

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.

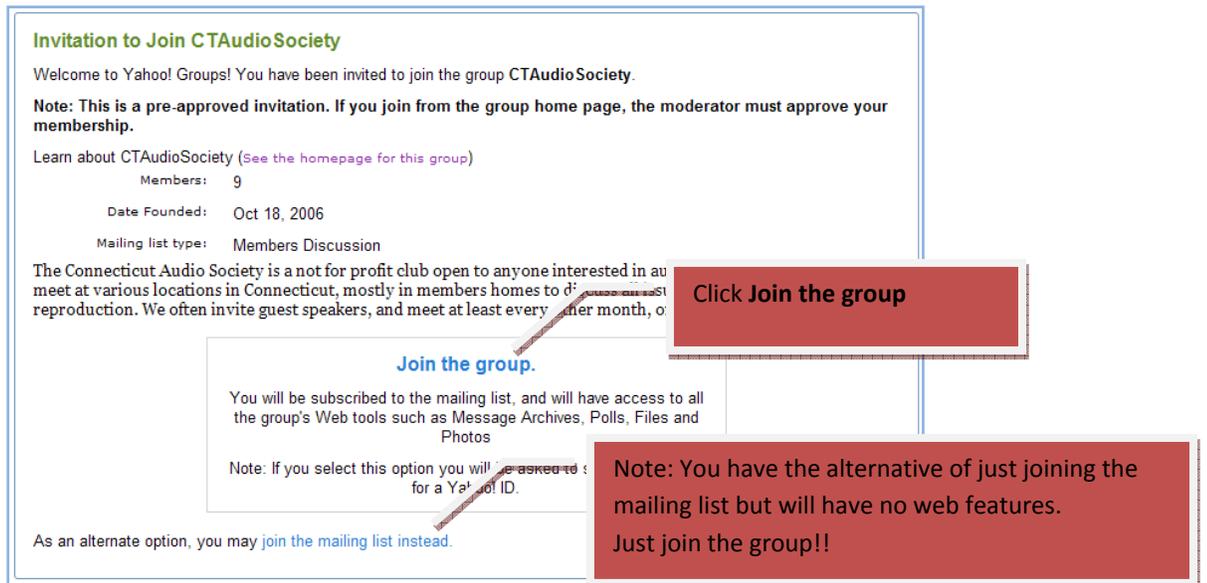
Note: Optionally, members can choose to send and receive club messages as emails without having to visit the web site itself. This feature is very similar to the current CAS list server.

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]
 - Re-type Password: [masked]
 - Callout: "This email address is for your Yahoo Groups ID. You do not need to use it for emails."
 - Callout: "Place your own email address here so you can receive messages from the group via email."
- 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
- Just a couple more details...**
 - Type the code shown: nMlyrG8
 - Image: nMlyrG8
 - Callout: "Enter the letters as shown to prove you're legit..."
 - Callout: "Agree to the terms..."
 - Callout: "Create Your Account!"

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

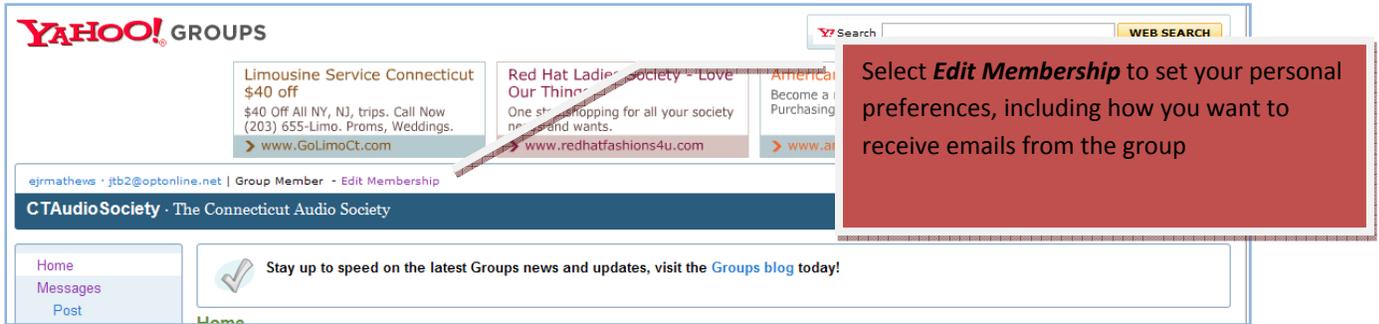
Once you have your ID you'll be taken to the CTAudioSociety sign-in page. You're done!

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.

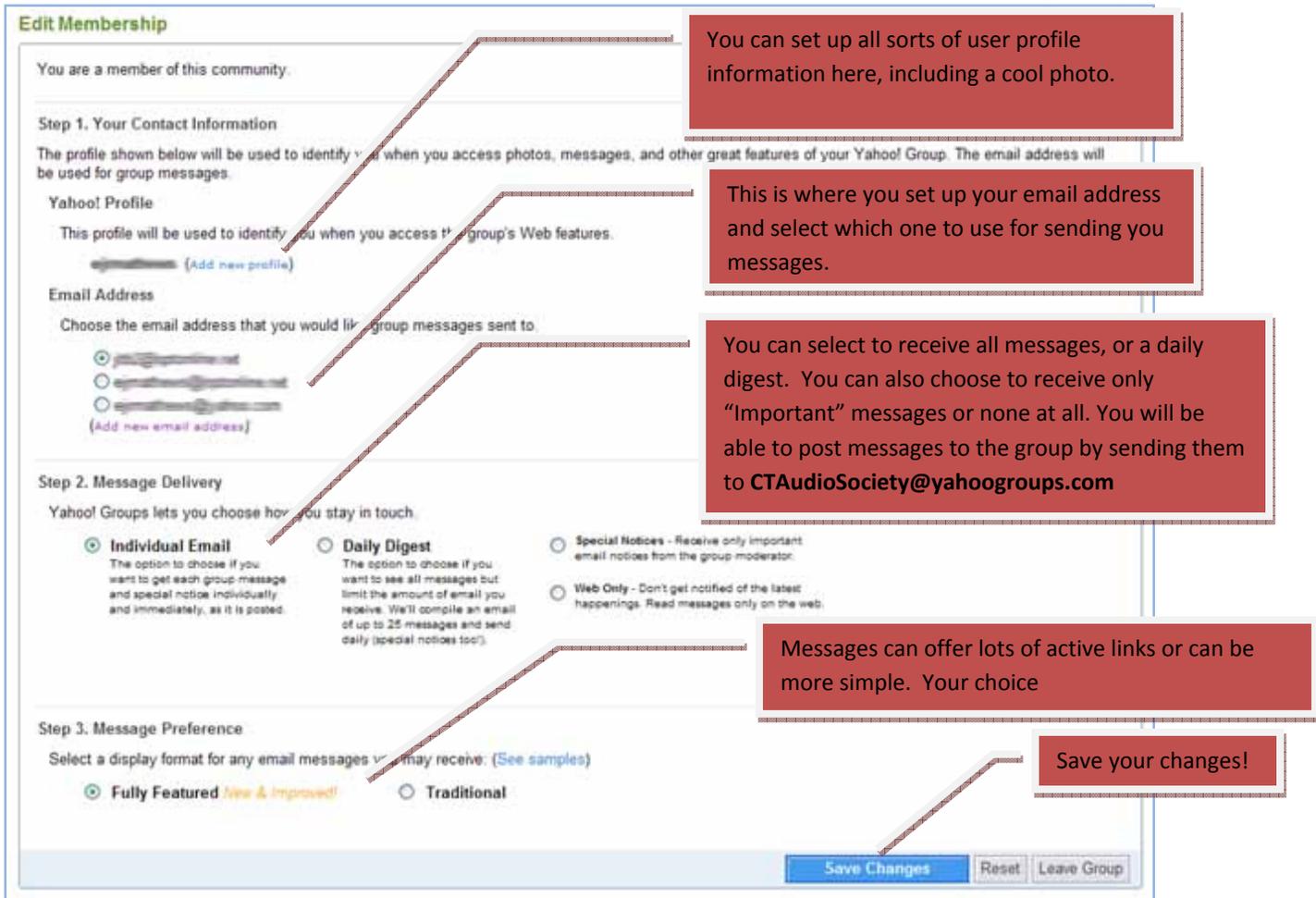
Note: Once a member, you will be able to post messages directly to the group by addressing the emails to CTAudioSociety@yahoogroups.com.

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.



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



Congratulations. You are done!