Neighborhood Association

Users Manual
Old Ferguson West Neighbors

Design Team 5

Authors:	Ross Abernathy
	Grant Cutshall
	Keith Lyles
	Larry Robinett

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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 on this to edit an existing record

❓ Click or scroll over for helpful instructions   🔍 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.)

User Name: BSmith1

First Name: Brad

Last Name: Smith

Display Name: BSmith1 — Name that will be displayed on the site

Email Address: — Required Fields

Email is required — Error message if a required field is not completed before clicking "Register"

Enter a password.

Password: ••••••••

Confirm Password: ••••••••

— Scroll over or click on this icon for additional help on how to complete a field

Apartment #:

Street: 1224 Street

City: Ferguson

State: MO

Zip Code: 63135

Telephone: 9787

Invalid phone format, please try (xxx)xxx-xxxx or xxx-xxx-xx — Error message if an invalid data format is entered and "Register" is clicked

Security Code: uRoQhr

Enter the code shown above in the box below

Register Cancel — Click to stop the registration process.

Click complete registration process after all required fields have been filled out
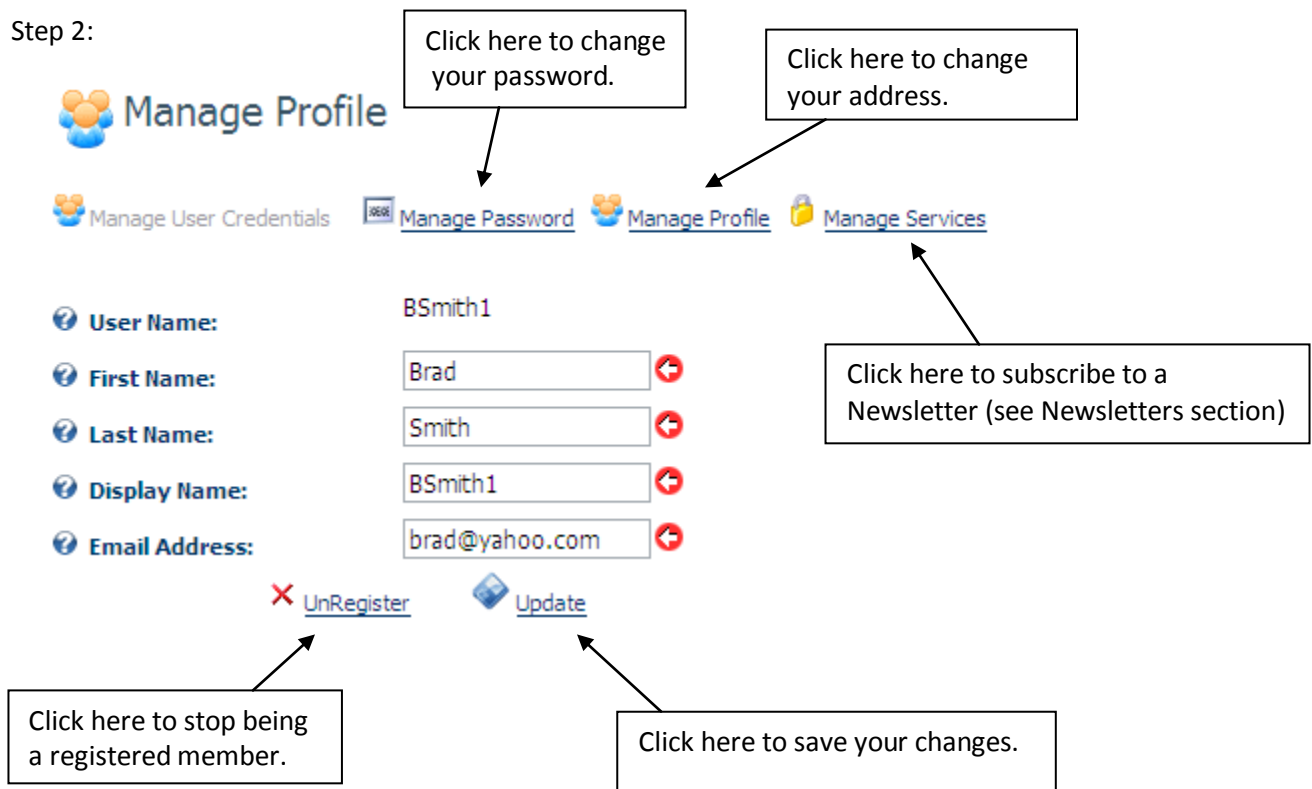
Updating Your Profile

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:

Click here to change your password.

Click here to change your address.

Click here to subscribe to a Newsletter (see Newsletters section)

Click here to stop being a registered member.

Click here to save your changes.

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.
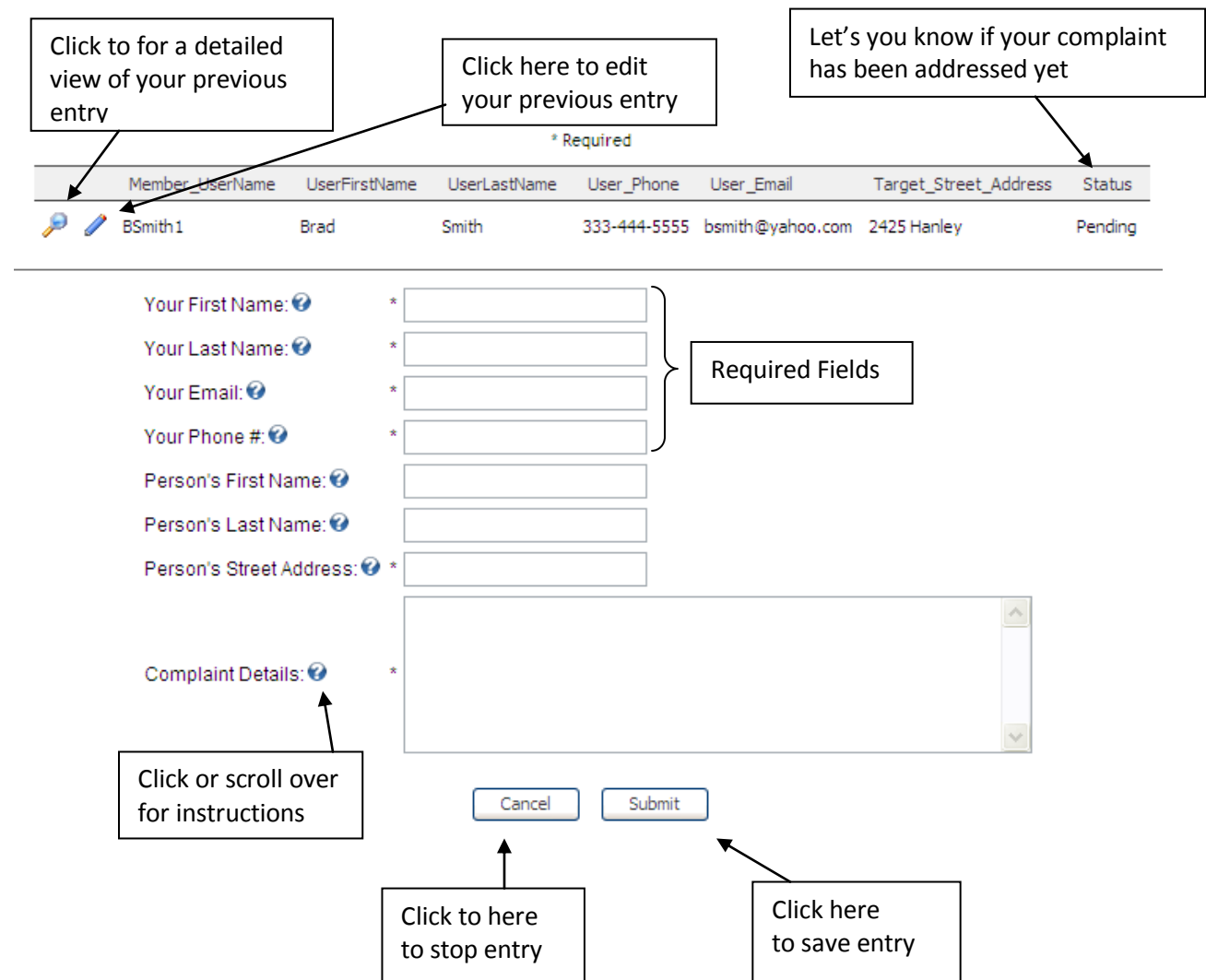
Forms

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.

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: ❓   *   [_____]

Cancel   Submit

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 #: ❓ * select one... ▼
Accept Terms: ❓ * select one... ▼
Comments: ❓ *

Cancel   Submit

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

Cancel   Submit

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.

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.

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	ddddd	ddddd	dddd	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: ❓   Browse...

Image 2:   Browse...

Link to MLS Listing:

Sold:

Cancel   Submit

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

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

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

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: ❓ * pat

Last Name: ❓ * smith

Harvest Amount: ❓ *

Harvest Type: ❓ * select one...

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

Cancel   Submit

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

Category Products

:: Membership Dues ::

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

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

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

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.

Click here to get to this page.

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.

Click here to get to this page

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.

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.

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 you 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.