Welcome to the Dallas Makerspace!
Accounts & Badges Management

Contents

Before we start

After using https://dallas.ms/join to set up your billing and membership, the next step is to sign the safety waiver, and then activate a badge, allowing building and warehouse access. Activating a badge will require logging in to MakerManager with your WHCMS billing system USERID and password. Be sure you can log in to WHCMS before proceeding.

Safety waivers must be filled out in person, and on file before a badge can be activated. Please come in, either on an Open House night, or having made arrangements with another member to open the door, to sign the safety waiver using one of the kiosks in the lobby. Please be sure the email address used when signing the waiver is the same as used for the WHCMS billing system. If they do not match, badge activation is not possible. Please sign a new waiver with the correct email address, even if you already signed one under another email address.
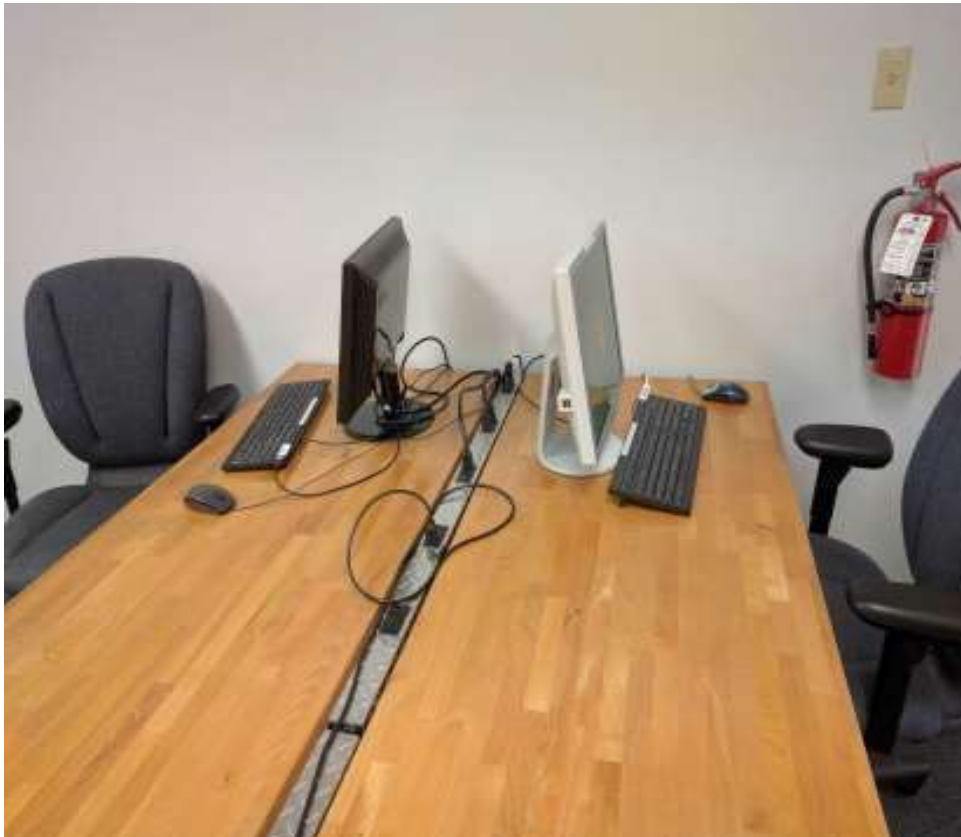
Primary Member Badges

Badges are in the "New Member" storage bin in the Galley(kitchen) towards the back left corner.
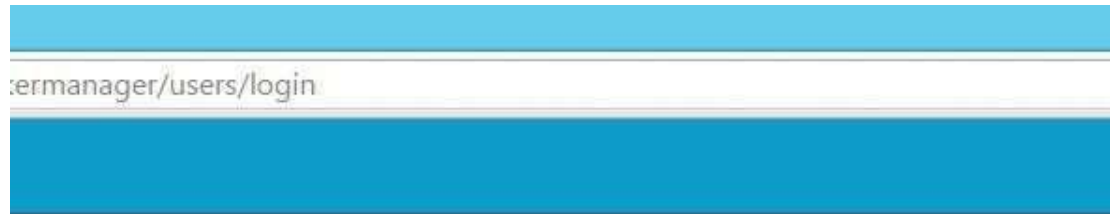
Take either an RFID card or key fob badge, your choice.

Browse to MakerManager at http://www.dallasmakerspace.org/makermanager on any computer, smartphone, or tablet, including one of these two computers in the Common Room, if unoccupied.

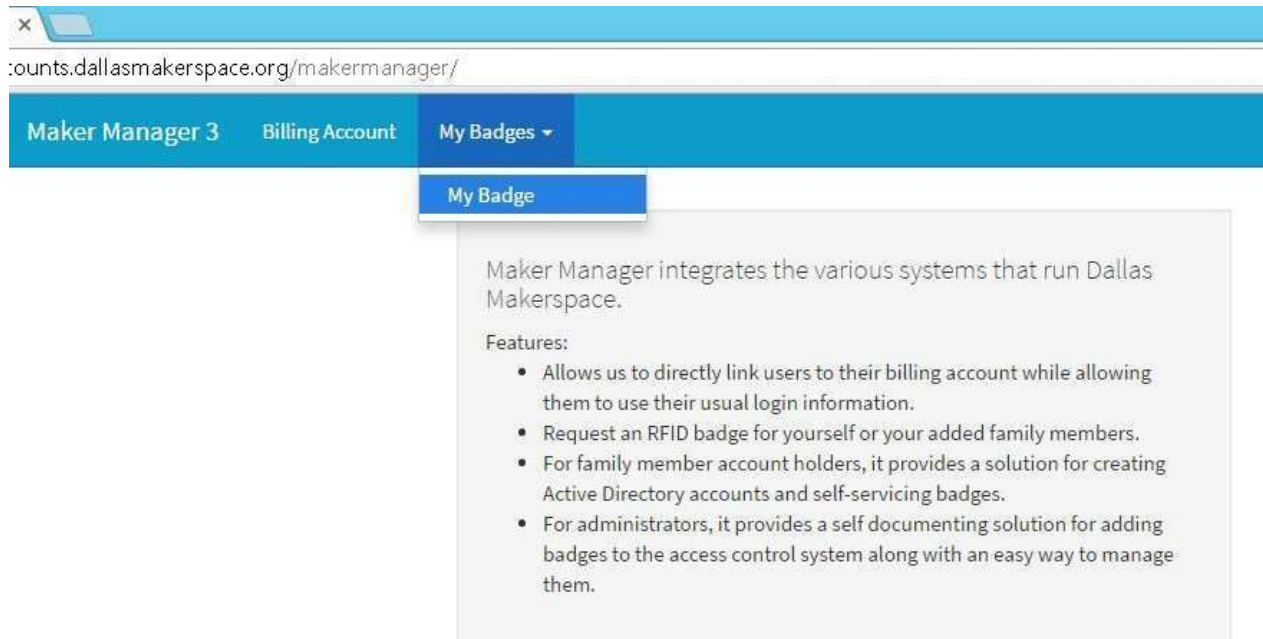Log in to MakerManager with the WHCMS billing system User ID and password.
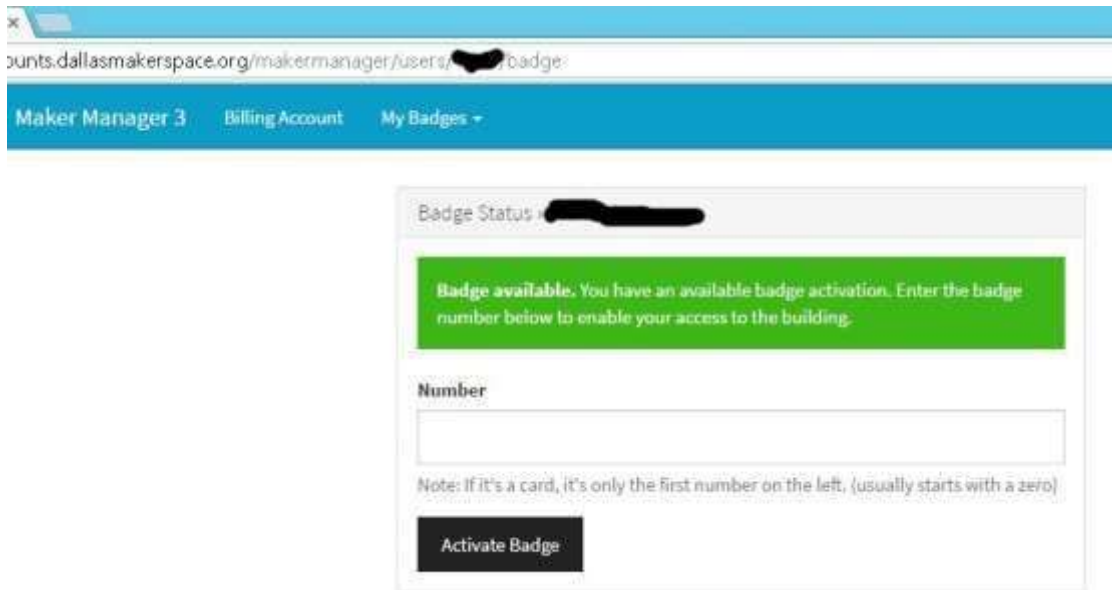
Select **My Badges** at the top, then **My Badge** from the dropdown menu. Any Add-on (Family) Memberships will present another option. We will address those later.

Type the number on badge into the **Number** field. It should start with zeros, e.g. 00123456.

ounts.dallasmakerspace.org/makermanager/users/ badge

Maker Manager 3   Billing Account   My Badges ▾

Badge Status

Badge available. You have an available badge activation. Enter the badge number below to enable your access to the building.

Number

Note: If it's a card, it's only the first number on the left. (usually starts with a zero)
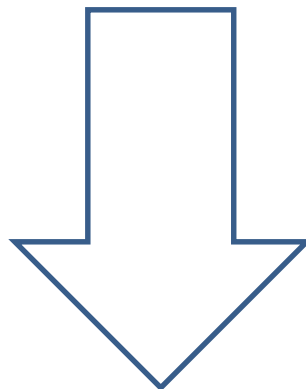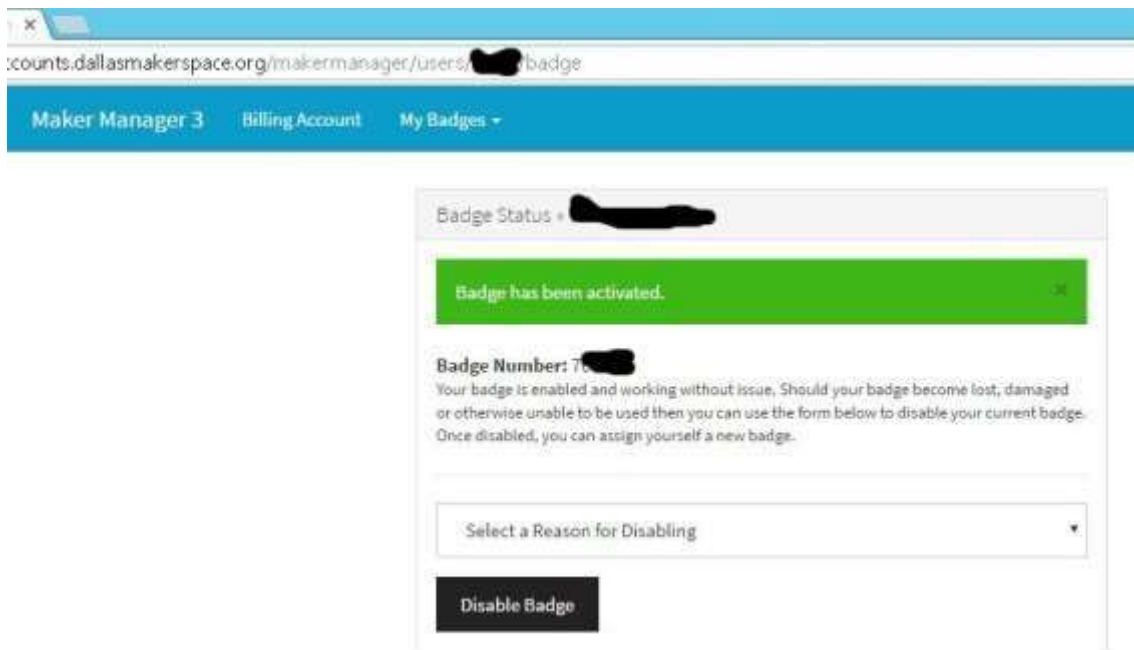
Activate Badge

Click "Activate Badge".
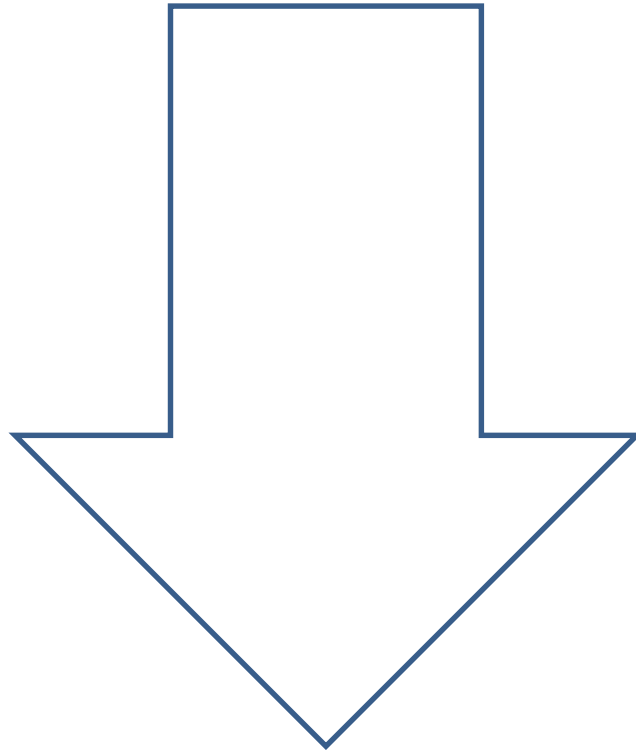
The system now checks for a signed waiver on file. It matches based on email address. If the system cannot find a signed waiver, try entering another email to match the one used on the waiver system. If the other email still has no match, a new waiver must be filled out using the same email address as used for the WHCMS billing system. Log out, sign a new waiver, and try again.
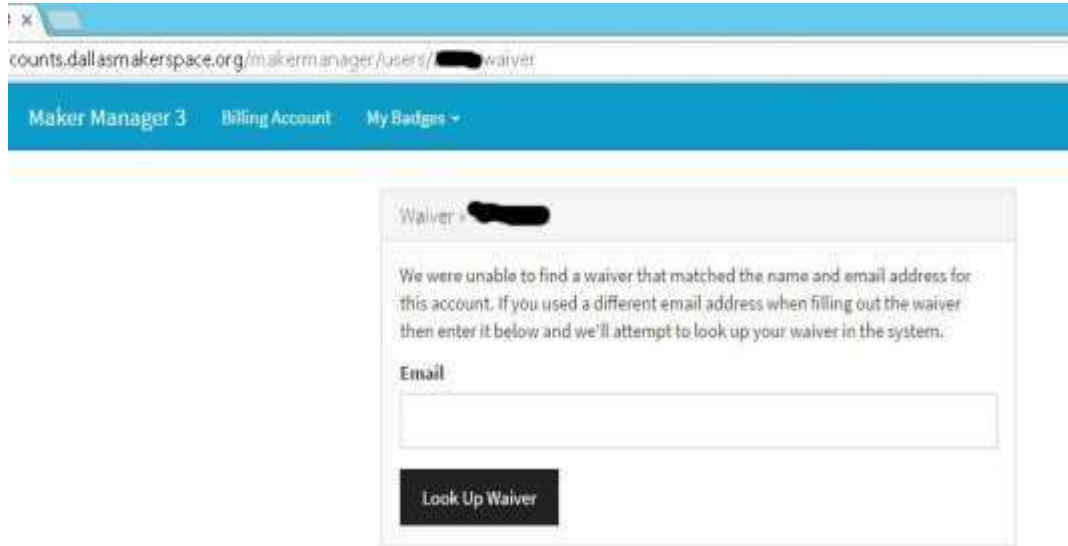
Successful badge activation is reflected by this screen showing it is working. Please test it at a door, just to make certain.

Lost or Damaged Badges

Disable a lost badge immediately!
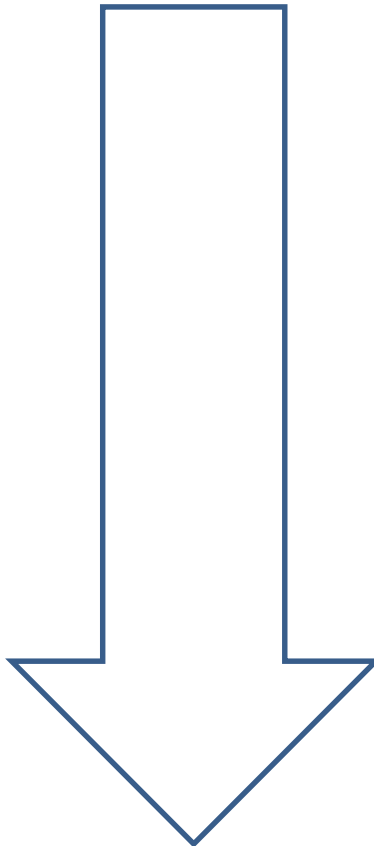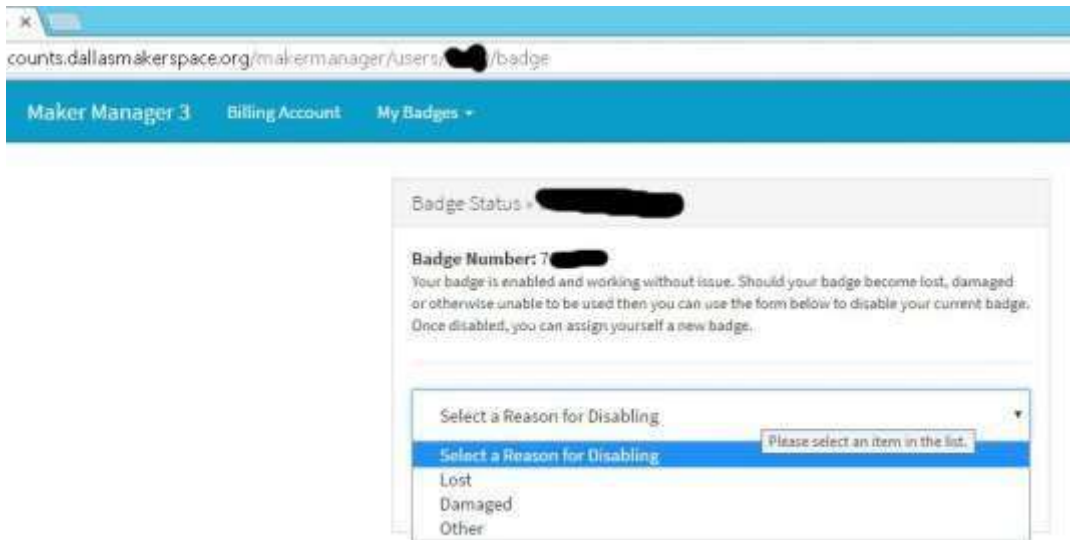
Log in to MakerManager http://www.dallasmakerspace.org/makermanager

Go to **My badges.**

"Disable" the lost/damaged badge.

Once the existing badge is disabled, a new badge may be activated for the account.

Retrieve a replacement badge from the Galley.

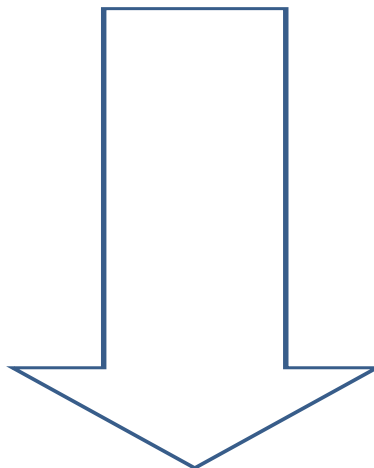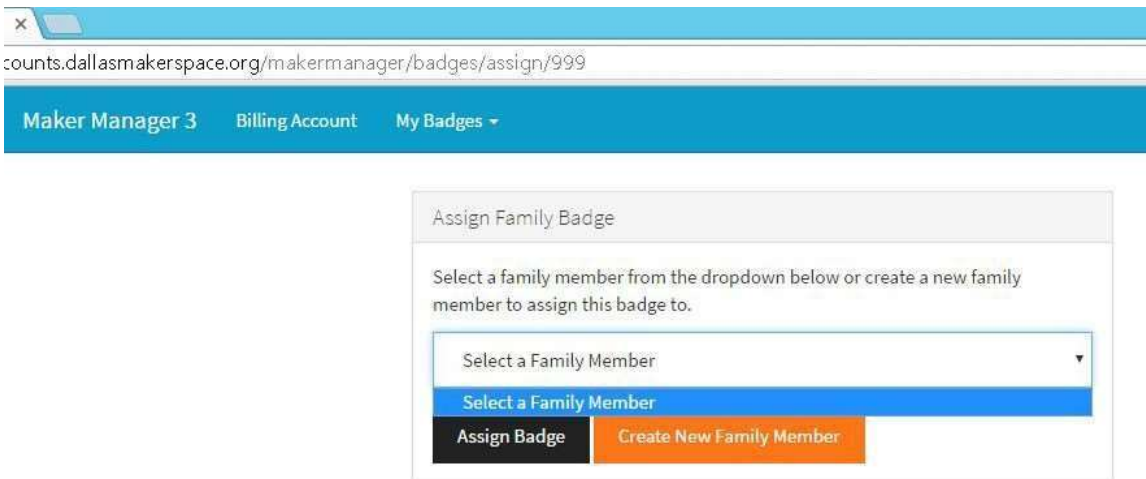Assign the replacement badge (similar to the original badge activation process).

Add-on (Family) Member

Add-on (Family) Members will need their own account in Maker Manager. After creating the account, a badge may be activated on it. The Add-on (Family) Member can be given access to their own account, at the discretion of the Primary Member, to manage their own account.
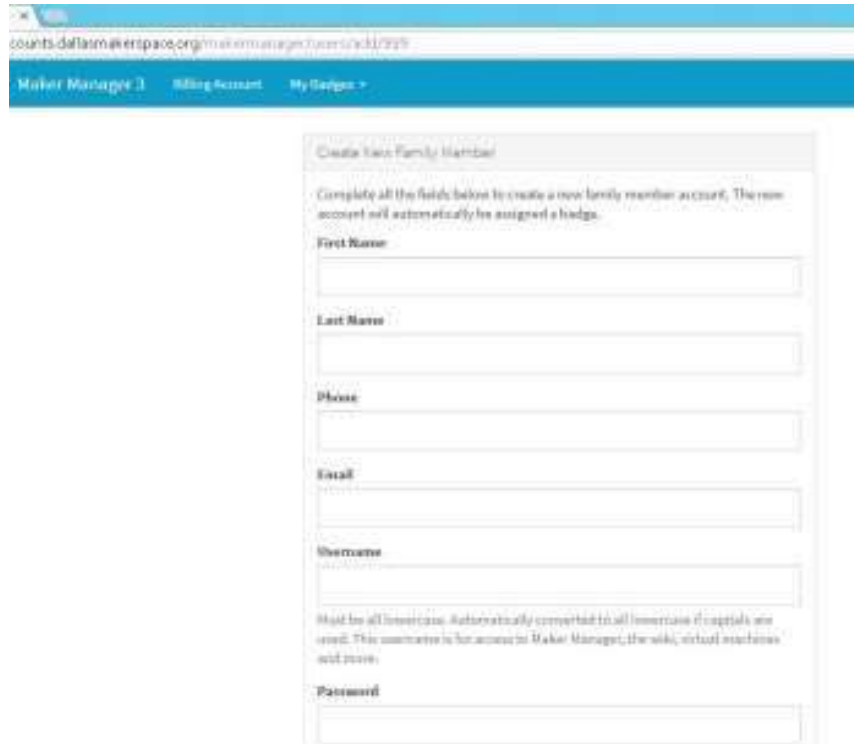
The Add-on (Family) Member will be an option in the **My Badges** dropdown menu. Select **Assign Family Badge**. If the option is not presented, the WHCMS billing system does not show the account as having a "Family" Membership Add-on enabled. Submit an "Issue" on Talk to address this.
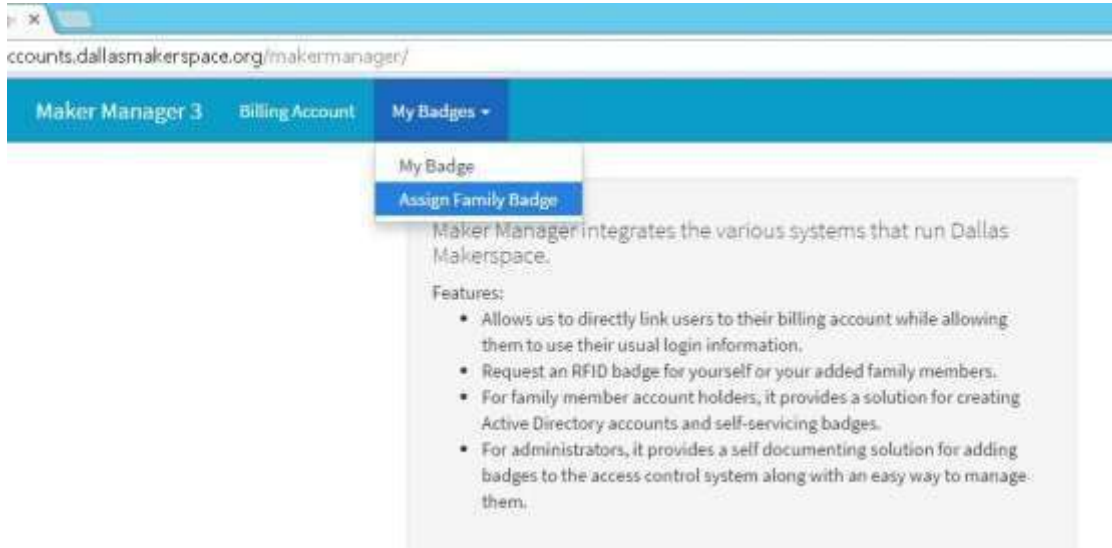
Click on the **Create New Family Member** button.

Fill all fields. **Note:** The Family Member can later log in and reset the password.

After the Family Member is created their name will appear in the **My Badges** drop down menu. Then follow the steps to assign a badge just like for the primary account.