Navigating around the new TEC Directory
Version 0.1 (20210201)

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Getting to the new TEC Directory site

PLEASE NOTE this section will be re-written before final publication – it's information for our TEC elders.

The new site can be found using 3 methods:

1. From the TEC App (Subsplash) by selecting 'About Us' (lower-right corner), and selecting '???' (yes, there is a button with three question marks – don't worry it's only temporary)

2. Navigate directly to 'https://tec.ourfamilyconnections.org'

3. From the yet-to-be-launched TEC website (https://trinityevangelchurch.snappages.site/), scroll down to the 'Connecting our Church Family' section, and click on TEC Family Connections:

Login Screen

Using any of the above methods, you will find yourself at the TEC Directory login screen:

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Login with your Credentials

Enter the same Username and Password you used when accessing the old trinityevangel.ourfamilyconnections.org site.

Enter your Username and Password

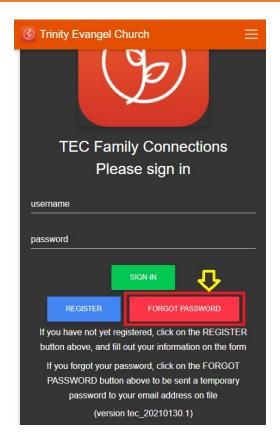Then click or tap on the green 'SIGN IN' button to login.

What if I don't remember my Password?

No worries! Just click or tap on the 'FORGOT PASSWORD' button and follow the instructions. You will receive an email with a link to change your password (I even made it so you can re-use the same password 😊)

The process should be somewhat straightforward.

1. Fill in your original username, and an email will be sent to you, allowing you to go through the password-reset process.
2. When you get the email (it should take less than 3-5 minutes to receive), click on the link in the email to navigate to the Reset Password page.
   o (Be sure and check your SPAM or JUNK folders)
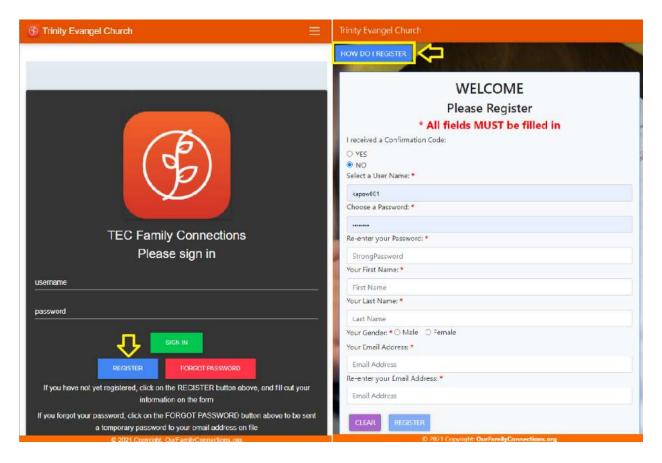3. Enter your new password and follow the instructions to get into the site again.

NOTE: If you can't remember your Username you used for the original site, **LET ME KNOW** and I'll help get you connected.

This is my first time accessing the TEC Directory. How do I register?

When you're on the Login Screen, there is a blue button titled 'REGISTER'. Just click or tap on this button and fill out the popup form.

Once all your information is entered, simply click or tap on the 'REGISTER' button to send your information to our administrators.

What happens next?

After completing this entry form, our administrators will verify and approve your request to access our site.

- You will be notified via email (using the email address you entered on the form) that your access has been granted.
- **NOTE:** If you don't receive an email notification within 48 hours (don't forget to check your Junk Mail folder), please contact one of our church elders for assistance.

HELP is also available on the Registration form by clicking the blue button at the top-left of the form (see above).
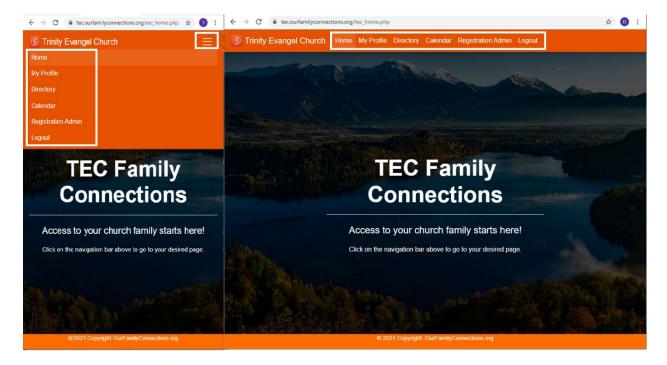
Home Screen

Once you've successfully logged in, you will arrive at the directory's Home Screen. You will see a picturesque lake overlaid with some informational text about the site. On this page you will notice a menu that enables you to navigate around the site.

About the Menu

Like many websites today, viewing the menu is dependent on whether you're using a computer (or large-screen device such as a tablet) or mobile device (smart phone) to access the site.
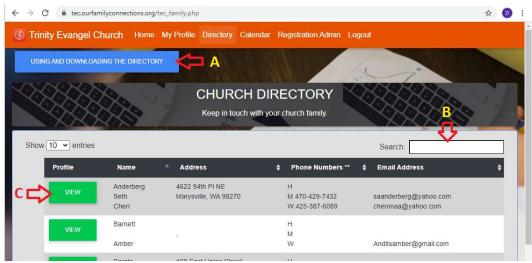
- On a mobile device, click or tap on the 3-bars at the top-right of the screen (the 'hamburger') and a dropdown list of items will be displayed.
- On a computer (or tablet – depending on screen size), the menu may be listed across the top of the screen.
- See the side-by-side screenshots below, depicting both styles.

Directory

The main purpose of this new site is to enable TEC users to find and connect with others in our congregation. The Directory page provides a rich set of search and view functions that allow for both a

- Quick, at-a-glance look at a friend's contact information, and
- The ability to **View** the entirety of information available about them.
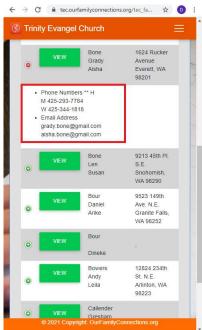
Each of the highlighted areas above are explained below:

A. The blue button at the top of the screen is a built-in help-guide explaining how to use the Directory page. This guide also enables you to display, print, and/or save a copy of the Directory in either a PDF-formatted document or a comma-separated-values (CSV) version that can be downloaded into your favorite spreadsheet.

B. Searching for a TEC family member is as easy as typing some text into the Search: box. As each character is entered, the corresponding information will be displayed in the table that matches the text entered.

C. Clicking or tapping on the green 'VIEW' button will display the TEC family member's Profile information for further information and details.

PLEASE NOTE that, when viewing the Directory page using a small-screen device (e.g., Smart Phone), the contact information is abbreviated due to the screen-space available.

Tapping on the plus icon ( ) will expose more available information about the TEC family member.
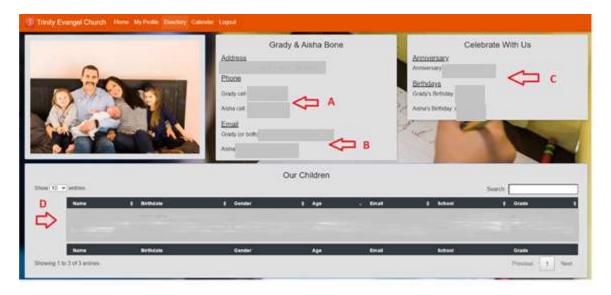
My Profile

This page serves multiple purposes, depending on how you arrived at the page.

Other's Profile

If you arrive at the My Profile page via the Directory (clicking or tapping on the green 'VIEW' button), the page will display available information about the TEC family member selected. Simply scroll around the page to find the information desired.
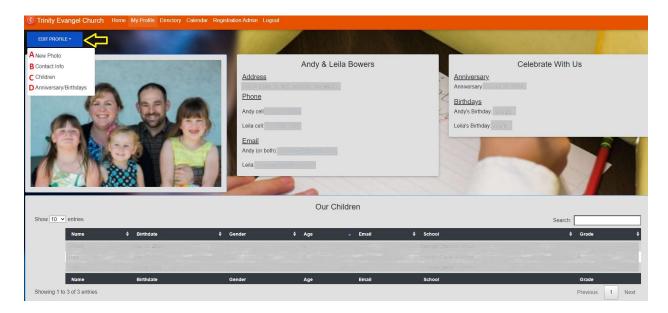

Below are some tips explaining what's on the My Profile page.

    A. If you are accessing this page from a mobile device, tapping on a family member's phone number will trigger the calling feature on your device, allowing you to call them directly.

    B. If you are accessing this page from either a computer or mobile device, tapping on a family member's email address will launch your chosen email application, allowing you to send an email to the person selected.

    C. Anniversaries and birthdays can also be viewed on the Calendar page described later in this document.

    D. The TEC family member's children are listed here. Note that their birthdays can also be found on the Calendar page.

Your Family Profile

If you arrived at the My Profile page by clicking/tapping on the My Profile menu item, you are presented with your family's information, along with the ability to edit that information so it stays up to date. This is explained further below.

Clicking or tapping on the blue 'EDIT PROFILE' button will display 4 options to choose from:
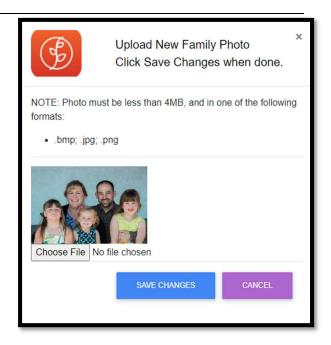
- A. **New Photo:** allows you to insert a new family photo of your choosing onto your profile page.
- B. **Contact Info:** This is where you can add specific contact info, such as your home address, phone numbers, and email address details. You can also change a name (first and/or last) to your liking.
- C. **Children:** Add the information for each child in your family to your Profile page. Up to 8 children can be listed.
- D. **Anniversary/Birthdays:** Post your wedding anniversary and husband/wife birthdays. Note that the birth year WILL NOT be populated for others to see 😊

Below are more details about how to perform each of the 4 items mentioned above.

New Photo

Clicking/tapping on this menu item will display a popup window allowing you to choose a photo from the library of photos on your device (computer; tablet; smart phone. Note the following special details for uploading photos:

- Photos must be formatted in either .bmp, .jpg, .jpeg, or .png (no other photo formats are allowed)
- Photo file size must be smaller than 4MB (most photos in today's smartphones are usually less than this).

Procedure:

1. Click/tap the 'Choose file' button to access your device's photo library.

2. Select from a desired photo in your library and click/tap 'SAVE CHANGES' to complete the process.

Contact Info

This item enables you to enter the pertinent contact details about your family.

- **NOTE:** For privacy reasons, your contact information can ONLY be visible to other family members accessing the TEC Directory. Future updates to this site will even further this privacy by hiding your desired contact information even from other TEC family members.

Procedure:

Fill in your family's desired contact information and click 'SAVE CHANGES' to store in your Profile.

Children

Up to 8 children can be added to your family Profile.

Information for each child can be added individually by following the procedures described below.

- **NOTE:** you MUST tap 'SAVE CHANGES' after entering information for each child.

The following information can be added for each child:

- **Name:** can include nickname, alternate last name if living in your household. The preferred identifier would be the name the child is referred to in social settings.
- **Birthday:** clicking/tapping on the calendar icon will display a virtual calendar for you to select his/her birthday.
- **Gender:** Binary entries (Male/Female) are all that is allowed.

- **Email:** Some older children may have their own email addresses. Leave blank if no email exists.
- **School:** A list of schools in the greater-Marysville area are listed for selection. If your child's school is not listed, select 'Other' and notify the TEC Directory admin to add your child's school.
- **Grade:** Standard school grades are selectable (including 'Alumnus', 'Not in school', 'Graduate School', and even 'Kinder-Prep'.
  - o **NOTE:** that this field does not automatically change at the end of a school year. It will be up to you (the parent) to update this entry.

Procedure:
- A. Click/tap on one of the 8 Child tabs across the top of the popup window.
  - a. Fill in the desired information in the table for the selected child.
  - b. Click 'SAVE CHANGES' when completed.
- B. If an entry was incorrectly added, you can click the red 'DELETE CHILD' to remove him/her from your Profile.
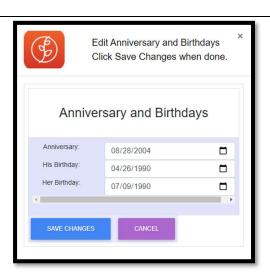
Anniversary/Birthdays

Adding wedding anniversaries and birthdays is as easy as selecting dates in a virtual calendar.
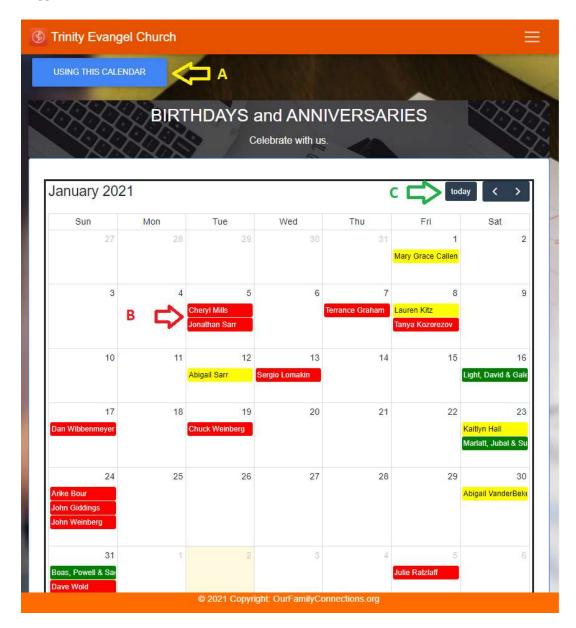
Procedure:
- **Anniversary:** Click/tap on the calendar icon to set your anniversary date.
- **Birthdays:** Click/tap on both HIS and HER birthday calendar icons to set your birthdays.
- Click 'SAVE CHANGES' to complete this procedure.

Calendar

The Calendar page is a graphic representation of each family member's anniversary or birthday.

- RED highlighted entries display a parent/adult birthday.
- YELLOW highlighted entries display a child's birthday.
- For wedding anniversaries, the GREEN highlighted entries display the wedding anniversary logged into their Profile.

A. Clicking/tapping on the blue 'USING THIS CALENDAR' button will provide an at-a-glance help-tip on how to use the Calendar page. Clicking/tapping again will extinguish the help-tip.

B. Clicking/tapping on an entry in the calendar will take you to the family member's Profile page to provide more information about this family.

C. Clicking/tapping on the date navigation buttons allows you to traverse month-to-month to see when a family member might be celebrating an anniversary or birthday event.

Logout

The logout menu item will gracefully close your session with the TEC Directory site.

You must either re-enter your credentials or select from your saved credentials the next time you want to access the TEC Directory.

Thank You for Reading!

I hope this has been a helpful tool to get you up to speed with the new TEC Directory.

If you find that this help guide can be improved, please don't hesitate to reach out to Dan Hoeglund with your constructive feedback.

Dan Hoeglund
firebird@hoeglund.com
206-601-1164

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APPENDIX

TEC Directory ADMINISTRATION

The TEC Directory contains several administrative functions designed to allow TEC elders and other administrative personnel to perform certain functions to manage the TEC Directory site.

Registration Administration

As new TEC family members desire to access the TEC Directory site, they will request access to the site by way of the 'REGISTER' function found on the initial Login page.
Clicking/tapping on the 'REGISTER' button will expose a form requesting them to fill in several details about them (see the Register section above). These details are submitted by the family member for the Registration Administrator(s) to process.

When the family member completes the form, an email is sent to the assigned Registration Administrators (the TEC elders and myself), alerting them to review the request and either approve or reject their request.
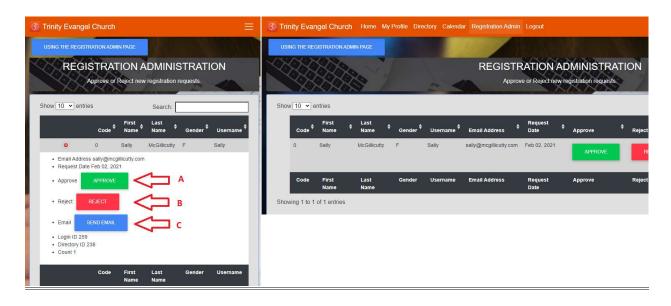

Reviewing the registration request

When an email is received by the Registration Administrator, one of the administrators must log into the TEC Directory site to act on the request.
After logging into the TEC Directory site (https://tec.ourfamilyconnections.org), click or tap on the *Registration Admin* menu item to expose the list of family members requesting access.
Each request will expose choices from which to choose how to manage the user's request (see the screenshot below):

A. **ACCEPT:** the user's login details will be added to the TEC Directory's database and will be enabled for access to the site.
B. **REJECT:** the user's login details will be archived, disallowing the user's access to the environment.
C. **SEND MAIL:** If further information is needed, the Registration Administrator can send an email to the requestor for more information.

Selecting the Family designation

Newly added to this site is a means to designate which family unit will the new registrant be a part of. The earlier version of the TEC directory did not have this feature and required me to manually update the family designation in the backend database.

Upon clicking the APPROVE button for the registrant, a final popup window will be displayed to select the family unit.
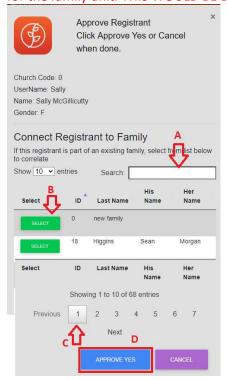
PLEASE NOTE: THIS IS IMPORTANT
This popup allows you to select any family unit in the church to assign the registrant. Also note that only the male and female heads of the household are selectable (children are not entered on this page). If a child is choosing to become a head of a family unit at this site, it will be up to the Elders to decide whether to accept. To do this,

A. Enter a last name into the Search textbox and the list at the bottom will automatically filter to match your search selection.
B. Clicking or tapping 'SELECT' will designate the family unit to assign the registrant to.
   a. And YES, a new family unit can be chosen by using the first 'SELECT' button.

PLEASE NOTE: THIS IS IMPORTANT

The registrant's Gender must be reviewed to make sure there isn't someone already listed for the family unit. THIS WOULD BE BAD!

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C. If you don't see the desired family unit listed, use the navigation buttons across the bottom to find the right family.

D. Click on the blue 'APPROVE YES' button to add the registrant into the new site.

IMPORTANT: it would be wise to check that the new registrant is properly added, and his/her family unit is correctly selected. You can view your handiwork by navigating back to the 'Directory' page and locating their information. Also use the 'VIEW' button to check that their information is properly loaded as well.

Feature Requests and Known Errors

The following table lists out new feature requests and known errors (or bugs) in the TEC Directory site (as of February 2021). None of these are severe enough to cause failure in functionality, so they are being worked on as time permits.

ID	Status	Date	Description	File	Row	Expected Behavior	Actual Behavior	Repro / Notes
19	Active	1/30/2021	Password Reset Failure - parserror Alert message when attempting to reset password - RuthAnn's iPhone only - Safari. Unclear repro	Forgot_password_submit		Unclear repro as to why this error occurred for RuthAnn. Need to investigate and understand why error would occur.	Error should be more descriptive to help troubleshoot	
22	Feature Req	1/30/2021	Enable address copying for pasting into map apps	Tec_profile.php		Copy function on page relies on user gesture that doesn't always select the entire address. Often requires manipulation of selection frame to copy full address.		
24	Active	1/30/2021	Comcast email recipients are not consistently receiving email from trinityevangel.ourfamilyconnections.org site. SUSPECT the same will occur with the tec.ourfamilyconnections.org site	ALL		Ourfamilyconnections Email sent to comcast.net recipients are being blocked by Comcast/Xfinity. Suspect DMARK and other settings need to be updated so comcast.net doesn't consider emails as SPAM		
25	Active	1/31/2021	Rejecting new registrant on iPhone Safari and Edge throws an error, although functionality performs as expected - User status changed to 2 and login is disabled.	Tec_regadmin		When user is rejected, alert message should state "Registrant has been disabled in the database." WORKS FINE ON PC in both Chrome and Edge	When user is rejected, alert message states "A problem has occurred with your registrant approval/rejection. Please notify your administrator"	