

MN Walk to Emmaus User Guide for the IMS System

The database for MN Walk to Emmaus is now contained on the web in the Internet Membership System (IMS). The Board of MN Walk to Emmaus will use this database for distributing newsletters by email or by post. Now it will be easier for you to assure that your information (e.g., email address, address and phone) are accurate. This database also includes information about your volunteer interests and the history of your service on a MN Walk to Emmaus team. Board committees (for example, the Team Selection committee) will use this system to support team and volunteer assignments for Walks and other MN Walk to Emmaus activities.

This document contains instructions for accessing the IMS database and updating your address, phone, and email. You will also be able to check out your MN Team history and send notice if you find an omission or error. In time, this system will be updated to include ways for you to indicate how you would like to volunteer time to MN Walk to Emmaus.

Currently, Internet Explorer is the **only** supported browser for the IMS system. Other popular browsers cannot be used (for example, Mozilla **Firefox**®). Using an Internet Explorer browser, type http://mnwte.inetmember.com/default_MNWTE.aspx in the Address box. You will see a screen that includes a sign-in area as pictured in Figure 1. If you have already received a password, enter your email address and password. **Note: IMS is using the email address you last gave us. You may have changed your email address. If you aren't recognized, click on the Problems button and give us your new email.**

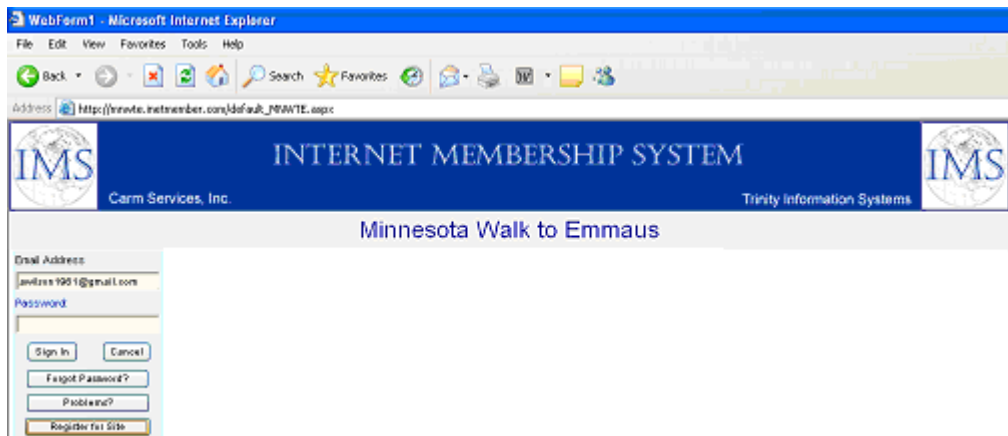


Figure 1

Registering for the Site

If you were a Pilgrim on any MN Walk to Emmaus, your first steps are identifying yourself to the system and requesting that a password be created for you.

NOTE: The IMS system only recognizes MN Walks. If you attended a 4th Day weekend other than MN Walk to Emmaus, you cannot register this way because the system will not recognize your weekend. Because of this, the Site Administrator has already registered you and created a password for you. You may sign in using your email address and the password *mnwtexx*, where “xx” stands for your first and last initial. For example, John Doe attended a Cedar Rapids Walk. He will sign in using the email registered with MN Walk to Emmaus, **john.doe@xxxxx.com** and

password **mnwtejd**. Immediately upon a successful sign in, use the Menu Item “You/Change Your Password” and change your password.

If it is your first time to enter and you attended a MN Walk to Emmaus, single click on the button “Register for this Site”, or tab to it and press Enter. When you first register for the site, you will see the Welcome to Site Registration screen similar to the screen in Figure 2.



Figure 2

If you were a Pilgrim on a MN Walk to Emmaus, the IMS system has your name and Walk number already. To get your password assigned, fill in your name, MN Walk number, and email address as shown in the example in Figure 2 and click the Register button. If the system recognizes you, it will create a random password for you and display a “Success” message on the screen. At this time, the password will be emailed to the address you indicated on this screen (Figure 3). The email will contain a randomly generated password that you can change at a later time. If the email does not arrive shortly, check your Spam box – it may be there. Also confirm that you can receive messages from IMS-Support@inetmember.com.

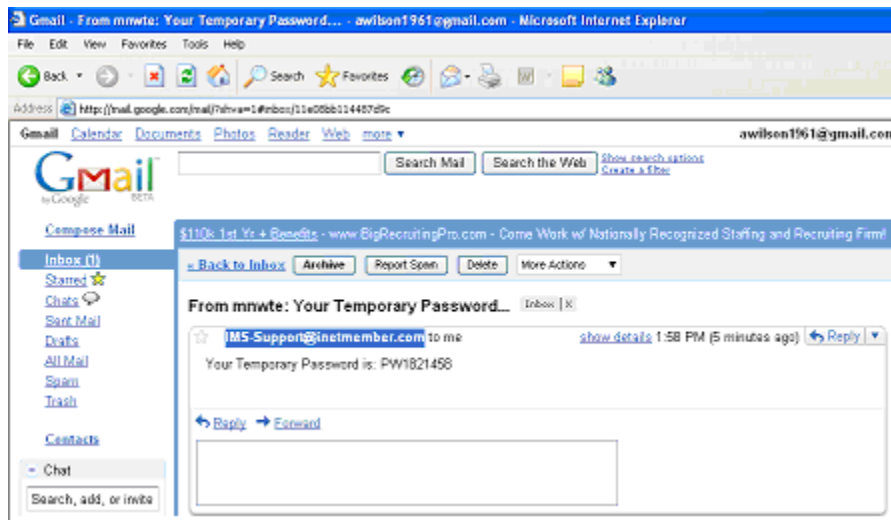
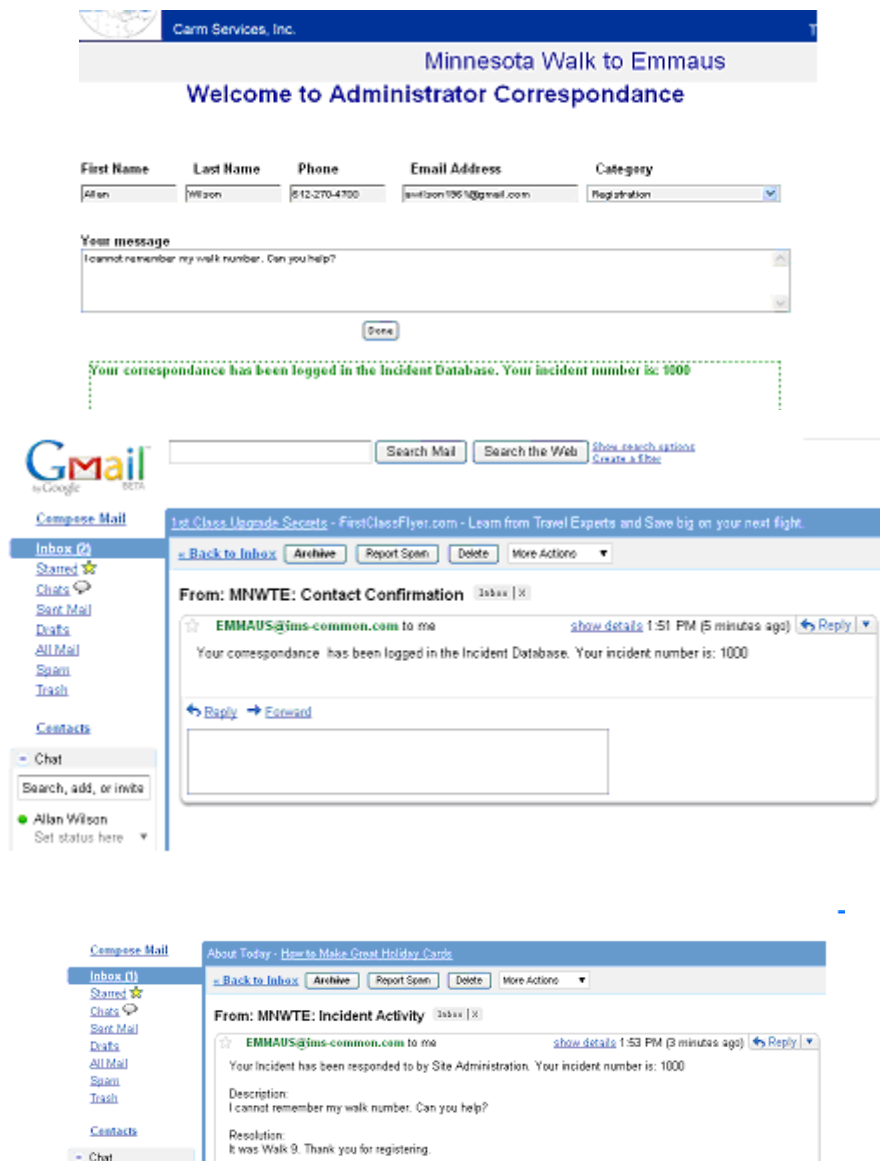


Figure 3

NOTE: The registration page validates you by checking your first name and last name against a list of Pilgrims who attended the MN Walk you specify on the site Registration page. If you attended a MN Walk and you are not recognized, it may be because your name has changed since your walk – and we don't know about it yet. Or, it may be because we know you by a different name, for example, Bob instead of Robert.

If the system is unable to identify you, click on the “I Need Assistance” button and describe the problem. Your comments will be sent to the Site Administrator who will take action to resolve the issue and email you instructions. Figures 4, 5, and 6 show the sequence when members request assistance because they cannot remember the number of the Walk they attended. These figures show the request, a subsequent email telling the requester that the request has been submitted, and finally, the response from the Site Administrator. (Make certain your spam filter is set to recognize email from IMS-Support@inetmember.com as valid.)



Figures 4, 5, and 6

Once you have obtained a password, you may sign onto the IMS system using your email address and password as shown in Figure 7.



Figure 7

Please note that in instances where two people (for example, husband and wife) use the same email address, there may be some confusion when using the “generic” password that has been assigned to you. IMS uses email address and password in combination to identify you. When the first one of you signs in, IMS will not know which person is signing on. So, the first email address/password it encounters is the information it will display. The solution to this is – immediately upon gaining access to IMS, the first user should change his or her password. If the wrong person has been selected change the password, sign off, and then sign on again using the “generic” password. If the right person has been selected the first time, then change the password and give the generic to the second user.

When you sign in, you will see the Main User Page, Figure 8. In the future, there will be additional items and links on this page. For now, it is where you can edit some of your personal information, describe whether you want it displayed to the community at large, and look up some community information.

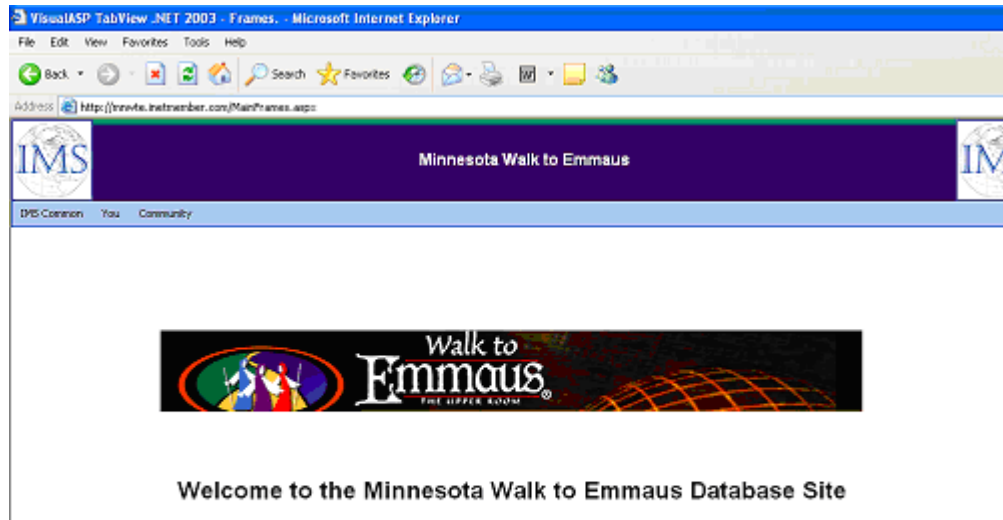


Figure 8

There are three Menu Options: IMS Common, You, and Community.

Later, you may want to explore options under IMS Common, where you will find links of interest to all Emmaus Communities. But first...

Change Your Password

The option to change your password is located under the menu item You/Change your password. See Figure 9. Your first step should be to take this action.

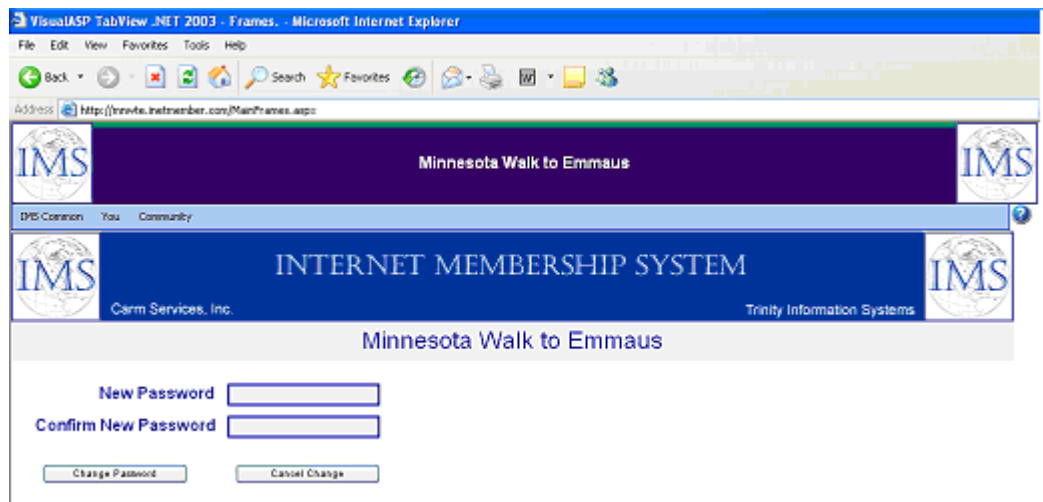


Figure 9

You/All About You

Once you have changed your password, please check out your personal information under the “You/All About You” menu option. This is where you will find all the significant information

specific to you. It has several pages that you can display by clicking on one of the following headings.

Your Information

The left-hand side of the “You/All About You/Your Information” menu item contains your address, email, and phones, birthdate, and occupation information. Here is where you can update your information to receive emails and mailings from the Board. The right hand side is information about you that you cannot update. You may use the “Communicate Problems With Status” button to request the Site Administrator to make corrections. If you make changes on this screen, be certain to click on the Update Your Information button. See Figure 9 for an example.

VisualASP TabView .NET 2003 - Frames. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://mnwte.inetmember.com/MainFrames.aspx

IMS Common You Community

Your Information Your Options Your Weekend Your Experience Your Volunteer Signups Your Reunion Group Your Church Community

Your Information

First Name Last Name

Gender M F Date of Birth

Address

Email

Home Phone Work Phone Cell Phone

Church

Occupation

Clergy

Worked as Spiritual Music Training

Music Training Date

Sponsor Training

Sponsor Training Date

Background Check

Background Check Date

Figure 9

After you have updated this display, browse the other menu items described below to control how/whether you receive information from the Board.

Your Options

Under the “Your Options” setting, you may choose to receive Hard Copy Mail only, Email Only, or both. For more information about how the setting affects you, point to the information button to the right of the option. We do not have a Chrysalis community in MN yet. By default, this is set to Yes. You can leave it alone if you wish – it won’t affect you.

If you make changes in this area, be certain to click on the Save Changes button.

Your Weekend

If you went on a MN Walk to Emmaus, this page will display the names of the members of team and Pilgrims on your Walk.

Your Experience

The Your Experience menu item contains the history of your experience on teams with the MN Walk to Emmaus. At this time, experience on teams outside this community is not included. Check out your team experience. There is a button to report problems if you see any.

Your Volunteer Status

Development of this menu item is in progress. Eventually, this is where you will volunteer for various functions to support a Walk or to support the Community in other ways. Check this area out periodically as the Board adds volunteer opportunities and descriptions in this area.

Your Reunion Group

This page will display the current members of the reunion group you are associated with. If you have not been associated with a group, you will see a button that allows you to create a group. Please **DO NOT** create a group with this button – we are trying to avoid duplicate entries. We are currently identifying and entering information about Reunion groups. If you should be listed in a reunion group but are not, report this by using the “Communicate Problems With Status” on the right side of the “Your information” screen. Please include some information about your group so that we can identify it, for example, the name, the time it meets, the location, and a main contact person. If you have other names of members, it would help if you would include them as well. This only needs to be done once by a reunion group – so – if you are the first one to notice the omission, then you may be able to provide us information to assure that others in your group will have been updated when they first sign in.

Once a Reunion Group has been created, any member CAN use the add member button on this screen to add additional members from the community.

Your Church Community

This page includes the names and information about all the people who were attending your church when they first attended a Walk. This information is quite likely to be out of date. If you notice out of date information on this display, please report this so that it can be corrected. You can send an email to mnemmas01@comcast.net if you notice outdated information in this area.

Thank you for using the IMS system and updating your personal information. Remember to update your information when you change your address, phone, or email.