



INTERNET MEMBERSHIP SYSTEM



Carm Services, Inc.

Trinity Information Systems



A User's Manual

Member's Edition

INTERNET MEMBERSHIP SYSTEM A USER'S GUIDE

1. Introduction

1.1 Why IMS?

The Walk to Emmaus has grown to become a driving force for Christians all over the world. The need for good, clear, consistent and easily accessible records for all of our members is more evident every day.

In the past there have been several approaches for the maintenance of Emmaus data, some homegrown and some quite sophisticated. Often times such systems suffer from some unfortunate handicaps. Such as:

- Operationally Complex – several general systems such as Data Base systems, Spreadsheets, Word Processors, etc. adapted to specific tasks, often authored by different people making it difficult to maintain accuracy.
- Excessive hand work – Systems that make little use of the computer.
- Lack of maintainability – One such system that is in common use is the COMMUNITY Leadership, Organization and Registration System (COLORS). COLORS is a near error free Data Base system (circa. 1998). Unfortunately, David Carpenter the COLORS developer, has passed away leaving no access to the source code and making it impossible to adapt the system to today's internet world.
- Dependency – Team Leaders and Members of the Boards of Directors are usually dependent upon a single person, usually the registrar, to provide them with the reports, mailing labels or other data that they need.
- Invisibility – Your record as an Emmaus member is being maintained on a system somewhere by someone, usually the Community Registrar. You have no idea what that record says or how accurate it is.

IMS is, of course, an internet based system designed to overcome all of these handicaps and to make the Emmaus data easily available to all who need them and while keeping them secure from the “outside world”.

1.2 Who should use IMS?

Community Registrar

IMS is a critical tool for the community registrars. Using IMS they will:

- Review each new pilgrim's application,
- Assign them to walks,
- Notify the sponsors of the walk assignment,
- Send invitations to pilgrim candidates before a walk begins
- Maintain residence address, phone, e-mail and other information for each candidate.
- Provide reports for the Lay Director, Agape, Lead Kitchen, Prayer Room, etc.
- Assign Membership status to each pilgrim who completes a walk.
- Maintain residence address, phone, e-mail and other information for members who are unable to make changes and corrections for themselves (see “Members” following).
- And other registration functions.

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Team Selection Committee.

IMS capabilities include the maintenance of service information for all Members. This includes background as well as conference room service. This information coupled with powerful filtering capabilities provide valuable tools for the team selection committee.

Lodgings Manager

Room assignments are usually made shortly before a walk begins. None-the-less there are often last minute changes as pilgrims drop out and others assigned. The powerful reporting capability of IMS can help the lodgings manager keep abreast of the situation.

Mailings Committee

IMS will provide downloadable name and address and / or name and e-mail address data for mailing and e-mailing notices and newsletters to members.

Lay Directors

Contact information is available to help the Lay director complete his / her team. Pilgrim reports let the Lay Director know and pray for the pilgrims by name and to understand their medical and physical handicaps early in the walk cycle.

Spiritual Directors

Contact information is available to help the Spiritual Director complete his / her team.

Assistant Lay Directors

Although not currently available, IMS plans to provide an "ALD Walk Schedule" capability for the maintenance of each Community Schedule. This facility will help to ensure that all ALD Schedules are consistent across the community. It will also help to ensure that Board Decisions affecting the schedule are consistently applied.

Kitchen Lead

Access to IMS will allow the Kitchen Lead to assess the need for special diet menus well ahead of the walk.

Agape Lead

Access to IMS will allow the Agape lead to assess the medical and mobility needs of the pilgrims.

Community Spiritual Director

A special Spiritual Director's Report provides the Community Spiritual with each pilgrim's name, and the name, address, telephone number and e-mail address of the pilgrim's pastor. This information will help

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him / her contact the pastors at the completion of a walk.

Members of the Board of Directors

The Community Board of Directors will always need information about their Emmaus Community. IMS is there to answer their questions about an applicant, the sponsor, a member, a church, volunteers, or any of the many questions that arise in the conduct of The Walk to Emmaus.

Members

IMS helps members keep in touch with the community. Members who have e-mail addresses that are known to IMS can access their records to make corrections and or to update their address, phone number and other information.

IMS Administrator

The IMS Administrator maintains the security of the system. He or she is responsible for the maintenance of the systems controlling data sets. It is the Administrator who authorizes members to perform certain tasks that, for reasons of data security, are not available to everyone. For example to perform the functions Registrar or Lay Director, or any of the functions mentioned above, except "Member" a person must be authorized by the Administrator.

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2. The Welcome Screen

2.1 Registration for a New IMS Community

When your Emmaus Community decides to adopt IMS for their membership roles they should appoint an IMS Administrator. The Administrator should then contact Mr. Larry Deel, of CARM Systems Inc., who is responsible for the development and maintenance of IMS. Mr. Deel, or an associate, will work with the Administrator to determine the data and format required for the establishment of IMS for your community. A data transfer fee and the ongoing usage fee will also be determined. Within 48 hours after reaching an agreement to use IMS, he will make a Welcome Screen available for your community. Thus, even before the community data has been transferred the Administrator will have the ability to peruse the system and identify the many community management functions that are available.

2.2 Accessing the Welcome Screen

The internet address for IMS is available from your IMS Administrator. The address is of the form [http://\(prefix\).inetmember.com](http://(prefix).inetmember.com) where *(prefix)* is a value determined by the IMS developers. *(Prefix)* is usually a set of initials that identify your Emmaus community. For example: the IMS welcome screen address for the Coastal Carolina Emmaus Community is – <http://ccec.inetmember.com>.

My Own Emmaus Community

Email Address

Password:



Welcome My Own Emmaus Community website. To download or fill out an application, view the links on the left. To learn what Emmaus is all about, view the links on the right.

What is Emmaus?

Following Links made by permission from the UpperRoom

- ▶ [About Emmaus: Program Overview](#)
- ▶ [History](#)
- ▶ [Structure and Organization](#)
- ▶ [About the Name "Walk to Emmaus"](#)
- ▶ [How to Attend](#)

Churches Affiliated with Us

Alliance-Arapahoe UMC
Andrews Chapel Methodist
Ann St. Methodist
Antioch FWB

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Emmaus Applications
Available for
Download
[Application \(Word\)](#)

Access Online
Application

Asbury UMC
Baptist Home
Beach Rd Baptist
Beech Grove UMC
Belgrade Tabernacle UMC

FIGURE 1

2.3 Users Sign-In Procedures

Figure 1 shows an example of an IMS Welcome Screen. In the upper left-hand corner are the “boxes” for the entry of your email address and a password. Please note:

- That the email address that is entered here *must be the email address that has been recorded in the user's IMS record*. If you have changed your Email address please select “Register for Site”. (see figure 2).
- Your IMS Administrator will provide a “generic” password. Once you have signed- in you should change your password. See section 3.1 “Change Your Password” to learn how to make this change.

Please note that in instances where two people (e.g. husband and wife) use the same Email address there may be some confusion when using the “generic” password. That is when the Email address and the password are identical. IMS will not know which person is signing on so the first name that IMS encounters that meets the criteria will be selected. The solution to this is to, immediately upon gaining access to IMS, the user should change the password to a new unique password and then, if the wrong person had been selected, sign off and then sign on again using the generic password.

The site registration facility (figure 2) also provides an avenue for the registration of people from other communities to join your community or for members of your community, who had failed to provide an email address to do so and register as an IMS user.

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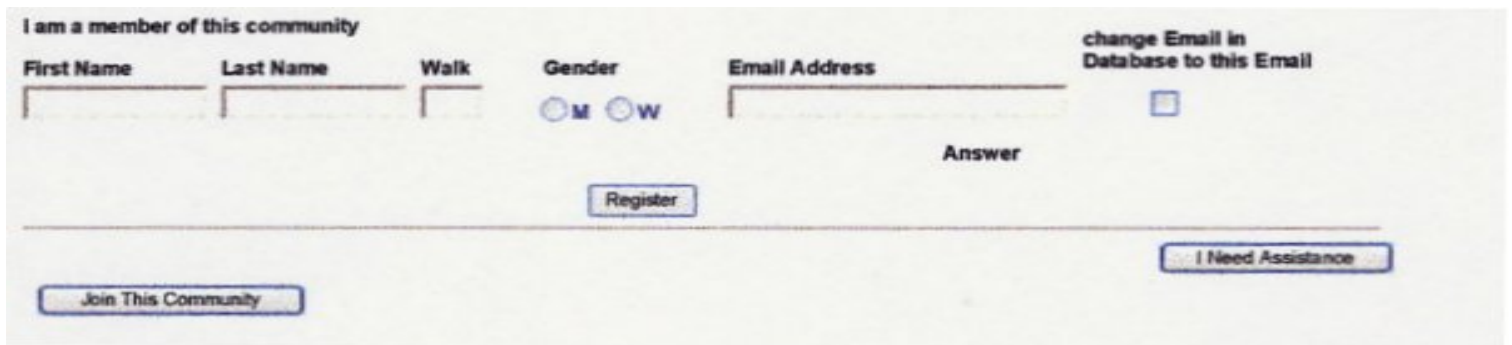
My Own Emmaus Community

If you have made your walk with this community, and you remember your walk number, simply fill in the requested information and we will Email you a temporary password which you can use one time and will be prompted to change it.

[We will verify on First and Last name. Walk number and Walk gender. Email Address is so we can send the password back to you.](#)

If you made your walk in another community and would like to be a part of this community's Website and Database, click "Join This Community" and you will be asked for contact information, etc. and a password will be Emailed to you. If you need assistance, click "I Need Assistance". This will initiate an Email screen to our administration area. To help us help you, please give us as much information as possible....[DeColores!!!](#)

(Site Registration)



The screenshot shows a registration form titled "I am a member of this community". It includes input fields for "First Name", "Last Name", and "Walk". The "Gender" field has radio buttons for "M" and "W". There is an "Email Address" field and a checkbox labeled "change Email in Database to this Email". Below the "Email Address" field is a label "Answer". A "Register" button is centered below the form. At the bottom left is a "Join This Community" button, and at the bottom right is an "I Need Assistance" button.

FIGURE 2

2.4 Sponsor's Tools

The lower left-hand corner of the Welcome Screen presents facilities for the Walk to Emmaus Applications. A sponsor may download (print) an application or enter a candidate pilgrim's application on-line. A convenient approach is to print an application blank for a candidate to complete and enter the information as an on-line application. Then, once the application has been approved and scheduled, mail in the attendance fee or deposit.

The upper right-hand corner of the Welcome Screen provides links to the Upper Room website. These links are intended to help the sponsor explain to candidates, the powerful mission presented by The Walk to Emmaus.

As a sponsor you may want to refer your candidate pilgrim to your community's Welcome Screen. This may help to give them a deeper understanding of the Walk's mission.

2.5 Visitors Information

Your Emmaus Administrator will provide IMS with a description of the community. This will usually include some reference to the geographic area that the community

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serves, some community history, a description of the number of walks that are held each year and similar information that your Board of Directors feel is important. This information will be displayed at the center of the Welcome Screen just below the Emmaus Sunrise picture. Of course, the links to the Upper Room website are also available to visitors. In particular the link to the "How to Attend" display can be very useful for visitors. In the lower right-hand corner is a list of churches in your community that have members who are also members of The Walk to Emmaus. Visitors may want to browse that list

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3. Organization and Access Levels

The IMS organization has been designed to support the task of maintaining accurate records for the large membership of a Walk to Emmaus Community. Whereas, in the past, community members and board members alike were dependant on one or two people for all of the information that they need to carry out their responsibilities, now with IMS the information is available in real time to all members who have access to a computer. The following nine chapters describe the services that are available for:

- 3.1 Members
- 3.2 Team Selection
- 3.3 Walk Lay Director
- 3.4 Community Lay Director
- 3.5 Community Spiritual Director
- 3.6 Registrar
- 3.7 Board Members
- 3.8 Prayer Chapel and Prayer Vigil
- 3.9 Community IMS Administrator

They also describe the procedures that are necessary to take advantage of those services. These chapters are organized in such a manner that they can be separated into separate books for each user.

Record Selection Facility - RSF

Throughout the following pages there will be references to the Record Selection Facility (RSF). The RSF is simply the facility that IMS provides to allow users to access the records of the community's registered members. As such, an RSF will be a necessary tool throughout IMS.

Although the appearance of the RSF may be slightly different from one service to another each usage will have common characteristics. These are:

The RSF Selector



The RSF Selector consists of an Entry Box and a Search Button similar to the following:

first few letters of Last Name:

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When you have entered a part of the last name and clicked on the search button a table of names similar to the following will be generated.

pick	First Name	Last Name
	Larry	Deel
	Hope	Dees

The pick

At the left of the table is a column containing icons that depict a magnifying glass. In the pages that follow we will call this icon a “pick”. Picks will appear in most of the tables that are displayed by IMS. Clicking on a pick will provide additional information about the line of data that follows, or in some cases precedes, a pick. In the table above clicking a pick will result in the display of the IMS record of the named person.

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3.1 Members

IMS is available to all of your community members who have access to a computer and who have an email address registered with IMS. See section 2.3 for sign-in procedures. When you have signed on to IMS it may be necessary to click on the “maximize” next to the red “X” at the top right of the screen in order to get a full view of the IMS Screen.

Below the IMS heading will be a menu bar similar to the following:



In this document this menu bar will be identified as the “IMS Menu”. If you have been authorized for other IMS tasks, such as Registrar or Lay Director the IMS Menu will include additional items beyond the three shown here. However, for most of us this is the IMS Menu that we will see.

4th Day News

When IMS is first installed for your community “4th Day News” may not contain any information other than a heading line. As the system matures your Community Administrator will use this facility to pass on information about upcoming Walks, Gatherings and other information that is of interest to your Community.

You

When you point to “You” a “Drop Down” list with two entries will appear. The entries are “All About You” and “Change Your Password”.

Change Your Password.

If this is your first visit you should click on “Change Your Password”. You will be presented with two data entry “Boxes” and two control “Buttons”. You should enter a new password in the top box and reenter the same password in the second box. (This is just a way of ensuring that you have entered the password that you wanted to enter.)

All About You

When you click on “All About You” a screen similar to figure 3.1.1 will be displayed. We will call the blue bar the “Member’s Menu”.

Functions available from the Member’s Menu

Your Contact Information.

The information about you that has already been displayed is your contact information. No need to click on that menu item unless you have accessed one of the other menu items and now want to display the contact information.

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Your Contact Information Your Walk Your Experience Your Reunion Group Your Church Community Your Willing Servant Roles

First Name	<input type="text" value="John"/>	Gender	<input checked="" type="radio"/> M <input type="radio"/> F
Last Name	<input type="text" value="Doe"/>	DOB	<input type="text" value="01/01/1987"/>
Church	<input type="text" value="Doeville UMC"/>	Email	<input type="text" value="Dough34@mylink.net"/>
Street Address	<input type="text" value="123 Doe Rd."/>		
City	<input type="text" value="Doeville"/>		
State	<input type="text" value="AL"/>		
Zip Code	<input type="text" value="9889-9999"/>		
Home Phone	<input type="text" value="555-555-5555"/>		
Work Phone	<input type="text" value="555-444-4444"/>		
Cell Phone	<input type="text"/>		
Hard Copy	<input type="checkbox"/>	Email	<input checked="" type="checkbox"/>
Music Training	<input type="checkbox"/>	Clergy	<input type="checkbox"/>
		Edit Information	View your team Experience

Figure 3.1.1

This display presents a record of information from the IMS data base. As you review it you may see some items that are incorrect or that have changed over time. At the bottom of the display there are two buttons: "Edit Information" and "View your Team Experience". If you click on "Edit Information" the image will change to one similar to Figure 3.1.2.

- "Edit Information" Button
You can correct any of the fields shown in this display. However there are some special rules for changing Church name and State name. You will see a little blue box at the left of those fields. When you click on the blue box next to "Church" a drop-down list of all of the churches that are served by your community will be displayed. If you cannot find your church in the list or if you are now attending a church that is a distance from the geographic area served by your Community then

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please select "Unknown" from the top of the list. Be aware, however, that there may be some "overlap" of churches between adjacent communities. If you feel that your

The screenshot shows a web form for user registration. The form fields are as follows:

- First Name:** John
- Last Name:** Doe
- Church:** Doeville UMC (with a dropdown arrow)
- Street Address:** 123 Doe Rd.
- City:** Doeville
- State:** Alabama (with a dropdown arrow)
- Zip Code:** 9889-9999
- Home Phone:** 555-555-5555
- Work Phone:** 555-444-4444
- Cell Phone:** (empty)
- Gender:** M (selected), F
- DOB:** 01/01/1987
- Email:** Dough34@mylink.net

At the bottom of the form, there are several checkboxes and buttons:

- Hard Copy:**
- Email:**
- Music Training:**
- Clergy:**
- Buttons:** Save, Cancel, View your team Experience

Figure 3.1.2

church should be included in the list please notify your Community IMS Administrator. Clicking on the blue box at the left of the "State" data entry box will result in a drop-down list of state names. When you click on one of those names it will be inserted into the "State" box.

When you have finished making the changes that are required don't forget to **Click on the "Save" button** otherwise your changes will not be updated to the data base. After you have saved the information, IMS will respond with a green note that will tell you that the record has been updated to the system.

- "View Your Team Information" button
When this button is selected a table that describes your Conference Room services will be displayed. If your first walk was in your current community then the first entry in the table will be "Pilgrim", (See Figure 3.1.3). Unfortunately, IMS will not accommodate the inclusion of experience that was performed in other communities. If there is a problem with your experience table you may click on the "Problem With My Experience" button and you can describe the problem for your Community Administrator on a message screen. You cannot change any item in the table directly, only through the Administrator.

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Your Team Experience			Problem with My Experience
Walk#	M/F	Position	Talk
 9	M	Pilgrim	
 21	M	Asst Table Leader	Discipleship
 23	M	Table Leader	
 33	M	Assistant Lay Director	Discipleship
 40	M	Assistant Lay Director	Discipleship
 45	M	Lead Asst Lay Director	Fourth Day
 52	M	Lay Director	Perseverance

Figure 3.1.3

Community

When you point to “Community” on the Member’s Menu a Drop-Down menu of the following seven (7) items will be displayed.

On-Line Walk Application

If you click on this item an On-Line Application form for your community will be displayed. If you intend to sponsor a pilgrim you can fill in this form and submit it on-line to your Community Registrar. The forms will be different for every Community, but each will contain the essential information required to register a candidate for an upcoming walk. *Don't forget, you will still have to mail the registration fee to your Community Treasurer.*

Directory

When you click on “Directory” a data entry box and a “Search on Last Name” button will be displayed. To find the name, address or Email address of a community member enter the last name in the data entry box and click on the “Search on Last Name” button. A table similar to the table in Figure 3.1.4 will be displayed. Since all community members who have the same last name are displayed in the Community Directory Table, you must select the name of the person that is of interest to you by clicking on the pick at the left of the name. IMS will display the selected person’s name, Email and telephone number as well as a table of his / her team experience and a table of your team experience.

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Community Directory








	Name	Walk
	Bert Jones	M-1
	Kim Jones	W-2
	Kristen Jones	W-20
	Robert Jones	M-23
	Rose Jones	W-41
	Harold Jones	M-43
	Jimmie Jones	M-43

Figure 3.1.4

Our Board

When you click on the “Our Board” item IMS will produce a table of names, and responsibilities for your Community Board members. If you click on a little magnifying glass at the left of each name, IMS will display additional contact information for the member selected.

Upcoming Walks

When you click on the “Upcoming Walks” item in the Communities Drop-down Menu IMS will display a table of the walks that are planned, their dates and their lay directors. Two icons at the left of each walk description provide you a means of communication with the lay director:

⇒ I The yellow arrow icon. You can volunteer to serve on the walk selected by clicking on this icon.

✉ With a click on the blue envelope (in a box) you can send an Email message to the Lay Director.

Walk History

When you click on the “Walk History” item IMS will display a table of all of the past walks that your community has conducted showing dates, lay director and Spiritual Director. Clicking on the pick icon at the left of each walk number will result in the display of the names of team members and pilgrims that were on that walk. The name display, in turn, presents a little magnifying glass icon at the left of each name. A click on one of those will result in a display of the address, phone number and email address of the individual selected.

Downloads

With the initial installation of IMS for your community this function will be unused. However as programs and documents that are useful to members of your community become available they will be made accessible through this menu item.

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Prayer Vigil

The "Prayer Vigil" item is one of the most important items that is available to all members. Here you can sign up to pray for the walk as a part of the Walk Prayer Vigil. To register for prayer time, click on the "Prayer Vigil" item. A list of upcoming walks will be displayed. You can select a walk by clicking on the little magnifying glass on the left. A table of Prayer Vigil times for the Thursday of the selected walk will be displayed. You may select times on other days of the walk by clicking on "Friday", "Saturday" or "Sunday" in the blue bar at the top of the display.