MEMBER PORTAL BASIC USER GUIDE

membership@arlingtonmedia.org

WELCOME TO AIM's NEW MEMBER PORTAL

Arlington Independent Media has shifted to a new Member Portal to replace the former software which had reached its end of life. The new portal is hosted on a software platform called RueShare. RueShare is a cloud-based software that is created specifically for community media centers. RueShare is designed to be accessible by administrators and employees of the center as well as the members and other people who use the center.

GETTING UP AND RUNNING WITH RUESHARE

LOGGING IN

All administrators, employees and members will use this portal to log in. You can find the link to this portal at the top of our new website using the MEMBER LOGIN link.

1. Type in or copy the URL link **(https://www.aim.rueshare.com/Account/Login)** you were given in your welcome email into the browser's address bar or click on the link that was given to you to access your account.
2. Type in your username and password.
3. For security reasons, if you type in the username and/or password more than 7 times you will get locked out of your account.
4. If you have forgotten their password, they can click on the **Forgot your Password?** link and a new one will be mailed to you.

If you have trouble with logging in or accessing the member portal, please contact:

membership@arlingtonmedia.org

DASHBOARD OVERVIEW

When you log into the Member Portal, you will see these primary areas.

DIRECTOR NOTES: Customizable notes that display on all user pages.

MY PRODUCTIONS: All member productions that have not been completed. Click on a production to reserve assets for that production.

CREW CALLS: All current crew calls from all productions in RueShare. Apply for a crew call position or rescind an application that you've already made.

SIDE BAR "ACCORDIAN"

Your Center: Access to these functions:

- YOUR PROFILE: The user's information.
- **Reservations:** Links to all reservations in the following areas in the CHECKOUT tab

Your Agenda: Links to the user's own reserved assets, productions, classes and crew events

- REQUESTED ITEMS: All reservations that you have requested that need approval by the staff.
- AWAITING PICKUP: Reservations that have been approved and need to be picked up by you.
- REQUESTED ITEMS DENIED: Reservations that have been denied. Emails are sent to explain denials.
- CHECKED OUT: Reservations that are checked out by you and are awaiting return.
- ITEMS OVERDUE: Reservations made by you that are overdue.
- CLASSES: Upcoming classes that you are signed up for.
- PRODUCTION EVENTS: Events this week that you have been scheduled for using
- CREW SCHEDULE for a production that you are involved in. Options to confirm that you are attending or not and the ability to state a reason.

MAIN TABS

The main tabs at the top of the screen that are accessible from any page in RueShare. **(Logo upper left):** Click here to get back to the dashboard page.

Checkout: Approval, checkout, return and overdue tabs for all reservations.

Reserve: An alternate way to quickly browse and reserve equipment. Primary reserving can be done through a production.

Production: For entering, changing, deleting and searching for all information about productions including equipment reservations, crew, crew calls, crew scheduling and episodes.

Classes: A display of all classes that members can enroll in. This calendar displays in each member's account allowing him to browse, sign up and pay for classes.

Your Profile

Here is where you can edit basic user information plus quickly look up information on your productions, reservations, crew schedules and more.

Tabs include:

• Profile
• Photo
• Certifications
• Reservations
• Productions
• Favorite Assets
• Schedule
• Classes
• Preferences

Your Profile

Your profile consists of the following field which you can change:
• Salutation • First Name • Last Name • Email Address • Gender • Age Range
• Ethnicity • How Did You Hear About Us
• Block Email Notifications (If this is checked, you will not receive any notifications from RueShare except late equipment and membership renewal notifications)
• Willing to Volunteer (Check this if you do not want to receive any crew call notifications or be available to add to crew lists)
• Address • State • Zipcode • Phone • Mobile Phone • Work Phone • Work Extension

To Change Your Password:
1. Click the CHANGE PASSWORD link.
2. Type your current password in the CURRENT PASSWORD field.
3. Type your new password in the NEW PASSWORD FIELD.
4. Type your new password in the CONFIRM NEW PASSWORD field. 5. Click CHANGE PASSWORD button.

Certifications
A list of all your certifications (what courses you've taken) and whether you were certified through a class or not. Hyperlinks are available to the certifications, classes associated with the certifications (if there was one) and the person who approved the certification.

Reservations
A list of all your reservations including what was reserved, the production the asset was reserved for and the status of the reservation.

Productions
A list of all the productions that you are either a producer on or a crew member on.

Favorite Assets
Add assets that you use frequently in your productions. Once assets are added here, the can then be imported into BASE ASSETS on any production you are a producer on. This allows for making reservations quicker.

To add assets:
1. Click the ADD ASSET button.
2. Choose EQUIPMENT, FACILITIES or PACKAGES tab.
3. Choose the assets that you want to add.
4. Click OK.
5. Click CHANGE PASSWORD button.

To import assets in you production:
1. Click on the main PRODUCTION tab
2. Search for your production and click EDIT. 3. Click on the BASE ASSETS subtab
4. Click the IMPORT FAVORITES button.

Schedule

A list of all the scheduled time on productions you have been scheduled on or that you have scheduled yourself. Links to the productions that are associated with the schedules are included

Classes

A list of all the classes you have attended, the status of the class, what you have paid and the cost of the class.

Preferences (Crew Call Notifications)

You can pick which crew call positions you'd like to be notified about via email and your RueShare home page. If a position is grayed out, it means you have not been certified in that position yet.

To add a preference:
1. Click the crew call positions you'd like to be notified about. 2. Click SAVE.

CLASSES

The classes tab displays what a member would see when signing up and paying for a class. This calendar displays class sessions according to the class's enrollment start and end dates. If the current date is between a classes enrollment start and end dates, all the class sessions for that class will be displayed.

SIGNING UP FOR A CLASS

To Sign up for a class:
1. Click on a class session on the calendar or a class link in the table.
2. Click the SIGN UP button or SIGN UP AND PAY button. Either one or both of these will be displayed.
3. If you are paying fill in your credit card information.
4. Click the REGISTER BUTTON.

PRODUCTIONS

A production is any project/event or anything else that is produced through the media center. Through productions, you can create reservation, add and track crew, episodes and create and manage crew calls. Emails to crew members and crew schedules are all handled through productions. To make reservations for equipment, you need to have a member attached to a production.

CREATING A PRODUCTION

1. Select CREATE PRODUCTION from the main menu dropdown next to PRODUCTIONS.
2. Fill in the fields.
3. Click CREATE.
4. PRODUCTION FIELDS:
• Production Name: Required field
• Description: Required field
• Producer: Required field

      To add a producer:
      1. Click the PRODUCER button.
      2. Use the SEARCH fields to find the producer.
      3. Click the checkbox next to the producer's name.
      4. Click OK.

• Production Type: Required field:
• Run Time: The length of your production: This must be set in the format 00:00:00
• Creation Date: The date the production was created.
• Expected Start Date: The date the production is expected to start.
• Expected End Date: The completion date of the production.
• Production Status: Select PRE-APPROVAL, PLANNING, PREPRODUCTION, PRODUCTION, EDITING, COMPLETE, ABANDONED

NOTE: PRE-APPROVAL is generally used for productions created by a member that need to be approved.

• Notes: General notes about the production

Production Subtabs

After creating a new production, clicking on CREATE will display these subtabs. Clicking EDIT next to any PRODUCTION from the main PRODUCTION table will also bring up these subtabs:

- RESERVATIONS: Reservations for productions are primarily create through this subtab.
- BASE ASSETS: Create a list of "favorite" assets for quick reservations.
- CREW: Add crew for a production, create and manage crew calls and email your crew.
- CREW SCHEDULE: Schedule crew members for productions and review responses

Making Reservations

This is the primary area reservations are made.
All assets (equipment, facilities, packages and groups) are reserved in RueShare. A reservation must be made through a specific production and assigned to one crew member involved in the production. Alternatively, reservations can be made through a cart type system in the main RESERVE tab.

Adding a Reservation:
1. Click the PRODUCTION tab.
2. Click the EDIT link next to the production you are reserving equipment for.
3. In the RESERVATIONS TAB click ADD RESERVATIONS.
4. If you'd like, click the LAUNCH RESERVATION CALENDAR link to browse the checkout calendar.
5. Select the date and times the assets will be reserved using the START DATE/TIME and END DATE/TIME areas.
6. Click on the ASSIGN TO CREW dropdown box to select whom the equipment will be reserved to. Crew can be added in the CREW subtab.
7. By default, the assets that are displayed are the only ones available for the dates and times selected. If you'd like to display equipment that is unavailable, go to SETTINGS - PRODUCTION subtab - check SHOW UNAVAILABLE ASSETS DURING RESERVATION
8. Select the EQUIPMENT, FACILITIES, PACKAGES or BASE CONFIGURATION sub tab depending on which type of asset you want to reserve.
9. To refine your search, click on the SELECT CATEGORIES dropdown to start selecting specific categories of equipment.
10. To Select Categories:
• Click the SELECT CATEGORIES dropdown.
• Click the checkbox next to the category you want to reserve.
• Repeat for more categories.
• Using the CATEGORIES features is a way to speed up reservation creation

11. You can also use the general search areas to search for assets.
12. Click on the checkbox next to the items that you want to reserve and the quantity for each item (if you are reserving more than one from an asset).
13. Click the REQUEST button BEFORE going to another page under the sub tab you are in.
14. To search for items in BASE CONFIGURATION:
• Click on the BASE CONFIGURATION sub tab.
• All items added through the BASE ASSETS subtab will be displayed whether they are available or unavailable.
• If an item is not available to be reserved, it will be displayed as UNAVAILABLE under the quantity in red and will not be able to be checked for reservation.
• Click the checkbox next to the items you want to reserve.
15. Click the REQUEST FROM ALL if you are reserving items from different tabs. 16. Wait until you get confirmation that your items have been reserved. This may take a few seconds depending on the number of items.
17. Click OK.

NOTE: To CHECKOUT your reservations, go to the CHECKOUT tab and click the AWAITING PICKUP sub tab. Choose the user in the dropdown and check items off to check out. If a user has made reservations from her RueShare account, these reservations must be approved in the AWAITING APPROVAL subtab.

Updating a Reservation (time and crew): You can update a reservation's time and crew here. This can also be done in the CHECKOUT tab under AWAITING CHECKOUT, CHECKED OUT and OVERDUE. You cannot update a res- ervation that has been denied or returned.

1. Click the PRODUCTION tab.
2. Click the EDIT link next to the production you are reserving equipment for.
3. Click the RESERVATION subtab
4. Click the checkbox next to the assets you want to update.
5. Click UPDATE RESERVATION.
6. If not selected, click the APPLY TIME CHANGES TO ALL SELECTED RESERVATION THAT BEGIN AT THE SAME TIME, to change the time for all assets.
7. CTRL+ or CMD+ CLICK anywhere in the colored boxes, indicating when the reservation is, to change the start and end dates and times.
8. In the WEEK or DAY view you can drag one of the boxes to a different date and/or time or click and drag the bottom of one of the boxes to increase or decrease the reservation time.
9. You can also click and move the entire reserved asset to another date and time.
10. To assign the reservation to another crew member from the production, click on the ASSIGN TO CREW drop down box at the top and choose a new crew member.
11. Click OK.

Deleting a Reservations: You cannot delete a reservation that has been checkout out, denied or returned.
1. Click the PRODUCTION tab.
2. Click the EDIT link next to the production you are reserving equipment for.
3. Click the RESERVATION subtab
4. Click the checkbox next to the assets you want to delete.
5. Click DELETE RESERVATION.

Adding items to a Reservation: It's best to add items to an existing reservation from the CHECKOUT tab. If you haven't left the RESERVATION tab in PRODUCTIONS, the dates and times of your last reservation will be filled in for you and you can add items there.

1. Click the CHECKOUT tab.
2. Click the AWAITING CHECKOUT subtab
3. Use the dropdown to select a user, date and time of your reservation 4. Click the ADD RESERVATION BUTTON.
5. The dates and times for the reservation are filled in for you.
6. Select your items
7. Be sure to click OK to reserve before going to another page.

Adding Crew

Anyone who is a part of a production. This can include directors, camera ops, lighting, audio, sound and talent.

Adding Crew:
1. Click the EDIT button on the main screen next to the production you want to add crew to. You can get to the crew sub tab after clicking the CREATE button.
2. Click on the CREW sub tab.
3. Click ADD CREW.
4. Click on a person or people to add.
5. Select a role from the ROLE dropdown box for the person or people.
6. Select a permission for each crew from the PERMISSIONS dropdown box.
7. Setting to VIEW: Ability for a crew member to see details about a production from their RueShare account but not modify the production or make reservations from it.
8. Setting to VIEW/MODIFY: Ability for a crew member to modify the details of a production and make reservations for it.
9. Setting to NONE: Will not be able to see the production or any details or make reservations.
10. Click OK.

Updating Crew:

To change a crew member's production role and/or change the view, view/modify, none permissions.
1. Under the CREW sub tab, click the checkbox next to a crew member.
2. Click the UPDATE CREW button.
3. Change the ROLE.
4. Change the PERMISSIONS.
5. Click SAVE.

Removing Crew:

Remove a Crew member from a production.
1. Under the CREW sub tab, click the checkbox next to a crew member.
2. Click REMOVE CREW

Emailing Crew:

You can email any of the crew on a production.

1. Click on the CREW sub tab.
2. Click the checkbox next to the crew members you want to email.
3. Click the EMAIL button.
4. Click in the SUBJECT field to change the subject.
5. Click in the MESSAGE field to add a message.
6. To CC or BCC a crew member:
   • In the Email dialogue box, click the checkbox next to the crew member.
   • Click the CC or BCC button.

Crew Scheduling

Crew Schedules are a way for crew members to schedule crew members in their production for production times, meetings, event etc. for that production. Once a crew call is created, the crew can reply to the crew schedule via their RueShare account.

Creating a Crew Schedule:
1. Click the CREW SCHEDULE sub tab.
2. At the top, check the crew members that will be scheduled.
3. From the day or week view, Click and drag down to increase or decrease the time of the event.
4. If you need to, you can click and drag the time to increase or decrease for each crew member. You can also move the block of time to another day in week view.
5. In the EVENT INFORMATION, fill in what the event is about.
6. Fill in the CREDITS if you are tracking volunteer credits.
7. Click OK.

Viewing a Crew Schedule:
Check replies to a crew schedule.
1. Click Edit from the main PRODUCTION Screen.
2. Click the CREW SCHEDULE sub tab.
3. You can see in the GOING column whether a crew member is going to the event and the reason for not going and/or other notes.

Deleting a Crew Schedule:
1. Click the checkbox next to the event(s) to delete. 2. Click the DELETE button.
3. Click OK.

Creating a Crew Call

A crew member can send out a call to fill specific positions for his production. Members that are certified for those positions will receive a notification on the homepage of their RueShare Account and, if the producer wants, via email. The user can respond to the crew call and include a note with the response to the producer. The producer can then add those that responded to the crew list or deny a response.

NOTE: A member must have the WILLING TO VOLUNTEER box checked in their user page to receive crew calls.

Creating a Crew Call:
1. Click the CREW sub tab.
2. Click the CREW CALL button.
3. Click CREATE.
4. Roles marked with a * require certification in that role through the COURSES area.

Only members who have that certification will be notified of that crew call. Crew calls with roles not marked will go out to all members who have indicated they would like to volunteer.

5. Use the ROLE dropdown to define the production role that you need to fill.
6. Enter the number of crew members for this role.
7. Enter the RUN AD FROM and RUN AD TO dates which is the length of time your crew call will display on a member's home page.
8. Enter the START TIME and END TIME of the production, meeting, etc.
9. Enter the DESCRIPTION of the production including notes or other important information.
10.Check the SEND EMAIL TO MEMBERS checkbox if, additionally, you would like the crew call to be emailed to all qualified members.
11.Click OK.

Responses from a Crew Call:
After you've initiated a crew call, you can check to see which members have responded, add them to the crew or deny the response.

1. Click the CREW sub tab.
2. Click the CREW CALL button.
3. Click the RESPONSES sub tab.
4. Click the name(s) of crew members you would like to add.
5. Click ADD TO CREW to add them to your crew list.
6. You have the option of sending an email to the new crew members.
7. Click the SEND EMAIL MESSAGE TO USER box if you'd like to send one.
8. Click OK
9. Customize the email.

To DENY the response Click DENY and fill in a reason field to send the member a denial notice.

Updating a Crew Call:
1. Click the CREW sub tab.
2. Click the CREW CALL button.
3. Click the crew call sub tab to update.
4. Check the crew call you'd like to update. 5. Click the UPDATE button.
6. Change the details of the crew call.
7. Click OK.

Deleting a Crew Call:
1. Click the CREW sub tab.
2. Click the CREW CALL button. 3. Check the crew call to delete. 4. Click the DELETE button.
5. Click OK.

Favorite Assets (Base Assets)

Base assets are equipment, facilities, packages and groups that the production uses on a regular basis. Defining base assets for a production allow you to quickly select and reserve these assets making the reservation process quicker and simpler. When reserving, base assets for the production are found in the BASE CONFIGURATION subtab in the reservation dialogue.

Creating Base Assets:
1. Click the BASE ASSETS sub tab.
2. Click the ADD ASSET button.
3. Click the EQUIPMENT, FACILITIES or PACKAGES tab.
4. Scroll through pages, use SEARCH or use the SELECT CATEGORIES to search for specific categories of assets.
5. Click the checkbox next to the assets to add.
6. Click OK.

Removing Base Assets:
1. Click the BASE ASSETS sub tab.
2. Click the checkbox next to the assets to be removed. 3. Click REMOVE ASSET.

Importing Favorites: Allows a user to import a list of favorite assets that has been created by the user in the user's profile.
1. Click the IMPORT FAVORITES button.

Adding Episodes

For series productions, you can create an episode under the production. Episodes contain all the same information and functionality that a main production has. Crew members and base assets created for the main production are automatically carried over to each episode.

1. Click Edit from the main PRODUCTION Screen.
2. Click the EPISODES sub tab.
3. Click ADD EPISODE.
4. Click EDIT once an episode has been created to add these additional fields:
5. Creation Date: The date the production was created.
6. Expected Start Date: The date the production is expected to start.
7. Expected End Date: The completion date of the production.
8. Production Status: (generated after clicking CREATE): Select PLANNING, PREPRODUCTION, PRODUCTION, EDITING, COMPLETE, ABANDONED
9. Notes: General notes about the production
10. Fill in the EPISODE fields:
• Production Name: Required field.
• Description: Required field.
• Production Type: Required field.
• Run Time: The length of your episode. This must be set in the format 00:00:00