

# Entering information into the UGLS

## UGLS = APCUG's membership database



Go to: [ugls.apcug.org](http://ugls.apcug.org)



An International Association of  
Technology & Computer User Groups

[Members Log In](#)

Click on Members Log In (President & APCUG Rep usually have permission to add / change / remove information from their group's record)

Send an e-mail to membership (at) apcug.org if you need a username & password

Log in to the UGLS with your Username and Password



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### LOG IN

Please enter your username and password.

Username:  \*

Password:

[I Forgot My Password](#)

Remember Me

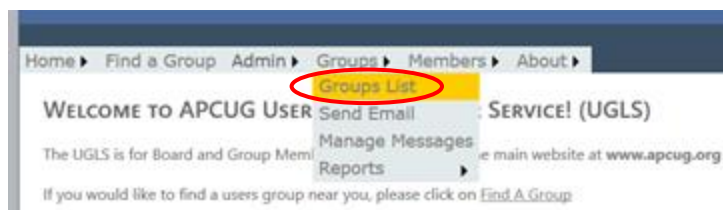
[Click here for instructions on how to add/change/remove information in your group's record.](#)

If you have forgotten your password, click on I Forgot My Password, enter your e-mail address and click Submit. You will receive an e-mail with a new password.

## I Forgot My Password

Please enter your e-mail address:

Click on Groups / Group List  
Select your Group



## To add a new name to your record

- Scroll to the bottom of the form
- Click on Member Name - Add (red arrow)
- USER QUICK ADD form pops up
- Complete Info (usually just name and e-mail address)
- Click on Submit (blue arrow)
- Click on Done / Update (green arrow)

The screenshot displays the APCUG User Groups Edit interface. The main form includes fields for Group Email (gillaed@yahoo.com), Message Phone, Max Occupancy (80), and GPS Location (34.2308684/-111.3251355). A 'Group Newsletter' section is also visible. A modal window titled 'USER QUICK ADD' is open, containing fields for Role (Group Member Only), Region (AZ, CO, NM, NV, UT, @), Logon Allowed (checked), First Name (Joy), Last Name (Taylor), Users ID (Joy Taylor), Country (USA), Phone (NA), Email (scvjudy@yahoo.com), and Alternate Email. A 'Submit' button is highlighted with a blue arrow. Below the modal, a 'Done/Update' button is highlighted with a green arrow. To the right, an 'Email' list shows various email addresses, and the 'Assign Member to Group Position' section has a 'Member Name' dropdown menu with an 'Add' icon, highlighted by a red arrow. The bottom of the page shows a copyright notice for 2012-2013 APCUG and the date 11/23/2013.

## Assign the new listing to a position:

- Click on Title / Position and select the position
- Click on Member Name
- Select Name
- Click on the name
- Double check you selected the correct name
- Click on Add Member / Position and you have a new listing in your record (Group Roles)

The screenshot shows the APCUG User Groups Edit page. The Group Roles table is as follows:

Remove	Title	Member Name	Email
	President	Edward Freeman	gillaed@yahoo.com
	Treasurer	Harold Rush	hrrush@npgcable.com
	APCLUG Rep	Ray Baxter	rbaxter@apcug.org
	Editor	Ray Baxter	rbaxter@apcug.org
	Vice President	Ray Baxter	rbaxter@apcug.org
	Webmaster	Harvey Pierman	harv_pierman@hotmail.com
	Secretary	Gayle Goodwin	gegaccount@npgcable.com

Below the table is the "Assign Member to Group Position" form. The "Title/Position" dropdown is set to "Editor" and the "Member Name" dropdown is set to "Joy Taylor". Both dropdowns are circled in red. An "Add Member/Position" button is located below the form.

This is a close-up of the "Assign Member to Group Position" form. It shows two dropdown menus: "Title/Position" with the text "-Select Title -" and "Member Name" with the text "--select--". Below these dropdowns is a button labeled "Add Member/Position", which is circled in red.

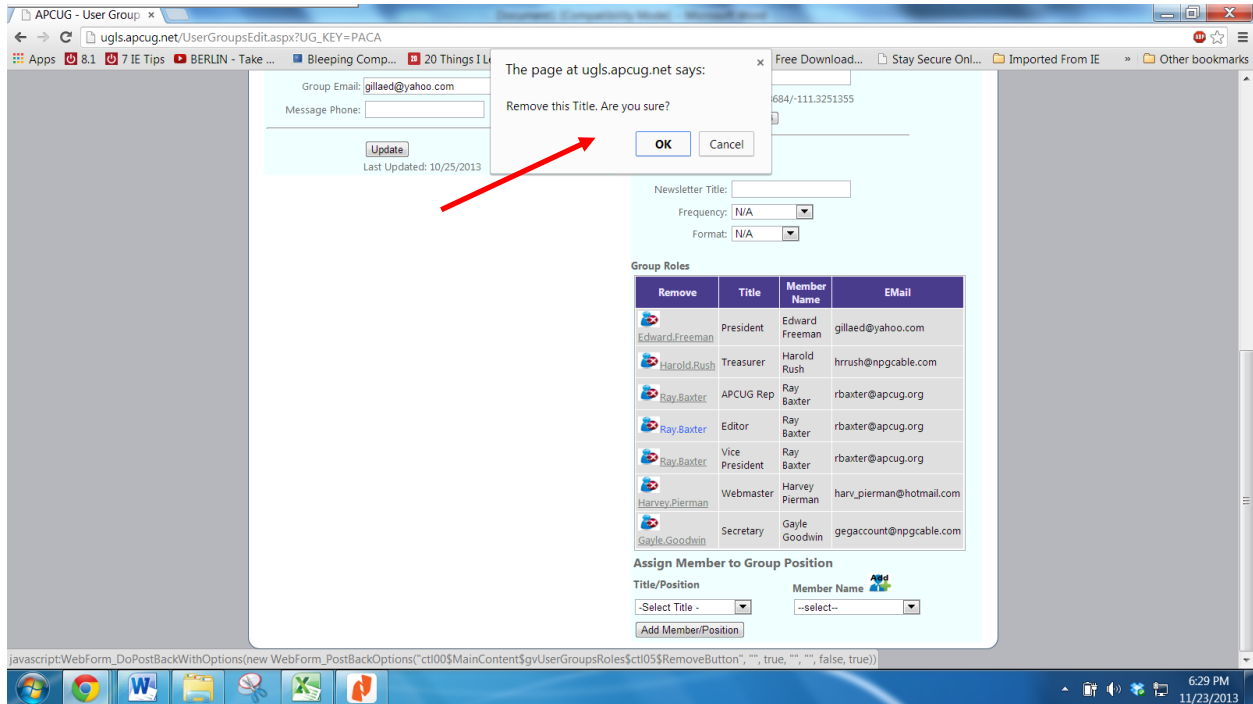
## Click on Update to save your information

- It's on the left side of the form

This is a close-up of the "Message Phone" field and the "Update" button. The "Message Phone" field is empty. Below it is a button labeled "Update". Below the button, it says "Last Updated: 5/14/2015".

If you are replacing someone you will need to remove the original person.\*\*

- Click on their name
- See pop-up (red arrow)
- Click OK
- Go through the steps to Add a new member



\*\*If you remove a person from a position and he/she is listed with another Title that record is also removed.

Send an e-mail to llaughner (at) apcug.org and let her know you need (person's name) re-activated. When she lets you know the person is Active, you will need to go back into Group Roles and add the person to his / her position (Title/Position – Member Name).