



Home Page

User Guide

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1. What is the Purpose of This Facility?

This is the Home Page for the Stedman Cousins Web Site. It provides information to the user about:

- The Stedman Cousins' aims and pursuits.
- News about recent activities (e.g. the latest publications of the Newsletter).
- News about forthcoming events.
- News about the latest Notice Board items.
- News about the latest Forum topics.
- News about the latest FAQ items.
- The latest Photos.
- The latest advertisements.

It also provides easy access to the Web site facilities within the Stedman Cousins Web Site through the User Menu and the Main Menu. A site-wide search facility is also provided.

1.1. Web Site Objectives

The Stedman Cousins has defined these objectives for the Web site:

- Enable authorised members of the Stedman Cousins to change Web site content at any time.¹
- Encourage new members to join the Stedman Cousins.
- Facilitate communications between members.

¹ While some areas of the Web Site will be maintained by the Office Bearers, all members will be given update authority to contribute new content in areas such as the Forums, the Notice Board, the Photo Gallery and Advertisements.



1.2. Meeting the Objectives

To meet these objectives, the Stedman Cousins has introduced these Web Site facilities:

1. A Home Page which includes a summary list of the most recently updated items.
2. Information from Officers of the Stedman Cousins:
 - a. Event Calendar.
 - b. Office Bearers.
 - c. Newsletters.
 - d. Links to Other Web Sites.
 - e. FAQ.
3. Interactive facilities for members:
 - a. Membership Application/Renewal Form.
 - b. Forums.
 - c. Notice Board.
 - d. Photo Gallery.
 - e. Contact Us.
 - f. Advertisements.
 - g. User Search.²
4. Electronic payment of Membership subscriptions.³
5. Web Site support:
 - a. Site Map.
 - b. Help Desk.

1.3. Key Points

A summary of the key points covered in this document is shown in Table 1.

Item	Reference
1. Terms used in this document.	Section 2.1 on page 6.
2. Summary description of User Groups.	Section 2.4 on page 8.
3. General Layout of the Home Page.	Section 3.2 on page 9.
4. Details of items available on the User Menu.	Section 3.4 on page 11.
5. Details of items available on the Main Menu.	Section 3.5 on page 12.
6. Details of User Groups and Access Rights.	Section 4 on page 16.
7. How to access the Home Page.	Section 6.1 on page 23.
8. Sample Home Page for an Anonymous User.	Section 6.2 on page 24.
9. Sample Home Page for a Registered User.	Section 6.3 on page 25.
10. Sample Home Page for a Stedman Cousins Member.	Section 6.4 on page 26.
11. Where to go for help and where to find additional information.	Section 7 on page 27.

Table 1: Things You Need to Know

² A User Search facility is planned to be made available as a future enhancement.

³ A Membership Subscription facility is planned to be made available as a future enhancement.



2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

2.1. Terms

Term	Definition
Anonymous User	A Web site user who is just visiting, i.e. a Guest.
FAQ	FAQ is an acronym for "Frequently Asked Question(s)". The term refers to listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic.
Forum	An Internet forum is a application for holding discussions and posting content. Internet forums are also commonly referred to as Web forums, message boards, discussion boards, (electronic) discussion groups, discussion forums, bulletin boards, fora (the Latin plural) or simply forums.
Help Desk	The Help Desk provides the users with a central point for help on various issues in using the Web site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web site administrators to manage the issues through to resolution.
Home Page	The homepage (often written as home page) or main page is the front page, webserver directory index, or main web page of a website of a group, company, organisation, or individual.
Notifications	A notification is a means of delivering a message to a set of recipients. For example, the system can send an e-mail message when a new topic has been added to the Event Calendar, the Forums, the Photo Gallery, the FAQ, etc. The user chooses the topics of interest.
Registered User	A user who has registered with the Stedman Cousins Web site by providing basic information including a userid and a valid e-mail address. There is no fee required.
Stedman Cousins Member	A user who has applied for membership of the Stedman Cousins and has paid the appropriate membership fee.
Web Site	A website (alternatively, web site or Web site) is a collection of Web pages, images, videos or other digital assets that is hosted on one or more web servers, usually accessible via the Internet.

Table 2: Definition of Terms



2.2. Types of Users

The Stedman Cousins Web site is designed to cater for the needs of different types of users including anonymous users, registered users and Stedman Cousins Members as well as officers of the Stedman Cousins such as the Secretary and the Editor.

2.3. Access Rights

Users of the Stedman Cousins Web site only see information and facilities they are authorised to use.

Access to information and to Web site facilities is managed through User Groups. Access rights are defined for each User Group. Access rights include:

- Access to menu items:
 - e.g. anonymous users do not have access to the “Help Desk” item on the main menu.
- Access to sub-menu items:
 - e.g. only the Editor has access to the “Submit a Newsletter” sub-menu item under the “Newsletters” main menu item.
- Access to operations within a facility:
 - e.g. anonymous users can view Forum items and can add comments but the comments need to be approved by the administrator before they are published.
- Access to categories of information:
 - e.g. Newsletters are available in the “Public Access” category or the “Members Only” category.
- Access to specific data:
 - e.g. only the Secretary can view or update sensitive data about members.



2.4. User Groups

The following User Groups have been defined:

- **Anonymous Users**
 - The rules for a user in this Group include:
 - No need for login.
 - No need for identification.
 - Read access to Newsletters in the “Public Access” category.
 - Able to post to public forums but not attach files.
- **Registered Users**
 - The rules for a user in this Group include:
 - Needs to register and have a userid and password assigned.
 - E-mail address is validated.
 - Administrator approval is needed to complete the registration process.
 - Read access to Newsletters in the “Public Access” category.
 - Read access to public forums.
 - Able to post to public forums and attach files.
- **Financial Members**
 - The rules for a user in this Group include:
 - Read access to Newsletters in the “Members Only” category.
 - Read access to public and private forums.
 - Able to post to public and private forums and attach files.
 - Access to the complete range of Web Site facilities (except for specific access rights for Secretary, Editor and Webmaster).
- **Prospective Members**
 - The rules for a user in this Group include:
 - Access to the complete range of Web Site facilities (except for specific access rights for Secretary, Editor and Webmaster).
- **Honorary Members**
 - The rules for a user in this Group include:
 - Same rights as Financial Members.
- **Secretary**
 - The rules for a user in this Group include:
 - Ability to manage calendar entries.
 - Ability to manage membership status.
 - Ability to manage membership subscriptions.
- **Editor**
 - The rules for a user in this Group include:
 - Ability to manage the Newsletters.
- **Webmasters**
 - The rules for a user in this Group include:
 - Ability to manage the site, including permissions.



3. What Functions are Available?

This section provides an outline of the functions available on the Home Page.

3.1. Summary

The information and facilities available to the user will depend on the user’s Group and associated permissions. The **general** layout of the Home Page is the same for all users but the **specific** layout will vary depending on the User Group.

3.2. General Layout of the Home Page

The diagram in Figure 1 shows the general layout of the Home Page.

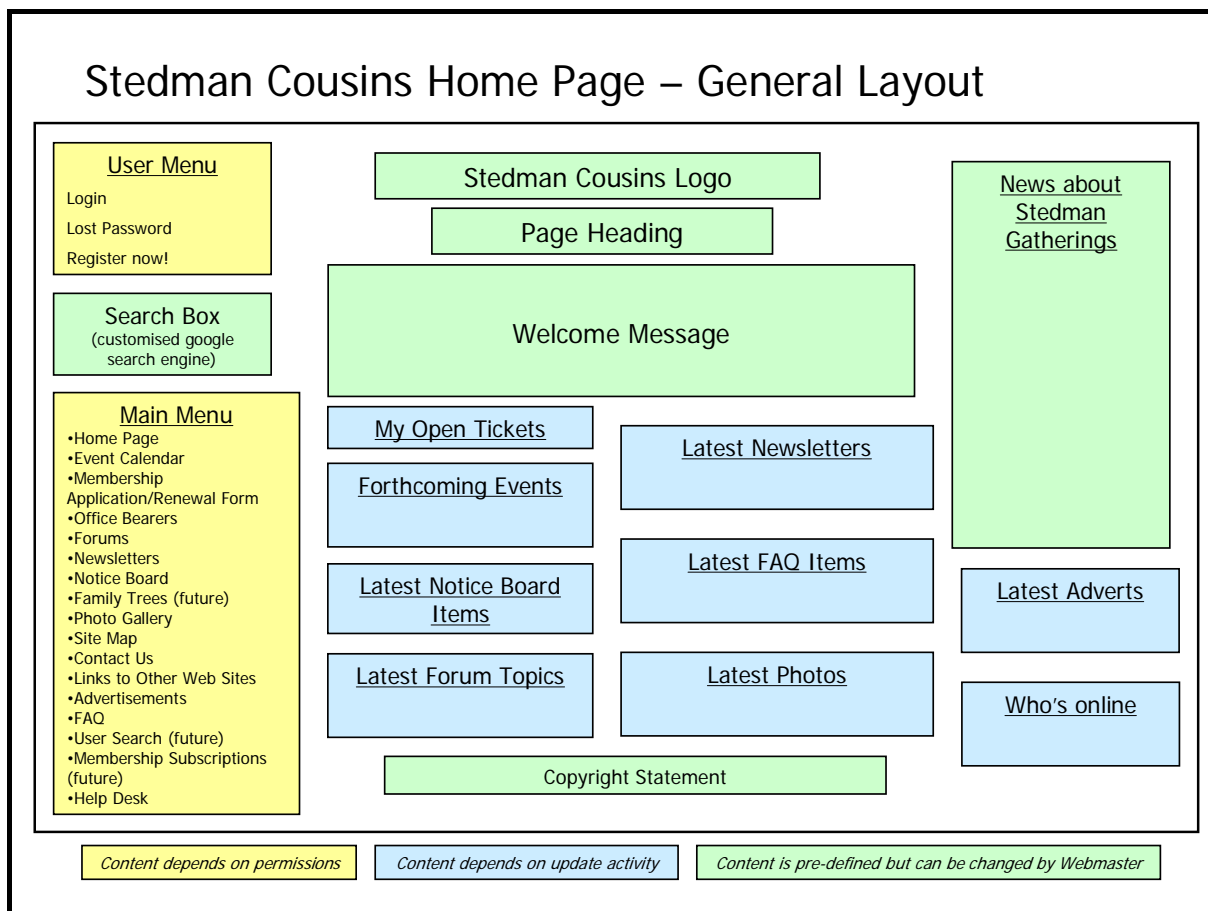


Figure 1: Home Page - General Layout



3.3. Information Blocks on the Home Page

Each of the blocks shown in the diagram in Figure 1 is described in Table 3.

No.	Block	Content	Where Used
1	User Menu	Provides access to facilities to enable the user to logon, to recover a lost password, to become a registered user, etc.	All pages.
2	Search Box	Provides a site-wide search facility to help the user find information on the Web site.	All pages.
3	Main Menu	Provides access to the main facilities of the Web site. The list of menu items will vary depending on the permissions that have been defined for the user's Group.	All pages.
4	Stedman Cousins Logo	Displays the Stedman Cousins logo.	All pages.
5	Page Heading	Provides a clear indication that this page is the Home Page.	Home Page only but a similar style of heading is used on every page.
6	Welcome Message	Provides information about the Stedman Cousins and what it is about. Also provides links to FAQ items for information about the facilities available to different types of users.	Home Page only.
7	My Open Tickets	Shows a list of the Open Help Desk Tickets for the user, i.e. Tickets the user has opened but have not yet been resolved.	Home Page only.
8	Forthcoming Events	Shows a list of events recorded in the Event Calendar which will be starting soon or are currently in progress.	Home Page only.
9	Latest Forum Topics	Shows a list of the most recent Forum topics.	Home Page only.
10	Latest Notice Board Items	Shows a list of the most recent Notice Board articles.	Home Page only.
11	Copyright Statement	The copyright statement for the Web site.	All pages.
12	Latest Newsletters	Shows a list of the most recent Newsletters.	Home Page only.
13	Latest FAQ Items	Shows a list of the most recent FAQ items.	Home Page only.



No.	Block	Content	Where Used
14	Latest Photos	Shows the most recently published photos.	Home Page only.
15	Latest Stedman Cousins Gathering	Provides information about the latest Stedman Cousins Gatherings.	Home Page only.
16	Latest Adverts	Shows a list of the most recent Advertisements.	Home Page only.
17	Who's online	Shows a list of the users currently accessing the Web site. <i>Members</i> represent those users who have logged on using the userid assigned at time of registration. <i>Guests</i> represent anonymous users.	All pages.

Table 3: Information Blocks on the Home Page

3.4. User Menu

When a user has logged on to the system, a number of items will appear in the User Menu. These are described in Table 4.






Icon	Item	Description
	View Account	Enables you to view your Stedman Cousins Web site "account". Your "account" is the record that is created when you become a Registered User.
	Edit Account	Enables you to change information in your Stedman Cousins Web site "account". Your "account" is the record that is created when you become a Registered User.
	Upload Avatar	Enables you to add or replace an Avatar (a small image) associated with the user. Once an Avatar has been created it will be displayed as a visual identification of the user in Forum posts.
	Notifications	Enables you to view a summary of the notification settings you have selected from within one or more of the Stedman Cousins Web site facilities.
	Logout	Enables you to logout of the Web site.






Table 4: User Menu Items












3.5. Main Menu

Before a user logs on to the system, a number of items will appear in the Main Menu. These represent the facilities that are available to an Anonymous User. After the user has logged on, some additional items will appear in the User Menu depending on the user's access rights as defined for the User Group to which the user belongs.

The complete set of menu items is described in Table 5. The access rights for the different User Groups are defined in Section 4.2.

Icon	Item	Description
	Home Page	<ol style="list-style-type: none"> Provides a summary view of recent Web Site updates: <ul style="list-style-type: none"> The latest publications of the Newsletter. Forthcoming events. The latest Forum topics. The latest FAQ items. The latest Notice Board items. The latest Photos. The latest Advertisements. Enables the user to access Stedman Cousins Web Site facilities through the User Menu and the Main Menu.
	Event Calendar	Provides a calendar which shows events that are considered to be of interest to users of the Stedman Cousins Web Site. Events are added to the Calendar by authorised users, such as the Secretary of the Stedman Cousins.
	Membership Application/Renewal Form	Enables the user to prepare an application for membership or renewal of membership form for membership of the Stedman Cousins. Once the form has been completed, it can be printed and submitted to the Stedman Cousins.
	Office Bearers	Provides names, photos and contact details for the Officers of the Stedman Cousins.
	Forums	<p>Enables the user to access the set of Forums that are available on the Stedman Cousins Web Site and to participate in one or more Forum discussions. Depending on the user's access rights, the user will be able to:</p> <ul style="list-style-type: none"> Start a new discussion by creating a new Topic. Reply to a Post that a user has created within a Forum Topic. Modify a Post the user has created within a Forum.



Icon	Item	Description
		<ul style="list-style-type: none"> Delete a Post the user has created within a Forum. Create a Poll about a particular subject and invite users to vote in that Poll. (In most cases, authority to add a Poll belongs to the Web Site administrators.) Record a vote in a Poll about a particular subject. Attach a file to a Forum Post the user has created.
	Newsletters	Enables the user to view a list of Newsletters that have been published on the Stedman Cousins Web Site. Members of the Stedman Cousins can read the complete set of Newsletters. Other users will have access to older editions only.
	Notice Board	Enables the user to access the set of articles that have been published in the Notice Board section of the Web Site.
	Family Trees ⁴	Access the Family Trees Facility.
	Photo Gallery	Enables the user to access the set of photos that have been published in the Photo Gallery section of the Web Site.
	Site Map	Enables the user to view a map which shows the pages on the Stedman Cousins Web Site. The site map shows the names of the Web Site pages in a hierarchical manner with the Home Page at the top, the second level pages listed below the Home Page, then the lower level pages under each of the second level pages and so on.
	Contact Us	Enables the user to access a set of customised forms which make it easy to contact the Stedman Cousins by e-mail.
	Links to Other Web Sites	Enables the user to access the set of external Web Site Links defined on the Stedman Cousins Web Site.
	Advertisements	Enables the user to access the set of Advertisements that have been published on the Stedman Cousins Web Site. Stedman Cousins Members are able to submit new advertisements. Registered Users and Anonymous Users are not able to submit new advertisements.
	FAQ	Enables the user to access the set of FAQs that are available on the Stedman Cousins Web Site in order to find answers to frequently asked questions or to submit new FAQ items. Depending on the user's access rights, the user will be able to: <ul style="list-style-type: none"> Submit a question within the selected category.

⁴ A Family Trees facility is planned to be made available as a future enhancement






Icon	Item	Description
		<ul style="list-style-type: none"> • Submit an answer to a question within the selected category. • Submit a question and its answer within the selected category.
	User Search ⁵	Enables the user to search for other Registered Users.
	Membership Subscriptions ⁶	Enables the user to submit an electronic payment for a new membership or a membership renewal.
	Help Desk	Enables the user to ask for help on various aspects of using the Stedman Cousins Web Site. The user notifies the help desk of his or her issue, and the system creates a Ticket that has details of the issue. This enables the Web Site administrators to manage the issue through to resolution. The user may need to open a Ticket to report a minor problem such as an error in spelling or grammar in the words on a Web page or a major system problem such as a blank screen when the user tries to use some Web Site function. The user may also open a Ticket to log a request for a change or an enhancement such as a request to change the order in which information is presented on the Home Page.

Table 5: Main Menu Items

⁵ A User Search facility is planned to be made available as a future enhancement.

⁶ A Membership Subscription facility is planned to be made available as a future enhancement.



3.6. Automatic Notifications

One of the dynamic features of the new Web Site is the **Notification** system.

This enables the user to receive an automatic notification message by e-mail when a new item has been added to the Stedman Cousins Web Site. The user chooses the topics of interest so the number of e-mail messages will depend upon the user's interests.

Notification settings are available in each of the following areas of the Web Site:

1. Event Calendar.
2. Forums.
3. Newsletters.
4. Notice Board.
5. Photo Gallery.
6. Links to Other Web Sites.
7. Advertisements.
8. FAQ.

Notification settings are entered, modified or deleted when the user is using a particular section of the Web Site. Within each section, the user can ask to receive a notification message when certain types of updates occur, e.g. when a new Newsletter is published or when a new Advertisement is submitted.

Notification settings can be:

- Global:
 - e.g. all calendar events, all Forum postings.
- By Category:
 - e.g. all FAQ items within a particular category.
- By Topic:
 - e.g. a new answer for a particular question.



4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the Home Page.

4.1. User Groups

There are five main User Groups:

1. Anonymous Users.
2. Registered Users.
3. Financial Members.
4. Prospective Members.
5. Honorary Members.

Each Group has certain access rights for Menu Items and Information Blocks on the Home Page.

4.1.1. Anonymous Users

An **Anonymous User** is a Web Site user who is just visiting, i.e. a Guest. Generally speaking, Anonymous Users can view selected information on the Web Site but they cannot create or update information. For example, Anonymous Users can view the Event Calendar, the Forums, the Notice Board, FAQs and older editions of the Newsletters.

4.1.2. Registered Users

A **Registered User** is a user who has registered with the Stedman Cousins Web Site by choosing a Username (Logon ID) and providing a valid e-mail address. Registered Users can view most information on the Web Site and they can create or update information in selected areas.

Registered Users are encouraged to contribute new information by:

- Submitting and answering Stedman genealogy queries in **Forums**.
- Discussing and debating Stedman Cousins matters in **Forums**.
- Submitting articles about Stedman Cousins subjects in the **Notice Board**.
- Uploading photos in the **Photo Gallery**.
- Submitting recommendations for new items to be added to the **Event Calendar**.
- Submitting recommendations for additional Web Site links to be added to the **Links to Other Web Sites**.
- Reporting Web Site problems or offering suggestions for Web Site enhancements using the **Help Desk**.



4.1.3. Financial/Prospective/Honorary Members

A **Financial Member** is a Registered User who has been upgraded in status by the Stedman Cousins when the required membership fees have been paid. A Financial Member will be downgraded in status to **Prospective Member** if the membership fees have not been paid and may then be downgraded further to Registered User.

An **Honorary Member** is a Registered User who has been upgraded in status by the Stedman Cousins in recognition of some special service the user has provided to the Stedman Cousins group.

Financial Members, Prospective Members and Honorary Members can view any information on the Web Site (apart from sensitive information which is only available to the Administrators) and they can create or update information in selected areas.

Financial Members, Prospective Members and Honorary Members can access all the issues of the Newsletter available in electronic form.

Financial Members, Prospective Members and Honorary Members are encouraged to contribute new information by:

- Performing any of the activities listed above for Registered Users.
- Submitting **Advertisements**, e.g. items For Sale, Wanted, Exhibitions.

4.1.4. Other User Groups

There are also special User Groups for the Office Bearers of the Stedman Cousins so they can maintain certain parts of the Web Site content. For example, the **Editor** can create new editions of the Newsletter and the **Secretary** can add new events to the Event Calendar.



4.2. Access to Menu Items

The menu items available to users in each User Group are listed in Table 6.

“Not applicable” means that the menu item is visible on the Home Page but is not applicable to that Group. For example, “Register now!” is visible to all users including Registered Users but a registered user would not select this item because the user is already registered.

“Yes” means that the menu item is visible and available to that Group.

“No” means that the menu item is not visible and is not available to that Group.

Facility	Anonymous Users	Registered Users	Financial Members/ Prospective Members/ Honorary Members
Login	Not applicable	Yes	Yes
Lost Password	Not applicable	Yes	Yes
Register now!	Yes	Not applicable	Not applicable
View Account	No	Yes	Yes
Edit Account	No	Yes	Yes
Upload Avatar	No	Yes	Yes
Upload Avatar	No	Yes	Yes
Notifications	No	Yes	Yes
Logout	No	Yes	Yes
Search	Yes	Yes	Yes
Home Page	Yes	Yes	Yes
Event Calendar	Yes	Yes	Yes
Membership Application/Renewal Form	No	Yes	Yes
Office Bearers	Yes	Yes	Yes
Forums	Yes (Public Forums only)	Yes (Public Forums only)	Yes (Public Forums and Private Forums)
Newsletters	Yes (Public Access category only)	Yes (Public Access category only)	Yes (Public Access category and Members Only category)
Notice Board	Yes	Yes	Yes
Family Trees ⁷	No	No	Yes
Photo Gallery	Yes	Yes	Yes
Site Map	Yes	Yes	Yes
Contact Us	Yes	Yes	Yes
Links to Other Web	Yes	Yes	Yes

⁷ A Family Trees facility is planned to be made available as a future enhancement



Facility	Anonymous Users	Registered Users	Financial Members/ Prospective Members/ Honorary Members
Sites			
Advertisements	Yes	Yes	Yes
FAQ	Yes	Yes	Yes
User Search ⁸	No	Yes	Yes
Membership Subscriptions ⁹	No	Yes	Yes
Help Desk	No	Yes	Yes

Table 6: Menu Items by User Group

NOTE: Even though a User Group may have access to a particular menu item, e.g. Forums, there may be limits on what operations are available once that menu item has been selected. These operations are managed by each facility and will be described in the relevant User Guides.

⁸ A User Search facility is planned to be made available as a future enhancement.

⁹ A Membership Subscription facility is planned to be made available as a future enhancement.



4.3. Access to Information Blocks

The information blocks available to users in each User Group are listed in Table 7.

“Yes” means that the information block is displayed on the Home Page for that Group.

“No” means that the information block is not displayed on the Home Page for that Group.

Facility	Anonymous Users	Registered Users	Financial Members/ Prospective Members/ Honorary Members
Copyright Statement	Yes	Yes	Yes
Forthcoming Events	Yes	Yes	Yes
Latest Adverts	Yes	Yes	Yes
Latest FAQ Items	Yes	Yes	Yes
Latest Forum Topics	Yes	Yes	Yes
Latest Newsletters (Members Only versions)	No	No	Yes
Latest Newsletters (Public Access versions)	Yes	Yes	Yes
Latest Notice Board Items	Yes	Yes	Yes
Latest Photos	Yes	Yes	Yes
Latest Stedman Cousins Gathering	Yes	Yes	Yes
Main Menu	Yes	Yes	Yes
My Open Tickets	No	Yes	Yes
Page Heading	Yes	Yes	Yes
Search Box	Yes	Yes	Yes
Stedman Cousins Logo	Yes	Yes	Yes
User Menu	Yes	Yes	Yes
Welcome Message	Yes	Yes	Yes
Who's online	Yes	Yes	Yes

Table 7: Information Blocks by User Group



5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Home Page.

5.1. Main Entry Point

The Home Page is the normal entry point into the Stedman Cousins Web site for **all users**.

5.2. Anonymous Users

Anonymous Users will make use of the Home Page when they need to perform any of these functions:

1. To find information about various Stedman Cousins-related events by accessing the **Events Calendar** facility.
2. To participate in discussions about Stedman Cousins-related matters by accessing the **Forums** facility.
3. To read the information published in the Stedman Cousins Newsletters by accessing the **Newsletters** facility.
4. To view photos submitted by members of the Stedman Cousins by accessing the **Photo Gallery** facility.
5. To navigate the Web site by accessing the **Site Map** facility.
6. To contact the Secretary of the Stedman Cousins or the Webmaster via e-mail through the use of the **Contact Us** facility.
7. To find links to other Web sites by accessing the **Links to Other Web Sites** facility.
8. To find answers to Frequently Asked Questions by accessing the **FAQ** facility.
9. To search the Web site for information through the use of the **Search** facility.
10. To become a Registered User through the use of the **Register now!** facility.

5.3. Registered Users

Registered Users will make use of the Home Page when they need to perform any of the functions listed for Anonymous Users. In addition, Registered Users will make use of the Home Page when there is a need to perform any of these functions:

1. To review details of the user's account by accessing the **View Account** facility.
2. To update details of the user's account by accessing the **Edit Account** facility.
3. To review any automatic notifications about updates to selected Web site content by accessing the **Notifications** facility.
4. To search for other users by accessing the **User Search** facility¹⁰.
5. To apply for membership by accessing the **Membership Subscriptions** facility¹¹.
6. To report problems in using the Web Site by accessing the **Help Desk** facility.

¹⁰ A User Search facility is planned to be made available as a future enhancement.

¹¹ A Membership Subscription facility is planned to be made available as a future enhancement.



5.4. Financial Members/Prospective Members/Honorary Members

Financial Members, Prospective Members and Honorary Members will make use of the Home Page when they need to perform any of the functions listed for Registered Users. In addition, Financial Members, Prospective Members and Honorary Members will make use of the Home Page when there is a need to perform any of these functions:

1. To study the full set of information published in the Stedman Cousins Newsletters by accessing the **Newsletters** facility.
2. To contact the Editor via e-mail through the use of the **Contact Us** facility.

5.5. Secretary

The Secretary will make use of the Home Page when there is a need to perform any of the functions listed for Financial Members and Prospective Members. In addition, the Secretary will make use of the Home Page when there is a need to perform these special functions:

1. Add or remove users from a User Group through the use of the **Manage Group Membership** facility.
2. Export membership records to a spreadsheet through the use of **Export Membership Records** facility.

5.6. Editor

The Editor will make use of the Home Page when there is a need to perform any of the functions listed for Financial Members and Prospective Members. In addition, the Editor will make use of the Home Page when there is a need to perform these special functions:

- Publish a new edition of the Stedman Cousins Newsletter through the use of the **Submit a Newsletter** facility.



6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Home Page.

6.1. Accessing the Home Page

To access the Home Page, you simply enter this address in your Web browser:

www.stedman-uk.com/xoops

NOTE: The Web site is currently in TEST mode. Once testing has been completed, the address will be switched to:

www.stedman-uk.com

This arrangement allows us to keep the current production site running at www.stedman-uk.com while testing of the new site occurs in a separate area at www.stedman-uk.com/xoops. Once the new site is ready, the address will be changed so that the transfer to the new site will be transparent to users who normally use the www.stedman-uk.com address.



6.2. Anonymous Users

The diagram in Figure 2 shows a sample Home Page for an Anonymous User.

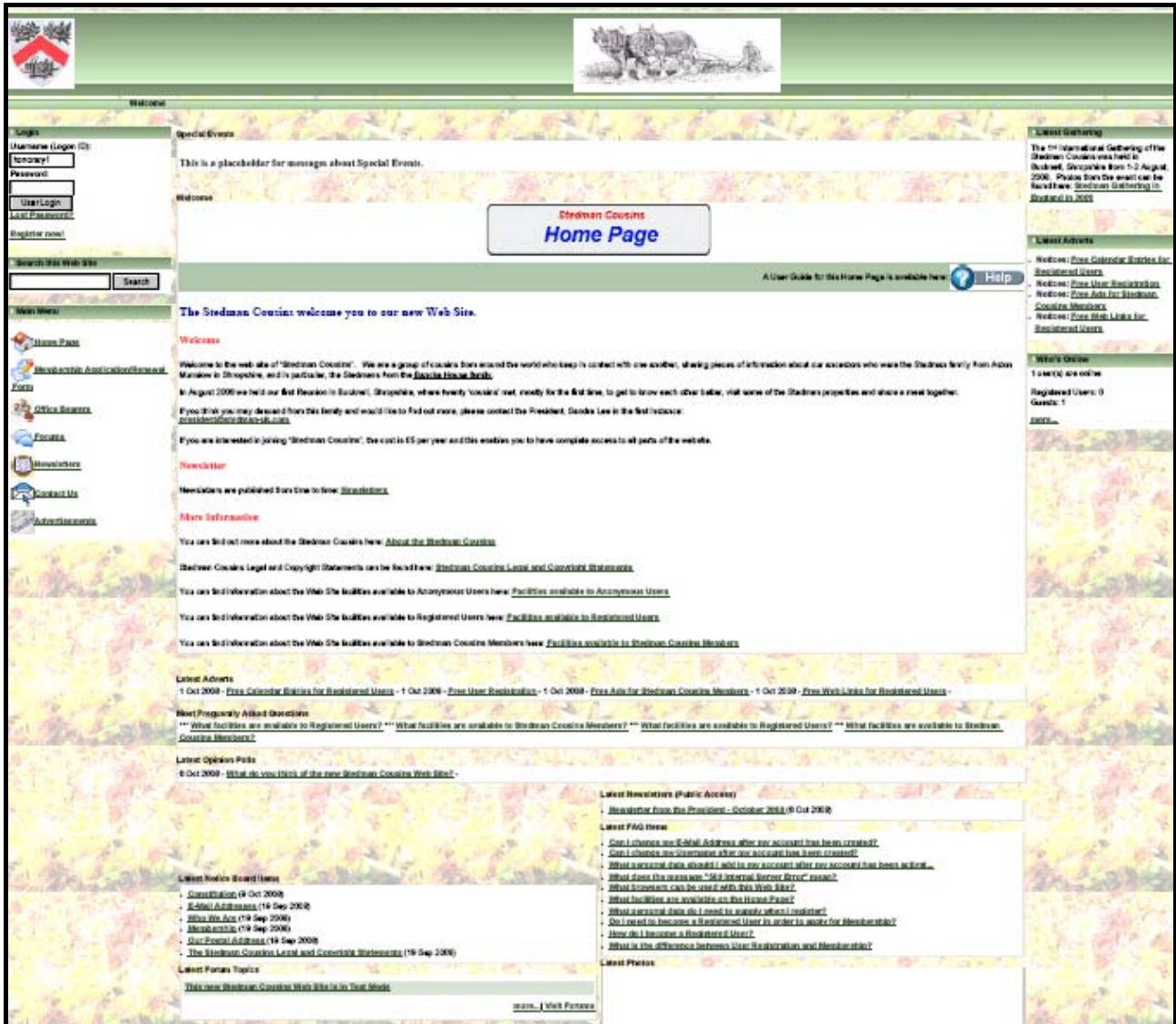


Figure 2: Sample Home Page - Anonymous User



6.3. Registered Users

The diagram in Figure 3 shows a sample Home Page for a Registered User.

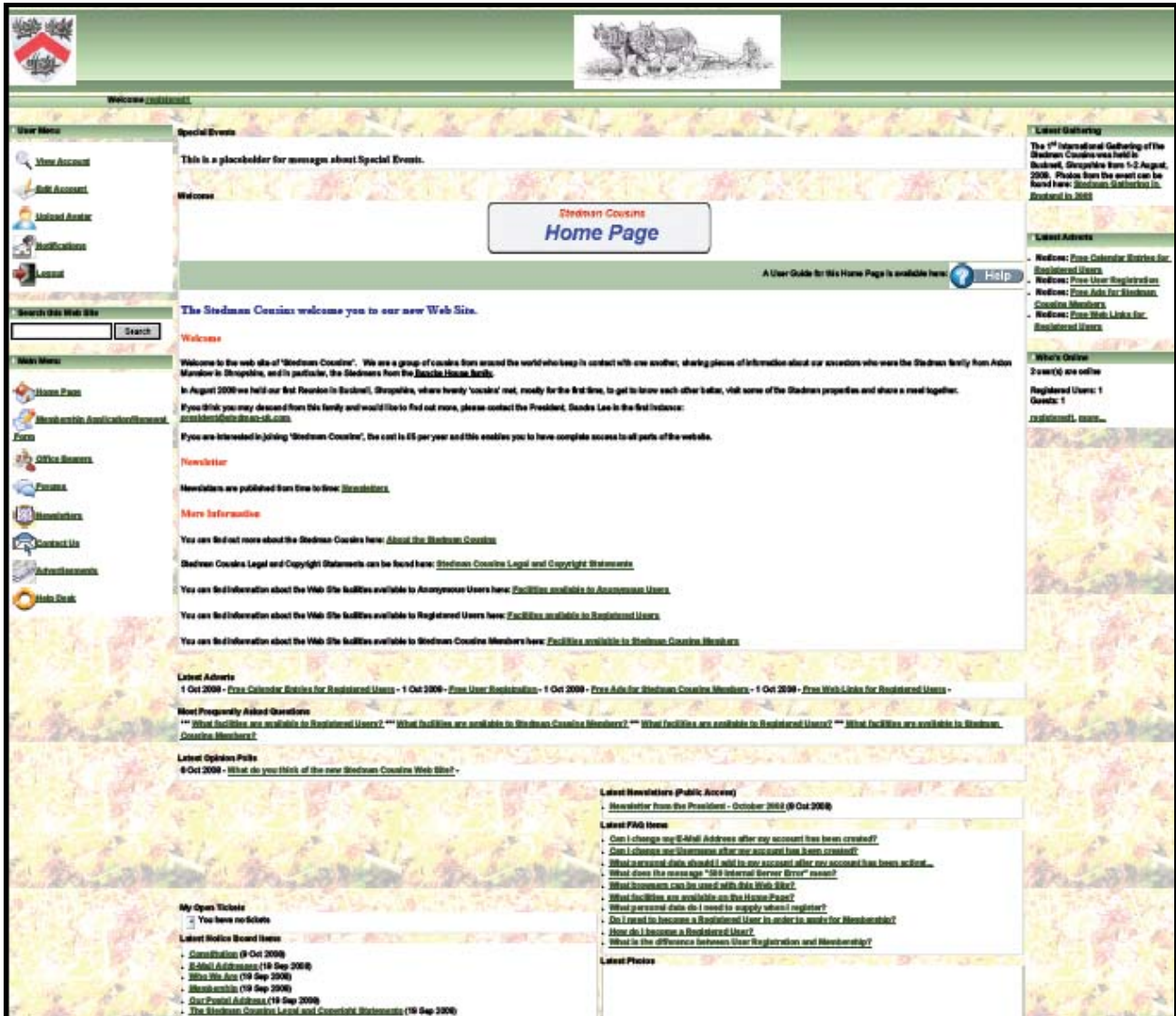


Figure 3: Sample Home Page - Registered User



6.4. Financial Members/Prospective Members/Honorary Members

The diagram in Figure 4 shows a sample Home Page for a Financial Member, a Prospective Member or an Honorary Member.

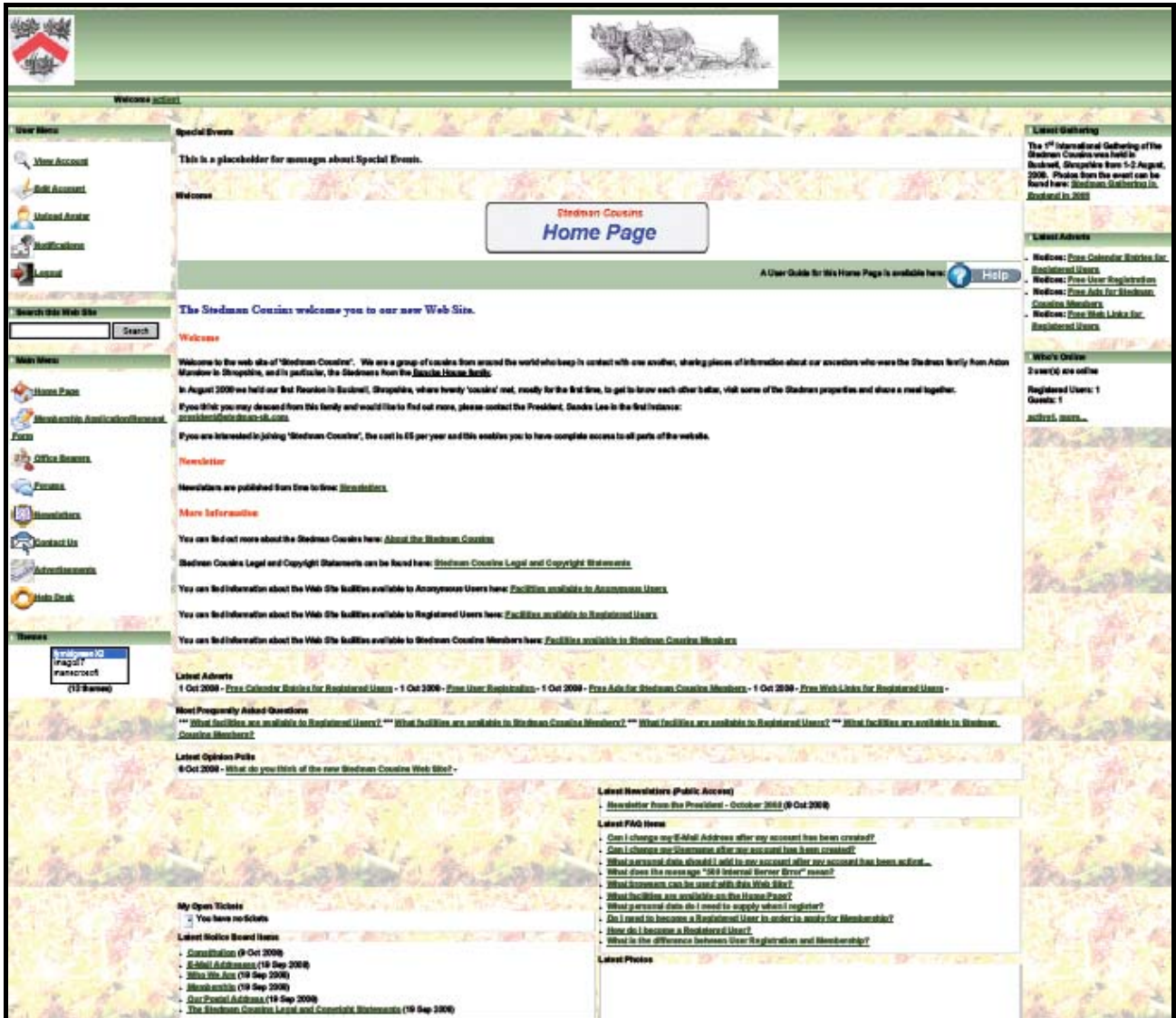


Figure 4: Sample Home Page - Financial Member/Prospective Member/Honorary Member



7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions in this document, if you have questions, if you have comments or suggestions, or if you have problems using the Web site.

7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



7.5. Related Documents

A list of related User Guides is shown in Table 8.

To find out how to	Refer to this User Guide
Find information about: <ul style="list-style-type: none"> • The Stedman Cousins' aims and pursuits. • News about recent activities (e.g. the latest publications of the Newsletter). • News about forthcoming events. • News about the latest Forum topics. • News about the latest FAQ items. • The latest advertisements. 	Home Page - User Guide.pdf (this document)
Access Stedman Cousins Web site facilities through the User Menu and the Main Menu.	Home Page - User Guide.pdf (this document)
Access the site-wide search facility.	Home Page - User Guide.pdf (this document)
Become a Registered User of the Stedman Cousins Web site.	User Registration - User Guide.pdf
Report a lost password.	User Login-Lost Password - User Guide.pdf
Login as a Registered User of the Stedman Cousins Web site or as a Stedman Cousins Member.	User Login-Lost Password - User Guide.pdf
View your Stedman Cousins Web site "account". Your "account" is the record that is created when you become a Registered User.	View Account - User Guide.pdf
Change information in your Stedman Cousins Web site "account". Your "account" is the record that is created when you become a Registered User.	Edit Account - User Guide.pdf
Add or replace an Avatar (a small image) associated with the user. Once an Avatar has been created it will be displayed as a visual identification of the user in Forum posts.	Upload Avatar - User Guide.pdf
View a summary of the notification settings you have selected from within one or more of the Stedman Cousins Web site facilities.	Notifications - User Guide.pdf
Add comments about an item that has been published on the Stedman Cousins Web site.	Post a Comment - User Guide.pdf
Reply to comments that have been made about an item that has been published on the Stedman Cousins Web site.	Reply to the Comment - User Guide.pdf
Edit comments you have previously made about an item that has been published on the Stedman	Edit the Comment - User Guide.pdf



To find out how to	Refer to this User Guide
Cousins Web site.	
Delete comments you have previously made about an item that has been published on the Stedman Cousins Web site.	Delete the Comment - User Guide.pdf
Use the Event Calendar Facility	Event Calendar - User Guide.pdf
Prepare a Membership Application/Renewal Form.	Membership Application - User Guide.pdf
View the list of Office Bearers of the Stedman Cousins.	Office Bearers - User Guide.pdf
Use the Forums Facility	Forums - User Guide.pdf
Use the Newsletters Facility	Newsletters - User Guide.pdf
Use the Notice Board Facility	Notice Board - User Guide.pdf
Use the Family Trees Facility ¹²	Family Trees - User Guide.pdf
Use the Photo Gallery Facility	Photo Gallery - User Guide.pdf
Use the Site Map Facility	Site Map - User Guide.pdf
Use the Contact Us Facility	Contact Us - User Guide.pdf
Use the Links to Other Web Sites Facility	Links to Other Web Sites - User Guide.pdf
Use the Advertisements Facility	Advertisements - User Guide.pdf
Use the FAQ Facility	FAQ - User Guide.pdf
Use the User Search Facility ¹³	User Search - User Guide.pdf
Use the Membership Subscriptions Facility ¹⁴	Membership Subscriptions - User Guide.pdf
Use the Help Desk Facility	Help Desk - User Guide.pdf

Table 8: Related Documents

¹² A Family Trees facility is planned to be made available as a future enhancement.

¹³ A User Search facility is planned to be made available as a future enhancement.

¹⁴ A Membership Subscription facility is planned to be made available as a future enhancement.