

# Members Guide

This is a guide to the South Coaster web site for Members.

## Access Permissions on the Site

- Anyone (without membership) can see:
  - Calendar and event details
  - Contact Us form (which emails membership@scbmwrc.com)
  - Board Directory
  - Membership (to purchase new memberships)
  - The Newsletter Forum (only)
- Members have additional access to
  - Forums (all)
  - Member Directory
  - Ride Lists
  - Photo Gallery

## Navigating the Site

The screenshot shows the website's navigation menu at the top: Home, Forums, Calendar, Contact Us, and Members. A red arrow points to the 'Members' dropdown menu with the label 'The MENU'. Below the menu is a banner for the 'South Coast BMW Riders Club' with a 'Click to Join Now!' button. A red arrow points to this button with the label 'SEARCH Forums and Calendar Events'. Below the banner is a 'Member Login' section with a user profile for 'Rick C as Member (Test)' and a 'Log Out' link. A red arrow points to the 'Log Out' link with the label 'Recent Forum TOPICS'. Below the login section is a 'Search Forums & Posts' box with a search input field and a 'Search' button. A red arrow points to this search box with the label 'Recent Forum REPLIES are further down, followed by "Upcoming Calendar EVENTS"'. Below the search box is a 'Recent Topics' section listing various club events and news items. A red arrow points to this section with the label 'Recent Forum REPLIES are further down, followed by "Upcoming Calendar EVENTS"'. On the left side of the page, there is a section for 'Webmaster posts' with a red arrow pointing to it and the label 'This section is for Webmaster posts'. The 'Webmaster posts' section includes a welcome message, information about the club's history, and a 'New Menu: Member Profile' announcement dated Mar 2, 2016.

## Forums, Topics, Replies and Events

- FORUMS make up the bulletin board for the club.
  - FORUMS contain TOPICS.

- TOPICS contain REPLIES.
- Any member can create a new TOPIC, and any member can create a REPLY.
- The Forum is NOT automatically linked to the Calendar.
- EVENTS are on the CALENDAR
  - The Calendar is separate from the FORUM. They are not linked.
  - Only Board Members can create a Calendar Event.

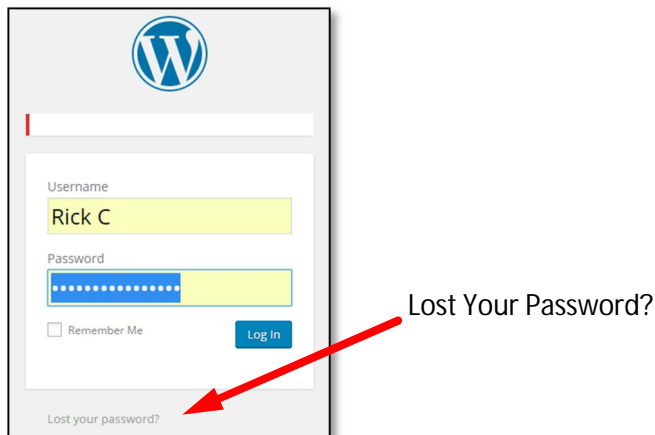
## Tips and Tricks

- Hover your mouse over "Recent Replies" to see a short preview.
- Change the Calendar View to "View As List" in the top, right corner.
- Edit your profile in "Member Profile", under the MEMBERS menu.
- Go to the SC site from your smartphone. It looks cool.

## Lost Password

Here's what to do when you lose your password:

- You try to log in but your password doesn't work.
- You click the "Lost Your Password?" link below the login area.



- You enter either your username or email address.
- You get an email. (If you don't get an email, check your spam folder.)
- You click the link in the email after "To reset your password, visit the following address".
- It takes you to a special page where you enter a new password.
- If you get locked out after too many bad attempts, try again in one hour.

## Ride List

You can sign up for rides and get on a ride list.

- Go to the Members menu and select "**Ride List Signup**". (Only logged-in members can see the page.)
- Enter your info and click "**Sign Up**". This is a one-time thing.

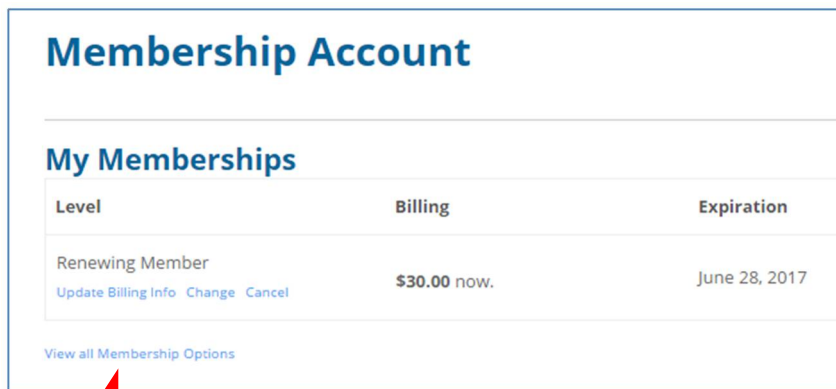
- You will receive an email with a Private Link.  
You can use that link whenever you want to update your ride selections, or simply log in on the "Ride List" page (where passwords were removed for convenience.)
- To see who is going on a ride, go to the Members menu and select "**Ride List**".
- Board Members can export the list to Excel.

## Gallery Photos

- There are galleries of photos from South Coaster rides.
- Click the MEMBERS menu, then GALLERY ALBUM.
- Send your favorite photos to the Club Photographer at [PHOTOS@SCBMWRC.COM](mailto:PHOTOS@SCBMWRC.COM)
- Please send only the best of the best as there is only so much space on our web site.

## Membership Renewals

There are no recurring memberships. When your annual membership is due to expire you will receive a reminder email. To renew, after you log in, click the Members menu, then Memberships.



If you need to change the type of membership, like from a new member with name tag to "Renewing Member", click "View all Membership Options" at the bottom.

**When renewing for a Significant Other, that can only be done from the SO's login. Don't renew for 2 members from the same login. Everyone has their own account.**