

OurChapter.org

Resource Schedule function.

This presentation will show you how to use the "Resource Scheduling" function for this Website.

- > Support multiple rooms, resources, tools, buildings, etc that can be scheduled by your members.
- Virtual Tool Crib function for members to share tool.
- "WebLink" support that can be put on your existing website...

All information entered is STRICKLY kept confidential. **

Don White - Dec. 27, 2022

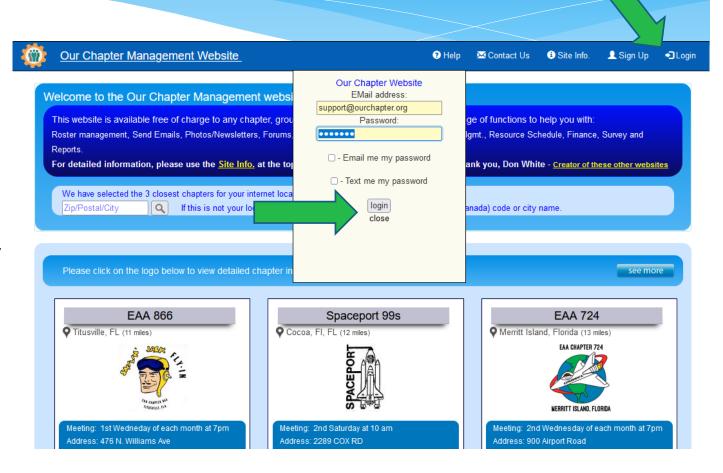
Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites.

** We do not distribute, market, sell or use your information outside of this website in any way. All member and chapter information is kept confidential to that chapter and/or organization.



Schedule – First Login.

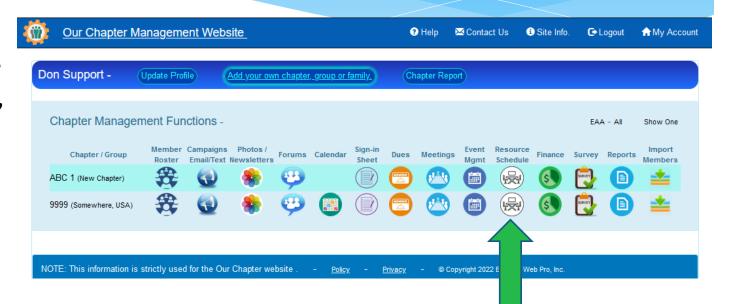
- 1. Use the "Login" link at the top right to Login into the website.
- **2.** Fill out your email and password and click the "Login" button in the window box.





Schedule – Add one

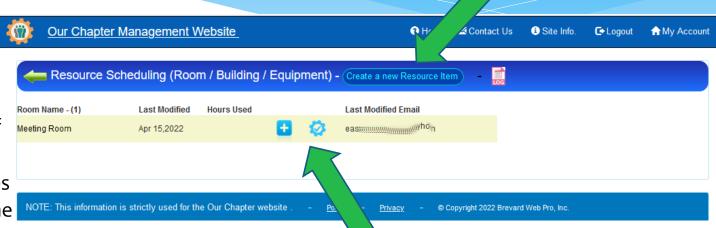
1. To add or manage meeting information, just click on the "Resource Schedule" icon.





Schedule – Create one

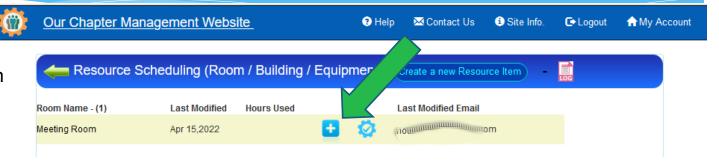
- 1. You can click on the "Create a new Resource Item" button at the top of this page.
- 2. Existing resources will be listed with the hours uses and be able to add reservations for this resource.
- **3.** You can also click the "Gear" icon to change the resource information.





Schedule – Create one

1. To add a reservation for a Resource, just click the "+" icon by the Resource Name.



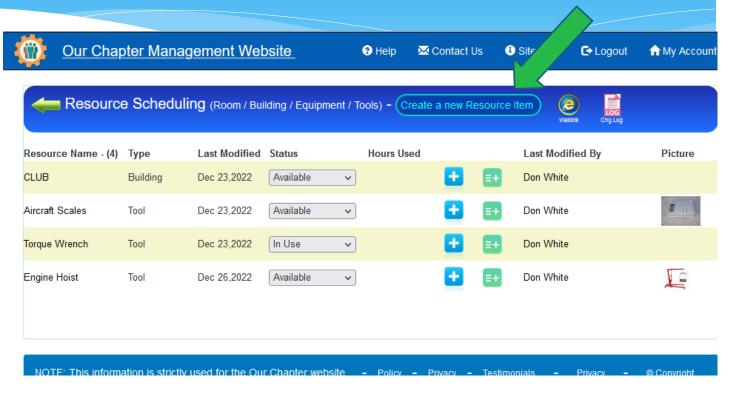
2. Fill in the Reservation information and click the "Add entry for this room" button.

Our Chapter Man	agenient website	ite iiilo. C-Logout	INIV ACCO
Chapter roor	ns - Add a new entry for this room/building: Meeting Room		Û
Meeting Date:	04 / 15 / 2022 🕲 (Format: MM/DD/YYYY)		
Meeting Time:	08 : 00 AM ⊗ - 2 (HH:MM and # of hours)		
Meeting Name:	Gathering (Na	ame of this meeting / gathering)
Attendees:	30 (Number of attendees for this meeting)		
А	dd entry for this room - Submit		



Resource – Virtual Tool Crib

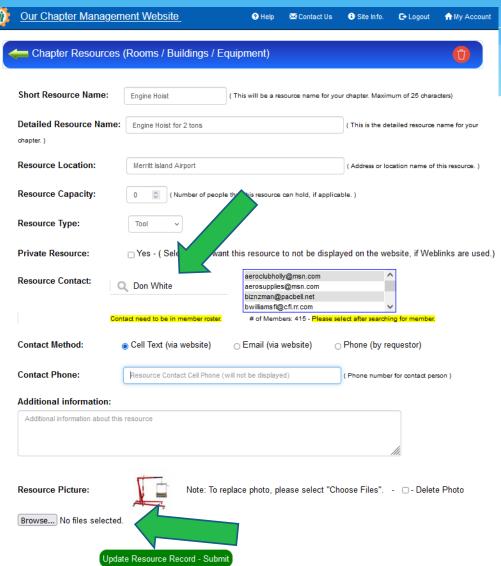
1. To Create a Virtual Tool Crib for your chapter, you need to add the first tool by clicking on the "Create a new Resource item".





Resource – Create a new Virtual Tool Crib

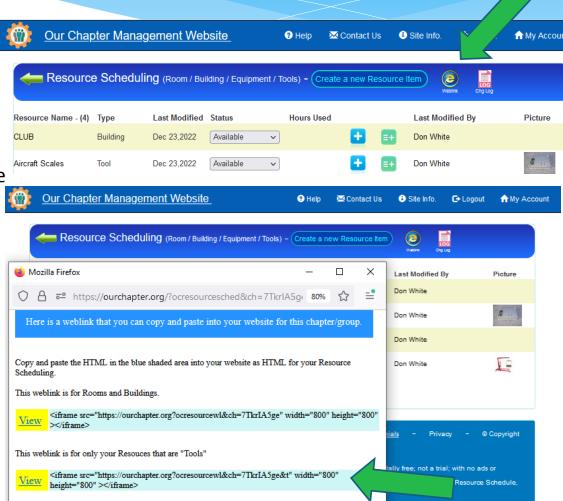
- **1.** Fill in the field on this page and make sure you select "Tool" for Resource Type.
- **2.** For the Resource Contact, you can enter the first few characters of the members first or last name and the list to the right will be filters.
- **3.** Select the filtered name or complete the "Resource Contact" name.
- **4.** Select the Contact Method and verify the phone or email address.
- **5.** It's encouraged to upload a picture of this tool
- **6.** Click the "Update Resource Record".





Resource – Create a new Virtual Tool Crib

- 1. To have this "Virtual Tool Crib" show up on your chapter's website, click the "Webl ink" icon.
- **2.** Copy the second weblink and paste it on your website page. The next page is an example of a Virtual Tool Crib chapter page.





Example of: Virtual Tool Crib website page

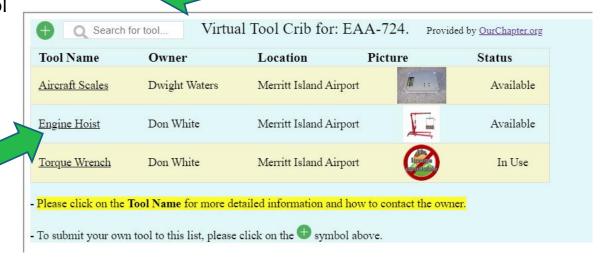
- **1.** This is a example of a chapter's Virtual Tool Crib.
- 2. Users can submit their own tools by clicking on the Green Plus icon at the top left. This will ask them information about themselves and the tool that they are submitting for review.
- **3.** Users can also click on the "Tool Name" to get additional information and picture for that tool. There will also be an option to "Request to use Tool".
- **4.** The "Search for Tool" field is used to filter the tools. Just the first few characters.
- **5.** Tool owners information will not be displayed to users unless they request it.



Chapter 724's Virtual Tool Crib is being worked on. Will be available in January 2023.

Don White is our volunteer who will be updating and coordinating this valuable Chapter resource.

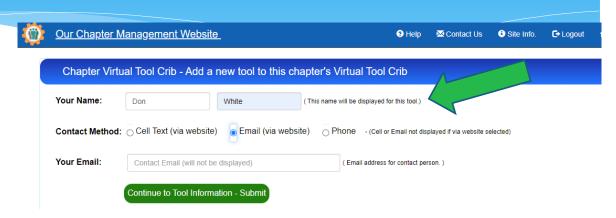
If you have an aircraft tool you would are, please click on the green plus icon below (1).





Virtual Tool Crib – Submit a new Tool

- **1.** Fill in the following fields for a user to submit a new tool.
- 2. If the Contact Method of "Cell Text" or "Email" is selected, the system will send either a Text (SMS) or Email to that tool owner and will not be displayed.
- **3.** Click on "Continue to Tool Information".
- **4.** Fill in the following fields and upload a picture, if available. This is very helpful for other users.
- **5.** Click on "Complete Tool Input for Review". The chapter's resource person will review all submissions before they are displayed on the Virtual Tool Crib on the chapter's website.

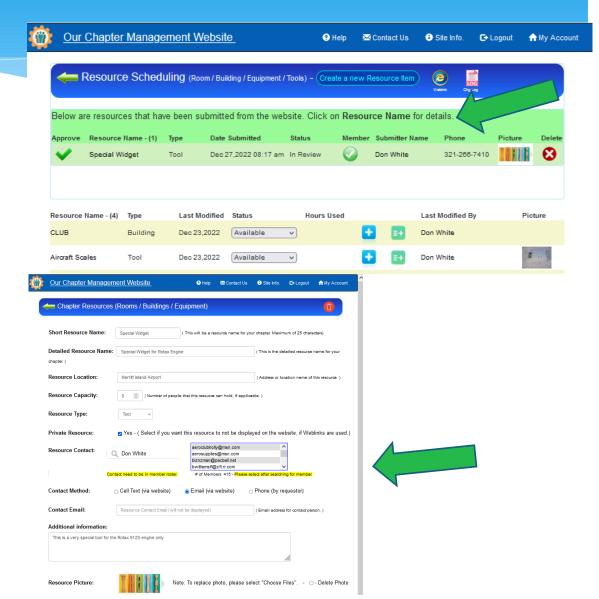


Short Resource Name:	Special Widget (This will be a short tool name	ne. Maximum of 25 characters)	
Detailed Resource Name:	Special Widget for Rotax Engine	(This is the detailed tool name.)	
Resource Location:	Merritt Island Airport	(Address or location name of this tool.)	
Additional information:	This is a very special tool for the Rotax 912S engine or	ily	



Review of: New Submitted Tool

- **1.** When a new tool is submitted, the Resource Manager will see this on the "Resource" function.
- **2.** The Resource Manager can display the "Special Widget" by clicking on that resource name.
- **3.** If review is good, click on the "Approve" checkmark and that will be added to the chapters tools. Otherwise click on the "Delete" icon to remove.
- **4.** When the "Special Widget" is clicked, detailed information is available for review and updated.



Conclusion / Questions

- * Questions / Comments: Use the "Contact Us" link
- * Best free website for organizations to manage and grow memberships.