American Daffodil Society

FOUNDED 1954

Daffnet

Daffnet.org User Guide
Chapter 1 - Welcome

Internet Services Committee

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Daffnet.Org User Guide

Chapter 1 - Welcome

Introduction

The American Daffodil Society has a long standing history of maximizing the use of the Internet for the purpose of researching, educating and promoting daffodils. A natural step was to move the long-time email discussion list to a web-based forum which can be found at http://daffnet.org.

This chapter will tell you about how many things you can do **without** logging into Daffnet. If you are a researcher, you might find the Section about searching through Daffnet of interest. This chapter will also describe the process of how to become a member and how to change the automated password you will receive to something you can remember.

Features available to all Internet visitors

Like DaffSeek, Daffnet.org is for everyone on the Internet. It provides many benefits without the need to be a member or log into an account. Below is a list of features available to all Daffnet.org visitors:

- View "excerpts" of recent messages on the Home page,

- View responses about recent messages **i**n the nearby panel, "Recent Comments",

- View an entire discussion, the original message and all related responses,

- Share Posts and messages with Facebook, Twitter or your favorite social media,

- Use the green menu bar with major categories to find a specific topic; hover your mouse cursor over a category to view and click on a sub-category,

- Search the "Archives" dating back to 2003,

- Use the "Search" panel to find information about a specific topic or a person anywhere in the forum,

- Use the "Calendar" to search forum entries by date,

- Click on an author's name to see all of their messages,

- Click on a category and use the "Search" panel to find information within the category,

- Send questions or comments to us using the "Contact Us" link on the "American Daffodil Society" panel.
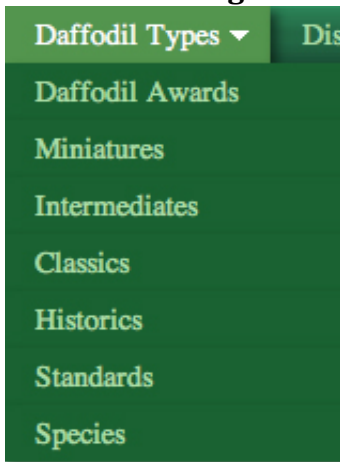
Searching for Information

The Search**,** Calendar**,** and Archives panels are all intended to help you search or find a Post or message as quickly as possible. One way of searching is by category. The major categories are shown in the main menu bar near the top of the home page and can be seen in Figure 1. When you hover your mouse over a category, its corresponding subcategories will drop down as in Figure 1a for "Daffodil Types".

Figure 1

| Home | Growing Daffodils ▼ | Hybridizing ▼ | Daffodil Types ▼ | Diseases and Pests ▼ | Show Results | General ▼ | Login ▼ |

Figure 1a

| Daffodil Types ▼   Dis |
| Daffodil Awards |
| Miniatures |
| Intermediates |
| Classics |
| Historics |
| Standards |
| Species |

Primary categories and their corresponding drop-down sub-categories are:
- *Growing Daffodils* - (Bulb Information, Fertilizing, Planting, Landscapes and Naturalized Daffodils, Pots, Soil),
- *Hybridizing* - (Breeding, Fertility, Hybridizer, Seeds, Seedlings),
- *Daffodil Type* - (Daffodil Awards, Miniatures, Intermediates, Classics, Historics, Standards, Species),
- *Diseases and Pests* - (Basal Rot, Bulb Fly, Fungus, Nematode, Scorch, Smoulder, Virus),
- *Show Results* – click on this, there are no sub-categories,
- *General* – (Daffodil Enthusiasts, People Awards, Publications and Resources, Societies and Groups, Specialty Exhibits, Youth, Non-Daffodil.

Click on one of the subcategories to either view or search only posts in the subcategory. All the posts in the selected subcategory will then be listed in reverse chronological order.

The primary method of searching for content is to use the "Search" box in the right column of Daffnet's home page. You can enter any text for this search and Daffnet will find matches for any content matching *All Of The Words* you enter. In other words it finds content that matches *term1* AND *term2* AND *term3*. If no matches are found, Daffnet then search then finds any content matching Any Of The Words like *term1* OR *term2* OR *term3*.

The primary "Search" box is influenced by the green menu bar category selection. For example if you search for "bulbs" after clicking the "Home" button or the Daffnet Logo, you will see all of the matches. If however, you previously selected "Diseases and Pests", then the search for "bulbs", will match fewer posts and comments.

There are others methods for searching for information, such as looking by date or for all posts by a specific author by clicking on their name in a post. Date searches can be done by selecting a year from the archives, then selecting a month and day using the calendar.

For more information about Daffnet's search feature, go to the "How to Search" page inside the "Help" box.

Daffnet.org Membership Benefits

In order to contribute a post or comment on Daffnet, you must become a member and log in. Below are features for logged-in Daffnet.org members:

- Contribute your own messages and Posts.

- Comment on other member's Posts and even your own.

- Contribute your photos. We have great news for you photographers. The photograph size has increased to 8 MB!

- Contribute other media like PDF documents.

By becoming a member, you have agreed to comply with Daffnet's, Terms and Conditions and accept the Privacy and Cookie Policies. All of these can be found in the "American Daffodil Society" box located on the upper right on the Home page under <u>Terms and Conditions, Policies</u>.

You may already be a member!

Get Your Password

If you were a subscriber and frequent contributor to the Daffnet List Server, you most likely are already a member of new Daffnet. To get your password, hover your mouse over "Login" on the far right of the green menu bar and click on <u>"Get New Password."</u> Enter your email address currently used for Daffnet and click on the blue "Get New Password" button. If the email address you entered matches your current email address, you will receive an email with a URL link which you will need to click to set a new password.
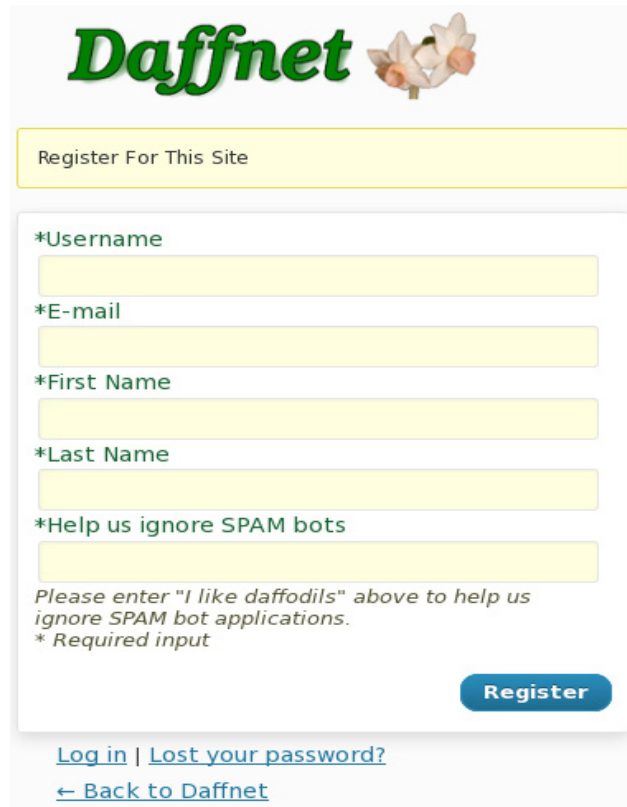
If the email address you entered cannot be found, you will see a red error message which means you will need to register as a new member.   Registration instructions are covered below.

If You Are New to Daffnet and Want to Register

   To become a member of Daffnet.org, you can go to the Help box and click on "How to Register for Daffnet" where there are instructions with screen diagrams or continue to read below.

   Browse to Daffnet.org where you will see a dark green menu bar near the top of the page. Hover your mouse over "Logon" and click on "Register" which will display the registration screen below.

Figure 2

   The Username you choose will be the name you use to log in to Daffnet. Usernames can have embedded blanks such "John Someplace".

   Be sure and complete the last box, as this confirms that you are a person interested in daffodils, rather than a software program with the intent to do harm.

If You Are New to Daffnet and Want to Register (Continued)

Once you have completed the form, click on the word Register.   This will take you to the screen shown below in Figure 3.

Pending Registrations

You will receive an email with the subject *"Verify Your Account"*

The Verify message is required to make sure the email address provided in the member application is valid and owned by the prospective member. Of course you will receive this verification link only for an email address owned you or accessible to you. This email provides a verification link URL (in blue).

Click the verification URL to submit your application

This is a partial image of what a verify message would look like when viewing with the Thunderbird email program. The link that you would need to click will be similar to the blue "Verification URL".
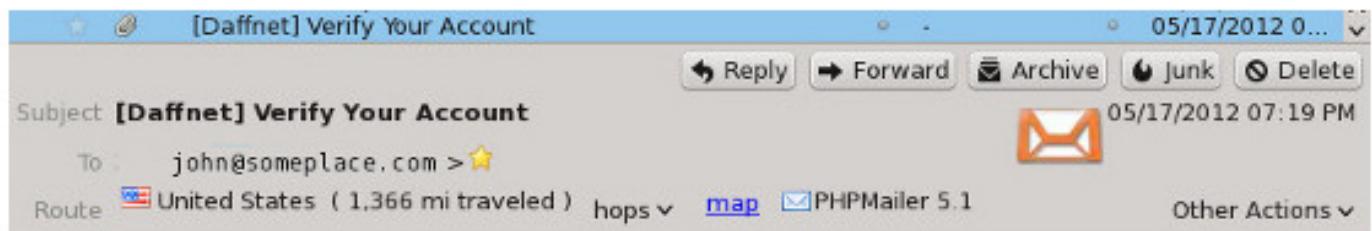
Verification URL: http://daffnet.org/wp-login.php?verification_code=8qT45fjs3RxWvgWbQs9l

Please click the above link to verify that your email address is valid; *this does not activate your account.*

After you click the Verification URL, your browser will be directed to the "Pending Administrator Approval" screen. You will not be able to login at this point because an administrator needs to approve your registration request first.

If You Are New to Daffnet and Want to Register *(Continued)*

   As it states in the last paragraph of Figure 3, once you click on the link in your email to complete the verification process, your browser will bring up the "Pending Administrator Approval" displayed below.

Figure 4

Pending Administrator Approval

We have received your E-mail address verification.

You will not be able to login at this point because an administrator needs to approve your registration request first.

Please wait for your membership application approval

(This will take several hours or occasionally a few days)

Approval is a manual process where an administrator reviews your information and decides to approve your membership or not. The administrator will likely approve your application if you have made a sincere effort to fill in the form information.

The time required for approval depends on our workload and the number of pending registration requests. Typical requests will be approved in a few hours but there are times it will take longer.

The information entered on a Registration Form is used by Daffnet administrators to determine if the request comes from a real person who is interested in daffodils.

We will not approve a registration request if we are not convinced.

When your request is approved, you will receive an E-mail

with the subject "*Your login information*" with specific login information and a URL link to the main Daffnet site page. The requester can now login to Daffnet by clicking on the "Login" button and entering the information provided in this E-mail.

If you believe you meet our requirements, but you were unable to complete the registration steps, you may send a request to a Daffnet Administrator via our contact form by clicking here: Contact a Daffnet Administrator

   After you receive the second email with your password, you are now ready to log into Daffnet using the "Login" button on the far right on the green menu bar. You were sent an automatically generated password. If it is not memorable, you can use it once to login and then change your password in your user profile as described on the next page.

Changing Your Password

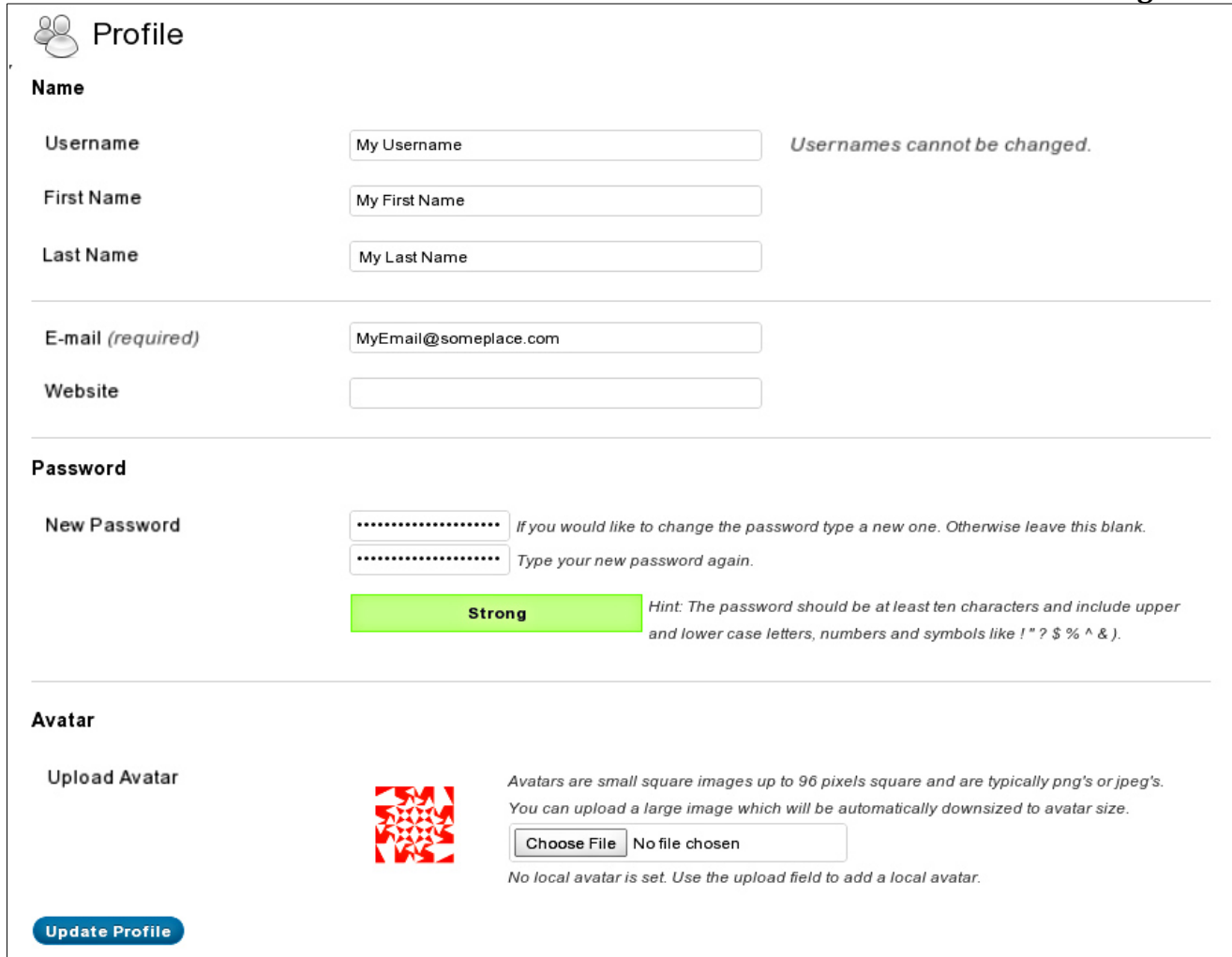If you would like to change your password, follow the steps below:

Step 1 – Login
Log into Daffnet.org. Hover your mouse over your name on the right and click "Edit My Profile".

Step 2 – Find Password fields
This puts you into your User Profile screen below. Scroll down to "New Password" in mid-screen.

Figure 5

Step 3 – Enter new Password
Enter your new password according to the criteria below:

- ✓ Your password must be at least **ten** characters long, and a combination of upper and lower case letters, numbers, and symbols (i.e. $, %, &) with minimal repetition.

- ✓ Do not use the same password as your email password. This is a prudent rule to protect your email and Daffnet from being compromised.

- ✓ There is a list of words, such as "password" and "daffodil", which will not be accepted if used in any part of your new password.

*Changing Your Password (*Continued*)*

If you are concerned about remembering this long password, keep in mind that your web browser will normally offer to save your Daffnet password.

As you type each letter, the cumulative password is evaluated for its strength. Your password needs to be able to turn the indicator color to green for "Strong", therefore you should keep entering characters until the password is evaluated as strong as shown in Figure 5.

Step 4 – Repeat entering new Password
Repeat your password on the second line. The Strength Indicator color will remain red until this password matches the password above.

Step 5 – Update your Profile
Click on "Update Profile" to complete the password change process. To return to the Daffnet Home page, hover your mouse on the top left black bar and click on "Daffnet".

Ideas and Suggestions

We welcome your suggestions and ideas. Please send these to us by clicking on "Contact Us" in the "American Daffodil Society" Box.

Questions

If you have any questions, please feel free to either make a post on the forum or send us your question using the "Contact Us" form inside the "American Daffodil Society" box.