

Glossary of Terminology

PREAMBLE

Our Community Website, cpamberly.net, has been built and customized on top of a framework supplied by ClubExpress. You can benefit from an explanation of the terminology used in our website and especially the terms used by ClubExpress. You will encounter these as you navigate the website and in the help pages.

Administrator	Administrators have access to all information about an organization, including the membership data base and financial transactions processed through the website. System administrators have access to the entire Carolina Preserve website. Club administrators have access to their club records only. Administrators can appoint and remove other administrators as roles change within the community. System administrators can also change the site's user interface, the layout of menus, and which modules are made available to members and visitors. See also <i>Coordinators</i> .
Association	The highest level of user group within the website. Association includes the entire Carolina Preserve user community.
Chapter	A ClubExpress term for a Club in Carolina Preserve. Users will see this term on the help screens and in the Control Panel. (See Club.)
Club	A Carolina Preserve resident organization that has a bank account and handles money. Joining a club requires administrative approval. A club may (or may not) collect annual dues and/or sponsor events for which they charge a fee. (A club is sometimes called a subgroup or a chapter by ClubExpress.)
Club Administrator	The <u>one</u> person designated by the Club Leader to administer the club's website content.
ClubExpress or CE	The company that provides the framework and operational support for Carolina Preserve's Community Website.
Club Leader	The person designated in a Carolina Preserve club's charter as the responsible person for that Club.
Contact Us	If you want to get contact information for Bradford Hall or you want to send a message to the front desk at Bradford Hall, click the Help option from the menu bar and select the Contact Us option.
Control Panel (administrators only)	Link to access administrative functions. Residents do not see the Control Panel link unless they are Club or Group leaders, or are designated as a coordinator of some website feature, like photos or documents.
Coordinator	Coordinators have the ability to administer individual functions or pages on the website, adding or deleting content, categories, entries, or members within the module or page. Functions can have more than one coordinator. Group leaders have coordinator privileges for their Group. See also <i>Administrator</i> .
Download Bank	A ClubExpress feature that is not used in Carolina Preserve.

Everyone	The general public; anyone who has access to the Carolina Preserve website on the World Wide Web. Includes residents of Carolina Preserve and the rest of the world.
Forum	The ClubExpress term for “Message Board.”
Group	A Carolina Preserve resident organization that does not have a bank account and does not handle money directly. Residents do not require approval to join or resign from groups. (Sometimes called an Interest or Interest Group by ClubExpress.)
Group Coordinator	The person designated by the Group Leader to administer the group’s website content.
Group Leader	The person designated in a Carolina Preserve group’s charter as the responsible person for that group.
Help Desk Inquiry	A method for getting assistance with the website. Whenever you are having trouble using the website, you can quickly request help by clicking the Help option from the menu bar and selecting Help Desk Inquiry option. A form will open where you can describe your problem, and someone from our help desk team will respond to your inquiry within one business day.
Interest	A ClubExpress term for a Group in Carolina Preserve. Users will see this term on the help screens and in the Control Panel. (See <i>Group</i> .)
Interest Members	The members of a group. This term is used in search results.
Interest Name	A column header on a Group Export file that indicates the specific group name.
Member	A user on our community website, CPAmberly.net . Most members are residents of Carolina Preserve at Amberly, but there are also a staff users
Member type	A classification of user type within the ClubExpress website. There are eight member types: <ul style="list-style-type: none"> - Absentee Owner: A homeowner in Carolina Preserve who does not live in that home. - Contractors/Service Providers: Access for authorized outside business suppliers. - Occupant: Lives in a home in Carolina Preserve but does not own or pay rent for that home. - Owner Occupant: Owns and lives in home in Carolina Preserve. - Staff: Kuester employees. - Staff-Temp: Used for the Front Desk staff - Tenant: Rents and lives a home in Carolina Preserve. - Test member: A fictitious user setup for testing.
Message Board	The website location where you can read what your neighbors are saying about a variety of topics and where you can express your opinions. The ClubExpress term for a message board is “forum.”
Organizational Tree	A filter used in a search for residents based on membership in a specific club or category of clubs.
Post	A single entry on a Message Board.
QSG	The abbreviation for “Quick Start Guide.”

Quick Start Guide	One of a number of documents that give step-by-step instructions on how to use this website.
Subgroup	A ClubExpress term for a Club in Carolina Preserve. Users will see this term on the help screens and in the Control Panel. (See <i>Club</i> .)
Thread	A topic on a message board (forum). It can include a series of "posts."
Website technical support	Help when the site is not working. Whenever you think the website is not operating properly, you can call the ClubExpress technical support team. Their number can be accessed by clicking the Help option on the menu bar, selecting Contact Us and scrolling to the bottom of the page.
Widget	A widget displays icons for often used functions that the user can trigger right from the main screen without having to open other fields first. (i.e. help, print, search etc.)