

Saurashtra Patel Cultural Samaj - SPCS Website User Guide

www.spcsusa.org

USER GUIDE

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Author	Chapter/Title	Version	Date
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Website Member Access Information

How to access our web site?

Go to www.spcsusa.org

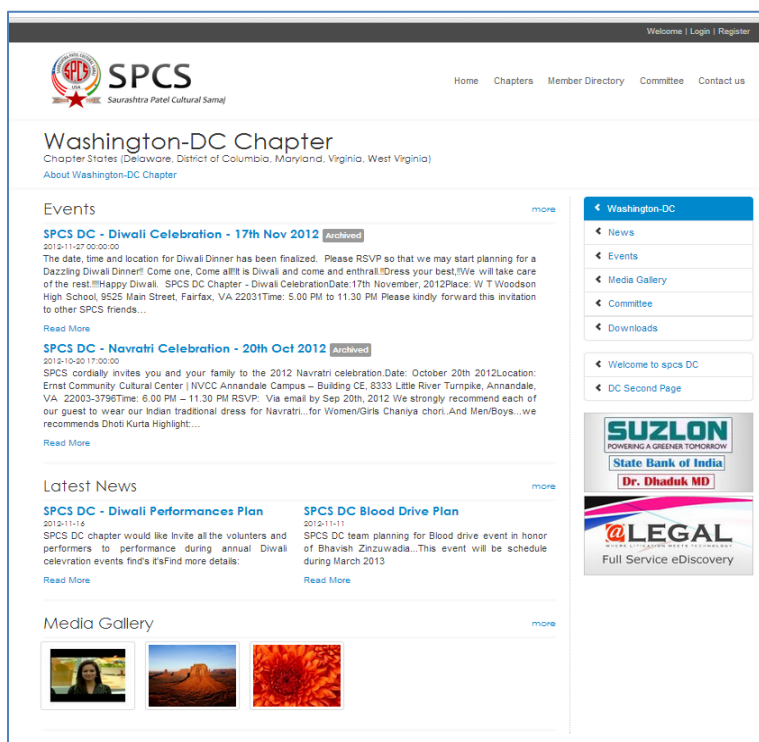
Click on Image to go to Home Page

Visit Your Chapter Home Page to view events, news, media and other information about chapter

How to view Chapter Events/News and Updates or National Updates?



What information available on Chapter Home Page



How to Login into My Account?

NOTE: if you are already register with the chapter than click on Login and click on forgot password to get the temporary password to login into website. Check your primary email and see if you got the password reset email or not in your email a/c.

Do not register again...if you are already existing member... otherwise system will create duplicate information

Welcome vishalrajpara | My Account | Logout

Chapters | Men | S

Samaj
1 Carolina | Texas

Click on My Account to
- Access your profile
- Change the Password
- Add Family Members

And If you are Chapter Admin you will view Chapter Admin Menu

SPCS
Saurashtra Patel Cultural Samaj

Login
Login to your account

Email or Username
vishalrajpara

Password

[Login](#) [Forgot Password](#)

How I can become a member?

- Click on Registration Link top Right
- Fill the Registration Form

Welcome | Login | Register

SPCS
Saurashtra Patel Cultural Samaj

Home | Chapters | Member Directory | Committee | Contact us

Membership Registration
Become a member of SPCS

* First Name
First Name

* Last Name
Last Name

Father Name
Father's Name (First, Middle, Last)

Mother's Maiden Name
Mother's Maiden Name (First, Middle, Last)

Original Surname if last name is Patel
For wife, surname before marriage

Hometown
Hometown / District in India

* Username
Username

* Password
Password

* Email
Email

Address
Address

* Phone
Phone

Mobile
Mobile

* State
Please Select

* City
Select City

* Birth Month * Birth Year * Gender
Select Year Male

Occupation
Please Select

Education Qualification
Academic Degree

University/College
University & College Name

Life Member Number
Life Member Number

Photo
Select Photo

☐ Display Profile In SPCS Directory

☐ Show Birth Date in Profile

[Register](#)

[Register](#) [Login](#)

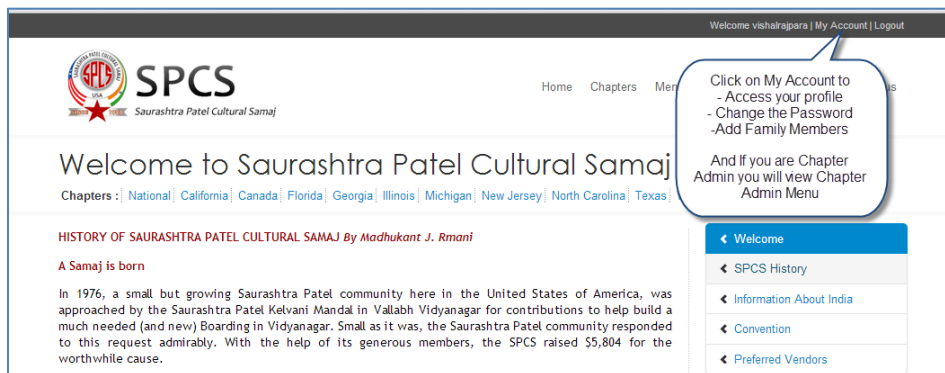
SUZLON
POWERING A GREENER TOMORROW

State Bank of India
Dr. Dhaduk MD

@LEGAL
Full Service eDiscovery

How do I update my profile or my account information and change the password?

- Once you login into site
- Click on My Account link – Top Right



- My Account or Profile View



Click on Edit Profile of yours or your family members and you can update the information or change the password

How I will see the event invitations?

- Click on Invitation on right – member menu to view member invitation
- Once Event page display – click on Event link to view all the event details

Welcome vishalrajpara | My Account | Logout

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Home Chapters Member Directory Committee Contact us

Invitation

Manage your event invitation.

SPCS DC - Diwali Celebration - 17th Nov 2012

Date & Time: 2012-11-27 00:00:00

Location: W T Woodson High School 9525 Main Street Fairfax, VA 22031

- My Account
- Invitation**
- Edit Profile
- Add Family Member
- Logout

Click on RSVP link and Add guest count to RSVP

Welcome vishalrajpara | My Account | Logout

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Home Chapters Member Directory Committee Contact us

Invitation

Manage your event invitation.

RSVP already done, **You will attend this event!** **Adult : 2** **Kids : 2**

SPCS DC - Diwali Celebration - 17th Nov 2012

Date & Time: 2012-11-27 00:00:00

Location: W T Woodson High School 9525 Main Street Fairfax, VA 22031

Test

Dear SPCS Member,
You are invited to be a part of following event.

Event Details

SPCS DC - Diwali Celebration - 17th Nov 2012

Date & Time: 2012-11-27 00:00:00

Location: W T Woodson High School 9525 Main Street Fairfax, VA 22031

Send Message to Admin

Comments

Submit Message

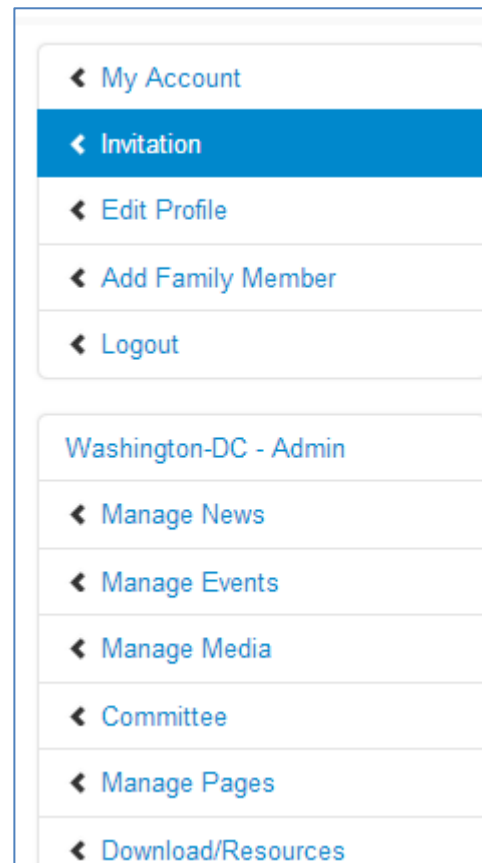
- My Account
- Invitation**
- Edit Profile
- Add Family Member
- Logout
- Washington-DC - Admin
- Manage News
- Manage Events
- Manage Media
- Committee
- Manage Pages
- Download/Resources

Website Chapter Admin Access Information

Where I can find Chapter Admin Page?

- Click on My Account Link (Top Right) Header
- You will see menu name with "Chapter Name" – Admin under regular member menu on right side

Chapter Admin can manager News, Events, Media, Committee member information and chapter level web page from Chapter Admin Menu



How to add chapter news?

Click on Manage news link on Chapter Admin menu

Click on Add News Button to Add New News

News Management
Add/Edit/Delete News

Add News (button)

SPCS DC - Diwali Performances Plan
2012-11-16
SPCS DC chapter would like Invite all the volunteers and performers to performance during annual Diwali celebration events find's it'sFind more details:
[Read More](#) | [Edit](#) | [Delete](#)

SPCS DC Blood Drive
2012-11-11
SPCS DC team planning for Blood drive event in honor of Bhavish Zinzuwadia...This event will be schedule during March 2013
[Read More](#) | [Edit](#) | [Delete](#)

Edit News (button)

My Account
 < My Account
 < Invitation
 < Edit Profile
 < Add Family Member
 < Logout

Washington-DC - Admin
 < **Manage News**
 < Manage Events
 < Manage Media
 < Committee
 < Manage Pages
 < Download/Resources

- Add News Page

Welcome vishalrajpara | [My Account](#) | [Logout](#)

SPCS
Saurashtra Patel Cultural Samaj

[Home](#) | [Chapters](#) | [Member Directory](#) | [Committee](#) | [Contact us](#)

News Management
Add News

Manage News (button)

News Title

News Content

Date

Status
 Inactive

My Account
 < My Account
 < Invitation
 < Edit Profile
 < Add Family Member
 < Logout

Washington-DC - Admin
 < **Manage News**
 < Manage Events
 < Manage Media
 < Committee
 < Manage Pages
 < Download/Resources

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How to add chapter events?

- Click on Manage Events Links under "Chapter – Admin" menu

Welcome vishakapara | My Account | Logout

Home Chapters Member Directory Committee Contact us

Events Management

Add/Edit/Delete Events

Add Event

SPCS DC - Diwali Celebration - 17th Nov 2012 [Archived]

2012-11-27 00:00:00

The date, time, place, Diwali Dinner has been finalized. Please RSVP so that we may start planning for a Dazzling Diwali. Come all!!! It is Diwali and come and enthrall!!! Dress your best!!! We will take care of the rest!!!!!!

SPCS DC Chapter - Diwali Celebration Date: 17th November, 2012 Place: W T Woodson High School, 9525 Woodson Blvd, Alexandria, VA 22031 Time: 5:00 PM to 11:30 PM Please kindly forward this invitation to other SPCS friends...

4 Invitation Sent | 3 RSVP | 4 Coming | Adults : 2 | Kids : 2 | 1 Maybe | 0 Not Coming | 1 Pending

[Read More](#) | [Edit](#) | [Delete](#) | [Invite Members](#)

SPCS DC - Navratri Celebration - 19th Oct 2012 [Archived]

2012-10-20 17:00:00

SPCS cordially invites you and your family to the 2012 Navratri Celebration. Date: October 20th 2012 Location: Ernst Community Cultural Center | NVCC Annandale Campus – Building CE, 8333 Little River Turnpike, Annandale, VA 22003-3796 Time: 6:00 PM – 11:30 PM RSVP: Via email by Sep 20th, 2012 We strongly recommend each of our guest to wear our Indian traditional dress for Navratri...for Women/Girls Chaniya chori. And Men/Boys...we recommends Dhoti Kurta Highlight....

4 Invitation Sent | 4 RSVP | 4 Coming | Adults : 2 | Kids : 2 | 0 Maybe | 0 Not Coming | 0 Pending

[Read More](#) | [Edit](#) | [Delete](#) | [Invite Members](#)

Washington-DC - Admin

- Manage News
- Manage Events**
- Manage Media
- Committee
- Manage Pages
- Download/Resources

- How to Send Event Invitation to Chapter Member
 - o Click on Invite Members link under each event
 - o Select one or more members from the list
 - o Enter Subject
 - o Click on Sent Button

NOTE: Primary member and all family members with valid email address will get RSVP email. Once one of the family member RSVP on behalf of entire family than system will alert user if any other user from family try RSVP regarding "Already RSVP has been done by other family member"

Home Chapters Member Directory Committee Contact us

Invitation for Event

Send invitation to members for SPCS DC - Annual Summer Picnic - Sat Aug 3 2013 Event

Manage Events

Select All Email Sent Email Not Sent Clear All

<input type="checkbox"/> Ajay Madhani	<input type="checkbox"/> Ajay Patel	<input type="checkbox"/> Ajay Zalavadia
<input type="checkbox"/> Ajay Patel	<input type="checkbox"/> Alpesh Patel	<input type="checkbox"/> Amber Patel
<input type="checkbox"/> Amit Parbadia	<input type="checkbox"/> Amit Savani	<input type="checkbox"/> Amit Shingala
<input type="checkbox"/> Arvind Viradia	<input type="checkbox"/> Arvind Patel	<input type="checkbox"/> Arvind Karsalia

Email Subject

Event Message

Dear SPCS Member,
You are invited to be a part of following event.

Event Details

SPCS DC - Annual Summer Picnic - Sat Aug 3 2013

Date & Time: 2013-08-03 10:00:00

Location: Fort Hunt Park, Shelter Area A, 8900 Fort Hunt Rd. Alexandria, VA 22308

Send Invitation

Washington-DC - Admin

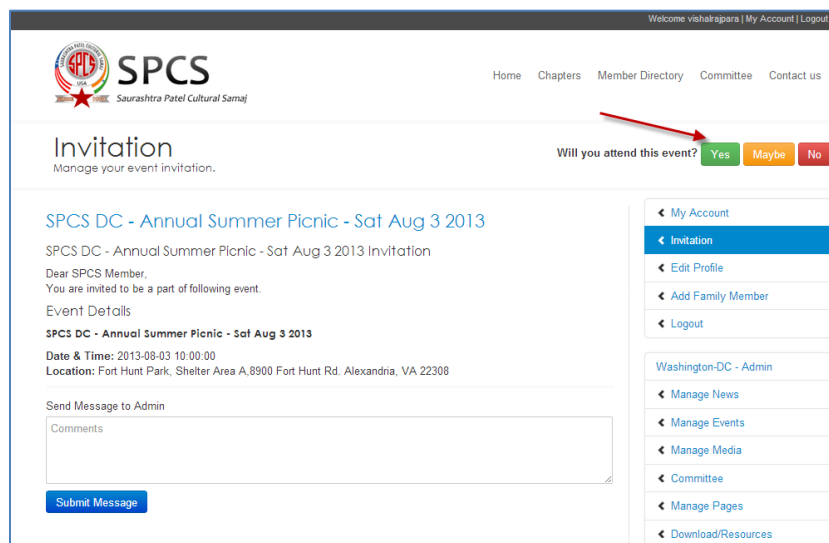
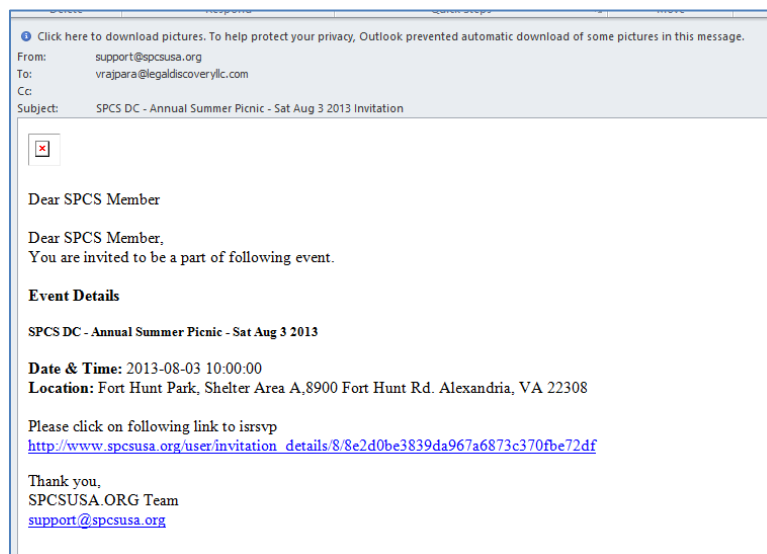
- Manage Events
- Manage Media
- Committee
- Manage Pages
- Download/Resources

How member will view or get the event invitation?

Member will get invitation in the their primary email

NOTE: Check your primary email, Make sure SPCSUSA.org email are not blocked or directly going into bulk or spam email folder

- Click on the link in the email



Yes, I'll attend this event.

No. of person will attend this event

Adults Child

Comments

Member will also get invitation in the website account profile

Welcome vishalrajpara | My Account | Logout


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Home Chapters Member Directory Committee Contact us

My Account

Vishal Rajpara

Event Invitation!
You have new Event Invitation from SPCS. [Click here to View](#)

 **Vishal Rajpara**
[Redacted]
[Edit Profile](#)

- My Account
- Invitation
- Edit Profile
- Add Family Member
- Logout

Welcome vishalrajpara | My Account | Logout

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Home Chapters Member Directory Committee Contact us

Invitation

Manage your event invitation.

Will you attend this event? Yes Maybe No

SPCS DC - Annual Summer Picnic - Sat Aug 3 2013

SPCS DC - Annual Summer Picnic - Sat Aug 3 2013 Invitation

Dear SPCS Member,
You are invited to be a part of following event.

Event Details

SPCS DC - Annual Summer Picnic - Sat Aug 3 2013

Date & Time: 2013-08-03 10:00:00
Location: Fort Hunt Park, Shelter Area A, 8900 Fort Hunt Rd. Alexandria, VA 22308

Send Message to Admin

Comments

[Submit Message](#)

- My Account
- Invitation
- Edit Profile
- Add Family Member
- Logout

Washington-DC - Admin

- Manage News
- Manage Events
- Manage Media
- Committee
- Manage Pages
- Download/Resources

Yes, I'll attend this event.

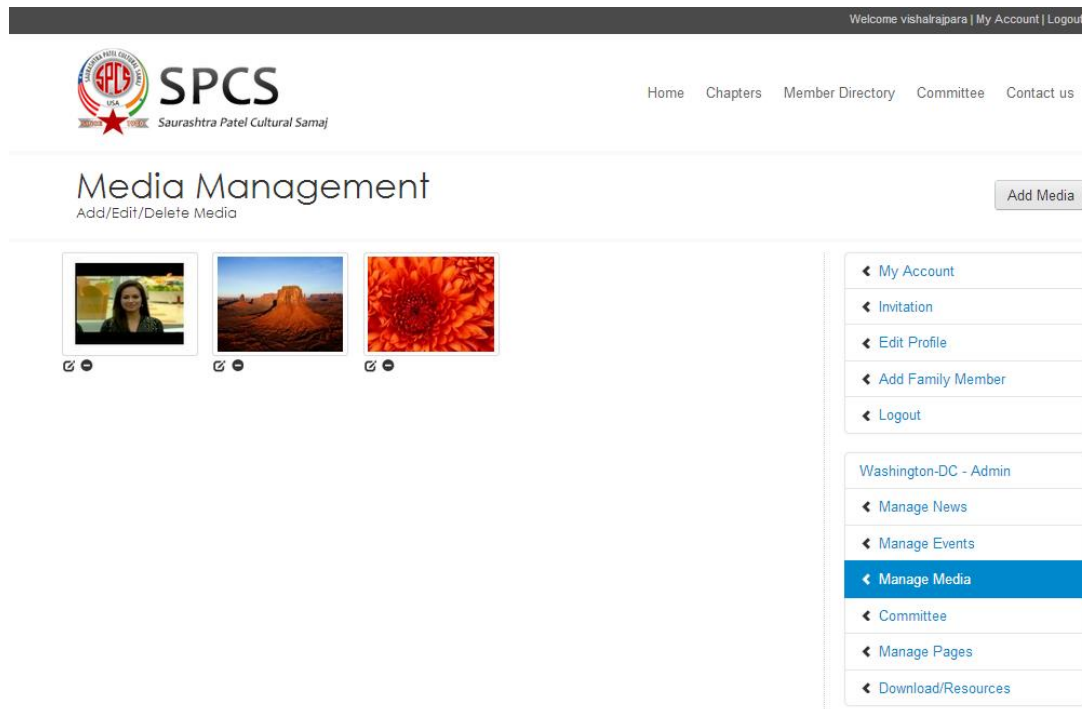
No. of person will attend this event

Comments

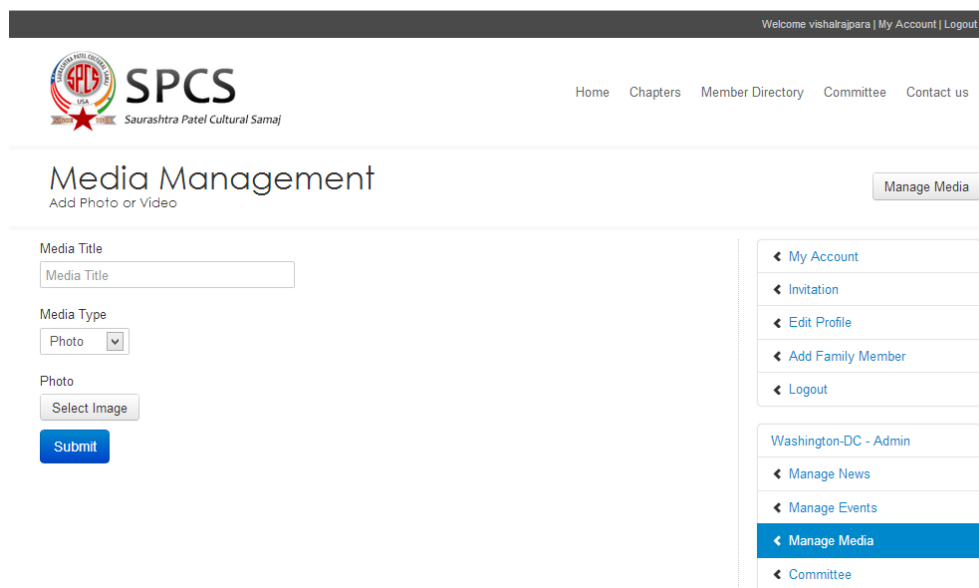
[Confirm](#)

How to add media (photo / video clips)?

- Click on Manage Media under "Chapter Admin" menu to add media link. For Video clips – upload to Picasa or third party provider and link that video using this page.




- Click on Add Media button to add new picture or video clips link



How to add chapter committee members?

- Click on Committee link under “Chapter Admin” menu to add or edit committee members

Welcome vishalrajpara | My Account | Logout
















 **SPCS**
Saurashtra Patel Cultural Samaj

Home Chapters Member Directory Committee Contact us

Committee

Add/Edit/Delete Committee Members

[Add Committee Member](#)

Photo	Name	Position	Year	Status	Action
	Vishal Rajpara	LEC President	2012 2013	Active	 
	Bhungalia Hareesh	Trustee	2012 2013	Active	 
	Nipul Zalavadia	Trustee	2012 2013	Active	 
	Rajesh Godhani	Treasurer	2012 2013	Active	 
	Sona Kabaria	Secretary	2012 2013	Active	 

[My Account](#)

[Invitation](#)

[Edit Profile](#)

[Add Family Member](#)

[Logout](#)

Washington-DC - Admin

[Manage News](#)

[Manage Events](#)

[Manage Media](#)


[Committee](#)

[Manage Pages](#)

[Download/Resources](#)

- Click Add Committee Member button to Add new committee member

Welcome vishalrajpara | My Account | Logout

 **SPCS**
Saurashtra Patel Cultural Samaj

Home Chapters Member Directory Committee Contact us

Committee Members

Add Committee Member

[Manage Committee Members](#)

Member Name
Select a Member...

Position
LEC Committee Member

First Year
Year

Second Year
Year

Short Order
Order

Status
Active

[Submit](#)

[My Account](#)

[Invitation](#)

[Edit Profile](#)

[Add Family Member](#)

[Logout](#)

Washington-DC - Admin

[Manage News](#)

[Manage Events](#)

[Manage Media](#)

[Committee](#)

[Manage Pages](#)

NOTE: System will only show member names from the chapter you are login as a chapter admin

How to add chapter additional web pages?

- Click on Manage Pages under "Chapter – Admin" menu to View Chapter Pages

Welcome to Washington DC Chapter

[Read More](#) | [Edit](#) | [Delete](#)

DC Second Page

[Read More](#) | [Edit](#) | [Delete](#)

SPCS Saurashtra Patel Cultural Samaj

Home Chapters Member Directory Committee Contact us

Pages Management Add/Edit/Delete Pages

Add Page

My Account

Invitation

Edit Profile

Add Family Member

Logout

Washington-DC - Admin

Manage News

Manage Events

Manage Media

Committee

Manage Pages

Download/Resources

- Click on Add Page to Add new page

Page Management Add Page

Manage Events

Page Title *

Page Title

Sub Title

Sub Title

Menu Name

Menu Name

Page Content

URL Slug

URL Slug

Page Order

Page Order

Status

Active

Submit

SPCS Saurashtra Patel Cultural Samaj

Home Chapters Member Directory Committee Contact us

My Account

Invitation

Edit Profile

Add Family Member

Logout

Washington-DC - Admin

Manage News

Manage Events

Manage Media

Committee

Manage Pages

Download/Resources

@LEGAL WHERE LITIGATION MEETS TECHNOLOGY Full Service eDiscovery

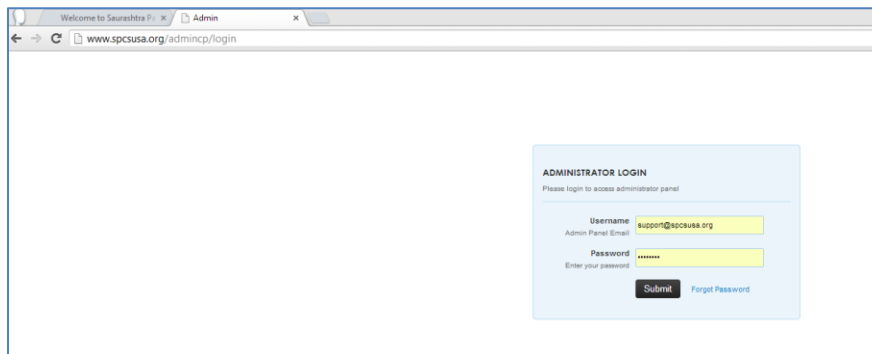
SUZLON POWERING A GREENER TOMORROW

State Bank of India

Dr. Dhaduk MD

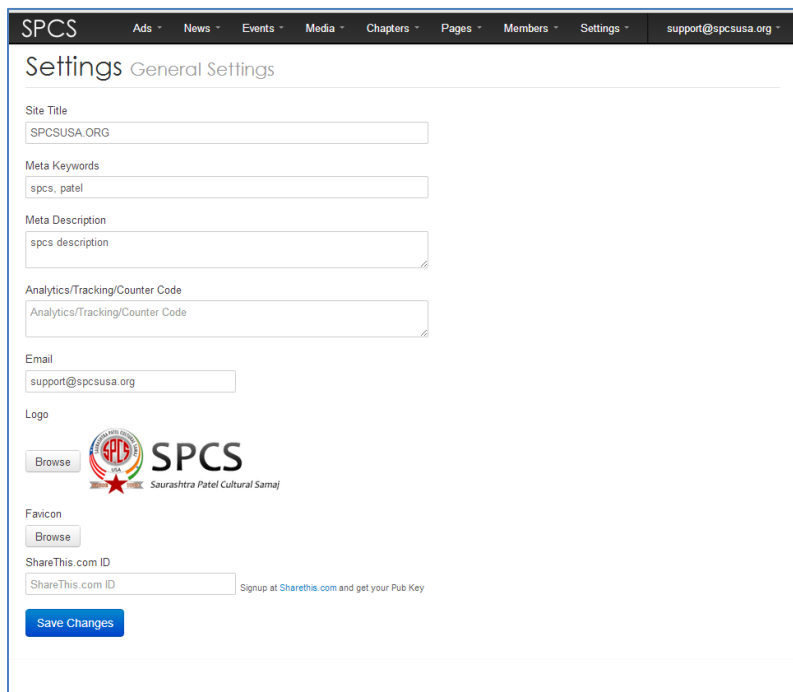
Website Super Admin Access Information

Site Admin URL: <http://www.spcsusa.org/admincp/login>



The screenshot shows a web browser window with the address bar displaying www.spcsusa.org/admincp/login. The page content is a light blue box titled "ADMINISTRATOR LOGIN" with the instruction "Please login to access administrator panel". It contains two input fields: "Username" (with the value "support@spcsusa.org") and "Password" (with masked characters). Below the password field are two buttons: "Submit" and "Forgot Password".

Update Site Settings



The screenshot shows the "Settings" page of the SPCS website, specifically the "General Settings" tab. The page has a dark header with the SPCS logo and navigation links: Ads, News, Events, Media, Chapters, Pages, Members, Settings, and a user profile link for support@spcsusa.org. The main content area contains several form fields for site configuration:

- Site Title:** SPCSUSA.ORG
- Meta Keywords:** spcs, patel
- Meta Description:** spcs description
- Analytics/Tracking/Counter Code:** (empty field)
- Email:** support@spcsusa.org
- Logo:** A "Browse" button next to the SPCS logo and name.
- Favicon:** A "Browse" button.
- ShareThis.com ID:** (empty field) with a link to "Signup at Sharethis.com and get your Pub Key".

A blue "Save Changes" button is located at the bottom of the form.

How to add/edit Ads?

- Click ON Manage Ads to View Existing Ads List

Name	Status	Size	Edit	Delete
Legal Discover LLC	Active	250x125	Edit	Delete
Suzlon	Active	250x125	Edit	Delete

- Click on Add Ads menu to add new ads

Name

URL

Size

Image
 Select Image

Status

Date	Title	Chapter	Status	Edit	Delete
2013-08-03 10:00:00	SPCS DC - Annual Summer Picnic - Sat Aug 3 2013	Washington-DC	Upcoming	Edit	Delete
2013-05-10 00:00:00	SPCS Women Convention (Cruise) - 10th May 2013	California	Upcoming	Edit	Delete
2013-03-16 18:00:00	Girls Night Out	Georgia	Upcoming	Edit	Delete

Event Title

Event Location

Date

California

InActive 







Submit







How to add/edit Media?

SPCS Ads News Events **Media** Chapters Pages Members Settings support@spcsusa.org

Manage Media
Add Media

Media Manage Media

 Georgia
  National
  National
  Washington-DC
  Washington-DC
  Washington-DC

SPCS Ads News Events **Media** Chapters Pages Members Settings support@spcsusa.org

Media Add Media

Media Title

Media Type

Photo

Photo

Chapter ID

California

How to add/edit Chapter

- Manage Existing Chapter List

SPCS		
Ads	News	Events
Media	Chapters	Pages
Members	Settings	support@spcsusa.org

Chapters Manage Chapters		
Add Chapter		

Chapter Name	States	Action
California	California, Nevada, Oregon, Washington, Wyoming	✎ ✖
Canada		✎ ✖
Florida	Alabama, Florida	✎ ✖
Georgia	Georgia, Kentucky, Tennessee	✎ ✖
Illinois	Illinois, Indiana, Minnesota, Wisconsin	✎ ✖
Michigan	Michigan, Ohio	✎ ✖
New Jersey	New Jersey, New York	✎ ✖
North Carolina	North Carolina, South Carolina	✎ ✖
Texas	Arizona, Colorado, Kansas, Missouri, New Mexico, Texas	✎ ✖
Washington-DC	Delaware, District of Columbia, Maryland, Virginia, West Virginia	✎ ✖

- Add Chapter

SPCS		
Ads	News	Events
Media	Chapters	Pages
Members	Settings	support@spcsusa.org

Chapter Add

Chapter Name Seo

Chapter Description

Select States

<input type="checkbox"/> Alabama	<input type="checkbox"/> Alaska	<input type="checkbox"/> Arizona	<input type="checkbox"/> Arkansas	<input type="checkbox"/> California	<input type="checkbox"/> Colorado
<input type="checkbox"/> Connecticut	<input type="checkbox"/> Delaware	<input type="checkbox"/> District of Columbia	<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia	<input type="checkbox"/> Hawaii
<input type="checkbox"/> Idaho	<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana	<input type="checkbox"/> Iowa	<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Maine	<input type="checkbox"/> Maryland	<input type="checkbox"/> Massachusetts	<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota
<input type="checkbox"/> Mississippi	<input type="checkbox"/> Missouri	<input type="checkbox"/> Montana	<input type="checkbox"/> Nebraska	<input type="checkbox"/> Nevada	<input type="checkbox"/> New Hampshire
<input type="checkbox"/> New Jersey	<input type="checkbox"/> New Mexico	<input type="checkbox"/> New York	<input type="checkbox"/> North Carolina	<input type="checkbox"/> North Dakota	<input type="checkbox"/> Ohio
<input type="checkbox"/> Oklahoma	<input type="checkbox"/> Oregon	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Rhode Island	<input type="checkbox"/> South Carolina	<input type="checkbox"/> South Dakota
<input type="checkbox"/> Tennessee	<input type="checkbox"/> Texas	<input type="checkbox"/> Utah	<input type="checkbox"/> Vermont	<input type="checkbox"/> Virginia	<input type="checkbox"/> Washington
<input type="checkbox"/> West Virginia	<input type="checkbox"/> Wisconsin	<input type="checkbox"/> Wyoming			

How to add/edit Web Pages

- Manage Existing Web Pages

SPCS Ads News Events Media Chapters Pages Members Settings support@spcsusa.org

Static Pages [Manage Pages](#)

Manage Pages
Add New Page

#	Name	Edit	Delete
1	Terms	Edit	Delete
1	Welcome	Edit	Delete
2	SPCS History	Edit	Delete
3	Information About India	Edit	Delete
4	Convention	Edit	Delete
6	Preferred Vendors	Edit	Delete
1	Welcome to spcs DC	Edit	Delete
2	DC Second Page	Edit	Delete
1	Welcome	Edit	Delete

- Add Web Page

SPCS Ads News Events Media Chapters Pages Members Settings support@spcsusa.org

Static Pages [Add New Page](#)

Menu Name

Page Title

Sub Title

Content

B *I* U Font Size Font Family Font Format

Friendly URL Slug

Order

Active ☐

How to add/edit members/users?

SPCS Ads News Events Media Chapters Pages **Members** Settings support@spcsusa.org

Members 2533

Search by name, username or email Submit

Username	Name	Chapter	Type	Action
rajgodhani	Rajesh Godhani	Washington-DC	Member	
bhavinsavaliya	bhavin savaliya	New Jersey	Member	
chetna-patel7	Chetna Patel	New Jersey	Member	
zagorje	zagorje zagorje	Florida	Member	
sjetani	Savitaben Jetani	North Carolina	Member	
ajbabaria	Ashwin Babaria	Texas	Member	
bbmavani	Bhavna Mavani	California	Member	

Manage Users

- User Registration
- Member Position
- Add Member Position
- Manage Committee Member
- Add Committee Member
- Newsletter
- Add Newsletter
- Password Reset Email

How to add/edit committee member position/title?

SPCS Ads News Events Media Chapters Pages **Members** Settings support@spcsusa.org

Position Manage Positions

Title	Action
LEC Committee Member	
LEC President	
LEC Secretary	
LEC Treasurer	
LEC Web Committee Member	
NEC President	
NEC Secretary	
NEC Treasurer	

Manage Users






- User Registration
- Member Position
- Add Member Position
- Manage Committee Member
- Add Committee Member
- Newsletter
- Add Newsletter
- Password Reset Email

How to add/Edit Committee members?

SPCS [Ads](#) [News](#) [Events](#) [Media](#) [Chapters](#) [Pages](#) [Members](#) [Settings](#) support@spcsusa.org

Committee Members [Manage](#)

California Committee Members [Add Member](#)

Photo	Name	Year	Status	Action
	Ashish Sheladiya California California	2012 2013	Active	✎ ✖
	Dhiru Vadodaria California California	2012 2013	Active	✎ ✖
	Ghanshyam Akbari California California	2012 2013	Active	✎ ✖
	Hardik Kachhadiya California California	2012 2013	Active	✎ ✖
	Sharad Ribadia California California	2012 2013	Active	✎ ✖

Members Menu:

- Manage Users
- User Registration
- Member Position
- Add Member Position
- Manage Committee Member**
- Add Committee Member
- Newsletter
- Add Newsletter
- Password Reset Email

- Click on Add Committee Member menu item

SPCS [Ads](#) [News](#) [Events](#) [Media](#) [Chapters](#) [Pages](#) [Members](#) [Settings](#) support@spcsusa.org

Committee Members [Add New](#)

Member Name

Position

First Year Second Year

Chapter

Status

Sort Order

[Submit](#)