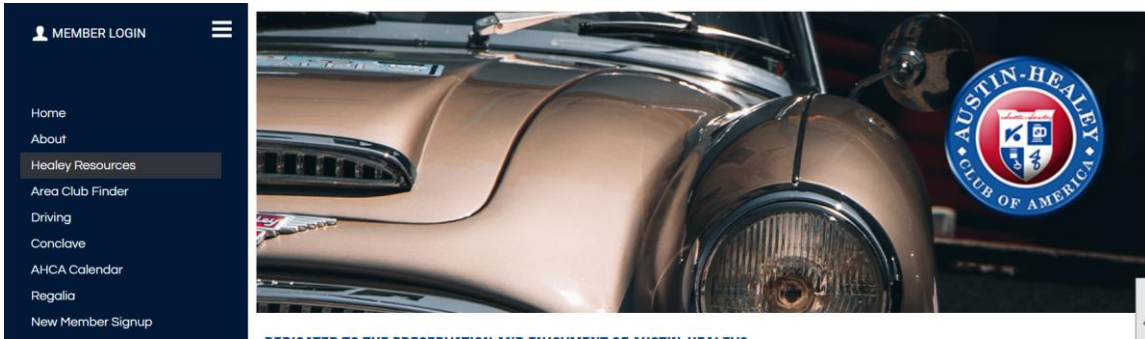


MEMBER UPDATE REGISTRY WITH YOUR HEALEY INFORMATION

1. GO TO THE AHCA WEBSITE BY ENTERING <https://healeyclub.org/>











2. Click on MEMBER LOGIN top left on the screen.

Enter your Username and Password.

Click Login.

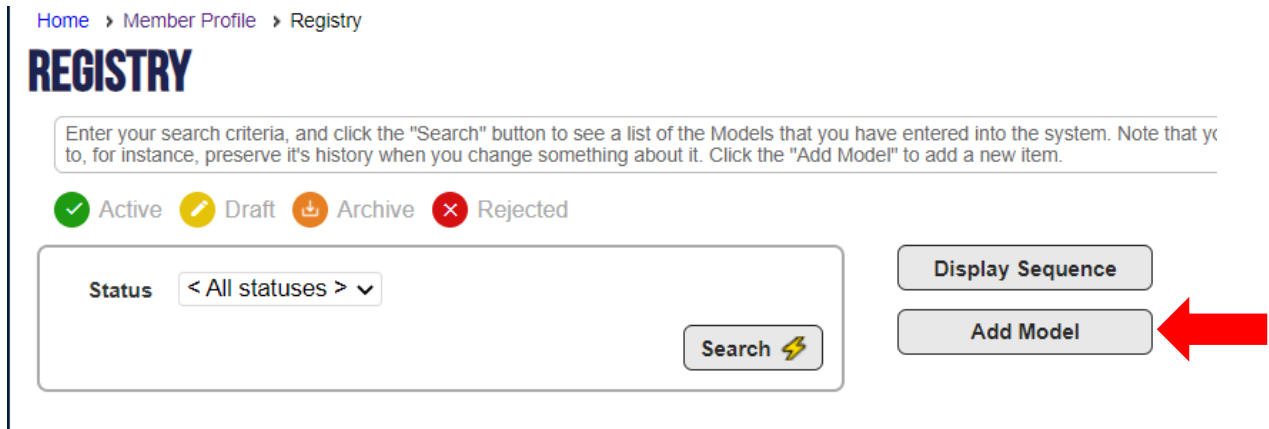
Click Forgot My Username/Password, if you have forgotten your login information. When prompted, enter your email address and first name, and a password reset email will be sent to you.

3. After login, your Name will appear where Member Login was displayed on the Left Side of the Screen. Click on your name and select Profile. Your Member Profile page will be displayed. Go to the Your Website Functions and select Registry.


 Basic Member Information Click here to edit your basic contact information such as your address or phone number.	 Additional Member Data Click here to answer additional questions about yourself that pertain to your membership.	 Member Directory Click here to edit your public member directory profile such as your bio information and set what is visible to members or the public.	 User Name / Password Click here to change your login information.
 More Member Options Credit Card Privacy/Cancel/Remove Optional Additional Charges Regions/Additional Members	 Histories Transaction History Payment/Credit History Event History Donation History Volunteering Recreation History	 Forums Forum General Preferences Forum Memberships Thread Subscriptions	 Your Website Functions Interests Registry ← Download Bank

MEMBER UPDATE REGISTRY WITH YOUR HEALEY INFORMATION

4. On the Registry Tab, in order to add a Healey Model, click on Add Model.



The screenshot shows the 'REGISTRY' page with a breadcrumb trail: Home > Member Profile > Registry. Below the title is a search instruction box: 'Enter your search criteria, and click the "Search" button to see a list of the Models that you have entered into the system. Note that you can, for instance, preserve its history when you change something about it. Click the "Add Model" to add a new item.' Below this are status filters: Active (green checkmark), Draft (yellow pencil), Archive (orange download), and Rejected (red X). A search box contains 'Status < All statuses >' and a 'Search' button with a lightning bolt icon. To the right are two buttons: 'Display Sequence' and 'Add Model', with a red arrow pointing to the 'Add Model' button.

5. On the Add/Edit Information for your Model (see below for screen example) the fields with the red circle  are required fields. Recommended fields to update are (see below for :

Model Name – Example 1963 3000 MKII BJ7

ID – VIN#

Status – From Drop down select Active, Use Archive if you no longer own the Healey or want to remove it from the registry.

Photo – Select One Photo. The Add/Edit Photo Tab will ask you to select your file (picture) from your computer. Add a Title for the picture and select your subgroup (i.e. Club Name) from the drop-down list. Other fields can be updated if you prefer to. When complete, click Save. See screen example below Add/Edit Information screen example.

Car Serial Number – While not required, it is preferred to have entered.

Select Your Vehicle Description – Select the appropriate option from the drop-down list.

Select Your Model Number – Select appropriate option from the drop-down list.

First Name of Current Owner

Last Name of Current Owner

Original Owner – Yes or No


Click Save when done.


MEMBER UPDATE REGISTRY WITH YOUR HEALEY INFORMATION


ADD/EDIT INFORMATION FOR LINDA SUBG'S MODEL


Specify the Model name and other information. Click "Save" to save and return to the item list or "Cancel" to return without saving.


Basic Information

Model Name 
0 of 100 characters used

ID (Collectible Id) 

(Full) Date Purchased / Acquired  OR Year Purchased

(Full) Date Sold / Transferred  OR Year Sold

Status 

Photos


No Photos One Photo Use Photo Album

Questions

Car Number

Visible to admins only

Car Serial Number


Select your vehicle description

Select your vehicle model.


 

First Name of current owner

Last Name of current owner


 


Is this the original owner? 

Yes 
 No

Date of ownership change

Save 

Cancel 



To

MEMBER UPDATE REGISTRY WITH YOUR HEALEY INFORMATION

Add/Edit Photo - Example

The screenshot shows a web form titled "Add/Edit Photo". At the top, there is a help icon, a refresh icon, and a close icon. Below the title is a text box explaining the purpose: "This screen allows you to upload a single photo to the website. Select the file from your local hard disk or network, then complete the fields below. Tags allow admins and other users to find this photo." Below this is a "Select File" button with a "Select" dropdown. A note says "Max photo size: 20 MB per photo". The form includes fields for "Title", "Caption" (with a rich text editor icon), "Subgroup" (a dropdown menu), "Tags" (a text input with a checkmark icon), "Photographer", and "Date Taken" (with a calendar icon). There is a checkbox for "Allow Download of Hi-Res Version". At the bottom are "Save" and "Cancel" buttons. Three red arrows point to the "Title" field, the "Subgroup" dropdown, and the "Save" button.

6. To add additional Healeys, follow Step 5 above or see Step 7 Copy to add additional Healey information.

7. To Update, Copy or Delete an existing Registry - Follow Steps 1-3 above.

On the Registry tab click on the:

Pencil – To update any fields in Step 6 above.

Folder – To copy and update fields for an additional Healey, then update fields as shown in Step 5.

Red X – To delete from the registry.

REGISTRY

The screenshot shows the "REGISTRY" search interface. At the top, there is a search criteria input field and a "Search" button. Below the search bar are status filters: Active (green checkmark), Draft (yellow pencil), Archive (orange folder), and Rejected (red X). There are also "Display Sequence" and "Add Model" buttons. The search results show "1 Models found". The first result is "Jensen Healey Mark II" with ID: 1110 16196. Below the model name is a small image of a blue car and three icons: a pencil (edit), a folder (copy), and a trash can (delete). A red arrow points to the pencil icon.