



HOW TO: MEMBERS WEBSITE GENERAL USAGE

created: 7/27/2019

Upon arriving upon <https://www.sajac.com> a member can read through the website and blog pages, make a payment or donation or login to the member site.

MEMBER LOGIN:

A member can login from the home page or by clicking MEMBERS in the top navigation bar. <https://www.sajac.com/sajac/sajac-membership/login.php>

They will need to enter their username, password and the code in the box before being allowed to enter the Member's site.

LOGGED IN:

Once they are logged in, they will land on the FAMILY DETAILS page for their particular family.

MEMBER FEATURES	FAMILY DETAILS						
<ul style="list-style-type: none"> Genealogy Work For Hire 	<p>Welcome Glenn and Jodi</p> <p>Contact Name: Glenn and Jodi Abel Contact E- jodi@LaJollaCooks4U.com mail:</p> <p>Mailing Label: Mr & Mrs G Abel Family Name: Abel Address: 2094 Caminito Capa La Jolla, CA 92037 Phone: (858) 551-0683</p> <p> Family Members:</p> <table> <tr> <td>Glenn Abel</td> <td>Head of Household</td> </tr> <tr> <td>Jodi Abel</td> <td>Spouse</td> </tr> <tr> <td>Aarin Abel - Edit</td> <td>Child</td> </tr> </table> <p>Edit Association Delete</p>	Glenn Abel	Head of Household	Jodi Abel	Spouse	Aarin Abel - Edit	Child
Glenn Abel		Head of Household					
Jodi Abel		Spouse					
Aarin Abel - Edit		Child					
<p>YOUR FAMILY TREE</p> <ul style="list-style-type: none"> Abel Family <ul style="list-style-type: none"> Glenn Abel Jodi Abel Aarin Abel 							
<p>FAMILY BUSINESSES</p> <ul style="list-style-type: none"> La Jolla Cooks 4 U 							
<p>BROWSE</p> <ul style="list-style-type: none"> Browse Families 							

At this point, they can use the navigation bar on the left side of the screen to browser through and otherwise navigate the website member sections.

GENEALOGY:

By click on this button on the left, the user will be taken to this page: <https://www.sajac.com/sajac/sajac-membership/genealogy.php> - they then have the option of proceeding to [geni.com](https://www.geni.com) or to select another item in the navigation.

In the event that they click on [geni.com](https://www.geni.com) and they:

a) HAVE AN ACCOUNT: They can either login to [geni.com](https://www.geni.com) or if their browser has saved their login information, be logged in and be displayed their family tree.

b) DO NOT HAVE AN ACCOUNT: They will need to sign up for [geni.com](https://www.geni.com) through their website. (terms and conditions as well as payments to [geni.com](https://www.geni.com) are separate from SAJAC)

WORK FOR HIRE:

By selecting this button on the left, the user is presented with the latest work for higher posts. They may select and apply for a posting, they can create their own post - which they can edit or delete, as well as view applicants to posts that may be applying for the posted item.

An email will be sent to the post owner once someone applies for a job, etc.

YOUR FAMILY TREE:

This section is populated with the user's family and corresponding family members. If the user is the Head Of Household, they have the option to edit information about the family and edit associations of users or delete family members.

Head Of Household can also assign a business or businesses to their account.

If the user is NOT Head Of Household, then they can only edit or associate their own information.

FAMILY BUSINESSES:

This where the list of family businesses will appear that are tied to the family. By clicking on the name of the business, a user will be able to, if they have the access, edit the listing, or link individuals to the business.

BROWSE

– Browse Families

A user may select this button and be displayed a list of current families. They can then click on the family names to get more information about that particular family.

– Browse Individuals

A user may select this button and be displayed a list of current individuals. They can then filter this list by current active members or click on the individual names to get more information about that particular individual.

– Browse Businesses

A user may select this button and be displayed a list of current businesses. They can then filter this list by category or city or search for a business with the search box on this page. They may also click on the business name to get more information about that particular business.

SEARCH NOW BOX

A user may enter search term into this box and be displayed FAMILIES, INDIVIDUALS and BUSINESSES all related to their search term.

NEW

- REGISTER NEW ACCOUNT

A user can register a new account. They will be required to be approved and pay for membership before the account will be active

- REGISTER NEW BUSINESS

A user may register and associate a new business to their account

- MY PAYMENTS:

For users, this link will show the existing payments if they are the head of household for the family. These payments are manually assigned by the ADMIN of SAJAC.

LOGOUT

Selecting this link will log the user out of the membership section of the website.