

MEMBERS:

Element offers you the ability to secure your website, microsites, even individual pages. In order for your visitors to access your secured content, they must register as a member and have the appropriate access level. The Members module is used to maintain those membership accounts. You will be able to add/remove/edit your member's account information using this module.



To modify the access levels and registration form used for membership, go to [\[Administration\]](#) > [\[Sites\]](#) > [\[Site Options\]](#) > [\[Member Options\]](#)

- [Members Listing](#)
- [Member Information](#)
- [Member Information Continued](#)

MEMBERS LISTING:

The member listing displays your current listing of registered members.

ENABLED:

Indicates if the member's account is currently enabled.

Add Member		Delete Member	
Enabled	Expires	Level	Email
		3	info@mssitehost.com
✓		1	sales@mssitehost.com
✓	07/27/2011	4	support@mssitehost.com

**NOTE: Member accounts are based on the member's email address. If a member has registered but has not activated their account by clicking on the activate link they received in an email during the registration process, then their account will not be enabled. Members that have not activated their account after registering may be unknown accounts (illegitimate email address) that should not be activated manually unless you are sure they are legitimate members.*

You can manually enable/disable an account at any time.

EXPIRES:

This will indicate if an account is set to expire on a certain date. If the account is set to expire, come the expiration date, the membership account will be disabled automatically.

LEVEL:

This displays the access level the member is currently assigned. You can adjust the access level at any time.

EMAIL:

The member's email address. The email address is the unique identifier for the membership account and is used by the member to login.



MEMBER INFORMATION:

The Member Information area shows the member's information in detail and allows you to modify these values.

ENABLED:

This will allow you to enable/disable the member's access without removing the account.

EXPIRATION DATE:

If you select a date here it will allow you to place an expiration date on the member's account. When the date is reached, Element will automatically disable the member's account, no longer allowing them access.

If you have selected a date and would like to clear this field, just hold down your ctrl key while you left click on the selected date in the calendar.

ACCESS LEVEL:

This sets the level of access the member will receive. Level 1 is a common user, the lowest level and the default given to any member that registers. You can modify these access levels under [\[Administration\]](#) > [\[Sites\]](#) > [\[Site Options\]](#) > [\[Member Options\]](#)

EMAIL ADDRESS:

This is the email address of the member. The email address is used by the member as their user name during login and is the unique identifier used for the member.

FULL NAME:

The member's full name or display name.

RESET PASSWORD:

Checking this will allow you to force the member to change their password the next time they login. Once they change their password this will be set back to unchecked.

ACCEPT PUBLICATIONS:

This is an indicator that the member wishes to receive publications from you such as a newsletter and solicitation mailings.

LAST LOGIN:

This will show the last date and time the user logged in.



MEMBER INFORMATION CONTINUED:

These values are gathered during the registration process. You can determine if these values are available and required during registration by going to [\[Administration\]](#) > [\[Sites\]](#) > [\[Site Options\]](#) > [\[Member Options\]](#).

YEAR OF BIRTH:

The member's year of birth.

ADDRESS:

The member's physical address.

CITY:

The member's city.

STATE/PROVINCE:

The member's state/province.

POSTAL CODE:

The member's postal code.

COUNTRY:

The member's country.



The screenshot shows a web form titled "Member Information Continued" with a "Save" and "Help" button at the top right. The form contains the following fields:

Year of Birth	1967
Address	P.O. Box 123
	#123
City	Dallas
State/Province	Texas
Postal code	75060
Country	United States

[Back to Top](#)

