TEC Keepers of the Flame Website

User Manual

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 (https://www.teckeepersoftheflame.org/). The intended audience are both the registered users of the site and the public at large.

Public/Private:

Part of the KOF website is open to the public. The tabs across the top can be accessed by the public. The library has 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. KOF documents can also be found in the library.
- **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.
- **Library (Public Documents)**: This library is open for viewing by the.
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Private:
- **Search**: The search mechanism does not work unless you are a registered user. You must be logged in to view search results.
- **LIbrary (Private Documents):** Various documents 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 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.
Once you expand a thumbnail, you will have a right and left scroll capability between the photos. To exit the higher resolutions photos, hit the escape key or click on the "x" in the upper left-hand corner.

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.

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 library.

The KOF documents can be found on the right side of this page below the login area.

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 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 documents, groups and the search mechanism, you will need to register as a user. There are two ways to register as a user.

Self-Registration – Anywhere on the website, click on the "Register" link under the sign-in fields and fill in the form. You will need to fill in:
- Username
- Email address
- First and last name
- Password – the system will guide you to use a strong 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 email, and change your password.

User menu:
Registered users can see the User menu on all pages. The menu is located on the right side of each page. For non-registered users, the user menu only has the Library option. For registered users, the user menu has the following options:
- My Account
- Library
- Groups
- Search Users

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 **Group** options.

View - You can see your name 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.

Profile - You can:
- Change your email address
- Upload or delete your user profile picture

Messages - You can:
- See your inbox, starred messages and sent messages
- Compose messages

Groups - You can:
- See your group memberships
- Manage your group invitations

Settings - You can:
- General - Update your email and or password.
- Email - Set your email notification preferences.
- Profile Visibility - Select who may see your profile details.
- Export Data - You can request an export of your personal data or delete your account

Password Reset:

If you have forgotten your password, click home page. This will take you to the main login screen. Click the Forgot Password link and enter your email address or username to request a new password. If you can't remember either, email the Webmaster via the Contact Form.

Library:

For the KOF website, the library is used to store documents. To access the library, click the hyperlink **Library** under the User Menu. A very simple filing system has been setup on the website. These are examples of the library entries.

- 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

View Groups:

For the KOF website, 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:

Public group
- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site member.
- Click "Join Group". Approval is automatic.

Private group
- Only people who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.
- Click "Join Group". The group administrator will receive an email notifying them of your intent to join. Once approved you will receive a message.

This is a hidden group
- Only people who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.

Creating a Group Topic:
Once you have joined a group, you are able to create a Group Topic. Simply type your topic or message in the "What's new…" box on the group activity page.

Posting Comments or Replies:
Once you have joined a group, you are able to post comments and reply to other comments 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. If there are no comments yet, click the comment icon ( ) and add your comment. To reply to existing comments, click the "Reply" button under each comment.

Group Email Notifications:
Subscriptions to group updates is controlled under My Account -> Settings -> Email. The following notifications can be turned on/off:

- A member invites you to join a group
- Group information is updated
- You are promoted to a group administrator or moderator
- A member requests to join a private group for which you are an admin
- Your request to join a group has been approved or denied

Group Manager:

To become a Group Manager, you must make a request to the webmaster. 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 can:

- Add members to the group
  - Navigate to the desired group.
  - Click on Invite.
  - Select members to invite by clicking the + button next to their name or search for the member using the search field.
  - Click Send Invites
  - Type in an optional message that the member will receive in the email confirmation and click Send.
  - 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, Banned)
  - Navigate to the desired group. This page has three sub-options, Members, Invite, Manage.
  - Click on Manage.
  - Click on Members.
  - Find the member to change and click Ban
  - Updates are automatically applied and saved.
- Change a member's status as a Group Admin.
  - Navigate to the desired group. This page has three sub-options, Members, Invite, Manage.
  - Click on Manage.
  - Click on Members.
  - Find the member to change and click Edit, then select the new member role (Admin, Moderator, Member)
  - Updates are automatically applied and saved.
- Delete membership from a group.
  - Navigate to the desired group. This page has three sub-options, Members, Invite, Manage.
  - Click on Manage.
  - Click on Members.
  - Find the member to change and click Remove
  - Updates are automatically applied and saved.
- Change the Group Title & Description
  - Navigate to the desired group. This page has three sub-options, Members, Invite, Manage.
  - Click on Manage.
  - Click on Details.
  - Change the title and/or description for the group.

- Click Save Changes.

Group Moderator:
To become a Group Moderator, send a request to the Group Manager. Group Moderators 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 three privacy settings.

Public group
- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
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Private group
- Only people who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.
- Click "Join Group". The group administrator will receive an email notifying them of your intent to join. Once approved you will receive a message.

This is a hidden group
- Only people who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.

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 limit the search by typing in search criteria in First Name, Last Name or both or the username of the member (if you know it). If you want to contact a registered KOFer, click on their username. This brings you to their Account page. You can then click on Public Message or Private Message 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 page that shows the results. This function only searches the content on the site. To search users, you must click on the "Search Users" option under "User Menu".

Accessibility:

The website is equipped with basic accessibility tools. On the upper right-hand corner of the website click on the blue circle with the white person icon. This will open the accessibility tools that allow you to:

- Increase/decrease font size.
- Use keyboard navigation
- Choose colors
- Underline links
- Highlight links
- Invert colors
- Grayscale images

Use the Clear Cookies option to reset any changes.

Contact:

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

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 Profile tab in the center portion of the My Account page.
4. Click on Change Profile Photo.
5. Browse your computer for your favorite picture and then select the photo.
6. Crop your image to the desired shape/location.
7. Click Crop Image.

How do I email another KOF registered user?
1. Login.
2. Click on Search Users.
3. Type in search criteria in First Name, Last Name or both or the username of the member (if you know it).
4. Once you find the individual, click on the username from the search results.
   You can then click on Public Message or Private Message to send them an email via the website.
5. Fill in Subject and Body and click Send.

How do I prevent other KOF registered users from emailing me?
Please contact the webmaster to turn off on-site message for your account. The webmaster can be contacted either through a direct email to webmaster@teckeepersoftheflame.org or via the website Contact page.

I would like to turn off/on subscriptions to KOF Groups?
1. Login.
2. Click on My Account which is on the right side of the home page.
3. Click on Settings
4. Click on Email
   a. The following notifications can be turned on/off:
      i. A member invites you to join a group
      ii. Group information is updated
      iii. You are promoted to a group administrator or moderator
      iv. A member requests to join a private group for which you are an admin
      v. Your request to join a group has been approved or denied
5. Click No for the notification you do not wish to receive.
6. Click Save Changes

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