IBM Quarter Century Club of Victoria Inc.

IBM Quarter Century Club of Victoria Inc.

The QCC Web Site

Getting Started

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Purpose

The purpose of this document is to provide a starter guide for users of the IBM QCC of Victoria Web Site.

Web Site Objectives

1. Provide an online service to members of the IBM Quarter Century Club of Victoria Inc.
2. Enable Members to manage their own Blog notification subscriptions so that they can choose the items of interest to them for receiving communications from the QCC, e.g. Vale notices.
3. Provide a self-service facility which will enable Members to update their own contact details, e.g. email address, phone number, postal address.
4. Enable Members to Post items of interest to the Blog.

How This Document is Organised

This document is in 2 parts:
1. Part 1 describes the web site capabilities, what information is available, and how the information is organised.
2. Part 2 describes how to use the web site facilities.

1. Definition of Terms

The table below defines a number of terms used in this document.

Term	Meaning
Blog	A blog (a truncation of the word weblog) is a discussion or informational website published on the World Wide Web consisting of discrete, often informal diary-style entries ("Posts").
Blog Post	A piece of writing or other item of content published on a blog.
Anonymous User	A user who has accessed the Blog and is not a Registered User or a Registered User who has not logged in using their Blog Username/Email Address and Password.
Registered User	A person who has been accepted as an authorised user of the Blog. A Registered User is identified by a unique Blog Username and an email address. A Registered User can login to the Blog using their Blog Username or their Email Address, and their Blog password. A Registered User may be a person who is interested in the activities of the QCC but is not a member, a QCC member, a user who is authorised to publish Blog Posts, or a Blog administrator. An email address can only be used once, i.e. the system does not allow us to have more than one user account with the same email address.
Blog User	A Blog User can be an Anonymous User or a Registered User. An Anonymous User will have read-only access to the Blog. A Registered User will be able to login to the Blog and create, update, or delete content depending on their access rights as defined by their User Role.
Blog Username	An identifier which uniquely identifies a Registered User. Once a Username has been assigned it cannot be changed. If there is a need to change a Username, the existing user account must be deleted and a new user account created. It's helpful to use the first part of a user's email address as the Username to make it easy to remember. However, the user does not have to remember their Username as they can always identify themselves using their email address.
Subscriber	A user who wishes to subscribe to one or categories of Blog Posts in order to receive automatic email notifications when a new Blog Post is created. A Subscriber will remain as a Registered User even if they decide they no longer wish to receive any automatic notification messages.
User Role	A user role defines permissions for users to perform particular tasks within the Blog. Standard WordPress roles include: Subscriber, Editor, and Administrator. Additional roles can be defined, if required, to cater for other types of users.
User Group	This is the same as User Role. It refers to a group of users who have the same role.
WordPress	WordPress is a free, open-source Content Management System (CMS). It is used as the software platform for running millions of web sites including blogs and other types of sites.
WordPress Plugin	A plugin is a piece of software containing a group of functions that can be added to a WordPress website. It can extend functionality or add new features to a WordPress site.
WordPress Theme	In WordPress, a theme is defined as a collection of files which are templates and stylesheets that work together to define the appearance and unified design of a WordPress site. If the WordPress theme is changed, the whole layout of the site will change.
Child Theme	A Child Theme is a separate theme that relies on a parent theme for most of its functionality. If a child theme is used, WordPress will check the child theme first to see if a specific functionality exists. If it doesn't, it will use the parent theme. The aim is to enable an organisation to

Term	Meaning
	customise the layout of the WordPress site without updating the standard code for the parent theme. This means that the code for the parent theme can be updated when new versions of the parent theme are released without the organisation's changes being overwritten.
Widget	A WordPress Widget is a small block that performs a specific function. Widgets are usually found in sidebars and footers. An example of a widget would be a list of Post Categories where the user can select a Category and view all the Posts in that Category.
SSL	Secure Sockets Layer is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browsers remain private and integral. SSL is an industry standard and is used by millions of websites in the protection of their online transactions with their customers.
CSV	A CSV is a Comma Separated Values file which allows data to be saved in a table structured format. A CSV looks like a spreadsheet but with a .csv extension. CSV files can be used with any spreadsheet program, such as Microsoft Excel. They differ from other spreadsheet file types in that you can only have a single sheet in a file, they cannot save cell, column, or row styling, and cannot save formulas.
FAQ	Frequently Asked Questions (FAQs) are listed questions and answers, all commonly asked in some context, and pertaining to a particular topic.
PayID	A PayID is simply an alias for a BSB Number/Account number. Your PayID is a unique identifier linked to your bank account and can be your email address, mobile number or ABN. Once you create a PayID, you can provide it instead of your BSB and account number to make getting paid easier.

2. The Web Site Software Platform

The QCC web site has been built using WordPress.

WordPress was originally developed as a blogging platform but has now evolved into a full function Content Management System (CMS).

WordPress is released under GNU GPL license, which allows anyone in the world to download and use it. The source code is freely available for anyone to study, use, modify, and build upon.

A number of WordPress plugins have been implemented to provide additional capabilities.

WordPress runs about 30% of the world's active web sites. The estimated total number of active sites is about 200 million so the number of WordPress sites is about 60 million.

3. Web Site Facilities

The main facilities provided by the IBM QCC of Victoria web site are:

1. **Blog**. Authorised users, including QCC Members, can publish Blog Posts.
2. **In Memoriam Page**. Users can view an In Memoriam page where tributes to deceased members are posted. Authorised users, including QCC Members, can publish their own tributes.
3. **Notifications**. Users can receive automatic notifications by email when a new item is published.
4. **Subscriptions**. Users can subscribe to categories of interest to them and receive automatic notifications when items are published. Subscribers can unsubscribe at any time.
5. **Directory of QCC Members**. Authorised users, including QCC Members, can search/view a directory of QCC Members.
6. **User Profiles**. QCC Members can update their own user profile including their name and contact details.
7. **Event Calendar**. Users can view information about events organised by the QCC. Each entry in the Event Calendar includes the date, start time, end time, location, a link to Google Maps, a button for adding the event to your personal calendar, and a link to a booking page.
8. **Newsletters**. Users can view/download copies of the QCC Newsletters which are published from time to time.
9. **Bookings**. Users can submit bookings for QCC events. You can choose to pay for your booking:
   a. **Online**. Payments are handled via PayPal. You can pay using your credit card or debit card, your PayPal account balance, or your bank account if you have a bank account linked to your PayPal account.
   b. **PayID**. You can pay by direct deposit into the QCC bank account using the QCC PayID which is: ibmqccvic@gmail.com
   c. **Funds Transfer**. You can pay by direct deposit into the QCC bank account using the QCC BSB number and account number.
10. **Donations**. Users can make a donation to the QCC. You can choose to pay for your donation:
    a. **Online**. Payments are handled via PayPal. You can pay using your credit card or debit card, your PayPal account balance, or your bank account if you have a bank account linked to your PayPal account.
    b. **PayID**. You can pay by direct deposit into the QCC bank account using the QCC PayID which is: ibmqccvic@gmail.com
    c. **Funds Transfer**. You can pay by direct deposit into the QCC bank account using the QCC BSB number and account number.
11. **Meetings**. Users can view information about QCC meetings, view/download meeting notices, view/download minutes of meetings, and view/download proxy forms.
12. **Photo Gallery**. Users can view photos taken at QCC events.
13. **Constitution**. Users can view/download the Constitution of the IBM QCC of Victoria.
14. **Committee**. Users can view the names and contact details of the members of the committee.
15. **Help Desk**. Users can submit Help Desk Tickets to report web site problems or submit requests for enhancements.
16. **Security**. All communication between the user and the web site is encrypted using SSL (Secure Sockets Layer).
17. **Privacy**. Data about QCC Members can only be accessed by authorised users. If you wish, you can choose to hide your user profile from other QCC Members.

4. Membership Data

4.1. Data Held in the Membership Register

The table below provides a list of the data items held in the QCC Membership Register.

Data Item	Meaning
Surname	The member's last name.
First Name	The member's first name.
Partner First Name	The first name of the member's partner (if one).
Partner Surname	The last name of the member's partner (if one).
Preferred Name for Correspondence	The member's preferred form of address for correspondence by post, e.g. Mr R. G. Jones.
Address Line 1	The first line of the member's postal address.
Address Line 2	The second line of the member's postal address (If any).
Suburb/Town/City	The suburb, town, or city part of the member's postal address.
State	The State part of the member's postal address.
Post Code	The Post Code part of the member's postal address.
Phone Number	The member's phone number (if one).
Email Address	The member's email address (if one).
QCC Induction Date	The member's date of induction into the QCC (if known).
Employment Status	The member's employment status (if known). Possible values are: Employed by IBM, Employed Elsewhere, Retired, Unemployed, Deceased.
Date Deceased	For a deceased member, this is the date the member died.
Special Notes	Notes about the member, e.g. Transferred from Sydney.
Comments about Membership Record	Comments about changes to the membership record, e.g. Left IBM. Does not have New Email Address.

4.2. User Profile Data Items on the Web Site

Membership data for all QCC members with email addresses has been imported into the web site so that members can maintain their own membership data.

The table below provides a list of the data items stored in the user's profile on the web site.

Data Item	Meaning
Username	The unique ID for the user on the web site. (The Username is fixed and cannot be changed.)
First Name	The member's first name.
Last Name	The member's last name.
Display Name	The name of the user as displayed on the web site. This is usually the member's first name and last name.
Email Address	The member's email address.
Biographical Info	Enables the member to enter a short Bio. This data item is not populated during the import of the membership records.
QCC Induction Date	The member's date of induction into the QCC. (if known) (The QCC Induction Date is fixed and can only be updated by an administrator. The user cannot update this data item.)
Partner First Name	The first name of the member's partner (if one).
Partner Surname	The last name of the member's partner (if one).
Preferred Name for Correspondence	The member's preferred form of address for correspondence by post, e.g. Mr R. G. Jones.
Address Line 1	The first line of the member's postal address.
Address Line 2	The second line of the member's postal address (If any).

Data Item	Meaning
Suburb/Town/City	The suburb, town, or city part of the member's postal address.
State	The State part of the member's postal address.
Post Code	The Post Code part of the member's postal address.
Phone Number	The member's phone number (if any).
Employment Status	The member's employment status (if known). Possible values are: Employed by IBM, Employed Elsewhere, Retired, Unemployed, Deceased.
Date Deceased	For a deceased member, this is the date the member died.
Special Notes	Notes about the member, e.g. Transferred from Sydney.
Comments about Membership Record	Comments about changes to the membership record, e.g. Left IBM. Does not have New Email Address.

4.3. Social Media Contacts

The user can add their social media contacts to their profile:
- Personal Web Site URL.
- Facebook URL.
- Twitter URL.
- Google+ URL.
- LinkedIn URL.
- YouTube URL.
- Instagram URL.

4.4. Updating Your User Profile

A QCC Member can update their own user profile or an administrator can do it for them.

The user can update any of the data items in their user profile except for:
- **Username**. The Username is fixed and cannot be changed.
- **QCC Induction Date**. The QCC Induction Date is fixed and can only be updated by an administrator. The user cannot update this data item.

5. Security and Privacy

1. All communication between the user and the web site is encrypted using SSL (Secure Sockets Layer).
2. Data about QCC Members can only be accessed by authorised users including administrators and QCC Members.
3. QCC Members can view and search the directory of QCC Members.
4. If a user wishes, they can choose to hide their user profile from other QCC Members.

6. User Identification

1. All registered web site users are identified by a **Username**.
2. The Username is usually the user's First Name followed by their Surname.
3. When you need to login to the web site as an authorised user, you can do so using your Username or Email Address and your web site Password.
4. Your initial Password is a system-generated password consisting of letters and numbers.
5. You will receive an email with your Username and initial Password when your web site account has been activated.

6. You can change your Password at any time.
7. If you've forgotten your Password you can reset it by simply submitting a Lost Password request. All you need to do is enter your Username or email address. A secure link will be sent to your email address so that you can enter your new password.
8. You can change your email address at any time.
9. Passwords are stored in a secure database as an encrypted string of characters. This means that an administrator can never find out someone's password.

7. Types of Web Site Users

7.1. Anonymous Users

These are members of the public who visit the QCC site.

They will be able to view Pages and Posts unless a particular Page or Post has been blocked so that it is only available to authorised users. They will not be able to post comments or add any other type of content to the site.

7.2. QCC Members

These are members of the QCC who have been registered as authorised users so that they can:
1. Maintain their own user profile including their email address, postal address, phone number, or employment status.
2. Receive automatic email notifications when new items are posted to the site.
3. Post comments about an item on the site.
4. Publish Blog Posts.
5. View the Directory of QCC Members.

7.3. Administrators

These are authorised users who need to be able to perform a range of web site administration tasks.

8. Navigation Menus

Two navigation menus have been created:
1. The Main Menu.
2. The User Menu.

The items that appear in each of these menus will depend on the User Group to which the user has been assigned. A particular menu item can be defined as being visible to everyone or to one or more User Groups.

8.1. Main Menu

This menu appears at the top of each Page.

For all users, the following menu items will appear:
- **Home**: This is the Home Page.
- **About Us**: Provides a link to the About Us page where you can find information about the QCC including the origins of the QCC, the purpose of the QCC, and the legal status of the QCC.
- **Members Area**: This is a single page where QCC Members can easily access common web site functions such as Password Reset, View Profile, Change Password, access the Help Desk, find out What's On, find information about past and future meetings, make a booking for the next QCC function, make a donation, contact a member of the committee, access the directory of QCC Members, submit a new Blog Post, update web site subscriptions, and unsubscribe from the site.
- **Newsletters**: Enables you to view/download the QCC newsletters.
- **Events**: Provides a list of any QCC events which have been scheduled.
- **Meetings**: Provides information about QCC meetings (Annual General Meetings or Special General Meetings) which are scheduled or have been held including the agenda for each meeting and the minutes of each meeting.
- **Bookings**: Enables you to submit a booking for the next QCC function.
- **Membership**: Enables you to pay your annual membership subscription.
- **Donations**: Enables you to make a donation to the QCC.
- **Survey**: Shows the results of past surveys and enables you to participate in current surveys (if any).
- **In Memoriam**: This is where we pay respect to deceased members of the QCC when informed of their passing.
- **Photo Gallery**: Displays photos taken at QCC functions.
- **Constitution**: Enables you to view/download the Constitution of the IBM QCC of Victoria.
- **Links**: Provides a set of links to other web sites.
- **Committee**: Provides contact information for members of the QCC committee.
- **FAQs**: Provides a set of Frequently Asked Questions (FAQs) about the QCC.
- **Contact Us**: Provides a Contact form so that users can easily send a message to the Administrators.

The following image shows the main menu for an Anonymous User.

QCC Members will see 2 additional menu items:
- **QCC Members**: Enables you to view and search the directory of QCC Members.
- **Submit a Post**: Enables you to submit a Blog Post.

The following image shows the main menu for a QCC Member.

8.2. User Menu

This menu appears in the right hand sidebar under the heading: Quick Links.

Its purpose is to provide links to useful user functions such as Login, Logout, Lost Password, Subscribe, Unsubscribe, Help Desk.

For a user who is not logged in, the following menu items will appear:
- **Login**: This shows the *Login* Page which enables a registered user to login with their Blog Username/Email Address and Password.
- **Lost/Forgotten Password**: This shows the *Lost/Forgotten Password* Page which enables a registered user to reset their password by entering their Username or Email Address.
- **Subscribe**: This shows the *Subscribe* page which enables a user to subscribe to one or more categories of Blog Posts.
- **Unsubscribe**: This shows the *Unsubscribe* page which enables a user to unsubscribe from all further Blog Posts.
- **Help Desk**: This enables the user to access the Help Desk system in order to check the status of support tickets or to raise a new support ticket.

The following image shows the Quick Links menu for an Anonymous User.
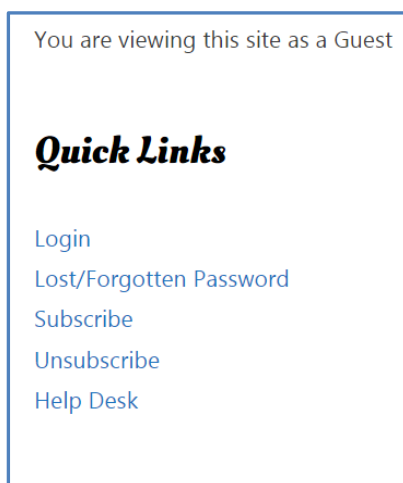
For a logged-in user, the following menu items will appear:
- **Change Password**: This shows the *Change Password* Page which enables a logged-in user to change their Password.
- **My Profile**: This shows the user's *Profile* Page which enables a logged-in user to change their First Name, Last Name, or Email Address.
- **Subscribe**: This shows the *Subscribe* page which enables a user to subscribe to one or more categories of Blog Posts.
- **Unsubscribe**: This shows the *Unsubscribe* page which enables a user to unsubscribe from all further Blog Posts.
- **Help Desk**: This enables the user to access the Help Desk system in order to check the status of support tickets or to raise a new support ticket.
- **Logout**: This enables the user to logout from the site.

The following image shows the Quick Links menu for a user who is logged in as a Registered User.
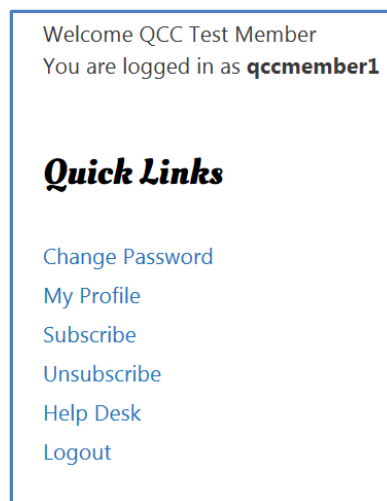
9. User Notifications

Registered users can choose to receive automatic email notifications when new items are posted to the Blog.

A Registered User can subscribe to one or more categories and can unsubscribe from all Posts.

A Registered User can change their subscriptions by selecting the **Subscribe** option in the user menu that appears in the right hand sidebar under the heading: *Quick Links*: This shows the *Subscribe* Page which enables the user to select the categories for which they would like to receive notification messages.

A Registered User can opt out of receiving notification messages by selecting the **Unsubscribe** option in the user menu that appears in the right hand sidebar under the heading: *Quick Links*: This shows the *Unsubscribe* Page which enables the user to stop receiving further notifications.

A Subscriber will remain as a Registered User even if they decide they no longer wish to receive any automatic notification messages.

When a new Blog Post is published, the users who have subscribed to the Post category will receive an email with details of the Post.

Part 2 – Procedures

10. Procedures Summary

Procedure	Reference
How to Access the Web Site	Section 11 on page 15.
How to Login to the Web Site	Section 12 on page 16.
How to Reset Your Password	Section 13 on page 17.
How to Change Your Password	Section 14 on page 18.
How to View Your Profile	Section 15 on page 19.
How to Edit Your Profile	Section 16 on page 20.
How to Change Your Privacy Settings	Section 17 on page 21.
How to Receive Notifications about New Posts	Section 18 on page 24.
How to Stop Receiving Notifications about New Posts	Section 19 on page 26.
How to Contact a Member of the Committee	Section 20 on page 28.
How to View the Directory of QCC Members	Section 21 on page 29.
How to Submit a Blog Post	Section 22 on page 30.

11. How to Access the Web Site

1. The web site address is: https://ibmqccvic.org/
2. You can view most of the information on the web site without the need to login using your web site username and password.
3. You only need to login using your web site username and password in order to access any services where authorisation is needed. These include:
   - Posting a comment about a web site item.
   - Viewing your membership profile
   - Updating your membership profile.
   - Viewing the directory of QCC Members.
   - Submitting a new Blog Post.
4. There is no need to login to the web site with your web site username and password to submit a membership renewal.
5. There is no need to login to the web site with your web site username and password to make a booking.
6. There is no need to login to the web site with your web site username and password to make a donation.
7. When you do need to login to the web site, you can do so here: https://ibmqccvic.org/login/
   - Please note that you don't need to remember your username – you can login by entering your email address and your password.
8. If you've lost your web site password, you can reset your password by simply entering your email address here: Reset Password
9. You can reset your password at any time by simply entering your email address here: Reset Password
10. If you have any difficulties resetting your password, please ask for help by sending us an email: webmaster@ibmqccvic.org

12. How to Login to the Web Site

Aim

To login to the web site as an authorised user.

When This Procedure is Needed

When you need to access web site facilities that are available to members only.

Points to Remember

You don't need to remember your Username. You can login using your Email Address instead.

Prerequisites

Your web site username (or your email address) and your web site password.
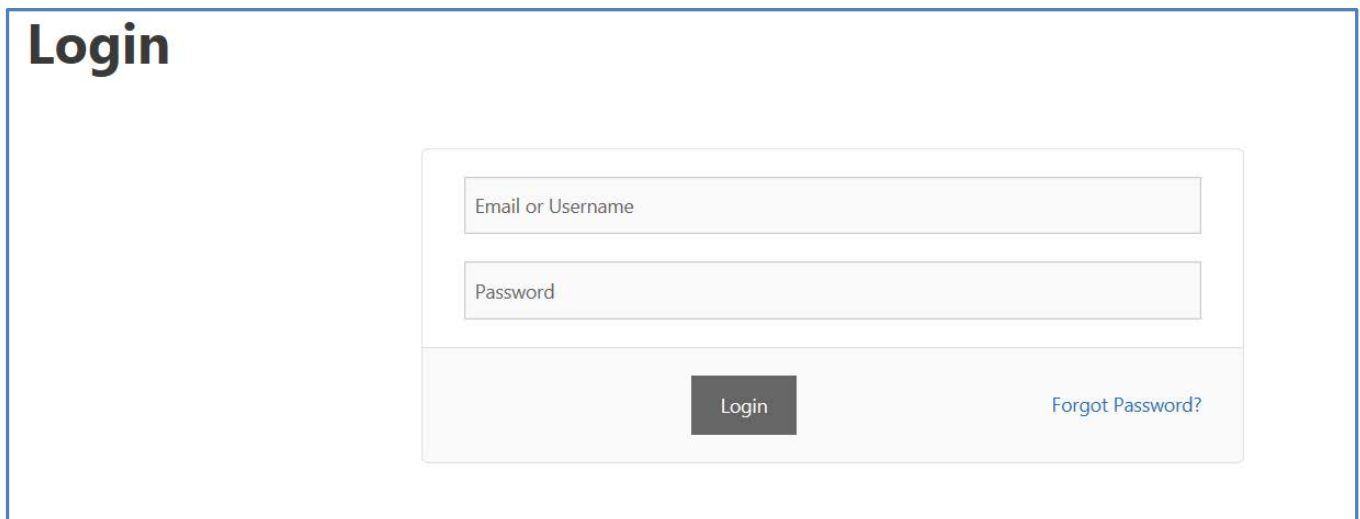
Procedure Summary

Access the Login Page and enter your Email Address or Username and your Password.

Procedure Steps

1. Access the *Login* Page by selecting the **Login** item in the Quick Links menu on the right hand side of the page or by using this link: https://ibmqccvic.org/login/
2. Enter your Email Address or Username in the *Email or Username* field.
3. Enter your Password in the *Password* field.
4. Press the **Login** button.

The figure below shows the Login Page:

13. How to Reset Your Password

Aim
To reset your web site password.

When This Procedure is Needed
When you've forgotten your web site password.

Points to Remember
You don't need to remember your Username. You can reset your password using your Email Address instead.

Prerequisites
Your web site username or your email address.
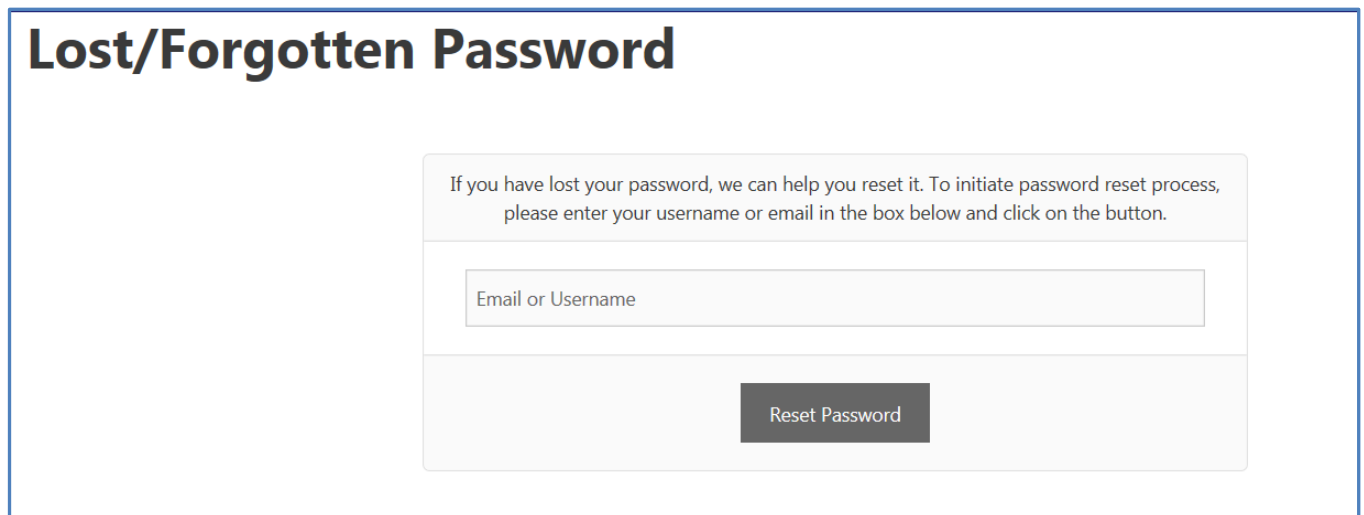
Procedure Summary
Access the Lost/Forgotten Password Page and enter your Email Address or Username.

Procedure Steps
1. Access the *Lost/Forgotten Password* Page by selecting the **Lost/Forgotten** item in the Quick Links menu on the right hand side of the page or by using this link: https://ibmqccvic.org/pm_forgot_password/
2. Enter your Email Address or Username in the *Email or Username* field.
3. Press the **Reset Password** button.
4. You will then receive an email with a secure link that will enable you to enter your new password.

The figure below shows the Lost/Forgotten Password Page:

14. How to Change Your Password

Aim

To change your web site password.

When This Procedure is Needed

When you need to change your web site password after you have logged in as an authorised user.

Points to Remember

If you cannot login as an authorised user, you will need to **Reset** your password. Please refer to the procedure How to Reset Your Password on page.

Prerequisites

You need to be logged in as an authorised user in order to change your password.
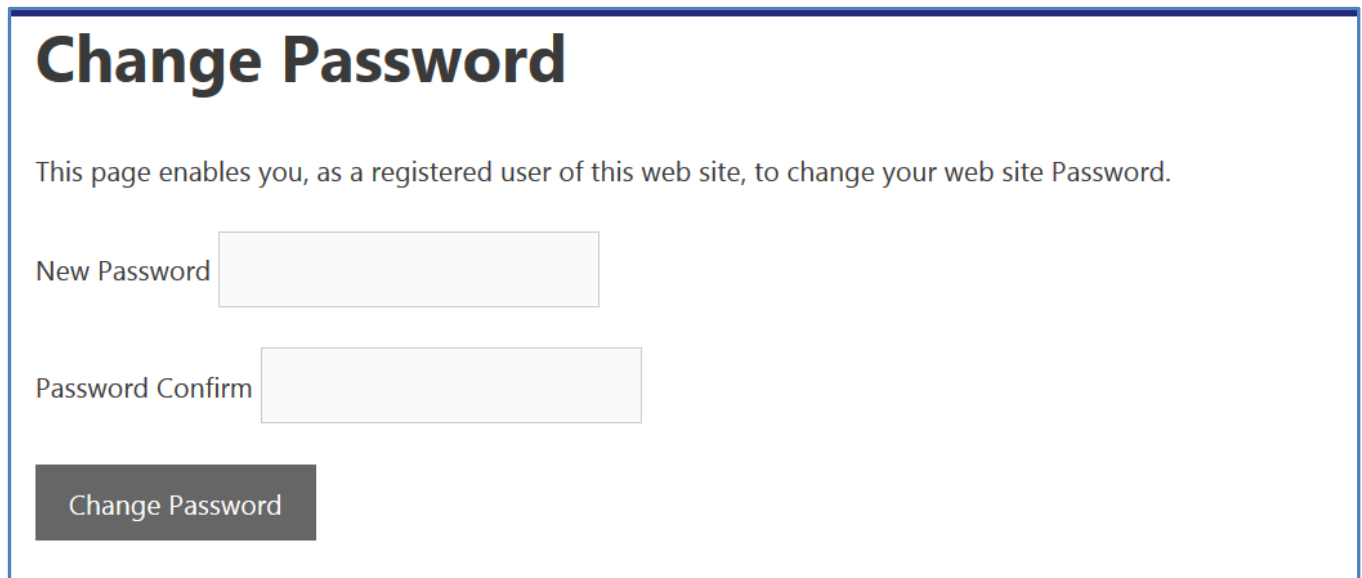
Procedure Summary

Access the Change Password Page and enter your new web site password.

Procedure Steps

1. Access the *Change Password* Page by selecting the **Change Password** item in the Quick Links menu on the right hand side of the page or by using this link: https://ibmqccvic.org/change_password/
2. Enter your new password in the *New Password* field and the *Password Confirm* field.
3. Press the **Change Password** button.

The figure below shows the Change Password Page:

15. How to View Your Profile

Aim

To view your user profile.

When This Procedure is Needed

When you need to check your user profile.

Points to Remember

You need to be logged in as an authorised user to view your profile.

Prerequisites

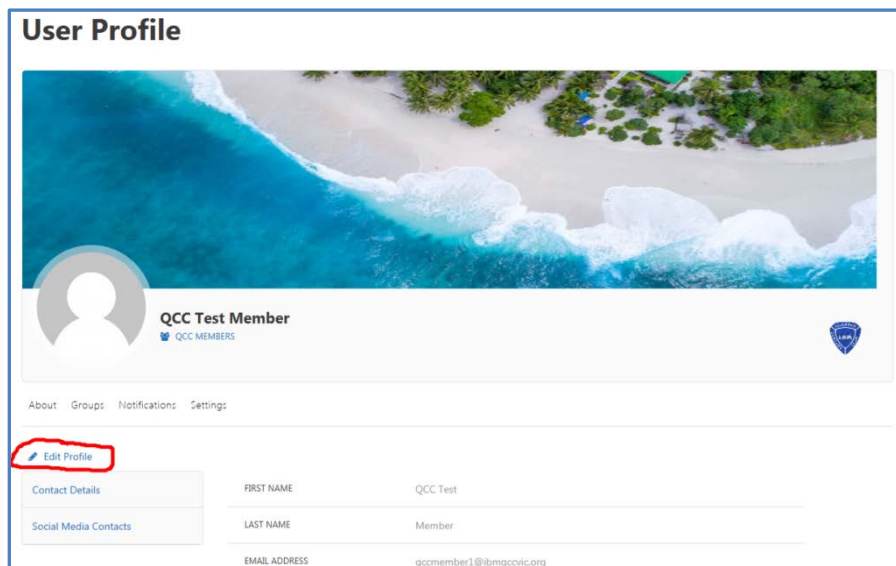You need to be logged in as an authorised user to view your profile.
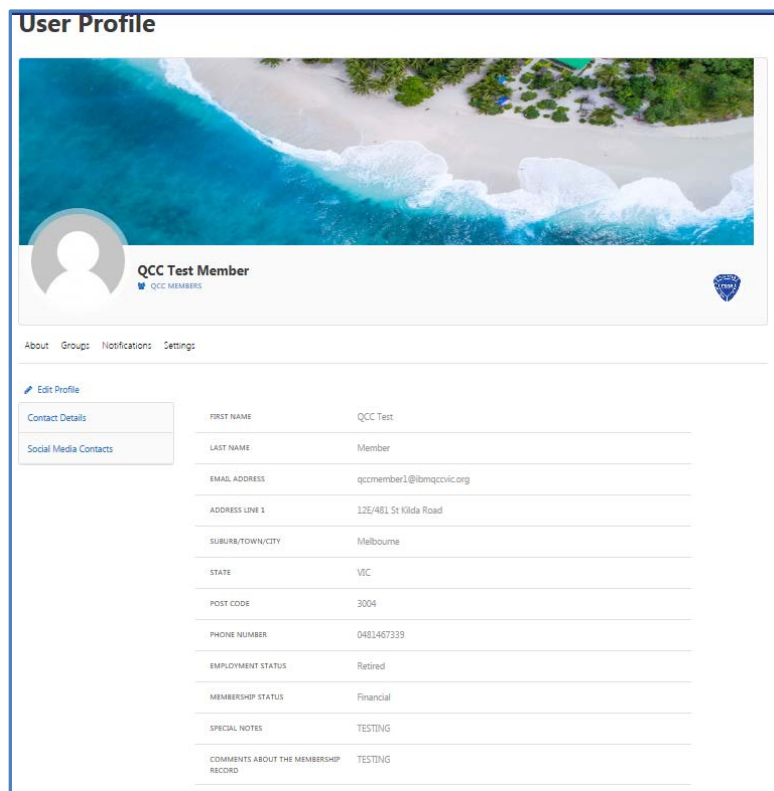
Procedure Summary

Login to the web site as an authorised user and access the User Profile Page.

Procedure Steps

1. Login to the web site as an authorised user.
2. Access the *User Profile* Page by selecting the **My Profile** item in the Quick Links menu on the right hand side of the page or by using this link: https://ibmqccvic.org/pm_profile/

The figure below shows the User Profile Page:

16. How to Edit Your Profile

Aim
To update your user profile, e.g. to change your contact details or your employment status.

When This Procedure is Needed
When you need to make a change to your user profile, e.g. your contact details or your employment status.

Points to Remember
You need to be logged in as an authorised user to update your profile.

Prerequisites
You need to be logged in as an authorised user to update your profile.

Procedure Summary
Login to the web site as an authorised user, view your user profile and select the Edit Profile option.

Procedure Steps
1. Login to the web site as an authorised user.
2. Access the *User Profile* Page by selecting the **My Profile** item in the Quick Links menu on the right hand side of the page or by using this link: https://ibmqccvic.org/pm_profile/
3. Select the *Edit Profile* option.
4. Enter your changes.
5. Press the **Save** button.

The figure below shows where to find the *Edit Profile* option:

17. How to Change Your Privacy Settings

Aim

To change your privacy settings in order to control who can view your profile.

When This Procedure is Needed

A member's profile is normally available for viewing by other members who have logged in to the web site as authorised users.

You may wish to make your user profile private, or if you had previously made it private, you may wish to make it available for viewing by other members.

Points to Remember

You need to be logged in as an authorised user to change your privacy settings.

Prerequisites

You need to be logged in as an authorised user to change your privacy settings.

Procedure Summary

Login to the web site as an authorised user, view your user profile, select the Settings option and then the Privacy option.

Procedure Steps

1. Login to the web site as an authorised user.
2. Access the *User Profile* Page by selecting the **My Profile** item in the Quick Links menu on the right hand side of the page or by using this link: https://ibmqccvic.org/pm_profile/
3. Select the *Settings* option.
4. Select the *Privacy* option.
5. Change your privacy settings as required.
6. Press the **Submit** button.

The figure below shows where to find the *Settings* option:
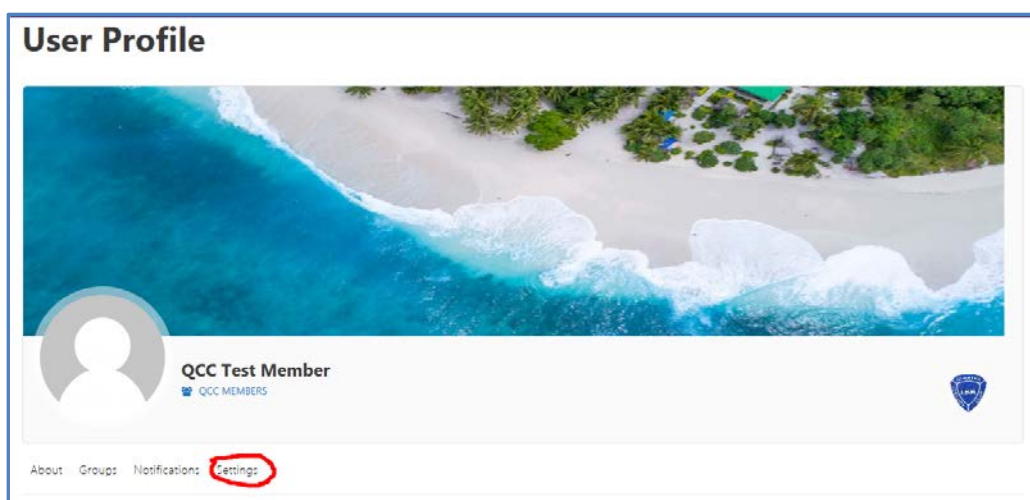
The system will then display the Settings page:

You can now select the *Privacy* option:

The system will then display your current Privacy settings:

If you wish to hide your profile, you should select the *Yes* option and then press the **Submit** button:

18. How to Receive Notifications about New Posts

Aim

To subscribe to one or more Blog categories so that you can receive automatic email notifications when a new Blog Post is published in one of those categories.

When This Procedure is Needed

When you wish to receive a notification by email when a new Blog Post is published.

Points to Remember

1. You do not have to login as an authorised user to change your subscription.
2. If you do login as an authorised user, the Subscribe form will be prepopulated with your First Name, Last Name, and Email Address.
3. You can subscribe using different email addresses but you will receive email notifications to each of them.
4. You can choose the categories of information of interest to you.
5. You can change your subscription preferences at any time.
6. You can unsubscribe at any time.
7. If you are already a registered web site user, your existing user account will be updated with your subscription preferences.
8. If you are not yet a registered web site user, a new user account will be created for you with your subscription preferences but a web site password will not be sent to you.
9. You do not need a web site password to subscribe or unsubscribe.

Prerequisites

Your email address.

Procedure Summary

Access the Subscribe Page, enter your Name and Email Address and select the Categories of interest.

Procedure Steps

1. Access the *Subscribe* Page by selecting the **Subscribe** item in the Quick Links menu on the right hand side of the page or by using this link: https://ibmqccvic.org/subscribe/
2. Enter your First Name.
3. Enter your Last Name.
4. Enter your Email Address.
5. If you wish to subscribe to all categories, select the *Select All* option. Otherwise, select the particular Category or Categories of interest.
6. Press the **Submit** button.

The figure below shows the Subscribe form:

After you submit the form, the following message will be displayed:

You will then receive a confirmation email similar to this:

19. How to Stop Receiving Notifications about New Posts

Aim

To cancel your subscriptions so that you no longer receive automatic email notifications when a new Blog Post is published.

When This Procedure is Needed

When you no longer wish to receive notifications by email when new Blog Posts are published.

Points to Remember

1. You do not have to login as an authorised user to cancel your subscriptions.
2. If you do login as an authorised user, the Unsubscribe form will be prepopulated with your Email Address.
3. Subscribers receive automatic email notifications when a new item is published on the web site.
4. Once you unsubscribe, you will no longer receive automatic email notifications when a new item is published on the web site.
5. Your user account will not be deleted, i.e. your email address will still be registered on the web site.
6. You will still be able to login as a registered web site user with your web site username/email address and password, e.g. you may wish to submit comments about something you have read on the web site
7. You do not need a web site password to subscribe or unsubscribe.
8. You can subscribe again at any time.
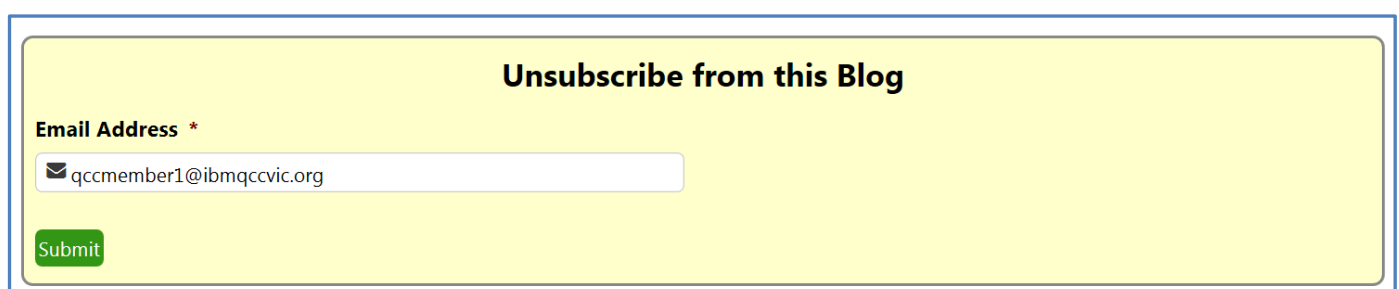
Prerequisites

Your email address.

Procedure Summary

Access the Unsubscribe Page and enter your Email Address.

Procedure Steps

1. Access the *Unsubscribe* Page by selecting the **Unsubscribe** item in the Quick Links menu on the right hand side of the page or by using this link:
    https://ibmqccvic.org/unsubscribe/
2. Enter your Email Address.
3. Press the **Submit** button.

The figure below shows the Unsubscribe form:

After you submit the form, the following message will be displayed:

Unsubscribe Confirmation

You have successfully unsubscribed from further notifications from this site.

If you did not ask for your email address to be unsubscribed, please contact the Blog Administrators: Contact Us

You will then receive a confirmation email similar to this:

The email address qccmember1@ibmqccvic.org has successfully unsubscribed from further Blog notifications.

Regards,
The IBM Quarter Century Club of Victoria Inc.
(Registration Number: A0103661O)
Web Site: http://ibmqccvic.org/
Facebook: https://www.facebook.com/ibmqccvic

20. How to Contact a Member of the Committee

Aim
To contact a member of the QCC Committee.

When This Procedure is Needed
When you need to contact a member of the QCC Committee.

Points to Remember
You do not have to login as an authorised user to view the profiles of the committee members and volunteers.

Prerequisites
None.

Procedure Summary
Access the Committee Members and Volunteers page and find the profile of the committee member or volunteer you wish to contact.

Procedure Steps
1. Access the *Committee Members and Volunteers* Page by selecting the **Committee** item in the Main Menu or by using this link: https://ibmqccvic.org/committee-members-and-volunteers/
2. View the profiles of the committee members and volunteers.
3. Click on the email address of the person you wish to contact.
4. Compose your email.
5. Send your email.

21. How to View the Directory of QCC Members

Aim

To view the directory of QCC Members.

When This Procedure is Needed

When you need to view the directory of QCC Members or search for a particular member.

Points to Remember

1. The directory of QCC Members contains the membership records for members with email addresses. If a member does not have an email address, they will not appear in this directory.
2. If a member has chosen to mark their user profile as private, you will not be able to view their entry in this directory.
3. You need to be logged in as an authorised user to view the directory of QCC Members.

Prerequisites

You need to be logged in as an authorised user to view the directory of QCC Members.

Procedure Summary

Login to the web site as an authorised user and access the QCC Members page.

Procedure Steps

1. Login to the web site as an authorised user.
2. Access the *QCC Members* Page by selecting the **QCC Members** item in the Main Menu or by using this link: https://ibmqccvic.org/qcc-members/
3. You can then browse the directory or search for a particular member.

22. How to Submit a Blog Post

Aim
To publish a new Blog Post.

When This Procedure is Needed
When you need to publish one of these types of Posts:
1. An **In Memoriam** item which will be displayed on the *In Memoriam* page.
2. A **Special News** item which will be displayed in the first part of the *Home* page.
3. A **General News** item which will be displayed in the second part of the *Home* page.
4. A **Newsletter** item which will be displayed in the *Newsletters* page.

Points to Remember
1. You need to be logged in as an authorised user to submit a Blog Post.
2. The following data items are mandatory:
   a. **Post Title**. This is the title for the Post.
   b. **Post Categories**. You need to select at least one category. You may select more than one if you wish.
   c. **Post Body**. This contains the content of the Post. It can include text and images.
   d. **Expiration Date**. Once the expiration date has been reached, the Post will no longer be displayed. For an In Memoriam Post you may wish to have a long expiration period.
   e. **Author's Email Address**. This field will be pre-populated with the email address of the logged in user but you can enter another email address if you wish. A confirmation email will be sent to this address when the Post is published.
3. The following data item is optional:
   Post Image. Although the Post Image is optional, it's highly recommended that you have one because the system will normally display a thumbnail image of the Post Image if one is available.
4. You can use the **Testing** category to submit a test Post so that you can become familiar with the process of submitting Posts. These will be displayed on the *Test Page* only.
5. If you choose an **In Memoriam** category, your Post will be displayed on the *In Memoriam* page.
6. If you choose the **Special News** category, your Post will be displayed in the first part of the *Home* page.
7. If you choose the **General News** category, your Post will be displayed in the second part of the *Home* page.
8. If you choose the **Newsletter** category, your Post will be displayed on the *Newsletters* page.
9. If you choose more than one category, your Post will be displayed in multiple places. For example, if you choose an **In Memoriam** category and the **General News** category, you Post will be displayed on the *In Memoriam* page and in the second part of the *Home* page.
10. The Post will be published as soon as you press the *Submit* button. However, each Post will be reviewed by the administrators and it may be modified, it may be removed, or it may be moved to a different category.
11. As soon as a Post has been published a notification email will be automatically sent to all users who have subscribed to the nominated category or categories.

Prerequisites
You need to be logged in as an authorised user to submit a Blog Post.

Procedure Summary

Login to the web site as an authorised user and access the Submit a Post page.

Procedure Steps

1. Login to the web site as an authorised user.
2. Access the *Submit a Post* Page by selecting the **Submit a Post** item in the Main Menu or by using this link: https://ibmqccvic.org/submit-a-post/
3. Complete the online form.
4. Press the *Submit* button to submit the form.

The figure below shows the Submit a New Post form:

A notification email similar to the one shown below will be sent to all subscribers to the nominated category or categories:

IBM QCC of Victoria

Vale – Gerard Holouigue

Judy Horman (Secretary) has posted a new web site item at 13:58 on 30 October 2018.

IBM QCC Victoria is saddened to hear of the passing of Gerard Holuigue on Wednesday 24th October 2018. Many will have fond memories of Gerard's years as a Systems Engineer in Melbourne.

A service to celebrate his life will be held on Thursday 1st November 2018 at 2.00pm in Gardens House, Botanical Gardens, South Yarra.

The following Obituary notice appeared in The Age newspaper:

HOLUIGUE, Gerard

Formerly of Le Touquet – Paris – Plage France died p e a c e f u l l y last Wednesday in his favourite chair, in his favourite room with his favourite dog by his side.

A selfless and devoted family man who was loved by Di, Marni, Nick, Fi and Stu and his five grandchildren Noah, Alfie, Louis, Billy and Charlie.

Il va nous manquer beaucoup.

93 total views, 5 views today

You've received this email because you asked to be notified when new items are published on the web site.

If you no longer wish to receive these messages, you can unsubscribe from this web site here: https://ibmqccvic.org/unsubscribe

Regards,
The IBM Quarter Century Club of Victoria Inc.
(Registration Number: A0103661O)
Web Site: http://ibmqccvic.org/
Facebook: https://www.facebook.com/ibmqccvic