

ARGWEB Users Guide



ARGWEB

Membership Management

1. Membership Management

2. Overview

- 2.1. ARGWEB uses a MySQL database, accessible through Linux/Apache served PHP applications to edit and view database records in any modern browser. Only users with 'Admin' permissions can view and edit the members' database and ARGs cannot access each other's membership data.
- 2.2. The data management is General Data Protection Regulations (GDPR) compliant, allowing members to see which personal data is stored concerning them, and provides the ability to download this data in a portable format. Members can make some corrections to this data online.
- 2.3. Subscriptions may be managed manually, without the need to synchronise memberships annually, avoiding peak workload periods for administrators. ARGWEB is optimised to integrate with PayPal Subscriptions and where this is used membership administration is entirely automatic, with notification emails to advise of developments.
- 2.4. The ARGWEB membership manager handles electronic ARG UK Volunteer Workers Agreements, and records volunteer preferences for ARG activities, which can be edited and updated at any time by the member. There is a built in emailer, such that all who have recorded a preference (for, say wildfire rescues) can be emailed in a call to arms.
- 2.5. The software keeps track of training provided by the ARG, and species licences held by the members (full or accredited) and manages automatic access to other ARGWEB functions based on triple lock access, the three locks being ARG role, licences held and permissions granted, all behind a password-managed access system.

3. Adding a New Member

- 3.1. When admins log into ARGWEB, they can click the 'Committee Tools' icon, and then the 'Members Database' icon.
- 3.2. It is always advisable to check that a new member isn't already a member, or is a lapsed member with details still held within the database. A simple search via the search bar of the Membership Viewer can confirm whether this is a new member.



Figure 1 – Searching for a member

- 3.3. To create a new member manually (this is an automated process if using PayPal Subscriptions). Click on the 'Add New Member' button at the bottom of the Members Database Viewer.



Figure 2 – Add new member button

- 3.4. A 'New Member' form will appear with basic and clear requirements. The member's preferred title may be selected from a drop down list. This is rarely used, but may be used to title email communications and the electronic curriculum vitae.
- 3.5. First Names and Surname store the member's full name in two parts, such that appropriate naming conventions can be used.
- 3.6. The Email field is important, as this will be the member's log in username, and the primary email address used for communications.
- 3.7. Provided the 'Send welcome email' box is checked, the system will send an automated welcome message to the new member, informing them how to log into the system. This option is checked by default, but may be de-selected if required. A copy of this welcome message is sent to the ARG Chair or Membership Officer to ensure they are aware of all new members.

Figure 3 – New member form

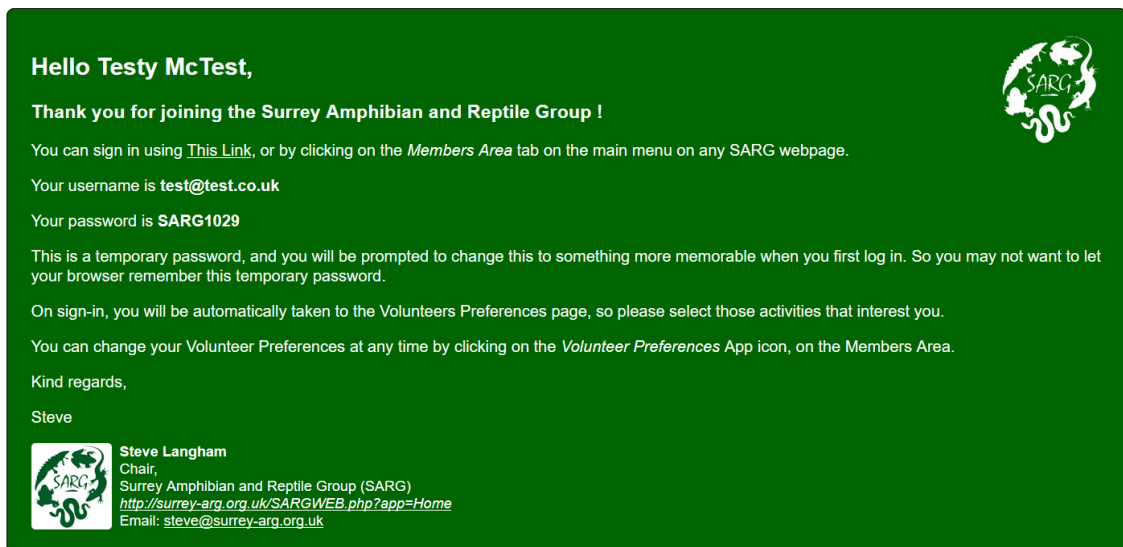
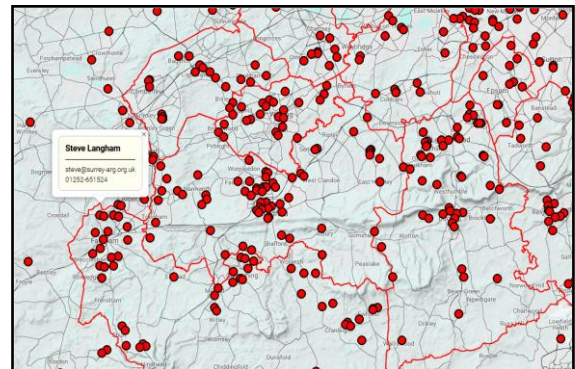


Figure 4 – Automated welcome email

- 3.8. Once the 'Add a new member' form is submitted, their entry is uploaded to the database, and the Member's Editor is automatically enabled for the new member. This allows additional, optional data to be recorded. There is no need to add a grid reference for the member, as the system will generate this field from the address, used on member's maps.



- 3.9. If the 'Land Manager' or 'Land Owner' options are selected, then data portals for these organisations will be created for the member's home screen. Land managers do not need to be members to access data for their sites, but sometimes it helps to build the relationship to provide a free membership type.

3.10. Member types:

Ordinary member	Honorary member	Contact	Land manager	Volunteer
Paid membership terminates after 12 months. Access to all ARG member apps	Non-paying membership never terminates, access to all ARG member apps	Non-paying membership never terminates, access to ARG member apps but no community apps	Non-paying membership never terminates, access to land manager apps	Non-paying, non-terminating access to community apps (not survey).

3.11. Roles

Member	Committee Member	Admin
Access to ARGWEB member apps	Access to member and committee apps such as site editors and ponds database	Access to member and committee apps plus members' database, some webmaster apps and ARG configuration apps.

Figure 5 – The member's editor screen

- 3.12. Access permissions may be selected manually, however the system is designed such that training should be required as a pre-requisite for these permissions, and the training manager will automatically amend these values when training is signed off.
- 3.13. Access Permissions

Permission	Description
Bulk email list	GDPR permission to email members about ARG activities
Admin	For administrators, allows access to members database, webmaster apps and ARG configuration apps
Committee	Allows access to the Committee Tools apps, such as setting up survey sites, access to training apps, data searches etc
Reptile Surveyor	Has been trained (or is trusted to) conduct reptile surveys and is deemed competent to correctly ID reptile species. Access to reptile survey apps and is pre-screened for verified sighting reports.
Reptile Emergence	Has been trained to lead reptile emergence surveys, a group activity. Access to Reptile Emergence survey transects.
Reptile Pathfinder	Best visual reptile surveyors (from the surveyor league table). This allows access to cued gaps in county distribution, where there is no survey infrastructure. Reptile Survey 'special forces'.
Burrow Surveyor	Has been trained to identify sand lizard burrows, and can conduct burrow surveys. Must hold a sand lizard licence, unless accompanied. Access to burrow survey transects
Amphibian Surveyor	Has been trained (or is trusted to) conduct amphibian surveys and is deemed competent to correctly ID amphibian species. Access to amphibian survey apps and is pre-screened for verified sighting reports.

- 3.14. Licence permissions control access to sites with protected species. Each ARG can make its own decisions as how to best decide where to apply these permissions.
- 3.15. Once a new member is created, they will remain an active member for 12 months, at which time their membership will expire and ARGWEB access will be terminated. An expired member logging on will be reminded of their expiry and provided with links to re-join the



group. PayPal Subscriptions will manage this transition seamlessly. Membership can be manually updated by clicking on the 'Add 12 Months' button.

4. Integrating PayPal with ARGWEB

- 4.1. The effective integration of ARGWEB with PayPal provides a highly automated member management system with effectively zero administrative overhead.
- 4.2. The only pre-requisite for this integration is a PayPal account. ARGWEB requires no additional set up, you just need to configure your PayPal account settings.
- 4.3. There is a separate guide which details how to set up your PayPal account, and to integrate this with ARGWEB.

5. Volunteer Management

- 5.1. When members first log into ARGWEB, they are prompted to enter their volunteering preferences. These preferences can be added, or edited at any time. From the members' area, click on 'My Account' and then 'My Volunteer Preferences'. A variety of volunteering choices can be selected.

<h3>Surveying</h3>  <p>This activity is all about getting into the countryside to look for and record reptiles and amphibians. We have scores of long-term monitoring sites, but also we have areas of the county that have never been surveyed, or surveyed many years ago and need another look.</p> <p>Members only</p>	<h3>Toad Crossings</h3>  <p>Each year, for a few nights in March, thousands of toads migrate from their winter woodlands to breeding ponds. At some locations across the county, this brings them into danger of being run over by busy traffic. Toad patrols help these toads across roads at these hazardous crossing points.</p>
<h3>Habitat Management</h3>  <p>Much of the habitat that supports our native reptiles and amphibians, such as heathland and ponds, requires regular management. Heathland can become overgrown with gorse and birch, eliminating the necessary basking opportunities. Ponds can become weeded up, deny access to clear water. We regularly manage habitat tasks, often in partnership with other organisations, to care for and preserve our native herpetofauna.</p>	<h3>Outreach</h3>  <p>The Ethiopian ecologist Baba Dioum once said: <i>In the end we will conserve only what we love. We will love only what we understand. We will understand only what we are taught.</i> We agree with this philosophy, and organise lectures for nature organisations and public shows to educate people about reptile and amphibian species.</p> <p>Members only</p>
<h3>Website & Social Media</h3>  <p>In order to promote awareness of amphibian and reptile conservation, and to keep members informed of news and developments, we run a website and a Facebook page. We are always looking for people to help generate content, especially by increasing the detail and information about the individual species. Researchers, authors and moderators are always useful.</p>	<h3>Peer engagement</h3>  <p>We believe in extensive peer-engagement. This may be liaison with other Amphibian and Reptile Groups, including exchange visits, with National conservation organisations, such as the Amphibian and Reptile Conservation Trust, or Natural England, or land managers, such as Borough Councils, The National Trust or other Estate Managers. We also liaise with wildlife groups that do not have a herpetological focus, to promote biodiversity. There are regular herpetological conferences throughout the year, and we want to encourage attendance and presentation at the</p> <p>Members only</p>

- 5.2. This information is stored in the members' database, which allows for better targeting of communications.
- 5.3. In the 'Committee Tools' section, by clicking 'Volunteers Officer' you can access the 'Email Volunteers' App. In this app, you can target any group of volunteers, and create an email which will be sent to members of that group.

Activity	# Volunteers	Email Links
Just Me	1	Email Just Me
Committee	9	Email Committee
All Contacts	310	Email All Contacts
Reptile Surveyors	146	Email Reptile Surveyors
Amphibian Surveyors	56	Email Amphibian Surveyors
Survey	99	Email Survey Volunteers

- 5.4. The email will be branded to your ARG, and you have fine control over your email recipients.



SARG Notice for Reptile Surveyors

Dear Member Name,

Type email content here...

Kind regards,
Steve

Steve Langham
Chairman,
Surrey Amphibian and Reptile Group (SARG)
<http://surrey-arg.org.uk/SARGWEB.php?app#Home>
Email: steve@surrey-arg.org.uk

You can amend your volunteering preferences to change the types of emails you receive.
To unsubscribe from all bulk emails from SARG click Unsubscribe

146 Recipients

- 1 [Name]
- 2 [Name]
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