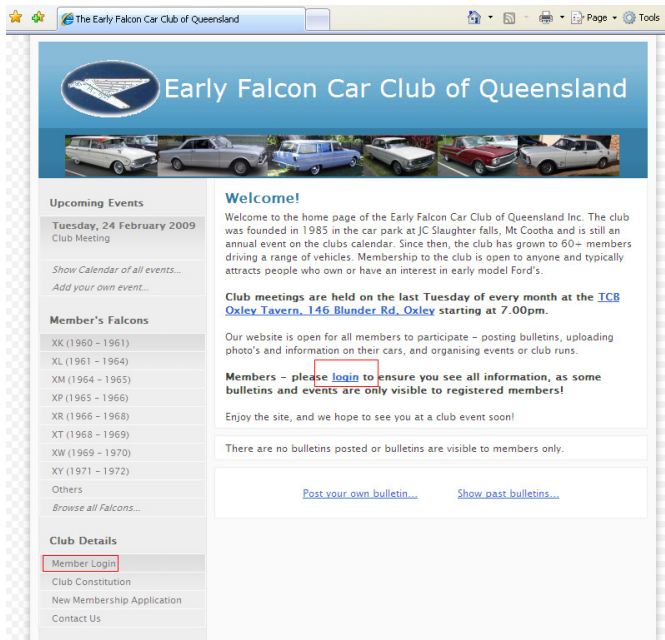


The Early Falcon Car Club Members Website – www.earlyfalconcarclub.com



Creating your Member Account

Before you can login and enter details and photos of your cars, you must register and create an account on the website. To do this, click on the link to *Login* either on the left navigation bar or on the main page (as highlighted above).

Once on the login page, you need to enter your email address in the lower part of the page to register (not the login part – that's for after you are registered). Click "Continue" to go to the next step in registration. If you do not have an email address, contact Nathan Johnston.

The next page will require you to enter your details as a member. This is specifically your name, confirming your email address (which you can change yourself at a later date should you need to), and enter a password (and then retype it again to ensure it doesn't have a typo). Once you have entered all your details, click "Save My Profile".

The last page allows you to enter, edit or delete the cars you want registered on the website. Each member may have more than one car and may want a profile page for each. This page configures which cars are associated to your profile.

Start by entering the details of the first car in the fields at the bottom of the table. For "Make", typically type "Falcon" unless it's something else such as "Fairlane" or "Mustang" etc. Once done, hit "Add". Repeat this step for as many cars as you wish shown on the website.

If you make a mistake, you can click "Edit" next to one of the cars you have added, and this will make the fields editable. If you wish to remove a car, click the "Delete" button next to the car you wish to delete.

Once you have all your cars entered, click on the "Profile" link next to one of your cars. This will take you to the detail page for this car. You will notice at the bottom of the detail page for your car are two links: "Make changes to Car Profile", and "Upload/Delete Photos". These only show up for logged in members, and only on cars they own.

Once on the detail page for your car, click the "Make changes to Car Profile" link. This will allow you to enter extra information about your car. Use the free-form area to put your own profile of your car; such as a history of the car, restoration log, etc. Click "Save" to save your changes.

From the detail page, you may also upload photos of your car (please limit to 20 photos or less). Click on the "Upload/Delete Photos" link. Use the "Browse..." button to select the photo from your local computer, then enter the other details of the photo. If you want this photo to be shown as the default (for the search results) then click the "Default" checkbox. Only one photo can be a default at a time. To edit the details or replace a photo, click the "Edit" button next to the photo, make your changes and click "Save". To remove a photo, click the "Delete" button.

Repeat these steps for all cars you have added. Using the top navigation bar, you can easily jump "Home" – which is the main page, to "My Profile" which is your membership details, or to "My Cars" which will take you to the list of cars you have registered.

Using the EFCC Member Website

Logging In

It is **important** that every time you visit the website you login. Most items will be hidden from the general public, so you may miss important events or bulletins. Use the “Member Login” link on the side navigation bar, or the link on the main page. On the top portion of the page, enter the email address and the password you saved during registration. If you forget your password, click the “Forgotten password” link to be directed to a page where it will be emailed to you.

Changing your Profile

You may wish to change details such as your email address, cars, password etc. If on the main page look on the navigation bar for the “Update your Profile” and “Update your Cars” links, or otherwise the “My Profile” and “My Cars” buttons on the top navigation bar. The pages will work the same as they did during registration.

Once you are logged in, you can also edit the details of your cars. Using the “Update your Cars” link from the main page, “My Cars” link on the top navigation menu, or from the search results, you can navigate to the detail page for any of your cars. Once on the detail, you will be shown the links (on the bottom of the page) for changing your profile or pictures the same as when registering. You can only edit your own cars.

Calendar Events

Club events are displayed on the main page (top left) and you can easily see upcoming events, or click “Show calendar of all events...” for a full calendar. If you wish to host an event, click “Add your own event...” and enter the details. If you wish your event to stay private within the club (so only logged in members can see it) click the “Only visible by other members” checkbox. You may include attachments to events, such as a map, graphic file, word document, pdf document etc.

Bulletins

If you wish to share information with other members, you can post a bulletin. This allows you to communicate with other club members

without the need for emailing. Bulletins will be shown on the main page for a limited amount of time. If you wish to see old bulletins, you can click the “Show past bulletins” link to see all bulletins. Newsletters will be posted here.

To post a bulletin, from the bottom of the main page click the “Post your own bulletin” link and enter the details. If you wish your event to stay private within the club (so only logged in members can see it) click the “Only visible by other members” checkbox. Attachments are also allowed on bulletins.

Searching

There is a quick search “by model” on the navigation section of the main page. The search results will show you the year, make and model of the matching result, plus the default photo if one has been chosen. You can click on the photo or title to view the details of that car. To return to your search results, use the “Search” link in the top navigation pane, or use the “Return to search results” link at the bottom of the detail page.

What if I have problems?

If you are having problems getting something to work and this guide has not helped you, please email Nathan Johnston (nathan_j@yahoo.com). If you put “EFCC” or “Early Falcon Car Club” in the subject line it helps me find your email.

If you receive an error message, or do not have access to email, call Nathan Johnston on 0422-045-238 between 5pm and 9pm. If your number is blocked (private) I may not answer, but please leave a message with your return number.

I would prefer enquiries via email as I am not always in front of a computer where I can look into a problem, and can typically respond to emails quicker.

Future Enhancements

If you see any places you would like enhancements, please feel free to email me or come along to a club meeting and give your feedback.