

Lead Managers

Quick Tip List for Start Up in Live System

<http://members.arkmg.org>

1. Snowbird11 is the temporary password for your entry as lead manager in the live site.
2. Lead managers can give permission to other managers in their county. Go to permissions, then click the arrow in the drop down box to choose a name from the list of members. Then choose the all button on the left. Then click add. (Be sure not to click the line with your name as the manager. Keep that as is so you will stay as manager.) The new manager should appear in the list as well as your name.
3. When changing managers, it is best practice to add the other person BEFORE you remove yourself as manager. It is a good idea to set them a temporary password. Be sure to email them the password. You can set their password by going to "Class Pwd Reset" from the menu on the right column. Choose the password you would like to set for them. Then click next. From the list of members, choose the member you are setting the password for. Then click update. Then their temporary password is set. They will need to reset their password once they get in the site with the temporary password. (Tell them to write their password down.) Also be sure the new manager can get into the manager permission areas and has been trained by you or other managers that are familiar with the system.
4. Please review your member list. You can click on "Active Members" from the right column menu. We hope to have made all the changes you have requested. (Sometimes the system will put a letter lowercase as in the name McDonald. Sometimes when the file is entered in the system, the "D" becomes a lowercase d.)
5. If you told us to not move your projects over, they were not moved over. Most indicated they wanted their project list moved over to the live site.
6. Be sure to download your county's phonebook. Click download under the Phonebook title (on the right side menu.) Save this file to your computer. The username (yes, that is how it is spelled in the system) is important. This file is needed when training your members. The usernames listed in the phonebook are the ones your members will use to access the system. You will need to set them up a temporary password so they can get in the system (same steps as in #3 above).