



TEC Keepers of the Flame Website

User Manual

Version 5.0
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Introduction:

This manual is intended to provide members of Keepers of the Flame both a high level and detailed explanation of the TEC/Vistage Keepers of the Flame (KOF) website (www.teckeepersoftheflame.org). The intended audience are both the registered users of the site and the public at large. A separate manual is available for the webmaster. That manual contains specifics on the hosting, implementation and development of the site itself.

Public/Private:

Part of the KOF website is open to the public. The tabs across the top can be accessed by the public. The forums have both a public and private area. Groups are in the private area. To access the private functions of the website, you must be a registered user. See the section in this document on how to become a registered user.

Public:

- **Our Affiliation:** This section contains the guidelines for the Keepers of the Flame written by Chip Webster and Doug Bouey.
- **Inspirations/Documents:** This section contains both inspirations provided by KOFers and documents provided by KOFers. Inspirations are on the left and documents are on the right. The documents sub-section has a paging mechanism at the bottom. Documents are stored most recent to least recent. KOF documents can also be found in the Forum.
- **Photos/Videos:** This section contains both pictures and videos provided by KOFers. Pictures have a separate page for each year. Videos are all on a single page.
- **Contact:** This section allows for anyone to contact the webmaster.
- **Login:** This section opens up to a login process. It also allows a registered user to receive a new password.
- **Forum (Public Documents):** This forum is open for viewing by the public, but is only open for edit and comments by registered KOFers. The public can only view.

Private:

- **Search:** The search mechanism does not work unless you are a registered user.
- **Forums:** Various forums that are private to registered KOFers.
- **Groups:** Group discussion areas are private to registered KOFers and members of the group.

Pictures:

The pictures are grouped by year. Position your cursor on the Photos/Videos tab and a sub menu will appear showing you the specific years of photos. Click on a specific year and you will go to that year. If you click on the Photos/Videos tab itself, you will go to the most recent year of photos.

Once in a specific year, the thumbnails of the pictures can be scrolled through a page of photos at a time. To scroll through the thumbnails, click on the paging mechanism below or beside the displayed photos. If you click on a specific thumbnail, a higher resolutions photo will appear.

Depending on which thumbnail you expand, you will have a right or left scroll capability between the photos. To exit the higher resolutions photos, hit the escape key or click on the “x” in the upper right hand corner.

If you would like to comment on a photo, click on the hyperlink below the picture. This will take you to an area for commenting if you are a registered user. To become a registered user, see the subsequent section on Registering as a User.

To have your favorite KOF photos on the website, see the Supplying Content section of this document.

Videos:

To access the videos, place your cursor on the Photos/Videos tab and a sub menu will appear. Move your cursor down to the Video sub menu item. Click on this sub menu item to go to the video page. If you click on the Photos/Videos tab itself, you will go to the latest photos. To get to the video page, move your cursor down to Video and click there.

The videos are all grouped on a single page. You can scroll up and down to see a still photo from the video and the title of the video. To start a video, click on the play button in the center of the still photo or use the video controls at the bottom of the still photo.

All videos are stored on Youtube. The videos are “unlisted” on Youtube so the public cannot search for them.

To have your favorite KOF videos on the website, see the Supplying Content section of this document.

Documents (Public):

Public documents are found in the Inspirations/Documents section. To access this section, click on the Inspirations/Documents tab. Documents private to registered KOF users are in the forums.

The KOF documents can be found on the right side of this page above the photo of Bob Nourse and the User menu. There is a paging mechanism to allow you to access multiple pages of documents. Documents are stored in order of submission.

To download a document, click on the desired document name hyperlink. If you have problems opening a document, check the security settings of your browser. If all else fails, contact the webmaster.

To have your favorite KOF documents on the website, see the Supplying Content section of this document.

Inspirations:

Inspirations are found in two sections of the website. All of the inspirations are found under the Inspirations/Documents tab. At the bottom of each page, a single inspiration appears. This single inspiration randomly changes each time you change pages.

To have your favorite KOF inspiration on the website, see the Supplying Content section of this document.

Supplying Content:

To supply content for the website, contact the webmaster via the website Contact page or directly at webmaster@teckeepersoftheflame.org.

Registering as a User:

Much of the website can be accessed by a non-registered user. However, to access the entire site including all the forums, groups and the search mechanism, you will need to register as a user. There are two ways to register as a user.

Self-Registration – On the home page, click on the “Create new account” and fill in the form. You will need to fill in:

- Username
- First name
- Last name
- Email address
- Password

After you have created your account, the webmaster will receive the request. Once the webmaster has verified that you are on the official Keepers of the Flame list, your account will be activated for you. Once you have an active account, you can upload your own user picture and change other account settings.

Concierge Service - To have the webmaster register for you, send an email to the webmaster via the Contact form.

In the email include your desired:

- Username
- First name
- Last name
- Email address
- Profile picture in .jpeg format (optional)

Once the webmaster has verified that you are on the official Keepers of the Flame list, your account will be created for you. Once you have an active account, you can upload your own user picture, change your username, and change your password.

IMPORTANT NOTE:

The user registration page has been password protected due to increased hacking attempts into the KOF website. To register for the website, send the webmaster a note via the Contact page. Include in the message who you are and your affiliation with TEC/Vistage. Once the webmaster verifies your identity from the master list of those eligible to be in Keepers of the Flame, the webmaster will work with you to get you registered as a user of the website. Depending on your preference, the webmaster will give you the password to register yourself or the webmaster will register you based on your input.

User menu:

Registered users can see the User menu on all pages except the Photos/Videos pages. The menu is located on the right side of each page. For non-registered users, the user menu only has the View Forums option. For registered users, the user menu has the following options:

- My Account
- View Forums
- View Groups
- Search Users
- Log out

My Account:

If you click on this option, you will be brought to a menu that allows you to **View** or **Edit** your account. You also have the option to setting your **Subscription** options.

View - You can see your how long you have been a KOF register user and your photo if you have previously uploaded one. If you are a member of a group, this page will show you which groups you have joined.

Edit - You are able to:

- Change your username
- Reset your password
- Change your email address
- Upload or delete your user profile picture
- Chose to allow/prevent contact by fellow registered KOF users via the website
- Set your time zone

Subscriptions - You have three sub-menus to choose from:

- **Overview** – This menu is displayed first. It shows you if you are subscribed to any Pages/Threads or Content types. You can subscribe to Pages/Threads at pages in Forums and Groups. You can subscribe to Content types (Forums and Groups) under the Content type sub-menu. You also have two options at the bottom of the page for viewing/setting your preferences:
 - **Delivery of notifications** – Under this option you can temporarily suspend subscription notifications from being sent to you.
 - **Settings** - Under these two sections you are able to review your preferences for:
 - Auto-subscribe options.
 - What format your notifications will be sent in. You can turn Digest mode on or off.
 - What your notification interval will be, with ranges from as soon as possible to daily.
 - The visibility of your preferences in the forum itself.

(As of Version 4.x of the KOF website, there are bugs in the program used to develop the website (Drupal 7) that prevent a user from modifying their own subscription preferences under this Settings option. If you ever have problems changing your subscription preferences, send a message to the webmaster to have them changed.)
- **Pages/Threads** – This menu shows if you have subscribed to specific Pages/Threads. Pages/Threads refer to specific Forum and Group Topics. You can subscribe to Forum or Group Topics on the specific Forum or Group Topic of interest.
- **Content Types** – This menu shows if you have subscribed to Forum or Group Topics. This option overrides the Pages/Threads option. If you subscribe for notifications under Content Type, you will get notifications for all Forums and all Groups that you have joined. Here you have the option to change your Send Interval and if you want notifications on updates and/or comments to the specific Forum or Group Topic

View Forums:

For the KOF website, forums are used to store documents. Groups, described later, are used for discussions. To access the forums, click the hyperlink **View Forums** under the User Menu. A very simple set of forums has been setup in the website. These are examples of the forums.

- Private Documents – Private to website registered KOFers
- Public Documents – Available to the public
- Favorite Chair Documents – Private to website registered KOFers
- KOF Annual Meeting – Private to website registered KOFers

In each forum, KOF registered users are able to make comments or reply to previous comments.

Forums can be subscribed to under the My Account option of the user menu. See the documentation of My Account under the User menu section of this manual.

To start a Forum topic, click on the Forum you wish to post in. This takes you to a new screen that gives you the option to create a New topic. Other registered users who have requested forum update notification might see your post via their email anywhere from immediately to within 24 hours. This depends on how they have subscribed to the Forums.

To reply to a current Topic, click on the appropriate Forum to find the Topic to comment on. Other registered users who have requested forum update notification might see your post via their email anywhere from immediately to within 24 hours. This depends on how they have subscribed to the Forums.

View Groups:

For the KOF website, forums, described above, are used to store documents. Groups are used for discussions. If you click on this option, you will be brought to a page that shows you KOF Groups that you are either a member of, or you can request to join. Some groups are so private that the name is not displayed to non-members.

Joining Groups:

KOF public group - Click on the group name. Then click on “Request group membership.” Fill in the “Request message” text box and click “Join.” The Group Manager will receive an email indicating your desire to join the group. You will also receive an email indicating you have requested membership and that membership is pending. *(As of Version 4.x, there is not an automatic email notification generated when membership is approved.)* The Group Manager may or may not send you an email after your membership is reviewed. If you navigate to the group you have requested membership to and the page gives you the option to Unsubscribe, but does not allow you to create a group topic, that means your pending membership is still pending.

KOF private group – The Group Manager must add you.

Creating a Group Topic:

Once you have joined a group, you are able to create a Group Topic. The hyperlink for Create Group Topic is at the top of the Group Page. When you click on Create Group Topic you are brought to a page that asks for Title, Groups Audience and Body. Fill in a Title that makes sense to you. Titles are searchable via the website search mechanism. Select the Group audience you want the Group Topic to be part of. Fill in the Body as you see fit. Once you create a Group Topic, depending on your subscription settings, you might be automatically subscribed to the topic.

Posting Comments or Replies:

Once you have joined a group, you are able to post comments and reply to comment

inside a Group Topic. Navigate to the group by going to My Account. Click on the group in which you want to comment or reply. This brings you to a screen with the group topics associated with the group. You then can click on the topic where you want to comment or reply. Up to 10 comments and replies are on a page. If there are more, you can scroll down to the bottom and navigate to other pages of comments and replies.

To add a new comment, click on the Add new comment near the top of the page or scroll down to the bottom of the page where a comment box is ready for input. To reply to a comment, click on reply at the bottom of the specific comment itself. Once you have commented or replied, you have the ability to edit or delete your comment or reply. However, once someone replies to your comment or reply, you no longer can delete your comment or reply, but you still retain the ability to edit. Once you post a comment or a reply, depending on your subscription settings, you might be automatically subscribed to the associated topic.

Group Email Notifications:

Subscriptions to group updates is controlled in via multiple mechanisms.

The first mechanism is an automatic subscription. Automatic subscriptions to Group Topics you create or comments/replies you post is the default subscription setting. Once you have commented or replied in a group topic, you will automatically be subscribed to that group topic. The default subscription is set to a daily email in a digest format. *(As of Version 4.x of the KOF website, there are bugs in the program used to develop the website (Drupal 7) that prevent a user from modifying their own subscription default preferences. If would like your default subscription preferences changed, send a message to the webmaster.)*

The second mechanism is to manually subscribe or unsubscribe to all Group Topics. To do this to go My Account and then Subscriptions. Click on either Content types hyperlink. Here you can set you notification desire for Group Topic and other available categories.

The third mechanism to manually subscribe to a specific Group Topic. Navigate to a Group, then to a Group Topic. Once you are at a Group Topic page, you can click on the Subscribe hyperlink at the top of the page. This takes you to an option to subscribe/unsubscribe to either the page which is the Group Topic itself, or to all Group Topics. Check/uncheck the box(es) according to your preference and click Save.

The sub section Subscriptions under the section My Account in this document has more information.

Group Manager:

To become a Group Manager, you must make a request to the webmaster. See the section on Group Creation. For a KOF Public Group, the Group Manager will receive join

requests that come from the website. For a KOF Private Group, the Group Manager will have to add members manually. The Group Manager has the ability to:

- Add members to the group
 - Navigate to the desired group. This page has three sub-options, View, Edit, Group.
 - Click on Group.
 - Click on Add People.
 - Type in the User-name.
 - Set Role as Administrator if the member should be a Group Admin.
 - Type in a message that the member will receive in the email confirmation and click Add users.
 - The KOF registered user will receive an email notifying the user that they have been added to the Group.
- Change the membership status of group members (Active, Pending, Blocked)
 - Navigate to the desired group. This page has three sub-options, View, Edit, Group.
 - Click on Group.
 - Click on People.
 - Find the member to change and click “edit.”
 - Change the Status.
 - Check or uncheck Role. If a user is an administrator member, they will have the Group Admin capabilities.
 - Click Save. The user will not be automatically notified of the change. You can email the user. See Search Users for how to do this.
- Change a member’s status as a Group Admin.
 - Navigate to the desired group. This page has three sub-options, View, Edit, Group.
 - Click on Group.
 - Click on People.
 - Find the member to change and click “edit.”
 - Check or uncheck Role. If a user is an administrator member, they will have the Group Admin capabilities.
 - Click Save. The user will not be automatically notified of the change. You can email the user. See Search Users for how to do this.
- Delete membership from a group.
 - Navigate to the desired group. This page has three sub-options, View, Edit, Group.
 - Click on Group.
 - Click on People.
 - Find the member to delete and click “remove.”
 - A new page will ask to verify your choice.
 - The user will not be automatically notified of the change. You can email the user. See Search Users for how to do this.
- Change the Group Title

- *(As of Version 4.x of the KOF website, there are bugs in the program used to develop the website (Drupal 7) that prevent a Group Manager and Group Admin from deleting a Group. If you want a Group deleted, send a message to the webmaster.)*
- Change a Group Topic Title and Body
- *(As of Version 4.x of the KOF website, there are bugs in the program used to develop the website (Drupal 7) that prevent a Group Manager and Group Admin from deleting a Group Topic. If you want a Group Topic deleted, send a message to the webmaster.)*

Group Admin:

To become a Group Admin, send a request to the Group Manager. Group Admins have almost all the same abilities as a Group Manager. The only difference is the Group Manager cannot be deleted as a member of the Group and the Group Manager is the only one who receives notifications to join a KOF Public Group.

Group Creation:

Groups can only be created by the webmaster. If you want a group created, you need to contact the webmaster. You will be the Group Manager. You will have to provide the webmaster the title of the group, a description of the group and your desired privacy setting. Group can have one of two privacy settings.

- **KOF Private Group** – In this case, the group name will not even be listed under View Groups unless the user is already a member. This type of group gives the members complete privacy except from the webmaster.
- **KOF Public Group** – In this case, the group is listed under View Groups. The content of the group is not accessible to non-members. Registered KOF users can see the who else is a member of this type of group. To see the current members, click on the group name. The group membership is displayed on the right side of the page.

Search Users:

If you click on this option, you will be brought to a page that allows you to search for registered KOFers. The page defaults to a comprehensive list of registered KOFers. You can sort the columns by clicking the column headers. You can limit the search by typing in search criteria in First Name, Last Name or both. If you want to contact a registered KOFer, click on their username. This brings you to their Account page. You can then click on Contact to send them an email via the website.

Search:

There is a search feature available on the upper right side of all pages. Non-registered users are not able to search. Registered users can use the search feature.

After your first search, you will be brought to a menu that shows the results. The results page has an option that allows for you to choose to search for content or users. The default on the upper right side of all pages is content. To search users, you must click on the user tab on the search page and enter your keyword below the tab. However, the Search Users option described in this document is an easier and more robust way to search for a specific user.

There is an advanced search link you can click on; however, it is still very limited in its capability.

Contact:

The webmaster can be contacted either through a direct email to webmaster@teckeeperoftheflame.org or via the website Contact page. The webmaster is grateful to receive any questions, problems, suggestions or comments.

Known Problems and Limitations in Version 4.x:

The search feature only searches for full words in content (ie. "chip", but not "hip")

The search feature only searches for words 3 characters and more.

The search feature does not search forum comments, only forum topics.

The search feature does not search group comments, only group topics.

Group Managers and Group Admins are missing some capabilities.

Users can't change some of the subscription features.

Future Upgrades:

No upgrades are planned, but if you have a suggestion, please contact the webmaster.

FAQs:

How do I add or update my account photo?

1. Login.
2. Click on My Account which is on the right side of the home page.
3. Click on the Edit tab in the center portion of the My Account page.
4. Scroll down on the Edit page until you see the Upload Picture option.
5. Browse your computer for your favorite picture and then select the photo.
6. Scroll further down on the Edit page to find the Save option.
7. Click save and your photo should be updated.
8. The results might tell you that the photo have been resized.

How do I email another KOF registered user?

1. Login.
2. Click on Search Users.
3. From the Search User page, you can find the user in one of two ways. You can enter their name in the First Name and/or Last Name boxes and click Apply. Or you can sort the names by First, Last or Username and scroll through the names. To sort the names. click on the First, Last or Username column header.
4. Once you find the individual, click on the username from the search results.
5. This will send you to their Account page. Click on the Contact tab if it exists. If the Contact tab does not exist, the user has configured their account to prevent other KOF registered users from contacting them.
6. Fill in the Subject and Message.
7. Scroll down and click on Send Message.

How do I prevent other KOF registered users from emailing me?

1. Login.
2. Click on My Account which is on the right side of the home page.
3. Click on the Edit tab in the center portion of the My Account page.
4. Scroll down on the Edit page until you see the Personal contact form check box. Uncheck the box and click on Save near the bottom of the page.

I would like to turn off/on subscriptions to KOF Forums and/or KOF Groups?

1. Login.
2. Click on My Account which is on the right side of the home page.
3. Click on the Subscriptions tab in the center area of the page.
4. Click on Content Types (either hyperlink).
5. To unsubscribe check or uncheck the Forum topic box in the Subscription column, then click Save. You can do the same for Group Topic.

Please contact webmaster@teckeepersoftheflame.org for any questions, problems, suggestions or comments.