

NACCED WEBSITE USER GUIDE

■ CONNECT

■ CONTRIBUTE

■ COLLABORATE ■

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TABLE OF CONTENTS

OVERVIEW.	.5
How to Use the Site.	.5
Accessibility.	.5
About NACCED.	.5
Leadership.	.5
Membership.	.6
Training on Demand.	.6
Conferences and Meetings.	.7
Awards and Scholarships.	.7
Awards.	.7
Scholarships.	.8
MEMBERS ONLY.	.8
Committee Pages.	.8
Forums.	.9
Community Blogs.	.9
Ask a Question.	.9
Archived Minutes.	.10
Directories.	.10
Alert Archive.	.10
Technical Assistance.	.10
Career Center.	.11
Helpful Links.	.11
Policy Watch.	.11
Groups.	.11
Donations.	.11
Online Store.	.10
Site Search.	.12

MEMBER PROFILE.12
How to manage your profile.12
My Public Profile.13
Groups or Committees.13
Networks.13
Files and Links.13
Favorites.13
My Messages..14
My Connections (XX NEW).14
Membership Info..15
Refer a Friend.15
NETWORKING.15
Adding/Editing your CV.15
How to Post Opportunities.16
.		
FAQ.17

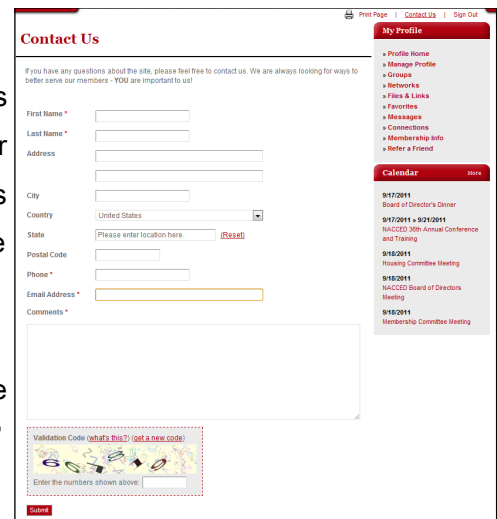
GLOSSARY OF TERMS

Community Blogs: The website makes blogs a built-in interactive feature, however, at this time NACCED asks members to restrict their use of them. Once activity on the website increases, the use of blogs will be reevaluated. When sharing information, please use the forum feature.

Connections: An interactive function of the website that allows you to maintain relationships online with other members. A connection is similar to being someone's "connection" on LinkedIn. It allows you to see more information about that person and provides more options to interact with a person to whom you are connected .

Contact Us Form: At the top of each page in the right-hand corner is text that says “contact us.” If you have a question, feedback or contributions to the website, please submit a form with this information by clicking on this link and filling in all the blanks. (See Right).

Groups/Committees: The website refers to committee interactive pages as “groups.” When you join, subscribe or email a “group” you are actually participating in NACCED committees.



Hotlinks: Characteristics on member profiles are “hot linked” on all other member profiles displaying similar characteristics so it’s easier to make connections by finding commonalities between profiles.

Instant Messaging: Real-time chat capabilities are available on the website allowing members to type messages that other members who are online at that time will see immediately.

Members Only: You need to be logged into your member profile to access these pages.

Menu: Red buttons located on the left-hand side bar on each page.

Technical Assistance: Any information gathered that members can use in their work, including toolkits, information packets and important forms and documents.

OVERVIEW

Welcome to the new NACCED website, supporting the NACCED mission to assist in developing the technical capacity of county agencies such as yours. The site is designed to help members and registered users develop professional consulting skills and behaviors, find partners or consultants, and to support their profession and communities.

HOW TO USE THE SITE

Considerable thought has gone into this site, but it is not complete. We will release additional features and content and make improvements as we hear from our members. The site is a powerful tool for your use. Please take the time to learn how best to use it. Familiarize yourself with the menu system, which remains visible on all pages. The main menu category is the home page of www.nacced.org, providing the most recent news items and upcoming events.

ACCESSIBILITY

If you find the font size too small for comfortable reading or want to make the page larger or smaller on the screen, use the resizing capability built into most browsers. Press <Ctrl>+ to increase screen size, <Ctrl>- to decrease size and <Ctrl>0 to restore default size settings.

SITE MAP

This menu option allows you to search the site for topics or pages.

ABOUT NACCED

This menu item includes the “About NACCED” menu item covering a brief historical overview of the Association, goals/mission and the annual and strategic plans.

LEADERSHIP

The leadership sub-menu item gives an overview of NACCED leadership including a list of

USER GUIDE 2011



NACCED staff, the board of directors, committee leaders, and past presidents in the <About NACCED> then <Leadership> tabs. (See Right).

MEMBERSHIP

This section explains how membership in NACCED can benefit

you and your organization. There are overviews of each membership type as well as a summary of membership fees and a page for becoming a member online. Testimonials are also included in this menu item, if you have a testimonial to add, please send it through the “ contact us ” form. (See Right).

TRAINING ON DEMAND

This menu item shows all the trainings that NACCED offers and provides them for download online. (See Right).

NACCED's Training On Demand: The Nuts & Bolts of CDBG is a new eight-module, e-learning training program that allows new employees, elected officials and partners

of any jurisdiction eligible for CDBG funding to gain insight to the world and regulations of CDBG. This e-learning training series, developed and delivered by expert practitioners and free to all current NACCED members, provides comprehensive CDBG training and helps you keep up with an industry where change is now the norm. NACCED's Nuts & Bolts of CDBG Training is the most convenient and cost-effective method for providing the fundamentals and operational and financial

Community Search <input type="text" value="Enter search criteria..."/> Search »	Leadership Board of Directors
Home About NACCED ▶ Membership ▶ Training On Demand ▶ Conference And Meetings Awards & Scholarships ▶ Members Only ▶ PolicyWatch ▶ Groups ▶ Donations Online Store Site Search	History Strategic Plan Annual Report Leadership ▶ Staff Listing
	Board Of Directors Committee Leaders Past Presidents Staff Listing

Testimonials
<p>"The NACCED staff is a great asset to my county. They have an effective presence with HUD and Congressional staff. Their exclusive focus on County needs and issues sets the organization apart. That is the reason I belong to NACCED rather than another organization.</p> <p style="text-align: right; font-size: small;">Dan Demis, Director, Hamilton County, Ohio</p>
<p>"NACCED knows the issues, the questions to ask and the right people to talk to about our issues. We depend upon NACCED's research and its network for timely, accurate information in order to do our jobs well."</p> <p style="text-align: right; font-size: small;">Kathleen Koch, Executive Director, Anne Arundel County, Maryland</p>
<p>"Local governments must collaborate in order to best help our citizens. One of the most rewarding and beneficial aspects of our cooperation agreement with Cobb County, Georgia was the introduction to NACCED. Quite simply, the staff and professional members of NACCED are some of the most talented, concerned and committed individuals I've ever met. Whether you are a county or a city, my advice to you would be the same.....Join NACCED!"</p> <p style="text-align: right; font-size: small;">Mitchell Bland, Division Manager, City of Marietta, Georgia</p>
<p>"NACCED's expertise in the areas of community development and housing has been invaluable to my consulting practice and to the clients I serve. Membership in NACCED provides such a comprehensive wealth of assistance that I rarely need to search elsewhere for up-to-the-minute information."</p> <p style="text-align: right; font-size: small;">Anne Orfinger Grollman, President, ADG Consulting, Inc.</p>

strategies of CDBG implementation.

CONFERENCES AND MEETINGS

Every year, NACCED's Annual Conference takes place in the fall in a member county. Here you can find information on the current upcoming conference, including registration materials and hotel information, plus archived presentations of past conferences. NACCED also participates in the NACo Legislative Conference and Annual Conference, held each year. Information on that may be found here as well.

AWARDS AND SCHOLARSHIPS

These pages include information about Awards of Excellence, The Roy D. Hoover Memorial Award and the John C. Murphy Scholarship Fund including downloadable applications.

AWARDS

NACCED gives three types of Awards annually. The NACCED Awards of Excellence recognize the many achievements of America's counties' innovative, effective, and exemplary activity in the areas of: community development, economic development, homeless coordination/assistance, affordable housing and/or an innovative activity funded by the HOME Investment Partnerships Program. The Roy D. Hoover Memorial Award recognizes an individual who exhibits the qualities embodied in the late Roy D. Hoover, the former Director of the Department of Urban Affairs for Los Angeles County, CA. He was known for his strong commitment to an improvement in the quality of life for the poor and the disadvantaged.

SCHOLARSHIP

The purpose of the John C. Murphy Scholarship is to provide financial assistance to an

Training on Demand



Register Online Today!

Members Log-in with User Id / Password (Contact NACCED Staff for access information)

Non-Members Click Here

About the Course and Free Course Preview: NACCED's Training On Demand: The Nuts & Bolts of CDBGs is a new eight-module, e-learning training program that allows new employees, elected officials and partners of any jurisdiction eligible for CDBG funding to gain insight to the world and regulations of CDBG.

This e-learning training series, developed and delivered by expert practitioners and free to all current NACCED members, provides comprehensive CDBG training and helps you keep up with an industry where change is now the norm.

NACCED's Training On Demand: The Nuts & Bolts of CDBGs the most convenient and cost-effective method for providing the fundamentals and operational and financial strategies of CDBG implementation.

"NACCED developed a formalized CDBG training program that is easily accessible, available and unique to community development."
- Nick Antonino, Deputy Director of Operations, Cobb County, GA

Each of the following modules contains at least one hour of training:

Modules

Defining Urban Counties - The History of Urban Counties in CDBG and Program Structures ([Click here to preview module!](#))

The Consolidated Plan

CDBG National Objectives and Eligible Activities

Selecting Projects and Activities

Managing CDBG Activities and Establishing Responsibilities for Government and Non-Profit Entities

Managing and Monitoring CDBG for Success

Administering Your CDBG Program Financially

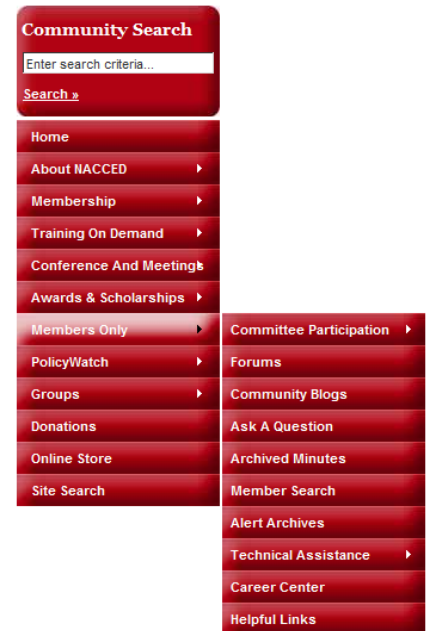
Record Keeping and Recording

undergraduate or graduate student currently attending a college or university with a chosen field of study that includes course work in the areas of affordable housing, community or economic development, and who may not otherwise have the necessary financial resources.

MEMBERS ONLY

The Members Only section provides information that is exclusive to NACCED membership, such as Fair Housing help, NACCED Alert Archives, or Technical Assistance.

You must be logged into the website via the right-hand side-bar to access the members only pages.



COMMITTEE PAGES

The committee participation sub-menu leads to pages describing each committee’s roles and responsibilities as well as offers contact information for committee chair, vice chair and board liaisons. Another feature of these committee pages is the ability to request membership or join a committee via the link in the box located at the bottom of the page. (Left).

Housing Committee

This committee focuses on a wide range of issues affecting county affordable housing programs, including the HOME Investment Partnerships program, homeless housing programs, Low-Income Housing Tax Credits, tax-exempt private activity bonds used to support homeownership and rental housing, special needs housing, and public housing. The committee develops NACCED's legislative and regulatory agenda. It prepares policy statements in the form of resolutions for consideration by the NACCED Board and the NACo Community and Economic Development Steering Committee.

Housing Committee	
Chair: Nick Autonina Cobb County, GA nick.autonina@cobbcounty.org	Vice-Chair: Mitch Glasser Orange County, FL mitchell.glasser@ocfl.net
Board Liaisons: Norma Drummond, Westchester County, nvv1@westchestergov.com Cheryl Markham, King County, cheryl.markham@kingcounty.gov	

To join the Housing Committee, [Click Here](#). If you are already a member of the Housing Committee, [Click Here](#).

Also in the committee pages, you can learn the about the organizational structure of NACCED, view descriptions of each of the standing committees, and learn how you can become involved. Here you can also read and download minutes from the most recent meetings as well as materials for upcoming meetings.

FORUMS

General forum topics can be located and accessed through the members only menu item.

Committees: Community Development

Group Pages Directory & Features Options

COMMUNITY DEVELOPMENT

Welcome to the Community Development Committee Homepage

Here you can send a group message to the committee, use the Forum feature to discuss topics and view the calendar for committee specific events.

GROUP FEED

Write something...

[Marthe Brown](#) joined the group [Committees: Community Development](#).
Posted Thursday, September 01, 2011

[Morgan Chee](#) joined the group [Committees: Community Development](#).
Posted Tuesday, August 30, 2011

[Heather Williams](#) posted a [new topic](#) in the [Committee Discussion](#) forum in the group [Committees: Comm Devimnt](#).
Posted Friday, August 26, 2011

[Christy Moffet](#) wrote on the [Committees: Comm Devimnt](#) wall: Interesting article from the Washington Post. I found it linked from HUD's blog the HUDdle. http://www.washingtonpost.com/local/study-income-does-not-explain-segregation-patterns-in-housing/2011/08/01/gIQAJrJg0L_story.html
Posted Thursday, August 04, 2011

[Paul Herdeg](#) posted a [new topic](#) in the [Committee Discussion](#) forum in the group [Committees: Comm Devimnt](#).
Posted Monday, June 06, 2011

[More »](#)

RECENT FORUM ACTIVITY

[NACCED Community Development Committee Draft Agenda](#)
Posted by: [Heather Williams](#), Friday, August 26, 2011
Forum: [Committee Discussion](#)

[Falling Income Limits](#)
Posted by: [Paul Herdeg](#), Monday, June 06, 2011
Forum: [Committee Discussion](#)

[View All Forums »](#)

Group Directory
Calendar
Blogs
Forums
Photo Gallery

[MONTH VIEW]
UPCOMING EVENTS

[Board of Director's Dinner](#)
Saturday, September 17, 2011

[NACCED 38th Annual Conference and Training](#)
Saturday, September 17, 2011

[NACCED Board of Directors Meeting](#)
Sunday, September 18, 2011

[Community Development Committee Meeting](#)
Sunday, September 18, 2011

[Award Luncheon and Business Meeting](#)
Monday, September 19, 2011

Other, more specific, forum topics can be accessed through each of the individual committee pages and can be updated by committee members.

COMMUNITY BLOGS

This is an extra interactive feature of the website that NACCED will not use at this time.

The forums are similar to the blogs but add confusion due to posts in multiple places, therefore, they will remain inactive. (See Below).

ASK A QUESTION

Ask the membership a question by submitting it on this page. **This feature is coming soon.**

ARCHIVED MINUTES

The meeting minutes from committee and other meetings will be posted here for download by NACCED members. **This feature is coming soon.**

Community Blogs

Follow the latest goings-on in our community through the blogs links below. Click "Subscribe" to be notified when a new blog post hits.

BLOG NAME / DESCRIPTION	NO. OF POSTS	LAST ACTIVITY
Awards	0	No activity
Ethnic	0	No activity
Finance	0	No activity
Housing	2	9/24/2011
John C. Murphy Scholarship	0	No activity
Membership	0	No activity
Community Development	0	No activity
Economic Development	0	No activity
Program Support and Education	0	No activity

DIRECTORIES

This page allows you to search for a member as well as see which members are currently online for instant messaging capabilities. You may also view a directory of staff members. (See Below).

Member Search

[Who's Online Now?](#)

Please enter your query below. You may search the directory for keywords and filter by the additional criteria provided as well. To search within specific profile fields use the advanced search.

Example: Searching for "smith" will retrieve anyone with "smith" in their profile, including those with the name of Smith.

Basic Search ([Advanced Search](#))

Search

Group

Country

Location

ALERT ARCHIVE

Alerts sent out by NACCED staff will be posted and archived here. The News archive is also posted here.

TECHNICAL ASSISTANCE

Includes training materials and reference guides for members to receive assistance with reports and other professional activities. The tools included in this page are listed in the chart to the right. (See Right).

CAREER CENTER

See networking section beginning on Page 14 of this User Guide.

Technical Assistance

Technical Assistance

- [NACCED Survey on GAO CDBG Questions](#) - NACCED members, i.e. the Nation's urban counties, take very seriously the need for wise stewardship of CDBG funds as evidenced by their answers to GAO's questions.
- [The CHDO Survivor Kit](#) - A practical guide for becoming a high-performing Community Housing Development Organization.
 - [CHDO Capacity Self Assessment Tool](#)
 - [CHDO Proceeds Worksheet](#)
 - [CHDO Proceeds Worksheet Instructions](#)
 - [CHDO Project Compliance Review Checklist](#)
 - [CHDO Project Risk Analysis Tool](#)
 - [CHDO Project Selection Tool](#)
- [The CHDO Toolbox for HOME PJs](#) - A practical guide for HOME grantees on managing your CHDOs in a performance-based environment.
- [NACCED's Urban County Training Series](#) - Practical, member-developed workshops on the CDBG and ESG programs.
- [International Economic Development Council Economic Development Training Courses](#) - NACCED members get IEDC member rates!
- [National Affordable Housing Training Institute](#) - NACCED is a member
- [Current NSP 2 Grant Chart](#)

HELPFUL LINKS

Links categorized by subject to help NACCED members navigate various resources on the internet are located here. Use the dropdown menu to select a category to ease navigation of this page.

POLICYWATCH

This section gives you up-to-the-minute updates on governmental changes and NACCED 's current actions. NACCED provides advocacy in Washington on legislative and regulatory matters that affect county affordable housing, community development and economic development programs.

GROUPS

This is the direct menu item that leads users to the interactive committee pages. This is where users may access the forums, posts and gain membership in the committee.

This section allows members to communicate with one another in a variety of ways: Committee members can meet virtually for discussions using the instant messaging feature or share documents, members can ask and respond to questions on the Forums.

DONATIONS

This site makes sure the John C. Murphy Scholarship fund and program is continued. Online donations can be made on this page using the secure credit card transactions.

ONLINE STORE

Browse a variety of NACCED-branded items, such as shirts and water bottles.

SITE SEARCH

This is a Google-driven key-word search of all site contents.

MEMBER PROFILE

HOW TO MANAGE YOUR PROFILE

Your profile is one of your most important resources on the NACCED website. It is your opportunity to showcase your skills and experience to other members and the public. You have a lot of control over how much information to make available to others and how much you would like to be contacted. However, you create greater professional and business development opportunities by your participation in more groups, balanced by your desire for privacy.

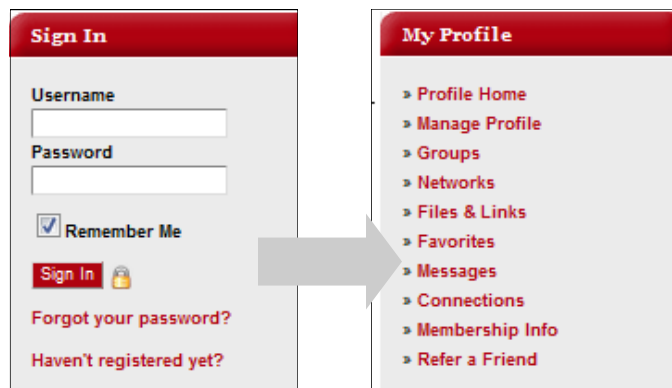
LOG IN

Login to your member profile by entering your username and password via the right-hand side bar. The default log-in information is as follows:

User ID: Your first initial and last name (ex. JDOE)

Password: welcome1

We recommend that you change your password as soon as possible. Once logged in, this box should change from fill-able fields to a list of features available within your member profile. (See Below).



Access your profile by clicking the "My Profile" link. You may update all parts of your profile and hide certain data fields (e.g., email address, home address, and personal information) by clearing the check box next to the data field. It also allows you to set preference for subscriptions, designate certain pages as favorites, manage your photo gallery of your uploaded images, designate members you wish to connect to, track referrals, and manage your membership.

MY PUBLIC PROFILE

Member profiles are the core of your visibility to other members and to the public. Many characteristics are hot-linked so you can identify all members with those characteristics. Only information shown in your Public Profile is visible to search engines. Your personal blogs, photos, connections and information in the "More Information" field are only visible to registered members of the NACCED community, and will be hidden from unregistered users.

GROUPS or COMMITTEES

List of communities to which you have registered, including committees.

NETWORKS

Links to your profiles or your jurisdiction 's profiles on other social network sites (e.g., Facebook, LinkedIn, Twitter), which extends your access to other professionals and lets others access yours (optional).

FILES AND LINKS

List of files you have uploaded and attached to your personal profile for sharing purposes.

FAVORITES

List of NACCED website pages you have designated as your favorites, which speeds your access (no need to navigate through the menu). These can include committee pages, resources, events, or any custom page on the site (designated by clicking the star at the top of the page). To add a page as a favorite, navigate to the page while logged in to your member profile. Then

click the star (See Right) at the top right corner of that page and it will show up as a favorite page accessible through your member profile. Members may designate categories into which to group favorites.

MY MESSAGES (NEW)

Internal messages received from another member who wants to contact you (number indicates how many were received while you were offline). Connections are made and approved through this messaging feature. Messages are sent between members who wish to “connect” with each other. To clear the “NEW” by messages, open each new email or check all new emails and click “mark as read.” (See Right).

MY CONNECTIONS (NEW)

You may choose to connect to selected members (similar to LinkedIn). This provides more messaging options (number indicates how many new requests you have received from people who want to connect with you). To connect with a member simply click on their profile after searching in the member search and click “connect” at the top of their profile page.

MEMBERSHIP INFO

Indicates your membership type and status of membership. This is where you would renew your membership.

Benefits of Membership ★

Member benefits include:

- A membership and staff that understands and focuses on the unique challenges of counties that administer housing, community and economic development programs.
- A staff in Washington DC that is instantly available to assist you in any way.
- A network of colleagues who are committed to sharing their experience and knowledge with one another -- whether through our technical assistance programs or workshops at NACCED’s conferences.
- A staff which effectively and consistently communicates with its membership, with HUD, and with Congress on emerging issues of concern and programmatic developments.
- A partnership with NACO and its Community and Economic Development Steering Committee wherein NACCED helps formulate NACO’s legislative policies on housing, community and economic development legislation. This helps ensure that county elected officials weigh in and advocate for the programs that are most important to us. This translates into a strong voice on Capitol Hill.

Message Center

Quick Jump To...

Use the links below to manage and organize your messages. Send messages to members, a connection or all of your connections.

[Create New Folder](#)

MESSAGE CENTER	DETAILS	OPTIONS
Your Inbox	5 Messages Total, 0 Unread	
Sent Messages	4 Messages Total	

MESSAGE OPTIONS	DESCRIPTION
Message a Member	Search for a member and click "Message Member."
Message a Connection	Send a message to a member of your connection list.
Message ALL 2 Connections	Send a message to ALL members in your connection list.

REFER A FRIEND

Share with colleagues the opportunity to participate in NACCED professional, network, and business development activities.

HOW TO RENEW YOUR MEMBERSHIP

Under "My Profile" on the right side of the page, click "Membership Info" (second to bottom menu item). This will tell you your current member type and the status of your membership. Click the "Securely renew your membership now" link to renew. If you would like an email confirmation of your dues payment sent to you, click the "Send confirmation email" link after you have completed your transaction. That's it. Click "Contact Us" at the top of any page if you have any questions.

NETWORKING

ADDING/EDITING YOUR CV

To add/edit your CV, click the "My Resumé/CV" link in your Manage My Membership menu. You will be able to enter a "headline" (up to 100 characters) that describes your key value, your objective in seeking consulting engagements (what you are really good at), your experience, your education and specific skills, and your willingness to travel. You are also asked about how you would like to be classified. This is important because it defines how well a prospect can find you. You may enter primary and additional professional categories under which you would like to be found.

Enter the type of position sought (i.e., consulting engagement, full time consulting position, volunteer or intern), level of academic education you have obtained, and your length of relevant professional experience. You may indicate if you want to link your Resumé/CV to your NACCED personal page, to include your Resumé/CV in search results, to display your name, to display your e-mail address, or whether potential employers can contact you. Finally, we provide the ability to attach a document to your Resumé/CV. For example you might want to include a company

brochure, work sample or a collection of news clippings about your work. Once you have created your Resumé/CV (and indicated that it should be visible on your personal page), a link will appear at the top of your profile page allowing anyone to view your Resumé/CV and any attached documents.

HOW TO POST OPPORTUNITIES

Navigate to “Career Postings” under <Networking & Careers> in <Manage Profile> on the right-hand side bar. Then click on “Submit an Opening.” After you have posted openings, a list of all your postings and their status will appear below.

You will be asked to describe the position, when you will need the consultant, how long to post the opportunity, contact information, the category (ies) in which the opening should be classified, education, experience and salary information. You may allow applicants to apply online or give instructions on how to apply directly. After providing a description of the position, you must identify yourself and complete a CAPTCHA verification step (to prevent automated access to these profiles). You may view your posting and see how many people have applied online, how many times it has been viewed, and its posting and expiration status.

If you want to provide feedback on this tutorial or any aspect of the site, use the Contact Us form at the top of any page.

FAQ ' s

JOIN A COMMITTEE

I want to stay up to date with the committees. How do I join a Committee?

1. Log into the website (www.nacced.org) as a member (userid: the first letter of your first name followed by your last name and password: welcome1 [unless you've logged in previously and changed it]).
2. On the left hand side of the website: select Groups
3. Select Committees
4. Select which Committee (s) you would like to join (Housing, Community Development, Membership, etc.)
5. It will take you to a screen with the Committee Name. Directly under the name, click on Request Membership.

An alternate way to join a committee is as follows:

- 5a. Navigate to any of the committee pages by going to <Members Only> then <Committee Participation>. On the bottom of each committee pages is a box which allows you to click on a link to join that specific committee. Click on the link and the next steps will happen.
6. It will send a request to the system administrator (Heather @ NACCED).
7. The system administrator will approve* the request and you will be sent an email (if you have set your notifications to do so) which will confirm you have been added to your committee of choice.
8. After approval, the next time you log in, you will be able to go to that committee webpage one of two ways:
 - access by going through the groups menu as you did to request membership; or
 - use the menu on the right entitled My Profile, select Groups and click on the hyperlink to the committee page you want to visit.
9. You will be able to post on the wall, see any communication from other committee members or view a directory of all the members who participate on that committee.

Join as many committees as you like and be a part of the discussion!

*Most of the NACCED committees are open to all members, however, some might be restricted. If a request is denied for some reason, an email with the reason will be provided.

HOW TO MAKE A CONNECTION

What is a Connection?

A connection is similar to being someone's "connection" on LinkedIn. It allows you to see more information about that person and provides more options to interact with a person to whom you are connected .

Why would I want to make a Connection?

It provides you the ability to:

- instant message the person;
- send a group message to all or some of your connections at one time;
- access the files and links he/she has posted on their profile; and
- write on their wall; and
- See postings on their wall from others.

In summary - Connections on the NACCED website is like a Friend on a Facebook account -- in that it is an easy way to see what is going on with your colleagues (connections) across the Country at a single glance and interact more easily.

How do I make a Connection?

You can make connections a couple of different ways:

Log into the NACCED website as a member and then...

1. Click on the Members Only tab (left hand side navigation menu) on the home page;
2. Select member search;
3. In the Search field, enter the person's name;
4. After the search is completed, select Add Connection;
5. An email will pop up with the subject line: You're invited to join my Connection List! You may add a personal message or leave it blank. Scroll down to the bottom of the page and click Send Now.
- 6 . The person will receive the email and either confirm or deny the connection.
7. Once the person has accepted the connection, a return email will be sent to you notifying you of his/her acceptance.

Alternate way to add a connection - If you are a member of a group (committee)

1. On the My Profile menu (on the right hand side of the screen after you have successfully logged in as a member), select Groups;
2. Select a committee name;
3. Select Group Directory;
4. A list of all the members of the committee will appear;
5. Follow steps 4-7 above.

How do I view my connection list and how do I Instant Message?

1. In the My Profile box, select Connections.
2. It will bring up a list of your connections along with whether or not any of your connections are Online. It will state Who's Online Now!
3. To instant message a connection, click on the Online Now! located below their name.
4. You will be redirected to an instant message screen.

ADD NEW USERS TO THE WEBSITE

How to add someone to the website who does not currently have access. Please remember the new website is intended to be interactive so consider adding as many staff members as possible so that discussion, questions, and sharing of ideas is maximized.

If you have a staff person who needs to gain access to the NACCED website and your organization is current on your membership:

1. Go to the NACCED website (www.nacced.org)
 2. On the right hand side of the home page is a Sign In box. Click on Haven't registered yet?
 3. Select the appropriate member type for your organization.
 4. In the Registration Information boxes, enter your username (the first initial of your first name and your entire last name: Christy Moffett = cmoffett). Then enter your First name and Last Name in the remaining boxes.
-



5. Select Continue.
6. This will bring you to a screen asking if you want to join NACCED. Select Accept this membership and continue.
7. Complete the Member Information Screen. Items with Red Asterisks are required information. Items with check boxes allow you to control what information NACCED members see about you. If a box is checked, the information will be available to NACCED members. If it is not checked, it will remain private.
8. Click submit.
9. This will take you to a screen that requests payment. If you are a NACCED member in good standing (your organization's dues are up to date), fill out the billing information. Again, items with Red Asterisks are required information. In the Payment information box, select Bill Me.
10. Select Submit Securely.
11. A text box will show up which states "You are about to submit a payment in the amount of \$XXXXXX. Are you sure you want to continue? Select OK.
12. This request will go the Website Administrator (Heather @ NACCED). She will confirm your organization is current on dues and if so, will approve your access.

If you or a staff person need to gain access to the NACCED website and your organization is NOT current on your membership:

Follow steps 1-11 and pay your membership dues - we would love to have you! For more information on the benefits of membership, look at the material under the membership tab on the left hand side navigation bar or contact a Board Member. It is likely that your access will not be approved until a Purchase Order, Check or Credit Card payment is received by NACCED.

HOW TO USE A FORUM

Forums are meant to be yet another interactive aspect of the website. There are two types of forums listed below.

1. General forums for all members to discuss topics that are relevant to the whole association.
2. Specific committee forums that will just cover topics specific to that particular committee 's needs.

How to Join a General Forum

1. Go to the NACCED website.
2. On the right side-bar sign in with your username and password.
3. Once signed in to your member profile, use the left hand side-bar to navigate to <Members Only> then <Forums>.
4. Click on any of the unlocked forum topics listed.
5. Once in the discussion page you can, post a new topic, subscribe to instant updates or digest (i.e. get notified when someone else posts) or export the forum to a document.

How to Join a Committee-Specific Forum

1. Go to the NACCED website
2. On the right-hand side-bar sign in with your username and password.
3. Once signed in to your member profile, navigate using the right-hand side-bar again, to Committees or see how to join a committee for alternate ways to access these interactive committee pages.
4. Once in a committee page, click on Forums on the right hand side of the Group Feed.
5. From here you can post a reply to already existing topics or post a new topic.

ADDING/CHANGING YOUR PROFILE PICTURE

1. Go to the NACCED website
 2. Use the right hand side bar to login with your username and password.
 3. Once logged in, use the new links where the sign-in box used to be located to navigate to your <Profile Home>
 4. Hover over the picture you wish to change or add with your cursor.
 5. You should see a faded writing pad with a pencil (Change) and a trash can (Delete).
 6. To change your picture click on the writing pad and pencil.
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7. You will now be able to upload a photo from your computer onto the website by clicking upload, navigating to where the picture is saved on your computer and then clicking submit.
8. If you wish to not have any profile photo then click the trash can.

Having trouble? Contact: Heather Williams, NACCED staff @ 202-367-1149, Brian Cramer, Website Modernization subcommittee Chair @ 817-850-7940 or Christy Moffett, Board Member @ 512-854-3460.

