

# The New CAS Websites

## How to Sign-Up for the CAS Members-Only Website

This document tells you about the new CAS public and members-only websites and provides directions on how to join the members' site. The public site is hosted by Google and is found at <http://sites.google.com/site/theconnecticutaudiosociety/>. The members-only site is hosted by Yahoo Groups and may be found at <http://tech.groups.yahoo.com/group/CTAudioSociety>.

### The Public Website

The public website requires no password and contains general club information, how to contact the club secretary, links to the member site and instructions on how to access the member site. It is intended for the general public to learn more about CAS and how to become a club member if so interested.

The screenshot shows the homepage of The Connecticut Audio Society. The header includes the society's name and a search bar. The left sidebar contains navigation links such as 'Welcome!', 'Frequently Asked Questions', 'Calendar', 'Announcements', 'Interesting Articles', and 'Popular Links'. The main content area is titled 'Welcome to The Connecticut Audio Society!' and includes a logo, a paragraph about the society's history (founded in 1983), and information about meetings. A calendar for December 2008 is displayed, showing a meeting on Friday, December 5th at 12pm. The right sidebar features 'Club Announcements' with two entries: 'CAS 2008 Annual Holiday Meeting' and 'Summer BBQ'. The footer contains subpages and a 'Powered by Google Sites' notice.

### The Members-Only Website

The members-only website is hosted by Yahoo Groups and can be accessed at <http://tech.groups.yahoo.com/group/CTAudioSociety>. This site will house club information including a meeting calendar, driving directions to meetings, an opt-in club membership list, newsletter archives and files posted by members. The site also serves as a message board. The member site is private requires a user name and password to enter. Sign-up instructions are covered in the remainder of this document.

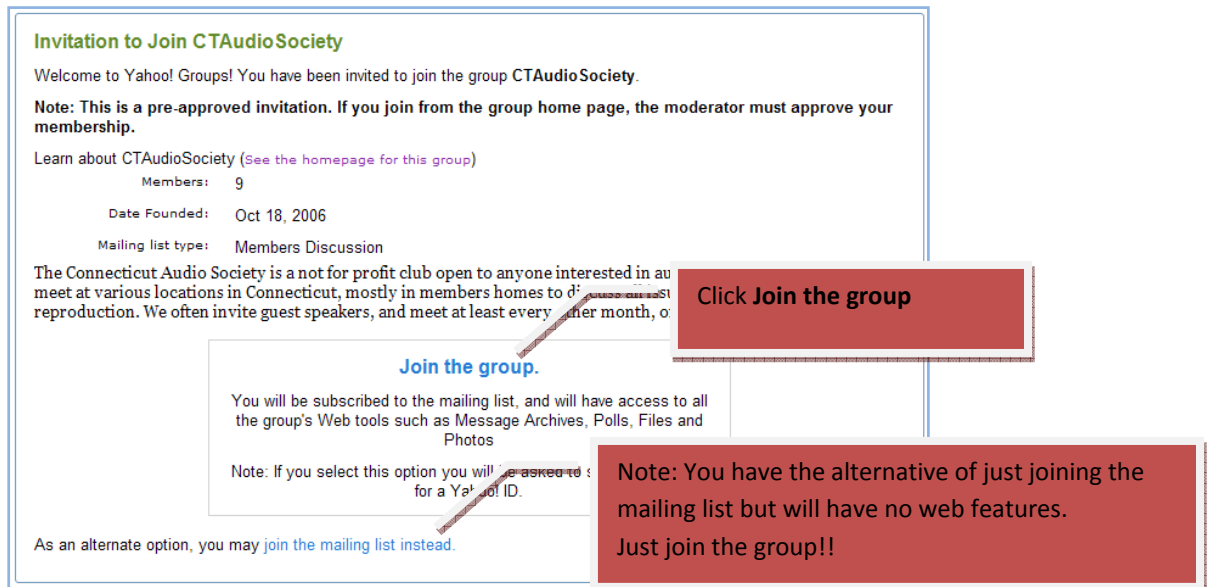
Note: Optionally, members can choose to send and receive club messages as emails without having to visit the web site itself. This feature is very similar to the current CAS list server.

## Joining the Members-Only Website

After members join the club they will receive an invitation email from the **CTAudioSociety moderator** with a subject **Yahoo! Groups: You're invited! Join CTAudioSociety today**. The email is valid for 30 days and looks like the image below when you open it.



Simply click the button **Join this group!** and the link will take you to the Yahoo login page for the CTAudioSociety shown below.



Again, click on **Join the group** and it will ask you for a user name and password. If you already have a Yahoo Groups Account then you may use this information to log-in to the CTAudioSociety site. If you do not have a Yahoo Groups account, then you will have to sign-up. Signing-up for a Yahoo Groups account is covered next.

Note: You can also go to the site directly and sign-in. The link to the site is <http://tech.groups.yahoo.com/group/CTAudioSociety>. You will be asked for your Yahoo Groups user name and password.

## Signing-Up for Yahoo Groups

Setting-up for a Yahoo Groups membership is free and very easy to do. You will be asked to fill in a form. This ID will allow you to join the CAS group and will be a tool for signing-up for other Yahoo Groups as well. Below is a sample of the sign-up form:

The screenshot shows the Yahoo! sign-up process with several red callout boxes providing instructions:

- 1. Tell us about yourself...**
  - My Name: Bill Jones
  - Gender: Male
  - Birthday: January 21, 1948
  - I live in: United States
  - Postal Code: 06824
  - Callout: Provide sign-up info. It's all required...
- 2. Select an ID and password**
  - Yahoo! ID and Email: BJMFORALL@yahoo.com (Change)
  - Password: [masked] (Password Strength: 4/5)
  - Re-type Password: [masked]
  - Callout: This email address is for your Yahoo Groups ID. You do not need to use it for emails.
- 3. In case you forget your ID or password...**
  - Alternate Email: bjonesm04@aol.com
  - Security Question: What is the last name of your favorite musician?
  - Your Answer: Frank Hill
  - Callout: Place your own email address here so you can receive messages from the group via email.
- Just a couple more details...**
  - Type the code shown: nMlyrG8
  - Image: nMlyrG8
  - Callout: Enter the letters as shown to prove you're legit...
- Do you agree?**  I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications from Yahoo! electronically. I have also read and agree to the [Mail Terms of Service](#). For your convenience, these documents will be emailed to your Yahoo! Mail account.
- Callout: Agree to the terms...

At the bottom, there are two buttons: **Create My Account** (yellow) and **Cancel** (grey).

Once you have your ID you'll be taken to the CTAudioSociety sign-in page. You're done!

Note: In the form Yahoo asks you for a **Yahoo ID and email** but you do not need to use it for emails. It simply is your user name for Yahoo Groups.

Note: Once a member, you will be able to post messages directly to the group by addressing the emails to [CTAudioSociety@yahoogroups.com](mailto:CTAudioSociety@yahoogroups.com).

## Setting Your Email Preferences

Once you're logged into the group you will be on the home page. At the top of the home page is a small selection called **edit membership**. This valuable little tool is where you can set your email preferences for the group.

**YAHOO! GROUPS**

Search [ ] WEB SEARCH

Limousine Service Connecticut \$40 off \$40 Off All NY, NJ, trips. Call Now (203) 655-Limo. Proms, Weddings. > www.GoLimoCt.com

Red Hat Ladies Society Love Our Thing One stop shopping for all your society needs and wants. > www.redhatfashions4u.com

American Become a Purchasing > www.ai

ejrmatheus · jtb2@optonline.net | Group Member · **Edit Membership**

**CTAudioSociety** · The Connecticut Audio Society

Home Messages Post

Stay up to speed on the latest Groups news and updates, visit the [Groups blog](#) today!

Select **Edit Membership** to set your personal preferences, including how you want to receive emails from the group

Clicking on the link will take you to the edit membership page.

**Edit Membership**

You are a member of this community.

**Step 1. Your Contact Information**

The profile shown below will be used to identify you when you access photos, messages, and other great features of your Yahoo! Group. The email address will be used for group messages.

**Yahoo! Profile**

This profile will be used to identify you when you access the group's Web features.

[Profile] (Add new profile)

**Email Address**

Choose the email address that you would like group messages sent to.

[Email Address]

[Email Address]

[Email Address] (Add new email address)

**Step 2. Message Delivery**

Yahoo! Groups lets you choose how you stay in touch.

**Individual Email**  
The option to choose if you want to get each group message and special notice individually and immediately, as it is posted.

**Daily Digest**  
The option to choose if you want to see all messages but limit the amount of email you receive. We'll compile an email of up to 25 messages and send daily (special notices too).

**Special Notices** - Receive only important email notices from the group moderator.

**Web Only** - Don't get notified of the latest happenings. Read messages only on the web.

**Step 3. Message Preference**

Select a display format for any email messages you may receive: (See samples)

**Fully Featured** *New & Improved!*

**Traditional**

Save Changes Reset Leave Group

You can set up all sorts of user profile information here, including a cool photo.

This is where you set up your email address and select which one to use for sending you messages.

You can select to receive all messages, or a daily digest. You can also choose to receive only "Important" messages or none at all. You will be able to post messages to the group by sending them to **CTAudioSociety@yahoogroups.com**

Messages can offer lots of active links or can be more simple. Your choice

Save your changes!

Congratulations. You are done!