

# New Member Information / 411

## Important Contacts

Issue	To Resolve, go to Email / Link / Page
Billing Issues (my badge doesn't work, etc.)	<a href="mailto:accounts@dallasmakerspace.org">accounts@dallasmakerspace.org</a>
Administrative questions ("someone bit me!")	<a href="mailto:admin@dallasmakerspace.org">admin@dallasmakerspace.org</a>
Forums, aka Talk	<a href="https://talk.dallasmakerspace.org">https://talk.dallasmakerspace.org</a>
Discord Link (Official / Run by DMS)	<a href="https://discord.gg/dallasmakerspace">https://discord.gg/dallasmakerspace</a>
Documentation/Information, aka Source	<a href="https://source.dallasmakerspace.org/">https://source.dallasmakerspace.org/</a>
Dallas Makerspace Facility Map	(1825 Monetary Ln. #104)
Payment links for consumables (I forgot to pay!)	Paypal

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## What is a "[dallasmakerspace.org](https://dallasmakerspace.org)" account and when would I use it?

The "[dallasmakerspace.org](https://dallasmakerspace.org)" account is your gateway to the paradise of electronic interaction with Dallas Makerspace and all the wonders thereof.

Check [this](#) page for information on the "[dallasmakerspace.org](https://dallasmakerspace.org)" account, its creation, and troubleshooting.

The "[dallasmakerspace.org](https://dallasmakerspace.org)" account may be used for any of the following:

- [Accessing your Billing Account](#)
- [Voting](#)
- [Editing the Dallas Makerspace Wiki](#)
- [Create Blog Articles](#)

## Dallas Makerspace Ethos

- **Do-ocracy**
  - Dallas Makerspace is an organizational structure in which individuals choose roles and tasks for themselves inside DMS and execute them. Responsibilities attach to people who **do** the work, rather than elected or selected officials.
- **Be excellent to one another**
  - Foster an environment that will help others grow and learn about the fantastic projects originating from the makerspace community in Dallas and beyond.
- **Safety**
  - Maintain a safe working environment for yourself and other members. If you are unsure of a particular tool, machine, or device contact a [Committee](#) or [Board](#) member.

## Learn

- **Classes - Taking, and Teaching**
  - Electronics, Woodwork, Metalwork, Blacksmith, Weaving, Painting, Sewing, Leatherworking, Gaming, Pottery, and Art Glass just to name a few. Dallas Makerspace has a wide array of DIY interests to explore. Be sure to check the [Events Calendar](#). **Some classes have nominal fees; these are identified on the calendar.**
  - Classes take at least 48 hours, and may take as long as 72 hours to POST to the calendar once they are submitted by the teacher. This should be taken into account when classes are mentioned on [Talk](#) as having been submitted: they will take **2-3 days** to appear on the calendar.
  - Some notes about registering:
    - If you register, please attend.
    - If you cannot attend, please cancel your registration with some advance notice. Cancellation will open your space for someone else to attend. No-Shows are disrespectful to the instructor. This is important even if the class did not have restricted attendance.
    - When you press ENTER to register, the Calendar returns with a big **red button** that says "CANCEL". **DO NOT** press this button unless you really want to cancel. **Once you cancel, you cannot re-register.** There is no way around this.
    - The calendar system does not support a waiting list.
  - To review previous months' class offerings, time requirements, and (previous) class costs, choose "Calendar View" at the top of the [Event Calendar](#)
  - Some classes are available online. Check out our online learning system at [learn.dallasmakerspace.org](https://learn.dallasmakerspace.org)
  - Who can teach classes? Anyone! Check out the [Teach](#) page on our main website. See the wiki for more on the process: [Class Making Process](#)
  - Frequently Asked Questions (FAQs) for Classes, including how to look up your Active Directory (AD) Group membership, are available at [this link](#).

- **Member Projects**
  - Members are constantly working on new ideas and may need your help.
- **Tool Certifications**
  - Tools which require training will have a sign with them. The laser cutters, table saws, auto lift, HAAS CNC mill, and MultiCam CNC router are examples of tools requiring "certification". **Some of these classes have mandatory fees for the certification class.**
  - Keep in mind, the tool certification classes are taught by volunteers. If one is not already on the [Events Calendar](#) check the committee's activity on the [Talk page](#). If there is no indication of an upcoming course, create a new thread requesting one on the Committee's Talk page or in the Interest Check Category on Talk. This helps to promote the class and is an effective way to call the attention of the people qualified to teach.
  - If you do not know how to use a tool or machine, contact a member of the specific [committee](#).
  - Becoming an expert on a tool and teaching other members is one of the best ways you can help the Makerspace.
  - We record tool certifications through the Active Directory (AD) system. Access to some tools require membership in the relevant AD group, which is recorded upon successful completion of the requisite training.
  - You can see which tool certifications are recorded for you using one of the specially configured kiosks in the Common Room, or remotely from Maker Manager [at this link](#).
- **Remote Access**
  - Some of our software and files are available remotely (with member log-in) on the "Jump Server". More information about the Jump Server is available on the [JumpServer FAQ page](#).

## Share

- **Saturday morning weekly public tour**
  - Learn and share your projects with Dallas Makerspace. The weekly public meeting is a great time to meet other Makers and get a tour of the Makerspace.
- **Cameras page**
  - See what's happening right now in selected workshops on our [Cameras page](#).
- **Wiki**
  - A great resource to learn about projects, tools, equipment and events. [Help](#) contribute to the wiki to improve it.
- **Forums (AKA "Talk")**
  - Discuss with other members about specific areas of interest within Dallas Makerspace. The [Forums](#) are great for project ideas, notes, and discussion.
  - There is how-to information and Talk community guidelines, from within Talk itself. From any Talk screen, pull down the menu next to your avatar (upper right hand corner), scroll down to ABOUT at the bottom, and select GUIDELINES.
  - Users receive Trust Level privileges based upon participation in the forum. Those privileges, including how to access the Members Only sections, are described [at this link](#).



## TALK How-To and Guidelines

- **Text and Voice Chat**
  - Get in touch with other makers in real-time via Discord <https://discord.gg/dallasmakerspace>

## Contribute

- **Volunteer**
  - Help to make the Dallas Makerspace a better environment for its members. Organization, cleaning, installing, repairing are needed from time to time. Committees will frequently need assistance on their projects.
  - Become an Instructor. Pass your skills onto others. We are a 501c3 educational non-profit. Be part of the mission.
- **Committees**
  - Join a [Committee](#) of interest or need. Be part of the decision making process to improve a specific area within the Dallas Makerspace.
  - An explanation of committees can be found at the top of this page: <https://dallasmakerspace.org/wiki/Category:Committees>
- **Board**
  - Be part of the [Board of Directors](#) to contribute to the decision making process as a whole and help lead the Dallas Makerspace community.

## Voting

Voting is typically used in two scenarios:

- Votes on agenda items presented at [Regular Member Meetings](#) (2nd Friday of each month)
- Votes on annual election for Board of Directors.

Brief Explanation of voting rights:

- DMS has two types of memberships, "Supporting Members" and "Regular Members"
- You become a "Supporting Member" when you first join DMS
- After 90 contiguous days of membership you are eligible to become a "Regular Member"
- Request changes to voting rights via email to [accounts@dallasmakerspace.org](mailto:accounts@dallasmakerspace.org)
- Only a "Regular Member" may vote
- If you become a "Regular Member", you add to the number of voting members required to reach quorum (1/3 of voting members). This means it is especially important for regular members to attend Regular Monthly Meetings. **If you find yourself unable to attend the Regular Member Meetings, please switch back to being a "Supporting Member" (even if only temporarily) or assign your vote by proxy to a member you know will be attending.**
- [Official policies regarding Voting Rights](#) are described in the Rules & Policies page which is the controlling document.

An overview of Board of Directors elections, processes, and links to candidates is provided on the [Elections page](#).

## Safety



### Safety equipment locations

Safety is of paramount importance. You are responsible for your own safety. Wearing proper protective gear is the first step and safety eyewear is available for your temporary use throughout the space. Appropriate fire extinguishers and other safety equipment are situated throughout the space (click on the map).

- If you aren't certain how to do something safely - stop and ask for help.
- If you see someone doing something unsafe - please help them to do it safely.
- If it jeopardizes other people - please stop them from doing it.

## Storage

1. The Dallas Makerspace is not a storage facility, projects and materials that do not follow these rules, will be considered donations.
2. Projects (and materials for them) can only be stored in designated Project Storage Areas.
3. Projects (and materials for them) stored in the Project Storage Areas, must follow the rules and policies created by the [Logistics Committee](#). Details are in the [Project Storage](#) section of the wiki.
4. Projects can be stored in committee controlled rooms, as long as they follow the committee's guidelines.
5. A project may be stored elsewhere with the approval of a member of the Board or by a vote of the membership.
6. Projects stored in committee rooms or other places outside of the designated Project Storage Areas must follow these additional rules:
  - a. Projects must be labeled, and include the names of the members working on the project.
  - b. Projects should be presented as active at the Weekly Meetings.
  - c. Projects are urged to create a page on the wiki and place it in the Projects category.
7. Individual storage areas will be available for members:
  - Each storage area is approximately 16"L x 12"W x 9"H.
  - The appropriate storage box is supplied as part of the one-time fee paid for use of this storage. If you wish to purchase a different color box, we recommend using this [IKEA Trofast Box](#), Article Number: 102.525.73
  - The individual storage area is located in the northwest corner of the space, next to Electronics.
  - Details are in the [Personal Storage](#) section of the wiki.
8. Firearms, gunpowder, primers, and assembled ammunition can not be stored at the Makerspace.
9. Storage is not allowed in the parking lot(s).

## Parking



**NON-BUSINESS HOURS ONLY**  
**NEVER** block a  
 dumpster, dock or ramp -  
 ours or neighbors

1. There is no storage allowed in the parking lot.
2. Our lease prohibits overnight parking.
  - a. If your vehicle is here, you should be here.
  - b. All vehicles left for two consecutive overnights will be subject to towing by the landlord.
  - c. This towing will occur without further notice and at vehicle owner's expense.
3. Be considerate of our neighbors.
  - a. Please do not park near other tenants' front doors, back doors, dumpster, or loading docks/ramps during "business hours". Don't make it hard for their customers, suppliers or employees to access their buildings.
  - b. Remember that the front doors (and windows) of our eastern neighbors enjoy the view of our rear lot and dumpster.
  - c. Ensure your vehicle and/or trailer are completely within marked spaces.
  - d. Be especially conscious to avoid blocking access to loading docks/ramps.

## Donations

We only have so much usable space, so please don't just bring stuff up and leave it sitting on a table/the floor. Please contact the committee you think could use your item BEFORE bringing it to the space.

We also have a "Member Exchange shelf", where you can drop off things that other people might be able to use. If the shelf is full, please don't pile things in front of it or leave them elsewhere in the space. Do NOT leave CRT monitors, paint, or anything that can't be thrown away legally on the free shelf. A full list of unacceptable items is on the [Member Exchange Shelf](#) section of the Logistics committee page. The dumpster is not far away; please place items accordingly.

For more information, please see the [Donation Section of our Rules](#).

## New Member Signup

- Any guest can register to become a member of Dallas Makerspace by going here:  
<https://dallasmakerspace.org/join/>
- You can sign up new members yourself by having them sign a liability waiver and following this procedure to have their badge activated and create Family Member accounts: [Badge Activation Procedure](#)



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## Recent space activity

[New Member Information / 411](#)

Jan 10, 2024 • commented by [Michael Stovenour](#)

[New Member Information / 411](#)

Jan 10, 2024 • commented by [Michael Stovenour](#)

[New Member Information / 411](#)

Sept 29, 2023 • updated by [Andrew Spencer](#) • [view change](#)

[New Member Information / 411](#)

Jun 06, 2023 • updated by [ADM\\_Joshua Freedman](#) • [view change](#)

[New Member Information / 411](#)

Nov 09, 2022 • updated by [Jack Smith](#) • [view change](#)

## Space contributors

- [Andrew Spencer](#) (217 days ago)
- [ADM\\_Joshua Freedman](#) (332 days ago)
- [Jack Smith](#) (541 days ago)
- [ADM\\_Justin Walker](#) (960 days ago)