FIDO Membership Manager Cookbook

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Introduction

What is the Membership Manager?

The Membership Manager is a tool that:

1. Finds and displays records about individuals who are members of <u>FIDO in Prospect Park.</u>

2. Permits individuals in the FIDO Membership Committee to revise parts of member information as needed.

Member records consist of:

1. Contact information: names, U. S mail and email addresses and telephone numbers

2. Dues and donations history

3. Pets with identifying characteristics, including whether FIDO Dog Tags have been assigned

4. A general purpose journal with entries on materials that have been mailed to members, members' responses to polls, correspondence with FIDO and dues payment details

5. Member preference settings

What do I need in order to use the Membership Manager?

On the technical side, you need a web browser and access to the Internet. The Membership Manager is a web-based application at <u>http://fidobrooklynmembership.org/</u>. Nothing else has to be installed on your computer so long as it has a web browser. The Membership Manager has been tested with current and recent releases of Internet Explorer, FireFox, and Safari. Any browser which can store <u>cookies</u> and has a JavaScript interpreter will serve nicely.
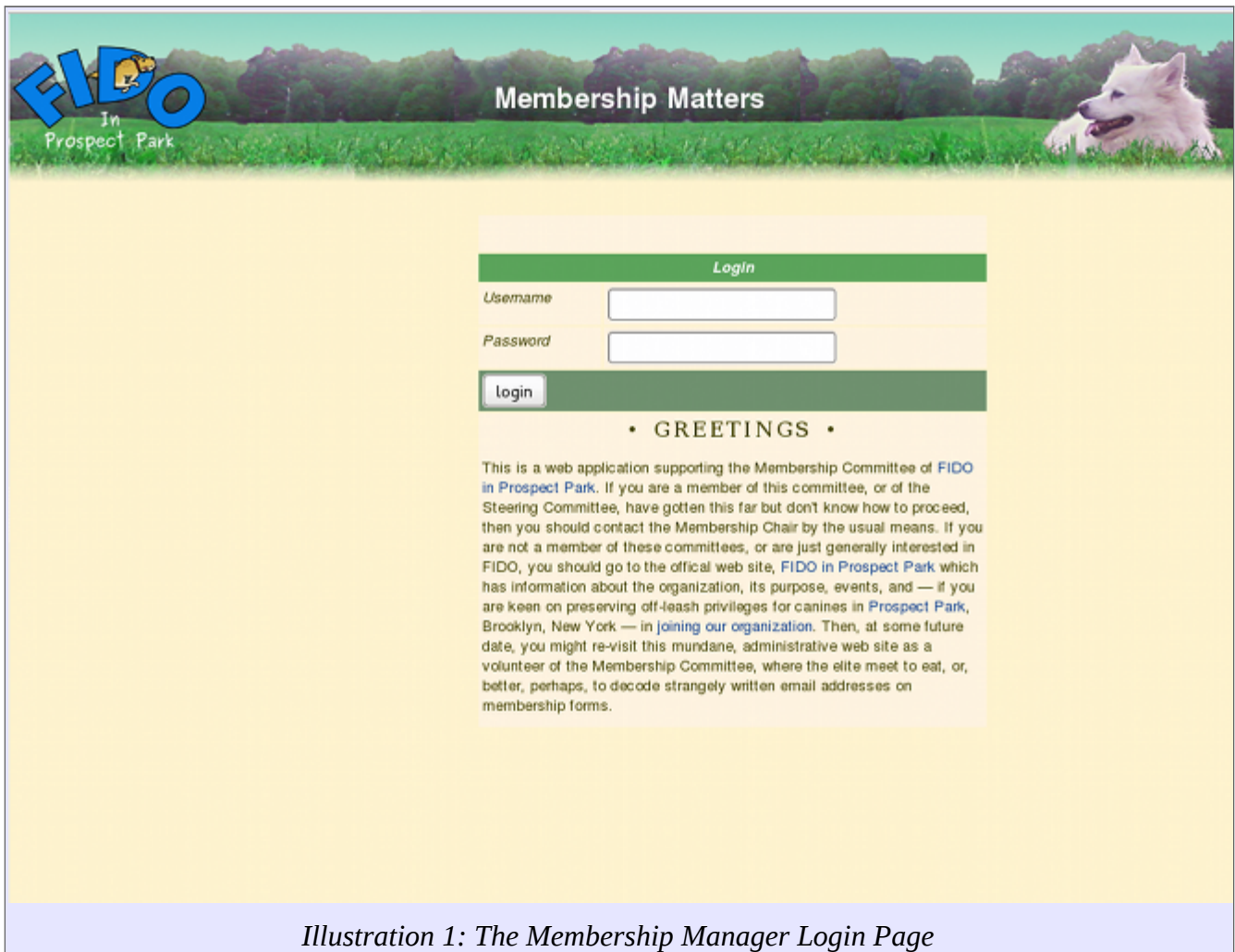
On the business side, you need permission from the FIDO Membership chairperson. With his or her's assent you obtain a user name and password. You should keep these credentials confidential; *do not share them*. If you think other people have obtained your credentials, contact the Membership chairperson immediately to cancel and recreate your account.

How do I get permission?

Access is granted to members of the FIDO Steering Committee and members of the FIDO Membership Committee. Permission is not generally granted to the membership and would never be granted to non-members. Individuals who leave these committees normally lose access, unless they are engaged in a FIDO activity which calls for frequent contacts with other members, such as Lost Dog.

Garry Osgood is the FIDO Membership chairperson as of this writing[1]. Contact him at <u>grosgood@verizon.net</u> for further information about access to the Membership Manager.

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1   August 18, 2011

Illustration 1: The Membership Manager Login Page

Are the Member data sets restricted?

Yes. FIDO pledges to guard member privacy, which means restricting access to just those individuals who are doing business for the organization. FIDO promises never to sell or otherwise distribute member contact information and this enjoins those with access to regard such information as confidential. No member data can be used for commercial purposes or any purpose outside of those which stem from the mandate of FIDO In Prospect Park. While it may seem a neighborly gesture, one should never divulge member contact information with another person, even if that person is a member of FIDO. Member information *belongs* to the members. It has been entrusted to FIDO and member privacy must be respected by FIDO In Prospect Park.

Illustration 2: Login Failure
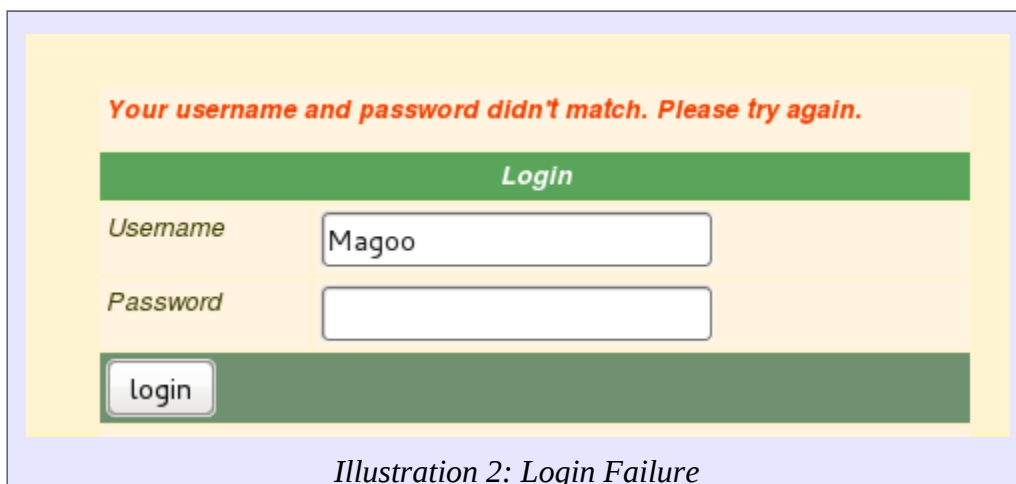
Access

How do I get to the Membership Manager?

You need to enable 'cookies' and the JavaScript interpreter in your web browser's preferences settings[2].

With cookies and JavaScript enabled, follow this link:

http://fidobrooklynmembership.org/

The first time you follow it, you will see the login page depicted in *Illustration 1: The Membership Manager Login Page*.

1. Type your user name in the *Username* field. As you type, the field echoes your user name.

2. Type your password in the *Password* field. The password field only echoes bullet characters.

3. Hit carriage return or click on the Login button.

If you don't know or can't remember these field values, contact the membership chairperson. See *How do I get permission?*

It is possible to mistakenly enter user names and passwords. In such cases, after you complete step three, you will see an advisory similar to that depicted in *Illustration 2: Login Failure*:

Here are some common problems:

1. You are using an upper case letter in a user name (by convention, user names consist entirely of lowercase letters. No numerals; punctuation or other kinds of characters appear in user names).

2. You left Caps Lock on (make sure your keyboard has this setting unlocked).

3. Examine your password carefully; the Membership chair does not release passwords unless they have a high degree of probability of surviving a dictionary attack. This means that passwords – unlike user names – will contain upper and lowercase letters occurring in uncommon patterns,

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2 These are usually enabled by default, however, you may have turned one or both off for a more private mode of web surfing. In that case, you will be able to use the Membership Manager in only limited ways.

Illustration 3: The Membership Manager Main Page ('Start Here')

punctuation and numerals in odd places and numerals that may randomly substitute themselves with letters and vice versa (zero for upper case 'O', lowercase 'l' for numeral one and so forth). It is very likely your password has a few such substitutions.

4. Your account has been suspended. In the event of a <u>dictionary attack,</u> the Membership chair may suspend all accounts temporarily.

5. Your account doesn't exist or has been permanently closed.

In all cases, if you can't log in after three or four attempts, contact the Membership chair. See *How do I get permission?*

In – one hopes – the usual case, you will go to the main page of the Membership Manager, depicted in *Illustration 3: The Membership Manager Main Page ('Start Here')*.

When you log in, a cookie with a time stamp set about a half a day in the future is stored in your browser and so long as you continue to update records and visit pages on the site, the cookie is

Name Lookup mon		**Find**
Choose:		
Eliza Amon	Monica Byrne	Michael Carmona
Damal Edmond	Teruko Edmonds	Raymond Fleming
Jennifer Harmon	Cynthia Monaco	Mary Jane Monahan
Deborah Monlux	Rita Montana	Cheryl Monterosso
Solomon Panitz	Monica Ramone	Elvira Salmon
James Salmon	Simon Shickhman	Monica Von Halle

18 Members match 'mon'

Illustration 4: Search result for 'mon'

refreshed accordingly – by being set about a half day into the future. When you cease visiting pages or updating records – by going to other sites, perhaps – the cookie grows old, but until it expires you may revisit the site without having to log in again.

How do I look up members?

Use the 'Name Lookup' field to enter a search pattern. Search patterns are parts of peoples' first or last name or membership numbers.

1. Type just what you remember of a person's first or last name. This field is case-insensitive, so 'mon', 'Mon' and 'mON' are all equivalent search patterns.

2. Hit carriage return or mouse-click on the Find button.

In a few seconds (usually) the Membership Manager replaces the 'Start Here' page with a search result consisting of zero or more mouse-clickable buttons.

Illustration 4 shows a possible search result of the 'mon' pattern. The proffered names may have 'mon' in the first or last name and any pattern of capitalization. Longer search patterns result in fewer choices, including, of course, no choices at all. The application sorts results by last name and orders the results from left-to-right, then top-to-bottom.

While you commonly would use a part of a member's name, you may also use a member identifier, a five digit numeral, or part of the identifier. '11575' returns the Membership chair, while '00001' returns Tupper Thomas. '1' by itself returns not only Tupper Thomas, but all members whose identifiers have '1' somewhere in the makeup (currently everyone). '123' returns those members with the sequence '123' somewhere in their identifier.

Illustration 5: A Detail page for Amy Glosser

How do I use the search results?

Click on the name with your mouse. The application returns a page with details about the member, similar to *Illustration 5: A Detail page for Amy Glosser* .

None of the names belong to individuals I am looking for. What do I do?

1. Try typing in a different combination of letters in the 'Name Lookup' field.

2. Hit your browser's 'back' button and click on the 'Member Directory' link. This returns a large table containing every member record in the membership manager.

3. Try using a member identifier or whatever part of an identifier you can remember.

4. It is possible, of course, that the individual is not a member of FIDO; such happens from time to time. However, if the individual in question assents to such, consider creating a New Member

record. See *Entering New Members* on page 11.

Member Records

A member record page is divided into seven parts:

1. The page header, with a bread-crumb trail

2. Member contact information (upper left)

3. Member dues history (upper right)

4. Member's pets (middle left)

5. A member journal (middle right)

6. Member preferences (lower left)

7. A 'Name Lookup' which works like the one on the Main Page. See *How do I look up members?*

Items on the left hand side may be changed and updated as needed. You may add items to the dues and journal listings on the right hand side but not alter items already in those listings.

Contact Information

How do I get off a member detail page?

1. The back button of your browser will bring you back to the previous pages you've visited.

2. The bread-crumb trail beneath the header lets you navigate to 'parent' and 'grandparent' pages which are ordered from the most general (the main or 'Start Here' page) on the left, to the very specific: the record of a particular member. 'Start Here' is the Grand Mammy of all pages and is always the left-most item; if lost, you can always jump back to the 'Start Here' page. The bread-crumb trail usually does not correspond to the history of page visitations that your browser stores in its back button.

3. You may directly edit the URL. For member details, the last element of the URL is the member number. If you know the identifier of a member you would like to look up, rewrite the last element of the URL using the member identifier of the other member.

> **http://fidobrooklynmembership.org/member/detail/12362**
>
> *All members have their own detail pages, selected via their member identifiers.*

How do I update a member name?

1. In the member contact information area (upper left), click on the Change Name button.

2. The entire area becomes a Member name form. Depending on the resolution of your display and your browser's configuration, some of the form may be obscured. In this case, a scroll bar will

Illustration 6: Editorial forms usually exceed allotted area. Scroll bars reveal hidden parts

      appear on the right hand side so that you may re-position the form as needed.

3. Correct the name. Add missing salutations or other parts of the name as needed.

4. When finished, mouse-click on the `Update` button in the lower right hand corner of the form. You may have to slide the scroll bar downward to bring this button into the visible area.

5. If you press `Cancel` instead, no changes will take place.

How do I update the member's street address?

1. Click on the `Change Mail Address` button. The next steps are very nearly identical to *How do I update a member name?*, given above.

How do I update the member's email address?

1. Click on the `Change EMail` button.

2. Enter the part before the '@' separator in the 'Name' field.

3. Enter the part after the '@' separator in the 'Domain' field.

4. Don't enter the '@' character itself in either fields.

5. When finished, mouse-click on the `Update` button in the lower right hand corner of the form.

6. If you press `Cancel` instead, no changes will take place.

Dues

<Put Stuff Here>

Member Journal

<Put Stuff Here>

Pets

<Put Stuff Here>

Preferences

<Put Stuff Here>

Entering New Members

How do I add a new member?

Short question. Long answer. The whole member entry process touches on a collection of aspects: producing mailing lists, tracking dogs, tracking members – their dues and location on the planet – making notes of one or two or a dozen things about members that aggregate up to 'Member Relationship Management.' and tracking a few statistical things so the Steering Committee can determine if it is in the forefront of a rich, vibrant organization or whether the whole kit-and-kaboodle is going south. Each of these aspects inject some wrinkle into the member entry process.

On to practical matters. Each member entry goes through two phases: (1) collection and verification, hopefully with the applicant present, and (2) entering the information into the Membership Manager.

What sort of verification steps are there?

At a minimum, you need a **name**, **mailing address** and a **dues payment.** This should be no less than **five dollars**, the minimum FIDO annual dues. You cannot proceed without this basic information.

Usually, such is gathered on a paper form, which looks something like this:

Illustration 7: An application to FIDO

When accepting the applicant's form at a FIDO venue, with the applicant still present, you should first

check that:

- **The mailing address is complete**. This includes an apartment number for New York City multiple units. ZIP+4 is not necessary; FIDO uses the U. S. Postal Service ZIP code look-up web site to verify addresses and obtain ZIP and ZIP+4 codes. See step **6.** in *How do I enter an applicant's address?* Try to get specific neighborhoods from residents of Queens or Staten Island, such as 'Elmhurst, Queens' or 'Tottenville, Staten Island' as these boroughs consist of a number of USPS delivery regions.

- **Dues are entered**. You need to confirm that payment has been tendered with the amount indicated on the form. You will not be able to enter the form at the Membership Management web site if you do not know the amount. The minimum is $5.00 per individual member. If applicants do not have funds handy, give them blank forms or FIDO business cards and invite them to join online at http://www.fidobrooklyn.org/membership/membership.html.

- **The form is readable**. In particular that U. S. Mail and E-mail are readable. '6', '9', and '0' often merge together in handwriting, as do '7' and '1', the letters 'l', and 'I' with the numeral '1', and 'm' with paired 'r n'. Examples abound. Review handwritten uncertainties with the applicant and write clarifications on the form in your own handwriting; don't trust memory.

- **Dog tags are on the form**. If FIDO dog tags are being issued, ensure that tag numbers are on the form. If the applicant is getting more than one FIDO dog tag, assign the tags in some agreed upon order so that FIDO records reflect the tags actually on the dog. One convention is to assign tags in numerical ascending order to dog names in alphabetical order. The lower numbers go to dogs that sort toward the top of an alphabetical listing. Give 'Abby' the lower numbered tag and 'Zeke' the higher numbered one. Make sure the applicant agrees to this convention and assigns tags accordingly. If someone finds Zeke, but Zeke has Abby's number, no end of confusion will reign at the worse possible time.

  If an applicant is getting FIDO dog tags, be sure that he or she furnishes telephone numbers and email addresses on the form; do not issue tags without one or the other and request both.

- **Couples are entered as separate members**. When we advocate canine causes with city officials, numbers matter, so by design we record individual members, not households; to do so would cut our political potency by nearly one half. Couples do not have to use two forms; you separate the entries when entering information in the Membership Manager.

Just because somebody hands me a form, does that make them a new member?

Such may be an existing member in disguise. Some FIDO members fill out forms on renewal; such is mostly unnecessary, though, and you should check before inadvertently duplicating a member record.

1. Use the Look-up tool in the Membership Manager and attempt to find the applicant's name. The Member look-up tool is on the Membership Manager landing page, top row, or on any member detail page in the lower right hand corner. See *How do I look up members?*

2. If the applicant's name is already in the Membership Manager, click on the button with his or her name to access the member's page and enter the monies as a renewal, copying from the form

only information that has changed. See *Member Records* for updating parts of a member's record.

3. If the Look up returns no result, enter the person as a new member.

How do I start the New Member entry process?

When you press the New Member button, you get an auxiliary pop-up window that initially solicits an applicant's name. There are five parts to a member name but only two are required, the First and Last name.

Illustration 8: There are five parts to the member name, but only the First and Last parts are necessary.

1. **Salutation**: The first field is a pull-down menu; select the most appropriate salutation. Leave blank or choose the blank option if you are not sure.

    a) "J. H. Smith" may have any number of possible genders and marital statuses. Leave the salutation blank.

    b) Men typically default to 'Mr.' and women 'Ms.' Most records have these salutations or no salutation at all.

2. **First**: Type in the full first name or first name initial.

    a) If the person uses initials for a first and middle name, type the initials in this field and leave the **Middle Name** field blank. For "J. H. Smith", enter 'J. H.' as the first name and 'Smith' as the last name.

3. **Middle**: Type in the middle initial, full middle name or or leave blank.

    a) You don't have to enter a full middle name. Usually, a middle initial is better as it can lead to more easily readable mailing labels. Most records employ just middle initials.

    a) While full middle names are rare, a few members initialize their first names and use full middle names, as in 'G. Franklin Reynolds.' In this case, use a full middle name and the initial in the first name field.

4. **Last:** Type in the full last name.

a) Last names are necessary; <u>you will not be able to complete the form without a last name.</u>

b) For individuals who only have one name, such as the singer/actor Sting, type spaces in the First Name field, a dummy record, and enter the single name in the last name field. This is not a pressing concern; we do not anticipate that Sting or any other single-named glitterati will join FIDO soon.

5. **Suffix**: Leave blank unless furnished. Abbreviations suffice.

a) Examples: 'Sr.', 'Jr.', 'Esq.' - the last a common honorific for attorneys admitted to the bar.

Illustration 9: A member name record as is typically completed. Confirm spelling and fields then press 'Add'. If you make a spelling mistake, you may highlight to erase letters; new letters normally insert themselves at the end or between existing letters.

6. **Add**: Check your spelling and other details against the form. Retype fields as necessary. When you are satisfied, press '**Add**'

a) Press '**Cancel**,' to abort entries. This will irretrievably erase whatever you have done.

- Cancellation is preferable to entering a duplicate record. Removal of such requires Membership Chair privileges.

How do I enter an applicant's address?

At a minimum, you need an applicant's 'Street', 'City', and 'State' of habitation. The Membership Manager wants 'ZIP' and ZIP+4 fields too but these come from the <u>U. S. Postal Service ZIP+4 site</u>. This site does more than simply furnish ZIP and ZIP+4 codes, it checks if the address corresponds to anything the USPS can deliver to. Usually mistakes in street numbers or names results in undeliverable mail – mail to nonexistent streets or buildings. Checking with this web site minimizes this possibility.

On another browser window or tab, open up the U. S. Postal Service ZIP+4 address checking service, on the World Wide Web at <u>http://zip4.usps.com/zip4</u>.

Apartment or unit numbers are also necessary for New York City addresses which correspond to multiple dwellings; the city post offices frequently do not deliver mail to multiple dwelling units when apartment or unit numbers missing; these return to FIDO as 'Undeliverable as Addressed'.

Illustration 10: You need an applicant's street, city, and state and cannot enter a form in the Membership Manager without these three items. Both ZIP code fields are also required but available from the USPS, given a street, city and state. See step **6.***.*

Almost all member records have valid U. S. Mail addresses. In a few cases, members have moved and left no forwarding addresses and the old address record has been removed and preserved in the Member's journal. For new members, however, it is not possible to complete this sequence without having the applicant's street, city, and state.

1. **Business name**: Leave blank unless the applicant's prefers mail to go to his or her business address.

    a) In labels, business names go under the addressee's name on its own line

2. **Street**: Furnish a street number and street name. Avoid putting the apartment or unit number on this line. You cannot leave this line blank; you cannot process the form without this information.

3. **Apartment Number**: Prefix apartment numbers with the abbreviation 'Apt.' Do not enter the number by itself. If some other naming convention prevails in a building, such as 'Unit' or 'Suite', use that instead. If the applicant has only furnished a number, such as '3G' or '#712', write 'Apt 3G' or 'Apt 712 (without the '#' character).

    a) To avail itself of bulk mailing or non-profit mailing services, which permits cheaper postage, FIDO must conform to more stringent mailing requirements. For this reason, FIDO must furnish apartment numbers according to bulk mail standards and furnish full ZIP+4 records. See step **6.** *ZIP and ZIP+4.*

4. **City**: Enter the USPS delivery region, usually the name of a village, town or small city. Big cities almost always have multiple delivery regions.

    a) 'City' actually refers to the delivery region; 'Brooklyn' is a single delivery region, as is Manhattan. Queens and Staten Island, though they are single New York City boroughs, have multiple delivery regions, though 'Queens' and Staten Island (or 'S. I.') suffice if the delivery

region is not known.

5. **State**: Enter the standard two letter abbreviation, such as 'NY' for 'New York' or 'CT' for 'Connecticut'. You cannot fit old-style abbreviations such as 'Mass.' or 'Conn.', The full abbreviations are in Wikipedia.
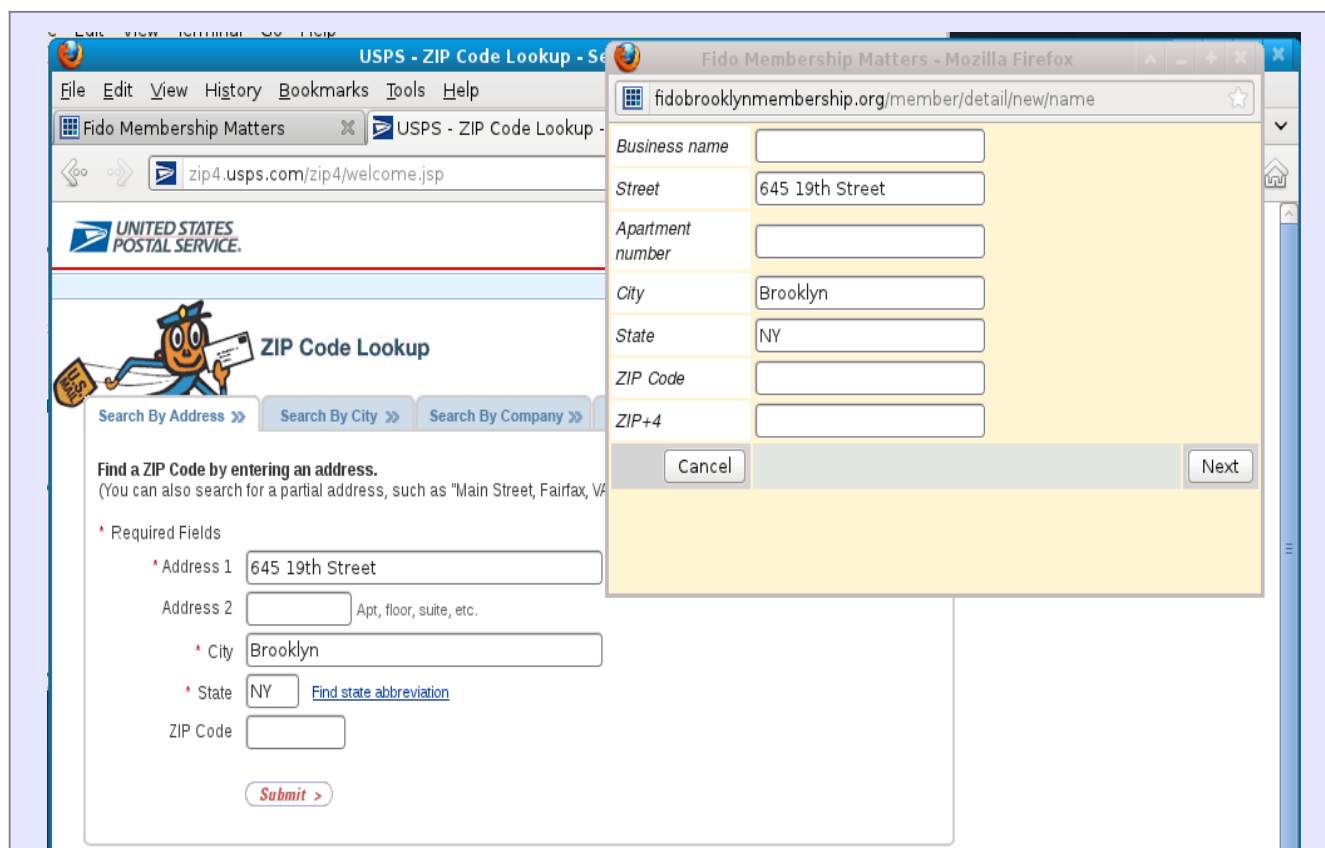

Illustration 11: With most modern browsers, you may copy (Ctrl-C) and paste (Ctrl-V) data from the Membership Manager pop-up window to the US Postal service page. When known, transfer apartment numbers from the pop-up's 'Apartment number' field to the postal service's 'Address 2' field. You do not need to transcribe the ZIP code, as the facility will look up both the address ZIP and ZIP+4 codes. Hit 'Submit' on the USPS ZIP Code Look-up page when you have completed the transcription.

6. **ZIP and ZIP+4**: Usually applicants furnish ZIP codes and about nine times in ten they are correct; applicants rarely know what their ZIP+4 codes are, nor care. We care because all forms of cheaper mailing alternatives for non-profits and bulk mailing require addresses that can be automatically sorted and routed, and these addresses need to be in ZIP+4 form. Fortunately, the U. S. Postal service furnishes a web service that supplies ZIP+4 for all addresses on carrier routes. In looking up such information, the facility also confirms if an address belongs to an established delivery point on a known carrier route. If it fails to find a ZIP+4 code for a given address then that address is most likely incorrect, referring to a non-existing building or street. Usually, this means the address was incorrectly read or the applicant wrote the address in error, not uncommon, as many applicants are new to the neighborhood and city.

In another window or tab, access the U. S. ZIP Code Look-up Site. Position the New Member pop-up conveniently near the postal service page.

a) Transcribe data by copying and pasting fields, to wit: highlight the pop-up text field with your mouse, press Ctrl-C (✥ C on Apple Computer keyboards) and paste (Ctrl/✥ V) when the mouse has been clicked in the appropriate ZIP+4 field

- 'Street' to 'Address 1'

- 'Apartment number' to 'Address 2'

- 'City' to 'City'

- 'State' to 'State'

Hit 'Submit' on the USPS ZIP Code Look-up page when you have completed the transcription.
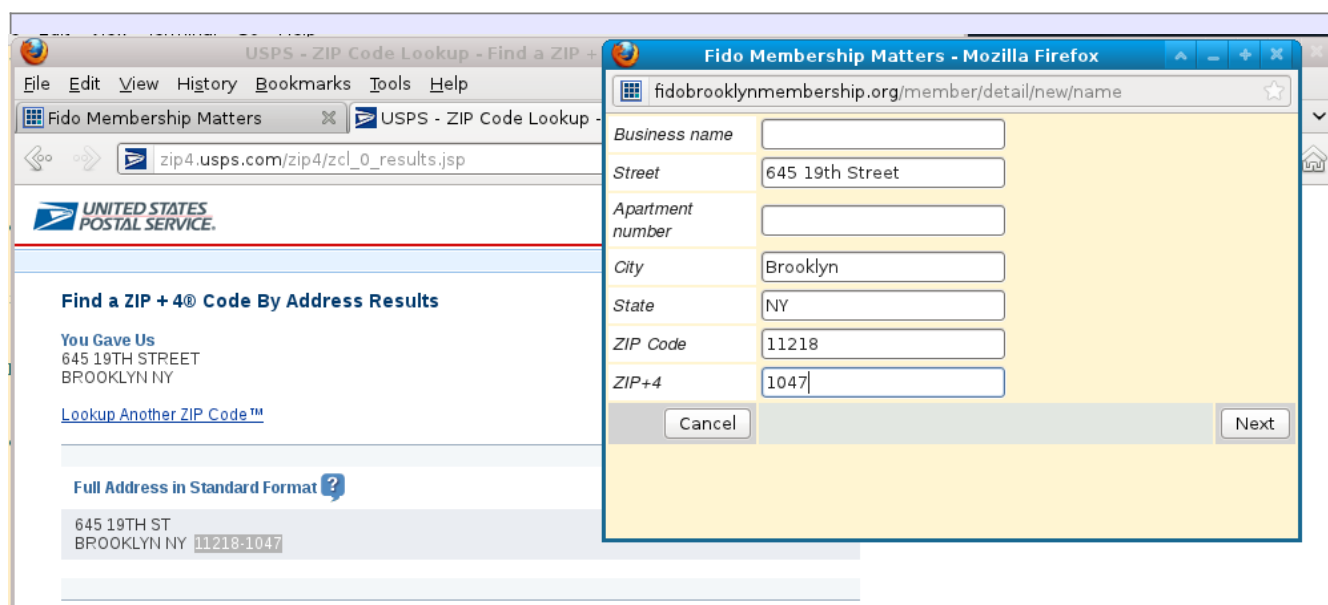

Illustration 12: After hitting submit, the USPS Zip Code look-up page returns ZIP and ZIP+4 codes if the address can be associated with a delivery point on a carrier route (usually a mailbox or a Post Office box). If the facility does not return complete ZIP codes, then the address is likely in error; you will need to confirm the address with the applicant.

The return page from the USPS facility usually returns ZIP and ZIP+4 codes; transcribe these via Ctrl/✥ C – Ctrl/✥ V pairs back to the pop-up, as shown in Illustration 12.

It is not uncommon for the facility to return multiple ZIP+4 possibilities or no ZIP+4 codes at all. In the first case, the address is incomplete; the address requires an apartment number which the applicant did not supply or the apartment number matches no apartment in the building. In the second case, the facility could not find a building matching the given address. In both cases you need to contact the applicant to clarify the address. In the first case, you can temporarily use the generic ZIP+4 code that the USPS assigns to the building, but this does not guarantee delivery in multiple unit buildings. Use the generic ZIP+4 code to complete the entry, but

clarify the address with the applicant as soon as possible.

7. When you have completed entry of the mail address and have confirmed the address with the USPS ZIP Code Look-up site, hit '**Next**' on the Member Manager pop-up.

How do I enter an applicant's email address?

Email addresses consist of a mailbox identifier and a host domain name, these separated by a commercial 'at' symbol (norton@nycsewer.net). The Membership Manager does not require an email address and if you have not been provided with one you may hit the **Next** button to proceed to *How do I enter an applicant's telephone?*. If an applicant acquires FIDO Dog Tags, however, obtain an email address and a telephone number; withhold tags if you cannot obtain either, as the usefulness of FIDO Dog Tags are largely moot without a rapid means of contact.

1. **Name:** Enter the mailbox name, the text to the left of the '@' symbol, in the Name field.

2. **Domain:** Tab down to the Domain field and enter the host domain name, the text to the right of the '@' symbol.

    a) Do not enter '@' anywhere; it is assumed and automatically generated as needed.
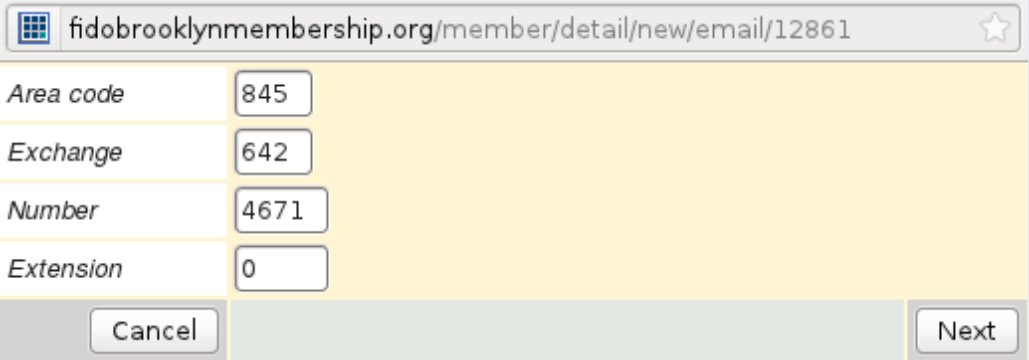

Illustration 13: Enter text to the left of the '@' symbol in the 'Name' field; enter text to the right of the '@' symbol in the 'Domain' field. Do not enter the '@' symbol itself anywhere.

3. Hit 'Next' when you have completed the entry of the applicant's email.

How do I enter an applicant's telephone?

Illustration 14: Area code and Exchange take three numbers; Number four and Extension one to four. Type a zero if you don't know the extension; fill all the fields with zeros if you have not been given a telephone number. This is a bug designed primarily to irritate the Membership Chair. In subsequent releases, you will be simply able to leave fields blank if you do not have the corresponding information.

Often members have more than one telephone; the primary number that should be entered here would be the one to call if you needed to tell the person that someone has found their dog. Sometimes members wish to give FIDO all their pertinent numbers. Put additional numbers in the member's journal. See *Member Journal* on page 9.

1. **Area code:** Enter the three digit area code. Enter three zeros if you do not know the area code.

2. **Exchange:** Enter the three digit exchange code or three zeros if you do not know the exchange code.

3. **Number:** Enter the four digit station number or four zeros if you do not have the station number

4. **Extension:** Enter an extension, if known, or a single zero otherwise.

    a) Entering zeros for unknown numbers is a bug in the Membership Manager, which, in its present form, does not like blank telephone number fields. The next release will address this issue; one will be able to leave unused fields blank.

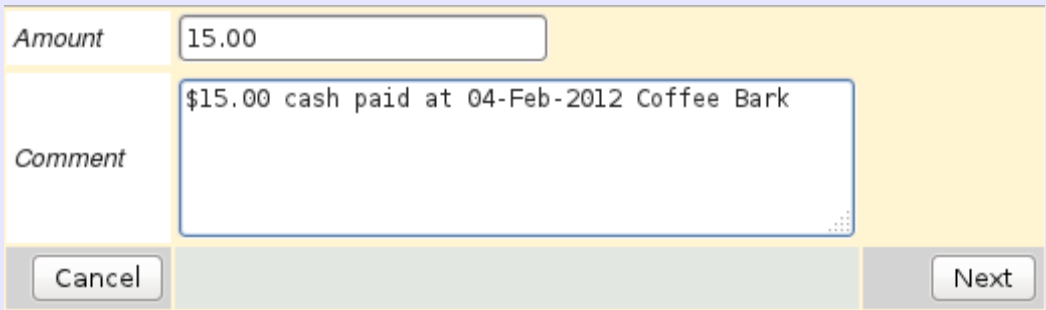## How do I enter the applicant's first dues payment?

Illustration 15: Dues entries consist of a payment in dollars and a comment describing the nature of the payment; the latter appearing in the member's Journal. Both fields need to be filled in; the comment furnishes a reminder to the member and FIDO of when the payment took place and its form.

You need to enter the amount, which must be no less than $5.00 dollars, and briefly describe the form of payment, the latter to help a member recall or look up the payment in their personal records. Record the time and place of cash payments, check numbers and dates, or JustGive transaction numbers and dates. If cohabiting members are paying two sets of dues from one payment, note the split in both member entries.

1. **Amount**: Enter the dollar amount here, without currency symbols; write fractional dollars as a decimal, as in '15.35'. This field cannot be left blank and will not accept amounts less than 5.00.

2. **Comment**: Describe the form of payment; it should succinctly describe how the dues were paid and when and should serve as a reminder for the FIDO member at a later date. The comment becomes an entry in the Member's journal. This field cannot be left blank

   Comment Examples:

   a) Check #1234 dated 06-Dec-2011 for $25.00

   b) $50.00 check #987 dated November 26, 2010. $25.00 allocated to Jane E. Doe (10341); $25.00 allocated to John A. Doe (10342)

   c) $15.00 JustGive #2315412 dated 9/14/2011 14.32 actual after 4.5% service fee. (Presently, FIDO credits members full payment through service agencies such as JustGive, but notes the actual amount delivered to FIDO after the agent's service fee has been deducted. As of this writing, FIDO only uses JustGive to manage its online collections. It's service fee is a 4.5% cut of gross donations).

   d) $25.00 cash paid at the June 2011 Coffee Bark

3. Hit **Next** when you have entered the member's dues.

How do I enter information about a member's dog, including FIDO Dog Tags

Name	Summer
Description	No description given
Dog Tag Number	360

Cancel Add Another Next

Illustration 16: Get the name of the dog and possibly a description; if one was not obtained, enter 'No description' rather than leave the field blank; the comment frequently prompts members to furnish a description at a later date. Enter the dog tag number.

Entering Tags That Are Already On Somebody Else's Dog: *If the number that you enter is already in use, you will receive an error message that reports the holder of the number in question. (See Illustration 17), In this case, you will need to contact both the applicant and the earlier holder, as it is not possible to determine if the error in assignment is recent or with the earlier holder. You will not be able to enter the tag until the matter is resolved. This error is pernicious and the possibility of its concurring arises with every tag assignment. While FIDO exercises a great deal of care in recording tag numbers accurately, there is no telling that mis-assigned tags are not already in the field.*

Pets (Dogs, usually) and FIDO Dog Tags: .Though it is difficult; try to get a good description of the dog (the next incarnation of the entry form will ask applicants to furnish a brief description of their dogs); in the remote chance the dog is lost, a good description helps FIDO get the word out faster. Be sure to get the dog's name and, when the applicant requests such, the FIDO dog tag number; be sure this is recorded on the membership form. If an applicant has more than one tag, assign the lower numbered tags to dogs that sort to the top of alphabetical listings. Give 'Abby' the lower numbered tag and 'Zeke' the higher numbered one. Make sure the applicant understands this convention and will follow it through. That way, FIDO's records will more likely reflect the tag number actually on the applicant's dog, reducing the chance of confusion should the dog go lost and be found.

1. **Name**: The dog's name.

2. **Description**: Think of a lost dog poster; get the succinct details that best captures the dog appearance. Use a breed the dog most closely resembles, if not a pure-breed. For Brooklyn specials, overall characteristics: the **color or color mix**, coat patterns (spotted, patches or merle) and **hair**: short or long, poodle-like or shaggy; **size,** an approximate weight in pounds. **Distinguishing features**: walled-eyed, scars, peculiar markings. **Ears**, pointed, forward-facing, or folding, short or long.

   Unfortunately, the usual FIDO venue does not permit the capture of a good description – there is just too much going on. In this common case, you won't have a description. Write 'No

description given.' rather than leaving the field blank. Frequently this prompts the member to furnish a good description at his or her leisure.

3. **Dog Tag Number**: Enter the number. All tags are uniquely numbered; if the number you enter is already assigned, you will get an error message when you hit the **Next** button. The error message will tell you the member to whom (we think) the tag number is assigned.

- *Possible tag misassignment: Tag: 000290 has been assigned to Cosmo, belonging to Emilio DiBenedetto Tina DiBenedetto. Please email dibenedetto@earthlink.net and ask what tag Cosmo really has.*

Illustration 17: If you enter a number which has already been assigned, you will get an error somewhat like this. If your browser has been linked to your email client, clicking on the blue link will trigger a blank email form addressed to the current tag holder. You will need to contact both this party and the applicant, as there is no way of determining when or with which party the assignment error occurred. It has just fallen to your lot to straighten the confusion out; you should do so before it really matters.

In this case, leave the field blank and move on to complete the entry, but make note of the member given in the error message. An assignment error has taken place and at some point in the future is a potential source of grief. Either the number was incorrectly entered on the form in the present case or it was incorrectly entered in a previous case, once upon a time in a galaxy far away, and there is no telling which case is which. It just falls to your lot to contact both parties and straighten out what dog tags are actually on which dogs. It's a great way to meet people.

4. The applicant may have other dogs; enter these by pressing **Add Another**, which repeats this entry sequence for a second, third, or as many dogs as necessary. Otherwise, press **Next**.

How do I set Member Preferences?

In its present incarnation, the Member Manager maintains two preferences. The first indicates whether the member wishes to receive a printed FIDO newsletter by U. S. Mail. The second indicates whether the member wishes to receive FIDO lost dog reports. Both work like toggle switches; clicking on them toggles them from "Add" to "Remove" and back again.

Illustration 18: There are just two preferences defined: the buttons toggle between 'Add' and 'Remove'; the default arrangement, depicted above, indicates that Valerie Greenblatt will not get a printed newsletter - the preference must be 'Added'; but will get broadcast email, until the preference is 'Removed.'

1. **Add**: The member *does not have* the preference. He will **_not_** get newsletters through the mail or he will **_not_** get broadcast email.

2. **Remove**: The member has the preference. He will get newsletters through the mail or he will receive broadcast email.