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":

Member Login

Username

Password

Forgot username/password?

Login

Join

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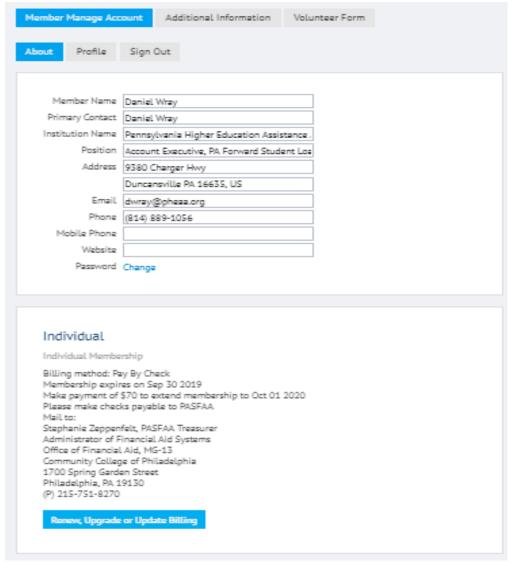
Member Login

Username

Email Password

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

"Members Only"

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…)

- <u>Need</u> 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?