

I. Membership Database

The TEAE membership database was originally developed in an Access database, and this has been ported into a web-based application. The club website, TEAE.ORG, now includes several software plugins to accomplish the membership functions. The primary plugin for this is called Paid Membership Pro or PMPro. The club has a lifetime subscription to this. PMPro is used for the members only portion of the site. There are also several additional PMPro plugins to enable other features.

PMPro provides the membership database, membership directory and profiles, membership reminder emails, and payment collection. It communicates with both Stripe and PayPal. The posts and pages associated with these functions are password protected.

In order to expand the fields associated with each member to include vehicle data, etc. and to operate the forum another plugin suite, BuddyPress and BBPress, is used. This is an open-source program. It generally works almost seamlessly with PMPro. There is an issue with how member names are passed back and forth between the programs, however. Joint member names are often duplicated, e.g. instead of John and Mary Smith, names sometimes appear as John and Mary and Mary Smith. Instructions on how to handle this are included in the detailed instructions.

Another third plugin, LH BuddyPress Export Xprofile Data, is used to allow export of the additional fields added with BuddyPress. It is a free plugin that is no longer supported, but it still does the job.

Management of these programs and the various other associated plug-ins is the responsibility of the Webmaster.

Username cannot be changed. The membership database and forum were originally completely separate. They are now integrated. All members of the club are automatically members of the forum. Members of the forum are not automatically members of the club. When the system was originally configured the forum had to be imported first. This means that club members who were also members of the forum were assigned their forum username in the new system. The balance of the membership retained their usernames from the Access database (member number followed by last name). Members joining after the new system went online choose their own usernames. Remember, usernames can't be changed.

The system requires that each user have an email address. For those members that do not have email addresses we have assigned pseudo-addresses of [name@teae.info](mailto:username@teae.info). These addresses are redirected to membership@teae.org where the membership chair decides if a letter or postcard needs to be sent to advise of upcoming dues expiration or the like.

PMPro allows most of the membership activities to be self-service by the members themselves. This includes dues payment, password retrieval, address, phone number and email address changes, vehicle listing, membership lookups, etc. Some members take advantage of these features, and some don't.

II. Database Fields

a. PMPro establishes the following fields as “out of the box”:

Username:	unique and fixed (no changes) – selected by member - required
Firstname:	member’s first name - required
Lastname:	member’s last name - required
Email:	member’s email - required
billing firstname:	internal field by PMPro – typically member’s name
billing lastname:	internal field by PMPro – typically member’s name
address1:	member’s address - required
address2:	if applicable
city:	required
state:	(or province) - required
zipcode:	(post code) – required - add +4 if user does not
country:	required for non-US members
phone:	required
membership:	identifies levels (categories): printed vs. electronic; Canadian electronic, non-US printed
initial payment:	records membership payment amount
fee:	internal – not used
term:	not used (all terms are 1 year)
discount_code_id:	not used
discount_code:	not used
joined:	identifies date member joined club
expires:	current expiration date. Visible to member in the Account page
joint_member_first_name:	optional, by member
joint_member_second_name:	optional, by member – ONLY if different
firstcar:	field added to try to collect vehicle information – membership chair to copy to vehicle fields

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admin_notes:	not visible to user: notes for membership chair or admin use
previous_expiration:	last time membership expired, not useful to us
alternate_phone:	optional – by member
region:	automatically assigned by software routine. Can be overwritten by Admin. If region boundaries change the zip code table that this routine uses to establish regions must be updated.
teae_number:	required – entered by Membership Chmn – keep tabs of last number used externally
pmpro_baddress1:	by PMPro – duplicates address
pmpro_baddress2:	by PMPro – duplicates address
pmpro_bcity:	by PMPro – duplicates address
pmpro_bstate:	by PMPro – duplicates address
pmpro_bzipcode:	by PMPro – duplicates address
pmpro_bcountry:	by PMPro – duplicates address
pmpro_bphone:	by PMPro – duplicates address
pmpro_bemail:	by PMPro – duplicates address
Display Name:	Selected by member

b. BuddyPress Fields

All of these fields are established by the Admin.

This is where the Travelers Aid fields and vehicle data fields are defined.