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

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PASFAA 2019 – HARVESTING KNOWLEDGE
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?