



# Users Manual



Last Update 8.22.2021

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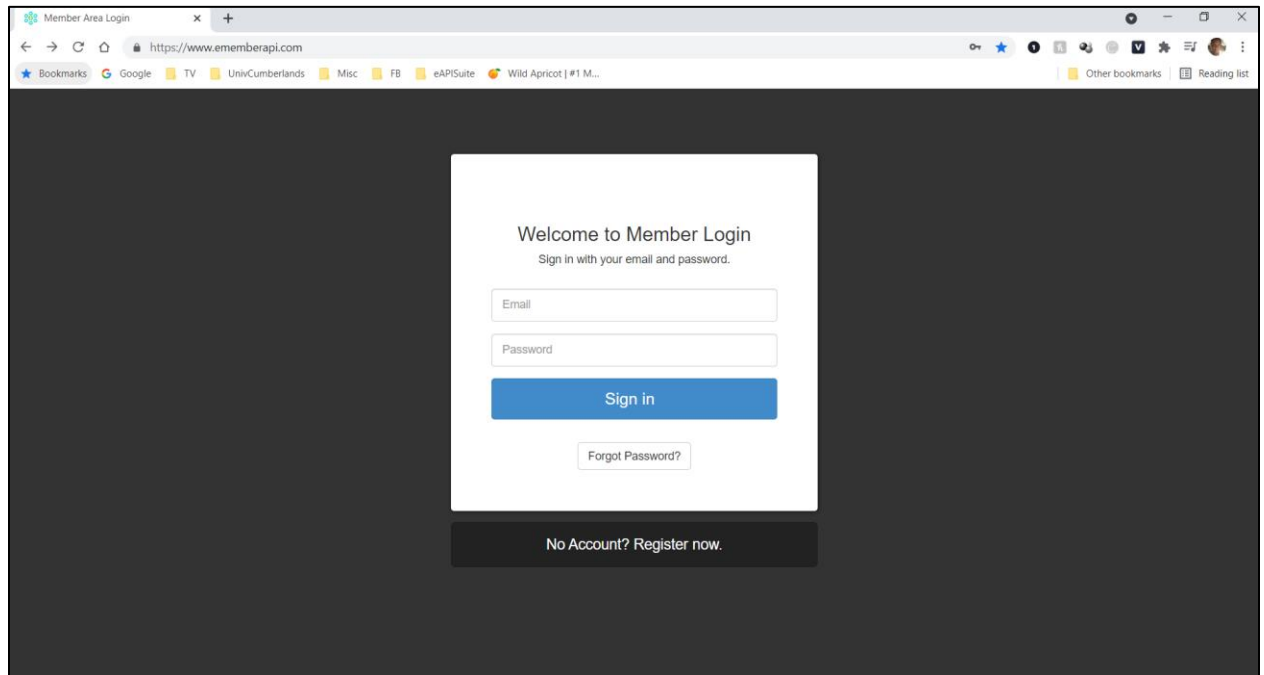
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# Accessing Members Area

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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.)

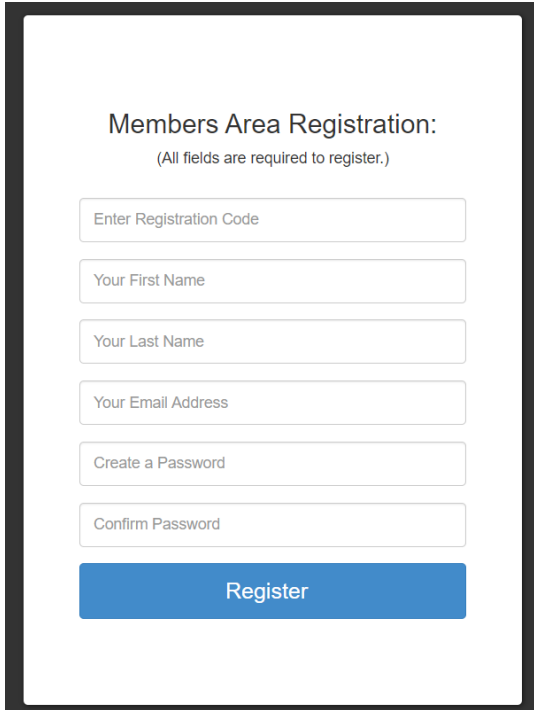


# No Account? Register now

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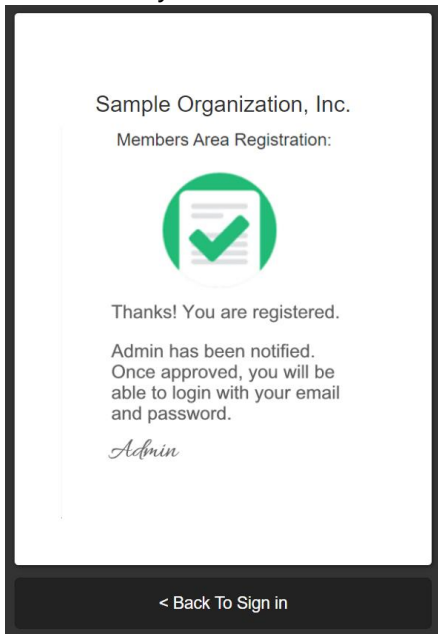
If you have never registered, then please select this option.

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

A screenshot of a web form titled "Members Area Registration:". Below the title is a note in parentheses: "(All fields are required to register.)". The form contains six input fields stacked vertically: "Enter Registration Code", "Your First Name", "Your Last Name", "Your Email Address", "Create a Password", and "Confirm Password". At the bottom of the form is a blue button labeled "Register". The entire form is enclosed in a black rectangular border.

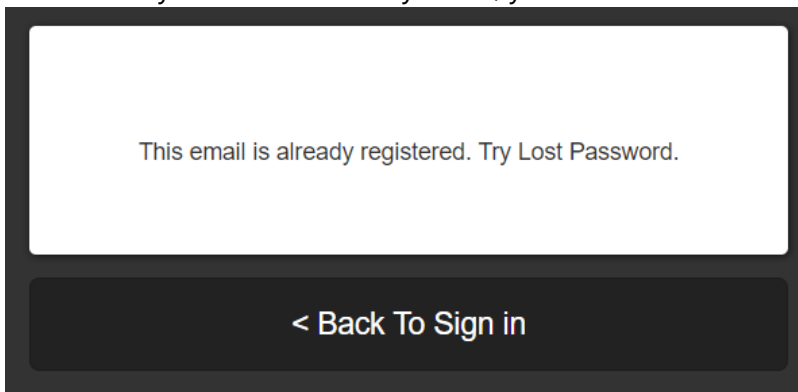
3. Fill in all fields on the screen (Note: All fields are required to register)
  - a. Registration Code: This code was provided by your organization. **Please contact your organization's admin if you do not have this code.**
  - b. Your first name
  - c. Your last name
  - d. Your email address (must 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:



(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:



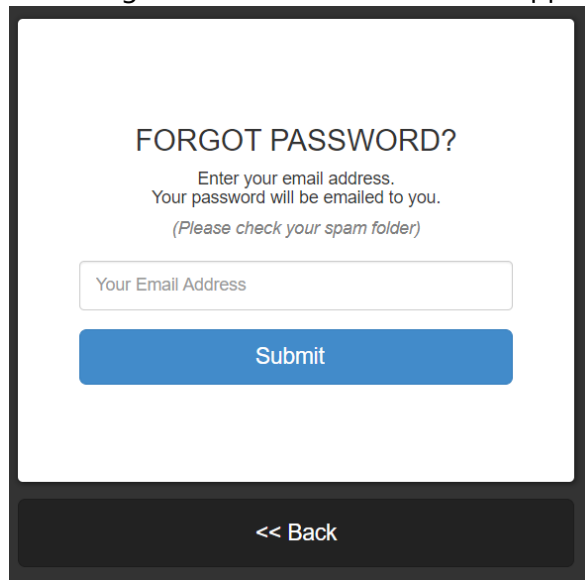
7. Click "Back to Sign in" to return to the Login Home Page

# Forgot Password?

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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.



FORGOT PASSWORD?

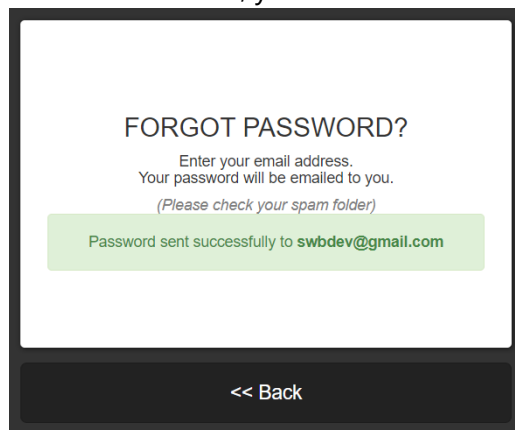
Enter your email address.  
Your password will be emailed to you.  
(Please check your spam folder)

Your Email Address

Submit

<< Back

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



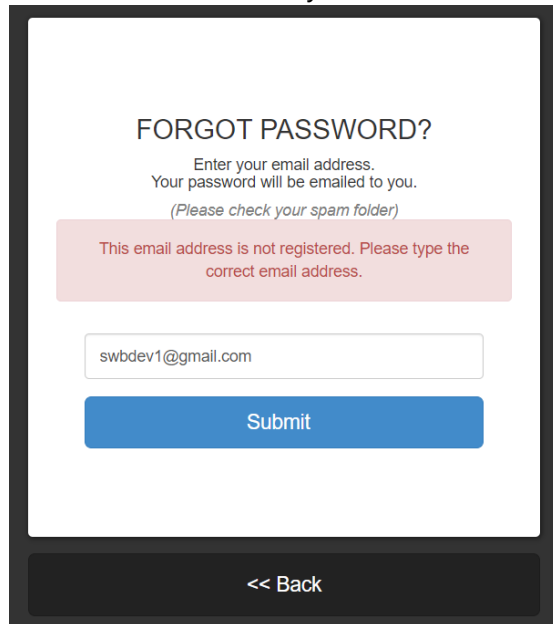
FORGOT PASSWORD?

Enter your email address.  
Your password will be emailed to you.  
(Please check your spam folder)

Password sent successfully to [swbdev@gmail.com](mailto:swbdev@gmail.com)

<< Back

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



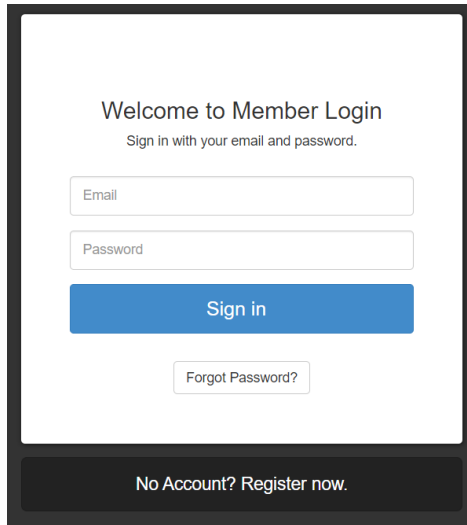
The screenshot shows a web form titled "FORGOT PASSWORD?". Below the title, it says "Enter your email address. Your password will be emailed to you. (Please check your spam folder)". A red error message box states: "This email address is not registered. Please type the correct email address." Below this, there is a text input field containing "swbdev1@gmail.com" and a blue "Submit" button. At the bottom of the form is a dark grey button labeled "<< Back".

7. Click "Back" to cancel this option.

# Sign in

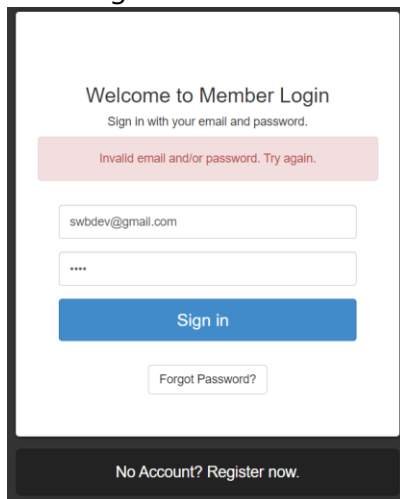
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If you know your email address and password, you will be able to access your Organization's member area



A screenshot of a web form titled "Welcome to Member Login" with the subtitle "Sign in with your email and password." The form contains two input fields: "Email" and "Password". Below these fields is a blue "Sign in" button. Underneath the button is a link that says "Forgot Password?". At the bottom of the form, there is a dark grey bar with the text "No Account? Register now."

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:



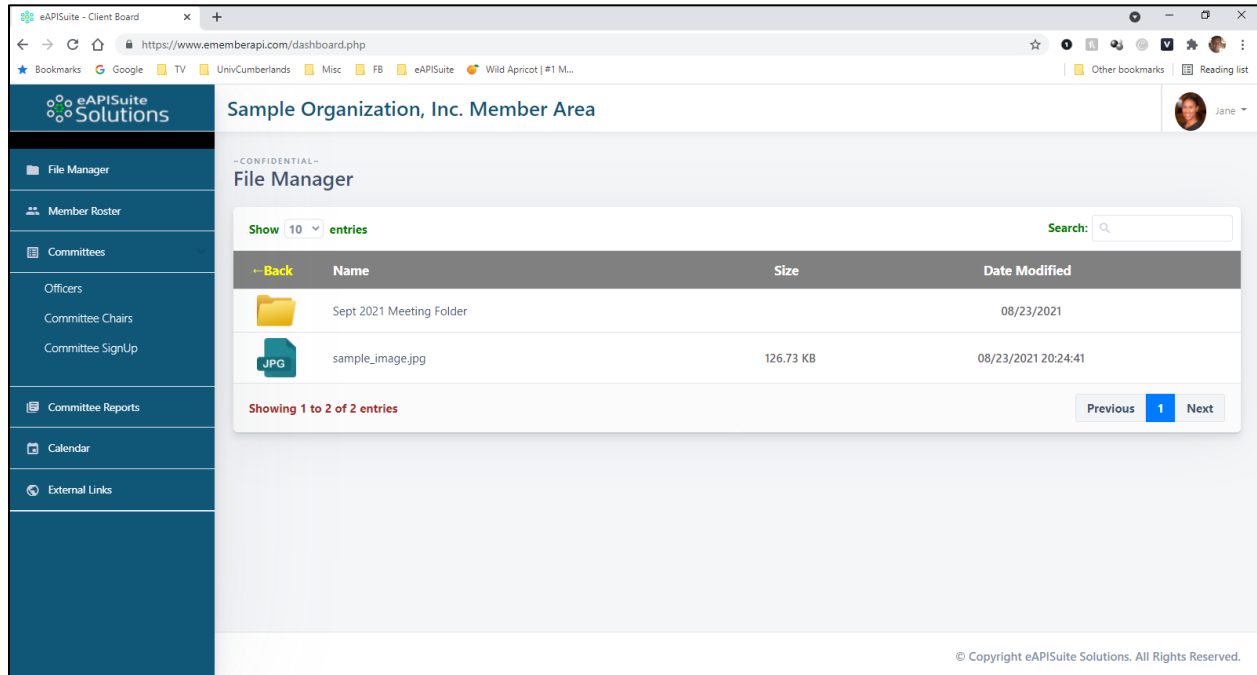
A screenshot of the same "Welcome to Member Login" form, but with an error message displayed. A pink rectangular box at the top of the form contains the text "Invalid email and/or password. Try again." The "Email" input field now contains the text "swbdev@gmail.com" and the "Password" field contains four asterisks "\*\*\*\*". The "Sign in" button and "Forgot Password?" link remain visible. The bottom bar with "No Account? Register now." is also present.

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



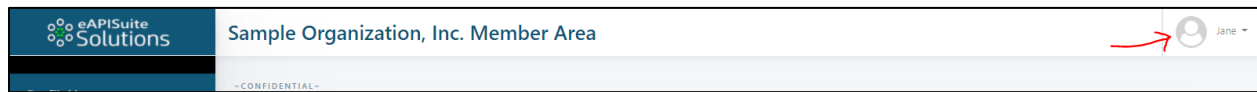
# Members Area Home Page

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



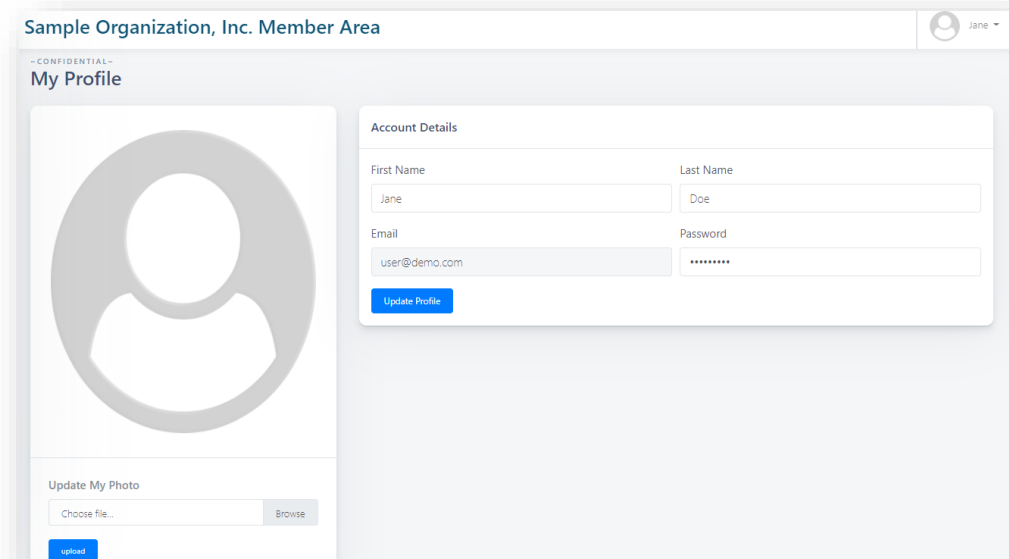
Note: All menu options may not be available.

# 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.

~ CONFIDENTIAL ~

File Manager

Show 10 entries

Search:

| ← Back  | Name                     | Size      | Date Modified       |
|---|--------------------------|-----------|---------------------|
|  | Sept 2021 Meeting Folder |           | 08/23/2021          |
|  | sample_image.jpg         | 126.73 KB | 08/23/2021 20:24:41 |

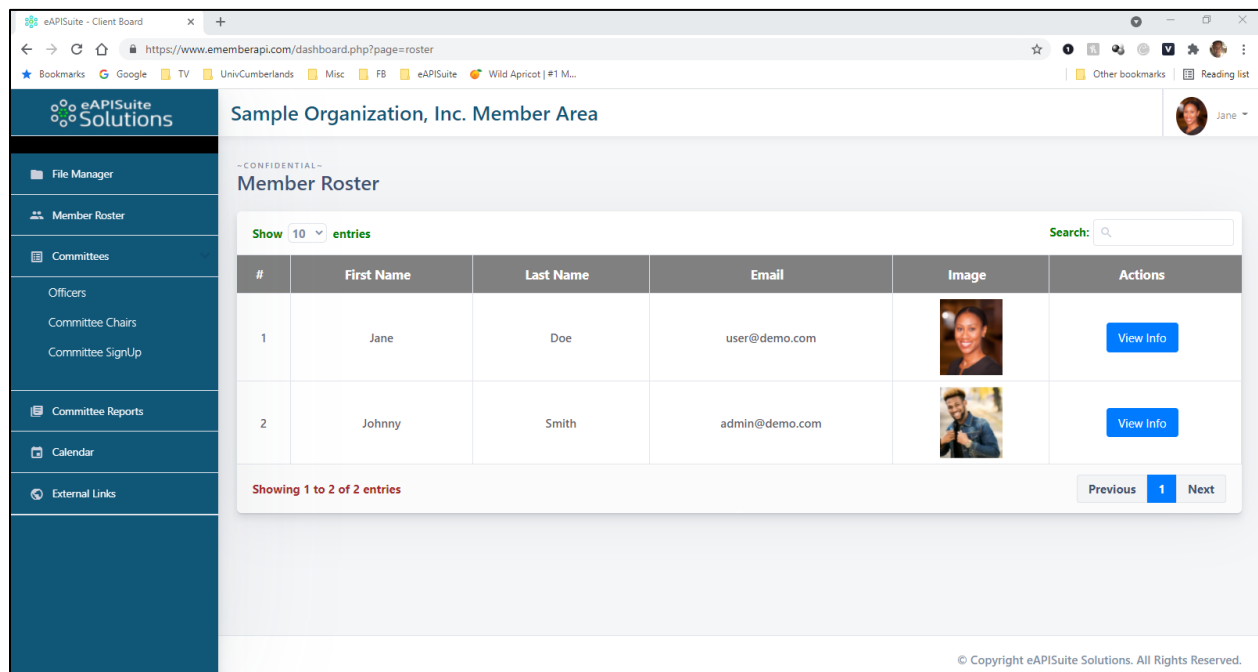
Showing 1 to 2 of 2 entries

Previous 1 Next

## 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

A screenshot of the Member Roster detail view for Jane Doe. The page is titled "Member Roster" and includes a "Done" button. On the left is a large profile picture of Jane Doe. On the right is a form with the following fields: First Name (Jane), Last Name (Doe), MI, Email (user@demo.com), Cell Phone, Home Phone, Work Phone, Preferred Contact Method, Address, City, and State.

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.

Sample Organization, Inc. Member Area

Member Roster

First Name: Jane

Last Name: Doe

MI:

Email: user@demo.com

Cell Phone:

Home Phone:

Work Phone:

Preferred Contact Method:

Address:

City:

State:

Zip:

Initiation Chapter:

Initiation Year:

Birth Month:

Birth Day:

Delta Dear: No

Edit

- b. The screen should now open in “EDIT VIEW”. All data fields (except Email) can be updated by you.

Sample Organization, Inc. Member Area

Member Roster

First Name: Jane

Last Name: Doe

MI:

Email: user@demo.com

Cell Phone: (i.e. 999-999-9999)

Home Phone: (i.e. 999-999-9999)

Work Phone: (i.e. 999-999-9999)

Preferred Contact Method: (i.e. cell, text, work)

Address:

City:

State:

Zip:

Initiation Chapter:

Initiation Year: (4-digit)

Birth Month: (i.e. January, July)

Birth Day: (i.e. 01, 15, 30)

Delta Dear: No

Edit

- 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.

Sample Organization, Inc. Member Area

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Officers List

Show 10 entries

Search:

| Rank | Position                | Member         | Action                    |
|------|-------------------------|----------------|---------------------------|
| 1    | President               | Heights, Sarah | <a href="#">View Info</a> |
| 2    | Vice President          | Kates, Katie   | <a href="#">View Info</a> |
| 3    | Recording Secretary     | Smith, Johnny  | <a href="#">View Info</a> |
| 4    | Corresponding Secretary | Doe, Jane      | <a href="#">View Info</a> |
| 5    | Treasurer               | Martin, David  | <a href="#">View Info</a> |
| 6    | Financial Secretary     | Wills, Nathan  | <a href="#">View Info</a> |

Showing 1 to 6 of 6 entries

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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.

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Member Roster

Done

First Name: Jane

Last Name: Doe

MI:

Email: [user@demo.com](mailto:user@demo.com)

Cell Phone:

Home Phone:

Work Phone:

Preferred Contact Method:

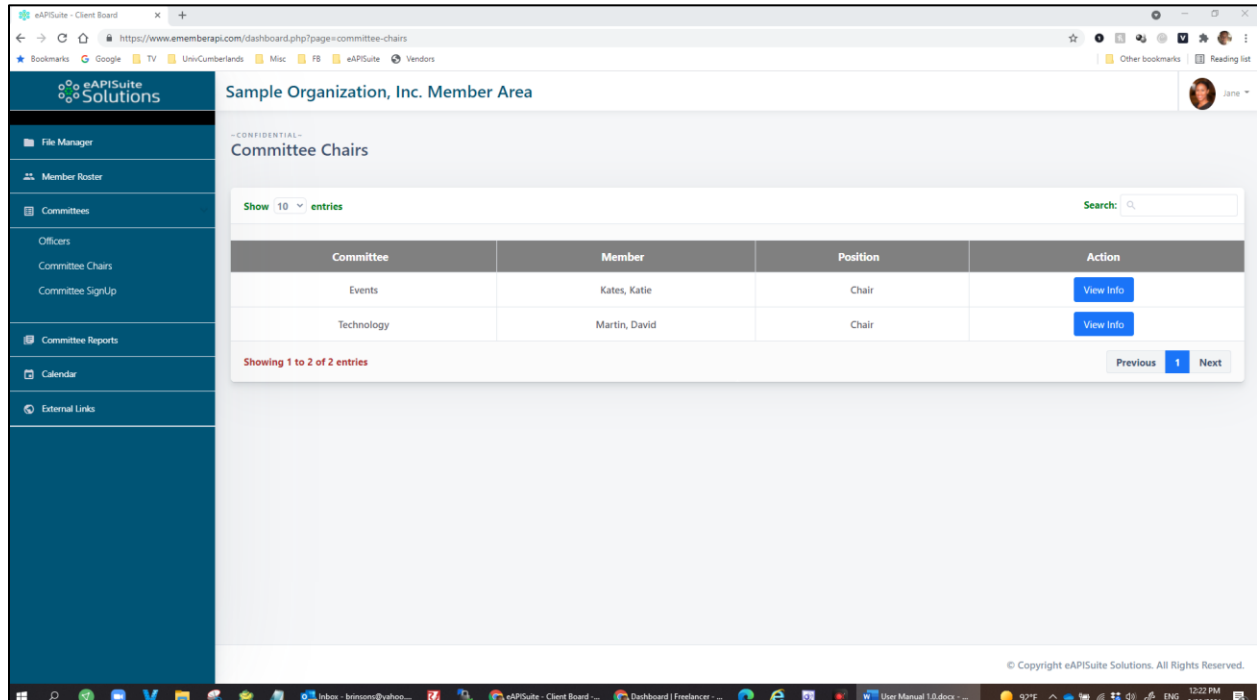
Address:

City:

State:

# 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.

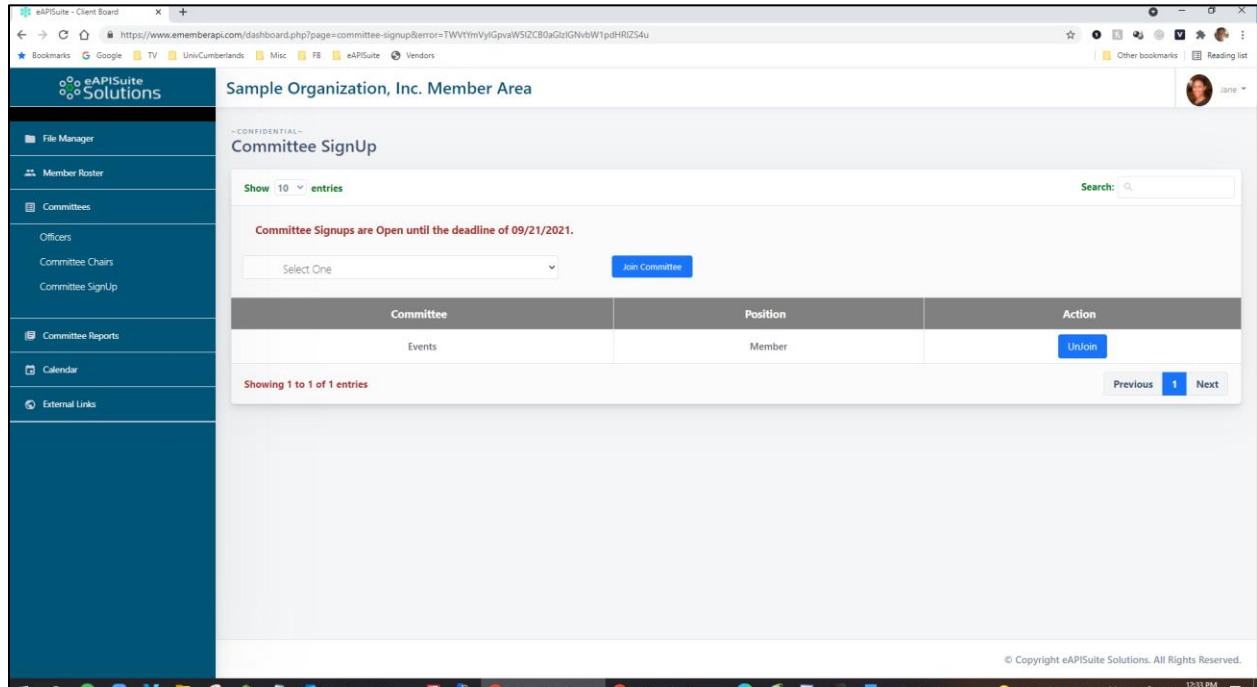
The screenshot shows the "Member Roster" form. On the left is a profile picture of a woman. To the right is a form with the following fields:

- First Name: Jane
- Last Name: Doe
- MI:
- Email: [user@demo.com](mailto:user@demo.com)
- Cell Phone:
- Home Phone:
- Work Phone:
- Preferred Contact Method:
- Address:
- City:
- State:

A "Done" button is located at the top right of the form.

# 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

This screenshot shows a close-up of the committee selection dropdown menu. The word 'Membership' is displayed in the dropdown box, and a blue 'Join Committee' button is visible to its right.

- 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

| Committee | Position | Action |
|-----------|----------|--------|
| Events    | Member   | UnJoin |

Showing 1 to 1 of 1 entries

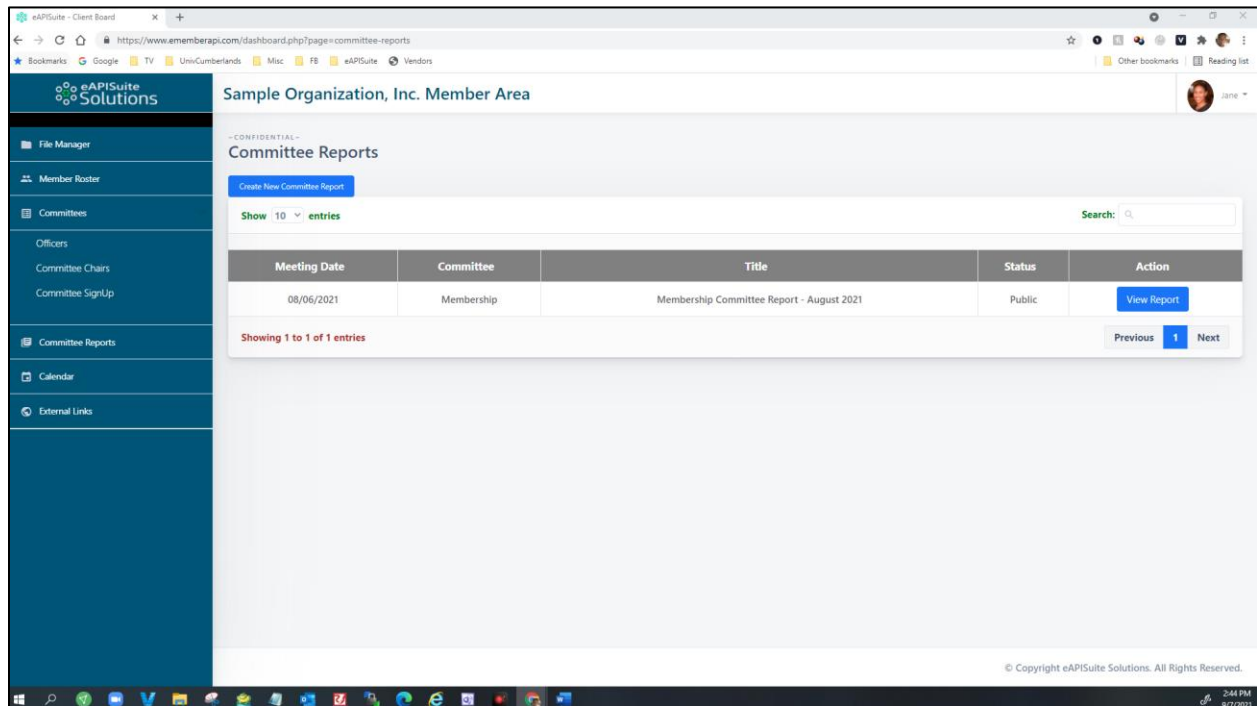
Previous 1 Next

- 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.

The 'View Report' form displays the following information:

- Author: Smith, Johnny
- Committee: Membership
- Report Date: 08/06/2021
- Report Title: Membership Committee Report - August 2021
- Report Description: Sample Report Description
- Motions: No motions to present
- Next Meeting Date: 09/06/2021
- Audience: Public

A 'Done' button is located at the bottom of the form.

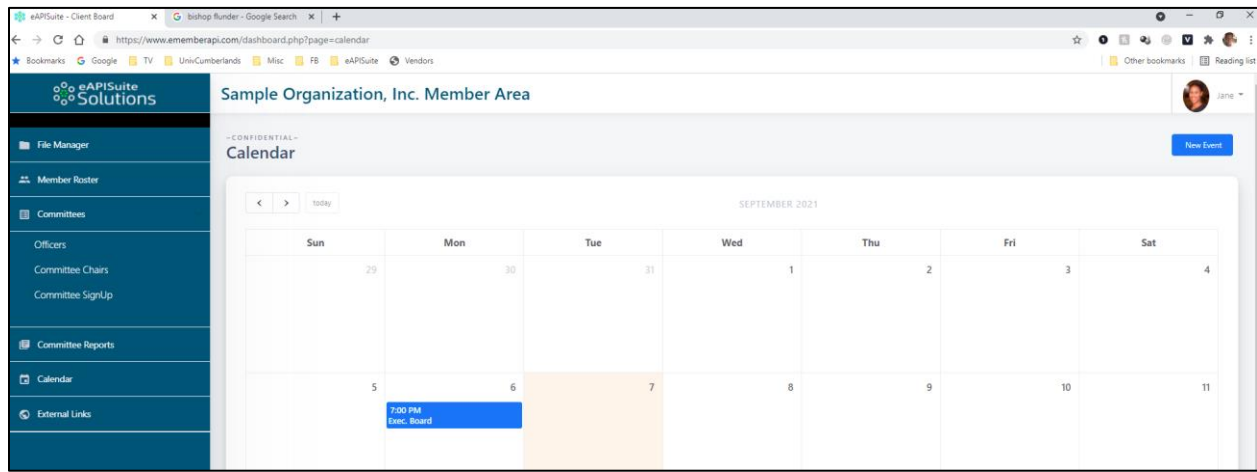
- a. Click "Done" to return to previous screen

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)

The screenshot displays the 'Sample Organization, Inc. Member Area' for 'Committee Reports'. A sidebar on the left contains navigation links: File Manager, Member Roster, Committees, Officers, Committee Chairs, Committee Sign-Up, Committee Reports (highlighted), Calendar, and External Links. The main content area is titled 'Committee Reports' and features a 'Cancel' button. Below this is the 'New Report' form with the following fields: Committee (dropdown menu set to 'Technology'), Report Date (calendar icon, set to 08/06/2021), Report Title (text field with 'Technology Committee Report - August 2021'), Report Description (text area with 'This is a sample report'), Motions (text area with 'No motions to present'), Next Meeting Date (calendar icon, set to 08/06/2021), and Audience (dropdown menu set to 'Private'). A 'Save Report' button is located at the bottom right of the form. The footer of the page reads '© Copyright eAPISuite Solutions. All Rights Reserved.' and the system clock shows 3:12 PM on 8/6/2021.

- 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

The screenshot shows the "Add Event" form in the eAPISuite calendar interface. The form is titled "Add Event" and includes the following fields:

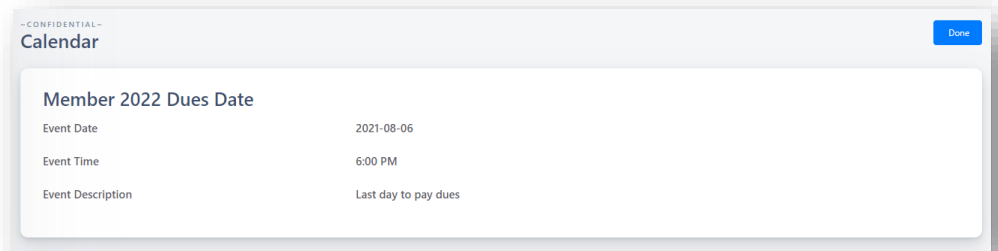
- Event Title\* (Text input field)
- Event Date\* (Date input field with a calendar icon)
- Event Time\* (Time input field with a clock icon)
- Event Description\* (Text area)

A "Save" button is located at the bottom right of the form.

- 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

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External Links

Show 10 entries

Search:

| Title               | Action                   |
|---------------------|--------------------------|
| Dropbox.com         | <a href="#">Open Url</a> |
| Jotform Users Guide | <a href="#">Open Url</a> |

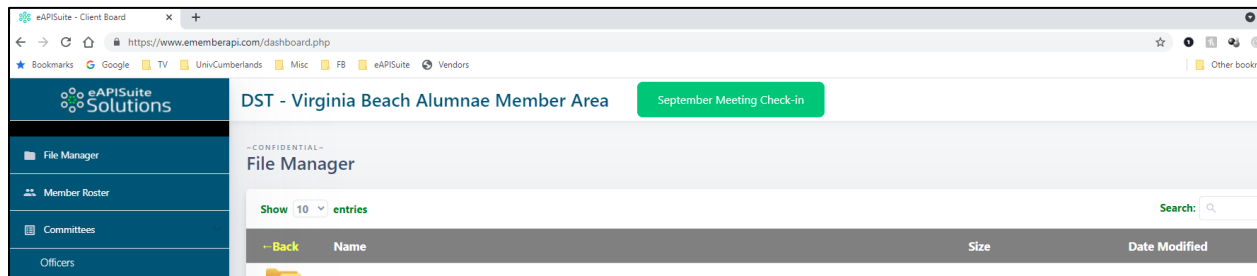
Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

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..

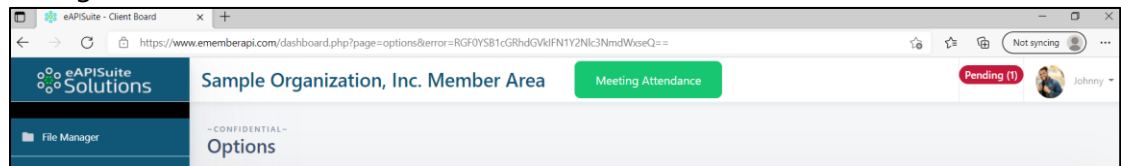
1. Open Url – This option will open the Url website of the selected row in a new tab

# 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.

