KCITE MEETING CHECK-IN THOUGHTS (by Ray):

- Provide a backup laptop at the meeting for check-in. May need for more complicated check in and if folks wish to actually pay on line at the meeting or taking memberships

- when doing check-in:
  1. Click the "not attended" to "attended" line to record they were there. If they have paid i.e. showing a “0” balance then you’re done
  2. If paying by check or cash, then enter the payment i.e. cash or check. Just entering payment does not record their attendance.
  3. If multiple people on one check, consider entering it all later by taking the names. Enter the same change number for each

- Do not use the back button but rather navigate with the tabs. If do use back button, refresh sometimes gets you back to the page.

- Print the attendance sheet by downloading an excel file for at least a backup if website/laptop is not working. Should only need a few fields. Will want to do check in on paper as well as a back check and at times need to record payment and membership collections on paper.

- Memberships - it’s difficult to check in folks and take memberships at the same time. If we had a second PC that would help. Even better if folks would pay membership on line. I think we can take memberships in a few quantities without slowing things down but we should all work on how that is done to be able to go quickly.

- Watch for 2 people registering under one name or a different name. Have seen a secretary register members and could not find them I the list.

- Cash flow sheet – will still need to keep the cash flow sheet to verify cash collected and deposited

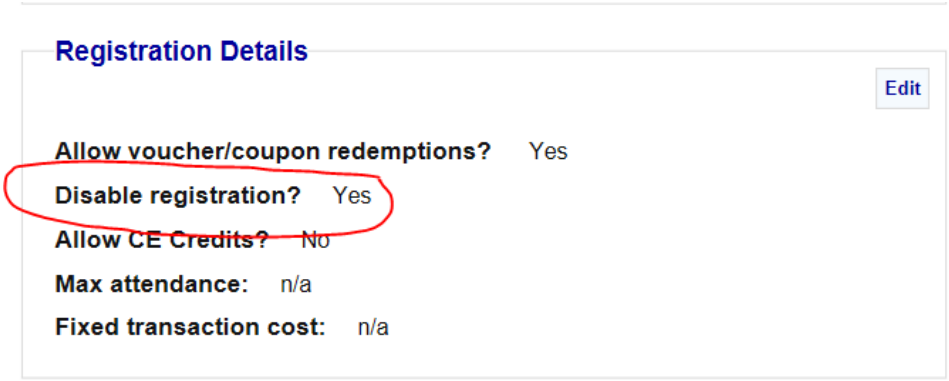
- Print name labels from Star Chapter before the meeting. Consider printing a few blank for walkups. Uncheck the board members as they have their own badge.

KCITE / STARCHAPTER Website Guidance

I. Creating a Meeting and email

- Do create the full meeting details prior to setting up the email. It appears there maybe issue with the email not picking up the latest details in the meeting page set up. Registration button may not work or if new details try to include them fully in the meeting set up. The email takes the info from the meeting page but apparently only at the point and time of the email creation.

- When creating a meeting, you may publish for the ability to view but caution around the issue of registration details.



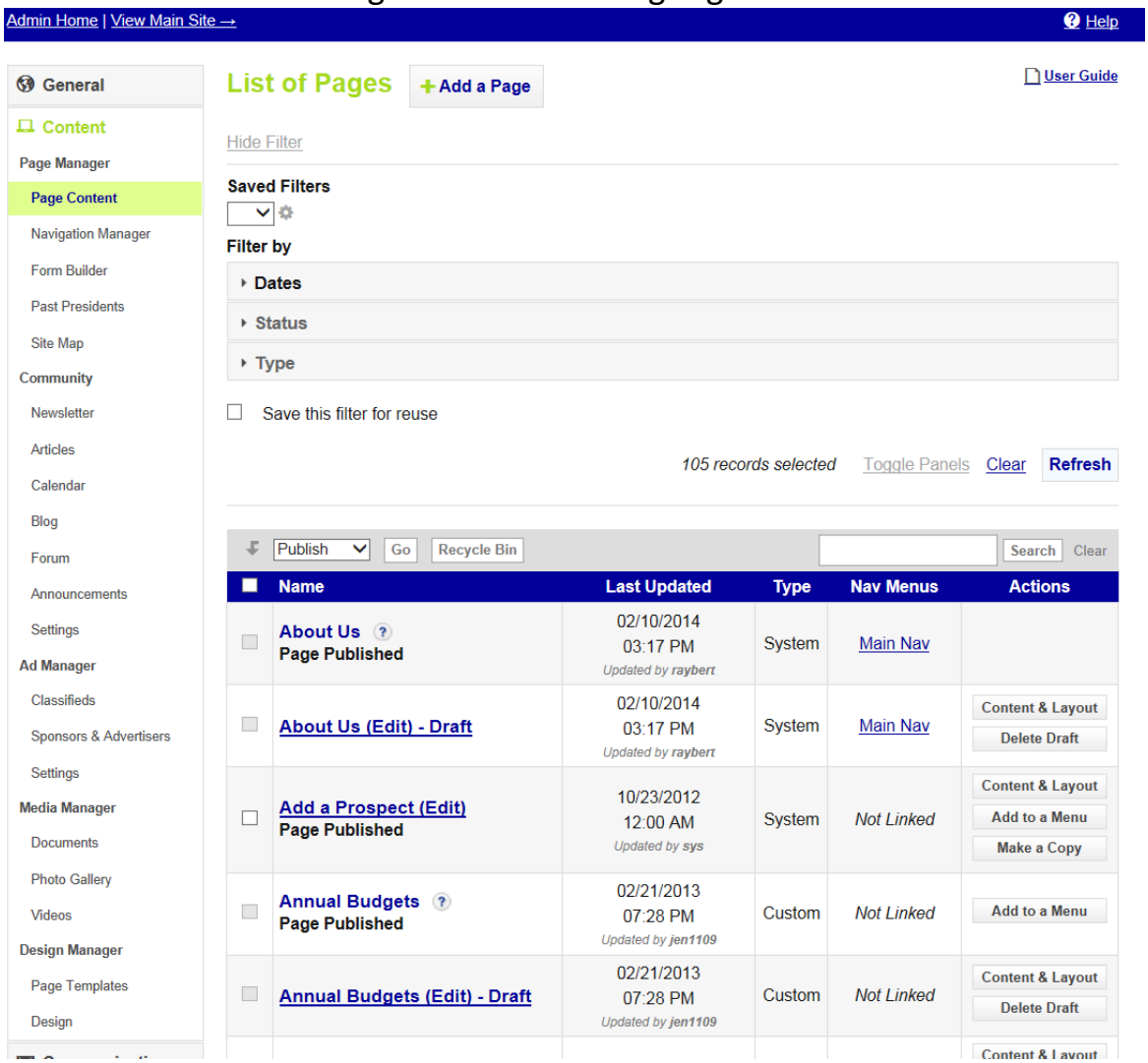
If disable registration "YES" is on when sending or creating the email, registration won't work. Do set up "NO" and test a registration. If ok suggest creating the email making sure to publish the meeting first.

- Also be sure to set up the member and guest tickets. This will need to be done for meetings and for trainings. If only a member ticket is created, only members can register. Typically the member price is discounted over the guest ticket.

KCITE / STARCHAPTER Website Guidance (cont)

- End of Year/ beginning of year change over
  There is a number of areas that are effected that need revised that include
  1. Board of direction, new people and names and email address change.
  2. Treasurer changes
  3. Website uses forwarders and each has to be changed.

  1). Administrator. This may need to be changed. At this writing, example is that Jeff Wilke is still on as administrator but was left on due to his expertise as is Chris Lockey
  2). Content page / page manager:
  NOTE: this is where a large number of changes get made:

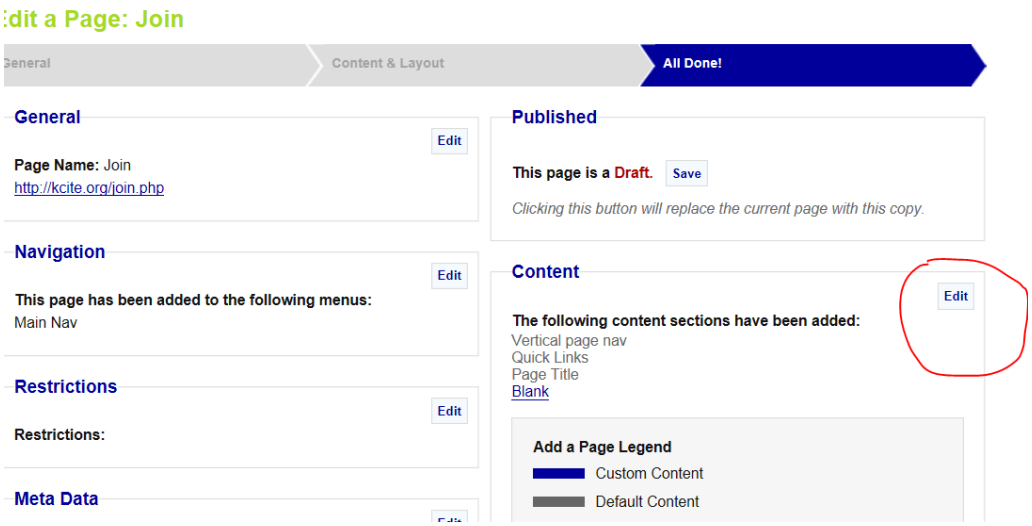


3). Change Board of Direction: (go to page manager/page content/board of direction



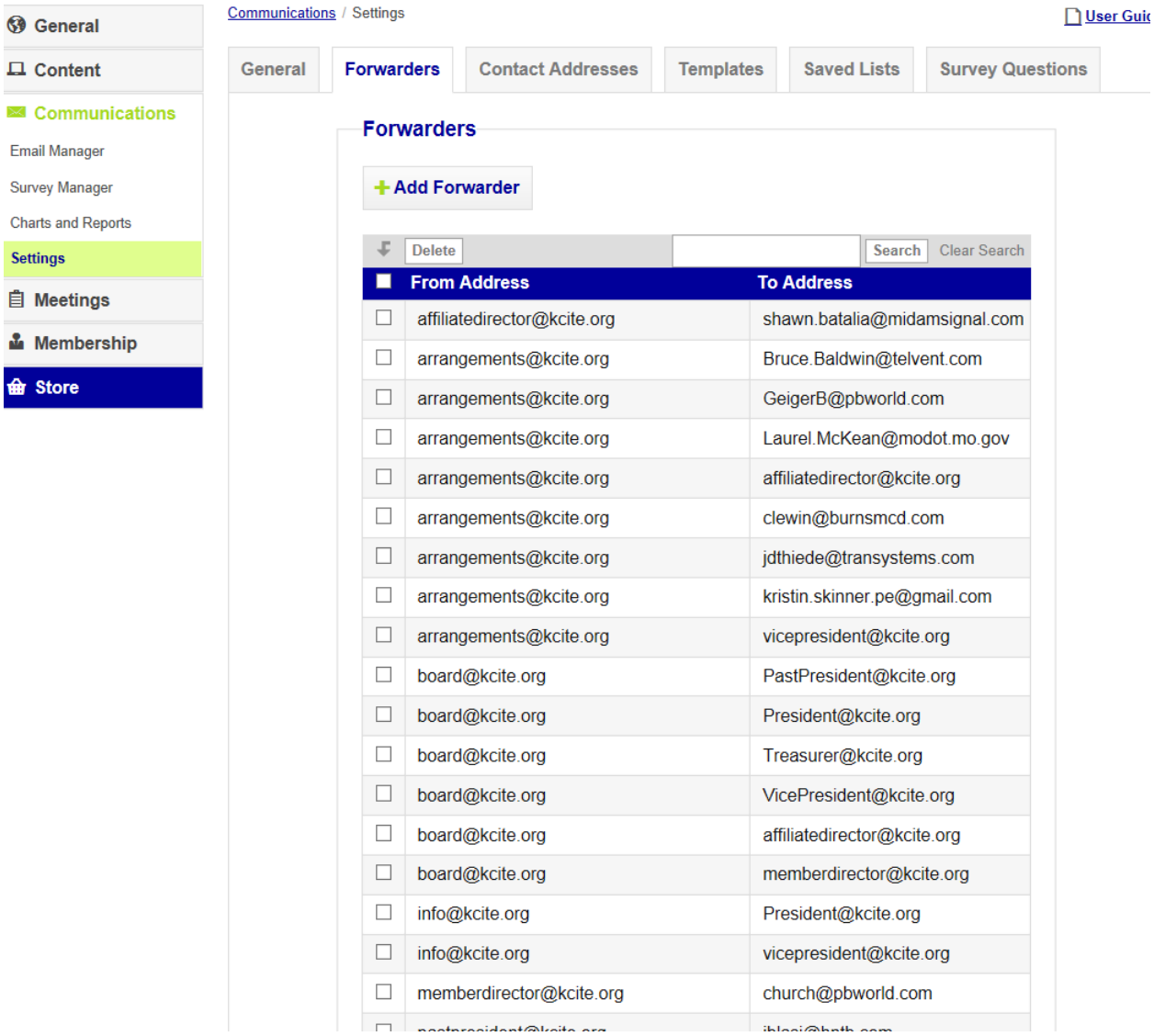
Many times when you go to these pages, it is not clear they have content in fact while this one says listing sometimes they say “blank’ but in fact have content. Click on edit to change the board listings.
Edits can be frustrating at times but in this case start with president and use the sections cut/paste functions to paste to past president. Work down the list. Note that cancel just cancels your edits, delete does just that. There is a button to go back to a previous version that I have not tried.

4). Join section under (go to page manager/page content/join)
This is needs edited by clicking the edit then “KCITE membership page”. You can then edit the treasurer address and name.



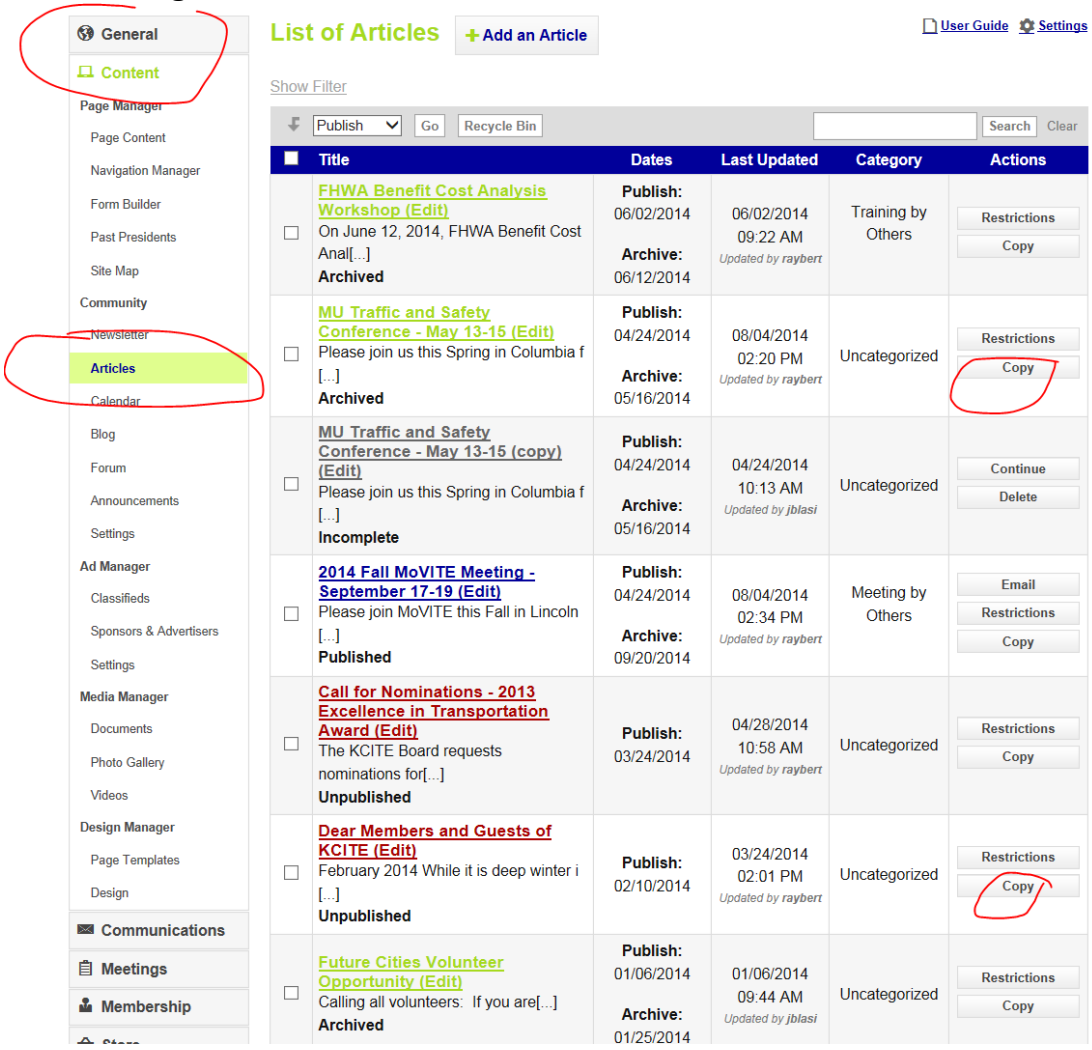
5).Forwarders

When new people join, they will need to be added. Go to communications/setting then the tab forwarders. You have to actually delete and add rather than edit. Arrangements committee and training as well as board members all need edits.



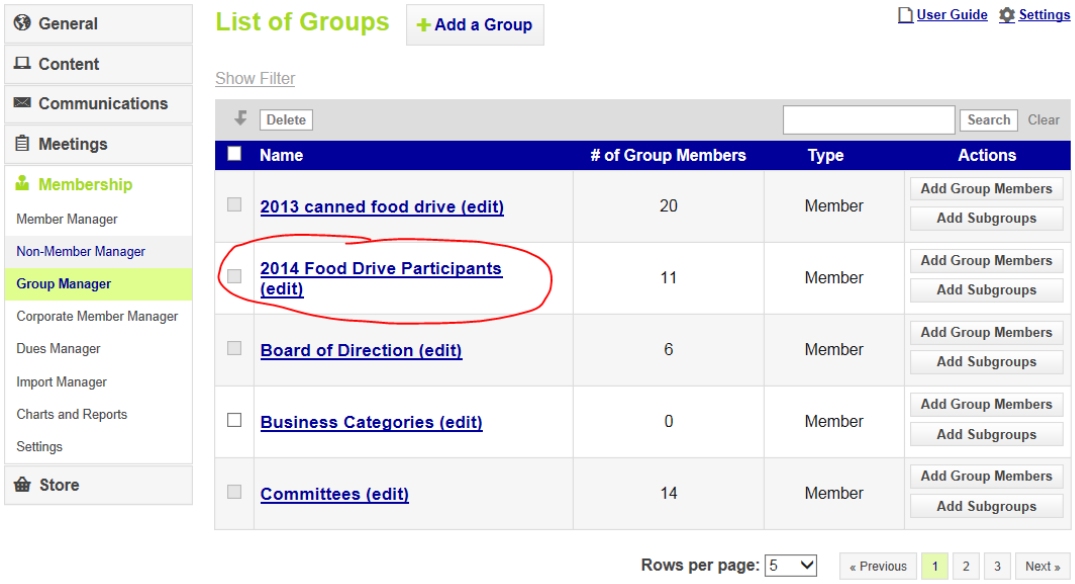
6). To change front page info. Finding it is the most difficult. Just remember that the content/page manager is often the only place you have to go but many other things this only drive the layout.

So on FRONT PAGE ARTICLE such as a president message, election, etc goes to: (page manager/articles/
You will find several articles now in which you can just use the copy button and start editing.

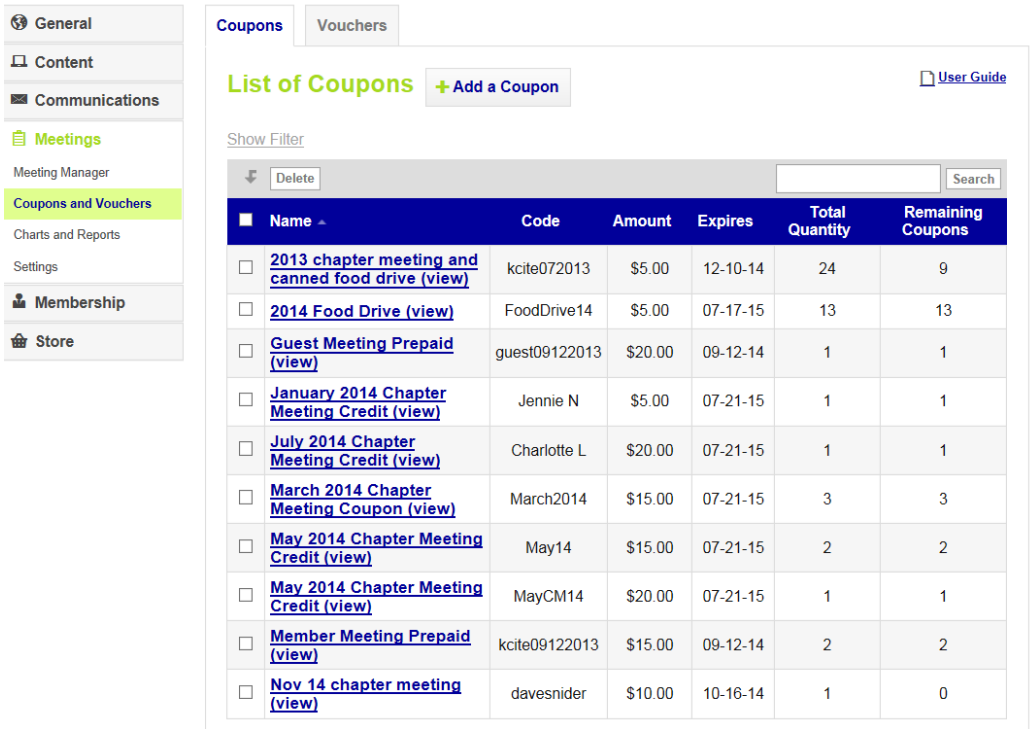


Canned Food Drive:

Following the canned food drive, for those that brought cans and get a discount a group needs to be created. This can be done in membership/group manager /list



Once you have set up the list, you will have to send a coupon that includes the list you just created. The coupon will create a coupon name so the person can use this code for the next time they pay online



Finally you have to create and email notifying them they have a coupon. This sounds like several steps but it does quickly and the site helps you thru. You will have to make minor edits to the email of old. Find the old email and paste to the new if that is helpful



KCITE

Following the July KCITE Chapter Meeting and Canned Food Drive, KCITE has applied a $5 coupon to your account. You may apply the coupon to a future meeting registration.

Please use coupon **Code:** FoodDrive14 during the checkout process.

Thank you for your canned food donation.