

WP&S Member List Maintenance

Login To make changes to the member list, you must first log in. You will need your username and password. Your username is your name as it appears in our database. If you are not sure exactly how you are listed. Click on “search for an artist” and search for yourself. (Hint: type only a first or last name; searching for both first and last name will turn up no results) Your password was randomly generated. To get your password go to the login page (The link the lower left hand corner of every page titled “site administration.”) On that page there is a link labeled “lost password reminder.” Use that link to have your password emailed to you. If WP&S does not have your email on record there will be a warning message stating that is the case with instructions on who to email to correct the problem.

Access to the member list Once you have your username and password you are ready to log in. A successful log in will lead you to the welcome page where you will be presented with a series of options. If the options shown here are not present, then you have not yet been granted access to edit the member list. Please contact Doug Haynes (aiw@emeraldstudio.com) to modify your access privileges.

The following options are available to officers of WP&S

- [Help](#)
- [Find artist to edit or delete](#)
- [Insert new artist](#)
- [Download membership list](#)
- [Find event to edit or delete](#)
- [Insert new event](#)
- [Find exhibit to edit or delete](#)
- [Insert new exhibit](#)

Adding a new member

To add a new member, follow the link titled “insert new artist.” The form for inserting a new artist provides spaces for information about the artist. Be sure to click the button “insert record” once you have entered all the data. Once you have clicked “insert record” you will be taken to a confirmation page which will show the data you just entered with a link to make changes if needed.

Making changes to an existing member To make changes to an existing member, follow the link titled “find an artist to edit or delete.” The form at right will allow you to choose which records to edit. (Hint: If searching for artists by name, type only a first or last name; searching for both first and last name will turn up no results) If you wish to look at all the artists from a particular chapter you may do so by typing the chapter code i.e. “SE” in the chapter field.

Enter the information about the records you wish to find. Fields may be left blank

The form contains the following fields and controls:

- Name:
- Member status: (dropdown menu)
- status: (dropdown menu)
- Chapter:
- Painter, sculptor...:
- Watercolor, oil...:
- find record(s) to update (button)

The results of your search will be listed with choices “see detail / edit” and “delete record” next to each name. After making changes to a member’s information be sure to click “update record” at the bottom of the form.

Adding a new member To download the membership list, follow the link titled “download membership list.” The form (pictured right) offers choices about who to include. This will download a file titled “wpands_list.csv” to your computer. You may open this file in Excel, Microsoft works and other database programs. Please note that there is no means to upload a file from Excel or other program. All changes to the member list must be made via the website forms.

The form contains the following controls:

- Who to include: entire list only members only friends
- Choose Region: State list (all)
- NE
- SE
- SC
- Download list (button)