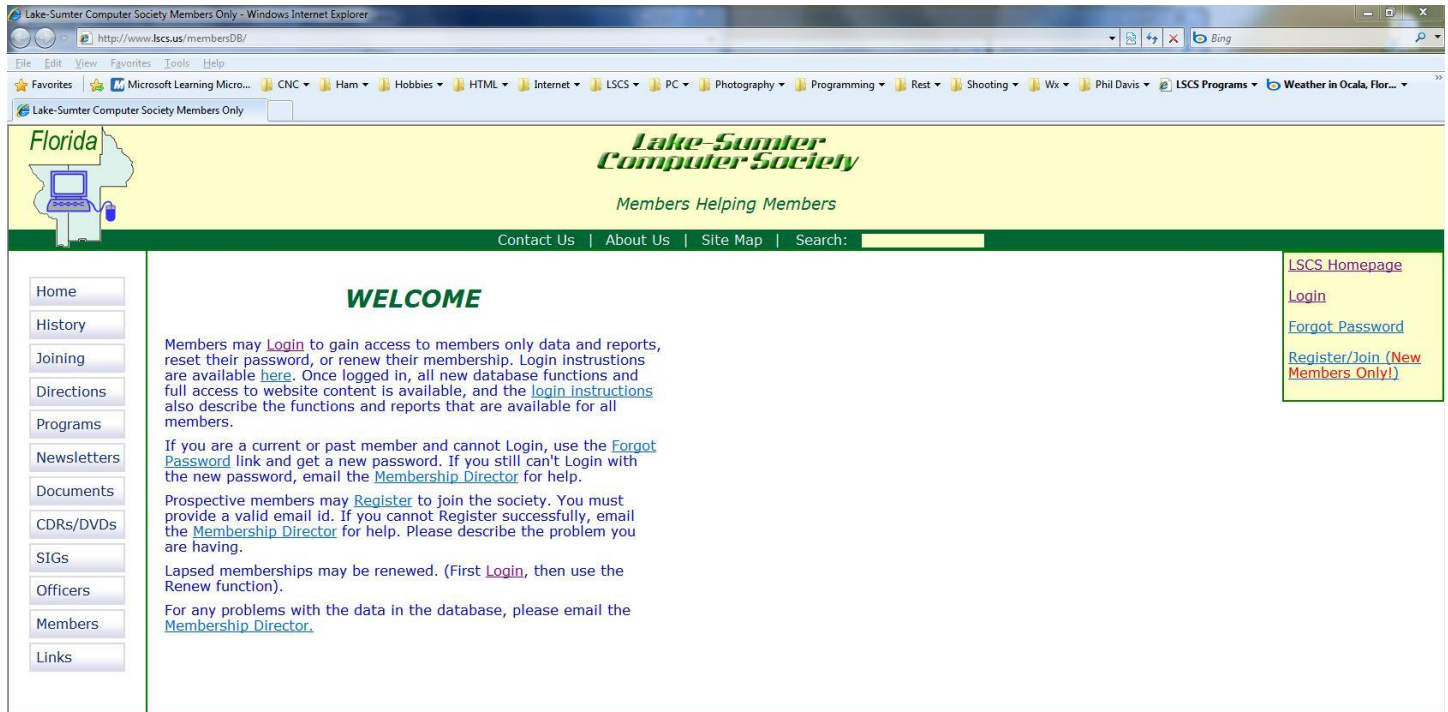To: Members of LSCS
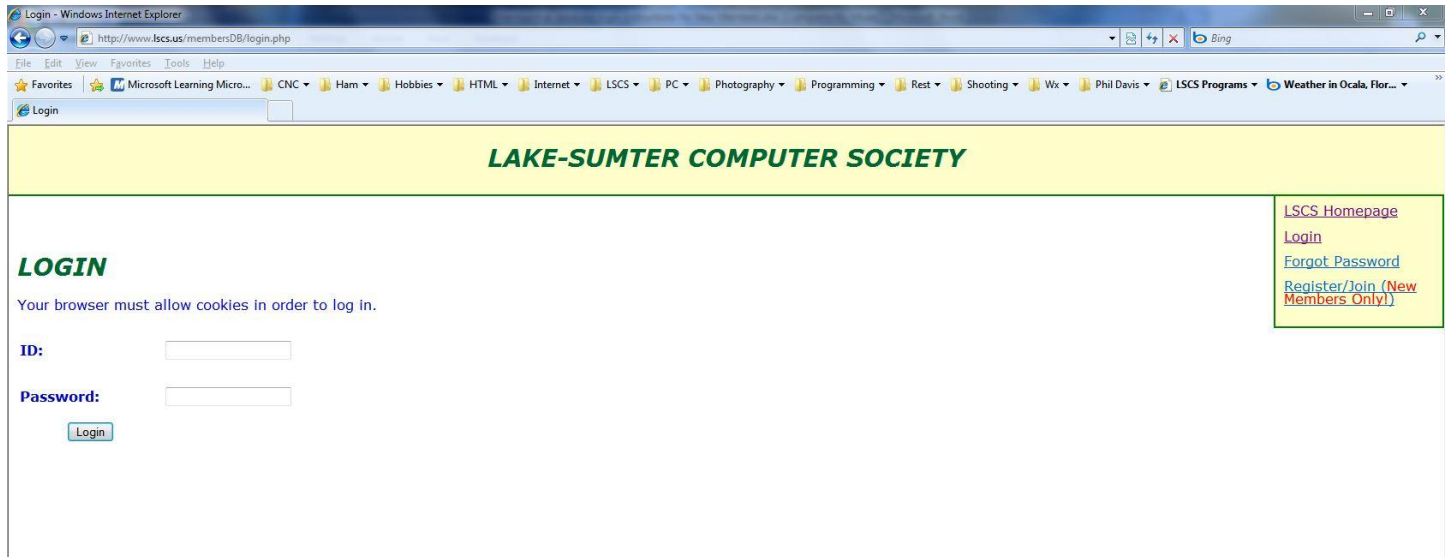
Re: How to login to the website and change your ID and Password

You can go directly to the login page using this link: http://www.lscs.us/membersDB/login.php.

You also can login by going to the main web page at http://www.lscs.us, and clicking the Members link on the left. You are taken to the Members section of the LSCS website, and will see a screen that looks like this:
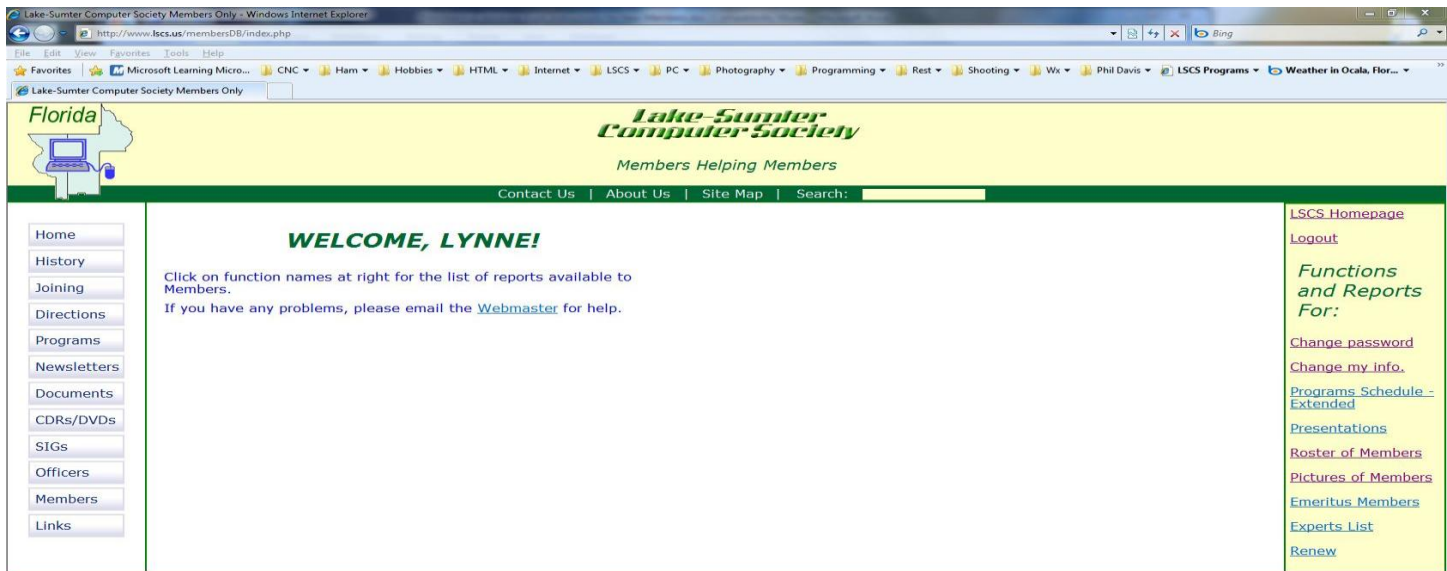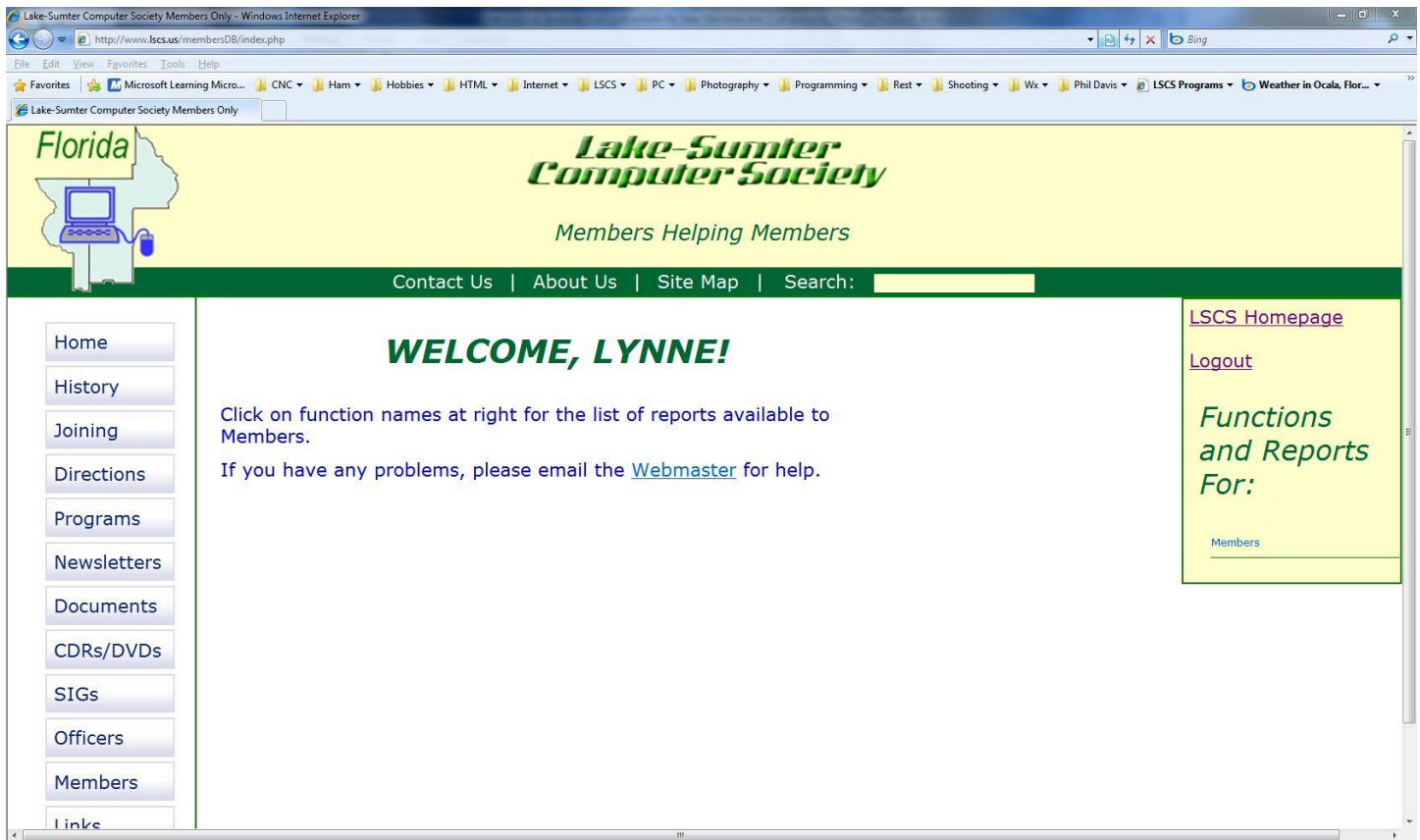
On the right is a small menu, yellow colored with a green border. This is the Members initial welcome screen and menu. If you click on the link named Login, you are taken to this screen:

Your ID and Password are what you used when you first registered to join the Society or what was provided to you by the Membership Director.   If you got your Password from the Membership Director, for security reasons you should immediately change at least your Password.

Type your ID and Password into the login screen and click the Login button. You are then taken to the Members logged in screen, which varies in the content of the right hand menu, depending on your role within the Society. A regular Member's screen looks like the following. Hover over the BLUE Members choice to show all reports and utilities that are available (if you use an older browser, you may just get the list all at once, shown below the first screenshot.)

Florida

Lake-Sumter Computer Society

Members Helping Members

Contact Us | About Us | Site Map | Search:

LSCS Homepage

Logout

Home
History
Joining
Directions
Programs
Newsletters
Documents
CDRs/DVDs
SIGs
Officers
Members
Links

WELCOME, LYNNE!

Click on function names at right for the list of reports available to Members.

If you have any problems, please email the Webmaster for help.

Functions and Reports For:

Members

Florida

Lake-Sumter Computer Society

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Contact Us | About Us | Site Map | Search:

LSCS Homepage

Logout

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WELCOME, LYNNE!

Click on function names at right for the list of reports available to Members.

If you have any problems, please email the Webmaster for help.

Functions and Reports For:

Change password
Change my info.
Programs Schedule - Extended
Presentations
Roster of Members
Pictures of Members
Emeritus Members
Experts List
Renew

If the Membership Director registered for you, the first menu choice you should use is Change Password, and change the temporary one to one you can remember. You should then choose the Change My info. link, and change your temporary ID to one you prefer (if someone else hasn't chosen it first,) correct any information on the form, and choose answers for the nine multiple choice questions at the bottom of the form, and then click the Change my Information button at the bottom to make these changes to the database. The next six menu choices are reports you can display, described below:

Programs Schedule, Extended Report

This report is quite handy to prepare a list of program titles, dates and speakers, and is available in Standard View, which looks like the Programs Button page on the web site, and in Condensed View. You must specify the starting and ending dates for the materials that are to be included. Experiment with this report.

Presentations (Handouts)

This is an easy way to get to handouts for our presentations, since it will take you directly to the list of handouts, available for viewing, downloading and printing. Note that by clicking on the label at the top of each column you may immediately sort this report on the entries in that column or field.

Roster of Members

The next button takes you to the membership roster online report. This also is a fairly obvious report. Note that you may sort by the data in any of the columns or fields. A word of advise here to our members from more distant places like, The Villages, Clermont, etc. Sort this by zip code to see if possibly there is someone near you who might wish to carpool to the meetings with you. Their phone numbers and emails are readily available.

Pictures of Members

Current Members and All Members, Awards, Groups, etc.

Emeritus Members

Members the Society has voted to be honorary members.

Experts List

This is our Member Helping Member Directory. The information in this report was compiled about two years ago and shows members willing to assist other members with the indicated software programs.

Renew

The final button available to all members is the Renew button.

Additional Choices

Additional Menu categories and choices are available to the ExComm and individual Officers and Directors.

Additional Help

If you can Login, but none of the menu choices on the right seem to work, you may not have allowed cookies to be set in your browser options. If this is the case, please set your browser to allow any cookies from lscs.us. The cookie that is used contains only a long identifier, and

doesn't contain your id and password. The cookie is deleted when you Logout or close your browser window.

Other Information

The Register choice on the opening page of the Members' section is for new members use in joining the Society. If an existing member uses it, they will create a duplicate record for themselves in the database. (This new record will not allow logging in to the database unless you pay your dues a second time. If that is your intent, feel free to use the function :). Some members have used the Register choice, and have duplicate records. These have been merged with the original record. Any more created after these instructions will simply be deleted by the Membership Director. We want you to update your original record, which contains other information, for instance when you first joined the Society, or your Emeritus or LSCC status. This and other information will not be in the new record the Register function creates.

The question on the Change my Info. form about using a credit card is a survey question that the Excomm will use to determine if a majority of members would use a credit card to renew. If it is decided to implement this option, it will be available in time to renew for next year. Even if implemented, you would not have to use a credit card, you could still write a check.

If there are any problems with logging in, please contact the Membership Director at this email address:

Membership1@lscs.us?subject=Problems_with_membership_database.