Using the AlumniMagnet Web Database as a User

This document is intended for Class Reps to help their Classmates update the user profiles.

New Member

We have a large number of non-members in the dbase from times past. Before you start to make a new record, email the webmaster (webmaster@usnaaasd.com) to have him check. He can check by email, last name class and a host of other fields. If he confirms that the new member is not there yet, go to the website www.usnaaasd.com and click on the "Membership" tab at the top of the page. That will give the new member the option of (1) using a form that can be mailed or email and (2) selecting a membership category on-line.

To continue on-line, select the desired membership option and then hit "Continue".

The next page is a checkout page where the new member fill in all the blocks. Please be sure to put the class number in the Special Instructions. This form requires all fields, including "Country" to be filled in.

This will create a new membership and charge the membership fee to the member's credit card.

The new member will get a confirming email. Once the membership has been established, follow the information below to complete the data entry.

Existing Member

Most people in the area are already in the dbase. They will already have an active user name and password. If they know the user name or password, the easiest thing to do is to contact the webmaster to confirm both. Usually the webmaster will look up the members user name and assign a new, temporary password. The member can sign in, see his/her status, update and add information. When signed in, the Membership and Exp Date will be visible. Click on 'My Account' in the upper right corner to go on.

There are five top row tabs. My Account / My Profile / My Membership / My Orders / My RSVPs.

My Account is a short summary of the member's account information.   This is where you can change your password and screen name. The system assigns a default screen name unless you change it here. The default is firstnamelastname.with no spaces.

My Profile is the default. Because we forced the system to accept our data you will see some funny military things. We use "Prefix" as a rank and Suffix as service. Then you will see it again as a special field trailing the name. This is normal to do the things we want to do with the data. You can also edit the profile and add a picture if you wish. Please be sure to enter School 1 as USNA and select a class graduation year. This keys your data page to your class rep and for such things a nametag preparation, etc.
My Membership is a summary of the membership status.

My Orders is the member's history of financial business in the system.

My RSVPs is the member's history of events the member has signed up to attend as well as the events the member has attended in the past.