



Early American Pattern Glass Society

...a non-profit group of collectors and dealers who share an appreciation and love of pattern glass.

Instructional Guide

Early American Pattern Glass Society

Members Site

<http://www.eapgs.org/Members/Home.php>

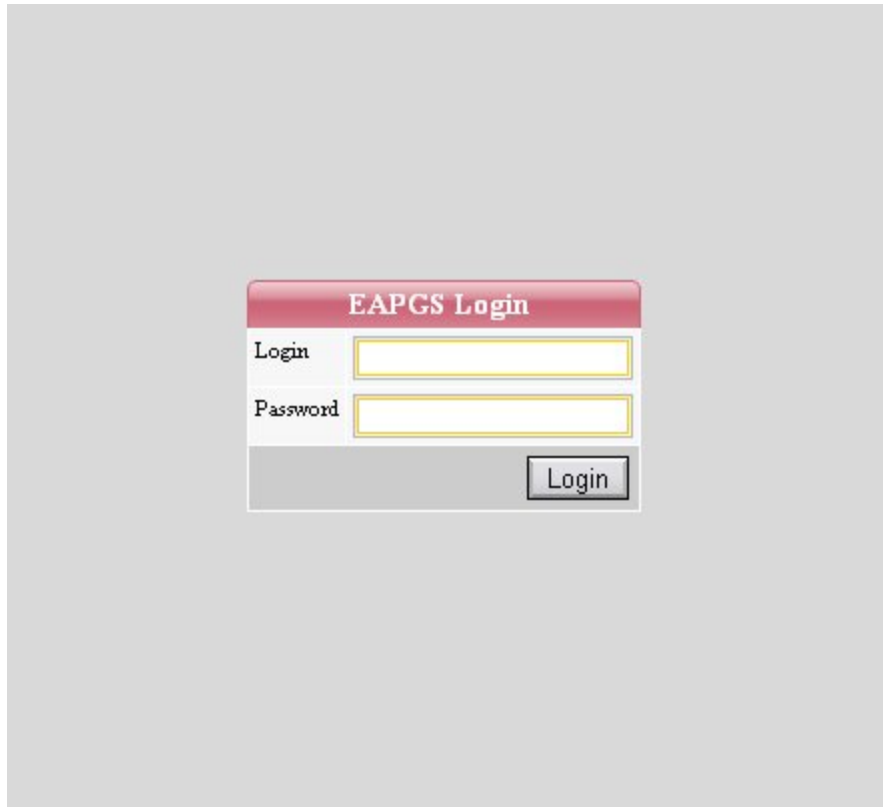
The purpose of this guide to provide a basic instructional tool in using the Members only site for the Early American Pattern Glass Society. The application will grow as will this guide.

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Login to the EAPGS Members Site

When linking to the EAPGS Members site using the address <http://www.eapgs.org/Members/Home.php> You will be greeted with the following web-page and prompt –



The image shows a screenshot of the EAPGS Login page. The page has a light gray background. In the center, there is a white login form with a red header bar that says "EAPGS Login". Below the header, there are two input fields: one labeled "Login" and one labeled "Password". Both fields have a yellow border. Below the "Password" field, there is a "Login" button with a gray border and a white background.

Using the Login ID given to you (should consist of the first five letters of your last name + your membership number – e.g. smith9999) and the password (made up of a series of numbers & letters e.g. BB1yi0) and is case sensitive. The Login ID will not change, although once logged into the system; you may change your password to one of your choice – minimum 4 characters/digits)

Home Page

On successful login you will see the following Home Page:



The screenshot shows the EAPGS website home page for members. At the top, there is a logo for the Early American Pattern Glass Society, which includes a circular emblem with a glass pitcher and the text 'Early American Pattern Glass Society' and 'www.eapgs.org'. To the right of the logo, the text reads 'Early American Pattern Glass Society' and '...a non-profit group of collectors and dealers who share an appreciation and love of pattern glass.' Below this, a mission statement is displayed: '... to foster and encourage the collection, appreciation, study, preservation, and documentation of early American pattern glassware, and its place in American life, past and present.' On the left side, there is a link for 'membership - 477'. In the center, there is a photograph of a glass pitcher. Below the photograph, the word 'Welcome' is written. At the bottom, there is a message: 'Welcome to the "Member's Only" side of the Early American Pattern Glass Society's website. This side of our site has sat'.

This will be the starting point for navigating the Members only portion of the EAPGS site. The Home Page contains several pieces of important information, namely;

- **Who** is logged in **Currently Logged in - Carl & Marion Hearn** (found at the top of the page) ensuring that when you are logged in correctly, you will be accessing your information and areas of the site that permissions allow.
- **Membership** - **Membership - 477** giving a real time count of the active membership of the Society.
- **Terms of Use** –The information contained on the site is “privileged” and for members only and should not be used for any commercial purpose other than those designated by the Trustees (Classified ads etc).

The EAPGS makes the information on this site available to its members for personal, non-commercial use only. Any use of, or sharing of, information on this list with a non-member of the EAPGS, or use for commercial purposes, is prohibited without prior permission of the trustees of the EAPGS.

- **Main Menu** – Contains the links to all area of the site and to other websites of interest.



To navigate using this Menu, place your mouse/cursor over any of the headings and select any of the choices. The individual pages will be discussed in detail later:

- **EAPGS** – relate to the EAPGS website
- **Members** – This allows members to edit their own information, change passwords and search the membership for collecting interests etc.
- **Reports** – Basic reports will supply Phone lists, Trustee lists.
- **Administration** – For the Site Admin to Add/Edit/Delete members
- **Links** – access to EAPGS information and other websites of interest.


My Information

One of the most important features of any Membership based application is the ability and empowerment to be in control of your own information. This site has been designed to allow each member to control whether their information is accurate or even displayed.

Here is the information page for a member: (in this case Carl Hearn)

Membership details for Carl & Marion Hearn

<i>Membership Number</i>	<input type="text" value="650"/>
<i>Address1</i>	<input type="text" value="1817 Crampton Drive"/>
<i>Address2</i>	<input type="text"/>
<i>City</i>	<input type="text" value="Dorchester"/> <i>State / Prov</i> <input type="text" value="ON"/>
<i>Country</i>	<input type="text" value="Canada"/>
<i>Zipcode</i>	<input type="text"/> e.g. "90210" <i>Postcode</i> <input type="text" value="N0L 1G5"/> e.g. "A2B 3D4"
<i>Primary Phone</i>	<input type="text" value="██████████"/> (123) 456-7891 format
<i>Email</i>	<input type="text" value="carl@acellgraphics.com"/>
<i>Web Address</i>	<input type="text"/>
<i>Business Name</i>	<input type="text"/>
<i>Business Phone</i>	<input type="text"/>

<i>Collecting Interests</i>	<input type="text" value="Syrup pitchers, sugar shakers(muffineers), miniature lamps, children's dishes, holly amber pattern, Greentown glass and Northwood's pattern"/>
<i>Membership List</i>	<input type="checkbox"/> <i>Do not show my details on Membership Lists</i>
<i>Address List</i>	<input type="checkbox"/> <i>Do not show my details on Address Lists</i>
<i>Phone List</i>	<input type="checkbox"/> <i>Do not show my details on Phone Lists</i>
	<small>maximum Avatar size is 5K</small>
<small>CEarn.jpg 4782 bytes. Delete <input type="checkbox"/></small>	
<small>Last Edited By Hearn650 11/22/2006 3:37:24 PM</small>	

[Home](#)

Personal details that can be edited are:


- Address, City, State, Country, Zip/Post code, Phone #, E-mail, Web Address (for your own website), Business Name & Phone #.
- Collecting interests – the search engine on the site can search on complete or part phrases and the number of interests is unlimited.
- Access to information – this is an important part of the site. Do you want to show your Address, Phone or even appear on any Membership list? By selecting any or all of the choices will limit access to your information. It should be noted that the Site Admin will have access to all information.
- Personal picture – the site allows for members to upload a small picture to the site.

Taking a look at each of these features:

My Details:

Membership details for Carl & Marion Hearn	
<i>Membership Number</i>	<input type="text" value="650"/>
<i>Address1</i>	<input type="text" value="1817 Crampton Drive"/>
<i>Address2</i>	<input type="text"/>
<i>City</i>	<input type="text" value="Dorchester"/> <i>State / Prov</i> <input type="text" value="ON"/>
<i>Country</i>	<input type="text" value="Canada"/>
<i>Zipcode</i>	<input type="text"/> e.g. "90210" <i>Postcode</i> <input type="text" value="N0L 1G5"/> e.g. "A2B 3D4"
<i>Primary Phone</i>	<input type="text" value=""/> (123) 456-7891 format
<i>Email</i>	<input type="text" value="carl@accellgraphics.com"/>
<i>Web Address</i>	<input type="text"/>
<i>Business Name</i>	<input type="text"/>
<i>Business Phone</i>	<input type="text"/>

To make a change to any detail – click in the appropriate field and edit the information. To save

the change click Submit  and your changes will be saved to the database. Cancel will undo any changes you make (prior to submitting).

Collecting Interests:

<i>Collecting Interests</i>	<input type="text" value="Syrup pitchers, sugar shakers(muffineers), miniature lamps, children's dishes, holly amber pattern, Greentown glass and Northwood's pattern"/>
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Add as many types or names as desired.

Information Access Restrictions:

<i>Membership List</i>	<input type="checkbox"/>	<i>Do not show my details on Membership Lists</i>
<i>Address List</i>	<input type="checkbox"/>	<i>Do not show my details on Address Lists</i>
<i>Phone List</i>	<input type="checkbox"/>	<i>Do not show my details on Phone Lists</i>

If you DO NOT want information to be shared on the site (Member list, Phone list or Address) select any or all of the choices. The Site Admin will still have access to allow for Mailing and contact etc.

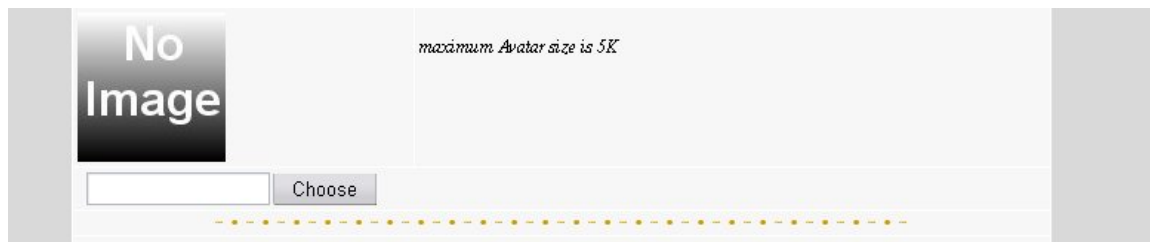
My Picture:



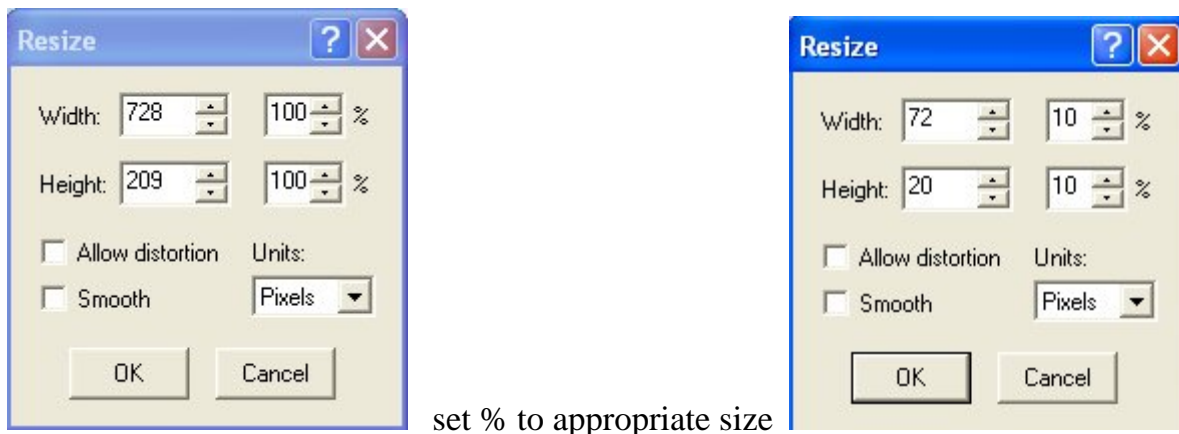
The site allows for an image to be uploaded and displayed. The process is as follows:

If you do not have a image uploaded yet, there will be a marker stating “No Image”.

- Select Delete checkbox
- Click Submit
- You will then be given an opportunity to select an image to upload



- Click Choose and browse to the folder that contains the image that you would like to upload.
 - Image hints – The file size should be limited to 5K, this is small, however, in the need to maintain a usable speed for the site to load, images must be kept to a relatively small size. If you are unsure how to resize, double click on your chosen image and check. In Microsoft Photo editor (standard on most Windows based machines) Go to Image - > Resize



set % to appropriate size

And then save. For best results set the file size by the percent setting. Make the image choice and Save.

- The image will now appear on your details page.

This page also shows when your record was Last Edited and by whom.

Change Password:

The following screen allows you to change your existing password:

The current password is already loaded (but obscured). To change Add New Password, then re-enter in Confirm Password – then Submit.

- If the passwords do not match, or is missing, a warning will appear.
- If passwords are correct then you will be returned to the Home Page.

Search Membership:

Search Members By:

Last Name or Collecting Interests

Time Zone

Trustees


[Clear](#)

[Printable version](#)

[Home](#)

Members

Total Records: 466

Membership Number	Member	Last Name or Collecting Interests
2	 John & Alice Ahlfeld	Jacob's Ladder, Leverne, Early Moon & Star, Cornell, King Arthur
760	Joan Ames	Pickle castors, cruets
4	Roger Anderson	Manhattan

The application allows for “fuzzy” searches – the search looks in multiple fields and an exact word is not required to find a particular reference e.g. enter the letters “pic” into the Collecting Interests box and Click – Search, will return the results for **Pickle, Toothpick, Picket Fence**, etc.

The Search function will also allow for multiple fields e.g. search for Goblet in Central Time Zone will return a list of all members with that interest from the Central Time Zone. That list is printable.

Trustees can also be “filtered”.

To see the details of a particular Member, click on their Membership Number – the allowed details will be shown.

Reports

- **Phone List** – Gives a listing of all members + Phone number (excluding those that have opted “opt out” of listing their numbers)

Trustees – List of current EAPGS Trustees.

Links

– This section will be updated on an ongoing basis.