Clermont County Farm Bureau Website User Guide

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1   Introduction

ClermontCountyFarmBureau.org is a website that gives users a convenient way to browse Clermont County Farm Bureau information. It has the following features:

- Log into, or request a Business Member account
- Create, Modify, and view events
- View Member benefits
- View faculty information

This Guide will explain the processes of requesting a Business Member account; Logging into a member account; Creating, modifying, and viewing Scheduled Events; Viewing Member Benefits; Viewing faculty information. This guide assumes the user has a basic knowledge of computers, and navigating web pages on the internet. Each process assumes that the user is at ClermontCountyFarmBureau.org with a working internet connection on a Personal Computer.

2   Accessing your Business Member account

In order to request events on ClermontCountyFarmBureau.org, you will need to have access to a Business Member account. The following tasks will explain how to obtain a Business Member account, Log into your Business Member account, and recover the login credentials for your Business Member account.

2.1 Requesting a Business Member account

2.1.1   Begin at ClermontCountyFarmBureau.org on the Home Page.

2.1.2   In the top right of the web page hover over the "Login" menu item.

2.1.3   On the hover menu for the Login menu item, click "Request a Business Account". Clicking this will take you to the registration page.

2.1.4   On the registration page, enter your information including First Name, Last Name, Ohio Farm Bureau Member ID*, and Email Address and click submit. *You will need to be a member of Ohio Farm Bureau and have a valid ID in order to continue.

2.1.5   If all fields were correct, an admin will recieve a notification of your request. If your request was approved, an email will be sent to you with your credentials.

2.2 Logging into your Business Member account

2.2.1   Begin at ClermontCountyFarmBureau.org on the Home Page.

2.2.2   In the top right of the web page hover over the "Login" menu item.

2.2.3   On the hover menu for the Login menu item, click the field that says "Username" and enter your Username.

2.2.4   Sill on the hover menu for the Login menu item, click the field that says "Password" and enter your Password.

2.2.5   Now, if both fields are correct, click Login. If you used valid Login Credentials, you should now be logged in. Otherwise, it will have redirected you to the Request a Business Account page.

2.3 Recovering login credentials

2.3.1 Begin at ClermontCountyFarmBureau.org on the Home Page.

2.3.2 In the top right of the web page hover over the "Login" menu item.

2.3.3 On the hover menu for the Login menu item, click "Forgot Credentials". Clicking this will redirect you to the Password Reset page.

2.3.4 On the Password Reset page, enter the email address that you have associated with your Business Member account. Then click submit.

2.3.5 If you entered a valid email address, a password reset email will be sent to the email provided. Please allow a few minutes for delivery.

2.3.6 Once you have received a password reset email, click the link provided to reset your password. This will redirect you to the Create New Password page.

2.3.7 Fill out all fields including Username, New Password, and Verify New Password. If everything is acceptable, click "Change" and the password will be reset.

3   Manipulating/ Accessing Events

One of the main features of ClermontCountyFarmBureau.org is the Events Calendar. This section will guide you through requesting events, or viewing current events.

3.1 Requesting an Event

3.1.1 Begin at ClermontCountyFarmBureau.org on the Home Page, and be logged in as a Business account (See 2.2).

3.1.2 Near the top of the page on the right, hover over your username to display the "User Menu".

3.1.3 Under the User Menu click "Request Event". This will redirect you to the Create Event page.

3.1.4 Fill out all fields in the Event Details form, including Event Name, Date, Time, Street Address, City, Zip, State, Organizer, and a Short Summary of the event.

3.2 Viewing events

3.2.1 Begin at ClermontCountyFarmBureau.org on the Home Page.

3.2.2 Near the top of the page in the middle, click "Calendar". Clicking this will take you to the Calendar page. The Calendar page displays events by month, listing multiple events on a day.

3.2.3 At the top right and left corners of the calendar are arrows. Click them if you wish to change month. When you're in the desired month, move on to step 3.3.4.

3.2.4 To view a list of events on a specific day, click the date on the Calendar. This will take to the Event List page for that date.

3.2.5 To view specific event details, simply click the event name on the calendar. This will take you to the Event Details page for that event. To return to the

calendar, either click "Calendar" in the navigation bar, or click "Back to Calendar" below the event details.

4   Navigating the website

4.1   About Clermont County Farm Bureau

4.1.1 Begin at ClermontCountyFarmBureau.org on the Home Page.

4.1.2 Near the top of the page toward the left, hover over the "About Us" menu item.

4.1.3 To view the Clermont County Farm Bureau Board of Trustees, click "Board of Trustees" on the About Us hover menu. This will redirect you to the Board of Trustees page.

4.1.4 Once on the Board of Trustees page, you will see a list of board members. You can click a board members photo to display a popup window with their biography.

4.2   Clermont County Farm Bureau Action Teams

4.2.1 Begin at ClermontCountyFarmBureau.org on the Home Page.

4.2.2 Near the top of the page toward the left, hover over the "Action Teams" menu item.

4.2.3 To view each action team, click the corresponding action team name on the Action Team hover menu. This will redirect you to the respective Action Team page.

4.3   Current Issues

4.3.1 Begin at ClermontCountyFarmBureau.org on the Home Page.

4.3.2 Near the top of the page toward the middle, click the "Issues" menu item. This will redirect you to the Ohio Farm Bureau Issues page.

4.4   Member Benefits

4.4.1 Begin at ClermontCountyFarmBureau.org on the Home Page.

4.4.2 Near the top of the page toward the middle, hover over the "Members" menu item.

4.2.3 To view benefits for each type of Member, click the corresponding Member Type name on the Members hover menu. This will redirect you to the respective Member Benefits page.