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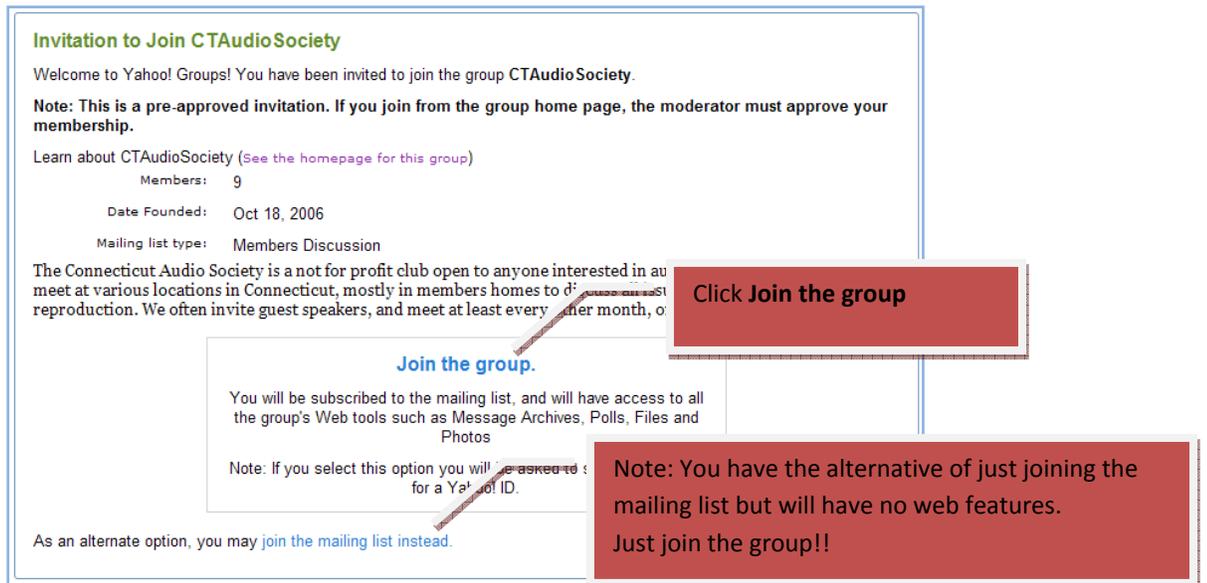
Note: Optionally, members can choose to send and receive club messages as emails without having to visit the web site itself. This feature is very similar to the current CAS list server.

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:
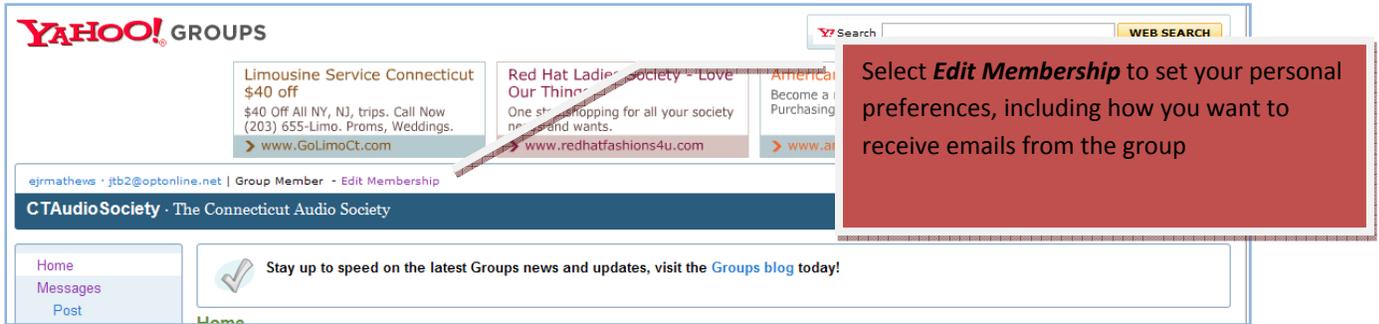

Once you have your ID you'll be taken to the CTAudioSociety sign-in page. You're done!

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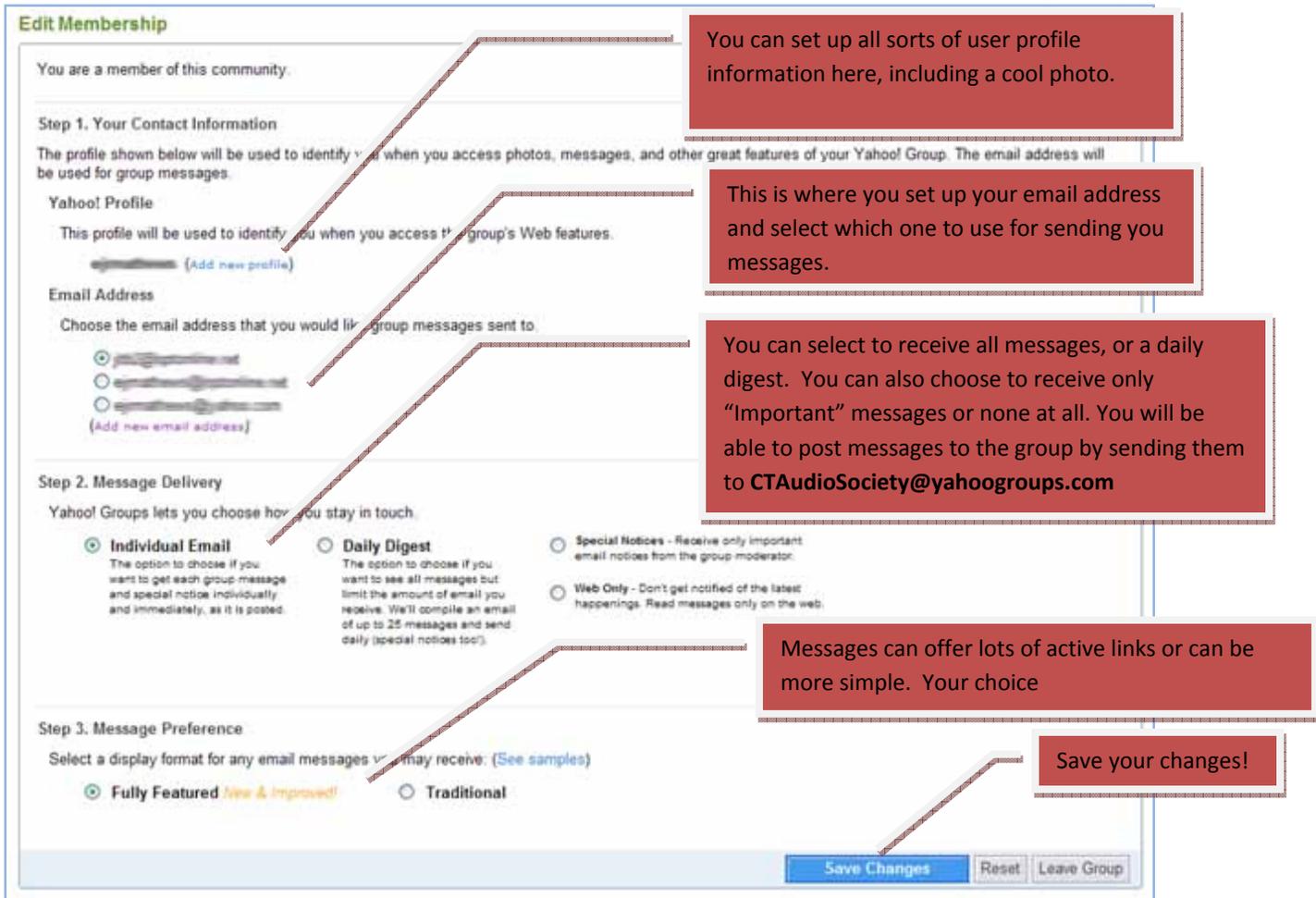
Note: Once a member, you will be able to post messages directly to the group by addressing the emails to CTAudioSociety@yahoogroups.com.

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.

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.

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!