For Members

Login to SAR-Hub at https://www.sar-hub.com/
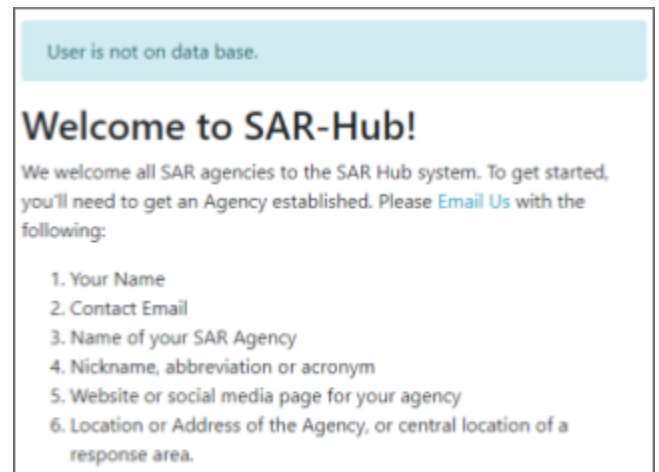
1. Click on Google or Microsoft. (We're working to get Facebook logins working, but Facebook has put a hold on verification of individual Facebook developers during COVID19.)

2. Login to a Google or Microsoft account using one of the email addresses associated with your profile on SAR-Hub. If the email is not associated with your profile, you will get the message shown.

   If you get this message, contact your agency admin. Let them know which email address was associated with the account you were trying to sign with and they can add that email address to your profile.

User is not on data base.

Welcome to SAR-Hub!

We welcome all SAR agencies to the SAR Hub system. To get started, you'll need to get an Agency established. Please Email Us with the following:

1. Your Name
2. Contact Email
3. Name of your SAR Agency
4. Nickname, abbreviation or acronym
5. Website or social media page for your agency
6. Location or Address of the Agency, or central location of a response area.

See the SAR-Hub Basics document for if additional help with logging in is needed. This and other documents are available on the https://www.sar-hub.com/about page.

After logging in, you should see the "My Profile" page.

My Profile

The main portion of the"My Profile" page includes your Email Addresses, Telephone Numbers, Addresses, Emergency Contacts and Agency data.

You can make changes to your Name, Email Addresses, Telephone Numbers, Addresses, and Emergency Contacts and set the "viewable by" level for each of those. The levels available for all of the above are:

- Viewable by someone in your agency
- Viewable by just yourself and an admin of your agency

The default level is "Viewable by someone in your agency".

Name, Email Addresses, and Telephone Numbers also have an additional option.

- Viewable by someone in any agency in SAR Hub

If you select the "viewable by Member of Any Agency" option for your Name, your name will appear in the Directory listing. From there any email address or telephone number that you designate as "viewable by Member of Any Agency" will be displayed. If you fill one of the positions listed on the Agency Detail page, this option will also determine who can see that particular telephone number or email address.

Name

Click "Edit" beside your name to change the name or it's "Viewable By" option.

Email Addresses

Email addresses serve a variety of functions in SAR-Hub. The email address uniquely identifies you when you log in. It's used by the system to send you notifications (currently used just to send date alert notices), and it's there as a reference for those you'd like to share your email address with. Add email addresses and set "Receive Notifications" and "Viewable By" as needed to serve those purposes. For example, if you have an email address associated with your Microsoft or Google account that you use to login to SAR-Hub, but don't actively read email on that account, you can set "Receive Notifications" to "No" and "Viewable by" to "Self or Admin".

To add an email address, click the "Add" button. To edit an existing email click the pencil icon. To delete an email address, click the trash can icon. Note that you can't delete the email address associated with the account you are currently logged in with.

Telephone Numbers

You add, edit and delete telephone numbers the same way as Email Addresses. There is a "Receive Notifications" setting for Telephone Numbers, but the system isn't currently sending any notifications by telephone.

Addresses, and Emergency Contacts

Also edited the same way as Email Addresses. Note that Addresses and Emergency Contacts do not have the option to share with SAR-Hub members outside of your agency.

My Agencies

The My Agencies section lists the agencies that you are a member of. If you are an active member, there are various links to the detail of data specific to that agency.

My Agencies

Nickname ⬍	Links ⬍	Member Data ⬍	Name ⬍	Status ⬍	Category ⬍	ID ⬍
SAMPLE	Qual. History Attendance Checklists	Edit My Data View My Data	Sample Agency	Prospective	SAMPLE: Trainee	None

If you click on the Agency nickname (e.g. Sample), you will see the detail for that agency.

SAR Hub ≡▾   Agency ▾   Reports ▾   Settings ▾   Security ▾

Agency: Sa

Detail
Members
Positions   r the demonstration of the capabilities of SAR-
Events/Attendance
Date Alert List

Description: This is
Hub.

Business Contact P
Contact Email: cont   Date Alert Log
Web Site: https://w   Spreadsheets
Mailing Address: 1   V
General Location: 39.40252070,-82.07711020
Membership Year Start Month: January
ID Card Lookup Enabled: Yes
Date Alert Emails Enabled: No
Created: 1 month ago by Patty Lindsay
Updated: 1 week ago by wvmarg1 Laptop
Edit

Callout Contacts

Unless noted or special circumstances apply, please contact in the listed order.

Name	Telephone	Email	Note
Somewhere County 911 Center	555-555-5555		
Sample Agency OpsOfficer	555-555-5555	contact@sar-hub.com	

Agency Positions

Position	Name	Email	Phone
President	Minnie Admin	wvmarg1@wvmarg.org	555-123-4689(m), 555-123-4567(w)
Chief	Jane Doe	wvmarg2@wvmarg.org	555-323-4689(m)

There are many menu options on the Agency detail that are covered by other help documents.

To view the other members in the agency, select the "Agency","Members" menu option. Click on the member's last name to view that member. You will only be able to see what that member and the admin have designated as "Viewable by" "Member of Same Agency".

Agency: Sample Agency
Members

⦿Active Members ◯All Members [Search..]

Last Name ⬍	First Name ⬍	Status ⬍	Category ⬍	ID ⬍
Admin	Minnie	Active	Ground	101
Doe	Jane	Active	Canine Handler	102
Johnson	Bob	Prospective	Trainee	None

Members displayed: 3

Qualification History

Back on your profile page, there is a link to your "Qual. History" for this agency. This is a list of the qualifications you have achieved, including certifications, recertifications, classes attended, etc. or other events that your agency has chosen to keep a record of. You can also add entries to this record, which can then optionally be reviewed and accepted by an admin.

You add an entry by clicking "Add". It will be set to "Logged By" -> "Member" and "Admin Reviewed" -> "Not Reviewed". You can edit or delete an entry you have logged up until the point when the Admin marks it as reviewed.

Attendance History

My Agencies

Nickname	Links	Member Data	Name	Status	Category	ID
SAMPLE	Qual. History Attendance Checklists	Edit My Data View My Data	Sample Agency	Prospective	SAMPLE: Trainee	None

The Attendance page lists your attendance at events and a summary of your current and previous year's attendance by event type, along with the totals for the agency for that type.

Attendance History: Sample Agency

Member Attendance History

	Date	Event	Event Type	Location	Hours	Points	Miles
✎	11-21-2020	November 2020 Field Training	Training	Coopers Rock State Forest	8.00	4	0
✎	11-16-2020	November 2020 Monthly Meeting	Meeting	Online	2.00	1	0
✎	10-18-2020	October 2020 Field training	Training	Chestnut Ridge Park	6.00	2	0
✎	12-01-2020	Search	Incident	Nowhere, WV	10.00	10	0

Member Attendance Summary - Current Year

Event Type	Member # Events	Total # Events	Percent Events	Member Hours	Total Hours	Percent Hours	Member Points	Total Points	Percent Points	Member Miles
Incident	1	2	50%	10.00	10.00	100%	10	10	100%	0
Meeting	1	1	100%	2.00	2.00	100%	1	1	100%	0
Training	2	2	100%	14.00	14.00	100%	6	6	100%	0
Total	4	5	80%	26.00	26.00	100%	17	17	100%	0

You can track additional activities that are not logged by your agency via Activity Tracking. Click "Activities" under "My Reports" in the left menu bar.

My Reports
📄 Activity Report
≡ Activities

Select All						Search..	🔍 ↺
➕ Add	Type	Name	Date	Hours	Miles	Location	
☐ ✎ 🗑	Public Relations	Meeting with Boonie County EMA	2020-11-10	4.00	100	Boonie County EMA	
☐ ✎ 🗑	Other	Online Class - SARTopo	2020-11-15	2.00	0	Online	

The activity report is a customizable report that can include items from all of your agency events and any activity you have added. See the SAR-Hub Report Module documentation for help with customizing a report.

My Reports
📄 Activity Report
≡ Activities

	A	B	C	D	E	F	G	H	I	J	K
1	Type	Agency	Event Type	Event Name	Event Date	Event Location	Event Note	Member Points	Member Hours	Member Miles	
2	Event	SAMPLE	Training	October 2020 Field training	10/18/2020	Chestnut Ridge Park	How to build a shelter, navigation with GPS, knot-tying	2	6	0	
3	Activity	Global	Public Relations	Meeting with Boonie County EMA	11/10/2020	Boonie County EMA		0	4	100	
4	Activity	Global	Other	Online Class -	11/15/2020	Online		0	2	0	
5	Event	SAMPLE	Meeting	November 2020 Monthly Meeting	11/16/2020	Online	Training: Patient assessment	1	2	0	
6	Event	SAMPLE	Training	November 2020 Field Training	11/21/2020	Coopers Rock State Forest	Mock search	4	8	0	
7	Event	SAMPLE	Incident	Search	12/1/2020	Nowhere, WV		10	10	0	
8					6						Count
9								17	32	100	Sum

Checklists

My Agencies

Nickname ⬍	Links ⬍	Member Data ⬍	Name ⬍	Status ⬍	Category ⬍	ID ⬍
SAMPLE	Qual. History Attendance Checklists	Edit My Data View My Data	Sample Agency	Prospective	SAMPLE: Trainee	None

The Checklist page lists any checklists that have been opened for you. This may include Position Task Books used by your agency.

Opened Checklists

Search.. 🔍 ↺

Name ⬍	Agency ⬍	Created ⬍	Status ⬍
Sample Checklist	SAMPLE	March 12, 2021, 7:34 p.m.	Open

You can open the checklist by clicking on the checklist name.

Member: Johnson, Bob
Member Checklists: Sample Checklist

Status: Open
Created: March 12, 2021, 7:34 p.m. by Patty Lindsay
Updated: March 12, 2021, 7:34 p.m. by Patty Lindsay

Application and Dues

Application		Date	Received By
Application Received	✎		

Dues		Date	Received By
✔ Dues Received	✎	2021-03-12	Lindsay, Patty
	Check #1234		

Policy		Date	Validated By
Reviewed Constition and Bylaws, and Admin Manual	✎		
Read and agreed to the Standards of Conduct	✎		

Background Check		Date	Validated By	Background Check Source
Provided proof of background check	✎			

You can add a comment to a checklist item by clicking on the pencil icon.

Member: Johnson, Bob
Checklist Item: Application Received

Member Checklist Notes

Note*

I mailed the application to the treasurer on 3/11/2021.

Member Data

Depending how your admin has configured your agency, you may be able to edit some of the member fields.

My Agencies

Nickname ⬍	Links ⬍	Member Data ⬍	Name ⬍	Status ⬍	Category ⬍	ID ⬍
SAMPLE	Qual. History Attendance Checklists	Edit My Data View My Data	Sample Agency	Prospective	SAMPLE: Trainee	None

Click "Edit My Data" to see the fields you can edit.

Member Data

Ham Call	K4AYW

Submit Cancel

Click "View My Data" to see all of the fields, as well as any date alerts associated with the date fields. Date alerts are set on fields where the agency would like to notify the member and/or the admin when they are approaching or have recently expired.

Member Data

Field ⬍	Value ⬍
Member Status	Active
Member Category	Ground
Member ID	101
Date Joined	2000-09-01
Membership Valid Thru Date	2020-12-31
Background Check Date	2010-08-01
Position(s) Held	
CPR AED Expiration Date	2022-06-01
First Aid Expiration Date	2022-06-01
Wilderness First Aid Expiration Date	
IS-100	True
IS-200	True
IS-700	True
IS-800	True
ICS-300	True
ICS-400	True
SARTECH Level	SARTECH-I
SARTECH Expiration Date	2020-11-01
Ham Call	K4AYW
Medications	Lisinopril, Whateverstatin

Date Alerts

Field ⬍	Field Date ⬍	Alert Days ⬍	Alert Date ⬍	Email Admin? ⬍	Email Member? ⬍
CPR AED Expiration Date	2022-06-01	-90	2022-03-03	Yes	Yes
First Aid Expiration Date	2022-06-01	-90	2022-03-03	Yes	Yes
SARTECH Expiration Date	2020-11-01	-90	2020-08-03	Yes	Yes