Your First Name

Your Last Name

Your Email Address

Create a Password

Confirm Password

Register

3. Fill in all fields on the screen (Note: All fields are required to register)
   a. Registration Code: This code was provided by your organization. **Please contact your organization's admin if you do not have this code**.
   b. Your first name
   c. Your last name
   d. Your email address (must be a valid email address you have access to)
   e. Create a password (must match with #f)
   f. Confirm the password (must match with #e)
4. Click button "Register" to complete process

5. If the email you entered does not already exists, you will receive the following message:

Sample Organization, Inc.

Members Area Registration:

Thanks! You are registered.

Admin has been notified.
Once approved, you will be
able to login with your email
and password.

Admin

< Back To Sign in

(Note: your organization's administrator will contact you when your access has been verified.)

6. If the email you entered already exists, you will receive the following message:
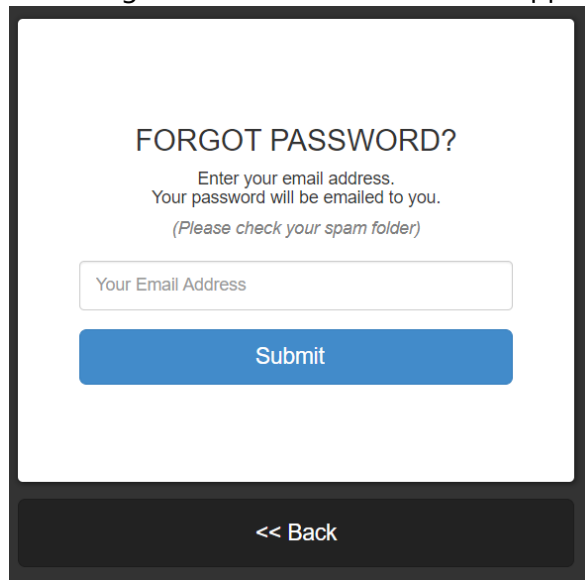
This email is already registered. Try Lost Password.
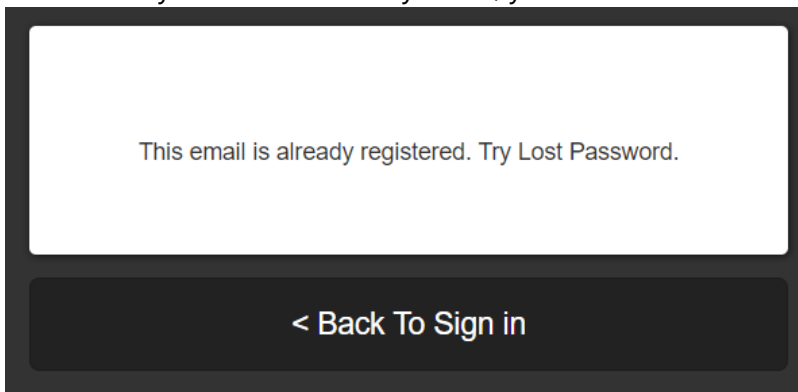
< Back To Sign in

7. Click "Back to Sign in" to return to the Login Home Page

Forgot Password?

If you have registered before but do not remember your password, then please select this option.

1. Select option "Forgot Password?" button.
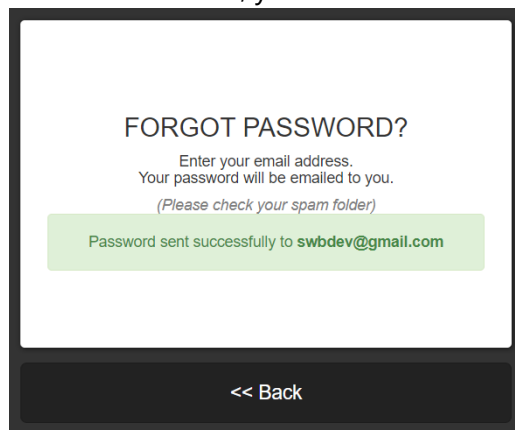2. This "Forgot Password?" screen should appear.

3. Enter your email address
4. Click "Submit" button to have password emailed to you.
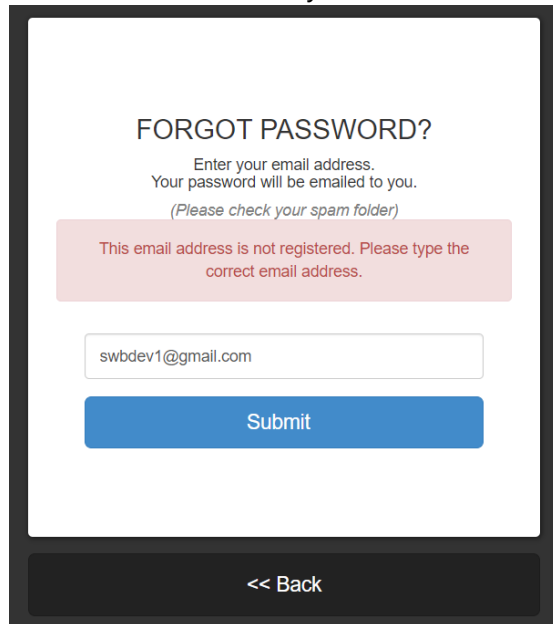5. If email does exist, you will receive the following message

6. If email does not exist, you will receive the following message. Try again.
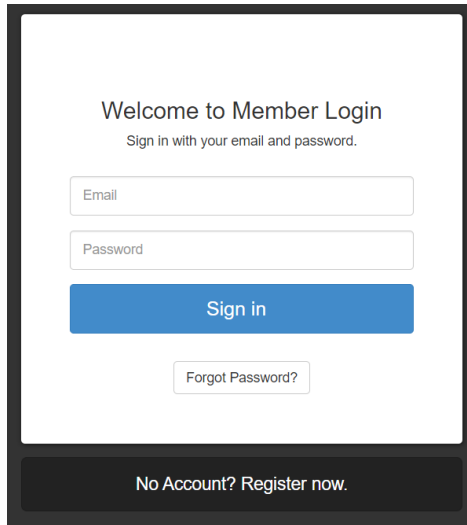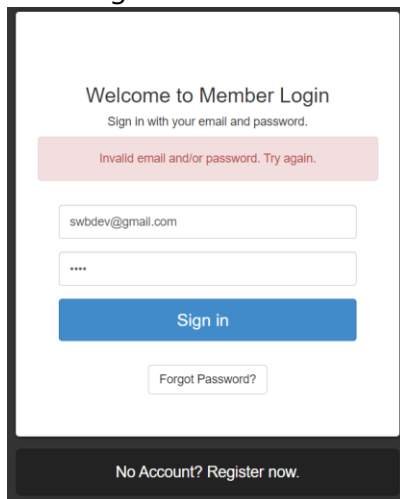

7. Click "Back" to cancel this option.

Sign in

If you know your email address and password, you will be able to access your Organization's member area

1. Enter your email address
2. Enter your password
3. Click "Sign in" button
4. If an invalid email address or incorrect password has been entered, you will receive the following screen:
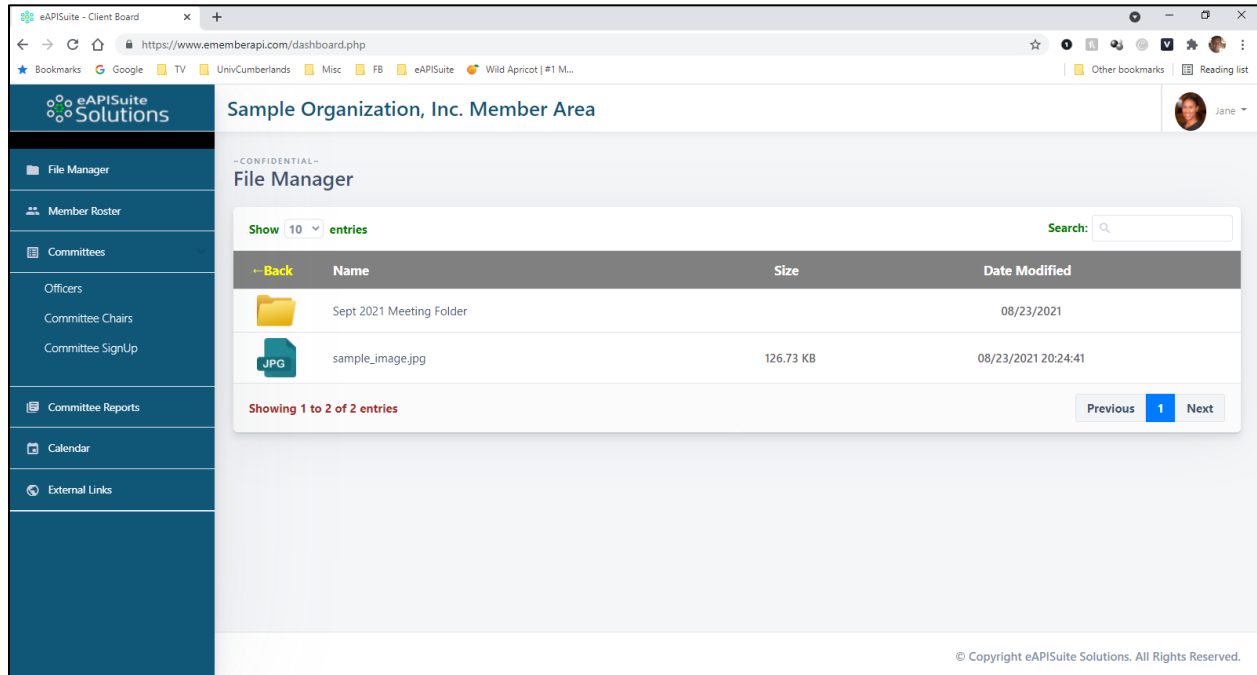

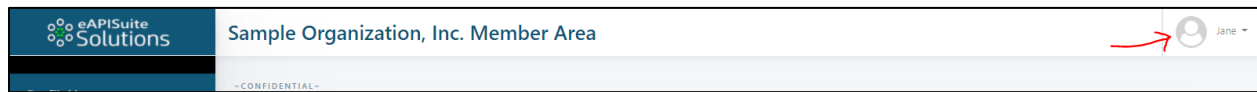5. If a valid email address and a correct password has been entered, you will gain access.

Members Area Home Page

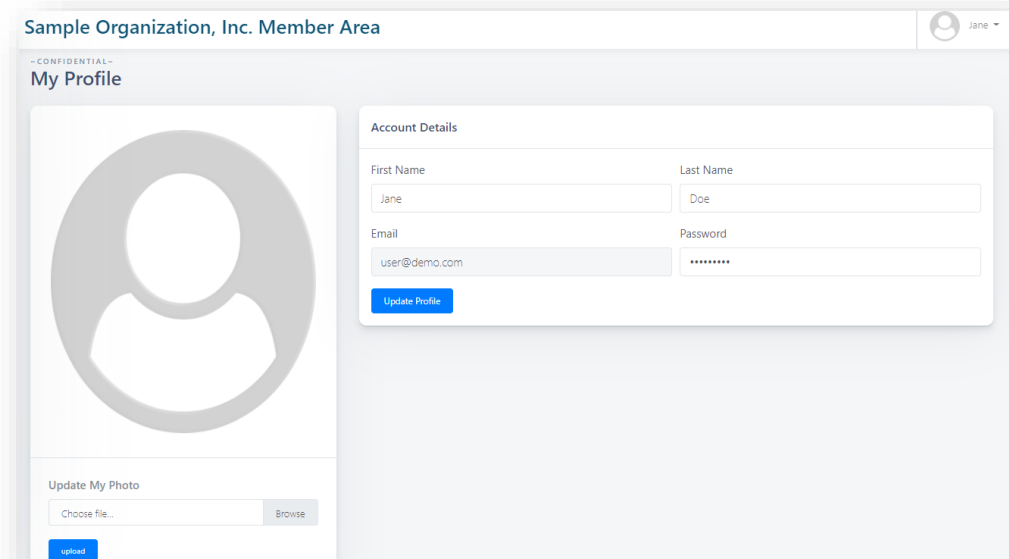Upon a successful login, your browser will automatically open to the Members Area home page.

Note: All menu options may not be available.

User Profile (w/ Logout)

Your basic login information of the user currently logged in. You will see your profile picture and first name in the upper right corner of the screen.

1. User Profile
   a. Click your Name (see red arrow)
   b. Select menu "My Profile"

   c. Account Details
      i. Editable fields - First Name, Last Name, and Password
      ii. Click "Update Profile" to save changes
   d. Profile Picture
      i. Click "Choose File" button to locate image file on your computer.
      ii. Click "Upload" button to upload image file and replace Profile picture.
2. Logout – Log out and exit Members Area. Browser return to your organization's website

File Manager

List of folder and confidential files uploaded by your organization's admin.

Features:

1. To open or view folder contents, locate the folder you wish to open then click once on a folder name to open folder to view contents.
2. To view file, located the file you wish to open then click once on the file to open in new tab window (some filetypes will download instead).
3. Search current folder connects for a file
4. Select the number of files that can be shown at one time
5. Move between the pages of folders and files
6. Move <- Back to previous folder view, if any

Member Roster
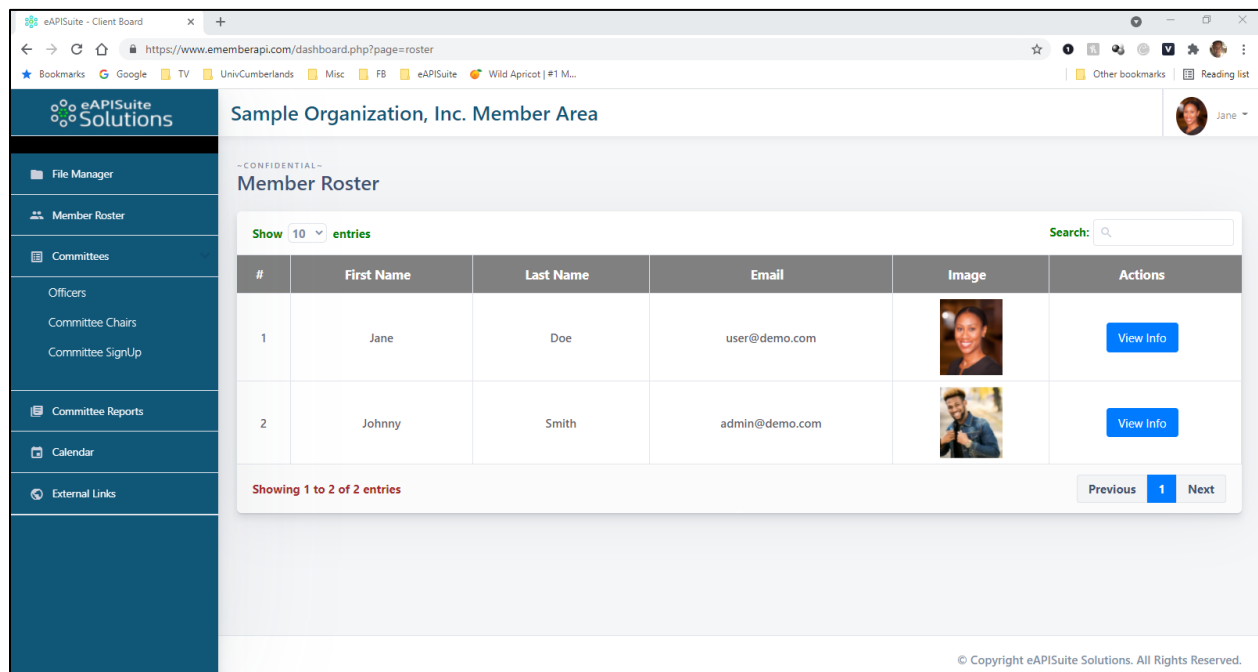
An online member roster is a valuable benefit that organizations provide to their members. This allow users to dynamically search your membership roster. This allows current members to view lists of their co-members information in a confidential manor.

1. Locate the member you wish to view by using the "Search" option in the top right. (As you begin to type characters, the list will automatically filter). You can also scroll through the pages.
2. Click the "View Info" button on the same row as the member you wish to view

3. All information is read-only and cannot be edited (if the selected member is not you)

4. If the select member record is your own, you can edit your information
   a. Scroll to the bottom and click the blue "Edit" button located at the bottom of your information screen.

   b. The screen should now open in "EDIT VIEW". All data fields (excel Email) can be updated by you.

   c. To change your profile picture
      i. Select your name in the upper right of the screen
      ii. Select "My Profile"
      iii. Click "Choose File" button to locate image file on your computer.
      iv. Click "Upload" button to upload image file and replace Profile picture.

Officers

This screen will display a list of your organization's executive committee/officers.

1. Locate the officer you wish to view by using the "Search" option in the top right. (As you begin to type characters, the list will automatically filter). You can also scroll through the pages.
2. Click the "View Info" button on the same row as the member you wish to view.
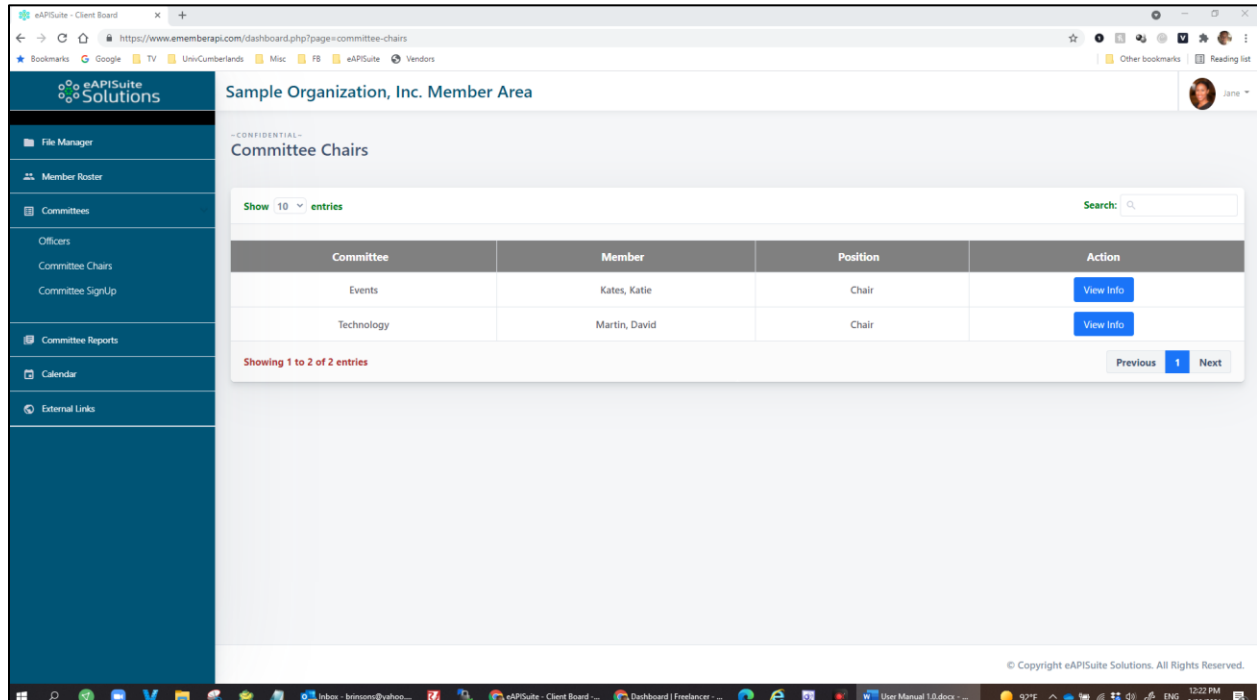
Committee Chairs

This screen will display a list of your organization's committee chairs.

1. Locate the committee or chair/co-chair member you wish to view by using the "Search" option in the top right. (As you begin to type characters, the list will automatically filter). You can also scroll through the pages.
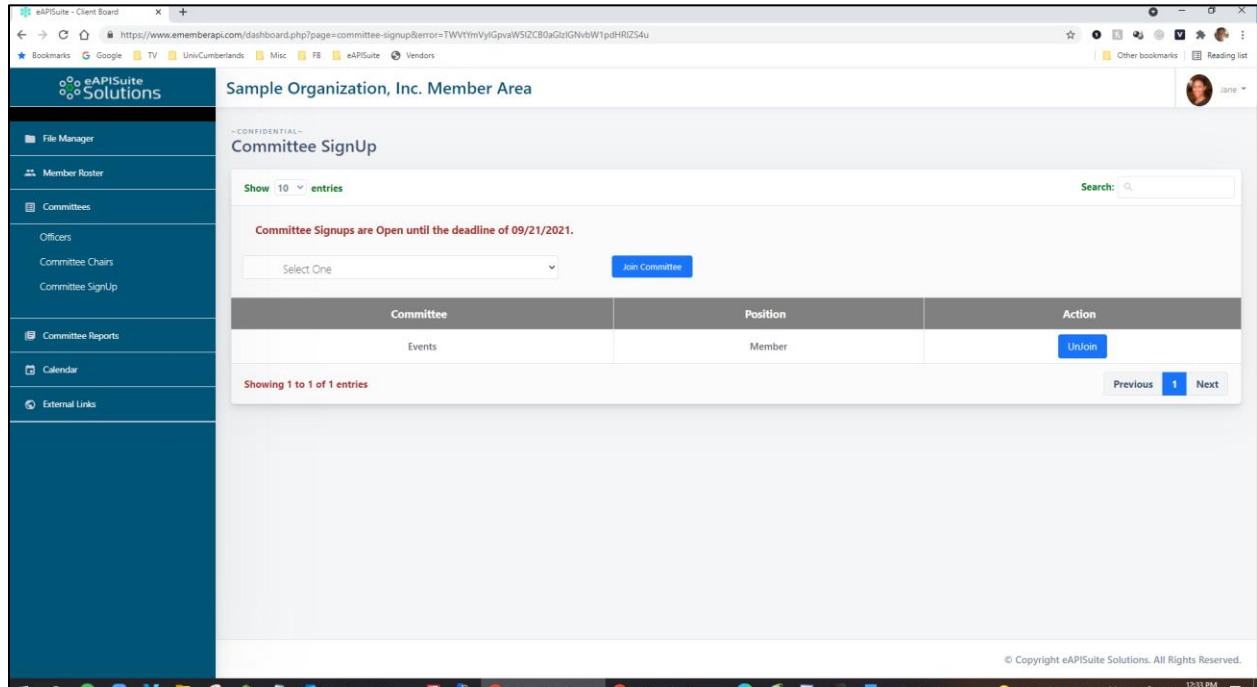2. Click the "View Info" button on the same row as the member you wish to view.

Committee SignUp

This screen will display a list of committees you have signed up for.

1. If Committee Signup is "OPEN", you will see a message displaying the registration deadline date. If "CLOSED", you will see a message of status. You will not be able to Join any committee until Open again.
2. Locate the committee or chair/co-chair member you wish to view by using the "Search" option in the top right. (As you begin to type characters, the list will automatically filter). You can also scroll through the pages.
3. Join a committee:
   a. Select committee from the dropdown list that you wish to join

   b. Select "Join Committee" for the committee of officially appear in your list below.
4. UnJoin a committee:
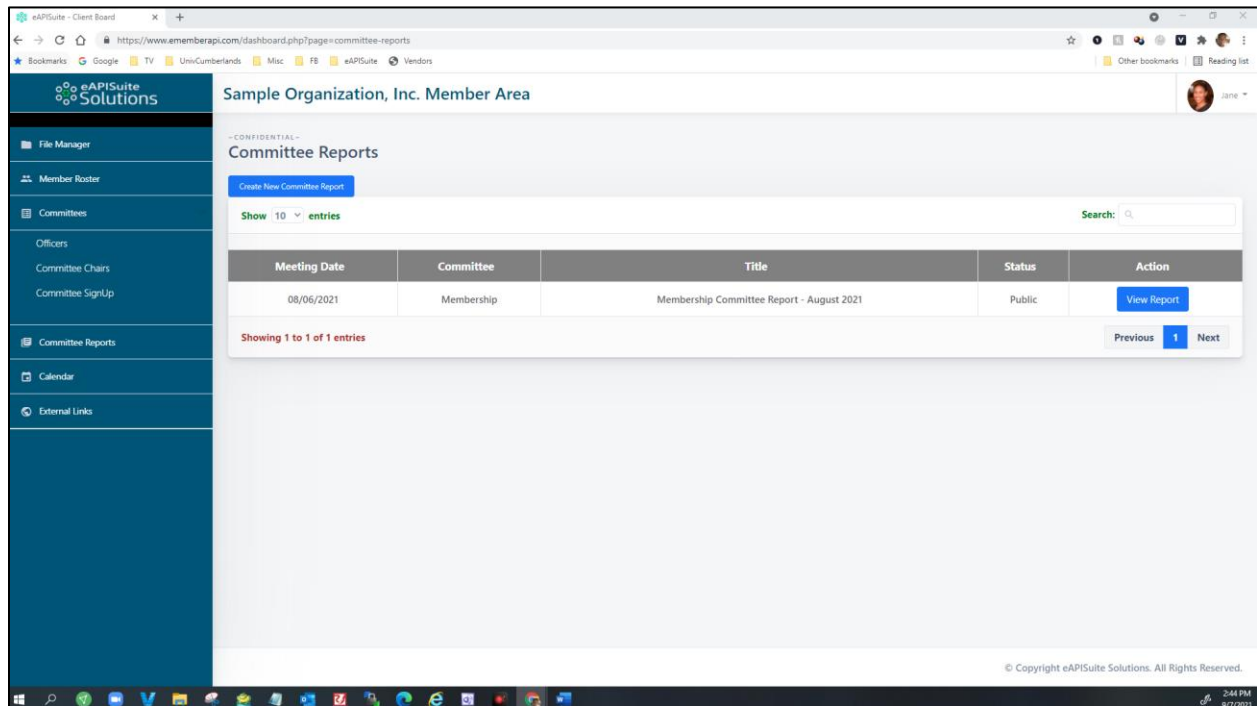   a. Locate the committee in the list that you wish to unjoin

   b. Select button "UnJoin". You will no longer be a member of the committee

Committee Reports

This screen will display a list of committee report 1) you have created as a committee chair/co-chair or 2) made public by committee chair/co-chairs.

1. Locate the committee or chair/co-chair report you wish to view by using the "Search" option in the top right. (As you begin to type characters, the list will automatically filter). You can also scroll through the pages.
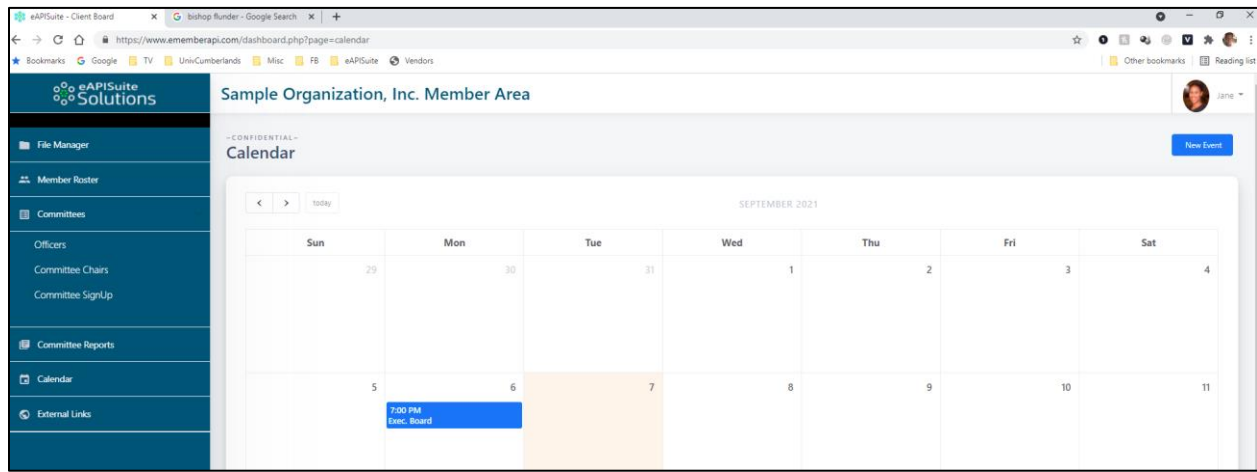2. View Report – Select the report from the list to view. Click "View Report" to open.

   a. Click "Done" to return to previous screen

3. Create Committee Report (Note: Report creator has permission to edit report)
    a. Select button "Create New Committee Report"
    b. Complete the form with the committee report information
        i. Committee – Select your committee to create report
        ii. Report Date – Select date of meeting
        iii. Report Title – Title of report (i.e. August 2021)
        iv. Report Description – Meeting minutes; Unlimited text
        v. Motions – Motions (optional); Unlimited text
        vi. Next Meeting Date – Select date of next meeting
        vii. Audience – Private (only author and admin can view report); Public (all members can view report)

    c. When finished, click "Save Report"

Calendar

The Event Calendar is a full-page, full-size calendar of the month selected. The calendar displays events created by your organization's admin within the company.

1. New Event
   a. Complete the form with the event information

   b. Click "Save" when done

2. View Calendar Events
   a. Select the month and day where an event (in blue) is created
   b. Click on the event to view details
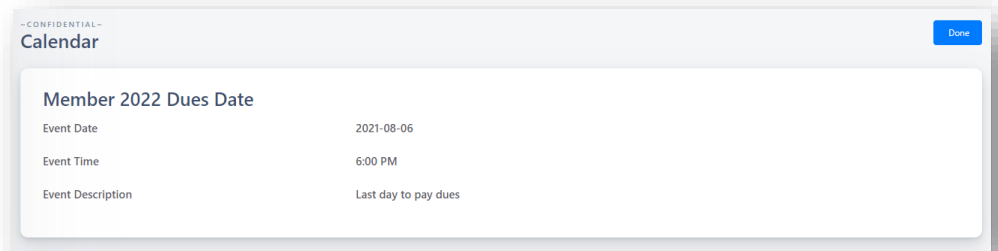
   c. Click Done button to return back to calendar

External Links

Linking to an external website means that if your reader clicks the link they'll be taken to the external website. If you want to link to an external page on your intranet (or any other website), from within your Members Area, this is the option for you..
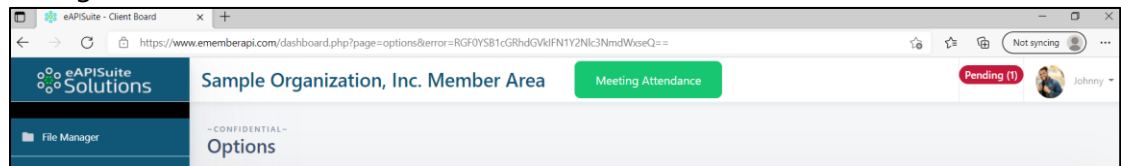
1. Open Url – This option will open the Url website of the selected row in a new tab

Attendance (Optional)
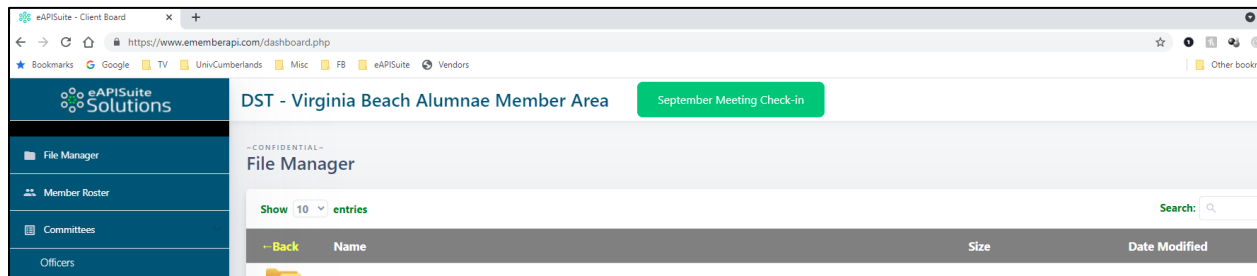
If your organization has opted for Attendance, when activated, you will see a Green button at the top of your screen.

1. Click green button for attendance

2. Green button will disable and turn to grey.