



Neighborhood Association

Users Manual

Old Ferguson West Neighbors

Design Team 5

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Introduction

The Old Ferguson West Neighbors website has undergone extensive reconstruction to update its functionality. The site has many new features; however, great care has been taken to maintain the same overall layout, old-time look, and feel of the old website.

Some of the new features of the website are the ability to receive newsletters from Old Ferguson West via email. All of Old Ferguson West's paper forms for things like applying for a garden plot or volunteering for events can now be completed and submitted online. A store for purchasing the Old Ferguson West cookbook is available online. These are but a few of the many new functions the website can do. This manual will help guide you through the new interactive functions of the Old Ferguson West website. Old Ferguson West hopes that you enjoy the updated website.

Common icons found on the site:

-  and * indicate required fields
-  Click or scroll over for helpful instructions
-  Click on this to edit an existing record
-  Click to get a more detailed view of a record
-  Click to select a date for a field

Registration


Anyone is free to view most of the content of the Old Ferguson West site, however, in order to enjoy many of the interactive features of the site you first need to register. Let us begin with a quick walk through of the registration process.


On the top left of every page of the website is a link labeled "Register" (see example below). You must click "Register" to begin the registration process.

Step 1:

Click Register



After clicking "Register" you will be taken to a page that will require you to fill out a number of fields. Please note that a number of the fields have a  next to them. These are required fields and if you fail to enter in the requested data you will not be allowed to complete the registration process. A number of the required fields are also validated. If you enter invalid data into a validated field you will be requested to reenter the information.

A  is also available to the left of each field to provide instructions if you have any questions about what should go into a particular field. Simply scroll over the icon or click on it and the directions for how to complete the field will appear. Please see the example below for a look at the page.

Step 2:

User Registration

*Note: Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required. - (Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)

The registration form includes the following fields and annotations:

- User Name:** BSmith1 (Required field, red arrow icon)
- First Name:** Brad (Required field, red arrow icon)
- Last Name:** Smith (Required field, red arrow icon)
- Display Name:** BSmith1 (Required field, red arrow icon)
- Email Address:** (Required field, red arrow icon). Error message: "Email is required".
- Password:** (Required field, red arrow icon)
- Confirm Password:** (Required field, red arrow icon)
- Apartment #:** (Optional field, red arrow icon)
- Street:** 1224 Street (Required field, red arrow icon)
- City:** Ferguson (Required field, red arrow icon)
- State:** MO (Required field, red arrow icon)
- Zip Code:** 63135 (Required field, red arrow icon)
- Telephone:** 9787 (Required field, red arrow icon). Error message: "Invalid phone format, please try (xxx)xxx-xxxx or xxx-xxx-xx".
- Security Code:** uRoQhr (Image). Instruction: "Enter the code shown above in the box below".

Buttons: Register, Cancel

Annotations:

- "Required Fields" points to the red arrow icons on the User Name, First Name, Last Name, Display Name, Email Address, Password, and Confirm Password fields.
- "Name that will be displayed on the site" points to the Display Name field.
- "Error message if a required field is not completed before clicking 'Register'" points to the "Email is required" message.
- "Scroll over or click on this icon for additional help on how to complete a field" points to the red arrow icon on the Apartment # field.
- "Error message if an invalid data format is entered and 'Register' is clicked" points to the "Invalid phone format..." message.
- "Click to stop the registration process." points to the Cancel button.
- "Click complete registration process after all required fields have been filled out" points to the Register button.

Updating Your Profile

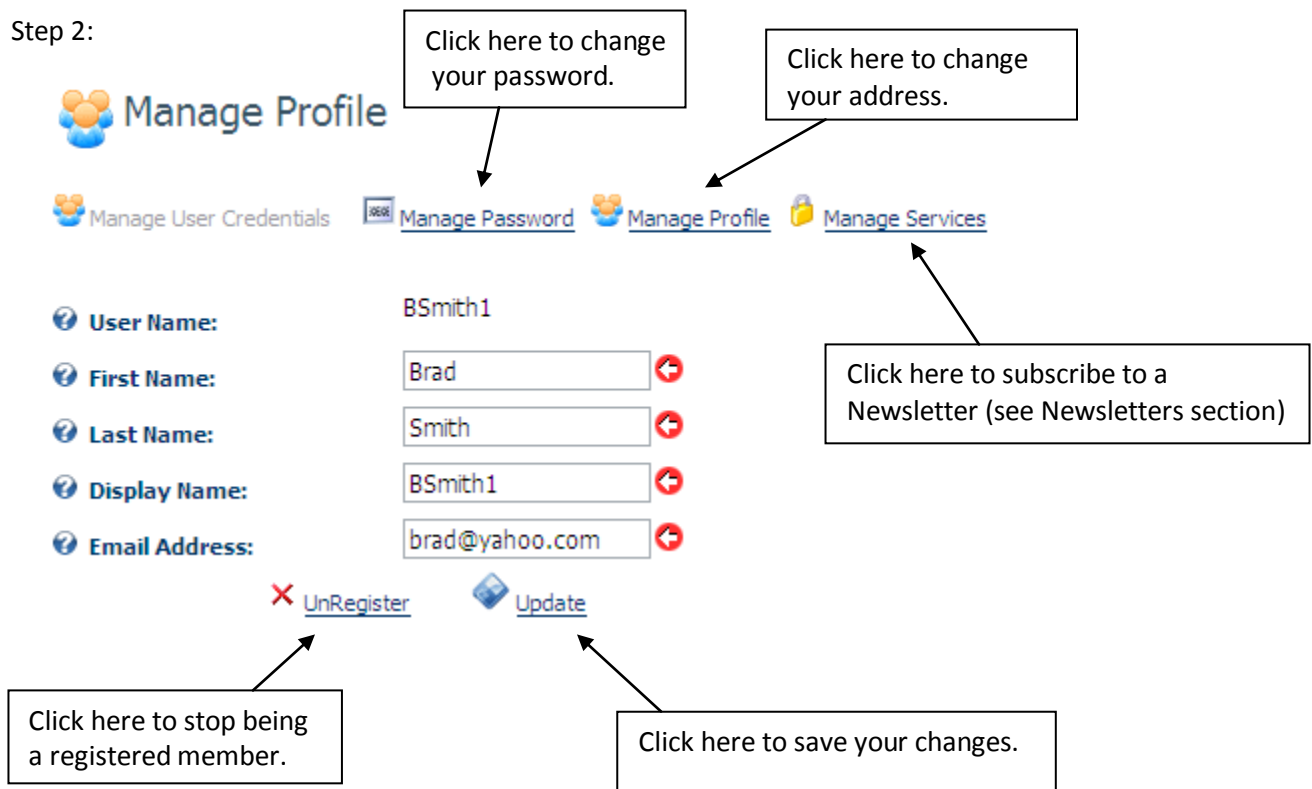
If some of your information changes or if you have incorrectly entered in some of your information when registering, you can always update your profile. While you are signed in simply click on your display name located on the top left of every page, the same place "Register" had been earlier. Once you have clicked on your display name you can change your first name, last name, display name, email address, password, street address, or click "UnRegister" to stop being a registered member. Make sure to click "Update" to save your changes. Below are some screenshots to help guide you.

Step 1:

Click your Display Name







Step 2:



Newsletters

Signing up to receive the Garden Newsletter or the OFW Newsletter is a quick and simple process. Merely click on your display name, which appears in the top left hand corner of every page of the site (see Updating You Profile for further examples). Once you have clicked on your name click on “Manage Services” and then click on the newsletter(s), which you wish to subscribe. You will then receive the selected newsletter(s) via email every time they are sent out until you unsubscribe. If you wanted to subscribe to the Garden Newsletter, you would hit “Subscribe” to the left of “Garden Newsletter.” There is also the option to become a full OFWN Member by clicking “Subscribe” next to “OFWN Member.” Please note that becoming an OFWN Member requires that you pay yearly dues of \$5. The yearly dues can be paid in the store on the site (The Store section). See the screenshot below for an example.

Manage Profile

 [Manage User Credentials](#)  [Manage Password](#)  [Manage Profile](#)  [Manage Services](#)

This section allows you to manage your subscriptions on the site. Some services may require payment. If this is the case you will be redirected to a payment site. When you return to this site, you can check back here to view your subscription.

	Name	Description	Service Fee	Trial Fee	Expiry Date
Subscribe	Garden Newsletter	A garden member is a member that is registered to receive the Garden Newsletter.	Free	Free	
Subscribe	OFWN Member	This role pays dues to belong to OFWN. Current \$5 per year.	Free	Free	
Unsubscribe	OFWN Newsletter	A subscription to receive the OFWN Newsletter via e-mail.	Free	Free	
Unsubscribe	Subscribers	A public role for portal subscriptions	Free	Free	
Unsubscribe	Volunteer	This is an auto assigned public role for event volunteers.	Free	Free	



If you have been given a special RSVP code you can subscribe to the

 **RSVP Code:** [Subscribe](#)

Click “Subscribe” to receive the newsletter(s) of your choice

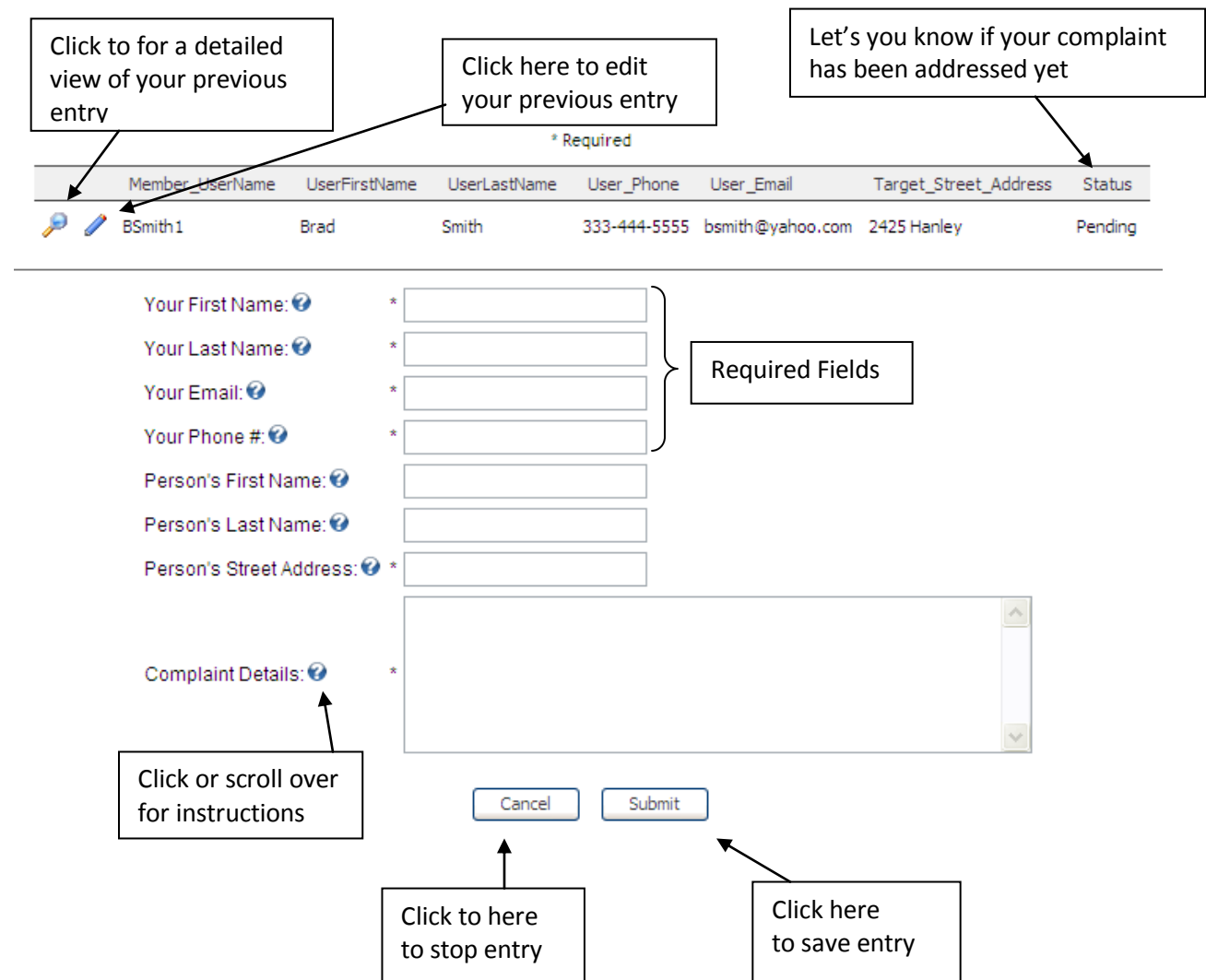
the “Subscribe” button next to the field.

Forms



Another of the new features of the renovated Old Ferguson West website is the ability to complete forms online. All of the forms can be found under “Resources” on the main menu. After completing and submitting the forms they will be sent electronically to the Old Ferguson West database for the administrators to review and forward on to the appropriate department. To change or correct any information that you have submitted, click on  to the left of the table that is located just above the form fields. For a more detailed view of the information you entered, click on  to the left of the table. Do not forget you must hit “Submit” to enter new information into the form and to save changes made to existing information. Below is an example of each of the forms and some of their standard features.

Complaint Form

The complaint form allows Old Ferguson West Neighbors to discreetly inform the proper authorities of a troublesome neighbor or resident. Once a Complaint Form is submitted an Old Ferguson West will forward on the complaint and keep you updated that your complaint has been handled via email. See the example below of the Complaint Form.



The screenshot displays the Complaint Form interface. At the top, a table lists existing entries with callouts: "Click to for a detailed view of your previous entry" (pointing to a magnifying glass icon), "Click here to edit your previous entry" (pointing to a pencil icon), and "Let's you know if your complaint has been addressed yet" (pointing to the Status column). The table has columns: Member_UserName, UserFirstName, UserLastName, User_Phone, User_Email, Target_Street_Address, and Status. An example entry shows: BSmith1, Brad, Smith, 333-444-5555, bsmith@yahoo.com, 2425 Hanley, Pending. Below the table is the form itself, with callouts: "Click or scroll over for instructions" (pointing to a question mark icon), "Click to here to stop entry" (pointing to the Cancel button), and "Click here to save entry" (pointing to the Submit button). A bracket groups the first four fields as "Required Fields": Your First Name, Your Last Name, Your Email, and Your Phone #. Other fields include Person's First Name, Person's Last Name, Person's Street Address, and Complaint Details (a large text area).

Member_UserName	UserFirstName	UserLastName	User_Phone	User_Email	Target_Street_Address	Status
  BSmith1	Brad	Smith	333-444-5555	bsmith@yahoo.com	2425 Hanley	Pending

* Required

Your First Name: *

Your Last Name: *

Your Email: *

Your Phone #: *

Person's First Name:

Person's Last Name:

Person's Street Address: *



Complaint Details: *

Cancel Submit

Good Neighbor Form


The good neighbor form allows registered members to select a person in the Old Ferguson West community who has been a positive impact on the community. The Good Neighbor Form has the same basic functions as the form mentioned above. Below is an example of the Good Neighbor Form.

* Required


FirstName	LastName	PhoneNumber	EmailAddress	CandidateFirstName	CandidateLastName	ReasonForNomination	ImpactOnNeighborhood
  Brad	Smith	314-555-5555	BSmith@yahoo.com	Ward	Cleaver	Person regularly helps neighbors with their yard work without being asked.	Makes the neighborhood much nicer and friendlier.


Your First Name: *


Your Last Name: *


Your Phone Number:  *


Your E-mail Address: *


Candidate First Name:  *

Candidate Last Name:  *


Candidate Street Address: 


Candidate City: 

Candidate Zip Code: 

Candidate Phone Number: 

Candidate E-mail Address:

Reason for Nomination:  *

Impact on Neighborhood:  *

Garden Plot Form

The garden plot form allows registered members to sign up to “own” a garden plot for an entire growing season (1 year). The city ordinance regarding garden plots and the terms of the agreement that must be signed before purchasing a garden plot are both on the page. A map of the garden and its designated numbered plots can be found on the Garden page. The Garden Plot Form has the same basic functions as the forms mentioned above. Below is an example of the Garden Plot Form.

* Required

FirstName	LastName	StreetAddr	City	ZipCode	PhoneNum	EmailAddr	DesiredPlotNum	AppYr	AgreeTerms	WhyGarden
Brad	Smith	1224 Street	Ferguson	63135	314-555-5555	BSmith1@yahoo.com	1	2010	YES	I like to garden.

First Name: *

Last Name: *

Street Address: *

City: *

Zip Code: *

Phone #: *

E-mail Address: *

Desired Plot #: *

Accept Terms: *

Comments: *

Year the garden plot will be in your possession


Pick the plot # you would like to “own”


You must agree to the terms to be eligible for a garden plot


Recipe Form


The recipe form allows registered members to add their favorite recipes to the Old Ferguson West Cookbook (see Store section). The Recipe Form has the same basic functions as the forms mentioned above. Below is an example of the Recipe Form.


Records 1-1 of 1


First_Name	Last_Name	Recipe_Title	Booked	System_Time_Date_Stamp
 Brad	Smith	Toast	No	12/3/2009 4:41:41 PM


First Name:  *


Last Name:  *


Recipe Title:  *


1st Ingredient:  *


2nd Ingredient:  *


3rd Ingredient:  *


4th Ingredient:  *


5th Ingredient:  *


6th Ingredient:  *


7th Ingredient:  *


8th Ingredient:  *

9th Ingredient:  *

10th Ingredient:  *


11th Ingredient:  *

12th Ingredient:  *



Recipe Instructions:  *

Shows whether the recipe has been added to the OFW Recipe Book

Time Tracking Form



Use this form to track the amount of time you have volunteered. Use the “Events Worked” drop down bar to select the appropriate event that you worked. Click on  to easily select the date that you last worked. The Time Tracking Form has the same basic functions as the forms mentioned above. See below for an example of the Time Tracking Form.

* Required

FirstName	LastName	EventWorked	DateWorked	HoursWorked	Notes
  Brad	Smith	Garden Workday 12/19	12/19/2009 12:00:00 AM	2	

First Name:  *

Last Name:  *

Event Worked:  * 

Date Worked:  * 

Hours Worked:  *

Comments: 

Select the event that you worked

Click the calendar to enter the date that you worked or manually type in the date

Enter the # of hours you worked

Volunteer Form

Use this form to volunteer for an event. The Volunteer Form has the same basic functions as the forms mentioned above. See below for an example of the Volunteer Form.

* Required



FirstName	LastName	PhoneNum	EmailAddr	EventList	Notes
  Brad	Smith	314-555-5555	BSmith@yahoo.com	Garden Workday 12/19	I would like to volunteer to work at the Garden Workday event.

First Name:  *

Last Name:  *

Phone Number:  *

E-mail Address:  *

Event:  * 

Notes:  *

Select the event you want to volunteer for

Real Estate Form

The real estate form is slightly different from the above-mentioned forms. The real estate form allows registered members to display a property they have for sale within the district of Old Ferguson West. A major difference between the Real Estate Form and the other forms is that it allows you to add pictures to the form directly off the hard drive of your computer. To do this, click “Browse” on the form and select the desired picture off your hard drive. Before your listing is posted, however, it must first be reviewed and approved by an Old Ferguson West administrator. Below is an example of the Real Estate Form.

* required

Listing_Title	Listing_Price	Street_Address	Contact_LastName	Contact_FirstName	Contact_Phone_Number	Contact_Email	Displayed	Sold
ddd	20000	dddd	dddd	ddd	314-724-6771		Yes	No

Listing Title: *

Listing Price: *

Street Address of the property for sale: *

Contact Person First Name: *

Contact Person Last Name: *

Contact Person Phone Number: *

Contact Person E-mail:

Property Details: *

Image 1:

Image 2:

Link to MLS Listing:

Sold:

Click “Browse” to download an image of the property from your computer onto the site.

Check the box to indicate that the property has been sold.

Enter the MLS listing URL to have a direct link to it displayed along with your property info

Produce Form

With this form registered members can enter what they grew in the community garden plots. Registered members can enter the amount, type of produce, and the date it was harvested directly into the form and Old Ferguson West site. By the participants using the community garden entering what they grew into this form, Old Fergus West can keep track of what is produced in the community garden from year to year and gives them an idea of what they can expect in years to come.


UserNameSys	FirstName	LastName	HarvestAmount	HarvestType	HarvestDate	Notes	TimeDateStamp
No records found							

First Name: *

Last Name: *

Harvest Amount: *

Harvest Type: *

Harvest Date: * 

Comments:

Select the type of produce grown

Click the calendar to enter the date of harvest or type it in manually in the text box

The Store

The store can be reached via the main menu. It is located under “Resources” on the main menu bar. The store gives registered members the ability to do a variety of things. PayPal is used to help guarantee secure transactions and all major credit cards and debit cards are accepted.

Membership Dues

At the store you can make a donation by clicking on “Buy Now” under “Donate to Old Ferguson West Neighbors!” To add your yearly membership dues to your cart, if you are an Old Ferguson West resident, by clicking on “Buy Now” under “Old Ferguson West Membership.” See example below.

Store Catagories

[Membership Dues](#)
[Garden Plot Fees](#)
[Fundraiser Events](#)
[Merchandise](#)

Mini Cart

Product	Qty	Price	Qty Control
Totals:	0	\$0.00	Delete All

[View my basket](#)


Shows quantity of selection made from the store and their total price.

Category Products

:: Membership Dues ::

Selected Category: Membership Dues - 2 item(s) - Sort By: ↑

Donate to Old Ferguson West Neighbors!



Donations are always welcome! If you wish to donate, please do so in \$1.00 increments by updating the quantity field to the desired amount you wish to donate.

\$1.00 - [More Info](#) ▶

[BUY NOW](#)

Old Ferguson West Membership



JOIN US TODAY! Membership dues are \$5.00 per year per household and are payable by check, debit, or credit card using a secure PayPal transaction. A minimal fee of \$.50 will be applied for using this service. If you wish to avoid paying this fee, Old Ferguson West will accept cash or check, payable to OFWN, by submitting your check via mail or in person.

\$5.50 - [More Info](#) ▶

[BUY NOW](#)

Click to add the selection to your virtual shopping cart.

Garden Plot Fees

Once you have applied and been accepted for a garden plot (see Forms section), pay your garden plot fees by clicking on “Garden Plot Fees” on the left hand side of the store pages.

Registered members who have purchased a garden plot for personal use should click “Buy Now” under “Garden Member” to add the \$10 fee to your cart. Corporate sponsors of a garden plot should click “Buy Now” under “Garden Sponsor” to add the \$100 fee to your cart. See the screenshot below for an example.

Store Categories

[Membership Dues](#)

[Garden Plot Fees](#)

[Fundraiser Events](#)

[Merchandise](#)

Mini Cart

Product	Qty	Price	Qty Control
Totals:	0	\$0.00	Delete All

[View my basket](#)


Click here to get to this page.

Category Products

:: Garden Plot Fees ::

Selected Category: Garden Plot Fees - 2 item(s) - Sort By:

Garden Member




Garden plot fees are \$10.00 and are payable by check, debit, or credit card using a secure PayPal transaction. A minimal fee of \$.60 will be applied for using this service. If you wish to avoid paying this fee, Old Ferguson West will accept cash or check, payable to OFWN, by submitting your check via mail or in person.

\$10.60 - [More Info](#) ▶

[BUY NOW](#)

Garden Sponsor



Garden plot fees are \$100.00 for a sponsor and are payable by check, debit, or credit card using a secure PayPal transaction. A minimal fee of \$3.20 will be applied for using this service. If you wish to avoid paying this fee, Old Ferguson West will accept cash or check, payable to OFWN, by submitting your check via mail or in person.

\$103.20 - [More Info](#) ▶

[BUY NOW](#)

If you purchased a garden plot as a regular registered member click here.

If you purchased a garden plot as a corporate sponsor click here.

Fundraiser Events

The Ferguson Community Garden hosts fund raising events for Old Ferguson West. To add a ticket(s) to your shopping cart select “Buy Now” under “Singles” for one person and click “Buy Now” under “Couples” to add two tickets. See example below.

Store Categories

- [Membership Dues](#)
- [Garden Plot Fees](#)
- [Fundraiser Events](#)
- [Merchandise](#)

Mini Cart

Product	Qty	Price	Qty Control
 Ferguson Community Garden Event - Singles	1	\$30.00	1 + - X
Totals:	1	\$30.00	Delete All

[View my basket](#)


Click here to get to this page

Category Products

:: Fundraiser Events ::

Selected Category: Fundraiser Events - 2 item(s) - Sort By: Unit Price ↑

Ferguson Community Garden Event - Singles




Ferguson Community Gardens benefit at the Cork Ferguson Wine Bar. Wine, beer, and small plate appetizers will be provided. All proceeds to benefit gardens located in the Old Ferguson West and Robert-Superior neighborhoods.

\$30.00 - [More Info](#)

BUY NOW

Ferguson Community Garden Event - Couples



Ferguson Community Gardens benefit at the Cork Ferguson Wine Bar. Wine, beer, and small plate appetizers will be provided. All proceeds to benefit gardens located in the Old Ferguson West and Robert-Superior neighborhoods.

\$50.00 - [More Info](#)

BUY NOW

Singles click here

Couples click here

Merchandise

The Merchandise part of the store contains items like the OFWN Recipe Book. To get to this part of the store you must first click “Merchandise” on the left hand side of the store page. See the example below.

Store Categories

- [Membership Dues](#)
- [Garden Plot Fees](#)
- [Fundraiser Events](#)
- [Merchandise](#)

Mini Cart


Product	Qty	Price	Qty Control
 Ferguson Community Garden Event - Singles	1	\$30.00	1 + - X
Totals:	1	\$30.00	Delete All

[View my basket](#)

Category Products

:: Merchandise ::

Selected Category: Merchandise - 1 item(s) - Sort By: Unit Price ↑



OFWN Recipe Book

Now, in one book, some of the best home cooking in Old Ferguson West. In the last release, there were over 150 recipes, all neighbor tested and approved! Order your advance copy today and avoid the mad rush sure to happen upon release.

\$11.95 - [More Info](#)

BUY NOW


Click here to get to this page

Click here to add selection to cart

Checking Out

To check out all of your purchases click “View my basket” on the store pages or select “Store Account” off of the main menu under “Store.” After doing one of the above mentioned actions, click on “Checkout” and enter your payment information or adjust the amount of your purchases before checking out. See example below.

The screenshot shows a shopping cart with a blue header bar containing the text "Cart" on the left and "Store | My cart | Addresses | Order history" on the right. Below the header is a table with columns: Product, Price, Qty, Subtotal, and Qty Control. The first row contains a product image for "FERGUSON COMMUNITY GARDENS CORK" and the text "Ferguson Community Garden Event - Singles" with a price of \$30.00, a quantity of 1, and a subtotal of \$30.00. The Qty Control column shows a quantity of 1 with plus, minus, and delete (X) icons. Below the table, the "Cart total:" is shown as 1 \$30.00 with a "Delete All" link. A blue "Checkout" button is positioned below the table. Two callout boxes provide instructions: one points to the "Checkout" button, and another points to the Qty Control icons.

Product	Price	Qty	Subtotal	Qty Control
 Ferguson Community Garden Event - Singles	\$30.00	1	\$30.00	1 + - X

Cart total: 1 \$30.00 [Delete All](#)

Click here to checkout your orders and start entering payment info

Click here to add, subtract, or delete your order entirely

Log In

After you have already registered at the Old Ferguson West site, logging back in after you have left the site is a simple process. First go to the “Log In” area on the home page or click on “Log In,” which is located at the top left of every page of the site. Next enter your username and password and hit the “Login” button to complete the process. To speed up the process even further you can click the “Remember Login” box, and your username and password will automatically be entered when you are using that computer. If you have forgotten your password, simply click on the “Forgot Password?” link and you will be prompted to enter your username so that your password can be sent directly to your email. Below is an example of what the login screen looks like.

The screenshot shows a "User Log In" form with a lock icon. It includes fields for "User Name:" and "Password:", a "Login" button, a "Remember Login" checkbox, and links for "Register" and "Forgot Password?". Two callout boxes provide instructions: one points to the "Remember Login" checkbox, and another points to the "Forgot Password?" link.

User Log In

User Name:

Password:

Login

Remember Login

[Register](#)
[Forgot Password ?](#)

Mark this box if you are at a computer that you will often use to visit the site.

Click here to be prompted to enter your username and have your password emailed to you