

How to Update your FlaWARN Member Information



FlaWARN Florida's Water/Wastewater
Agency Response Network

BRINGING THE WATER UTILITY COMMUNITY TOGETHER

www.flawarn.org

Step 1

The screenshot shows the FlaWARN Members Site interface. At the top, the FlaWARN logo is on the left, followed by the text "Florida's Water/Wastewater Agency Response Network" and "Members". To the right of "Members" is the user name "Laurel Brown" with links for "Profile" and "Log off". Below this is a navigation menu with "Home", "My Profile", "Members", "People", "Event Tracking System", and "Public Website".

The main content area is titled "Members Site" and contains several sections:

- My Profile**: A link to "View and edit your per...". A blue callout bubble with the text "Click on My Profile" is overlaid on this link.
- Members**: A link to "View all FlaWARN member utilities a...".
- Event Tracking System**: A link to "View and post your Needs and Resources for any current Events".
- FlaWARN Best Management Practices**: A link to a document, with a sub-link "Also available in PDF format".
- Resources & Information**: A section for members only, containing links to "Hurricane Alpha Drill Guidance (61MB)", "Abbreviation and Acronym List", and "All-Hazard Consequence Management Planning for the Water Sector from the Preparedness, Emergency Response, and Recovery CIPAC Workgroup".

The browser's address bar at the bottom shows "Internet | Protected Mode: Off" and a zoom level of "125%".



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Step 2

My Profile - FlaWARN - Windows Internet Explorer
http://www.flawarn.org/Members/person.aspx

FlaWARN Florida's Water/Wastewater Agency Response Network
Members Carol Hinton | Profile | Log off

Home My Profile Members People Event Tracking System Admin Public Website

Contact Information
Fire Hydrant Safety Concerns

My Profile

Person ID: 244
Carol Hinton

Name and Email [Edit](#) [Change Password](#)
Carol Hinton
Associate Director
chinton@treeo.ufl.edu
Event Alerts: By default send me an email only when an event is created.

Phones [Add new](#)

ID	Label	Number	
846		(352) 392-9570 209	Edit Delete
922	cell phone	(352) 219-2635	Edit Delete
1538	Home	(352) 474-8302	Edit Delete

Members

ID	Name
250	TREEO

Addresses [Add new](#)

Click on ID Name

For more information, contact info@flawarn.org
For questions or comments regarding the website, contact info@focusapplications.com

Internet | Protected Mode: Off 120%

Step 3

Click on Edit

Member ID: 177

TREEO

Member Details [Edit](#) [Delete](#)

Type:	Non-Utility
Status:	Member
MAA on file:	No
County:	Alachua
DEP District:	Northeast
Water Management District:	St. Johns River
Water Connections:	0
Water Population:	0
Wastewater Connections:	0
Wastewater Population:	0
Wastewater ADF:	
PWS ID:	
WW ID:	

Phones [Add new](#)

ID	Label	Number	
351		(352) 392-9570	Edit Delete
1804	Carol	(352) 392-9570 209	Edit Delete
1805	Ron	(352) 392-9570 215	Edit Delete



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Step 4

Member Details

* = required field

Name	TREEO *
Member Status	Member
MAA Date	
Water Utility	<input type="checkbox"/>
Wastewater Utility	<input type="checkbox"/>
County	Alachua
DEP District	Northeast
Water Management District	St. Johns River
Water Connections	0
Water Population	0
Wastewater Connections	0
Wastewater Population	0
Wastewater ADE	
PWS ID	
WW ID	
<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>	

Complete as appropriate to utility

These fields must be completed



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Step 5

People [Add new](#)

ID	Name	Role	Details
244	Carol Hinton	Primary	chinton@treeo.ufl.edu List of Phones Remove Set as Alternate
531	Ron Trygar	Primary	rtrygar@treeo.ufl.edu List of Phones Remove Set as Alternate
646	Laurel Brown	Alternate	lbrown@treeo.ufl.edu List of Phones Remove Set as Primary
848	Stephanie West	Alternate	swest@treeo.ufl.edu List of Phones Remove Set as Primary
849	Dawn Jenkins	Alternate	djenkins@treeo.ufl.edu List of Phones Remove Set as Primary

Addresses [Add new](#)

AddressID: 152 [Edit](#) | [Delete](#)
3900 SW 63 Blvd
Gainesville, FL 32608

Add, Edit or Delete to reflect current member information



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Step 6

Phones [Add new](#)

ID	Label	Number	
846		(352) 392-9570 209	Edit Delete
922	cell phone	(352) 219-2635	Edit Delete
1538	Home	(352) 474-8302	Edit Delete

Add, Edit or Delete to reflect current member information



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You are done.
Thanks



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