

Application: Member Photos

Installation

The Member Photos application uses Voracity's Solution's Control Panel to install and upgrade itself. If you haven't previously installed the Control Panel follow the steps below. Otherwise you can skip to the 'Member Photos Install' section.

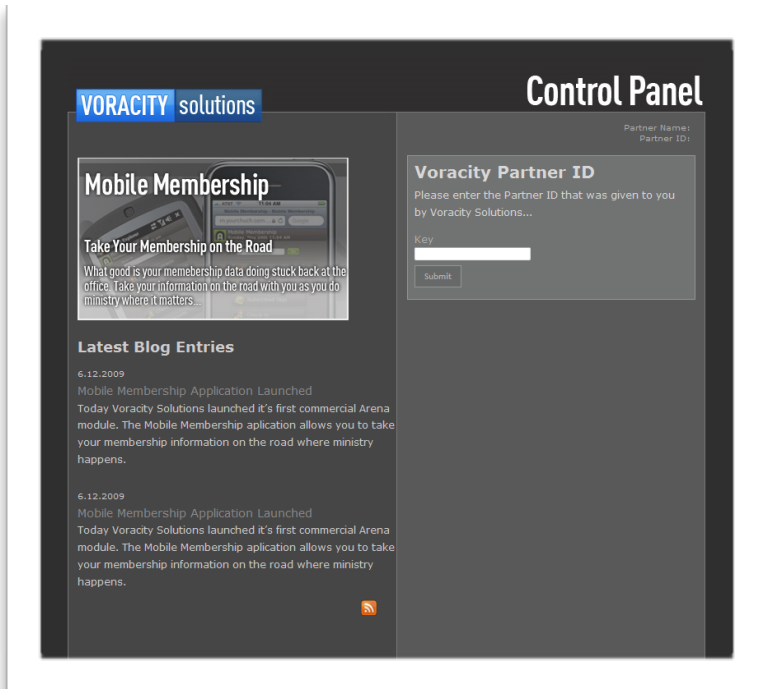
Installing the Control Panel

If this is your first Voracity Solution application you will first need to install the Control Panel. At the time of purchase you should have received an e-mail with the Default.aspx page that makes up the Control Panel. Follow the brief steps below to install:

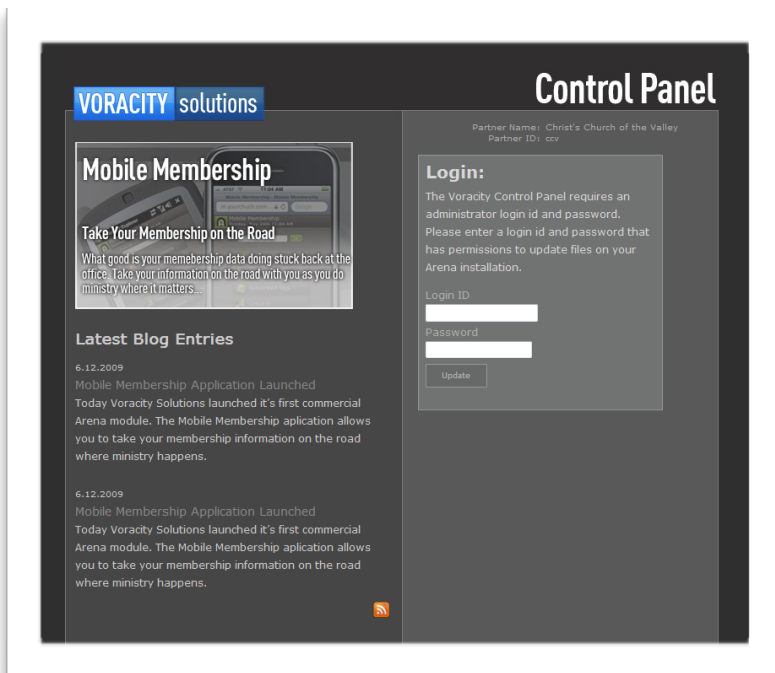
1. Locate the Arena install directory on your web server.
2. Create a new directory named 'Voracity'.
3. Copy the provided Default.aspx page into this directory.
4. Open your browser to: <http://arena.yourchurchdomain.com/Arena/Voracity/>

The first time you open the Control Panel you will be asked for your Voracity Partner ID. This is a unique key that identifies your installation and allows the Control Panel to personalize itself to your organization.

Contact support (support@voracitysolutions.com) if you do not know or misplaced your partner id. Once you enter this key you will no longer be prompted for it in the future. If you ever need to update this key, you can do so by editing the "voracity_user_key" organization setting.



Next you will be asked to login. Enter a Windows administrator username and password that has access to modify the directories and files that make up your Arena installation. This allows the Control Panel to copy down required files for the various installed modules and keep itself up-to-date.



After logging in you will now be at the Control Panel homepage. This page will not only allow you to keep up-to-date with the latest news from Voracity Solutions, but more importantly it will allow you to install and upgrade the various products you have purchased.

Member Photos Install

To install the Member Photos application click the 'Administrate Website Modules' link from the Voracity Solutions Control Panel (screenshot above). This will bring up a screen similar to the one below.



On this page you should see an 'Install' button next to the Member Photos application. If you don't please contact support to ensure permissions to install the application has been configured properly. Click the install button to complete the install process.

At this point the Member Photos application has been installed including: the portal, pages, modules, and email templates.

Note: If your external website runs from a different instance of Arena you'll need to run the steps above on each instance.

Post Install Process

The Member Photos application comes ready to run out of the box. If you have an external site already running in Arena you may want to make the external pages needed for the application match your site's look and feel. The external pages for the site are located under "Arena Administration" -> "Voracity Solutions". To integrate them to your site follow the steps below:

1. Move the pages under your external portal
2. Change the templates of the pages to those of your external site making sure the modules are placed in the proper content zones.
3. Make any CSS tweaks to match your site. The Member Photos application uses a single CSS file that can be found under "Arena/CSS/Custom/Voracity/photo-upload.css".

Upgrading the Application

Application updates will occasionally be made available to add functionality, fix issues, and ensure the application runs on future versions of Arena. Notifications of updates will be communicated through the Voracity Solutions blog. To update the application follow the same instructions outlined above to install the application. Instead of 'Install' button you should see an 'Update' one instead.

Using the Member Photos Application

Anyone who has spent time working with member data knows the value of having pictures associated with records. It has the effect of turning 'ministry tasks' into 'ministry moments'. It's also a good way of creating connections in growing churches. Until now the process of getting these images has been complex, time consuming and a bit awkward (ever had to ask someone if you could take their picture?) With the Member Photos module getting photos is as simple as sending an invite for them to upload their own picture. It's a quick process for them to upload their photos and no Arena account is needed. Each step of the process is discussed in detail below.

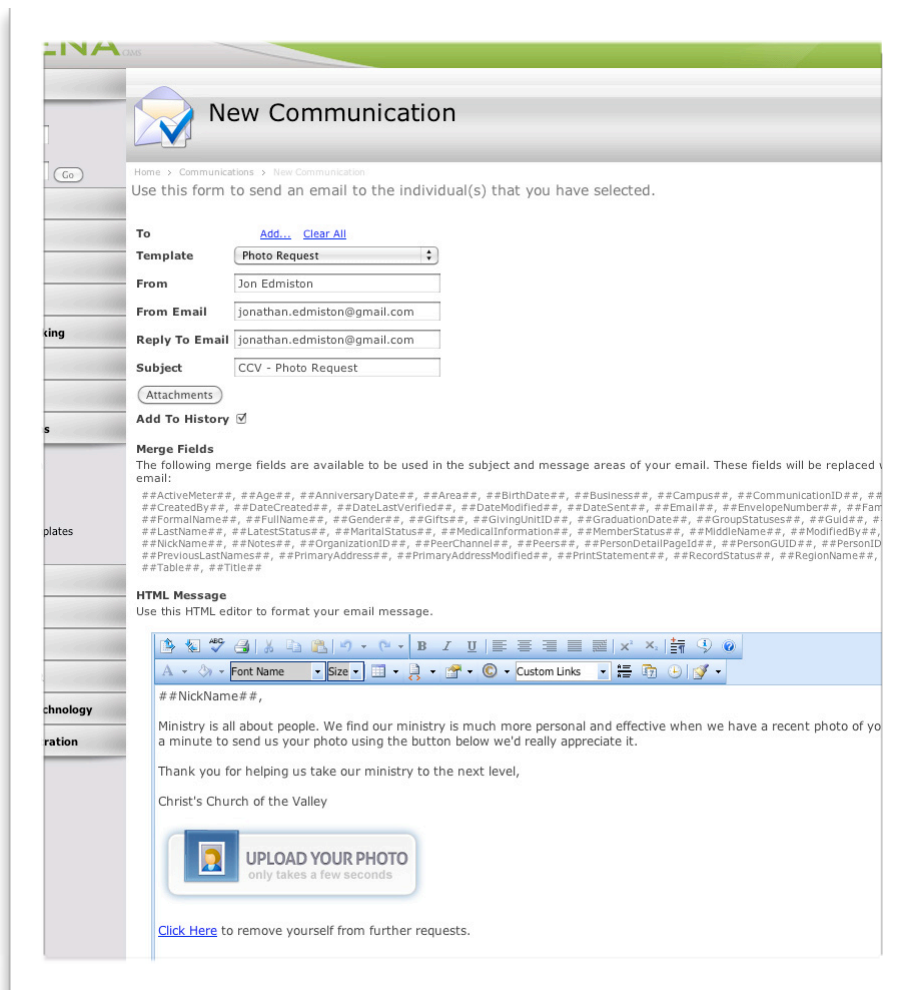
Step 1: Sending Invites

The first step is to send out invites to have your members upload photos. There are two basic ways to send out these invites. The first method is using the new "Photo Request" page (this page was added during the install and is viewable by the 'All Staff' security role.) This page is located under the "Communications" tab and is used for sending photo upload requests to large numbers of people. Time has been taken to provide suitable criteria to filter on including family role, member status and whether the individual already has a photo in the database. Rest assured only active records are used.



Clicking on the send button will generate a quick message informing you how many people will be receiving the email. Just click 'Confirm' and the emails will be queued for sending. The email text that will be sent can be found, and changed, in the "System Emails" under "Administration".

There may be times when you would like to send out invites to a targeted group of people. The second approach is to use the email icon at the bottom of any grid in Arena. Using this method allows you to customize your invite list to a certain tag, group or report. When you click the email icon at the bottom of the grid you'll be taken to the default "New Communications" page. There you'll find a new "Template" named "Photo Request". The template is preconfigured for sending out invites. Of course you can modify the text in the message boxes or even change the default template text (under "Communications" -> "Communication Templates".)

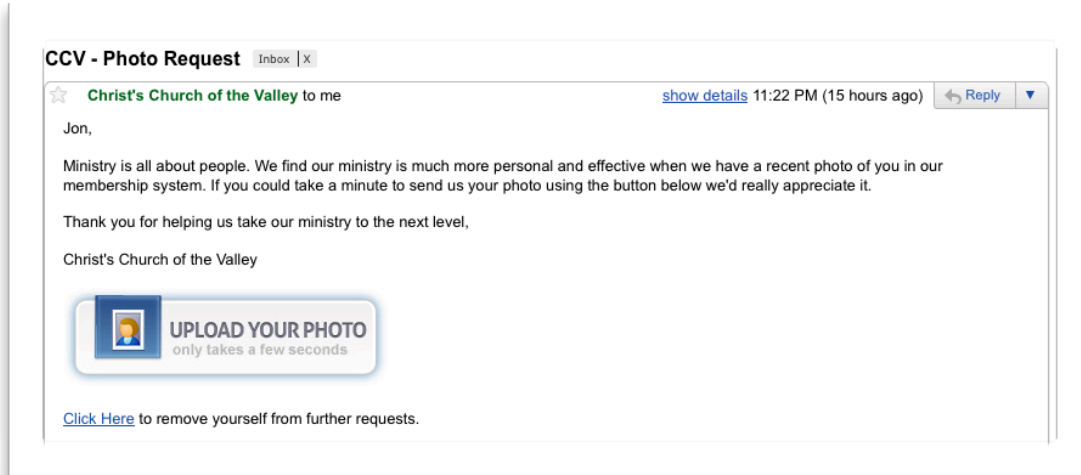


Step 2: Members Upload Their Photos

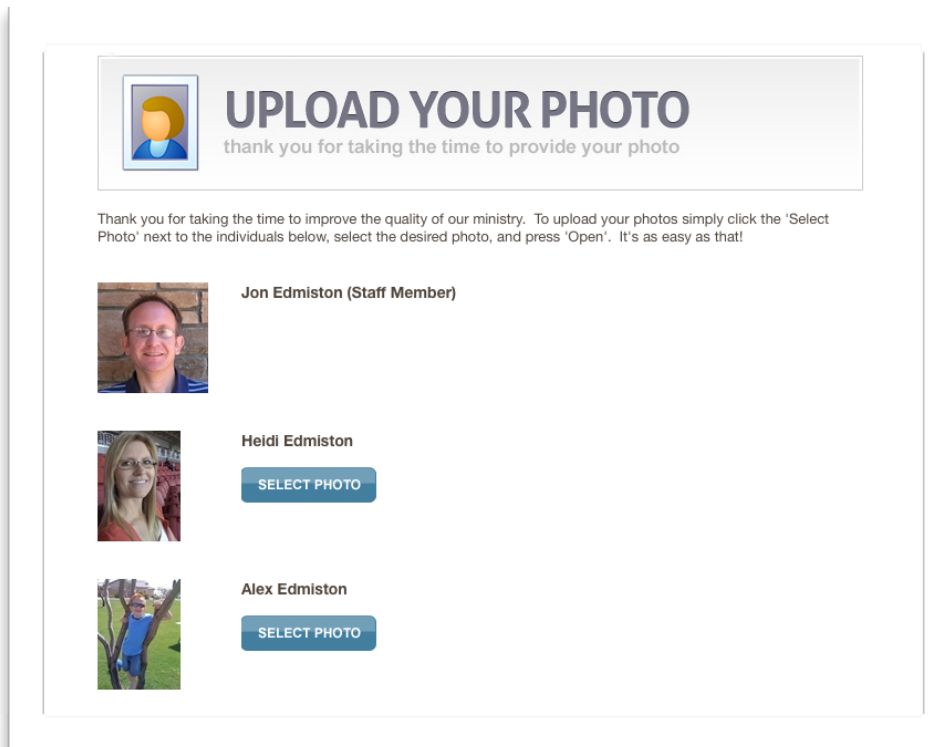
The second step involves the members uploading their photos. Once they receive their emails members can click the "Upload Your Photos" button (shown in sample email below) and they will be taken to the default upload page. This

page is generic in nature and if you have an external website already in Arena you may wish to move it and change it's template.

Default Email



Default Upload Page



The default page above was created in a generic way so it could be used by any church even those who don't already have an external site built in Arena. You can easily change the header image and test by clicking the edit pencil (not shown). Your Arena server does need to be accessible by those on the Internet in order for this application to work.

Opting Out

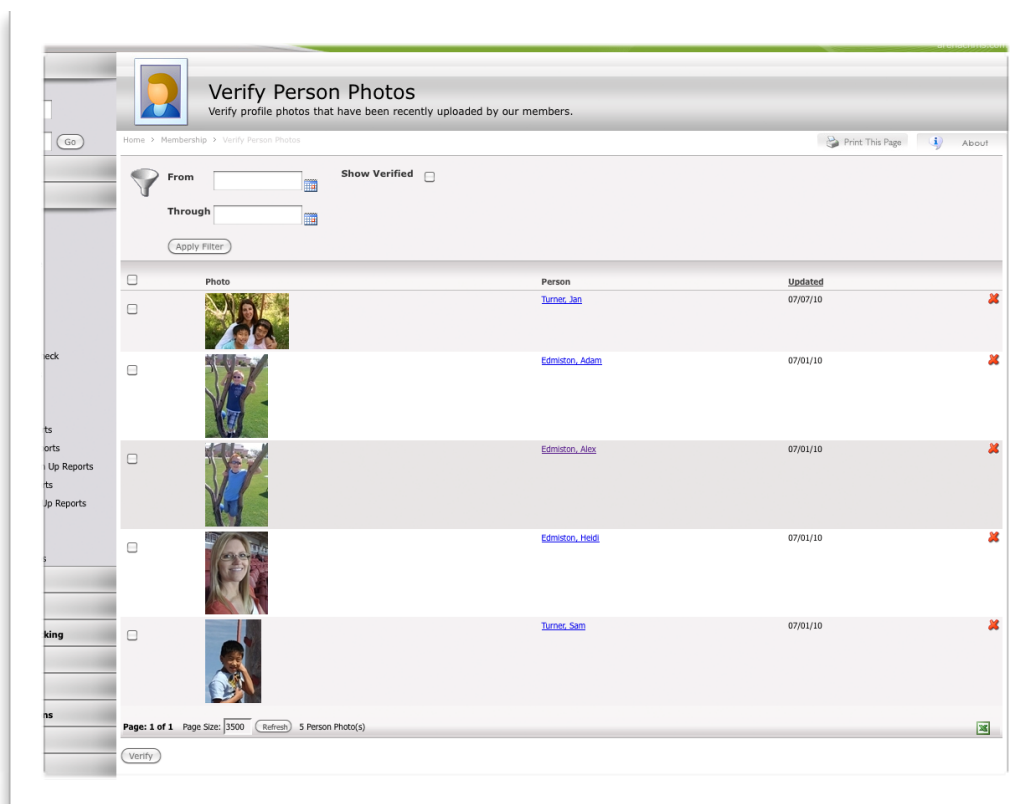
Photos can be personal and there may be some in your church who would rather not provide them. An opt-out feature has been added to the application to keep them from getting multiple requests in the future. Each email contains a link that will add them to the opt-out list. This list is stored in a Ministry Tag that is created at the root tag level when the application is installed. Feel free to move this tag under any tag your database. It's name and location are not important to the application but please do not delete the tag. Doing so will keep the opt-out functionality from working.

To opt someone back in simply remove them from this tag. There is no way for them to do it themselves.

Important Note: The opt-out feature will only be used by the Photo Request module. If you use a standard communication (i.e. click the email icon from the bottom of a grid) the opt-out list will be honored. If you are generating the list of people from a report or list be sure to exclude the members of the opt-out tag in your criteria.

Verifying Photos

Unfortunately not everyone has a consistent filter on what may be appropriate for a personal photo. The Member Photo module comes with a verification page that allows you to see what people have uploaded. This new module has been placed in the "Membership" section and is entitled "Verify Person Photos" (this page was added during the install and is viewable by the 'All Staff' security role.)



To verify the displayed photos click the checkboxes and then click the 'Verify' button. This will keep them from showing in the future. Photos that have been uploaded but not verified are still viewable anywhere in Arena that displays a photo for an individual. The verify functionality is not an approval step but rather a way to inspect the photos that have been uploaded and delete out any that may not be appropriate.

Module Settings

The user upload module (Photo Request - Upload) has two module settings you should be aware of.

Setting Name	Description	Default Value
Allow Staff	Blocks staff from uploading new photos of themselves. This is useful if you would like to keep consistent staff photos in Arena for badges and/or use on the external website.	FALSE
Include Family Members	Shows all members of an individual's family and allows the person to upload images for each.	TRUE

Helpful Tips

Below are a few helpful tips in using this application. Please take some time to read through them before sending out invites to your members.

- Before sending out any invites please be sure to test the process thoroughly. Below is a quick checklist of items to confirm:
 - Check that your Arena server is accessible from the Internet
 - Check the process using the "Photo Request" page. A 'Test' button is provided that will send you an email identical to the one your members will receive. Remember you can edit this email under "Administration" -> "System Emails".
 - Check that button displays in the email (if not the server path to the image may not be accessible on the Internet, check permissions on the directory "Arena/Images/Custom/Voracity". Be sure to complete this and the following steps on a machine outside of your church's network.
 - Check that the family members are displayed
 - Check that the upload button is displayed. If the button is not displayed it may be a directory security problem similar to above or Flash may not be installed on your client.
 - Check that photos can be uploaded
 - Check that the opt-out link works. Clicking it will add you to the ministry tag referenced above in the "Opting Out" section. (Be sure to remove yourself from this tag once you've tested it.)
 - Check that the process works using the "New Communication" template.
 - When clicking the "Send" button on the new "Photo Request" page emails will be put into the delivery queue. Depending on how your mail queue agent is configured it could take a few minutes to an hour for these emails to be sent.

- User's may upload photos right from their cameras. These photos can be quite large. The upload module will resize large photos to maximum size of 1024x768. If you would like to decrease this size even more you can use the Voracity Solutions Image Compress Utility (<http://www.voracitysolutions.com/products/>). It's a free tool that allows you to resize all photos in your database.

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