GA ARES Database Members Access

www.GAARES.org
Menu Bar: Click GAARES Database
                         Click Login Required
Login Name: Your Callsign
Password: (note: password is case sensitive)
Click Login

- If you do not remember your password, click on "I Forgot My Password button"
You will be prompted to enter your callsign and email on file. You will receive an email with a temporary password to use, then you will be prompted to change it when you login.

- If you do not have an email on file, you will need to contact your ARES EC to reset your password. If that person cannot do this, send an email to the GAARES admin by using the Contact button on the upper right hand corner of gaares.org and fill out a form requesting the password reset.

To Enter Your Contact Information
At the Member Information box, Click the box next to "Check for Advanced View" at the top of the page.

You will now find a new box under the Member box, Click on "Edit Contact Information"
A new page is displayed: Contact Information for Your Name (Callsign)
- Click the selection arrow in the "Contact Type" field, click a selection
- Enter your information in the "Information" field
- Click on the selection arrow in the "Preferred Method?" field
- Make a selection in the "Page" field, if appropriate
- Make a selection in the "Pager Carrier" field, if appropriate
- Directory field is not used
- Enter information in the "Contact Comment" field, if appropriate. i.e. send text, do not call after 9:00pm
- Click the New button if you have an additional Contact Type.
- Repeat as needed.
- NOTE: There must be at least one "Y" in the "Preferred Method?" column. You will be able to save/exit, but your record will not be complete until this is marked.
- Click SAVE button when done.
- Click CANCEL to exit.

To Delete old information, check the box in the "X" column on the line to be removed, then Click the Delete button. When you return to the previous screen you must refresh the page to view the updated information.

To Enter Your Equipment Information

At the Member Information box, Click the box next to "Check for Advanced View" at the top of the page.

You will now find a new box under the Member box, Click on "Edit Equipment Information"
A new page is displayed which contains a check box list for you to select which equipment you are willing to use for deployment. Only check the items which apply for deployment.
Click SAVE button when finished.

Other Information That Can Be Entered

In the lower right hand corner of the Member Information box, Click "Edit Address Information"
Click the box to select Check for Advanced View
The new page displayed has member information on it. RED FIELDS ARE REQUIRED fields, you can modify them, but to not leave them blank.

The following fields can be modified:
HANDLE (your preferred name)
ADC_GRID
LATITUDE
LONGITUDE
FIRE STATION
WORK ZIP
LICENSE and EXPIRE DATE
YEAR FIRST LICENSED
SHOW IN DIRECTORY (not used)
ARES MEMBER (leave it Y)
PREFERRED CONTACT (this field can be changed but does not save, so use the procedure above)
NOTE (you can add special comments here that you think is important to the EC i.e. I am diabetic and must take medication)
Click SAVE (the other buttons will changed some things and you may loose information)

If you want or need any other information changed or updated, please contact your ARES EC.

When you are finished, LOGOFF by clicking the link in the upper right hand corner of the Member Information box.