

Account Management System

Version 2.0

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User's Manual

Last Modified: 3/22/06

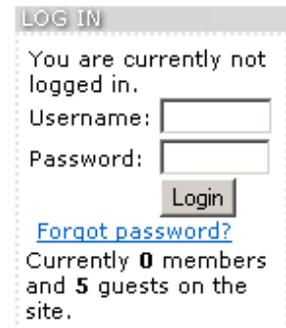
Member Manual – Level 1

The Account Management System is the web software package the FSF uses to administer all aspects of the FSF, from its game listing, attendance management, game reporting, mailing lists, recruiting and forecasting. It is a resilient piece of software homegrown over several years. This guide will help you learn the ins and outs of this dynamic, ever-improving piece of software.

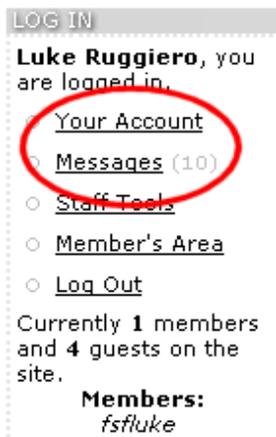
Your Account

You're probably reading this user guide because you recently applied to join the FSF and have confirmed your account. You filled out the application, chosen a username and password and recently received an email. You clicked the link. Now what?

When you visit our main page at <http://www.sb254.com> you will see a basic login box, similar to what you've seen on many other websites. Put in your



username and password that you choose on the application. If you've forgotten either, feel free to click "Forgot password?" and a reminder email will be sent to you.



Once you log in successfully, "Your Account" will load on the screen. You can also click on any of the options in the "LOG IN" block on the left hand side underneath the menu where you just filled in your login information. You will also see a couple other options available to you as a member. The "Messaging Center" and the "Member's Area." The FSF utilizes an internal messaging system to reduce email load on the server. We will cover the "Member's Area" later on in this guide. Click on "Your Account" to load the account information screen.

Several options exist within "Your Account" but we will only cover the more important ones. Feel free to explore all the links. Don't worry! You won't hurt anything.

We routinely ask that you keep your personal information up to date. You will remember a lot of this information was asked of you on the initial member application. Information like your time availability, your interests, your preferences, your email address are all very important aspects of your membership to the FSF and we ask that you revisit this area every three months to update it. You may be redirected to that page and asked to update the information if you have not in a while.

Personal Information

- [Update Personal Information](#) - such as your name, mail address, birthdate and backup email addresses
- [Change Email Address](#) - please keep a valid email address file at all times!
- [Change Password](#) - rotate your passwords often to prevent unauthorized access
- [View Your Awards](#) - view all the out-of-character awards

Changing your address and password will log you out of the system. Once you reconfirm your email address (via a note sent to your new email address) and log in again, you can resume your website activities. If you do not receive the confirmation email for some reason, feel free to visit our message boards and request assistance.

Your Mailing List Subscriptions

None

[Manage](#) your mailing list subscriptions.

The FSF runs its own mailing lists. While some sims still use YahooGroups! To manage their game list, many of our games use our internal mailing lists. You can add and remove yourself easily and quickly via

Mailing List Name	Subscribed?
1. Alpha Fleet Hosts	<input type="checkbox"/>
2. Atlantis 7 - Twilight Raven	<input checked="" type="checkbox"/>
3. Battlestar Bellerophon Logs	<input checked="" type="checkbox"/>
4. Battlestar Bellerophon Lounge	<input type="checkbox"/>
5. Circus of the Damned	<input type="checkbox"/>
6. Circus of the Damned Lounge	<input type="checkbox"/>

the “Mailing Lists Subscriptions” page. Click on **manage** to load up the full listing of our mailing lists. Any of your subscribed lists will be checked off. Any available mailing list will be a white box. Any unavailable mailing list will be grayed out. A list may be grayed out if the host requires membership to their game before you can subscribe to the list. All list posts are archived on the message boards of that specific game. You will need to register on our message boards at <http://forums.sb254.com> before being able to

subscribe to any mailing list. Your host may have pre-added you to the mailing list to save you time and to get you into the game right away.

Your Guilds

None. [Join a guild today!](#)

Part of the community spirit of the FSF exists within our Guild Community. Guilds are non-simming activities that promote community. You are welcome to join any guild

available on our website. Any of the guilds you may join or lead (Yes! You can run a guild too!) will be listed under “Your Guilds” with specific tools to manage your membership. If you are interested in joining a specific guild, we encourage you to click **Join a guild today!** This will load the current list of guilds in the group. Click **more** to load more information and **join** to put your name in the prospective members list.

3. Drawing and Writing Guild

Here you can join in on Freestyle writing of any genre and form. Poems, Short Stories, Song Lyrics, Novelettes, etc. Freestyle art of visual forms. Drawing, CG, Wallpapers, Paintings, Animation and Computer IT/Graphics, etc. Join in on the fun today. Let the Art of Inspiration guide your posts here. [\[more\]](#) [\[join\]](#)

Your Characters

Part of the reason you signed up to the FSF was to sim! We understand that and want to make your gaming experience as easy and fun as possible. We allow every member in the FSF to create up to 3 characters. You can do this by scrolling to the bottom of “Your Account” and clicking on **Create New**

Character.

Your Characters

- [Manage Characters](#) - view your characters, update their information, request transfers
- [Create New Character](#) - each account can have several characters, create a new one and get on a sim

This will load up a character creation form asking for information that you would find on a typical character: name, species, age, weight, height, hair color,

background history, educational history, and much much more. All of this information editable at a later time and can be viewed by anyone on the web. Please do not public personally identifiable information to

your character. Be as neat and concise as you can. You may even win “Character of the Month” for your descriptions and biography information.

Fill out as much or as little as you need to (or is required by the game you are joining) and scroll down to the bottom.

You are able to attach a character image to your character. We highly encourage this. It will give not only a face to your online persona, but it will be viewable right from the game’s website to give the whole simming experience better for you and your fellow gamers.

Create A Character

If you are trying to create a Stargate character, [click here](#).

Name:

AIM Name:
If this is a AOL/AIM simulation, you are required to ty are going to use for this character on this game.

Species:
Note: If multiple species, capitalize each one, put / be Human / Something

Birthdate: / (month / day)
Be sure to include a leading 0 for single digits.

Age:

Height:

Weight:

The character must be a file on your hard drive. If your image is hosted on the web, then download it to your desktop and upload it to our server using our form. Click **Browse** and select the file. The file will be uploaded at the very end when you save your character.

Once you have all other information filled out, you should then move on to select your position choices and game choices for this character. If you know exactly which position and sim you wish to join (primarily because you were recruited or have spoken to the host in advance) then put the same position and sim down each time. Otherwise, give a wide variety of choices for your best chance of getting a position and sim of your choosing. Our Personnel Director tries very hard to place you will appropriate choices based on your time and day availability.

Character Image: **Character Image to Upload:** (local computer only) **Browse...**
Please only upload .jpg or .gif files.

Position Choices: Select your top three position choices.

Game Choices: Select your top two game choices.

Once you have a character created, it will then be submitted into an assignment queue. It may take up to 24 hours for your assignment to go through. Please be patient! Many aspects go into assignments, including double-checking open positions, size limits, member review and final host approval. But once assigned, you will receive an email stating which game you’ve been assigned to and which hosts to contact for a position and rank. You may even get a rank and position before you know it!

You have several options for each of your characters. Depending on the current status of the character, you can view the character as the public sees it, edit its internal details, view medals given to it, resign from a sim, transfer to a new sim, delete the character and lock the character.

1. **Luke Ruggiero** - Position: SGA Team Leader - Game: Stargate: Alpha Site
[view](#) | [edit](#) | [view medals](#) | [resign](#) | [transfer](#) | [delete](#) | [lock](#)

At the very bottom of “Your Account” you have one last option that you should exercise if you wish to leave the group and cease all further contact with the FSF. You may wish to resign from the FSF, and if you do, you are required to delete each of your characters beforehand. You can only delete a character if you have resigned from the sim first.

Resign From FSF

- [Resign From FSF](#) - if you wish to depart from the group, please click this after deleting all your characters

By resigning from the FSF, you will no longer be a member in any of the group’s activities,

including games, academies, sims, trivias, guilds, committees and open sims. You will also no longer receive group email from our announcements mailing list.

Preferences

You are able to customize your membership experience through the preferences option in “Your Account” by clicking on **Update Preferences**.

- [Update Personal Information](#) - address, birthdate and backup
- [Change Email Address](#) - please file at all times!
- [Change Password](#) - rotate you unauthorized access
- [View Your Awards](#) - view all th to you on this account
- [Update Preferences](#) - change and how FSF emails you
- [My Points! NEW!](#) - look up how through your community activ
- [Member Map NEW!](#) - put your n and see where other members
- [Messaging Center](#) - read your your fellow hosts and member:

Do you want to get your AMS messages sent to you via email?
 If no, they will be in your [messaging center](#).

No Yes *

* Emails may end up in your SPAM folder or BULK MAIL folder.
 Add accountsystem@sb254.com to your trusted address list.

Once you have configured the way FSF will email you and for which reasons, click **Submit** to save.

View Your Awards

Explore the other parts of “Your Account” and see what else you can do with your membership.

Awards are out-of-character rewards for your service to the group.

Each member is able to earn Awards for out of character actions and activities. For example, your participation in group chats, message boards and anniversaries can each earn awards and medals. Click on **View Awards** to list your currently earned awards on the page. More information on awards can be found in the guides.

Date Given	Name
2003-04-13	Silver Host Service Star
For your hosting anniversary in April 2003.	
2004-04-02	Silver Host Service Star
Given for your 4 year hosting anniversary in April 2004. Congratulations.	
2005-04-07	Gold Host Service Star
Given for your 5 year hosting anniversary in April 2005. Congratulations.	
2005-12-29	Calenture Award
For your work with the Debate Forum for over a year.	

Return to [Your Account](#).

Quick Links

You can customize a list of links available on the front page of the FSF website (and within “Your Account”) by clicking on **Customize Links** on the Quick Links block on the left side of the page.

Quicklinks can be used as shortcuts to your favorite online websites or specific pages within the FSF community. You could link to your favorite simming guide, your fleet’s website, a sim website or a search engine you like to use. Set the FSF website as your home page and have instant access to all your necessary links. The quick links page will list your current links and two options to add links. You can type in a link manually or use a dropdown of frequently used links within FSF. Once done, click **ADD** and the page will reload.



Current Configured Links

[Open Positions](#) [[delete](#)]

Add Links

TITLE:

Google!

URL:

http://www.google.com

ADD

PAGE: Mailing Lists

Code of Conduct
Membership Rules
Mailing Lists
Newsletters
Character Listing
IRC Chat Room
Guild Listing
FSF FAQs
YahooGroups!
Star Trek Races
Star Trek Ships & Uniforms

ADD

Keywords

Keyword: preferences

KEYWORD
 Go

You can jump around the FSF websites by using predefined page keywords, similar to other internet keyword engines. We’ve even hidden some fun keywords within the website for you to guess! If you find a site with “Keyword: [keyword]”, you can return to that page at anytime by typing in the keyword in the keyword jumpbox on the top right of page page.

Messaging Center

Inbox

New

Delete

Save

The internal messaging system was designed to store the majority of all automated messages from the AMS to you, the player. This includes sim assignments, awards notices, resignations, medals and guild information. You can also use it to contact your host or your fellow crew members. Click on **Messages** in the LOG IN block or **Messaging Center** in “Your Account.”

<input checked="" type="checkbox"/>	From	Subject	Date
<input type="checkbox"/>	admshuni	FSF: Out of Character Award Given (Calenture ...	Dec 29, 2005
<input type="checkbox"/>	sorveck	Guild leader	Nov 27, 2005
<input type="checkbox"/>	!fsflowell	FSF: Character Assignment (Connor Gibney to S...	Nov 20, 2005

The system is very similar to any email application you are used to. The small checkbox on the top left is meant to “check all” for the actions on the top right. You can also select which folder you would like to load by using the dropdown box that says “Inbox” in it. Read a message by clicking on its title. Create a new message by clicking **New**. You can choose to receive all your AMS messages to your email address by visiting Keyword: preferences If you choose this option, all AMS messages will be copied into your “Deleted” folder automatically.

Member Map

The member map allows you to place a marker on

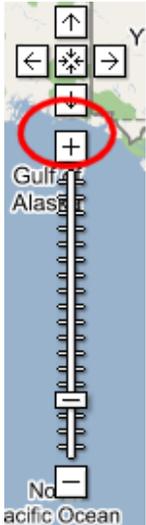
the city/state of your residence and view the same of the other several hundred members that have participated in this activity. The map is not just contained to the FSF, as it includes members from all over the world. Click on **Member Map** inside “Your Account” and you have two options.

Step 1:

Put a location marker onto the map by [clicking here!](#) Be sure to zoom in!

Step 2:

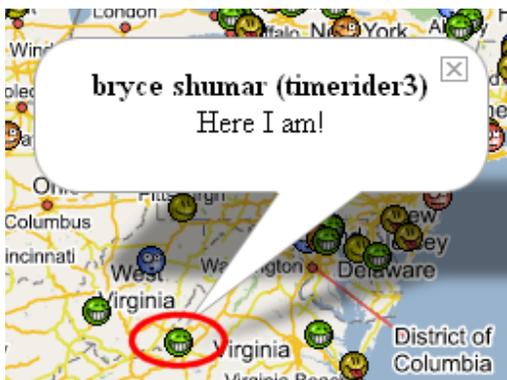
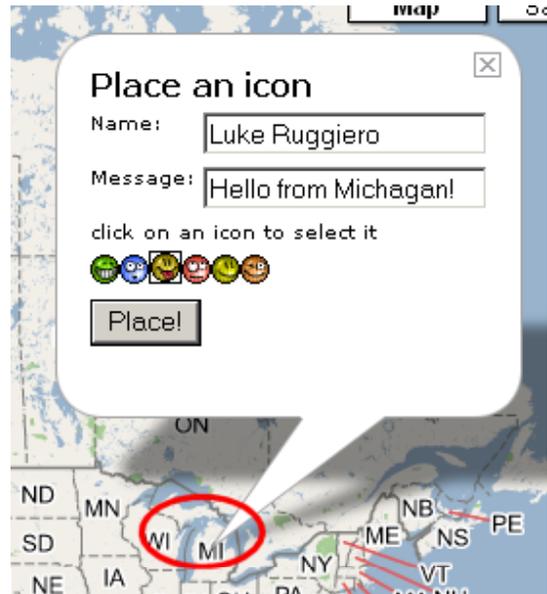
[Load the map](#) and check out where everyone else lives!



First, you can add a marker to the map. Use the scroll bar on the left hand side of the popup window to zoom in on your location. You can zoom in far enough to see your house too! Once you find a suitable location, click once on the page to initiate the marking form.

Your name will be filled out automatically from what you have saved in “Your Account” but you can change this if you wish. Put in a message, choose an icon and then click **Place!** to save the marker.

The page will refresh with every marker from every other member that has participated in the Member Map! You can zoom in using the tools on the left, change the map format using the buttons on the top right and place additional markers by clicking once on any location.



If you click on a smile icon, the information for that specific member will popup. If you click on the smile twice, the map will recenter and you can zoom right into that person’s exact location. You may even see their house! This information is restricted to members only and your home location will not be posted outside the internal FSF community.

Bug Reports

- [Bug Report Form](#) - Please use this form to report bugs (errors) in the AMS, message boards or other websites on our domain. You get points for reporting!

Within the **Member’s Area** of the LOG IN block, you will find a bug report utility. You can earn *My Points!* by reporting errors you find on the website. There is a link to the bug report form on every page of the AMS on the left hand side of the page.

Find something broken? Get [points](#) for helping improve the FSF website!
[Report it today!](#)

Polls

You may have heard of our monthly “Simulation of the Month” contest. Each sim with at least 5 message board posts is eligible to win SotM by a popular vote of the membership. The contest gets extremely heated each month with several hundred people voting for their favorite games. Fleets against fleets, brothers

against brothers, the contest promotes community. Not only SotM, but FSF also holds several polls each month to gather opinions on a range of issues. You can vote on the polls on the front FSF website on the right side of the page.

You can also view previous polls by clicking on **Previous Polls** at the bottom of the GAME POLL block and load up each poll ever held in FSF. Click on the poll question to load up the results. You cannot vote in previous polls.

- 80:** [What is the FSF's greatest quality?](#) (Visitor Poll [sb254])
- 81:** [What kind of contest would you like to participate in?](#) (Visitor Poll [sb254])
- 82:** [If the FSF were to offer more non Star Trek sims, what kind of sims would you like to see?](#) (Visitor Poll [sb254])
- 83:** [Do you like the new website look?](#) (Visitor Poll [sb254])

GAME POLL

Choose the simulation of the month for April 2006:

- USS Cartier
- USS Deliverance
- USS Endeavour
- USS Magistrate
- USS Noralus
- USS Pegasus
- USS Phoenix
- USS Providence
- USS Slayer

[Previous Polls](#)

TODAY'S GAMES

USS Deliverance
07:30 PM ET - PG-13
[\[site\]](#)[\[info\]](#)[\[AOL\]](#) [\[AIM\]](#)

USS Archeron
09:30 PM ET - PG
[\[site\]](#)[\[info\]](#)[\[AOL\]](#) [\[AIM\]](#)

USS Stargazer
10:00 PM ET - PG-13
[\[site\]](#)[\[info\]](#)[\[AOL\]](#) [\[AIM\]](#)

Ten Forward Lounge -
Drop in anytime!
[AOL Link](#) [AIM Link](#)

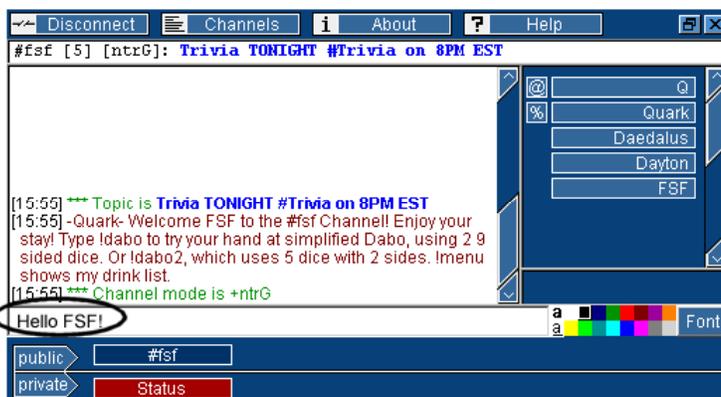
IRC Chat Room - Our own
IRC network!
[Click here to chat!](#)

Events, Chatting & More Information

You're bored, right? And want to jump into an event in progress, be it an open sim, trivia game, chat sim or general 24/7 chatroom discussions? On the right side of the front page you will see TODAY'S GAMES with a listing of each activity in the FSF for the day.

You can view the activity's website, description/plotline information and have direct access to its chat room links on AOL, AIM, or IRC. There are also links to the *Ten Forward Lounge* and *IRC Chat Room* for all members to drop in whenever they want to chat together. If you click on the IRC chat room link, it will load a web

based chat room to connect to our IRC server.



Nickname: (Not required)

Channel: (dropdown menu showing FSF, USS-Noralus, USS-Stargazer)

Type in your nickname (screen name), choose a room name and click **GO CHAT!** to load the chat room. Give the application a moment to load and you will autojoin the room of your choice. Specific commands for IRC can be learned in the IRC usage guide in “Help & Assistance” in the main menu of the FSF site.

- MAIN MENU
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 - [Game Listing](#)
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 - [File Libraries](#)
 - [Guides & Info](#)
 - [Comm Link](#)
 - [Message Board](#)
 - [Sign Up!](#)
 - [Assistance & Help](#)

File Libraries

The FSF has a very large array of files throughout its 12 file libraries. From files created by members like you, to photos uploaded from the last Shoreleave event, to official newsletters and great sound bites to download, there are hours of enjoyment ready for your browsing pleasure.

To list the file libraries, click on **File Libraries** on the main FSF menu located on the left of every page in the AMS. Next, click on one of the libraries listed in the listing. For example, as a member, you now have access to the **Member Photos** file library, which has several hundred photos of many different FSF members throughout the years.

- [Member Created Files](#)
Files made by our membership. If you have an image, sound or document you made, share it with us.
- [Member Photos](#) (Members Only Library)
Upload your own photos of yourself, your family or pictures from offline FSF events!

Once you've chosen a library, you will see the listing of files to download. Click on the file title to view more details of the file. Files are listed in upload date order, starting from most recent.

09/01/05	FSF Cougar & Nephew	30
08/19/05	FSF Spectre (2005)	35
08/17/05	FSF Nefarious aka Crystal Nef	39
05/02/05	Kaimy Leopold	50
04/04/05	Karen and Quak	58

Download any file you would like and even upload your own! At the main file library listing, scroll to the bottom and click **Upload** to load the upload form. Any file is appropriate, but all files are subject to review and virus scanning.

When uploading a file, be sure to be thorough in its title and description. You should also check to make sure the exact same file hasn't been uploaded yet (such as a sim log). To select a file, click **Browse** and then **Upload**. The file will be stored on our server and reviewed by the Intimation Director.

- Prev. Screen
- Next Screen
- More Files
- Library List
- Hidden Files
- Upload

Subject/Title:

Description:

File to Upload:

Staff Listing & Getting Help

Our group is run by over 60 of the most talented and kind people available in the online gaming community today. If you click **Staff Information** in the main menu, you will be able to list each of our hosts.

Our hosts run the games in our group, occupy director positions that handle aspects of the group and also

- | | | |
|----------------------|-------------------------------|------------------------|
| uni | FSF Josh | FSF Ph |
| alon | FSF Julie | FSF Po |
| iley | FSF Justin | FSF Ra |
| uer | FSF Ku | FSF Re |
| tz | FSF Lowell | FSF Ro |
| i | FSF Luke | FSF Sc |
| ugar | FSF Mackenzie | FSF Sc |
| | FSF Macleod | FSF Sh |

help to run fleets of games in Fleet Command. You can contact any one of the hosts in the group at any time by clicking on their screen name in the staff listing. If you use AOL instant messenger, you can also instantly IM any of us by clicking on the AIM icon next to their staff name.

Key: Yellow = Online Grey = Offline

If you need any help whatsoever with the AMS, ask any host.