Welcome to the membership website for CMS. Please use this guide to help you navigate the site to view or update membership information and sign-up for field trips or classes.

**MENU**
Note: Menus listing features may be horizontal or vertical (if you click on the bars in the upper right corner to display) depending on the width of your browser window or whether you are using a mobile device.

**Home**
- Takes you back to home page

**Field Trips**
- Lists upcoming field trips and allows members to sign-up as participants.

**Classes**
- Lists upcoming classes and allows members to sign-up as participants.

**About**
- Basic information page about CMS as well as the latest version of this user guide.

**Log In** *(available only if not logged into your account)*
- Use this to access member features after your account is created. (See additional instructions or FAQ below.)

**Register** *(available only if not logged into your account)*
- Use this to create an account on the site, to join/renew CMS and access member features. (See additional instructions or FAQ below.)
Become a Member  *(available only when you register and log in to your account)*
- Use to join CMS. (See additional instructions or FAQ below.)

Profile  *(available only after logging into account)*
- Use to get information about your membership and field trip/class registration. (See additional instructions or FAQ below.)

Logout  *(available only after logging into account)*
- Use this to logout of your account when finished

Questions/Comments? or Contact Us
- Use to send questions or comments about membership or field trips.

LOG IN
If you are a current member enter your email and password to login to the account.

If you are new to the site you have to use Register (see below) to create your login email and password.
- Note: this just creates an account in the application. You also need to Become A Member to access certain features and sign up for field trips or classes

If you enter the incorrect email or password you will get a message that says “Incorrect login or password or account disabled”
- Try entering the password again (typing carefully).
- Use Reset Password if you have forgotten your password.
  - You will get an email with a link to a page where you can enter a new password. (Minimum requirements: 8 characters, at least 1 uppercase, 1 lowercase, 1 numeral.)
- Click on Questions/Comments to contact an administrator if you have forgotten your email or have a problem with your account.

REGISTER
Complete the form to register your login account. This will create an account that adds you to our correspondence list. To become a member you also need to complete the steps under Become a Member.

1. Email Address:
   - this will be your login ID and the email used for club communications. Please choose carefully. Also type carefully and check for typos to avoid problems logging in later.
2. First Name/Last Name:
   - This is the default name that will be used for the account and membership so choose the name you prefer for club activities. If planning a family membership use the name for the main contact.
3. **Password:**
   - You will need to enter the same password twice. If you want to confirm you typed the correct password click on the small "eye" icon on the right side of the box (before you leave the box) to reveal what you typed. You will get an error message if the passwords do not match.
   - Passwords must be a minimum of 8 characters including at least one 1 uppercase, 1 lowercase and 1 number.

4. Check the reCAPTCHA box to confirm you are a person.

5. Click on Register to do just that. You should get a confirmation box that your account was created and you will be presented with the Login page. Login now to join CMS and/or access membership benefits.

If you have any problems creating your account click on Questions/Comments to contact an administrator.

**BECOME A MEMBER**

CMS offers several categories of membership. Please read the qualifications carefully and select the membership that is best for you.

*Note: these images show the screen for a family membership. Other memberships will display slightly different content so always check carefully!*

1. Complete the Membership Application form.
   - For Single and Junior memberships this should be the same person who created the login account. Click Next to continue.
   - For Family memberships, this is the person who is the main contact for the family. *Details about the other family members should be entered on the next screen.* Click Next to continue.

2. Review the Membership Agreement information.
   - For All memberships:
     - You can purchase a reusable pin-on name badge for yourself (and family members) to wear at CMS events.
     - Please read the CMS By-Laws and Field Trip Rules. You must Accept these terms and conditions to proceed with your membership.
       - Enter the name used on the members application. You can click on Back to return to the application form to make any changes or corrections.
   - For Family memberships:
     - The name of the main contact is automatically filled in first for the family list. *DO NOT remove this name from the list.*
Press the + for each member that needs to be added to the list. Enter names, birthdate, and email address for each. (Remember, all must reside at this address and only two person aged 18 or older.)

3. On the Payment Details form
   • Make sure the amount is accurate for the total of your membership fee and badge(s) you ordered, if any.
   • The membership start date should be today's date.
   • All memberships end on December 31 of the current year. You can pay for only one year's membership at a time. Renewals for the next year open in October and will extend membership to December 31 of the next year.

   Payment Details

   Payment Amount: $35.00
   Membership Start Date: Apr 29th 2020
   Membership End Date: Dec 31st 2020

   Credit or debit card
   [Credit card number]
   [Exp date]
   [CVV]

   Email receipt to:
   [Email address]

   [Close] [Back] [Submit]

   • Enter credit card information and the address where the receipt should be emailed. (This address can be different from login address.)

4. If you feel your application is complete, click the Submit button. Or you can use the Back button to verify your information. The Close button will save all your information (except credit card details) for later.

5. If successful you will get a notification box. Click on Back to Home Page to leave this screen.

You should now be able to view your Profile information and make any edits.

FIELD TRIPS

Scheduled Field Trips are listed on this page. Sign ups are opened for CMS members only, 30 days before the trip date. (If you have registered for the site but have not yet joined CMS you will have access only to basic information.)

Note: these images show the screen for a family membership. Other memberships will display slightly different content so always check carefully.

When you log in the field trip sign up tool will automatically have access to your membership profile and transfer your
name to the trip list. Therefore your **Profile** page lists the field trips for which you have signed up. You can click on the name in the list to be taken to page for that trip.

If interested in a trip click on that box to get more details.

- If spots are available the top box will say **Sign Up For Field Trip**.
  - Click on that box to enter your contact phone number and reserve your space. Don't forget to click on **Sign Up**. *Note: contact phone should be best way to reach you during the trip, e.g. mobile phone. You should also get a pop-up confirmation box.*
  - The top box on the page will change to **Withdraw from Trip**.
- If no spots are available but there is a waitlist the top box will say **No Spots – Join Waitlist**.
  - Click on that box to enter your contact phone number and join the waitlist. Don't forget to click on **Sign Up**.
  - The box will change to **Leave WaitList**. If a space opens you will be moved automatically to the participant list and received a notification e-mail. (*Note the exception for family groups.*)
- If today is more than 30 days out from the trip the box will say **Available on MM/DD/YYYY**, which is the date sign ups become open.
- **Field Trip PDF** opens a pdf document with field trip rules and recommended tools information.
- **Contact Trip Leader** opens a window to send an email to the coordinator for this trip. Use **Questions/Comments**? to contact the Field Trips Chair with more general questions or comments.
- Use the browser back arrow or **Field Trips** in the menu to return to the main field trip page.

If you cannot attend:

- Please go to the page for that trip and click on **Withdraw from Trip** or **Leave WaitList** to remove your name from the list.
- For Family (group) registrations, *withdrawing will remove all members of your group.* To save your place on the list but remove some members of your party use the **Questions/Comments** or **Contact Us** form and select Field Trip Questions under **Message Subject** to notify Admin which members of your group should be removed from the trip list.

**CLASSES**

Scheduled Classes are listed on this page. Sign ups are opened for CMS members only, 30 days before the class date. (If you have registered for the site but have not yet joined CMS you will have access only to basic information.)
When you log in the class sign up tool will automatically have access to your membership profile and transfer your name to the sign-up list. Therefore your Profile page lists the classes for which you have signed up. You can click on the name to be taken to page for that class.

If interested in a class click on the box to get more details.
- If spots are available the top box will say Sign Up For Class.
  - Click on that box to enter your contact phone number and reserve your space. Don’t forget to click on Sign Up.
  - The box will change to Withdraw from Class.
- If no spots are available but there is a waitlist the top box will say No Spots – Join Waitlist.
  - Click on that box to enter your contact phone number and join the waitlist. Don’t forget to click on Sign Up.
  - The box will change to Leave WaitList.
- If today is more than 30 days out from the class the box will say Available on MM/DD/YYYY, which is the date sign ups become open.
- Use the back arrow or Classes in the menu to return to the main classes page.

If you cannot attend:
- Please go to the page for that class and click on Withdraw from Class or Leave WaitList to remove your name from the list.
- For Family (group) registrations, withdrawing will remove all members of your group. To save your place on the list but remove some members of your party use the Questions/Comments or Contact Us form and select Education Questions under Message Subject to notify Admin which members of your group should be removed from the class list.

PROFILE

This section contains information about your membership in four sections. (If you have registered for the site but have not yet joined CMS most fields will be blank or unavailable until you join.)

Note: these images show the screen for a family membership. Other memberships will display slightly different content so always check carefully.

Account Information:
- Name – changeable under Edit Information button
- Email address – changeable under Edit Information button
- Password – changeable under Change Password button. Enter old password and new password.
- My Events – lists any field trips or classes for which you have signed up. Click on the trip name to bring up the page for the event. You can then review information or withdraw your name from the list.
**Membership Information:**
- Subscription Type – single, family, junior, senior single, or senior family
- Membership Price – amount should match your subscription type
- Purchase – date you paid for your new membership or renewal
- Membership Begin Date – date your membership became effective
- Number of Membership Years – number of years you have been a paid and/or lifetime member. Does not include years when membership was not renewed.
  - Please verify this number is correct. During the transition to the new system this number may not be calculated correctly.
- Family Members (family subscriptions only) – Lists members of your family included in the membership. Use **Configure Family Members** to edit family information.

**Application Information:**
- Lists the information submitted on your membership application form.

**Payment Information:**
- Payment Date – date payment was made
- Payment Amount – total amount paid (membership plus any badges ordered)
- User Email Address – address for your user account
- Subscription Type – CMS membership type
- Membership Year – current year of membership
- Receipt Sent To – address submitted to mail payment receipt

**Questions/Comments? Or Contact Us**
Clicking on this feature will bring up a form to contact the website administrators or CMS officers or committees.
- Your Email Address – please enter the address you use for this account.
- Your Full name – please enter the name you use for this account.
- Message Title – a subject line or brief description of the reason for your correspondence.
- Message Subject – click on the drop-down arrow to choose the most appropriate category for your correspondence.
- Message – Description of your problem or suggestion. Also where you would list changes to a field trip or class sign-up for a family group.

**Frequently Asked Questions (FAQ)/Troubleshooting**

*Can I change my password?*
Yes, you can login then go to **Profile** page and under **Account Information** use **Change Password**. Or you can use **Reset Password** on the login page, particularly if you have forgotten your password and cannot login.
Can I change my login email?
Yes, on your Profile page. Use Edit Information in the Account Information section.

My emailed payment receipt is incomplete.
Some email clients may not display the receipt information correctly. Try printing the email (for example, save a PDF) or forwarding the email to a different account. Contact Us if you continue to have problems.