



# 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.

**Our Chapter Management Website** Help Contact Us Site Info Sign Up Login

Welcome to the Our Chapter Management website. This website is available free of charge to any chapter, group or individual. Roster management, Send Emails, Photos/Newsletters, Forums, Reports. For detailed information, please use the [Site Info](#), at the top of the page.

We have selected the 3 closest chapters for your internet location.   If this is not your location, please enter your (US or Canada) code or city name.

Please click on the logo below to view detailed chapter information.

EAA 866	Spaceport 99s	EAA 724
Titusville, FL (11 miles) Meeting: 1st Wednesday of each month at 7pm Address: 476 N. Williams Ave	Cocoa, FL, FL (12 miles) Meeting: 2nd Saturday at 10 am Address: 2289 COX RD	Merritt Island, Florida (13 miles) Meeting: 2nd Wednesday of each month at 7pm Address: 900 Airport Road



# Schedule – Add one

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

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Don Support - Update Profile Add your own chapter, group or family. Chapter Report

Chapter Management Functions - EAA - All Show One

Chapter / Group	Member Roster	Campaigns Email/Text	Photos / Newsletters	Forums	Calendar	Sign-in Sheet	Dues	Meetings	Event Mgmt	Resource Schedule	Finance	Survey	Reports	Import Members
ABC 1 (New Chapter)														
9999 (Somewhere, USA)														

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# 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.

Our Chapter Management Website

Resource Scheduling (Room / Building / Equipment) - Create a new Resource Item

Room Name - (1)	Last Modified	Hours Used	Last Modified Email
Meeting Room	Apr 15, 2022		eas:.....@h0n

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# Schedule – Create one

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


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Resource Scheduling (Room / Building / Equipment) [Create a new Resource Item](#) [LOG](#)

Room Name - (1)	Last Modified	Hours Used	Last Modified Email
Meeting Room	Apr 15,2022	 	nooooooooooooooom

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

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Chapter rooms - Add a new entry for this room/building: Meeting Room 

**Meeting Date:**  (Format: MM/DD/YYYY)

**Meeting Time:**  -  (HH:MM and # of hours)

**Meeting Name:**  (Name of this meeting / gathering)

**Attendees:**  (Number of attendees for this meeting)

[Add 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”.

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Resource Scheduling (Room / Building / Equipment / Tools) - Create a new Resource Item

WebLink Cng Log

Resource Name - (4)	Type	Last Modified	Status	Hours Used	Last Modified By	Picture
CLUB	Building	Dec 23,2022	Available	+ ≡+	Don White	
Aircraft Scales	Tool	Dec 23,2022	Available	+ ≡+	Don White	
Torque Wrench	Tool	Dec 23,2022	In Use	+ ≡+	Don White	
Engine Hoist	Tool	Dec 26,2022	Available	+ ≡+	Don White	

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# 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”.

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← Chapter Resources (Rooms / Buildings / Equipment) [Trash]

**Short Resource Name:** Engine Hoist ( This will be a resource name for your chapter. Maximum of 25 characters )

**Detailed Resource Name:** Engine Hoist for 2 tons ( This is the detailed resource name for your chapter. )

**Resource Location:** Merritt Island Airport ( Address or location name of this resource. )

**Resource Capacity:** 0 ( Number of people that this resource can hold, if applicable. )

**Resource Type:** Tool

**Private Resource:**  Yes - ( Select this if you want this resource to not be displayed on the website, if Weblinks are used. )

**Resource Contact:** Don White  
aeroclubholly@msn.com  
aerosupplies@msn.com  
biznzman@pacbell.net  
bwilliamsfl@cfl.rr.com  
# of Members: 415 - Please select after searching for member

**Contact Method:**  Cell Text (via website)  Email (via website)  Phone (by requestor)

**Contact Phone:** Resource Contact Cell Phone (will not be displayed) ( Phone number for contact person )

**Additional information:**  
Additional information about this resource

**Resource Picture:** Note: To replace photo, please select "Choose Files". -  - Delete Photo

Browse... No files selected.

Update Resource Record - Submit



# Resource – Create a new Virtual Tool Crib

1. To have this “Virtual Tool Crib” show up on your chapter’s website, click the “WebLink” 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.

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Resource Scheduling (Room / Building / Equipment / Tools) - Create a new Resource Item

Resource Name - (4)	Type	Last Modified	Status	Hours Used	Last Modified By	Picture
CLUB	Building	Dec 23, 2022	Available	+ +	Don White	
Aircraft Scales	Tool	Dec 23, 2022	Available	+ +	Don White	

WebLink | Log

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Resource Scheduling (Room / Building / Equipment / Tools) - Create a new Resource Item

Resource Name - (4)	Type	Last Modified	Status	Hours Used	Last Modified By	Picture
CLUB	Building	Dec 23, 2022	Available	+ +	Don White	
Aircraft Scales	Tool	Dec 23, 2022	Available	+ +	Don White	

WebLink | Log

Mozilla Firefox | 80% | <https://ourchapter.org/?ocresourcesched&ch=7TkrIA5g>

Here is a weblink that you can copy and paste into your website for this chapter/group.

Copy and paste the HTML in the blue shaded area into your website as HTML for your Resource Scheduling.

This weblink is for Rooms and Buildings.

```
<iframe src="https://ourchapter.org/?ocresourcewl&ch=7TkrIA5ge" width="800" height="800"></iframe>
```

This weblink is for only your Resources that are "Tools"

```
<iframe src="https://ourchapter.org/?ocresourcewl&ch=7TkrIA5ge&t" width="800" height="800"></iframe>
```

Resource Name - (4)	Type	Last Modified	Status	Hours Used	Last Modified By	Picture
CLUB	Building	Dec 23, 2022	Available	+ +	Don White	
Aircraft Scales	Tool	Dec 23, 2022	Available	+ +	Don White	

WebLink | Log





# Example of: Virtual Tool Crib website page

1. This is an 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 enter the first few characters.

5. Tool owners information will not be displayed to users unless they request it.



## EAA 724 - Virtual Tool Crib

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 like to share, please click on the green plus icon below (+).

Tool Name	Owner	Location	Picture	Status
<a href="#">Aircraft Scales</a>	Dwight Waters	Merritt Island Airport		Available
<a href="#">Engine Hoist</a>	Don White	Merritt Island Airport		Available
<a href="#">Torque Wrench</a>	Don White	Merritt Island Airport		In Use

- Please click on the **Tool Name** for more detailed information and how to contact the owner.

- To submit your own tool to this list, please click on the + symbol above.



# 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.

Our Chapter Management Website [Help](#) [Contact Us](#) [Site Info](#) [Logout](#)

Chapter Virtual Tool Crib - Add a new tool to this chapter's Virtual Tool Crib

Your Name:   ( This name will be displayed for this tool.)

Contact Method:  Cell Text (via website)  Email (via website)  Phone - (Cell or Email not displayed if via website selected)

Your Email:  ( Email address for contact person. )

[Continue to Tool Information - Submit](#)

Our Chapter Management Website [Help](#) [Contact Us](#) [Site Info](#) [Logout](#)

Chapter Virtual Tool Crib - Add a new tool to this chapter's Virtual Tool Crib - Page 2

Short Resource Name:  ( This will be a short tool name. Maximum of 25 characters)

Detailed Resource Name:  ( This is the detailed tool name. )

Resource Location:  ( Address or location name of this tool. )

Additional information:

Resource Picture: No Resource Picture Uploaded [Click on "Choose Files" to upload picture \(.jpg, .jpeg and .png formats supported\)](#)

No file chosen

[Complete Tool Input for Review - Submit](#)



# 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.

Our Chapter Management Website

Resource Scheduling (Room / Building / Equipment / Tools) - Create a new Resource Item

Below are resources that have been submitted from the website. Click on Resource Name for details.

Approve	Resource Name - (1)	Type	Date Submitted	Status	Member	Submitter Name	Phone	Picture	Delete
<input checked="" type="checkbox"/>	Special Widget	Tool	Dec 27, 2022 08:17 am	In Review	<input checked="" type="checkbox"/>	Don White	321-266-7410		<input checked="" type="checkbox"/>

Resource Name - (4)	Type	Last Modified	Status	Hours Used	Last Modified By	Picture
CLUB	Building	Dec 23, 2022	Available	<input type="button" value="+"/> <input type="button" value="≡"/>	Don White	
Aircraft Scales	Tool	Dec 23, 2022	Available	<input type="button" value="+"/> <input type="button" value="≡"/>	Don White	

Our Chapter Management Website

Chapter Resources (Rooms / Buildings / Equipment)

Short Resource Name: Special Widget (This will be a resource name for your chapter. Maximum of 25 characters)

Detailed Resource Name: Special Widget for Rotax Engine (This is the detailed resource name for your chapter.)

Resource Location: Merritt Island Airport (Address or location name of this resource.)

Resource Capacity: 0 (Number of people that this resource can hold, if applicable.)

Resource Type: Tool

Private Resource:  Yes - (Select if you want this resource to not be displayed on the website, if Weblinks are used)

Resource Contact: Don White  
aeroclubholly@msn.com  
aerosupplies@msn.com  
bizzman@pacbell.net  
bwilliams@cfl.rr.com  
# of Members: 415 - Please select after searching for member

Contact Method:  Cell Text (via website)  Email (via website)  Phone (by requestor)

Contact Email: Resource Contact Email (will not be displayed) (Email address for contact person.)

Additional Information:  
This is a very special tool for the Rotax 912S engine only

Resource Picture: Note: To replace photo, please select "Choose Files". -  Delete Photo



# Conclusion / Questions

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