



User Registration

User Guide

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1. What is the Purpose of This Facility?

This facility enables the user to become a Registered User of the Dysert O'Dea Clan Association Web site.

There are two situations where the *User Registration* page will be presented:

1. When the user selects “**Register now!**” from the User Menu.
2. When the user selects “**Not registered? Click here.**” from the *User Login-Lost Password* page.

1.1. Key Points

A summary of the key points covered in this document is shown in Table 1.

Item	Reference
1. Terms used in this document.	Section 2.1 on page 5.
2. An outline of the functions available.	Section 3 on page 6.
3. Mandatory data items.	Section 3.1 on page 6.
4. Optional data items.	Section 3.2 on page 7.
5. The difference between User Registration and Membership.	Section 5.6 on page 11.
6. How to access the User Registration Page.	Section 6.1 on page 12.
7. How to enter your details on the User Registration Page.	Section 6.4 on page 14.
8. Where to go for help and where to find additional information.	Section 7 on page 16.

Table 1: Things You Need to Know



2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

2.1. Terms

Term	Definition
Anonymous User	A Web site user who is just visiting, i.e. a Guest.
Dysert O'Dea Clan Association Member	A user who has applied for membership of the Clan and has paid the appropriate membership fee.
Help Desk	The Help Desk provides the users with a central point for help on various issues in using the Web site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web site administrators to manage the issues through to resolution.
Registered User	A user who has registered with the Dysert O'Dea Clan Association Web site by providing basic information including a userid and a valid e-mail address. There is no fee required.

Table 2: Definition of Terms



3. What Functions are Available?

This section provides an outline of the functions available on the User Registration Page.

There are two functions available within this facility:

- Submit user registration details.
- Cancel the registration request.

3.1. *Mandatory Data Items*

The following information must be entered to complete the registration:

1. Username (Logon ID).
2. User's E-Mail Address.
3. User's Time Zone.
4. Password.
5. Verify Password.

You will also need to review the terms outlined in the **Disclaimer** and then click on the button marked "I agree to the above" to indicate agreement.

3.1.1. Username (Logon ID)

This is the name you will use when you logon on the Web Site.

The system will check the username (name already in use, minimum length, maximum length, etc.) and will display an error message if the name is not acceptable.

After the registration process has been completed, you can change your Username (Logon ID) at any time by updating your Web Site account using the **Edit Account** facility.

3.1.2. User's E-Mail Address

It is important to enter your **E-Mail Address** correctly because this address will be used for important communications with you, including completing the registration process and lost password situations.

The system will check to ensure that the format of the address is valid, i.e. name@mail.address and will display an error message if the address is not acceptable.

After the registration process has been completed, you cannot change your E-Mail Address directly as this address is used by the administrators as the primary means of communication with you. If you need to change your e-mail address, please contact the administrators using the **Change of E-mail Address** form provided as part of the **Contact Us** facility.



3.1.3. User's Time Zone

It is important to select the correct **Time Zone** for your location because this will be used to calculate the date and time stamp assigned to any item you create on the Web Site (such as a Forum Post, a Notice Board article or a Photo).

When a user in another time zone views an item on the Web Site, the date and time stamp assigned to that item will be shown relative to the originator's time zone. For example, if your actual time zone is GMT+10 and you have set your **Time Zone** correctly as GMT+10 and you create a Forum Post at 1600, the item will be presented to you with a time of 1600. When that item is viewed by a user in London (i.e. GMT 0), the item will be presented to that user with a time of 0600 which is the time in London at which you created the Post.

If you do not select your Time Zone correctly, the date and time stamps for any items you create will be incorrect. For example, if your actual time zone is GMT+10 but you have set your **Time Zone** as GMT+11 and you create a Forum Post at 1600, the item will be stored as if it had been created at 1500.

After the registration process has been completed, you can change your Time Zone at any time by updating your Web Site account using the **Edit Account** facility.

3.1.4. Password

This is the password you will use when you logon on the Web Site.

The system will check the password (minimum length, maximum length, etc.) and will display an error message if the password is not acceptable.

After the registration process has been completed, you can change your Password at any time by updating your Web Site account using the **Edit Account** facility.

3.2. *Optional Data Items*

The following information is optional:

1. User's Website Address.
2. Allow other users to view your E-Mail address.
3. Receive occasional E-Mail notices from administrators and moderators?

3.2.1. User's Website Address

This is the address of your personal Web site or a favourite Web site.

3.2.2. Allow other users to view your E-Mail address

This option enables you to choose whether other Web Site users will be able to view your E-Mail Address.



3.2.3. Receive occasional E-Mail notices from administrators and moderators?

If this option is selected, you will be able to receive e-mails from the administrators when they need to get in touch with all users or a particular group of users.

3.3. Processing Your Registration

The e-mail address you enter on this page will be checked to ensure that the format is valid, i.e. name@mail.address. Please ensure that you have entered your e-mail address correctly because this address will be used for important communications with you, including completing the registration process and lost password situations.

Once the user registration form has been submitted, your account will need to be activated by the Web Site Administrator. The system will send the account details to the Administrator by e-mail. This allows the Administrator to review your registration request and, if necessary, seek additional information from you (by e-mail) about your philatelic interests. You will be notified by e-mail once your account has been activated.



4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the User Registration Page.

The users who need to use this facility are Anonymous Users who wish to become Registered Users.

5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the User Registration Page.

This facility is needed when an Anonymous User wishes to become a Registered User.

5.1. Why is user registration needed?

User registration allows the Dysert O'Dea Clan Association to know who the users are so that the Clan can provide appropriate access to information and facilities on this Web Site.

5.2. What if I choose not to register?

If you choose not to become a **Registered User**, you can still access some parts of the Web Site as an **Anonymous User**.

5.3. What facilities are available to Registered Users?

A Registered User is a user who has registered with the Clan Association Web Site by choosing a Username (Logon ID) and providing a valid e-mail address. Registered Users can view most information on the Web Site and they can create or update information in selected areas.

Registered Users have access to the complete range of Web Site facilities, except for some facilities which are available to financial members of the Clan only.



The Web Site facilities available to Registered Users include:

1. Home Page.
2. Event Calendar (future release)
3. Membership Application/Renewal Form.
4. Request for Memorial Plaque.
5. Office Bearers.
6. Forums.
7. Clan Newsletters (older editions only) (future release)
8. Genealogy Queries.
9. Griffith's Valuation.
10. Notice Board (future release)
11. Photo Gallery (future release)
12. Site Map (future release)
13. Contact Us.
14. Links to Other Web Sites.
15. Advertisements.
16. FAQ (future release)
17. Help Desk.

5.4. What facilities are available to Anonymous Users?

An Anonymous User is a Web Site user who is just visiting, i.e. a Guest. Generally speaking, Anonymous Users can view selected information on the Web Site but they cannot create or update information.

Anonymous Users have access to a sub-set of Web Site facilities, including:

1. Home Page.
2. Event Calendar (future release)
3. Membership Application/Renewal Form.
4. Request for Memorial Plaque.
5. Office Bearers.
6. Forums.
7. Clan Newsletters (older editions only) (future release)
8. Genealogy Queries.
9. Griffith's Valuation.
10. Notice Board (future release)
11. Photo Gallery (future release)
12. Site Map (future release)
13. Contact Us.
14. Links to Other Web Sites.
15. Advertisements.
16. FAQ (future release)

NOTE: Access rights within a particular facility are often limited to read-only access.



5.5. What facilities are available to Dysert O'Dea Clan Association Members?

Clan Association Members have access to the complete range of Web Site facilities (except for administrator functions reserved for the Secretary, the Editor, etc.).

The Web Site facilities available to Members include:

1. Home Page.
2. Event Calendar (future release)
3. Membership Application/Renewal Form.
4. Request for Memorial Plaque.
5. Office Bearers.
6. Forums.
7. Clan Newsletters (future release)
8. Genealogy Queries.
9. Griffith's Valuation.
10. Notice Board (future release)
11. Photo Gallery (future release)
12. Site Map (future release)
13. Contact Us.
14. Links to Other Web Sites.
15. Advertisements (including the ability to submit Advertisements).
16. FAQ (future release)
17. Help Desk.

5.6. What is the difference between User Registration and Membership?

User Registration means that that you are a registered user of this Web Site. There is no fee required. Registered Users have access to a wide range of Web Site facilities but not all of the facilities available to Members.

Membership means that you have been accepted as a Member of the Dysert O'Dea Clan Association. This is achieved by submitting an application form, paying the appropriate membership fee and having your membership application accepted. Members have full access to all Web Site facilities.



6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the User Registration Page.

6.1. Accessing the User Registration Page

There are two situations where the *User Registration* page will be presented:

1. When the user selects “**Register now!**” from the User Menu.
2. When the user selects “**Not registered? Click here.**” from the *User Login-Lost Password* page.

6.2. Register now!

The diagram in Figure 1 shows where to find the **Register now!** menu item on the Home Page.



Figure 1: Register now! Menu Item on the Home Page



6.3. User Login-Lost Password

The diagram in Figure 2 shows the User Login-Lost Password Page. This page will be displayed if an anonymous user tries to access a restricted area of the Web site or if the user selects the **Lost Password?** menu item.

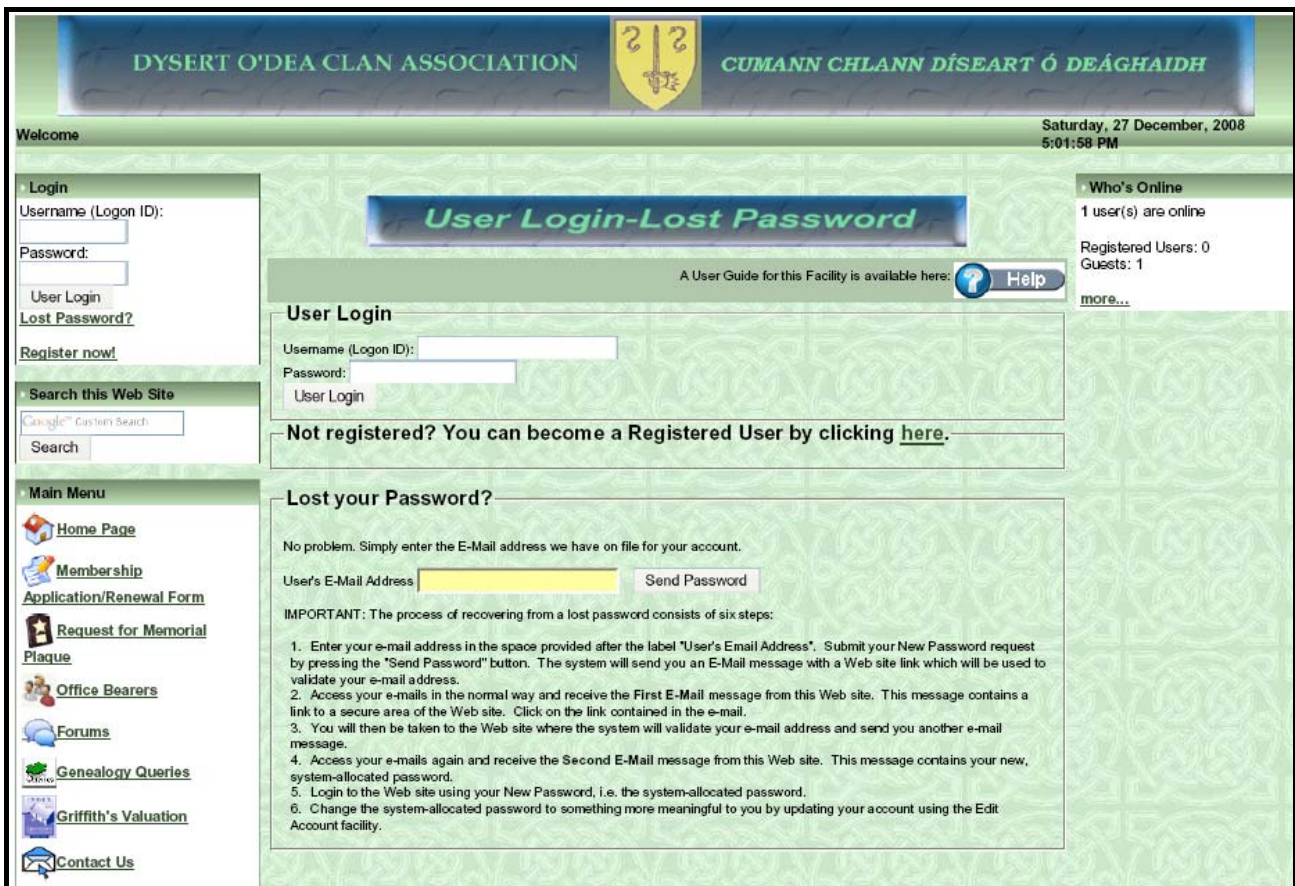


Figure 2: User Login-Lost Password Page



6.4. User Registration Page

The diagram in Figure 3 shows the User Registration Page.

The screenshot shows the 'User Registration' page for the Dysert O'Dea Clan Association. The page has a green and blue color scheme. At the top, there is a banner with the association's name in English and Irish. Below the banner, there is a 'Welcome' message and the date 'Saturday, 27 December, 2008 4:57:09 PM'. The main content area is divided into several sections. On the left, there is a 'Login' section with fields for 'Username (Logon ID):' and 'Password:', and links for 'User Login', 'Lost Password?', and 'Register now!'. Below this is a 'Search this Web Site' section with a search box and a 'Search' button. Further down is a 'Main Menu' section with links to 'Home Page', 'Membership', 'Application/Renewal Form', 'Request for Memorial Plaque', 'Office Bearers', 'Forums', 'Genealogy Queries', 'Griffith's Valuation', 'Contact Us', and 'Links to Other Web Sites'. In the center, there is a large 'User Registration' form. The form has a title 'User Registration' and a subtitle 'A User Guide for this Facility is available here: ? Help'. The form contains several fields: 'Username (Logon ID) *' (required), 'User's E-Mail Address *' (required), 'User's Website Address' (optional), 'User's Time Zone *' (required), 'Password *' (required), and 'Verify Password *' (required). There is also a checkbox for 'Allow other users to view your E-Mail address' and a checkbox for 'Receive occasional E-Mail notices from administrators and moderators?'. Below the password fields, there is a 'Disclaimer' section with a text box and a checkbox for 'I agree to the above *'. On the right side of the page, there is a 'Who's Online' section showing '1 user(s) are online', 'Registered Users: 0', and 'Guests: 1'. There is also a 'more...' link.

Figure 3: User Registration Page

To complete this page you should:

1. Choose a login name and enter this in the **Username (Logon ID)** field.
2. Enter your e-mail address in the **User's E-Mail Address** field.
3. Decide if you wish to **allow other users to view my email address**.
4. If you have a personal Web site or a favourite Web site, you may enter the Web site address in the **User's Website Address** field.
5. Select the **User's Time Zone**.
6. Choose a password and enter this in the **Password** field.
7. Re-enter your password in the **Verify Password** field.
8. Decide if you wish to **receive occasional email notices from administrators and moderators**.
9. Review the **Disclaimer** message and if you agree, check the box marked **I agree to the above**.
10. Press the **Submit** button.

When the Submit button has been pressed, the system will display a confirmation page.



6.5. User Registration Confirmation Page

The diagram in Figure 4 shows the User Registration Confirmation Page.



Figure 4: User Registration Confirmation Page

You should now check that the data items shown on the screen are correct:

- Username (Logon ID)
- User's E-Mail Address
- User's Time Zone

If these items are correct, you should press the **Confirm** button to confirm that the registration request can be completed.

If they are not correct, you should press the **Cancel** button to return to the previous page in order to make the necessary corrections.



7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions, if you have questions, if you have comments or suggestions, or if you have problems using the Web site.

7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



7.5. Related Documents

A list of related User Guides is shown in Table 3.

To find out how to	Refer to this User Guide
Find information about: <ul style="list-style-type: none"> • The Clan's aims and pursuits. • News about recent activities (e.g. the latest publications of the Dysert O'Dea Clan Association Newsletter). • News about forthcoming events. • News about the latest Forum topics. • News about the latest FAQ items. • The latest advertisements. 	Home Page - User Guide.pdf
Access Dysert O'Dea Clan Association Web site facilities through the User Menu and the Main Menu.	Home Page - User Guide.pdf
Access the site-wide search facility.	Home Page - User Guide.pdf
Become a Registered User of the Dysert O'Dea Clan Association Web site.	User Registration - User Guide.pdf (this document)
Report a lost password.	User Login-Lost Password - User Guide.pdf
Login as a Registered User of the Dysert O'Dea Clan Association Web site or as a Dysert O'Dea Clan Association Member.	User Login-Lost Password - User Guide.pdf
View your Dysert O'Dea Clan Association Web site "account". Your "account" is the record that is created when you become a Registered User.	View Account - User Guide.pdf
Change information in your Dysert O'Dea Clan Association Web site "account". Your "account" is the record that is created when you become a Registered User.	Edit Account - User Guide.pdf
Add or replace an Avatar (a small image) associated with the user. Once an Avatar has been created it will be displayed as a visual identification of the user in Forum posts.	Upload Avatar - User Guide.pdf
View a summary of the notification settings you have selected from within one or more of the Dysert O'Dea Clan Association Web site facilities.	Notifications - User Guide.pdf
Add comments about an item that has been published on the Dysert O'Dea Clan Association Web site.	Post a Comment - User Guide.pdf
Reply to comments that have been made about an item that has been published on the Web site.	Reply to the Comment - User Guide.pdf
Edit comments you have previously made about an item that has been published on the Dysert O'Dea Clan Association Web site.	Edit the Comment - User Guide.pdf



To find out how to	Refer to this User Guide
Delete comments you have previously made about an item that has been published on the Dysert O'Dea Clan Association Web site.	Delete the Comment - User Guide.pdf
Use the Event Calendar Facility	Event Calendar - User Guide.pdf
Use the Forums Facility	Forums - User Guide.pdf
Use the Dysert O'Dea Clan Association Newsletters Facility	Dysert O'Dea Clan Association Newsletters - User Guide.pdf
Use the Notice Board Facility	Notice Board - User Guide.pdf
Use the Photo Gallery Facility	Photo Gallery - User Guide.pdf
Use the Site Map Facility	Site Map - User Guide.pdf
Use the Contact Us Facility	Contact Us - User Guide.pdf
Use the Links to Other Web Sites Facility	Links to Other Web Sites - User Guide.pdf
Use the Advertisements Facility	Advertisements - User Guide.pdf
Use the FAQ Facility	FAQ - User Guide.pdf
Use the User Search Facility	User Search - User Guide.pdf
Use the Membership Subscriptions Facility	Membership Subscriptions - User Guide.pdf
Use the Help Desk Facility	Help Desk - User Guide.pdf

Table 3: Related Documents