

## How to Use the New ALHFAM Website & Membership Management System: A Guide For Members

The new ALHFAM website and its integrated membership management system is going to make your membership much more useful, educational, easy and fun! It will help you communicate and network with other members, trade ideas, and research many topics and skills in our ALHFAM Skills & Knowledge Base (A.S.K.).

Here is an easy How-To Guide to get started!

- Arrive at our homepage: [www.alhfam.org](http://www.alhfam.org) (after December 1, 2015)
- Click on “Log In” in top right corner





- You will land on the Log In page:

Home > Login

## PLEASE LOGIN TO CONTINUE

Please login to continue to the page you have requested.

 Log in with Facebook

 Log in with Google+

Email

Password

Remember me

**LOGIN** [Forgot password](#)

- Enter your email and password and click “Log In” (for your first **log-in** – see below).
- Your password from the old website will not be automatically passed on to the new website. But you may use that password when you create a new password, if it meets the criteria of the new system (minimum of seven characters).

#### For Your FIRST Log On

*If you have never logged in before or changed your password, you will have the temporary password of alhfamtemp. Once you have logged in, you can click on the “Change Password” link next to your name in the top right corner and select a password of your choice.*

#### TROUBLESHOOTING

*Problem: I have logged in before to the new website but I don’t remember my password.*

*Solution: Click on “Forgot Password”. You will then be asked to enter your email address, and the system will email you a link to reset your password.*

*Problem: ALHFAM doesn’t have my email.*

*Solution: Email the webmaster – [blake@cherryvalley.com](mailto:blake@cherryvalley.com) - and explain your situation. He will enter your email in your account and respond back with further instructions.*

*Problem: I don’t know which email to use.*

*Solution: Email the webmaster – [blake@cherryvalley.com](mailto:blake@cherryvalley.com) - and he will verify which email is now associated with your account. Only **ONE** email can be associated with your account..*

*Problem: I’m not a member of ALHFAM.*

*Solution: You can become a member here: <https://alhfam.org/join-us>*

#### **OTHER WEBSITE FUNCTIONS**

After logging on, you will be returned to the homepage. Here is a Table of Contents of this guide with the various things you can do on the website as a member.

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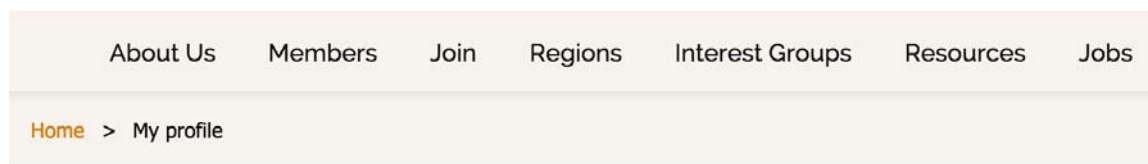
Explore the Rest of the Website: page 10

## UPDATING YOUR PROFILE

- Update your account: Click on your name in the upper right.



- You will be taken to your Profile.



## MY PROFILE



Profile [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

## Membership details

- As you scroll down the page, you can review the personal information ALHFAM has on record for you, including your membership level, your renewal date, your address, email, phone number and region.
- If you need to renew your membership, you click the black “Renew Until [date]” button (see page 4 for more information).
- If you need to make any edits to your profile, click the black “Edit Profile” button on the top left of the profile page. On this page you can add yourself to any PIGS you are interested in, upload a photo of yourself and update your contact information.
- When you are done making edits, click “SAVE”

Across the top, there are several other options. Most useful is “Invoices and Payments,” where you can see the payments you have made to ALHFAM.

## RENEW YOUR MEMBERSHIP

- You will see your membership level and renewal date when you are on your profile page (see page 3). Click on the black button to renew your membership.

## MY PROFILE

**EDIT PROFILE**

My directory profile

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

### Membership details

Membership level **(4) Supporting - \$50.00 (USD)**

Subscription period: 1 year

No recurring payments

**CHANGE MEMBERSHIP LEVEL**

Membership status **Active**

Member since 30 Apr 1980

Renewal due on 02 Jun 2016

**RENEW UNTIL 02 JUN 2017**

- You will be taken to the “Membership Renewal” page to update your membership profile and then be transferred to a PayPal page to enter your credit card information.
- The website is secure for this credit card transaction. It will not save your credit card information.

## ACCESS MEMBER DIRECTORY



- Click “Directory” under the “Members” tab
- You will see the member directory of all ALHFAM members. You can sort members by Individuals, Institutions, Businesses, or by Region.
- This is where the information you just viewed in the “Profile” section will appear. Only ALHFAM members can see this information for individual members. Some selected directory information will be visible to the public for Institutional and Business members. You can also edit your profile “privacy” to restrict selected information.

### Institutional Members Page:

Members by Country & Region	Contact	Membership
<b>Canada Agriculture &amp; Food Museum</b> CAN Central Canada	Desaulniers, Marie-Sophie 6139967822 mdesaulniers@technomuses.ca	(8) Institution - Large
<b>Upper Canada Village</b> CAN Central Canada	St. Lawrence Parks Commission 6135433704 bruce.henbest@parks.on.ca	(8) Institution - Large

## VISIT FORUMS

- When you move your mouse over the “Forums” tab under the “Members” tab, you will see the listing of Forums you can participate in. You can post a question or discussion items here and respond to other member posts.

The screenshot shows the ALHFAM website interface. At the top, there is a navigation bar with links for HOME, NEWS, and CONTACT US. Below this is a social media section with icons for Facebook, Twitter, and LinkedIn. The ALHFAM logo, featuring a silhouette of a horse, is prominently displayed with the tagline 'The Association for Living History, Farm and Agricultural M'. A main navigation menu includes 'About Us', 'Members', 'Join', 'Regions', 'Interest Groups', 'Resources', and 'Jobs'. The 'Members' menu is expanded, showing 'Directory' and 'Forums'. A blue arrow points from the text above to the 'Forums' link. Below the navigation, the 'ALHFAM FORUMS' section is visible, with sub-sections for 'All-Member' and 'PIG Forums'. A list of forums is shown, including 'All-Member Forum', 'Board Member Forum', 'CPR Forum', 'FARM Forum', 'FPIP Forum', 'Foodways Forum', 'HAT Forum', 'Machinery Forum', 'MMILL Forum', 'NERDS Forum', 'PIE Forum', 'Replica Resource Forum', and 'SAP Forum'. The 'All-Member Forum' and 'MMILL Forum' sections are highlighted with green bars. The 'All-Member Forum' section shows a post from Blake Hayes on 29 Oct 2015. The 'MMILL Forum' section shows a post from Kathryn Board on 20 Feb 2015. The 'PIG Forums' section shows posts from Blake Hayes on 16 Jan 2015 and 22 Jan 2015.

## REGISTER FOR CONFERENCES

- You will be able to register for Regional and Annual Conferences using the website.
- Click on either “Annual Conference” or “Regional Conferences” under the “Conferences/Workshops” tab to see these event listings and register (if registration for the conference is open).
- You can also see a complete calendar listing of all ALHFAM Conferences/Workshops by clicking on “Conferences/Workshops” tab itself.



## READ AND ORDER PUBLICATIONS & ACCESS OTHER ALHFAM PUBLICATIONS

- Click on “Publications” tab for the following:
- Read current and past issues of the *Bulletin* when you are logged into the website. You can also order copies of the *Bulletin* and the Annual Conference *Proceedings*.
- Read the current and past *eUpdate* newsletters.
- Use the links to read the ALHFAM Blog, information on the ALHFAM-L, and guidelines to assist you in preparing documents for submission to the *Bulletin* or *Proceedings*.
- For Regional Reps, PIG Chairs, or those who are hosting conferences, can access the ALHFAM Branding Guidelines using this tab.





## USE THE ALHFAM SKILLS AND KNOWLEDGE BASE(A.S.K.)

- Click on “ALHFAM Skill and Knowledge Base (A.S.K.) under “Resources”



- You'll land on the A.S.K. homepage. Click “Search A.S.K.”.

Home > Resources > ALHFAM Skill and Knowledge Base (A.S.K.)

## ALHFAM SKILL & KNOWLEDGE BASE (A.S.K.)

A keyword search of A.S.K. puts 25,000 documents and other ALHFAM resources at your fingertips.



A.S.K. is a digital information system that unifies and shares an extensive collection of reference works, training materials and other resources of the Association for Living History, Farm & Agricultural Museums.

The system currently contains all of the articles from the ALHFAM Proceedings (published versions of presentations from our Annual Conference), and all ALHFAM Bulletin articles from 2005 to present. It also includes the content of the ALHFAM website, the complete archive of the ALHFAM-L (our e-mail discussion list), and material provided by ALHFAM members such as Tiller's International and Howell Living History Farm. A.S.K. will soon contain regional conference presentations, Professional Interest Group materials, the ALHFAM Replica Resource List and video clips recorded during skill training programs and workshops.

Search A.S.K.

Tips for Searches

- You can then use a keyword search to find articles in our Knowledge Base from the *ALHFAM Bulletin* and the *Proceedings*. The A.S.K. database is only available for members.

## **EXPLORE THE REST OF THE WEBSITE**

- The new ALHFAM website includes much more information – feel free to explore!
- The sections of the website that are explained in this document require that you be logged in as an ALHFAM member to access them. Other sections can be accessed when you aren't logged in.

## **LEARN MORE ABOUT THE WEBSITE & MEMBERSHIP MANAGEMENT SYSTEM**

- Before December 1, 2015 – Go to [http://alhfam.org/index.php?cat\\_id=406&nav\\_tree=99,110,406](http://alhfam.org/index.php?cat_id=406&nav_tree=99,110,406)
- After December 1, 2015, go to the “Recent News” area on the Home Page and select “[Using The New Website & Membership Management System](#)”. There you will find additional resources that outline the features of the system and provide more information on specific topics.