

**Client:** Rocky Mountain Dressage Society

Website launch date: November 16, 2020

**Contact:** [rmds@rmds.org](mailto:rmds@rmds.org)

**Project:** RMDS Member Dashboard Manual

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### [Your New RMDS Member Area](#)

[Setting your password for the first time \(or resetting your password in the future\)](#)

[Logging into your new RMDS Member Area](#)

[Your Member Dashboard](#)

[Updating your member information](#)

[Managing Additional Members on your Account](#)

[Managing Your Horses](#)

[Checking Your Scores](#)

[Renewing Your Membership](#)

## Your New RMDS Member Area

The new RMDS website includes a new member area for members to check their scores, update information on their profiles, add and edit horse information and renew their memberships.

This replaces the original score check section from the previous website. In addition, you will need to be logged in to see the latest issue of the Centaur newsletter.

If you have any questions about your member area, please contact RMDS at [rmds@rmds.org](mailto:rmds@rmds.org).

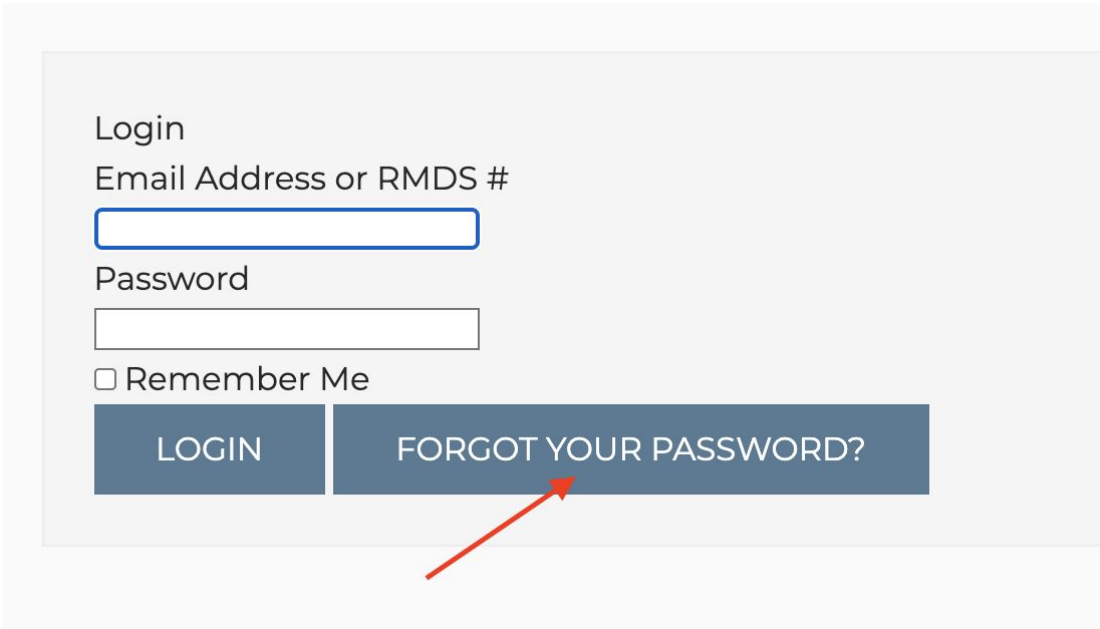
## Setting your password for the first time (or resetting your password in the future)

To login to your new RMDS member area for the first time:

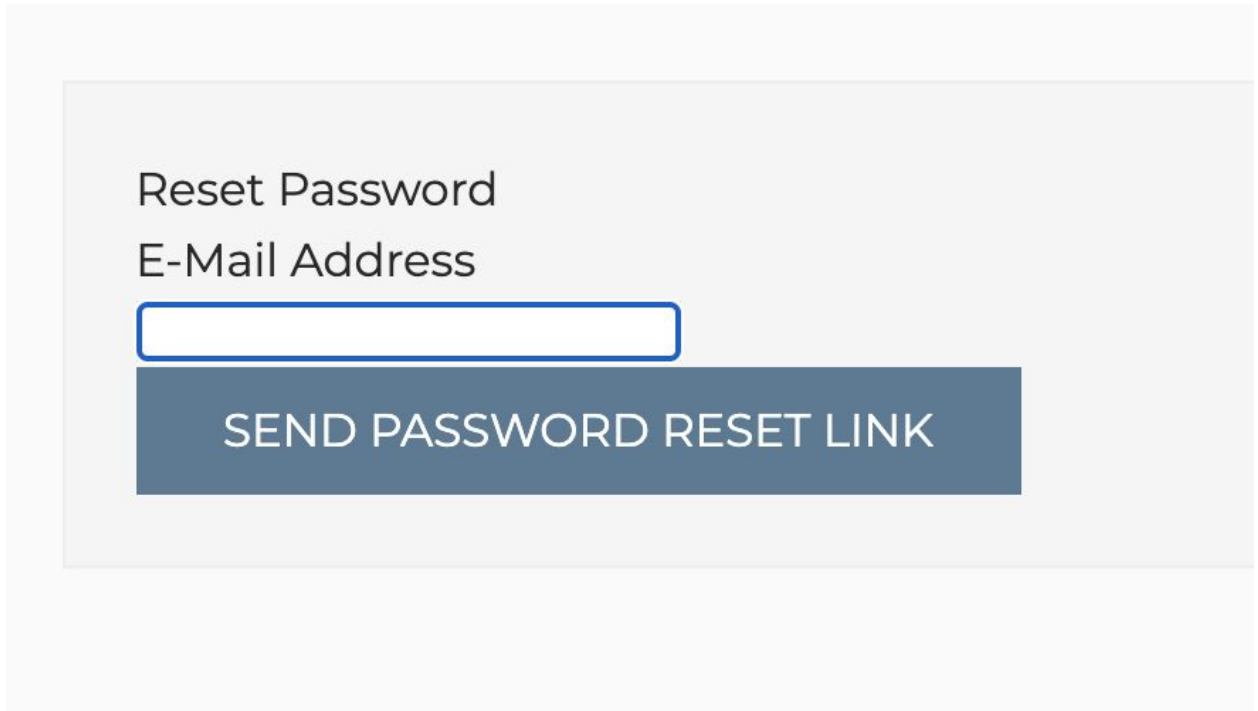
1. Go to <https://RMDS.org>
2. Click the Login button in the top right corner



3. Click the "forgot your password?" button



4. Enter your email address and click "Send Password Reset Link". The email address you use should be the one that you receive your Centaur email newsletters at.

A screenshot of a web form for resetting a password. The form is centered on a light gray background. It features the text "Reset Password" and "E-Mail Address" in a dark gray font. Below the text is a white input field with a blue border. Underneath the input field is a dark blue button with the text "SEND PASSWORD RESET LINK" in white, uppercase letters.

Reset Password  
E-Mail Address

SEND PASSWORD RESET LINK

5. Check your email! You should get an email that includes a link to set your password. It might take up to 15 minutes to get to you.
6. Once you've set your password, you can login.

If you ever forget your password in the future, you can repeat these steps to get a new password reset link.

## Logging into your new RMDS Member Area

Once you've set up your password, you can login.

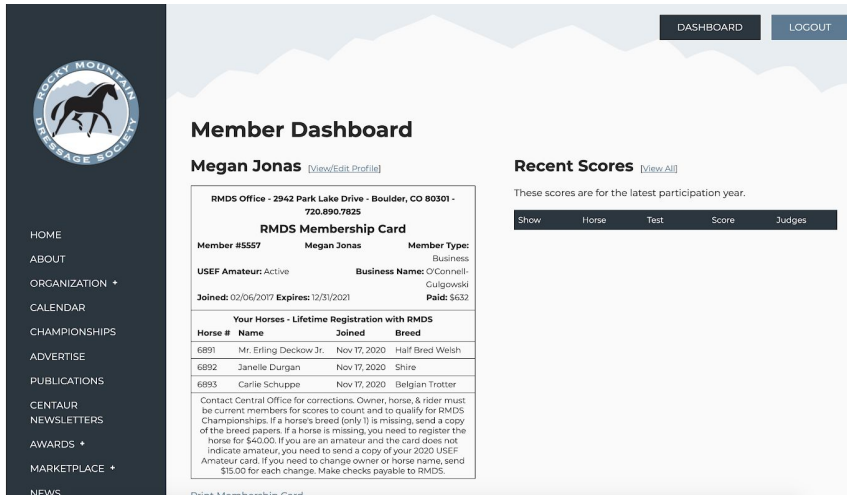
1. Return to <https://RMDS.org> and click the log in button.



2. Enter your email address and your password.
3. Click Login
4. You will be redirected to your dashboard.

## Your Member Dashboard

Your member dashboard shows your membership card, any additional family members who are associated with your account, any horses you own, and your most recent scores.



**Member Dashboard**

Megan Jonas [\[View/Edit Profile\]](#)

RMDS Office - 2942 Park Lake Drive - Boulder, CO 80301 - 720.890.7825

**RMDS Membership Card**

Member #	Name	Member Type:
5557	Megan Jonas	Business

USEF Amateur: Active Business Name: O'Connell-Culigowski  
 Joined: 02/06/2017 Expires: 12/31/2021 Paid: \$432

**Your Horses - Lifetime Registration with RMDS**

Horse #	Name	Joined	Breed
6891	Mr. Erling Deckow Jr.	Nov 17, 2020	Half Breed Welsh
6892	Janelle Durgan	Nov 17, 2020	Shire
6893	Carlie Schuppe	Nov 17, 2020	Belgian Trotter

Contact: Central Office for corrections. Owner, horse, & rider must be current members for scores to count and to qualify for RMDS Championships. If a horse's breed (only 1) is missing, send a copy of the breed papers. If a horse is missing, you need to register the horse for \$40.00. If you are an amateur and the card does not indicate amateur, you need to send a copy of your 2020 USEF Amateur card. If you need to change owner or horse name, send \$15.00 for each change. Make checks payable to RMDS.

[Print Membership Card](#)

**Recent Scores** [\[View All\]](#)

These scores are for the latest participation year.

Show	Horse	Test	Score	Judges
------	-------	------	-------	--------

Below your member card you'll see a link that will generate a printable version of the membership card.

## Updating your member information

Above your member card, you'll see a link that says view/edit profile. When you click that link, you'll be taken to your member profile area. Update any fields you need to update and scroll to the bottom and click update to save your changes.

### Profile

- Membership Type<sup>†</sup>: Business
- USDF Number<sup>†</sup>: 793759
- Chapter<sup>†</sup>: Grand Valley
- Volunteer Hours<sup>†</sup>: 10
- USEF Number: 311259
- USEF Amateur: Active
- USEF Exp. Date: Apr 19, 2021
- RMDS Exp. Date: Dec 31, 2021

First Name	Last Name	
<input type="text" value="Megan"/>	<input type="text" value="Jonas"/>	
Address		
<input type="text" value="380 Murphy Overpass"/>		
City	State	Zip Code
<input type="text" value="East Katelynview"/>	<input type="text" value="WY"/>	<input type="text" value="38933-0053"/>
Home Phone	Cell Phone	Email
<input type="text" value="925.069.2512"/>	<input type="text" value="611.282.2064"/>	<input type="text" value="megan+rmds@codegeek.net"/>
Occupation	Date of Birth <sup>†</sup>	
<input type="text" value="Quae labore ut et fugiat."/>	<input type="text" value="01/12/1980"/>	
Password	Confirm Password	
<input type="text"/>	<input type="text"/>	

I want to receive mailings from RMDS

<sup>†</sup>Your date of birth helps us verify eligibility for age-based awards  
<sup>‡</sup>Contact the [RMDS office](#) to update this information

If you don't need to make any changes, you can click the cancel button to return to your member dashboard.

If you see a field that you cannot edit, please contact RMDS to update that information at [rmds@rmds.org](mailto:rmds@rmds.org).

## Managing Additional Members on your Account

If you have any same-household members associated with your membership (such as a child or spouse), you can view and edit their profile information as well.

Scroll down to the bottom of your membership dashboard and you'll see a list of the additional same household members on your account.

### **Additional Members** [\[Add\]](#)

- [Cletus Green](#)
- [Gabrielle Bechtelar](#)
- [Willis Lind](#)

### **Horses** [\[Add\]](#) | [\[Transfer Request\]](#)

- [Mr. Erling Deckow Jr.](#) (Pending) [\[Scores\]](#)
- [Janelle Durgan](#) (Pending) [\[Scores\]](#)
- [Carlie Schuppe](#) (Pending) [\[Scores\]](#)

Clicking a same-household member's name will take you to their membership dashboard. You can click the edit profile button. You'll notice that you have fewer fields in your same-household member profile as some of their information is shared with your account.

## Profile

- Membership Type<sup>1</sup>: Business
- USDF Number<sup>2</sup>: 786751
- Chapter<sup>3</sup>: Arkansas Valley
- Parent Member: Megan Jonas
- Volunteer Hours<sup>4</sup>: 10
- USEF Number: 526349
- USEF Amateur: No
- USEF Exp. Date: N/A
- RMDS Exp. Date: Dec 31, 2021

First Name  Last Name

Address  
 2582 Mitchell Forges

City  State  Zip Code

Home Phone  Cell Phone  Email

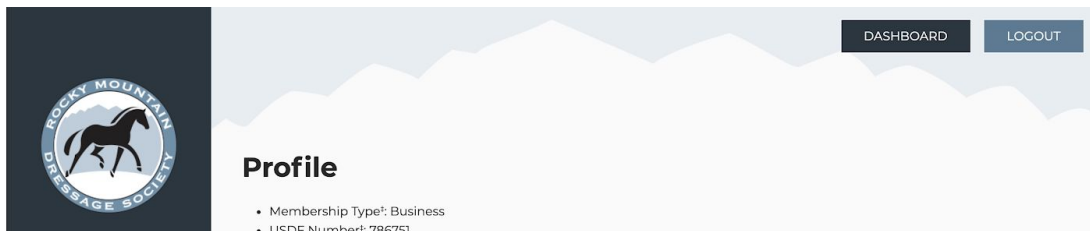
Occupation  Date of Birth<sup>1</sup>

Password  Confirm Password

I want to receive mailings from RMDS

<sup>1</sup>Your date of birth helps us verify eligibility for age-based awards  
<sup>2</sup>Contact the [RMDS office](#) to update this information

Click the dashboard button in the top right corner to return to your own member dashboard.



Also in this area, you can add a same household member to your account if you have a family member who wishes to join. Clicking "Add" next to Additional Member will take you to a form to add that member to your account. Once you submit that form and make your payment (through PayPal or via check), you'll see that member on your dashboard.

## Same Household Member Registration

This member must be part of the same household as the primary member. Please note that only one copy of the Centaur Newsletter and The Omnibus will be sent per household.

If you have questions, please [contact us](#).

### Primary Member's Address

Your Address will appear here

First Name  Last Name  Date of Birth<sup>†</sup>

USDF Number  Email

Please email a copy of your USDF Amateur Card to [rmads@rmads.org](mailto:rmads@rmads.org)

Only if different from primary member

<sup>†</sup>Your date of birth helps us verify eligibility for age-based awards

ADD REGISTRATION

CANCEL

## Managing Your Horses

Below the Additional Same-Household Member section on your member dashboard, you'll find your horses (if you have any associated with your account).

Clicking a horse will take you to that horse's profile page. You can't change any information directly on the horse, but you can submit a horse change request to RMDS.



## Horse: Mr. Erling Deckow Jr.

Registration			
USDF Registration Number	4951	RMDS Registration Date	Nov 17, 2020
USEF Registration Number	7353	RMDS Modification Date	Nov 17, 2020
RMDS ID	6891		

Horse		Horse Owners	
Horse Name	Mr. Erling Deckow Jr.	Kevin Sholander (5553)	
RMDS Breed Registry Number	Half Bred Welsh	Katy Forte (5555)	
Pony	No	Megan Jonas (5557)	
Sex	gelding		
Birth Date	Dec 16, 2013		

NOTIFY HORSE DECEASED

NOTIFY HORSE DECEASED

## Request for Changes

A processing fee is required for the below changes. Please contact the [RMDS office](#) if you have any questions.

New Horse Name (Fee: \$15)

Additional Owner Names (Fee: \$15)

Horse Name Change	\$0.00
Additional Owner Names	\$0.00
<b>Total</b>	<b>\$0.00</b>

CANCEL

ADD TO CART

To request a horse name change or to request that a horse that previously belonged to another RMDS member be transferred to your account, click the horse transfer request link.

## Horse Transfer Request

### Horse

Horse Name	USDF Number	USEF Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Current Owners

Current Owner Name(s)

### New Owners

A processing fee is required for the below changes. Please contact the [RMDS office](#) if you have any questions.

New Horse Name (Fee: \$15)	New Owner Name(s) (Fee: \$15)
<input type="text"/>	<input type="text"/>

New Owner Names \$0.00

New Horse Name \$0.00

**Total \$0.00**

CANCEL

ADD TO CART

You can also check scores for each horse, if that horse has scores.

You can add a new horse to your account, if that horse has never been registered with RMDS. To do that, click "Add" next to Horses and fill out the form. Submit the form and payment (via Paypal or by check). You will need to submit paperwork for the horse in order for RMDS to finish processing the horse registration.

## Lifetime Horse Registration

You may register a horse once for the lifetime of the horse. If you have questions, please [contact us](#).

- Horses must be registered with RMDS to be eligible for year-end awards and for horse-of-the-year award.
- Eligibility starts on the date the payment is received.
- The name on this registration must be the same as that used on horse show entry forms.

Horse Name	Owner(s)	
<input type="text"/>	<input type="text"/>	
Breed (if known)	Pony	Sex
<input type="text"/>	<input type="checkbox"/>	<input type="radio"/> Mare <input type="radio"/> Stallion <input type="radio"/> Gelding
USDF Number	USEF Number	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>

Copy of papers must also be sent to the [central office](#). List grade if no registry papers available.

ADD TO CART

CANCEL

## Checking Your Scores

If you have participated in a RMDS event this year, you'll also see your most recent scores on the member dashboard.

### Recent Scores [\[View All\]](#)

These scores are for the latest participation year.

Show	Horse	Test	Score	Judges
Scores will appear in this table				

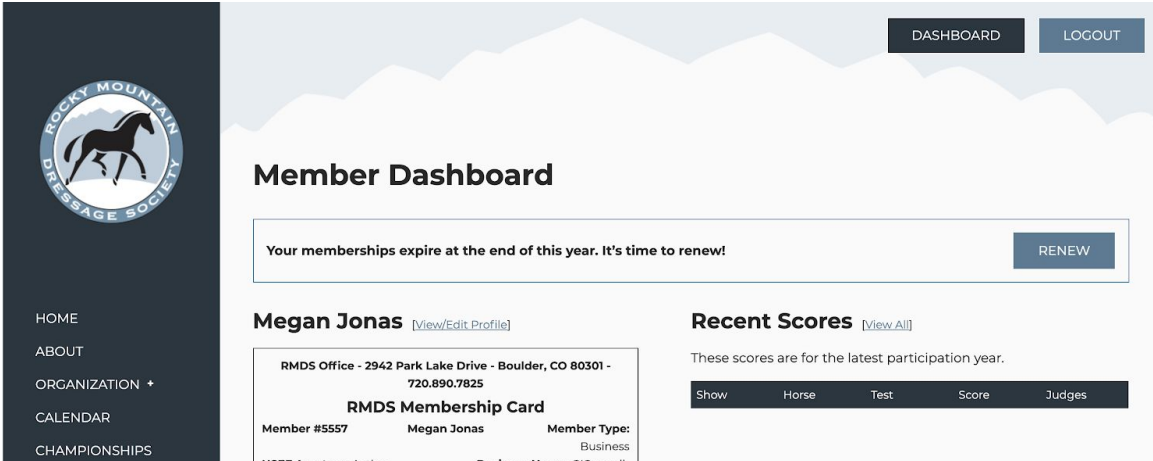
Next to the Recent Scores you will see a link for "view all". That will take you to all scores for this year and your awards progress.

If you see any scores that you think are incorrect, or if you are missing any scores, please contact [rmds@rmds.org](mailto:rmds@rmds.org).

## Renewing Your Membership

When the membership renewal period has started (usually in mid-October), you will see a message when you log into your site that it's time to renew your membership.


Click the button in the banner to renew your membership. You will be taken to the cart with your membership (including any additional, same-household members) already in the cart.





The screenshot shows the 'Member Dashboard' for Megan Jonas. At the top right are 'DASHBOARD' and 'LOGOUT' buttons. A banner at the top states 'Your memberships expire at the end of this year. It's time to renew!' with a 'RENEW' button. The dashboard is divided into three main sections:

- Member Profile:** 'Megan Jonas' with a '[View/Edit Profile]' link. Below this is an 'RMDS Membership Card' showing:
  - RMDS Office - 2942 Park Lake Drive - Boulder, CO 80301 - 720.890.7825
  - Member #5557
  - Member Name: Megan Jonas
  - Member Type: Business
- Recent Scores:** '[View All]' link. Text: 'These scores are for the latest participation year.' Below is a table with columns: Show, Horse, Test, Score, Judges.
- Navigation Menu (Left):** HOME, ABOUT, ORGANIZATION +, CALENDAR, CHAMPIONSHIPS.

You cannot make changes to your member profile during this transaction, but you can add new same-household members or new horses to your account.



- HOME
- ABOUT
- ORGANIZATION +
- CALENDAR
- CHAMPIONSHIPS
- ADVERTISE
- PUBLICATIONS
- CENTAUR NEWSLETTERS
- AWARDS +
- MARKETPLACE +
- NEWS
- CONTACT US
- OMNIBUS CORRECTIONS
- ONLINE PAYMENT
- CART 

Join Us On  


DASHBOARD
LOGOUT

## Payment Summary

### Membership Renewal

<b>RMDS Number</b>	5557	\$ 110
<b>Name</b>	Megan Jonas	
<b>Membership Type</b>	Business	
<b>Current Expiration Date</b>	Dec 31, 2020	
<b>New Expiration Date</b>	Dec 31, 2021	

[Delete](#)

### Same Household Member Registration

No additional members.

ADD MEMBER - \$50

### Lifetime Horse Registration

No horses.

ADD HORSE - \$40

I pledge \$  to go towards the [RMDS Scholarship Fund](#).


I pledge \$  to go towards the [Build a Byte Barn](#).

### Payment Method


<input checked="" type="radio"/> Credit Card	Subtotal	\$110.00
<input type="radio"/> Check	Processing Fee	\$5.00
	Total	\$115.00


### Pay By PayPal

To complete your purchase, submit your credit card payment through PayPal below. Once your purchase is processed by RMDS you'll receive an email confirmation that your account has been updated.

Pay with  PayPal

Pay Later

 Debit or Credit Card

POWERED BY 

Please know that we do not collect your credit card information. See our [privacy policy](#) for complete details.

You should not add any members or horses that are already registered with RMDS. If you don't see your same-household member in the cart, please contact [rmds@rmds.org](mailto:rmds@rmds.org) for more information.

If you want to make changes to your horse and/or request that a horse be transferred to your account, please complete your membership renewal and then return to your dashboard to process your horse change request.