

Notes

Computer Club of Sun City **MEMBER HANDBOOK**

*10600 W. Peoria Ave., Second Floor, Suite 219
Sun City, AZ 85351*

*(623) 933-8953 *** www.firstsuncity.com*



Club Hours

Winter Hours: September 1 thru May 31

Monday thru Friday 8 a.m. to 4 p.m.
Saturday 8 a.m. to Noon

Summer Hours: June 1 thru August 31

Monday thru Saturday 8 a.m. to Noon

**Following RCSC regulations, the Club
must close unless at least one monitor
and one member are present.**

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**The Emergency Exit
near Room E is for
FIRE EMERGENCIES ONLY!
It's connected to an alarm.**

We are dedicated to providing our members with a forum for the exchange of information in the use and operation of PC (Windows) computers.

Membership is open only to current Sun City Recreation Card holders.

**We are a club of volunteers. If we have
no volunteers, we have no club!**

**Use of Club equipment is for
Members only.**

Class Envelopes

Notebooks are located across from the monitor's station, and all instructions are posted on the table. Once a member has selected a class, inserted the fee in the envelope, and taken the reminder notice, make sure the member's **name and rec. card number** are on the front of the envelope. Seal the envelope and put it in the "Money Drop" slot next to the attendance computer.



In addition to printed class schedules, tell members that they may also go on line to www.firstsuncity.com to view class schedules, SIG meeting schedules, and other Computer Club news.

**Serve four 4-hour monitoring sessions and receive
a certificate good for one free class of your choice.**

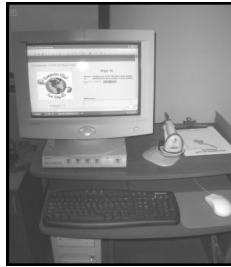
Before Securing for the Day

Check to see that all computers and monitors are turned off in each class room, turn off all lights, and close all doors. Leave the attendance computer **ON** but turn the attendance monitor **OFF**.

Call the building maintenance office (623) 882-6477 and inform them you are closing for the day and would like the front door locked before you leave.

Greeting Members

Direct members to sign in on the attendance computer. For safety reasons, ask members to **WEAR THEIR BADGES** while in the building. It's also an RCSC rule.



Greeting Visitors

Please have Members sign their guest in. RCSC and COC members may sign in as a guest.

Answer questions about membership and activities and offer the guest an information sheet and a current calendar.

Member Privacy

DO NOT give out member names or phone numbers. Take down the member's name, phone number, and a brief message and tell him/her that the "appropriate person will call." This also applies to computer questions. We have members that will help with technical questions he/she may have. Date and sign your message!

Know Your Monitor Station

Familiarize yourself with items at the monitor station. Note where Monitor Handbook, calendars, and forms are located. If you have questions, there is generally an instructor or Board Member present to help. If not, call Monitor Chairperson or President, whose numbers are in White Monitor Handbook.

Membership

All New Member Applications are accepted by a Computer Club Board Member, or other trained individual, between 9 a.m. and 10:30 a.m. on scheduled days only.

- Membership is open only to current Sun City Recreation Card holders.
- **You must show your valid RCSC RECREATION CARD when you pay your dues.**
- Membership does not require owning a computer.
- Dues: \$15 per person per calendar year.
- Dues are payable in cash (exact change) or a check made out to CCSC.
- All members are expected to serve at least one 4-hour Monitor session a year.

Membership Badge



- Members' badges will usually be available within 10 days of joining the Club.
- Pick up badges at the Monitor's desk. (Badges are not mailed.)
- Badge replacement fee is \$1 and replacements will be made when the next new member badges are made, usually within a week.

Badges must be worn in the Club and at all Computer Club meetings.

Club Benefits



Classes	Internet Computers
Special Interest Groups (SIG's)	Demos of Popular Software
Presentations	Flatbed and Slide Scanners
Roundtable Discussions	

Club equipment, services, and classes are provided for the use of our MEMBERS ONLY.

SIG's (Special Interest Groups)

SIG's change as interest grows or drops, or new SIG leadership is offered.

Antivirus	Internet
Back-Up & Restore	Investors
CD Burning	Monitor Training
Computer Clinic	Print Artist
Flight Simulator	Speak/Listen to Computer
Genealogy	Tech
	Win 7 / E-Mail



Schedules and Calendars

Activity calendars and schedules are posted on Computer Club bulletin boards and on our Web Page:

www.firstsuncity.com

Changes on calendars are shown in RED.

Check the Bulletin Boards and Web Page often!

Monitor Schedules

Schedules are posted in advance on the Web Site and on Club bulletin boards. Please confirm your duty hours. If discrepancies are noticed please contact the Monitor Chairperson or Sub Caller.

Refer to the White Monitor Handbook on the Monitor's desk for the current contact information.

Calling Monitors

Morning Monitor

The morning monitor is to phone all scheduled monitors two days ahead to confirm scheduled duty time.

Note on the calendar if you talked to the scheduled person and he/she acknowledged, ***O.K.***; left a message, ***L.M.***; or there was no answer, ***N.A.***

Mid-Day or Afternoon Monitor

The mid-day or afternoon monitor must re-call any missed calls (including those where a message was left) and make any changes to the calendar.

Notify the Sub Caller of the Month of any scheduled monitor that did not acknowledge that they would serve.

Securing a Replacement

If you are unable to monitor on your assigned day, check the monitor schedule to see if you can trade with another monitor. If this fails, call the Sub Caller of the Month, whose name is listed in the upper-left corner of the monitor calendar.

Phone Instructions

Identify yourself by saying:

“Computer Club of Sun City,



Jane/Jim speaking, how may I help you?”

Ask if the caller is a club member before giving out information except on how to become a member.

Membership Renewal

Monitors do not sign-up new members. Monitors can provide current members with the three-part white **Member Renewal** form or one-part blue **Change Notice** form. These forms are located at the monitor’s station to the right of the monitor’s computer screen on the desk. When completed, deposit in the money drop slot, with money or check **paper-clipped** to the form.

MEMBER RENEWAL			
Name: Last		Rec. Card No.	Exp. Date
1			
2			
Street Address			
Monitor:			
SUN CITY, AZ ZIP Code:			
E-Mail Address for Member 1		E-Mail Address for Member 2	
1		2	
Make Checks Payable to: Computer Club of Sun City			
Bring or Mail to: Computer Club of Sun City, 10500 W. Peoria Ave., Sun City, AZ 85351			

CHANGE NOTICE			
Use this form for changes to existing Membership Records.			
Name: Last		Rec. Card No.	Exp. Date
Street Address			
SUN CITY, AZ ZIP Code:		Phone No.	
E-Mail Address		Fill in Member's name and ONLY the information that has changed.	
Explain any changes.			
After completion, deposit form in Membership Chairperson's slot.			
Monitor:			
Computer Club of Sun City			

New Members

New Members are signed up by trained individuals ONLY from 9-10:30 a.m. on specified days of the week.

CLASS INFORMATION

Classes for New Computer Users

If you are new to computers, sign-up for the FREE one-session Novice Class or a three-session Computing 101 Class (Fee: \$5).

Check the Bulletin Board or Web Page (firstsuncity.com) for dates and times offered. New classes are scheduled monthly.

Be sure you know your operating system before signing up for a class! Classes are offered in three operating systems: Windows XP, Vista, and Windows 7.



Class Prerequisites

No prerequisites for either Novice or Computing 101.

See individual class information for prerequisites for that class. Check the Web Page under Education Classes, or back of notebook for the class you wish to take.

For all classes after Computing 101,

- 1) You must be comfortable using Windows XP, Vista, or Windows 7.

Classes

Class sessions are approximately two hours long.

New classes are added regularly.

Class dates and times are posted on Club calendar, Club Bulletin Board, and Web Page.

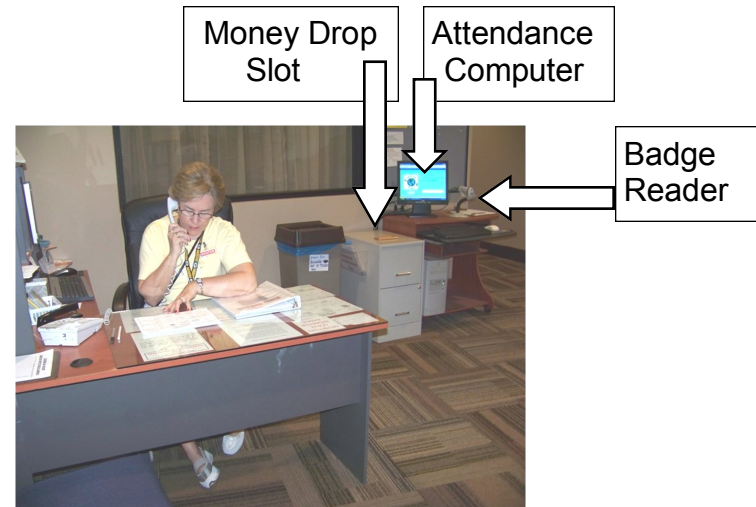
Registration fee: \$5 per class

Classes on the following subjects are offered for our members:

Basic Computer Skills
Financial
Photo-Enhancing
Word Processing
Presentation
Graphics
Spreadsheet
Data Base
Web Page Creation
Digital Photography & CD Burning
E-Mail/Webmail

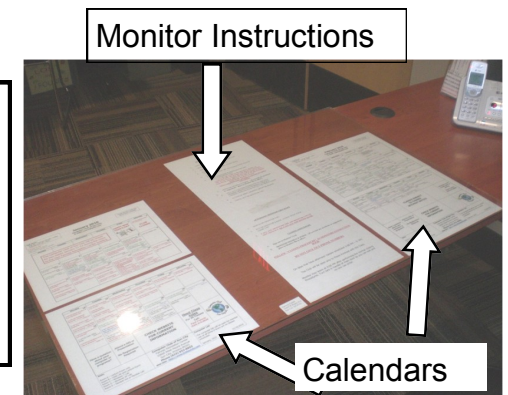
Class offerings change as interest grows or wanes. We are limited by room space and instructor availability. Class availability is not guaranteed.

Monitor Station



Monitor Desk

IMPORTANT
No long-distance phone calls may be made from the Monitor's telephone!



Two-Member Policy

The Club must close if there is no monitor on duty.

The Club must close unless at least one monitor and one member are present.

The Club may stay open until 2 p.m. during Winter hours if both the Mid-Day and Afternoon monitors are present.

Duty Hours

Winter Hours: September 1 thru May 31

Morning Session 8 a.m. to Noon	Mid-Day Session 10 a.m. to 2 p.m.
Afternoon Session Noon to 4 p.m.	Saturday Session 8 a.m. to Noon

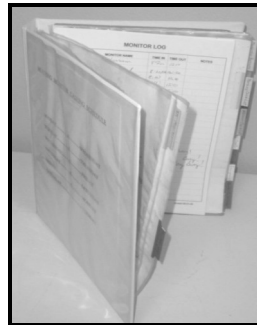
Summer Hours: June 1 thru August 31

8 a.m. to Noon
Monday thru Saturday

Monitor Sign-in Log

Please sign in and out on the monitor log sheet located in the **white** Monitor Handbook on the monitor desk.

When the sheet is filled, please place it in the holder on the class registration cabinet.



Morning Monitor Duties

In most cases, due to the *two-member policy* (see note on bottom of page 11), there will be a member waiting for the Morning Monitor to arrive and then the door will be unlocked. Should there be no one waiting, **do NOT go in alone.**

How to Sign-Up for Classes

Course binders or notebooks are located in the Monitor Area, across from the Monitor's desk, as you enter the Club.



Registration envelopes for courses are located in each Course Binder. Do **NOT** take envelope home.

If there are no envelopes left in a binder, that means the class is full. Many classes are offered at least once a month. Instructors may have a binder prepared for the next time they offer the class.

Each student **must** bring a flash drive to class sessions.

THERE ARE NO REFUNDS! Be sure you are free to attend before signing up for a class.


Envelope must be completed in the Computer Club, payment enclosed, and the envelope sealed.

One envelope per student per course. Fee for all classes is \$5, no matter how many sessions are in the class. Either a **check** or **correct change** is acceptable.

Fill in your name and Rec. Card number on the front of the envelope.

Make checks out to CCSC.

Give completed envelope (shown below) to monitor, who will deposit it in the Money Drop Slot.

		COMPUTER CLUB OF SUN CITY	Class Registration	No. <u>12</u> of <u>30</u>
NAME (PRINT)		JOHN	DOE	REC. CARD NO. 00000
First	Last			
<div style="border: 1px solid black; padding: 5px; text-align: center;"> WIN 7 Computing 101 Class Teacher Tuesday, Thursday, Saturday Oct. 19, 21, 23 at 9:00-11:00 AM </div>		Cost of Course		
<small>In paying for this course, I also have read the course Description and the prerequisites, if any apply, that are required for me to enter a course.</small>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> Cash or Make Check Payable to: CCSC </div>		

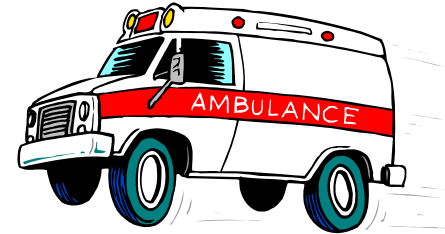
Take your Class Ticket (shown below) home with you. It's your receipt and your reminder of class days and time. Also, your instructor's name, email address, and phone number are included if you need information.

<p><u>THIS IS YOUR CLASS TICKET</u></p> <p>BRING YOUR FLASH DRIVE!!!</p>	Class:	Win 7 Computing 101
	Date & Time:	T-Th-St, Oct. 19,21,23 @9am
	Instructor:	Class Teacher
	Phone:	(623) 000-0000
	E-Mail:	teacher@cox.net

Don't forget to bring your flash drive to each class session!

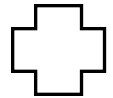
Flash drives are sold by Board Members and Instructors at the Club.

MONITOR GUIDELINES



In the event of an emergency:

1. **Call 911**
2. **Call Building Manager at 882-6477.**
3. **Send someone outside to direct paramedics to Computer Club.**



For medical and safety reasons be sure all members wear their name badge and sign in.

NO FOOD OR DRINK, except water, is allowed in the Club.