

We'll seek input for activities for the year, garden venues throughout east Texas to visit, ways to increase our membership and keep members involved, and look for ways to improve what we do.

Welcome new members: Dawn Franks, Bullard and Drake Sacks, The Woodlands, TX.

Vaseyi Chapter

Welcomes new member Larry England, Monterrey, TN.

At-Large

The ASA welcomes new at-large members from six states:

From Arkansas: Doug Brodie, Batesville; Phyllis Kirtley, Benton; Sue Madison and Bob Stassen, Fayetteville; Terri Waterman, Hot Springs.

From Florida: Kenneth Menke, Tallahassee and Kanon Simmons, Macclenny.

From Georgia: David Prado, Cumming.

From New Jersey: John and Bonnie Patterson, Hamilton Square.

From North Carolina: Mary Griffin, Kim Hainge, Karen Taylor, and Revonda Williams from Robbinsville.

From Tennessee: Helen Bachrach, Marianne Custer, and Randy Stewart from Knoxville and Fred Looper from Crossville.

Navigating the ASA Membership Database

By Paul Beck—Treasurer and Assistant Webmaster

This is the first in a series of articles describing the interactive features of the new ASA website. This series was introduced in the 2017 winter issue of *The Azalean*, and there will be a short article in each issue describing a single feature as outlined in the introduction. This article focuses on the **membership database**.

Database Usage

The ASA membership database is a key component of the society records. Apart from the obvious purpose of keeping track of our membership, the database also provides recording of dues payments by our members, and provides support to the treasurer for the process of creating and sending out renewal notices. It is also used to generate the data for mailing of *The Azalean*, and thus needs to be kept accurate.

Restricted Access

It is important to note that our membership data is kept private by requiring a website login in order to view the data. Login access is available **only to current ASA members**. This provides a level of privacy to our data, but members can further restrict access to portions of their data (address, phone, email) so that this information is only accessible to the website administrators or key persons who have been granted special access to perform their society role (such as membership chairperson).

Searching

A key feature of the new online membership database is the ability to search for members using several different search criteria. The default display is your chapter membership. If you do not know the chapter of the member for which you are searching, change the **Chapter** pick list to "**ALL Chapters**". Search criteria include **Last Name**, **First Name**, **Chapter**, **State** or **Country** and **Expired**. These terms may be combined in any fashion. The Name search fields assume that the searched-for member's name starts with the indicated characters. If you are looking for some characters anywhere in the name, use a "%" to start the search string.

Data Exporting

After getting search results, you may wish to export the data to Excel in order to further sort, print or process the data. Exported data is to be used for non-commercial use only. In order to perform the export, click the "**Custom export**" button under the **Chapter** pick list.



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Custom export

☐ Select All
 ☐ id
 ☐ chapter_name
 ☐ primary_name
 ☐ full_name
 ☐ first_name
☐ last_name
 ☐ email
 ☐ phone_number
 ☐ street
 ☐ street_2
 ☐ city_state_zip
☐ city
 ☐ state
 ☐ country
 ☐ zip
 ☐ year_joined
 ☐ expiration
☐ joined

Export

▲ Figure 1

▼ Figure 2

New Person record

Prefix First name MI Last name Suffix

Email Do not publish ⇒ ☐ Cell Phone Do not publish ⇒ ☐

Email Do not publish ⇒ ☐ Home Phone Do not publish ⇒ ☐

Street Do not publish address ⇒ ☐ Home Phone Do not publish ⇒ ☐

▲ Figure 3

When you click this button, a series of checkboxes appear as shown above in Figure 1.

Click on the checkboxes before the name of the field you wish to export. The Select All checkbox will cause all data fields to be output. Once you have selected the fields, click the **Export** button below the fields. A CSV file will be created and either opened in Excel or saved to disk, depending on how your browser is configured.

Data Updating

A key aspect of the database is that a Society member can edit his or her own data record, and view their membership payment history. Although this feature is rarely used by our members, it is an important way to ensure your data is up to date. After you login to the website, and select **Members** from the **About the Society** menu, you will be presented with the member records for your chapter.

If you click on the **View** link at the right end of your information, a new page will open with the details of your membership record. At the bottom of the page is a summary of your dues payments and donations made since 2014. This will be kept up to date from now on. At the top of the page will be two buttons, as shown below.

Edit member Add person

The **Add person** button is used to add an additional person to your data record. This is generally used for a joint membership when the two persons have different last names. Also, each “person” has separate email and cell phone data, so this method can be used to publish this information. When a membership record is displayed in the search results, and that record has more than one “person”, each person is displayed on a separate line with their cell phone. If the **Add person** button was clicked, the member record is opened in edit mode, with the new person fields highlighted in red, and the last name field populated with the last

name in the member record.

The **Edit member** button will also open the member record in edit mode, and permit the updating of any and all fields except the year they joined the society, the expiration year, and their chapter. These fields can only be changed by an administrator. As mentioned previously, the ASA membership database is restricted so that only logged in members can view the data. The member may modify their record, however, so that some of the data fields are restricted so that only administrators may view that information. There are three checkboxes to accomplish this restriction. At the top of the member record is the following checkbox:

Do not publish anything ⇒ ☐

Clicking this checkbox will restrict the member’s address, email and phone number(s) from viewing by other members. Also, there are individual checkboxes to selectively restrict viewing to these fields independently (see Figure 3).

These fields may also be restricted by contacting the website administrator. After changes have been made to the record, it must be saved by clicking the **Save button** at the bottom of the page. There is also a **Close button**, which closes the window without saving any changes.

Save Close

Deadlines for input for *The Azalean*

May 1—
Summer 2018 Issue

July 1—
Fall 2018 Issue

October 15—
Winter 2018 Issue

December 1—
Spring 2019 Issue