

Colorado Mineral Society (CMS)

WEBSITE USER GUIDE

Membership Account

Field Trip sign-up

Class Sign-Up

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

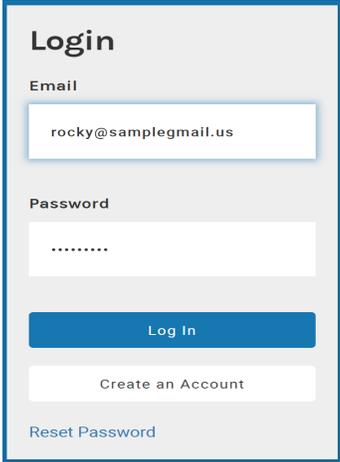
If you are a current member enter your email and password to login to the account.

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.



Login

Email
rocky@samplemail.us

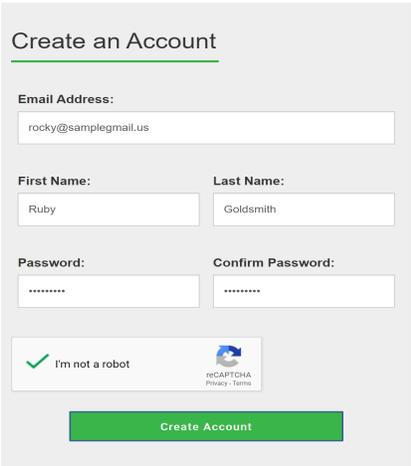
Password
.....

Log In

Create an Account

[Reset Password](#)

REGISTER



Create an Account

Email Address:
rocky@samplemail.us

First Name:
Ruby

Last Name:
Goldsmith

Password:
.....

Confirm Password:
.....

I'm not a robot

reCAPTCHA
Privacy - Terms

Create Account

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.

Membership Application

Full Name (First and Last):

Phone Number:

Address: **City:**

State: **Zip Code:**

Have you been a member before?
 I was a member during a previous membership year

Areas of Interest (check all that apply):
 Minerals Fossils Specimens Crystals Lapidary & Cutting
 Field Trips

Other Interests:

Membership in the Colorado Mineral Society (CMS) shall be open to all persons who agree to abide by its rules and regulations. CMS is a non-profit, educational organization. Its success is based solely on active participation of its members. On what committee(s) or volunteer positions are you interested in learning more about? (check all that apply):

Hospitality Meeting Programs/Presentations
 Silent and Verbal Auction Volunteer Greeter Field Trip Coordinator
 Denver Gem and Mineral Show Committee New Member Welcome
 Teaching Classes Denver Gem and Mineral Show Volunteer
 Membership Table Junior Rockhound Display Committee
 Membership Computer Work Newsletter Articles
 Social Media Coordinator

2. Review the Membership Agreement information.

Membership Agreement

Individual memberships will only include yourself. You may not bring guests or family members to field trips or events.

Include Name Badge? (\$7.50):
 Yes No

Please click here to read the CMS By-Laws and Field Trip Rules. If you accept the waiver and agreement, please sign below by entering your full (first and last) name in the box.

By clicking the Accept button, you agree to the terms and conditions laid out in the CMS By-Laws and Field Trip Rules.

- 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

VISA 4242 4242 4242 4242 01 / 21 999 89999

Email receipt to:

rockyll@samplemail.us

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.

Your registration was successful. Click the button below to go back to the home page.

Back to Home Page

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

Membership Agreement

Spouses, significant others, and children 18 and under living in the same household may be part of your family membership. Any children over the age of 18 must have their own membership. Please enter each member of your family membership below.

Optional name badges are \$7.50 per person.

If no email address is indicated below, all member communication will go to the primary email address on the account.

[Add family members here \(include yourself\):](#)

Full Name	Birth Date	Email Address (optional)	Name Badge	
Ruby Goldsmith	02/29/1981		<input checked="" type="checkbox"/>	+
Rocky Stonemaso	12/30/1982	rockyll@samplegn	<input type="checkbox"/>	-
Jasper Stonemaso	01/01/2011	Jguy@samplegma	<input checked="" type="checkbox"/>	-
Jade Stonemason	11/11/2002		<input type="checkbox"/>	-

Please click here to read the CMS By-Laws and Field Trip Rules. If you accept the waiver and agreement, please sign below by entering your full (first and last) name in the box.

Ruby Goldsmith

By clicking the Accept button, you agree to the terms and conditions laid out in the CMS By-Laws and Field Trip Rules.

Close Back Accept

FIELD TRIPS

Fry Canyon and Hankville, Utah

May 29th at 9:00am

Meeting Place: Take the first exit off I-70 west into Canyon River, Utah. We'll meet at the First Travel Center.

Trip Leader: Cindy and Paul Halbert

Click For More Details

Celestite Queen Claim, Utah

May 30th at 9:00am

Meeting Place: Take the first exit off I-70 west into Canyon River, Utah. We'll meet at the First Travel Center and leave from there at 9:00 AM.

Trip Leader: Cindy and Paul Halbert

Click For More Details

Arkansas River Gold Placer Claim, Salsida, CO Trip #1

August 15th at 9:00am

Meeting Place: Please meet at 9:00 AM at the McDonald's on Hwy 10 in Salsida. The store is located off Hwy 10 and 4 miles south of Salsida.

Trip Leader: Amber Branscker

Click For More Details

Arkansas River Gold Placer Claim, Salsida, CO Trip #2

August 16th at 9:00am

Meeting Place: Please meet at 9:00 AM at the McDonald's on Hwy 10 in Salsida. The store is located off Hwy 10 and 4 miles south of Salsida.

Trip Leader: Amber Branscker

Click For More Details

16th Annual Geode Fest and Rock Show Keokuk, Iowa

September 20th at 8:30am

Meeting Place: Meet at about 8:30 AM from Denver and about a 1.5 hour drive. The geode meet runs 2 and a half days. It is best to make your lodging arrangements early.

Trip Leader: Paul Halbert

Click For More Details

Baculite Mesa, Pueblo, Colorado

October 26th at 8:30am

Meeting Place: Meet at the site of 2.2 miles, near the intersection of Hwy 166 and US-160, Long (26.5 miles south of Pueblo).

Trip Leader: Amber Branscker

Click For More Details

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

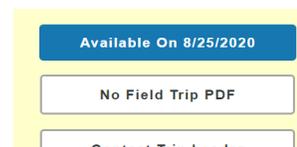
name to the trip list. Therefore your **Profile** page lists the field trips for which you have signed up. You can click on the name in the list to be taken to page for that trip.



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.

The screenshot shows a user profile page with a sidebar on the left containing navigation links: Account information, Membership information, Application information, and Payment history. The main content area is titled 'Account Information' and includes the following details:

- First name: Ruby
- Last name: Goldsmith
- Email address: rocky@samplemail.us
- Buttons: 'Change Password' and 'Edit Information'
- Disable email notifications?
- My Events table:

Name	Date	Attendee/Waitlist
Fry Canyon and Hankville, Utah	May 29th, 2020 09:00 am	Attendee

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.

Name	Birth Date	Email Address
Ruby Goldsmith	02/29/1981	
Rocky Stonemason	12/30/1982	rocky@samplemail.us
Jasper Stonemason	01/01/2011	Jguy@samplemail.us
Jade Stonemason	11/11/2002	

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.

Questions/Comments?

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.