

# **Associates Website Tutorial**

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## Log-in

Associate Log-in

username:  
jsmith

password:  
••••••

log in

GO!

[Forgot password?](#)

To log-in, type your username and password in the log-in box. The log-in box can be found on the far left side of the home page (see image at left), or it can be accessed by clicking the “Log-in to Directory and Event Registration” link on any page on the website. If you have difficulty logging in or cannot find your username or password (provided in the letter we sent you with the printed Membership Roster), please call 626-395-3919, or e-mail us at [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu).

Upon log-in, you will be taken immediately to the membership directory. The first time you log in, a message will appear: “You have not yet updated your personal information. Without this information, you will not be able to retrieve a lost password. Please update your [personal information](#) now.” This prompt reminds you to change your password so that you can personalize it.

## **Change your Password**

To change your password, click the “personal information” link in the text on the membership directory page, or click the “Edit Login Info” link on the left side of any page (once you are logged in).

1. Type in your birthday.
2. Select a security question in case you forget the newly chosen password.
3. **Click the “Update Information” button for that section before you type in the old and new passwords.**
4. After the top part has been updated, type in your old password (given to you in the printed membership roster letter), type your new password, and retype your new password.
5. **Click the “Change Password” button to save the changes.**

If you forget your changed password and cannot access the member features, please call 626-395-3919, or e-mail us at [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu).

Account Information

Login Verification Information

(All Fields Required)

This email address is part of the verification if you have lost your username/password.

Email: jsmith@alumni.caltech.

Birthday: 07/29/51  
(For verification purposes)

Security Question: High School Mascot

Security Question Answer: Rebels

-Update Information-

Change Password

Username: \_\_\_\_\_

Old Password: \_\_\_\_\_

New Password: \_\_\_\_\_

Retype New Password: \_\_\_\_\_

-Change Password-

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## Membership Directory

Once logged in, you will be taken immediately to the membership directory. If already logged in, you may access the directory by clicking the “Directory” link on the left side of the page.

In the membership directory, you can search for members according to several variables: last name (listed alphabetically), region, and membership level. You can also search according to first and last name, mailing address, or e-mail address.

For example, if you are searching for John Smith from Pasadena who is a President’s Circle member, you have several options:

1. Browse through “S” in the “Browse Associates by Alpha” section at the top.
2. Browse through the “Pasadena and surrounding areas” regional field in the “Browse Associates by Region” section.
3. Browse through the “President’s Circle Member” giving level field in the “Browse Associates by Giving Level” section.
4. Type “John Smith” in the name search field.
5. If you have a member’s mailing address or e-mail address, you can type in that information instead.

The screenshot shows the 'Associates Directory' search interface. At the top, it says 'Associates Directory' in a large, light-colored font. Below this, there are three main sections for browsing associates:

- Browse Associates by Alpha:** A horizontal list of letters from A to Z, with each letter in a separate box.
- Browse Associates by Region:** A horizontal list of regional categories: Greater Los Angeles, West Los Angeles, Orange County, San Diego, Santa Barbara, Pasadena and Surrounding Areas, Desert Communities, Central California, Northern California, East Coast, and Other Region.
- Browse Associates by Giving Level:** A horizontal list of membership levels: President's Circle Member, Provost's Circle Member, Associate Member, and Staff Associate Member.

Below these sections is a search bar with the text 'Search by Name, Physical or Internet Address'. Underneath the search bar is a form titled 'Search by Name' with two input fields: 'First Name:' containing 'John' and 'Last Name:' containing 'Smith'. A button labeled '- Search Directory -' is located below the input fields.

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## Personal Profile

**The only information other members can see from a profile is the name, city, and state for the member’s home and business (if we have both in our files).**

You can customize your personal profile by adding more complete information that you would like available for other members to view. You can add a photo and update your home and business contact information (this includes address, city, state, zip, phone and fax numbers, and place of employment and title of job). You can also add additional contact information, an e-mail address or a mobile phone number, interests and associations, a short biography, and company web addresses.

Below, you will find two profiles of Mr. John Smith. The profile on the left shows what the initial profile looked like before editing. The information is very limited and does not include his private information.

The profile on the right shows what information members can add or choose not to display. Mr. John Smith has hidden his home contact information but decided to show his business contact information, including phone and fax numbers, e-mail address, and business Web address. He has added his photo and included his interests and associations and a short biography.

## Associates Directory

### Mr. John Smith

**Spouse:** Mrs. Jane Smith

**Home Address:**  
Address withheld by request.  
Pasadena, CA 91106  
Telephone/Fax withheld by request.  
**Associate Region:** Pasadena and Surrounding Areas

**Business Information:**  
Employment Information withheld by request.  
**Address:**  
Business address withheld by request.  
Pasadena, CA 91103  
Telephone/Fax withheld by request.  
**Associate Region:** Pasadena and Surrounding Areas


**Additional Contacts:**

**Email Address:**  
Email address withheld by request.

**Mobile Phone:**  
Mobile Phone # withheld by request.

**Interests and Associations:**  
Activities and Interests withheld by request.

**Short Personal Bio:**  
Bio withheld by request.



## Associates Directory

### Mr. John Smith

**Spouse:** Mrs. Jane Smith

**Home Address:**  
Address withheld by request.  
Telephone/Fax withheld by request.  
**Associate Region:**

**Business Information:**

**Title:** CEO  
**Company:** Biotech of Pasadena  
**Address:**  
Pasadena, CA 91103  
**Phone:** 626-555-1258  
**Alternate Phone:** 626-555-3587  
**Fax:** 626-555-8457  
**Associate Region:** Pasadena and Surrounding Areas



**Additional Contacts:**

**Email Address:**  
[jsmith@alumni.caltech.edu](mailto:jsmith@alumni.caltech.edu)

**Mobile Phone:**  
Mobile Phone # withheld by request.

**Interests and Associations:**  
I enjoy spending time with my family, being outdoors and playing golf whenever my schedule allows. I am a member of the Valley Hunt Club, the Annendale Golf Club, the Los Angeles Country Club, and the California Club.

**Short Personal Bio:**  
I was born and raised in the Pasadena area. I went received my undergraduate degree from USC and my Ph.D. in Chemical Engineering from Caltech in 1977. I have spent the last thirty years growing my biotech company and am proud of its success.

**Web Addresses:**  
<http://www.biotechofpasadena.com>

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## Change your Personal Profile

To change your personal profile, you must be logged in. Once logged in, click the “Edit my Personal Profile” link on the left side of any page. You will be taken to the profile page with a variety of sections to edit or add. **For every section you update, you will need to select the upload button for that section to make the changes permanent.**

### Uploading a photo

To upload a photo, you must first select a photo by clicking the “Browse” button. A window will open on your computer allowing you to look through **your** files for the photo you want to use. Once you have found the photo, click “Open” in the window. The window will go away and text will be written in the “Upload New Photo” box. Click the “Upload & Edit” button to add the photo.

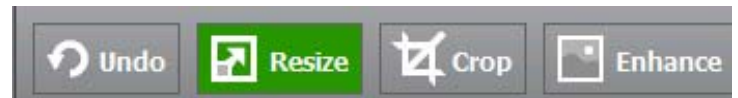
You will be taken to a new page where the photo you selected is open. There is a dotted rectangle in the



middle of the page. You will need to resize or crop your photo so that it fits inside this box. To resize the photo, click “Resize” on the toolbar at the top of the page.

Then select

the bottom right red square, and move the mouse toward the top left. This will make the photo smaller and able to fit into the rectangle. Once the photo is small enough to fit in the rectangle, click the photo and move it to the center.



click “Crop” on the toolbar and move the red squares to crop the parts you do not want. Any part of the photo that is gray will be removed when you hit “Continue” to finish the photo.

After resizing and cropping John Smith’s photo (on the right), you can see what gray area is going to be cropped and how the photo now fits inside the rectangle. Once your photo is neatly inside the rectangle, click “Continue.”



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## Update Home Contact Information

If we have your home contact information, then everything in the “Update Home Contact Information” field will be filled in. If we do not have that information or our information is no longer valid and you wish to provide your current information, you may fill in the various fields. **Please DO NOT delete any of the information in the fields.** If you delete any information we will need to contact you to make sure you intended to remove your contact information from our records. If you want to delete incorrect contact information without replacing it with new information, contact Christina Pinkney at 626-395-6392 or at [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu).

The profile on the right shows what information will appear in most profiles. The information is filled out but only the City, State and Zip can be viewed by members. To display any information you will need to check the “Show?” checkbox. To prevent the information from being displayed, you will need to uncheck the “Show?” checkbox. For example, to add your home address to your member profile, you would need to check the “Show?” box next to the Home Address, but if you do not want to show your Zip, uncheck the “Show?” box next to the Zip line.

Update Home Contact Information

Home Address:  
234 West 1st Street  Show?

City:  
Pasadena  Show?

State:  
CA  Show?

Zip:  
91106  Show?

Country:  
 Show?

Phone:  
626-555-2585  Show?

Alternate Phone:  
 Show?

Fax:  
 Show?

Associate Region:  
 Show?

-Update Home Contact Information-

**Once you have made any updates to this section, you must click “Update Home Contact Information” so that the changes will be reflected in your personal profile.**

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## Update Employment Information

If we have your business information (title and company name), it will show up in this section. If you wish to show the information to other members, check the “Show?” checkbox. If you wish to leave it hidden, leave the box unchecked.

**Please DO NOT delete any information without updating it with updated information.** If you want to delete anything without replacing it with new information, contact Christina Pinkney at 626-395-6392 or at [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu).

Update Employment Information

Business Information:  
Title:  
CEO  Show?

Company:  
Biotech of Pasadena

Division:  
 Show?

-Update Employment Information-

**Once you have made any updates to this section, click the “Update Employment Information” button so that the changes will be reflected in your personal profile.**

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## Update Business Contact Information

The “Business Contact Information” section is identical to the “Home Contact Information” section. For a detailed description of how to make changes or edits to this section, please see the “Update Home Contact Information” tutorial section.

**Please DO NOT delete any information without updating it with updated information.** If you want to delete anything without replacing it with new information, contact Christina Pinkney at 626-395-6392 or at [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu).


**Once you have made any updates to this section, click the “Update Business Contact Information” button so that the changes will be reflected in your personal profile.**

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## Update Additional Contacts

The additional contacts section will list your preferred e-mail address and mobile phone that we have in our records. If we do not have an e-mail address or a mobile phone for you, then these sections will remain blank.

Please update your information if it is incorrect or if we do not have it listed. If you do not want this information to show, make sure both “Show?” boxes are unchecked. If you want any of this information to show up on your profile, check the “Show?” box next to the line you want to show up.



**Please DO NOT delete any information without updating it with updated information.** If you want to delete anything without replacing it with new information, contact Christina Pinkney at 626-395-6392 or at [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu).

**Once you have made any updates to this section click the “Update Additional Contacts” button so that the changes will be reflected in your personal profile.**

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## Update Interests and Associations

The Interests and Associations section for every profile will be blank, since this is an area for you to fill in personally.

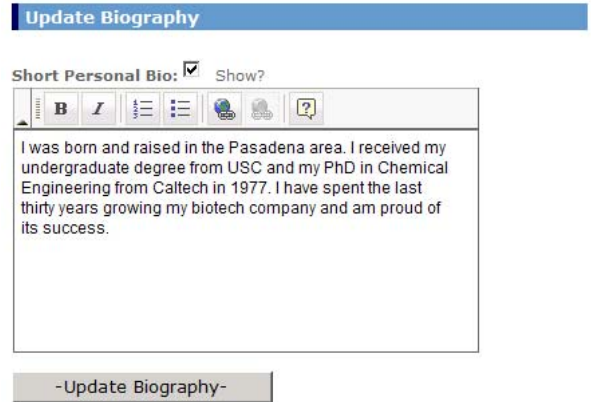
If you do not want to share this information, then do nothing. If you wish to share this information, then write a short paragraph about your interests in the text box and check the “Show?” box so others can view the information. **Then click “Update Interests & Associations.”**



## Update Biography

The Biography section for every profile will also be blank since we want you to write about yourself so other Associates can learn more about you.

If you do not want to share this information, then do nothing. If you wish to share this information with other Associates, then write a short biography about yourself in the text box and check the “Show?” box so others can view the information. **Then click “Update Biography” so we receive the changes.**

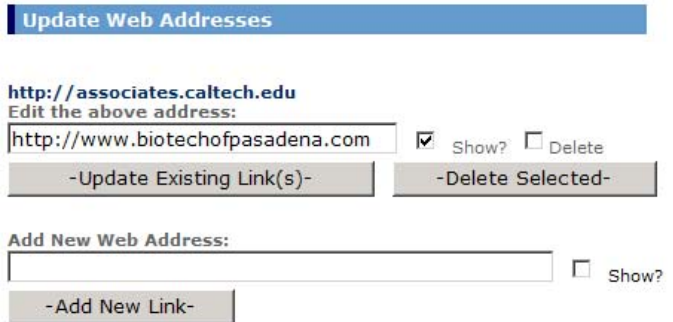


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## Update Web Addresses

If we have a web address for you in our records, it will show up in the web address box. If we do not have a web address, then this line will be blank.

If the web address is correct and you do not wish to show it to others, then do nothing. If it is correct and you want other members to view it, then make sure to select the box next to “Show?” beside the web address.



To update your web address, change the existing link (in the first line) to the new address and click “Update Existing Link(s).” If the web address is incorrect and you no longer have a web address to replace it, click “Delete Selected.”

If you wish to add another web address (a second), then type the new web address in the second box labeled “Add New Web Address:” and check “Show?” to show the new address, and then click “Add New Link.”

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## Event Registration

Once you are logged in, click the “Events” link on the left side of the screen and you will be taken to the Events page for the current month. A list of each month’s events will be available for your viewing.

Below each event are links to “Make a Reservation” and the events’ “Invitation” (which will open in a PDF).

**Only members of the President’s and Provost’s Circles will have access to events specific for their membership levels.**

You can see in the image to the right that Mr. John Smith does not have access to the “Make a Reservation” link for the Provost’s Reception, since he is not a member of the Provost’s or President’s Circles. But he has access the other Associates events, even in regions other than his own.

## **Make a Reservation**

To make a reservation, you will need to click the “Make a Reservation” link. You will be taken to the reservation page (see image on next page). On this page, you will be able to identify how many people are attending the event and what method of payment you prefer.

Your preferred address should already be placed in the mailing address portion. Please verify that it is correct. **If it is not correct, change the information. After you have made your reservation, change the contact information in your personal profile.** If your billing address for your credit card is the same as your mailing address, check the box next to “Same as Mailing Address.” The information from your mailing address will immediately be added to the billing address form. If the billing address is different from your mailing address, please revise the form with your correct information.

Next, you will verify whether the e-mail address we have on file is correct. **If the e-mail is incorrect, or we do not have your e-mail address, you will not receive a receipt or a confirmation of your reservation.**

## Calendar of Events

<<May -- 2008>>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[>View All Events<](#)

All events will be held at the Athenaeum unless otherwise noted. Individual invitations for each event will be sent monthly.

### May 2008

May 04, 2008 3:00 PM

#### **The Provost’s Reception**

**About:** Members of the Provost’s and President’s Circles are cordially invited to attend this reception hosted by Provost Ed Stolper.

**Speaker:** Dr. Edward M. Stolper, Chair, Division of Geological & Planetary Sciences, Provost

**Garden of Associates/Dabney Lounge**

[| Invitation](#)

May 09, 2008 6:30

#### **East Coast Associates Reception and Dinner**

**About:** Our universe has a warped side- objects and phenomena made solely or largely from warped space and time. Examples are black holes, cosmic strings, domain walls, gravitational waves, and the big-bang singularity that gave birth to the universe. Caltech physicists and astronomers are embarking on a journey to explore this “warped side” using theoretical analyses, numerical simulations on super computers (“numerical relativity”), gravitational-wave observations with instruments called LIGO and LISA, and electromagnetic observations with optical, radio, and X-ray telescopes.

**Title:** Exploring the Warped Side of the Universe

**Speaker:** Dr. Kip S. Thorne, Prof. of Theoretical Physics

**The Cosmopolitan Club, New York**

[Make a Reservation](#) | [Invitation](#)

After you verify the e-mail address, please type in your credit card number (Visa, Mastercard, and American Express) with no spaces or dashes, the CCV number (located on the back of the card), and the expiration date. Next, click the “Verify” button. **This will NOT automatically charge your credit card.**

**You are making a reservation for the following event:**

May 13, 2008 6:30  
**West Los Angeles Associates Dinner**  
 Dr. Gary Lorden is the main math consultant for the very popular CBS television show, NUMB3RS, a prime-time series about a young, genius math professor at CalSci (modeled after Caltech) who helps his FBI agent brother solve crimes. He has worked with the writers, actors, and researchers on NUMB3RS since they came to Caltech to film the pilot during the summer of 2004, guiding them in the selection and application of mathematical ideas, methods, and language, as well as providing most of the mathematical material for the episodes.  
**Title:** Caltech Knows Numb3rs  
**Speaker:** Dr. Gary A. Lorden, Professor of Mathematics,  
**The Regency Club**

**Event Activities**  
 **ASC 2008 Reception and Dinner Guests** May 13, 2008  
 Cost: \$130.00  
 Number of guests in your party:

Associates Member ID: 0000041911

**Mailing Address**  
 First Name:   
 Last Name:   
 Address:   
 City:   
 State:   
 Zip:   
 Phone:

**Address associated with your credit card**  
 (Same as Mailing Address)  
 First Name:   
 Last Name:   
 Address:   
 City:   
 State:   
 Zip:   
 Phone:

Your Email Address is required - you will not receive your receipt and order confirmation without it.

Email:

The Caltech Associates accept the following Credit Cards:



Credit Card #:  -   
 (No dashes or spaces please. CCV is required!)



Expiration Date:

You will be taken to another page where you will be able to tell us the names of the guests you are bringing and what entrée option you prefer (see image below). Names of spouses or partners whom we have on file will automatically be added to the guest field.

The registration total, mailing address, billing address, and credit card information will be shown on this page. If everything is correct, click “Submit Reservation.” If any information is incorrect, please go back to the previous page and correct the error.

Once you click “Submit Reservation,” your credit card will be charged, you will receive a confirmation of your reservation via e-mail, and we will receive notice that you are attending the event.

**Please Verify the Information below:**

**Event Activities**  
 Activity 1: ASC 2008 Reception and Dinner Guests  
 Attending: 2  
 Cost/Attendee: \$130.00  
 Activity Total: \$260.00  
 Name(s):    
 Guest:    
 Additional Comments:

Registration Amount: \$260.00

**Mailing Address**  
 First Name: John  
 Last Name: Smith  
 Address: 234 West 1st Street  
 City: Pasadena  
 State: CA  
 Zip: 91106  
 Phone: 626-555-1258

**Address associated with your credit card**  
 First Name: John  
 Last Name: Smith  
 Address: 234 West 1st Street  
 City: Pasadena  
 State: CA  
 Zip: 91106  
 Phone: 626-555-1258  
 E-Mail: jsmith@alumni.caltech.edu

**Card Details**  
 Registration Amount: \$ 260.00  
 Credit Card Number: 5555111100089753 - 123  
 Expiration Date: 10/2015

## **Contact Us**

Please contact us if you have any questions or concerns about the website. We want to ensure that you are able to access all of the membership features with ease.

### **Forgotten Username/Password or Difficulty Accessing Member Features**

If you are having difficulty gaining access to the member features of the Associates website or have forgotten or lost your username or password, please contact 626-395-3919 or [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu)

### **Personal Profile or Contact Information Problems**

If you are having problems changing or editing your contact information in the Personal Profile, please contact Christina Pinkney at 626-395-6392 or at [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu)

### **Technical Problems with the Website**

If you are receiving any error messages or are having technical problems with the website, please contact 626-395-3919 or [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu)

### **General Contacts**

For more information about the Associates, how to become a member or how to become more involved with Caltech, please contact 626-395-3919 or [caltechassociates@caltech.edu](mailto:caltechassociates@caltech.edu)

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