

Membership Resources Website - Key Points

1. LWV.org and forum.lwv.org are two separate websites.

- a. All resources for members and Leagues are now on the Member Resources website at forum.lwv.org
- b. If a member needs help locating a specific piece of content, they should use the search function at the top right corner of this site, forum.lwv.org
- c. Be sure to choose the “Entire Site” option when using the search function on forum.lwv.org

2. Three places you’ll find important content.

- a. **Red alert box at the top of the page:** time-sensitive opportunities or upcoming deadlines. (If you don’t see the red box, we’re not communicating a time-sensitive request)
- b. **Blue boxes in the right-hand side bar:** information on recent events or frequently accessed content
- c. **Featured Content:** recently-added content

3. You don’t need to be logged in to access most materials.

- a. **If you are not logged in**, you cannot access the groups but you can still find and access:
 - i. Templates
 - ii. Articles
 - iii. Trainings
 - iv. Convention Workbook
- b. **If you are logged in**, you can participate in forums and personalize your settings such as:
 - i. Bookmarking materials you use often
 - ii. Commenting on posts
 - iii. Creating conversations
 - iv. Access the forum groups
- c. If someone is having trouble logging in, we will work to fix it as soon as possible. Send an email to <membership@lwv.org>.

4. Logging in.

- a. Unlike on LWV.org, you cannot log into the Member Resources site as a League.
- b. Your log in information is individual and, unless you've changed it, your user name is your email address.
- c. You will know that you are logged in when you see the white "Welcome Back" notice on the right hand side of the screen.

5. Drop down menus v. clicking directly on the red headers.

- a. If you hover your cursor over the red headers at the top of the page you will see a short drop down menu of some of the most popular content in that specific section.
- b. The drop down menus are not exhaustive.
- c. If you don't see what you are looking for, you can click directly on the red header and they will bring you to a larger map of that section.

6. Joining/Leaving a Forum Group:

- a. Make sure you are logged in - this is the only way you can see the Forum Groups
- b. Click on the red header "Forum Groups" to see a full list of forum groups

7. Types of searches.

a. Key word searches:

- i. Our search function is really good, but it's not on the level of Google
- ii. If you don't find what you are looking for the first time you search, be sure to adjust your search terms.
- iii. Try two or three different word combinations or make a phrase singular rather than plural to see if that helps change the search results.

b. Searching by group:

- i. If you are looking for specific content in a forum group, you can search exclusively within that group by using the keyword search that appears just above the first piece of content in the group page.
- ii. **You must be logged in** to see the forums group and search for specific content within a group.

c. Searching by Internet:

If all else fails, enter the topic + LWV into your browser. This will locate URLs on the main website.

8. Managing notifications.

- a. There are several options for how you can receive notifications about activity in groups to which you belong.
- b. You can choose:
 - i. Get notifications only when you log in
 - ii. Get a weekly digest of activity to your email address
 - iii. Get an immediate report of activity in each group
- c. These notifications are controlled by going into the group's page and finding the "get notifications" in the Group Menu.
- d. This is located in the right side bar. From here, you can adjust the settings for your groups depending on how often you wish to get notifications for each.

9. If something's broken, help us fix it!

- a. This website is evolving; we are always trying to ensure that it is as easy to use as possible and we need your help.
- b. If you find a link that isn't working or you are confused about the layout, let us know by filling out the User Survey that is located in the right-hand side bar of every page.
- c. This is the best way for us to ensure that we have a record of the feedback we receive all in one place and so that we can address concerns as quickly as possible.

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