

## 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](mailto: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.

July, 2014