

Quick Reference Guide

Members areas

University of South Australia

1 Introduction


Members areas are pages which can only be viewed by people designated as members of the organisation.

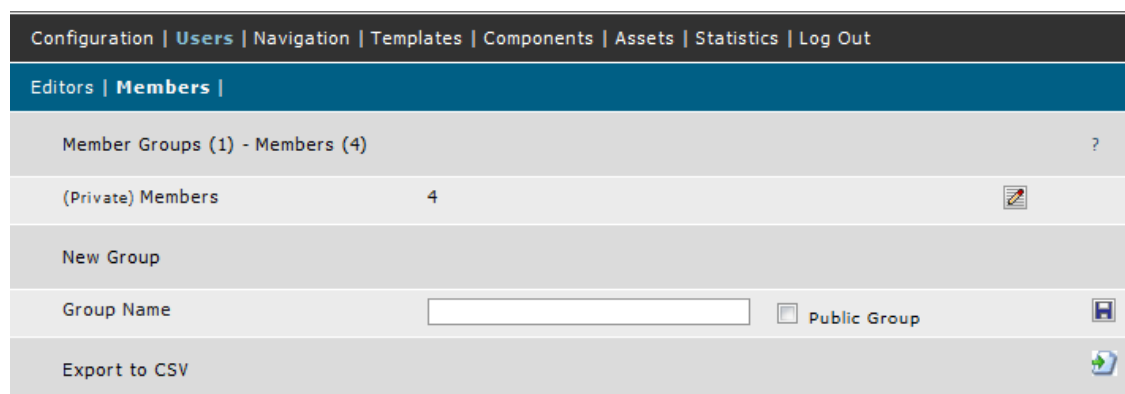
You need to request that SOCE sets up a members area for you and which pages in your website will be accessible to members only. Send an email to alice.dodd@unisa.edu.au or soce@unisa.edu.au with your name, organisation, the name of the person who will add members and manage membership, their email, preferred username and password.

Any **Supervisor** editor can add or delete members.

2 How members areas work

The member control system is located under the menu item **Users** → **Members**.

On this page you will find a list of groups. To begin with, the only group is **Members**. You can edit this group by clicking the edit icon to the right of the group. 




On the group edit page you will see a list of the members in that group. From here you can add new members, or edit or delete existing members.


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Members - Members (4)				?
Add Member				
1	Alice Dodd	alice.dodd@unisa.edu.au	  	
3	Charles		  	
0	Melinda		  	
0	Phoebe		  	
Reset				
Add Member				

Add new members by clicking the **Blue Disk** icon on the line marked **Add Member**. This will take you to a blank members form. 

New User - Members	
Members Details	
Company Name	<input type="text"/>
Position	<input type="text"/>
Prefix	<input type="text"/> ▼
First Name *	<input type="text"/>
Surname	<input type="text"/>
	
Contact Details	

Required fields are marked with *. Additionally, in order to log into the website and see the members page they will need a username and a password. You can assign these for them on this page. You must also check the box marked **Validated**. The **Validated** checkbox allows you to temporarily disable or enable a user account without having to delete and recreate it.

Log In Details	
Username	<input type="text"/>
Password	<input type="text"/>
Member Groups *	<input type="text" value="Members"/>
Validated	<input type="checkbox"/>

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Important note: Only validated members can log into the website and see the members page.

Pages that are set to be viewable by members only will not appear on the navigation menu until the member has logged in. Once they are logged in the page will appear on the menu and work correctly.

3 Contact for help desk and further questions

In the first instance please email alice.dodd@unisa.edu.au and she will assist you or forward your query to the appropriate person.