

## Passwords

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All EMCC Hall Passwords are stored in the President's Google Drive.

## Web Accounts

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### GoDaddy

**Purpose:** Registration and hosting of the domain [www.edenmills.ca](http://www.edenmills.ca). Currently registered under Ruth Bowes' personal GoDaddy account and is valid until **2023-11-02**. It is also used to set up @edenmills.ca email addresses and to forward them to @gmail.com accounts. **Updates include:** As volunteer positions change emails need to be forwarded to different accounts if necessary.

### PayPal

**Purpose:** to provide easy way for users to make payments towards membership, rental deposits and fees, and to sell tickets to Hall events. The treasurer has access to download the funds into the EMCC bank account. The Web master coordinator also has access to create PayPal buttons, track membership payments & ticket sales. **Updates:** monthly downloads and reports by Treasurer, as needed updates to PayPal buttons for the web site.

### Facebook

**Purpose:** The Eden Mills Community Club Facebook page is used to promote events and maintain contact with both members & non-members. Newsletter Coordinator updates on a regular basis.

**Updates:**

- Posting events
- Confirming friend requests
- Updating event dates & times for on-going groups

### Canada Post Account For Mail Drop Notifications

- To determine number of copies to print first the editor logs onto the CPC web site and uses the Express centre tool to pay and print the way bills for CPC to deliver the newsletter to the NOB 1P0 mail drop

- Once the count is established and way bills printed the item for mail drop is loaded to Staples and printing is requested including folding.
- The coordinator picks up the print job the next day and delivers to the Rockwood CPC
- The web master is given a PDF reduced file and this is loaded to the website.

## Kijiji

**Purpose:** Used to advertise events when we want to reach a wider audience. Community Hall rental for weddings has an on-going advertisement. Other events to be advertised are the Christmas Bazaar and Book Sale.

## Twitter

**Purpose:** account is created but not used.

# Google Accounts

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## GMail Accounts

**Purpose:** Gmail accounts were set-up for board members and volunteers to allow the passing of these accounts and all associated emails to the next volunteer to take over the position. Previously personal email where used thus creating different repositories for important emails and documents.

All EMCC Google accounts have been set up with a recovery email associated with the account. These recovery methods should not be changed by the volunteer user of these accounts. They can change the password but must record the password somewhere in case it is forgotten. Gmail addresses that have been set up for the community club are as follows:

boardsecretary.emcc@gmail.com
marketing.emcc@gmail.com
marketing.emcc@gmail.co
EdenMillsConnects@gmail.com
president.emcc@gmail.com
treasurer.emcc@gmail.com
edenmillsconnects@gmail.com

## **EdenMillsConnects@gmail.com**

**Purpose:** used to communicate with club members

## **Hall Rental Gmail & Google Calendar**

The Hall Rental coordinator uses this email to communicate with private renters of the Hall and to login to the calendar.

## **Google Calendar**

**Purpose:** To have a shared calendar used to schedule EMCC events as well as private events. It is linked to the Gmail account [marketing.emcc@gmail.com](mailto:marketing.emcc@gmail.com) . Currently the rental coordinator and the newsletter coordinator are the only two volunteers that access and updated the calendar.

### **Updates:**

Rental Coordinator: responsible for private functions.

Newsletter Coordinator: responsible for community events.

EMCC events are posted only in the EMCC Calendar so everyone looking at the calendar can see details about programs and events being hosted by the club.

# Membership

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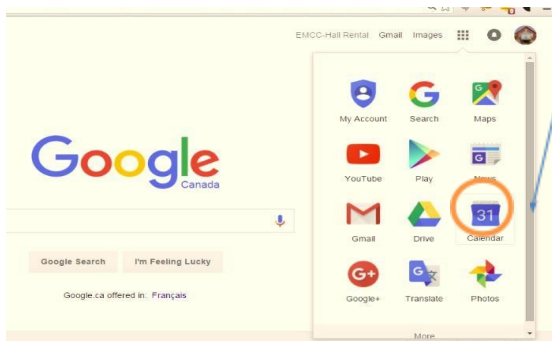
Membership is tracked via Wild Apricot system. Refer to their online help for directions.

## Using the Google Calendar

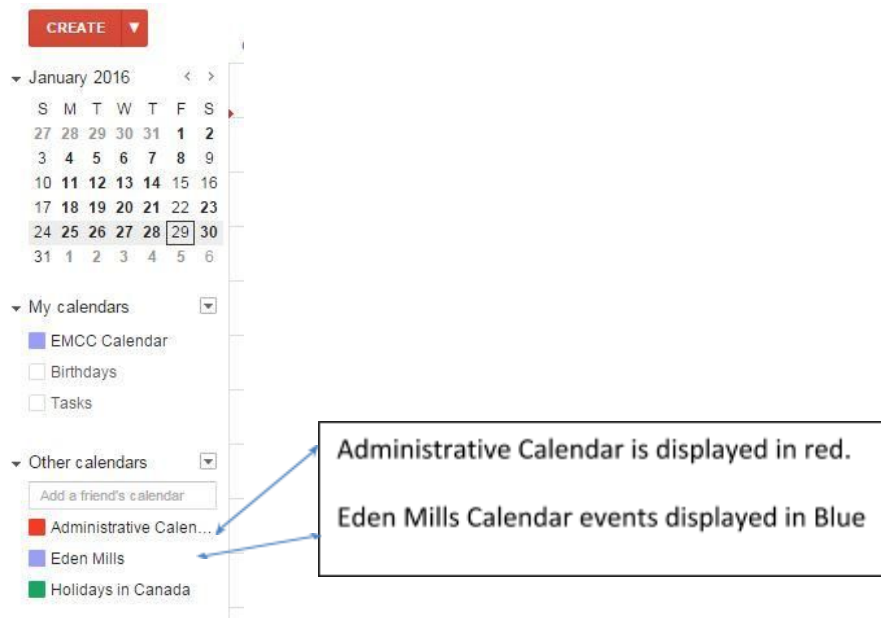
1. To access the calendar the user first log-ins to [marketing.emcc@gmail](mailto:marketing.emcc@gmail.com) Gmail account via Google



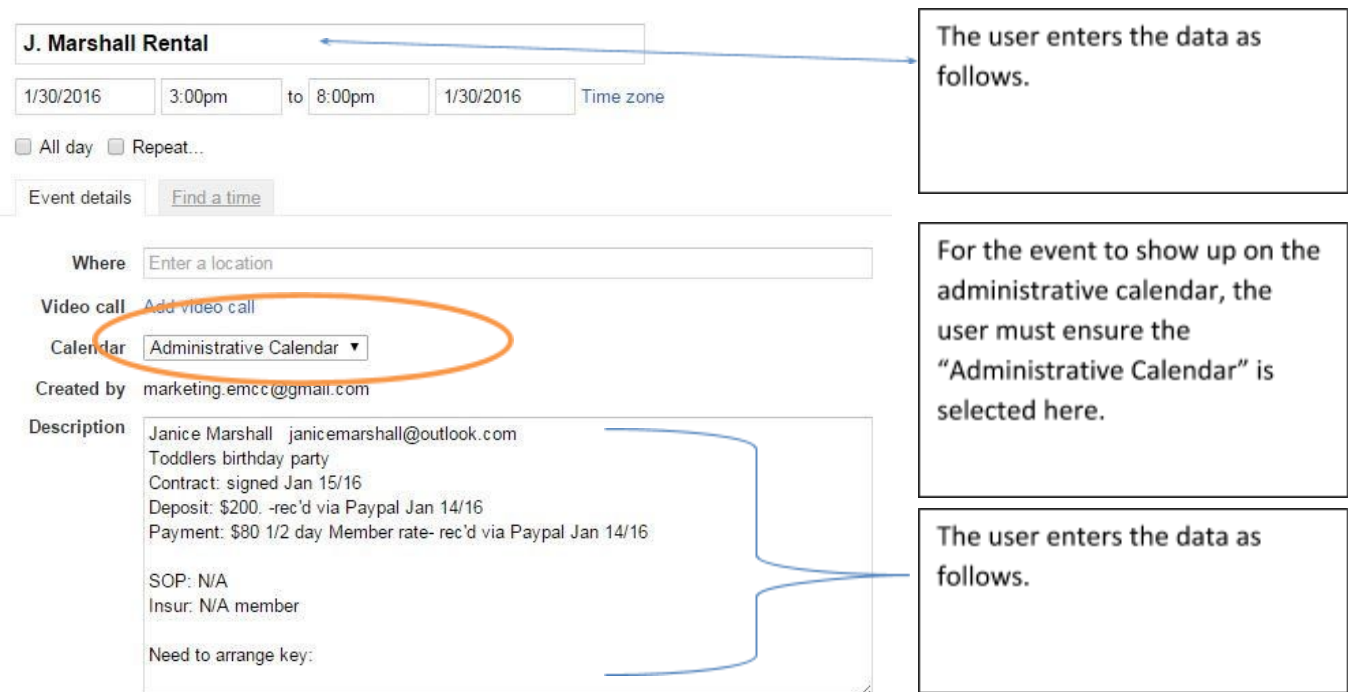
2. The user then clicks on the box of 9 small squares and the following image is displayed.
3. The user clicks on the Calendar icon.



4. The EMCC Calendar is displayed. The Hall calendar is made up of two streams; the Administrative Calendar and the EMCC Calendar. The Administrative Calendar defaults to a private setting so that only the administrators can see the details. The Eden Mills calendar defaults to public so it displays on the club calendar.



- When the Hall Coordinator takes a new private booking they create two events: one public, one private. To create the private calendar event the coordinator clicks on the calendar and creates an event; click edit event to open up the details as follows.



- To create the public calendar event the coordinator clicks on the calendar and creates an event; click edit event to open up the details as follows.

The screenshot shows an event creation form for "Private Rental". The form includes fields for dates (1/30/2016), times (3:00pm to 8:00pm), and a "Time zone" dropdown. There are checkboxes for "All day" and "Repeat...". Below these are buttons for "Event details" and "Find a time". The "Where" field contains the placeholder "Enter a location". There is a "Video call" section with a link "Add video call". The "Calendar" dropdown menu is highlighted with an orange oval and contains the text "Eden Mills". Below this is the "Created by" field with the email "marketing.emcc@gmail.com" and a "Description" field with the text "private rental".

The user enters the data as follows.

To ensure the event shows up on the public calendar the user must ensure the "Eden Mills Calendar" is selected here.

- Once these two events have been input they will display as follows on the calendar; red private; blue public.



8. Events that are sponsored by the EMCC are displayed as follows:

Mon 2/1	Tue 2/2	Wed 2/3	Thu 2/4
	Groundhog Day		
	8 - 9 Janus - Dance		
9 - 11 Ladies Fitness			9 - 11 Ladies Fitness
			10:30 - Eden M Mom's
			10:30 - Coffee & Conversation

9. To enter the EMCC event the user goes back to #6 and follows those directions however more details is required in the description field. As follows:

**Ladies Fitness**

2/4/2016 9:00am to 11:00am 2/4/2016 (GMT-05:00) Eastern Time Time zone

All day  Repeat: **Weekly on Monday, Thursday** [Edit](#)

Event details [Find a time](#)

Where  [map](#)

Video call [Add video call](#)

Calendar

Created by

Description Ladies Fitness - The Ladies Fitness Group continues to meet Monday and Thursdays at 9 a.m. for an hour of cardio, stretching, toning, weights, resistance bands and some Pilates. We welcome new members, no experience necessary just a desire to improve your fitness level. On Mondays we have a social time after class. We ask for a \$20 donation for the Winter session (January - May) as well as paid up membership in the Community Club. Leader - Sue Martyn, e-mail smartyn707@gmail.com or 519-265-3851.

The user enters the data as follows.

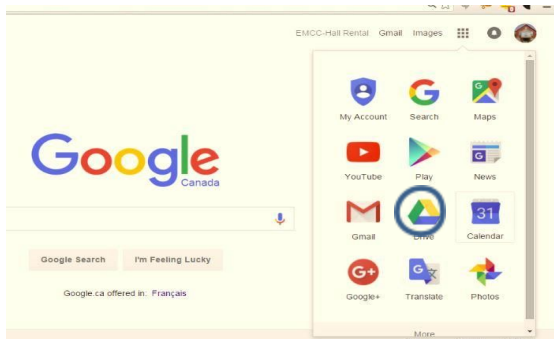
## Google Drive

**Purpose:** Sharing information and to ease transition for new Board members. Board members have been encouraged to use Google Drive for all EMCC written documents. This means there is a central location for all board correspondence, manuals, and minutes.

**Updates:** Board members can save documents to their Google Drive as well as share on an as needed basis. Updated as new documents or revisions are made.

**Accessing:** Follow directions 1-3 under Google Calendar but select the Google Drive icon instead of the calendar.





## Utility Accounts

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### Telephone

Hall phone is checked daily Monday through Friday for messages by the rental coordinator. Dial 519 856 4870 from an outside phone, when hall message starts press 9 and follow prompts, enter the pass-code.

### Internet

Internet is provided by MegaWire.

### Hydro