

## How to Use the GP-MI Website

This document is to help people understand the nuances of the GP-MI website. Anyone with questions that aren't answered here should [contact a Web Steward](#) for assistance.

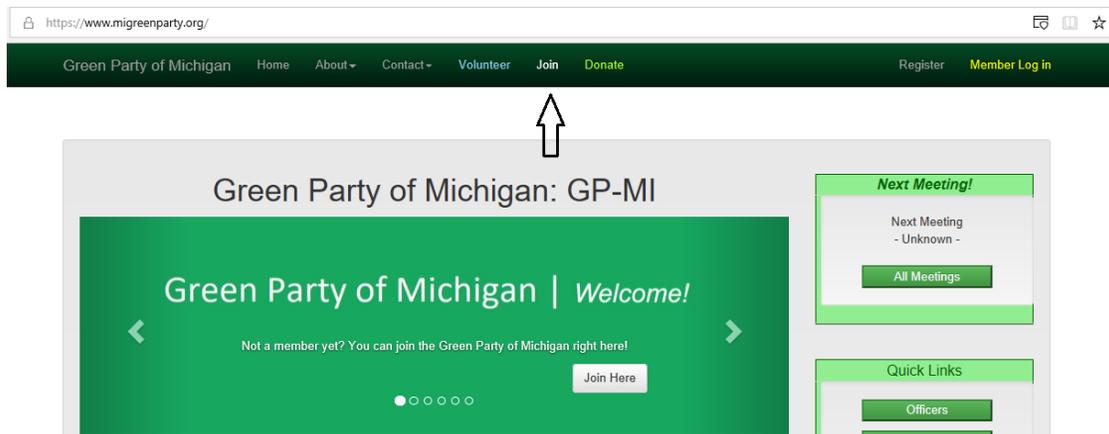
The GP-MI website is actually a web application. Users interact with it in ways that aren't possible with ordinary websites. You could do online banking or manage your work scheduling after logging into a web application for example. But ordinary websites just present informational content like text and images.

Individuals and small groups maintain websites as blogs or to present news about, say, their Thursday night card club. But a growing state-wide enterprise needs a web application to conduct its organizational business. No single person could adequately maintain data associated with our national and statewide committees, catalog and update all important documents and financial records, present news about caucuses or candidates, and track address information for fifteen hundred members. The GP-MI web application offers a growing set of data driven features that are based upon the user's assigned "roles". Like a symphony, we work together.

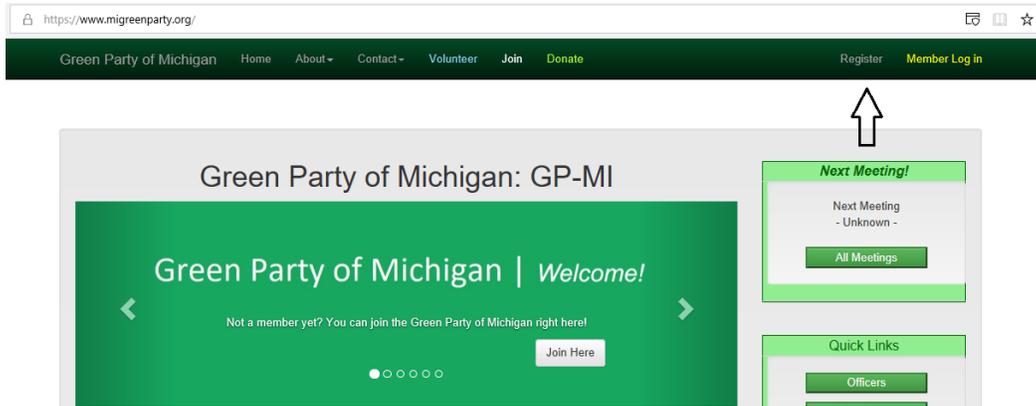
A visitor to this site who has not created an account or has not logged in has no recognized role. These users have the most limited access to the site. Users who are logged in and recognized as GP-MI members have permission to access videos and documents that are restricted to members only. These users can also submit agenda item requests, publish articles to the site, and engage in a growing list of other things.

### GP-MI Member *vs.* Website User

It is important to note the difference between being a **member** of the GP-MI and being an authorized website **user**. The GP-MI membership list has existed for many years. Most of the people on the list are not (yet) site users. Historically, people would join the GP-MI by submitting a written form. The member's information would subsequently be keyed into a spreadsheet. This process was prone to errors. Today people can join online by clicking the nav bar button on our site, as seen here:

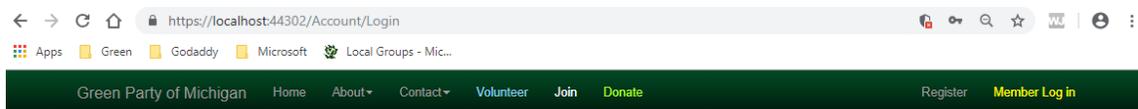


Whether the member has joined via paper or online form, GP-MI membership does not in itself bestow permission on the website. They cannot even login until they create a user account. In order to do that, they must click on a different nav bar button, as shown below:



The registration process is quite standard and includes a step to verify that the user's email address is unique and genuine. An email is automatically sent to the new user. That email has a link that that must be clicked within five minutes in order to confirm its accuracy and authenticity.

Please note that it generally takes a couple minutes for the email to arrive, and that it might land in a spam folder. If the email expires before it is clicked, the user will get the following screen after logging in:



The only way to overcome this problem is to [contact a Web Steward](#).

Creating a different account with the same email address will not be possible. Creating a different account with a different email address is problematic.

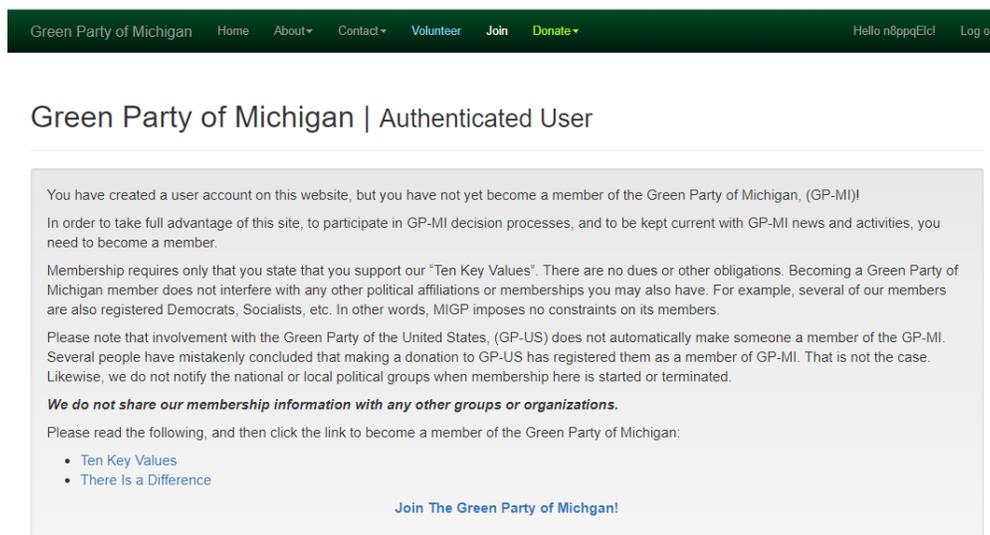
The Web Steward is able to verify and set the account property manually, allowing the user to login successfully.

## GP-MI Member **AND** Website User

As we noted, most GP-MI members are not (yet) authenticated website users. It is also possible for an authenticated site user to not (yet) be a GP-MI member. Another possibility is that the authenticated user is a legitimate GP-MI member, but that the web application doesn't recognize this fact.

The only way that the website can recognize its members is by comparing the authenticated user's email address with the email address we have for the GP-MI member. For this reason, it is important that ***the email address that is used for registering as a site user is the same email address as the one we have in the membership list.***

If multiple family members shared an email address when joining the GP-MI, problems may occur. Likewise, if no email or an invalid address was submitted to the membership manager, the authenticated user will not be recognized after logging in. In these cases, they will see a welcome screen like the following:



The screenshot shows a dark green navigation bar at the top with the following items: "Green Party of Michigan", "Home", "About", "Contact", "Volunteer", "Join", "Donate", "Hello n8ppqEic!", and "Log off". Below the navigation bar is a white header area with the text "Green Party of Michigan | Authenticated User". The main content area is a light gray box with the following text:

You have created a user account on this website, but you have not yet become a member of the Green Party of Michigan, (GP-MI)! In order to take full advantage of this site, to participate in GP-MI decision processes, and to be kept current with GP-MI news and activities, you need to become a member.

Membership requires only that you state that you support our "Ten Key Values". There are no dues or other obligations. Becoming a Green Party of Michigan member does not interfere with any other political affiliations or memberships you may also have. For example, several of our members are also registered Democrats, Socialists, etc. In other words, MIGP imposes no constraints on its members.

Please note that involvement with the Green Party of the United States, (GP-US) does not automatically make someone a member of the GP-MI. Several people have mistakenly concluded that making a donation to GP-US has registered them as a member of GP-MI. That is not the case. Likewise, we do not notify the national or local political groups when membership here is started or terminated.

***We do not share our membership information with any other groups or organizations.***

Please read the following, and then click the link to become a member of the Green Party of Michigan:

- [Ten Key Values](#)
- [There Is a Difference](#)

[Join The Green Party of Michigan!](#)

They are recognized only as a site user and not as a GP-MI member.

They are encouraged to join. However, if they are already a member, they should [contact a Web Steward](#) instead. Joining the GP-MI again with a matching email address may be possible, but that would orphan the old membership record and cause problems for automated processes such as with sending U.S. Mail. The Web Steward can manually alter the email data appropriately so that users are recognized as GP-MI members after logging in. When that occurs, they will see a welcoming screen like the one below:

## Green Party of Michigan | Authenticated GP-MI Member

As an authenticated GP-MI member, you can access several online resources.

For example, clicking the nav bar button for "SCC" will allow you to present, debate, and vote on issues that are related to the Green Party of Michigan, (GP-MI)

You may also access documents such as meeting minutes and committee reports.

Video links are also available from the nav bar.

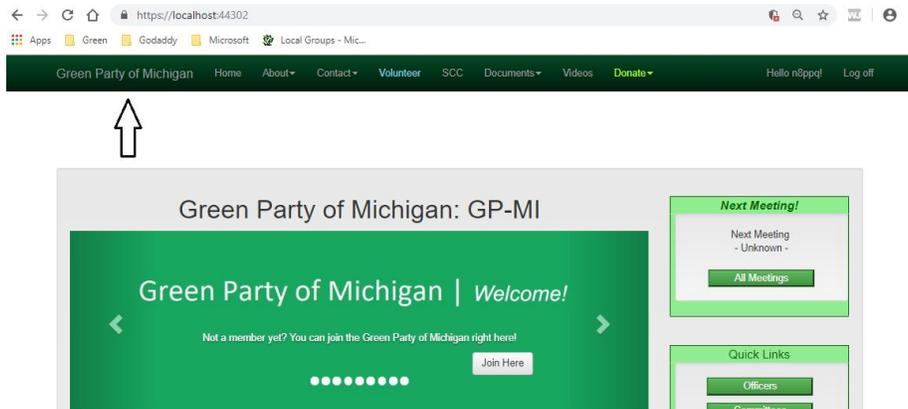
You are encouraged to update your profile data when necessary. You can do that from the nav bar by clicking the Hello button.

The link to change your password is also available after clicking that nav bar Hello button.

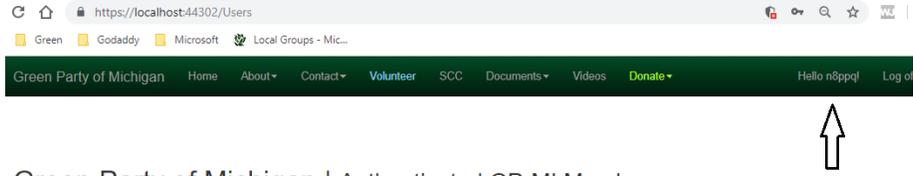
The welcome screen looks similar but the nav bar has buttons that it didn't have before. Other differences will be apparent as the member browses the site.

### Home Page vs. Splash Page

Another change may cause some confusion at first. Until the user logs in, the Home Page is the same as the Splash Page. Now, however, the Home Page is as shown above and can be accessed by clicking the Home button in the nav bar. The splash page can be reached by clicking the nav bar button that says, "Green Party of Michigan". The button and the splash page are shown below:



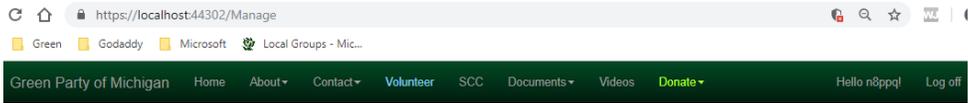
One of the most important things a member can do after logging in is to check and update their profile information. That is done after clicking the "Hello" nav bar button as shown below.



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This brings up a page that will allow password reset and profile information management:



## Green Party of Michigan | Manage Settings

Use these links to change your password or update your profile information.

[Change your password](#)

[Update Profile Information](#)

Clicking the Update Profile Information button presents the following page:

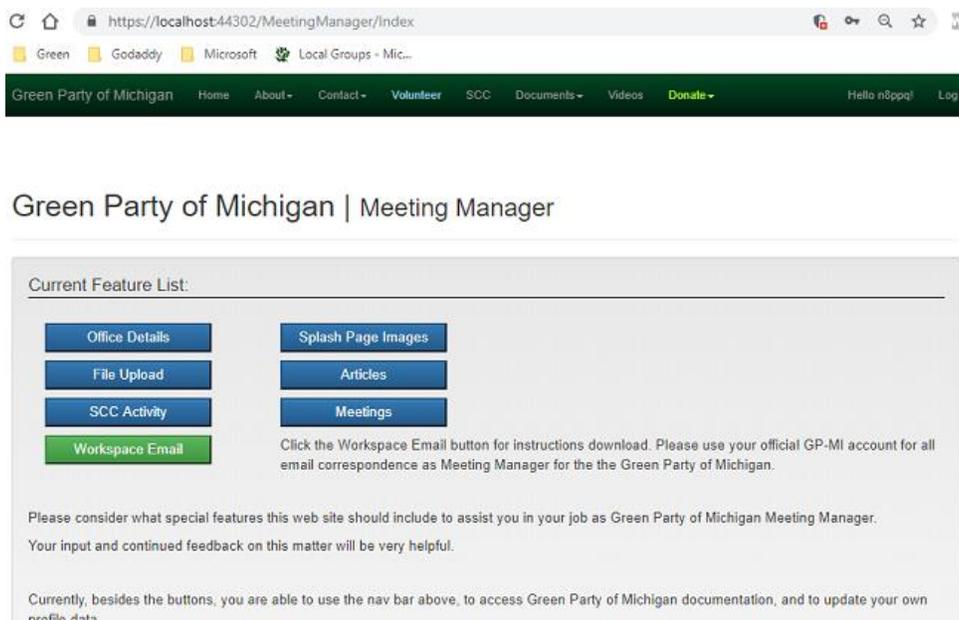
Green Party of Michigan Member: asdf test\_Dan County: Muskegon

Last Name*	asdf test_Dan	Student Alt		Image for asdf test_Dan  <a href="#">Image Upload</a>
First Name*	asdf	Employer		
MI		Employer Address		
Title		County District		
Email*	asdf@fpoa.net	State House District		
Phone*	4589874569	State Senate		
Address*	asdf	U.S. Congress	0	
City*	asdf	School District		
Zip Code*	49445	Member Since		
County	Muskegon	Comment		
Local				

[Cancel](#) [Save](#)

In this way, the member can change their information at any time. The update to the GP-MI Membership record is immediate. The Membership Manager can also make these updates on behalf of the GP-MI member, but members are encouraged to maintain their own data. This enhances efficiency and accuracy. It also relieves the member of reliance upon a central authority. This is a salient point when you consider that only members with a certain vintage can vote.

The Web Steward can assign to users any of a number of roles, depending on their status within the organization. As an example, you can see the current home page for a user that is recognized as the Meeting Manager, as well as being a particular Local Group's Contact Person. The number of buttons available to any role increases as we add software features. The "Local Group" nav bar button currently provides data management tools for the local group and the GP-MI membership data within the counties served by that local group.



Each of the eleven officers has a custom home page with data management features tailored to their needs. Each officer is also provided with documentation that explains how to use the features. Officers are able and encouraged to update that documentation in order to make it more useful to the next person to fill their role.

This document will not describe the special features available to users with roles beyond that of general membership. This article is intended to describe the GP-MI website as experienced by an authenticated GP-MI member. Anyone with questions that aren't answered here should [contact a Web Steward](#) for assistance. We'll be glad to hear from you!

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Click here to [download this article](#).