

Dear N4A Member,

You are receiving this email because you are a current member of N4A. This message is being sent to welcome you to the new N4A Member System! Several topics will be covered in this message, but different areas have been placed in bold text. If you would prefer to watch an introductory video on the new system, please copy and paste this link:

<https://nfoura.webex.com/nfoura/ldr.php?AT=pb&SP=MC&rID=600762&rKey=ed275f4e289be854>.

The new system was developed because N4A wanted to serve you, its membership, better by providing you with better social and professional tools at your disposal. This email is lengthy, but will highlight some of the new features of the new system and some temporary bugs/fixes that we are working on diligently.

First we would like to say thank you for allowing us to work on this project for you, especially all of those who tested the system, shared our frustration with bugs and shared our celebration when fixes were found. Also, we would like to thank the Board for their leadership in seeing that the IT systems needed to be fixed to help the organization move forward to better serve the membership. Even in a slow economy, N4A saw that it was more important than ever to put the resources forth to meet the needs of the membership, to help them find jobs and to come out of the recession stronger than ever.

We think that you will agree that being a member of N4A has consistently aided you in exceeding the expectations of your employers and students and it is because of your membership that you have had the resources at your fingertips that allow you to remain on top of your industry.

So now without further adieu, here is an overview of the new system!

Please note that there is a change to the way listservs will be handled. Please scroll down to see Forums/Listservs for the instructions. The new changes allows for you to completely control how you are subscribed and to what you are subscribed.

Features and "Report a Problem"

New features are being added daily and if you ever have any problems or suggestions, you can use the "Report a Problem" link on the left hand side of the site.

Login (<http://n4a.solacedev.com/index.php?action=login>)

To login to the new system, please click on "Members Login" from the www.nfoura.org page or go to <http://n4a.solacedev.com/index.php?action=login>. Please follow the instructions on the page to login. Use the username that was sent to you in a recent email. This is the username we have on file for you from the previous system.

Having Trouble Logging In?

Note: We have had some members mention that their current password is not working in the new system. Please note that your username and password are both case sensitive. Please try the username you used in the old system with a capital first letter and then the password you believe you had. If this still does not work, please use the "Forgot Password" link and then the "Forgot Username" link if that doesn't work. If neither one of those

options yield a solution, please email us at IT@nfoura.org.

Membership Benefits

Once logged in, you will notice that the interface has changed. Please note the links on the left currently link away from the membership system to the www.nfoura.org site. These two sites will be merged in a later update.

Here's a list of a few updates in the new system:

Profile/Updates Container

At the top of the page, the container is broken into three sections (profile and messages; colleagues from the national membership, your region and school as well as a search on the right) and the most recent forum posts. This container never changes positions on the page, but the content within it does as updates are made.

Links on Left

These are the same links that are available on the www.nfoura.org site. When you click on one of the links, they will link you back to the www.nfoura.org. We are working to synchronize the two websites into one place.

Profile (http://n4a.solacedev.com/tools/user_profiles/edit_profile.php)

-You can send private messages to other members directly from "Profile->Messages"

-You can upload a picture of yourself for your profile from "Profile->My Info"

-You can specify multiple emails and phone numbers such as an email to use for jobbank messages vs. general correspondence to and from N4A.

-Under current employment information, if you have more than one job, you can specify all current jobs and use them in conjunction with the fore-mentioned resume tool.

-Your membership category, region and member since all populate automatically for you now. If there are any corrections to be made to this section, please email William.McGuire@nfoura.org. Since N4A's records were kept on paper up until about 2.5yrs ago, if there is a correction to your "Member Since" date, please let us know so we can correct this.

Known Bugs:

- **Date of Births in a lot of cases did not transfer properly. Please make sure to review and update your information**
- **For Current Employment Information and Education, the start date was not available to us and by default is set arbitrarily. Please correct this information.**
- **Member Since in the N4A Information is based upon the information we had in the electronic database. For most members, this is not accurate. To correct your information, please use the form at the bottom of your profile or click on the following: <https://spreadsheets.google.com/a/nfoura.org/viewform?hl=en&formkey=dHVNOHQyNUcwOW9TOGhEbFFMUURMMIE6MA>**

Forums/Listservs (<http://n4a.solacedev.com/tools/forum/index.php>)

Video Link - <https://nfoura.webex.com/nfoura/>

[ldr.php?AT=pb&SP=MC&rID=601277&rKey=c7fe15bd8f594df3](http://nfoura.webex.com/nfoura/ldr.php?AT=pb&SP=MC&rID=601277&rKey=c7fe15bd8f594df3).

The forums are a public source of information between the membership. They serve

both as a centralized information portal for you as members as well as a listserv and communication tool between the national office and membership. The following are forums in the new system.

- Message From the N4A President
- N4A Administration - messages, insights and updates from from N4A Executive Committee
- N4A National - like the national listserv.
- Committee Forums
- Regional Listservs
- Athletic Associations (put this as js for the forum as a divider)
- NCAA
- NAIA
- NJCAA

Important Information about Forums

In each forum "Category", there is a "Thread/Topic" named "<Thread Name> Official Thread". By default, you have been placed on the National, Regional and Committee threads you are currently subscribed to through the current N4A listservs. You have also been subscribed to each of these forum threads on a "daily" basis. This means that you will only receive 1 message to your email a day with the forum posts that have been posted within these threads. You can change this subscription status for each thread to receive an email every time a new post is made within a thread by clicking on the thread you want to change a subscription status for and then clicking on the blue "Subscribe/Unsubscribe" link. You can choose "None", "Individual" or "Daily".

None - Will never email you when posts are made.

Individual - Sends an email to you every time a post is made.

Daily - Sends an email to you once a day letting you know what posts have been made if any.

Improvements Over the Previous Listserv System

If you were annoyed with getting every message that members were sending out on the previous listserv system, but still wanted to remain on the listserv because there were messages that applied to you, but just couldn't stand getting them all, this new system was definitely designed for you. By only receiving a daily digest of what has been posted, your inbox will go down from as many as 20 email exchanges in one day that we saw in some circumstances, down to 1.

Forums as a Listserv Replacement

These "<Thread Name> Official Thread" will become the official listservs for N4A over the next 4 weeks and will replace the current listservs. Please note that the current listservs (n4a<region, committee, etc>@lists.ncsu.edu) will be discontinued and to send and receive all messages you will need to either post to send a message through these "Official" threads or be subscribed to the threads you wish to receive messages from.

Subscriptions and Groups (<http://n4a.solacedev.com/tools/subscriptions/index.php>)

Video Link - Groups Intro <https://nfoura.webex.com/nfoura/ldr.php?AT=pb&SP=MC&rID=601302&rKey=ca760d1e20543780>

Groups Advanced <https://nfoura.webex.com/nfoura/ldr.php?AT=pb&SP=MC&rID=601312&rKey=4791066a827f4f7b>

In order to fully take control of the system for your benefit, it is vital you learn and understand groups and subscriptions.

Groups "Subscriptions>>Groups"

Groups are simply what they say. They are groups of currently activated members of N4A. Every committee has a group for it (legislative services even has sub committee groups). Every region has a group. By being an active member you are part of a group users. Board of Directors has a group and the list goes on.

Subscriptions "Subscriptions>>Subscriptions"

Subscriptions are what you are subscribed to for forum purposes as far as to receive email messages on a daily, or individual message posted basis.

Groups Explained

You can create a group from "Subscriptions>>Group>>Create Group". Groups can be created by selecting individual users and/or a combination of selecting other groups (ie. GroupX could consist of myself, 10 other members I select and then entire N4A Region 1 members).

Every member in a group has the same rights and permissions to whatever it is granted whether its forum access to a certain thread (ie. Legislative Services Full Committee members have access to everything in their forum, where as Legislative Services Sub Committees are cut off to everybody except members of those subcommittees) or for documents (ie. I upload a document and grant access to everybody in Region 1 to view, read or edit the document. Everybody in the Region 1 group is automatically granted that access).

Automembership to Groups (Please note this is not the same as subscriptions to forums).

By default, if you are a member whose job is in Region 2, you are subscribed to the region 2 group. You can leave this group, but that also means you lose access to everything that that group is shared on.

This is different than say how you are a members of the Region 2 group, but that you request to not be subscribed to receive emails from the Region 2 Forum as it is updated. These two are completely different things and can be managed independently of each other.

Please note: We have not received all committee lists from all committee chairs for everybody who is a part of a committee. If you are part of a committee, you can manually request access by following the "Join Group" instructions below.

Autosubscribed (Please note that this is not the same as autosubscribed to groups).

By default we have placed you back on your regional listserv subscribed on a daily basis, so that you will only receive one email a day. This was done, because we had several members bounce off that needed to be replaced and we had no method to track who had requested to be removed. You can remove yourself if you do not wish to be subscribed by following the directions in "**Subscribing/Unsubscribing**". We apologize for any inconvenience this causes. From now on, you will not have to worry about re-requesting to be added or removed. This is completely up to you.

Subscriptions and Groups

If you wish to not be subscribed to the Region 2 Forum (assuming you are subscribed to this forum), then you simply go to "Subscriptions>>Subscriptions" and change the type to the subscription that says "OFFICIAL Region 2 Thread" to "None", "Individual", or "Daily" status. Changing this to none, has absolutely no effect on whether you are still part of the Region 2 group.

The same goes if you subscribe to a forum thread. Say you are a group member of Region 2 (and therefore by default initially subscribed to the "OFFICIAL Region 2 Thread". You would like to hear what's going on in Region 3. All you have to do, is go to "Forums>>Regions>>Region 3>>OFFICIAL Region 3 Thread" and then click on "Subscribe/Unsubscribe" at the top. By subscribing to this forum, you are not becoming part of Region 3. You are simply requesting you receive messages from items posted within the particular thread you subscribed to.

Joining/Leaving Groups

If you wish to request to join a group you want to be a part of, go to "Subscriptions>>Groups" and in the right panel, click on "join this group" for the group you wish to join. Your request is sent to the group leader and is denied or accepted.

Likewise you can leave groups by clicking on "leave this group" in the left hand panel.

Subscribing/Unsubscribing

This is done in much the same way as leaving and joining groups. Please go to "Subscriptions>>Subscriptions" and change your subscription status.

So Who Manages Groups (IMPORTANT FOR REGIONAL DIRECTORS AND COMMITTEE CHAIRS)

The simple answer is group leaders. If you created a group, you become the group leader and any requests to join your group will be directed to you. Regional groups are managed by their Regional Director. Committee Chairs receive requests for committee group membership. It is important to stress again, that if you just wish to join a forum, you do not have to be a member of a group to do so. You just have to click on the thread in that forum and subscribe to it.

Please note though, some forum threads are hidden from people who are not members of that group (i.e. The Legislative Services Full Committee is hidden to only those official committee members). If you wish to see what is on that thread, you must be an official member of that committee. *(Subscription to just that thread and not becoming a member of that group or similar specialized groups is possible, but only on a case by case basis. We require written permission from the committee chair, sub-committee chair(if app.), and the access has to be manually entered by the IT Team. If this situation does arise, please contact the appropriate committee or regional head first and then they will contact the IT team).*

Note: Manually leaving your group from "Subscriptions>>Groups" will not remove your Regional status as seen at the bottom of your Profile page. This is controlled automatically by the system based on the addresses you provide. Bug Note: We have identified potential errors in this system that are being worked out. If you notice that a change of address removes you from your region or that your regional information is blank, please contact IT@nfoura.org. This will allow us to fix this problem quicker if such errors

should arise.

Calendar (<http://n4a.solacedev.com/tools/calendar/index.php>)

The calendar posted on the new website is the main calendar for all events occurring in N4A. If you ever have a question about what is occurring in the organization on a certain date, this is your resource for it.

Documents Manager (http://n4a.solacedev.com/tools/documents_manager/index.php)

Okay, so this is a very useful but can be complex tool if you've never used a documents manager that allows you to share documents with other people.

Overview

The documents manager is packed full of features:

- Personalized file tree that belongs just to you.
- Ability to upload almost any file type.
- Sharing of file with other members or groups. Files are initially uploaded to your "My Documents". Files are not shared with other users or groups until you specify they be shared. You can specify who they are shared with and to what degree (ie. You can grant one user or group only view, edit, and read access, while allowing another user or group full access to view, edit, read, create, delete, etc.). When a file is first shared with you, it is placed in the root directory "My documents" of your folder tree. Please note that all documents owned by you (uploaded by you) and all documents you have access to through sharing, allow you to reshare with others (if you are granted that ability) or restrict access to others, except for the original uploader. At this time, there is no way to transition ownership of the document.

So how do these features help me? Want to upload documents and share them with a committee you're on or to others within your region? Simply press share and then type or click on that Committee or Regional group and grant them access. It's that simple.

Moving Forward

Moving forward, the job bank and resume builder will be incorporated to the site over the next couple of weeks.

Membership Tools

Curious about what conventions or conferences you've attended, who you've met at them, what webinars you've gone to, where to find all of the resources related to them, what institutions are in your region, etc? Want to be able to pull reports on the fly for information like that above? The new system will be integrating these options, completely customized to you. We've been taking notes of requests we've received and will be implementing them soon. However, we're always open to suggestions for other reports. Please fill out the following form for requests and we will let you know as new ones are implemented.

<https://spreadsheets.google.com/a/nfoura.org/viewform?hl=en&formkey=cjktRDVNeDVRT2RCSXJLeWs5a2dsdGc6MA..>

BOD, Regional Director or Committee Chair?

Need more advanced report than those above? Want a list of all of your members and their contact information on the fly? These are the types of tools that will be built in for you. Please use the same link above to make a request.

Payment Systems

Real time payment systems are being integrated so as soon as you pay, your membership is updated and/or you will receive real time messages about that webinar you registered for.

Transition of the www.nfoura.org site to the new site

The www.nfoura.org site is still your main resource for documents viewable to the public and static announcements to conferences and the convention. However, announcements about new things occurring in N4A will be heavily announced through the new membership forums and we highly recommend you remain on your regional and your national list. If you don't wish to, that's fine too and you can always check the www.nfoura.org site for updates to the convention, conferences, webinars and more.

During the transition, you will notice a merger of the two sites from a visual standpoint, but the content will be even more fluid and available to you more quickly. Also, you will have more control over what you can post within your committee groups/memberships and regional groups/memberships as mentioned above.

Keeping up to date with the updates

In order to keep emails down to a minimum, if you would like to make requests and be notified of results and updates, they will be posted in "**Forum Home >> Website and Technical Talk >> Website and IT Requests and Deliverables**". If requests are made elsewhere we can not guarantee we will see and be able to respond to them all. However, when you do make a request, remember no idea is too wild....actually that's how this system was developed...off a wild idea.

Thank You!

Thank you for allowing us to work on this project for you, especially those who tested the system, shared our frustration with bugs and celebration when fixes were found! We look forward to continuing to serve you and are always here if you need us.

If you have any issues, concerns or suggestions, use the report a problem link, post in the website talk forum, or email us at IT@nfoura.org. Please send payment questions to Kim at Kim.Dittmann@nfoura.org.

Thank you!
The N4A Team