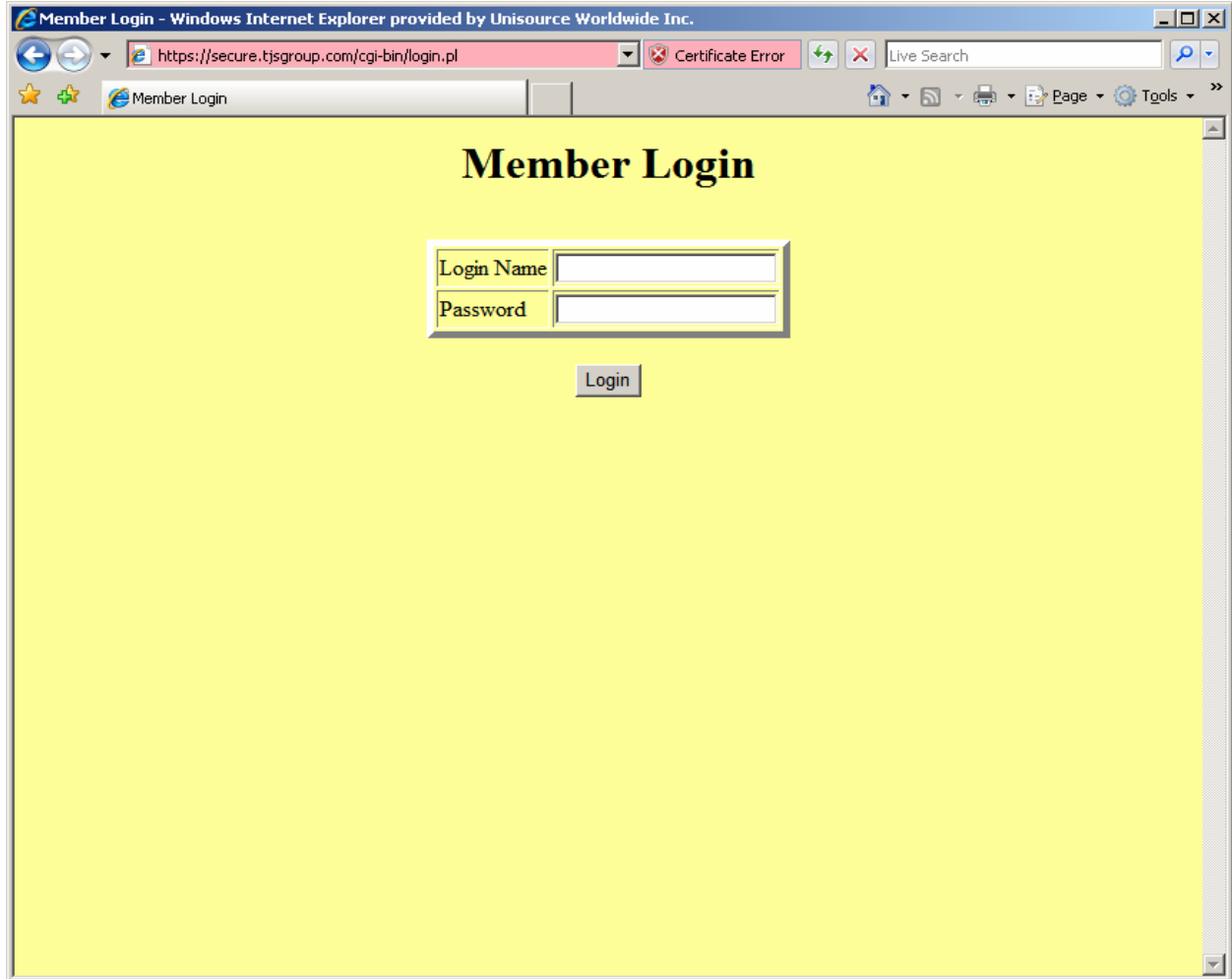


Georgia ARES Membership Database -- Member Instructions

URL to Web Page: <https://secure.tjsgroup.com/cgi-bin/login.pl>

Also a link will be placed on the GA State ARES Web page. Suggest each county provide a link on their web page to the member login page as well. You may get a warning that the Certificate for this site does not match the site name. Just ignore this warning and proceed.

Member Login:



The screenshot shows a web browser window titled "Member Login - Windows Internet Explorer provided by Unisource Worldwide Inc.". The address bar displays "https://secure.tjsgroup.com/cgi-bin/login.pl" with a "Certificate Error" warning. The page content is on a yellow background with the heading "Member Login" in bold black text. Below the heading is a login form with two input fields: "Login Name" and "Password", each with a small yellow box to its left. A "Login" button is centered below the fields. The browser's address bar also shows a "Live Search" field and various navigation icons.

On this screen each member will login to system. The Login Name is the user's call sign and the first time password will be provided to the user. The Login Name and Password are NOT case sensitive, so it doesn't matter if you use UPPER CASE, lower case, or a CombiNation thereof, any combination will work. The password has to be a minimum of 8 characters and must include at least one alphabetic character and one numeric character. When you sign on for the first time you will be asked to change your password.

The following screen will be presented to first time users:



Here you must enter a new password before continuing. Remember, the syntax of the password is a minimum of 8 characters, with at least 1 numeric digit and 1 alpha character. If you forget your password you will have to contact your EC, DEC, or SEC officer at the level above your administrative rights to have your password reset. No one can actually see your password, they can only reset it to a NEW temporary password. When you login with this reset password you will be asked once again to change your password, just like a first time user. At the moment of this writing, there is no history kept of prior passwords used, so nothing prevents you from reusing your old password if you now happen to remember it.

Once you have entered your new password twice and clicked on the Update Password button, you will be taken to the "Member Information" screen as shown in the figure on the next page.

Member Information screen after successful login and password change:

MEMBER INFORMATION [LOGOUT](#)

CALLSIGN	KE4TUW
HANDLE	Larry
NAME	Larry Hallett
ADDRESS1	
ADDRESS2	
CITY, STATE, ZIP	
County of Residence	
ADC_GRID	
LATITUDE	
LONGITUDE	
FIRE STATION	
WORK ZIP	
TITLE	
LOCATION	
RESPONSE TEAM	
R-TEAM POSITION	
SEC RESPONSE TEAM	
SEC R- TEAM POSITION	

[Edit Address Information](#)

Notes:

Contact Type	Information	Preferred Method	Page	Directory	Contact Comment
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[Edit Contact Information](#)

Date	Resource	Equipment	Type
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[Edit Equipment Information](#)

Activity Date	Activity Type	Activity Comment
04/22/2007	Weekly Training Net	Alford Memorial Sunday Night Roundtable - 7:00PM Local
04/22/2007	Weekly Training Net	DeKalb ARES Emergency NET

There are only four actions you can take on this screen. They are indicated by the “[Blue underlined text.](#)” You can [LOGOUT](#) with the link in the upper left of the screen. You can [Edit Address Information](#) which will be shown on the next page. And you can [Edit Contact Information](#) or [Edit Equipment Information](#) which will be shown on the next several pages. This record also shows two recent activities this member has participated in, but this information can only be entered by an administrator such as the EC or one of their AECs. Click on the [Edit Address Information](#) and proceed to the next page.

Edit Address Information screen:

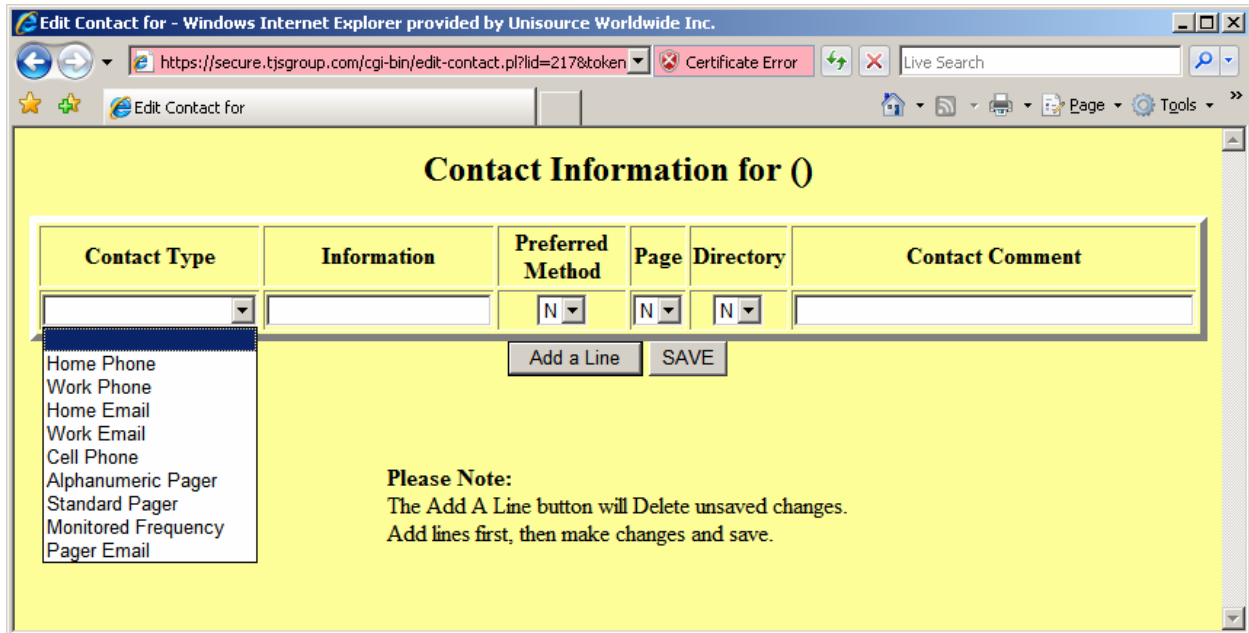
Information for KE4TUW

County	DeKalb
CALLSIGN	KE4TUW
HANDLE	Larry
NAME (FIRST MIDDLE LAST)	Larry Hallett
ADDRESS1	
ADDRESS2	
CITY, STATE, ZIP	
COUNTY OF RESIDENCE	
ADC_GRID	
LATITUDE	
LONGITUDE	
FIRE STATION	
WORK ZIP	
ALLOW WEBSITE LOGIN	Y
LICENSE and EXPIRE DATE	
YEAR FIRST LICENSED	0000
TITLE	
LOCATION	
RESPONSE TEAM	
RESPONSE TEAM POSITION	
SECONDARY RESPONSE TEAM	
SECONDARY RESPONSE TEAM POSITION	
JOIN DATE	
ID ISSUED TYPE	
ID ISSUED DATE	
STATUS	
SHOW IN DIRECTORY	N
Note	

SAVE

Only the information in the “white” fields is editable by you. Most fields are self explanatory. The Latitude and Longitude should just have 2 digits before the decimal point and 6 digits after and a minus sign on the longitude (i.e. -84.123456). The ADC_Grid is the grid your station location on an ADC map.

Fill out your information as fully as you can on the Address Information screen then click on “Save”. It is your responsibility to keep your information up to date. Next let’s move to the “Edit Contact Information”. Here is the Edit Contact Information Screen:



This screen shows one line added already and the drop down box for the Contact Type opened so you can see the various types of contact information you can supply. Use the Preferred Method column to indicate which method is best to use to reach you. You might have your Cell Phone as the preferred phone and your Home Email as your preferred email. Use the Contact Comment for items like what hours a valid for reaching you at work. Or maybe the Tone on a repeater you monitor. As with the Address Information, it is your responsibility to keep the Contact information up to date.

As the Note says the “Add a Line” button will Delete any unsaved changes, so the best thing to do here is to Click on the “Add a Line” button as many times as you have contact information to enter. In other words, if you have a home phone number, a work phone number, a cell phone number, and an Email address you want to list, then Click the “Add a Line” button four times, enter all the information, and then Click the “Save” button. You can always return and add more or change the information.

Let’s move on to the “Edit Equipment Information” screen on the next page.

Edit Equipment Information Screen:

Class	Definition
Home	Any Equipment that can be operated from a Member's residence (and that one is willing to) with more than 20W transmitting capability.
Mobile	Any Radio Equipment that can (and that one is willing to) operate from a member's automobile with more than 20W transmitting capability.
Portable	Any Radio Equipment that can (and that one is willing to) operate from any location with more than 20W transmitting capability.
HT	Any hand held radio equipment with a self contained power source.

Type	Class
<input type="checkbox"/>	1.2Ghz Home
<input type="checkbox"/>	1.2Ghz Mobile
<input type="checkbox"/>	1.2Ghz Portable
<input type="checkbox"/>	1.2Ghz HT
<input type="checkbox"/>	900Mhz Home
<input type="checkbox"/>	900Mhz Mobile
<input type="checkbox"/>	900Mhz Portable
<input type="checkbox"/>	900Mhz HT
<input type="checkbox"/>	.7 Home
<input type="checkbox"/>	.7 Portable
<input type="checkbox"/>	.7 Mobile
<input type="checkbox"/>	.7 HT
<input type="checkbox"/>	1.25 Home
<input type="checkbox"/>	1.25 Mobile
<input type="checkbox"/>	1.25 Portable
<input type="checkbox"/>	1.25 HT
<input type="checkbox"/>	2 Home
<input type="checkbox"/>	2 Mobile
<input type="checkbox"/>	2 Portable
<input type="checkbox"/>	2 HT

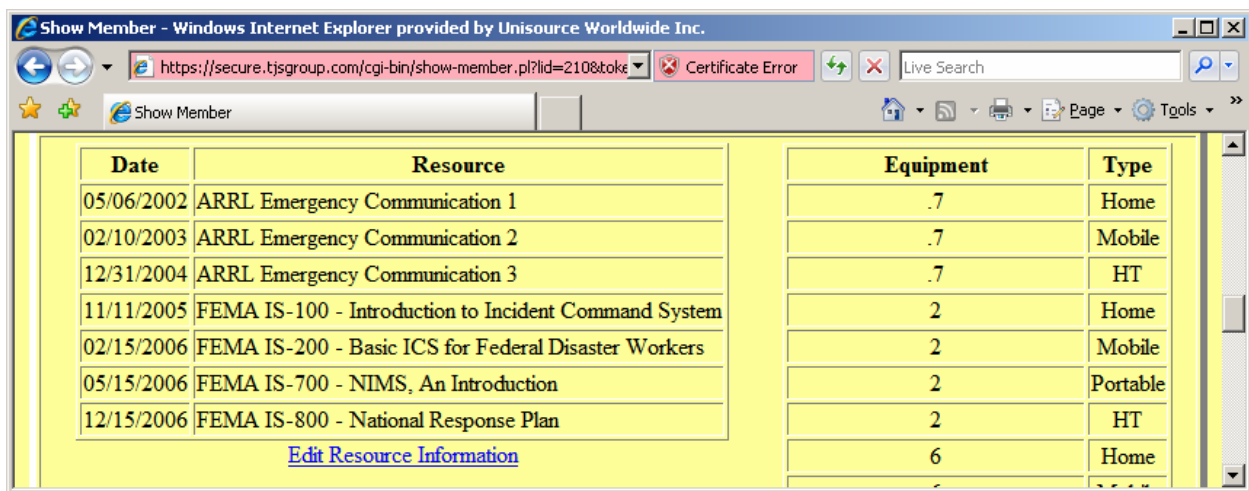
Use this screen to list your equipment inventory that you are willing and able to use in an ARES environment. List only those items that you can use proficiently. For things like portable emergency power be sure you keep an adequate supply of fuel and test the generator on a periodic basis. Some of these items might require confirmation with your EC depending on the individual group requirements.

Only the first part of this screen is shown since the remainder of the screen is just more check boxes in front of some piece of "equipment." There is a "Save" button at the bottom of the screen you need to click on when you are done. That does it for the information you can enter.

Again you are responsible for keeping these three areas of information updated. Your EC may require you to verify this information on a periodic basis. It will be up to the EC to set this time interval.

The bottom portion of your member information is “Activities” you have taken part in and will grow as time goes on and you participate in activities that get entered into the database. If you “check-in” to another county’s weekly ARES Net and they enter that information into the database, you will see that activity show up under your Member Information screen. Your county will also get credit for the time you spent on the other County’s Net.

The remaining area of interest on the member information screen is the “Resource Information”. Only and EC or AEC can edit this information and it list the training course you have completed. Below is a screen shot of the Resource Information for a member that has taken all three of the ARRL Emergency Communications courses and four of the FEMA courses:



The screenshot shows a web browser window titled "Show Member - Windows Internet Explorer provided by Unisource Worldwide Inc." with a URL of "https://secure.tjsgroup.com/cgi-bin/show-member.pl?id=210&tok...". The browser displays a "Certificate Error" and a "Live Search" box. The main content is a table with the following data:

Date	Resource	Equipment	Type
05/06/2002	ARRL Emergency Communication 1	.7	Home
02/10/2003	ARRL Emergency Communication 2	.7	Mobile
12/31/2004	ARRL Emergency Communication 3	.7	HT
11/11/2005	FEMA IS-100 - Introduction to Incident Command System	2	Home
02/15/2006	FEMA IS-200 - Basic ICS for Federal Disaster Workers	2	Mobile
05/15/2006	FEMA IS-700 - NIMS, An Introduction	2	Portable
12/15/2006	FEMA IS-800 - National Response Plan	2	HT
	Edit Resource Information	6	Home

Usually you will provide this information along with copies of course completion documents that your EC or an AEC will verify and then enter into your record. The EC will retain copies of these courses as proof that you have completed this training. More of our served agencies are requiring that members have a minimum set of these training courses. The above set of seven courses are the current minimum to be deployable from the Metro Atlanta ARES, even though not all of the Metro counties have adopted the same set of courses.

This set of instructions should give you enough information to get started entering and maintaining your information. If you have any questions or run into any problems please contact your EC.

The instructions are a work in progress and will be updated from time to time. Thanks for your support of the ARES program.