Colorado Audio Society Member Manual

Revised

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WARRANTY AND DISCLAIMER

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Website Features - Summary

- YourClubsWebsite.com[©] provides clubs and other groups with a user-friendly, economical, turn-key website that works as a platform for typical club operations.
- Plays perfectly over portable devices (smart phones, pads, etc.).

Visitors Only

- **Home Page** Provides links to various viewable pages such as latest events, featured member article, latest tips and tweaks, latest news, as well as officer listings. (Club-Specific)
- Join View general information about the club, benefits to signing up as a member, and instructions on how to join. (Club-Specific)
- Event Photo Gallery View pics from meetings and events.
- Articles Listings of member articles available for viewing.
- Classifieds Classified ads posted by club members (purchasing available to all visitors).
- Lending Program Visitors can review the club's lending program available to paid members only. (Club-specific)
- Tweaks, Tips & Picks Listings of viewable submissions created by the membership.
- About Us "Who We Are" and the club's charter. (Club-specific)
- **Club Communications Access** At the discretion of club officers only, non-members may be added to the mailing list but with no additional member benefits.

Members Only

- Club Communications Access Addition to our email mailing list that announces all events and club messages.
- Events Calendar Access View a calendar of all events that also reveals additional member-only details.
- My Messages Lists all viewable previously-sent email messages.
- Edit My Profile Members can update their personal information (name, password, address, as well as individual club preferences). (Club-specific)
- Post A Classified Ad Sell your club-related products online. Ads are visible to all site visitors.
- Create A Tweak, Pic or Tip Send your item off to the designated club admin. where it can be displayed on the site.
- Create an Article Write an article that can be posted onto the website.
- Borrow Items from the Lending Program Paid members have free access to all items in the lending program.

Website Features – In Detail

Home Page

- Current Event Block
- Latest News Block
- Tweaks, Tips and Picks Block
- Club Officers Block
- Articles Block
- One additional informational block at Club's discretion.
 - Copyright line at bottom of each page.
 - Privacy Policy at bottom of each page.
 - Optional links to social media sites (Facebook, Twitter, etc.) at bottom of each page.

Event Block

- Displays Who, What, When of the next designated event. The specific item displayed can be controlled from the System Settings page.
- A "Read" button at the bottom of the block links out to the Events Detail page. Because the page is public, the Events Detail page excludes address, phone and directions information. Members are directed to the Calendar page on the Members menu for address, phone and directions information.

News Block

- Displays pertinent club-related news item. News can relate to products or third-party announcements related to member interests, etc.
- "Read" button at bottom of the block opens a news page visible to all site visitors.

Tweaks, Tips & Picks Block

- This block links out to the latest submission from the membership (controlled by admin settings). Typically, these items include helpful hints, product suggestions or enhancements that can be made to Club-related products or projects.
- "Read" button at bottom of the block opens a page visible to all site visitors.

Club Officers Block

- Lists all Club officers and their positions.
- "Email Us" button links to club President.

Articles Block

• Links out to latest article submission (controlled by admin settings). These items are saved in .pdf format (recommended).



Join Page

Customizations

• Initial link launches a graphics-intensive page that includes a "parallax" driven series of photographs that feature photos or images from club activities. This page is designed to entice new membership and provides a link at the bottom that opens the New Member Details page which includes a link to membership acquisition.



• The bottom of the page provides a link to the membership purchase (e-commerce area). The club can provide the membership criteria (pricing, membership periods, etc.), but the default links to the club's "PayPal" account page where the transaction takes place. The prospective member can utilize their PayPal account or a credit card.

Colorado Audio Society

MEMBERSHIP

Has its Advantages

By becoming a member of the CAS, you'll enjoy these benefits:

- · Invitations to all CAS meetings and events.
- · You'll get to meet top designers and luminaries from the audio world.
- · Audition equipment and music not normally available from local audio salons and dealers.
- · Exchange ideas with others sharing the same interests.
- Attend meetings at local audio-related businesses.
- · Participate in Rocky Mountain Audio Fest
- Borrow items from our large selection of analog setup products and system measurement tools.
- · Advertise audio products to sell in our classifieds section.





How to Join:

- Our subscription year is from January 1 through December 31. All subscriptions are due on January 1 of each year and the membership fee is \$40.
- · Partial-year membership fees are pro-rated based on when you join; i.e, if you pay between April and June, your dues will be \$30.00 for the remainder of the membership year:
 - Jan-Mar: \$40
 - · Apr-Jun: \$30
 - Jul-Sep: \$20
 - · Sep-Dec: \$10
- Add \$40 to each period to pay for an additional year.

What to Expect Once You've Paid:

Once payment is made, PayPal will email a receipt to the member and the website will generate and • officer's letter thanking the user for joining and providing a link to complete their member profile. Password is required, and several other user fields can be opted by the club to be completed as mandatory or voluntary. Sample below:

Dear [Member's Name]:

Thank you for joining!

You have been placed on our mailing lists and will receive email notifications of all meetings and events.

Please register on our website by going to the New User Profile Completion. If not shown, paste in your registration key, and click 'Submit'. Please enter all required fields on the member profile page.

Event Photos Page

• View photos from specific events and meetings.



• Select a photo to open the event photo viewer:



Articles Page

• The Articles page lists all article submissions from the membership. Clicking on the title link launches the .pdf document into a new tab/browser.

	Colora	do Au for the lover of	dio Society music and audio 🚱
		Arti	cles
Title (Click to Open)	Date	Author	Description
An Encounter with Audio Magic Products	02/22/2019	Brian Boehler	AUDIOMAGIC
Be Honest, Are You an Audio Lover, a Music Lover or Both?	11/23/2017	Brian Boehler	Weighing our audio priorities.
My First Stereo	05/22/2017	Brian Boehler	A quick journey back in time.
Graff Power System	01/31/2017	Greg Graff	Read on how to achieve that noise-free soundstage.
AS Journal 11	12/01/2011	CAS Members	On listening blases, more great cables, and music reviews.
AS Journal 10	09/01/2010	CAS Members	On tubes, Class D, and what CD's not to take to an audio show (and lots more).
AS Journal 9	01/01/2010	CAS Members	Reviews of several high-end cables, a DIY buffer project, and why live records get you closer to sonic realit
mmaculate Vinyl Record Cleaning	02/23/2008	Bill Utz	Want to get those records spotlessly clean? This is the ultimate tutorial.
Classical Music Primer - Part 2	07/11/2007	Max Carter	Part 2 of this great series.
Classical Music Primer - Part 1	05/25/2007	Max Carter	Want to get into classical music? Here are the basics.
rs the Room, Stupid!	09/01/2006	Greg Graff	Be sure to read this before you buy any new equipment.
he Evolution (or Anti-Evolution) of FM Broadcast	10/09/2004	John Haralson	A Seminar presented by Greg Burnett at Audio Fest 2004
he State of Classical Radio in the Metro-Denver Area	12/09/1999	Art Tedeschi	A discussion of CPR's acquisition of KVOD in 1999.
rom the desk of the Audio Curmudgeon	11/18/1999	Jon D. VonOhlsen	'No it doesn't sound any better even with those $\mathrm{Sp#8\%}^*$ inter-connects that cost the \$1600.'
A Grid-type Grounding Scheme	06/09/1996	Gordon Maughan	What is needed is to reduce earth ground noise through a more effective sink for the power line neutral an ground without any power factor loss.
ips & Tweaks	06/01/1991	Art Tedeschi	TII never forget a conversation I overheard between two audio salespersons in an established Deriver audi store about the time 'high end' audio was just getting fired up
Gordon Holt Interview - 9/15/1990	09/15/1990	Art Tedeschi	J Gordon talks audio and how he got there.

Classifieds Page

• This page displays all classified ad submissions from the members.



- After selecting a specific ad, the below page displays detailed information as well as additional photos that can be selected and viewed full size.
- Sellers must sign off on a document that regulates and secures any and all transactions. Transactions between buyers and sellers are solely between the two parties, and the club sponsoring the website will be held harmless in all disputes.

• The button on the bottom-left opens a page where the prospective buyer can contact the seller through email (below). The identity of the seller is never revealed unless the seller decides to respond to the buyer's request. Sellers may have up to 3 active ads at any time.



Lending Program

- The screen below shows a sample page that illustrates a product available to members for borrowing.
- Also included are documents requiring a product checkout (if required) and an inventory check-off sheet.



Tweaks, Tips & Picks Page

• Clicking a title on the below listing opens the selected detail page.

Colorado Audio Society							
		Tweaks, T	īps & Picks				
Title (Click to Open)	Date	Author	Description				
Music Picks from April 2019 CAS Meeting Curated by Corey Hesterman	04/14/2019	-	Lindsey Buckingham – Don't Look Down; Incredibles 2 SoundtrackYou've Been Undermined (Big Band) and much more!				
Vibration Control - Rollerblocks	07/25/2017	(1	"Improves sound in virtually every area: more detail, airier, sweeter highs, clear deep soundstage, much deeper tighter bass"				
Song of the Sea Movie Soundtrack	07/24/2017	No. Same	Song of the Sea follows the story of a 10-year-old Irish boy named Ben who discovers that his mute sister Saairee, whom he blames for the apparent death of his mother, is a selice who has to free faerie creatures from the Cettic goddess Macha.				
The Beatles' 'Sgt. Pepper's Lonely Hearts Club Band' turns 50	06/08/2017		The new remastered version is a treat to hear. If you appreciate the Beatles' body of work, it is a must hear.				
Spotted Peccary Free Music	05/01/2017	-	Spotted Peccary Music (spottedpeccary.com) is a place to explore the musical styles that make up ambient electronic music.				
Roadhouses & Automobiles Chris Jones	04/12/2017	10.00	This Chris Jones CD is on the Stockfish label. Suffice it to say that this is a very well recorded CD with a couple of killer songs.				
The Alan Parsons Project - 1 Robot	02/22/2017	No. Contra	The album draws conceptually on author Isaac Asimov's science fiction Robot trilogy, exploring philosophical themes regarding artificial intelligence.				
Don't Miss our latest article: the Graff Power System	02/04/2017	1000	"Graff Power System" by Brian Boehler that provides valuable proven tips on reducing rfi and AC power line noise, some of the most powerful improvements that can be made to a system.				
Chris Jones - Roadhouses and Automobiles	02/04/2017		This CD wasn't really easy to find, so if you have the hankering to give it a try, it may take a bit to acquire it.				
Daisy BB's	01/29/2017	And Souther	Put Daisy BB's in a plastic zip lock bag close to, on top of, or on the bottom of a power supply and see what you hear.				
Room and Speaker Setup Tips	01/15/2017		"Mix things up. A room should be neither too 'hard' nor too 'soft'."				

About Us Page

 The below page is customized for each Club and might include "Who We Are" and/or a Club charter, if it exists.



The Colorado Audio Society Charter

- To promote the exchange of ideas in audio related topics.
- To provide a platform for fun and recreation of the membership.
- To afford the opportunity for members to listen to different types of audio equipment they wouldn't normally have the opportunity to audition.
- · Education of the membership in order to further their individual goals in audio.
- . To not so an instrument to units knowledgeable minds in an effort to evolute the technical features of

Member Functions – In Detail

Member Login

Login Page

- Once registered as a member, the Login page captures the member's email address and password.
- Click Submit to log in.
- Click the "Forgot Password" link to launch an email to the member's recorded email address. From there, a new email/logon can be created.
- Click the "Sign Up" link to be taken to the membership Join page.

Colora	ado Audio Soc for the lover of music and audio	iety
	Great to see you again! Please sign in to get going.	
	EMail:	
	Password:	
	Forgot Password? Don't have an account? Sign up	
	Submit	

Member Mini Menu

Functions

- The following menu items are also available from the main menu:
- The red circle indicates the number of messages from the My Messages page that haven't been viewed.



Club Communications

Email Messages

- Paid members are placed on the club's mailing list and receive all club communications. These messages are either Event announcements or general ad hoc messages to the mailing list.
- Event messages display saved event information that mimics the event viewer accessible from the home page.
- For events requesting a return RSVP, a link is automatically placed on the message so that members only need to click the link to confirm attendance.

CAS September Meeting and Swap Meet

Messages@ColoradoAudio.com To atedeschi@sciencehill.net

1 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAS September Meeting and Swap Meet

Host:	Art Tedeschi
	999 9th Street
	Denver, CO 80108

M

Times: 9/8/2018 12:00:00 PM to 9/8/2018 5:00:00 PM

Click Here to RSVP

Join us on Saturday, 9/8/2018 between noon and 5PM for our CAS Septemb

The meeting will be held at the home of Art Tedeschi, whose home is now lo

SWAP MEET INFO

- Tables will be set up in the garage for attendees to display items they wish to put up for sale.
- Sellers will be responsible for the security of their products.
- · Sellers wishing to sell products that may be too large or unwieldy to take to the meet may provide photos or descriptions of the
- · Please confine sale items to audio-related products or music media.
- Please place a price on each item up for sale. Beyond that, sellers may negotiate with potential interested buyers.
- Please note any product defects on items where the defect may not be obviously apparent.
- Any conflicts or liabilities arising from any transaction is limited to the original buyer and seller. The CAS and meeting host are
 and have no monetary interest in any transactions that occur at the swap meet.

SEPTEMBER MEETING INFO

Website Message Viewer

• Occasionally email messages might get overlooked or inadvertently deleted. Members can always access their messages through the My Messages page.

Colorado Audio Society for the lover of music and audio

	_				
My		00			ae
MAN			1.1		
				-	

ID	Sent Date	Subject
Click to View	Jun 12 2019 9:07AM	CAS September Meeting and Swap Meet
Click to View	Jun 12 2019 8:51AM	CAS September Meeting and Swap Meet
Click to View	Jun 12 2019 8:31AM	CAS September Meeting and Swap Meet
Click to View	Jun 11 2019 11:54PM	CAS September Meeting and Swap Meet
0	May 25 2019 1:37PM	Classified Ad Inquiry
Click to View	Apr 15 2019 11:37AM	Test Subject
Click to View	Apr 15 2019 10:59AM	Test Message 21
Click to View	Apr 15 2019 10:58AM	Test Message 21
Click to View	Apr 15 2019 10:37AM	Test Subject
Click to View	Apr 15 2019 10:21AM	Test Subject
Click to View	Apr 15 2019 10:07AM	Test Subject

Member Events

Events Calendar

- The member events calendar allows members to view the entire events calendar which includes all past and future-scheduled events.
- The events calendar provides details not available on the public events page. Event address and directions are secured to this area in order to restrict this information to club members.
- On the screenshot below, using the arrows on the calendar allows members to navigate through the years and months. Active meeting dates are highlighted. Once a highlighted date is selected, the event details box and event viewer are displayed to the right (or below each other on portable devices).

			/			
<	Mon	Sept	ember Wed	2018 Thu	Fri	> Sat
Sun 26	27	2.8	29	30	31	1
2	3 10	4	5 12	6 13	7	15
16 23	17 24	18 25	19 26	20 27	21 28	22 29
30	1	2 Se	p 08, 2	1	ate/Tin 2:00PM	ne: 1 to 5:0
		Ar	t Tede:	schi	Host	
		72	27 Gre	enwat	Addres er Cir	S:
					City:	8
		Ca	stie Ro	ock	State	

Edit Profile Screen

• The Edit Profile screen above is available to all members and offers the ability to update all profile fields, including email address and password. Many of the fields are club-optional and mandatory-optional.

Edit My Profile *Required *EMail: atedeschi@sciencehill.net
*EMail:
atedeschi@sciencehill.net
*Password:
*Last Name: Tedeschi
*First Name:
Arthur

Member Classified Ads

- Members can advertise items for sale on the Club website.
- They may place up to 3 ads at any one time.
- The first time a member launches the initial Add Classifieds page, they will be asked to acknowledge a Seller's Agreement. This document is customized to the Club's rules.

Seller's Agreement

- The agreement is designed to protect the interests of the buyer, seller and host Club.
- The document appears only once after it's been confirmed.

Classifieds Seller's Agreement
 I understand that I may have up to 3 ads currently running on the CAS website.
 I understand that The Colorado Audio Society has no financial interests in any transactions that occur due to a classified ad occuring on this site.
 I agree that the Colorado Audio Society will be held harmless in any disagreements or conflicts resulting from a transaction that occurs on this site.
 I understand that any transactions that occur on this site are solely between the buyer and seller and that the Colorado Audio Society cannot be held responsible for any monetary renumerations.
 I agree that no Colorado Audio Society member or officer outside of the buyer or seller can be held liable for any disagreements or conflicts due to actions occurring on this site.
 I understand that I have been warned against potential risks associated with entering into a transaction on this site, and do so at my own discretion.
I Agree

Add/Edit Classified Page

- The Add/Edit Classified Ad page below creates the ad and stores all pertinent fields:
 - \circ $\;$ Active Checkbox Check to include the ad onto the website. Uncheck to remove.
 - \circ $\;$ Sold Checkbox Check to indicate that the item has been sold.
 - Make Offer Checkbox Check to let buyers know that you will accept an offer. Defaults to "Firm".
 - Main Photo List After adding product photos (see below), select the main photo to display.
 - \circ $\;$ The following text fields provide information and pricing.

Colorado Audio Society for the lover of music and audio
Add/Edit Classified Ad
Add A Classified Ad
Edit An Existing Ad
Antique Sound Lab AQ2004DT Tube
*Required
Active: 🗹
Sold: 🗔
Make Offer Option: 🗐 (default: "Firm")
Main Photo:
AQ2004AntiqueSoundlab.jpg
*Heading:
Antique Sound Lab AQ2004DT Tubed Preamplifier
*Description:
Decomption

Classified Photo Editor Page

- The Edit Add Photos button at the bottom of the above page opens the Classified Photo Editor Page.
- On this page, members can upload photos and decide which photos will appear on the ad by checking the checkbox directly below the photo's thumbnail.

Classified Photo Editor
Picture Upload: Choose File No file chosen
Upload Picture
<pre>Control Control Control</pre>
✓ Included
Save

Member Contributions

Tweaks, Tips and Picks

• Members are invited to submit short, focused items to share with the membership and community. Tweaks to provide ideas to improve, tips to provide suggestions, and picks to provide discovered gems! Submissions are emailed to the designated club officer.

Articles

• Members are also encouraged to provide articles to be published on the website. Articles can vary in length and can cover any variety of topic related to Club interests. Articles should be submitted in .pdf format. Submissions are emailed to the designated club officer.

Lending Program

• The Lending Program is provided to loan club-related items to paid members. Please email the Club for further details.