

SCR Members System: Logging in for the first time

In order to login to the system successfully, you must first obtain a password for your user account. Each member of the SCR has their own username and password, which must be used to access the system. This is to verify your identity and ensure that your membership record or meal bookings cannot be tampered with.

For members of the SCR who have an email address on record, the username is the same as this email address (for the sake of easier recall). For other members of the SCR, your username is pre-generated based on your name.

If you have received a notification email from the SCR: This indicates that your email address is known to the system, and logging in is relatively simple.

1. Visit the SCR Members' System page at <http://www.dur.ac.uk/castle.scr/members/>.
2. You should see a page entitled 'SCR Login'. Enter the email address where you received the notification email in the first box, and then click the button labelled 'Request a new password'.
3. Within around 15 minutes, you will receive an automatic email from the system, containing a randomly generated password for you. The generated password is intended to be easy to remember, but you will have the option to change it later if you wish.
4. Return to the SCR Login page, and type in your email address (as before) and also your new password. You may tick 'Remember my details' to avoid having to login again on your current computer. Click login.
5. You should now see a page entitled 'SCR Main Menu' – this means you have successfully logged in! If you have had any problems, please ask for assistance.

If you have not received a notification email from the SCR: Your email address is currently not known to the system, if you have one.

1. Contact the Alison Howe in the college office (Phone ext. 44119 / outside dial 0191 334 4119). She will be able to tell you your unique username, and is able to set a new password for you (she can also reset your password if you forget it at a later date).
2. Once you have obtained a username, and asked for a new password to be set, you can proceed immediately.
3. Return to the SCR Login page, (at <http://www.dur.ac.uk/castle.scr/members>), and type in your email address and new password. You may tick 'Remember my details' to avoid having to login again on your current computer. Click login.
4. You should now see a page entitled 'SCR Main Menu' – this means you have successfully logged in! If you have had any problems, please ask for assistance.

Altering your membership records

Your membership records are stored on the system and are visible to other users (SCR members). You are fully able to amend and maintain your own records, and doing so yourself will be of great help. To see, and amend, the details stored about you:

1. From the SCR Main Menu, click on 'Edit my personal details' (beneath the 'Membership List' heading)
2. You should see a form containing your details. Starting from the top, there are three boxes containing (or waiting for you to enter) a Salutation/Title, First name and Surname. The rest of the details are labelled and should be self-explanatory. To alter anything, just click in the box and delete/type as necessary (note you will have to click the 'Update' button to apply any updates).

3. You will also notice a placeholder image, which you can change to be your photograph (doing so may help the porter to quickly verify who you are). To change this photograph, click the button beneath it and choose any image file you wish. Unless the file is unusually large, the system will automatically process it after you click the 'Update' button.

Viewing the meals calendar

The quickest way to sign-up for meals online is through the 'meals calendar'. To find it simply click on the 'View Meals Calendar' link on the SCR Main Menu (beneath the Meals heading). The meals calendar will show you, for any month, the number of bookings made for every meal. It will additionally highlight any meals (in bold, red type) which you are signed up to, as well as how many guests you have booked in.

To see further details on any meal, just click on the link showing its name. This will show you the other attendees booked for the meal, and gives the option to make/cancel your booking.

Signing up for a meal

After choosing a meal you are interested in attending, you will be taken to a page with detailed information on it, including who else is attending. You will be able to make a booking for meals until 10.30am on the day of the meal. Under the heading 'My Options' you will see the following:

- A button labelled 'Sign up for this meal'. Click this to make a booking – the options described below will be included with the booking.
- An option to specify the number of guests you would like to bring. The default number of guests you bring can be specified in your membership records.
- An option to specify any dietary requirements. By default this contains '0 vegetarian', indicating that there are no vegetarians amongst yourself or your guests. You can change this to reflect the number of vegetarians in your party, and also include mention of any other dietary requirements.

If your email address is on record, you will receive a confirmation email to remind you of your booking.

The Reserve List

If, when you go to make a booking for a meal, you find that it is already fully booked, you can opt to go onto a 'reserve list'. The reserve list is a list of SCR members who will be notified if/when other meal attendees cancel. It operates on a first-come first-served basis, but will tend to favour individual bookings unless a large group booking is cancelled.

Simply make your booking as normal – the system will notify you that the meal is full and ask you to confirm you'd like to make a reserve booking. If you make a reserve booking, you will be automatically emailed to remind you of this, and once more if your reserve booking is upgraded due to a cancellation. This could occur any time up until 10.30am on the day of the meal.

Cancelling a meal booking

If for any reason you are not able to attend a meal you have booked for, please cancel your booking! This will allow others to take your place. To cancel your booking at any time up to 10.30am on the day of the meal, simply return to the meal information page via the meal calendar, then click the 'Sign out of this meal' button.