



Website Training for PASFAA Members

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Topics



- Website design overview
- Tour of website
- Logging in for the first time
- Your member profile
- Other features
- Differences between new and old
- What we can do
- What we need Keybridge to do

Website Design Overview



- January 2019 ATAC announcement
- Find and evaluate providers
- February Council meeting
- Design and implementation

Logging In For The First Time



Step 1: Go to PASFAA.org and click on "Forgot username/password":

This screenshot shows the "Member Login" page. It has a dark blue background with white text. At the top, it says "Member Login". Below that are two white input fields: "Username" and "Password". Under the "Password" field, there is a blue link that says "Forgot username/password?". At the bottom of the form are two orange buttons: "Login" and "Join".

Step 2: Enter your email address in the Username field and click "Email Password".

This screenshot shows the "Member Login" page. It has a dark blue background with white text. At the top, it says "Member Login". Below that is a single white input field labeled "Username". Below the input field are two orange buttons: "Email Password" and "Join".

Step 3: When you receive your password via email, you can go to PASFAA.org and log in. That's it!

Your Member Profile

Members Only

- “Manage Profile”
- <https://www.pasfaa.org/member-manage-account/#myaccount>

[Member Manage Account](#) [Additional Information](#) [Volunteer Form](#)

[About](#) [Profile](#) [Sign Out](#)

Member Name	<input type="text" value="Daniel Wray"/>
Primary Contact	<input type="text" value="Daniel Wray"/>
Institution Name	<input type="text" value="Pennsylvania Higher Education Assistance"/>
Position	<input type="text" value="Account Executive, PA Forward Student Loa"/>
Address	<input type="text" value="9380 Charger Hwy"/>
	<input type="text" value="Duncansville PA 16635, US"/>
Email	<input type="text" value="dwray@pheaa.org"/>
Phone	<input type="text" value="(814) 889-1056"/>
Mobile Phone	<input type="text"/>
Website	<input type="text"/>
Password	Change

Individual

Individual Membership

Billing method: Pay By Check
Membership expires on Sep 30 2019
Make payment of \$70 to extend membership to Oct 01 2020
Please make checks payable to PASFAA
Mail to:
Stephanie Zeppenfelt, PASFAA Treasurer
Administrator of Financial Aid Systems
Office of Financial Aid, MG-13
Community College of Philadelphia
1700 Spring Garden Street
Philadelphia, PA 19130
(P) 215-751-8270

[Renew, Upgrade or Update Billing](#)

“Members Only”

Members Only	Government
Committees	
Directory	
Employment/Job Postings	
Events	
Forms	
Forum	
Governing Documents	
Government Relations	
Resources	
Leadership	
Manage Profile	
NextPAGE	
PASFAA Post	
Photo/Video Gallery	
Resources	
Shared Resources	
The Value of Business Partners	
Volunteering with PASFAA	
Webinars	

Differences (on the plus side...)



- More up-to-date look and feel
- Easier navigation
- Mobile friendly
- Compact design – minimized scrolling
- Ability to highlight business partners better
- Ability to self-serve lots of functions
- Rally Congress built into the site
- PASFAA Forum

Differences (on the minus side...)



- Need to self-serve lots of functions
- We provide most website customer svc support
- No automatic emails to the entire association when jobs are posted
- Learning curve

What We Can Do



- Create/Edit pages
- Create/Edit Forms
- Create/Edit Menus
- Upload documents, pictures, videos
- Create/Edit Events
 - Create Early Bird pricing
 - Create discount codes
- Administer the job board
- Administer the partner ads

What We Need Keybridge To Do



- Change site layout – major design changes
- Complicated database functions
- Maybe create our more difficult/complicated forms
- Techie functions, like website back-ups
- We get unlimited Q&A time
- We get 1 hour per month of free programming time

In Progress...



- Ability for leaders to assign membership “labels”
- Ability for leaders to post to the calendar
- Ability for leaders to pull subsets of membership and easily send messages
- Ability for leaders to find members’ volunteer preferences

The End! (of a new beginning)



QUESTIONS?