



## BRARA

# New Member Online Wizard and Application Process

A new feature for BRARA is to enable new members who possess a valid FCC Callsign and those with no Callsign to complete an online wizard and membership application. The process begins by asking if the new member has a Callsign. If yes, then they enter the Callsign and its validated for format and against the FCC Callsign database. If the new member does not have a FCC Callsign, then they may continue as an Associate member. In both cases with and without a Callsign the wizard prompts the new member to create a logon user id which is then validated against the BRARA database. If that passes the edits in format and content, then the new member is prompted to enter their best contact email address. This too is validated for format. When the wizard is done it transfers control to the enrollment web page for completion. On that page are data items like password, addresses and other preferences. Upon the new member entering all this profile data, they click submit. If the submit process is successful, then the BRARA database is populated with the status set to PENDING and emails are sent to BRARA secretary and treasurer for action. When the BRARA board approves the application, the new member profile is activated and ready for use.

Below are samples of the user interactions and corresponding emails that are spun off from those interactions.

### **STEP: BEGIN THE WIZARD**

From HOME webpage find the following and

click on “New Member online Wizard and Application”

## Membership Application

### New Feature

**NEW Member online Wizard and Application**

OR

[Click for Membership Application Form \(PDF\)](#)



# BRARA

## New Member Online Wizard and Application Process

### STEP: CHOOSE

This begins the wizard and prompts the user to enter a **YES / NO** question regarding Callsign and that response launches the next wizard interaction.

#### New Member Application Wizard

Please choose YES if you have a valid FCC CALLSIGN or NO if you do not.

#### Start New Member Wizard

STEP: Choose	Valid FCC Callsign?	Explanation
Make your choice:	<input type="radio"/> YES <input type="radio"/> NO	<p>If you have a valid <b>FCC CALLSIGN</b> then select <b>YES</b> as a regular BRARA member.</p> <p>If you do not have a valid <b>FCC CALLSIGN</b> then select <b>NO</b> and your Associate application will have the same access previlages as regular members with a CALLSIGN.</p> <p>In both cases your appccation status is <b>PENDING</b> the BRARA Board of Directors approval of your application. Once approved your BRARA previlages will be activated.</p>

### STEP: CALLSIGN

If the user clicks YES then the following panel is presented to have the Callsign entered. When this is complete, the user may press ENTER or click on NEXT. As needed the user may start the entire process over by clicking "Start Over".

ACTION

**NEXT**

**Start Over**

Enter valid FCC Callsign then click NEXT

#### New Member with Valid FCC Callsign

STEP: Callsign	Enter Callsign	Explanation
Enter valid FCC Callsign	<input type="text"/> Required	<p>Enter your valid <b>FCC CALLSIGN</b> and click <b>NEXT</b> to validate your callsign</p> <p>OR</p> <p>click <b>START OVER</b> to return to beginning of New Member Wizard</p>



# BRARA New Member Online Wizard and Application Process

## STEP: LOOKUP NOT FOUND

If the callsign is not found on the FCC database the following wizard interaction is presented

ACTION

[Start Over](#)

FCC callsign Lookup not found

### FCC Callsign Lookup Not Found

STEP:	Description	FCC Data
Lookup Not Found	<a href="#">Lookup Status</a>	INVALID
	<a href="#">Callsign</a>	N3ZYW
	<a href="#">Message</a>	The FCC database did not have a valid callsign for the one submitted.
		Please try re-entering a valid callsign

## STEP: CURRENT MEMBER

If the Callsign exists on the BRARA database the following wizard interaction occurs

ACTION

[Start Over](#)

FCC callsign current BRARA member

### FCC Callsign Current BRARA Member

STEP:	Description	FCC Data
Current Member	<a href="#">Callsign</a>	N1QFH
	<a href="#">Message</a>	The callsign is used by a BRARA member..
		Please try a different callsign



# BRARA New Member Online Wizard and Application Process

## STEP: VALIDATE

If the Callsign is valid and exists on the FCC database and does not exist in the BRARA database, then the following wizard interaction is presented for the user to review and take action. If the user approves the returned data then they may proceed by clicking on NEXT to view the logon details wizard interaction .

ACTION

**NEXT**

**Start Over**

Please review FCC data. If acceptable, click NEXT to Logon Details

### FCC Callsign Lookup Response

STEP:	Description	FCC Data
<b>Validate</b>	Lookup Status	VALID
	Callsign	N1PIG
	Name	FU S THAM
	Class	GENERAL
	Address	217 ARLINGTON ST
	City, State, ZIP	QUINCY, MA 02170-1705
	FRN	0006854194
	Grid Square	FN42lg
	Expire Date	09/10/2018



# BRARA New Member Online Wizard and Application Process

## STEP: CREATE USER ID

The wizard now asks the user to enter and confirm a user login id that follows certain rules in format.

ACTION

**NEXT**

**Start Over**

Create New Member User Logon ID		
STEP:	Enter User ID	Explanation
Create User ID	<input type="text" value="N1PIG"/> Required	In order to access BRARA as a valid user, you must create a USER LOGIN ID
	<input type="text" value="N1PIG"/> Confirm	Enter your valid <b>USER LOGIN ID</b> and when complete re-enter it to CONFIRM.
	<b>Requirements:</b> User Logon ID must contain: <ol style="list-style-type: none"><li>1. 8 to 16 characters</li><li>2. One uppercase letter</li><li>3. One lowercase letter</li><li>4. A number</li><li>5. One special character.</li></ol>	When you are done, select above ACTION button to proceed to the NEXT STEP in your application process.

## STEP: USER ID EXISTS

If the user login ID already exists, then the following interaction occurs.

ACTION

**Start Over**

User ID exists and is not valid. Please try an different User ID

BRARA User ID Failure		
STEP:	Description	Data
User ID Exists	<a href="#">Callsign</a> <a href="#">Message</a>	N1QFH User ID exists and is not valid..  Please try a different User ID



# BRARA New Member Online Wizard and Application Process

## STEP: CREATE USER ID

If the content rules of the user ID is not followed, then a message is given to the user. The user needs to correct the data.

ACTION

**NEXT**

**Start Over**

Please enter valid User Id: 8 to 16 characters, one uppercase, one lowercase,

Create New Member User Logon ID		
STEP: Create User ID	Enter User ID	Explanation
	<input type="text" value="N1PIGd"/> Required	In order to access BRARA as a valid user, you must create a USER LOGIN ID
	<input type="text" value="N1PIG"/> Confirm	Enter your valid <b>USER LOGIN ID</b> and when complete re-enter it to CONFIRM.
	<p><b>Requirements:</b> User Logon ID must contain:</p> <ol style="list-style-type: none"> <li>1. 8 to 16 characters</li> <li>2. One uppercase letter</li> <li>3. One lowercase letter</li> <li>4. A number</li> <li>5. One special character.</li> </ol>	When you are done, select above ACTION button to proceed to the NEXT STEP in your application process.

## STEP: EMAIL ADDRESS

Once the User logon ID interaction is complete, the user clicks on NEXT to go to the interaction that asks for the email address to be provided and confirmed.

ACTION

**Next**

**Start Over**

Re-enter your Email to confirm.

Your Email Address		
STEP: Email Address	Enter Email	Explanation
	<input type="text" value="wirehead52@gmail.com"/> Required	Enter your email address and when complete re-enter it to CONFIRM.
	<input type="text" value="wirehead52@gmail.com"/> Confirm	When you are done, Click NEXT to ENROLL as new member.
	<p><b>Requirements:</b> The general format</p>	



# BRARA

## New Member Online Wizard and Application Process

### STEP: EMAIL ADDRESS

If the email address does not match the confirmed entered value, then the following interaction is presented to the user.

ACTION

[Next](#)

[Start Over](#)

Email confirmation ERROR, please retry.

#### Your Email Address

STEP:  
Email Address

#### Enter Email

#### Explanation

wirehead52@gmail.com Required

Enter your email address and when complete re-enter it to CONFIRM.

wirehead52@gmail.org Confirm

When you are done, Click NEXT to ENROLL as new member.

**Requirements:**  
The general format

### STEP: NEW MEMBERSHIP APPLICATION

When the email address has passed all edits and the user clicks NEXT the wizard is now complete and the focus shifts control to the **New Member Application** process. The validated data elements user logon ID, callsign and email address are all used to pre-populate the member application interaction and those data elements are read-only to ensure the validated elements cannot be changed. The user now completes all the required data inputs. When complete, the user clicks the **SUBMIT** button to process this interaction. Below are the various sections of data.

#### Part 1: Identifiers and logon details

#### New Membership Application

ACTION [SUBMIT my Membership Application](#)

[Start Over](#)

Please complete the NEW MEMBER information, review your data, then click an ACTION button

#### Identifiers

#### CallSign

#### DMR ID

N1PIG Previously Validated

#### Regular Member Logon Details

#### User ID

#### Email

#### Confirm

Logon Info

N1PIG Previously Validated

wirehead52@gmail.com Previously Validated

#### Password

#### Confirm

#### Display Name

R

Fu S Tham  Required



# BRARA New Member Online Wizard and Application Process

## Part 2: Name and address and contact information

Name and Address Details	
<b>First Name</b>	<b>Last Name</b>
<input type="text" value=""/> Required	<input type="text" value=""/> Required
<b>Primary Address</b>	<b>Alternate Address</b>
Street: <input type="text" value="217 Arlington St"/>	<input type="text" value=""/>
City: <input type="text" value="Quincy"/>	<input type="text" value=""/>
State: <input type="text" value="Massachusetts"/>	<input type="text" value=""/>
Zip code: <input type="text" value="02170-1705"/>	<input type="text" value=""/>
Country: <input type="text" value="United States"/>	<input type="text" value=""/>

Contact Details	
<b>Primary</b>	<b>Alternate</b>
Email: <input type="text" value="wirehead52@gmail.com"/> Previously Validated	<input type="text" value=""/>
Phone: <input type="text" value=""/>	<input type="text" value=""/>
Cell: <input type="text" value=""/>	<input type="text" value=""/>

## Part 3: Dates and Interests

Date Details	
<b>Date of Birth</b>	
<input type="text" value="0000-00-00"/>	<input type="text" value="2017-09-01 02:09:50"/>

Interests				
<input type="checkbox"/> Rag Chewing	<input type="checkbox"/> Public Service	<input type="checkbox"/> HF	<input type="checkbox"/> Voice	<input type="checkbox"/> Build/Expmt
<input type="checkbox"/> FieldDay	<input type="checkbox"/> Dxing	<input type="checkbox"/> VHF	<input type="checkbox"/> CW	<input type="checkbox"/> Hamfests
<input type="checkbox"/> Contesting	<input type="checkbox"/> Award Chasing	<input type="checkbox"/> UHF	<input type="checkbox"/> Digital	<input type="checkbox"/> Packet
<input type="checkbox"/> EmComm	<input type="checkbox"/> Skywarn	<input type="checkbox"/> DMR	<input type="checkbox"/> MARS	<input type="checkbox"/> CERT
<input type="checkbox"/> Satellite	<input type="checkbox"/> Other			
<b>Other Interests</b>				
<input type="text" value=""/>				





# BRARA New Member Online Wizard and Application Process

## **STEP: SUCCESS INTERACTION**

When the New Membership Application is submitted and passes all edits and validations, the following interaction occurs:

**Confirm**

**SUCCESS: Your member application has been SUBMITTED**

and

**is awaiting BRARA Board action**

The BRARA Board will receive the following email notification:

BRARA: New Member Online Application: SUBMITTED



Inbox x



**brara@gravity.w4bfl.us**

to me ▾

A new member application has been submitted with a PENDING status.

When payment has been received, then the status may be changed to ACTIVE PAID and BILLED.

You must access the application via the BRARA online administration tools to adjust the application data.

Some of the new member application details follows:

NAME: John Cole  
CALLSIGN: K1PIG  
EMAIL : [wirehead52@gmail.com](mailto:wirehead52@gmail.com)  
PHONE: [2072390268](tel:2072390268)  
CELL: [2072390268](tel:2072390268)  
FCC ADDRESS: 427 SANDY RIVER RD  
FCC CITY,STATE:KENTS HILL, ME 04349  
FCC CLASS: General  
FCC FRN:

URL: <http://BRARA.org>



# BRARA New Member Online Wizard and Application Process

An email is sent to the new member with the following text

BRARA: New Member Online Application: SUBMITTED



Inbox x

**brara@gravity.w4bfl.us**

to me ▾

Your new member application has been submitted with a PENDING status.

When your payment has been received, then the status will be changed to ACTIVE PAID and BILLED.

The BRARA Board will notify you of any action it takes regarding your application.

When approved you will be given instruction on the BRARA logon process and use of the BRARA web tools.

Some of your new member application details follows:

...

NAME: John Cole  
CALLSIGN: K1PIG  
EMAIL : [wirehead52@gmail.com](mailto:wirehead52@gmail.com)  
PHONE: [2072390268](tel:2072390268)  
CELL: [2072390268](tel:2072390268)  
FCC ADDRESS: 427 SANDY RIVER RD  
FCC CITY,STATE:KENTS HILL, ME 04349  
FCC CLASS: General  
FCC FRN:

URL: <http://BRARA.org>



# BRARA

## New Member Online Wizard and Application Process

### STEP: PREVIOUSLY SUBMITTED

When submitted as NEW application that has been previously submitted and is PENDING and not acted upon by the board, the following interaction occurs:

#### Confirm

Your previously submitted member application  
is awaiting BRARA Board action

The BRARA Board will receive the following email notification:

BRARA: New Member Online Application: REJECTED



Inbox x



**brara@gravity.w4bfl.us**

to me ▾

A new member application has been REJECTED because it already exists in our dataase.

Some of the new member application and FCC details follows:

NAME:  
CALLSIGN: K1PIG  
CLASS: General  
EMAIL : [wirehead52@gmail.com](mailto:wirehead52@gmail.com)  
PHONE: [2072390268](tel:2072390268)  
CELL: 207  
FCC ADDRESS: 427 SANDY RIVER RD  
FCC CITY,STATE:KENTS HILL, ME 04349  
FCC CLASS: General  
FCC FRN:

URL: <http://BRARA.org>



# BRARA New Member Online Wizard and Application Process

## **STEP: REJECTED CALLSIGN NOT FOUND FCC DATABASE**

When submitted as NEW application and the call sign is not on the FCC database, the following interaction occurs:

**Confirm**

**Your member application is REJECTED**

**Submitted Callsign was not found in the FCC database**

**Contact the BRARA Board for more information**

BRARA: New Member Online Application: REJECTED



Inbox x



**brara@gravity.w4bfl.us**

to me ▾

A new member application has been REJECTED because the callsign was NOT FOUND on the FCC database.

Some of the new member application details follows:

NAME:  
CALLSIGN: K4QFH  
EMAIL : [wirehead52@gmail.com](mailto:wirehead52@gmail.com)  
PHONE: [2072390268](tel:2072390268)  
CELL: [2072390268](tel:2072390268)  
CITY: DELRAY BEACH  
URL: <http://BRARA.org>



# BRARA New Member Online Wizard and Application Process

## STEP: REJECTED ALREADY EXISTS IN BRARA DATABASE

The BRARA Board will receive the following interaction and email notifications:

### Confirm

Your member application is **REJECTED**.  
Contact the **BRARA Board** for more information

When submitted as NEW application and the call sign belongs to an already active BRARA member, the following interaction occurs:

BRARA: New Member Online Application: REJECTED



Inbox x



**brara@gravity.w4bfl.us**

to me ▾

A new member application has been REJECTED because it already exists in our dataase.

Some of the new member application and FCC details follows:

NAME:  
CALLSIGN: N1QFH  
CLASS: General  
EMAIL : [wirehead52@gmail.com](mailto:wirehead52@gmail.com)  
PHONE: [2072390268](tel:2072390268)  
CELL: [2072390268](tel:2072390268)  
FCC ADDRESS: 14426 AMBERLY LN UNIT 405  
FCC CITY,STATE:DELRAY BEACH, FL 33446  
FCC CLASS: General  
FCC FRN:

URL: <http://BRARA.org>