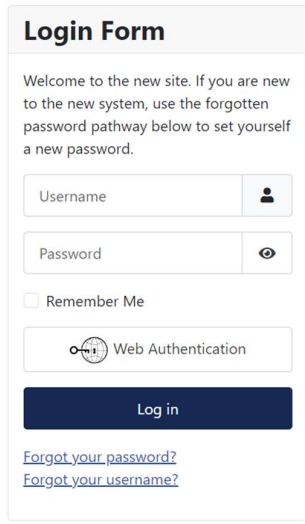

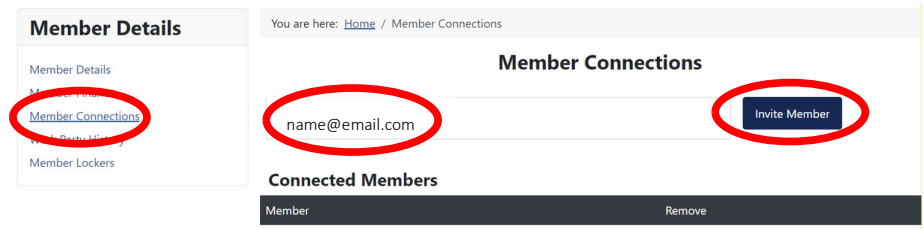


Ormond Ski Club - How to Connect with another Member

As a part of securing our member's personal details, you can no longer access details of another Club member in the database without their consent.

This document shows how to request and grant access to another member so that you can book on their behalf and vice versa.

<p>Log into the site</p> <p>If this is your first time accessing the site, you will need to set a new password.</p> <p>If you have any issues, please send an email to: general@ormondskiclub.com.au</p>	 <p>The screenshot shows a 'Login Form' with a welcome message: 'Welcome to the new site. If you are new to the new system, use the forgotten password pathway below to set yourself a new password.' There are input fields for 'Username' and 'Password', a 'Remember Me' checkbox, a 'Web Authentication' button, and a 'Log in' button. There are also links for 'Forgot your password?' and 'Forgot your username?'.</p>
<p>On the banner at the top of the page, click on Member Details</p>	 <p>The screenshot shows a dark blue navigation banner with three items: 'Ormond Ski Club', 'Bookings', and 'Member Details'. The 'Member Details' item is circled in red.</p>
<ol style="list-style-type: none">1. Click on <u>Member Connections</u>2. Type in the email address of the member you wish to connect with.3. Invite Member.	 <p>The screenshot shows the 'Member Details' page. On the left is a sidebar menu with 'Member Connections' circled in red. The main content area has a breadcrumb 'You are here: Home / Member Connections'. Below that is a 'Member Connections' form with an input field containing 'name@email.com' (circled in red) and an 'Invite Member' button (circled in red). Below the form is a 'Connected Members' section with a table containing one member and a 'Remove' button.</p>

You will see this message in a green bar confirming that an email has been sent to the Member.

If you see a red bar with an error message, that means the email address is not correct. You should check with the Member their email address.

Member Details

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Member Connections

Your invitation has been sent. Once approved you will see the member and all their connected family in your dropdowns.

Member Email

Invite Member

The member you have requested to Connect with will receive an email notifying them of your request.

They will need to log into their account and follow the same steps as above.

They Approve the connection by clicking on



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Member Connections

Member Email

Invite Member

Connection Requests

Member	Approve	Decline
Member Name		

Connected Members

Member	Remove
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They will appear as a Connected Member.

Incoming – this member can book on your behalf, including any members associated with your account such as children, spouse, buddy.

Outgoing – you can book on their behalf, including any members that are associated with their account.

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Member Connections

Member Email

Invite Member

Connected Members

Member		Remove
Member Name	Outgoing	
Member Name	Incoming	