

NCHC Committee Forum Instructions

NCHC's membership software, YourMembership, is the home of all committee and special interest group forums. These forums are a space for you to use to communicate and share with your committee. The forum allows you to keep all of your committee's activities in one place- create discussion threads, share documents in your committee library, add meetings and events to the committee calendar, email members directly, and interact with other committee members using the directory and messaging capabilities. We encourage you to familiarize yourself with the forum and use it as a tool to further the work of your committee.

Below you will find instructions for basic tasks within the forums. If you have any additional questions or need assistance with customizing your forum please send an email to nchc@unl.edu.

Logging In

1. Navigate to <https://nchc.site-ym.com/login.aspx> and enter the email address associated with your member profile to sign in. If you do not remember your password you have the option to reset.
2. Once you login, you will be taken to your Social Link profile page. On the My Profile tab you will see your groups under your profile picture. Click on the committee for which you would like to access the forum. This will take you to the committees home page. From here you can access the group membership directory, group calendar, group forums, and the group photo gallery. To access discussion threads, click on Forums.

To Access Discussion Threads and Post a Thread

1. From the committee homepage select "View All Forums" under recent forum activity.
2. Click on the discussion thread you would like to access. Most discussions can be found under the General Discussions.
3. From here, you can add a new topic by clicking the "New Topic" link on the right side of the screen. Add the name of the subject and write your message below. When you are satisfied with the message, click Submit Post.

To View or Add Group Files

1. If you have not yet set up a Group Page for your committee's files, or would like to add a different group page, contact the NCHC Office at nchc@unl.edu. A file library will be created that both committee chairs and members can view and contribute to.
2. Once files are added, to access the group files click on the link "Group Pages" located immediately beneath the Committee title. From the menu select which file library you would like to access.
3. Once on the specific group page members can view documents by clicking on them, add files using the "Add a File" button, or manage the files within the library (change item names, update order, etc) by selecting "Manage Collection"
4. To return to the main page, click the Group Home option located below the title File Library at the top of the page.

Committee Chairs are added to each forum as a Group Administrator. When on the Group Page, under the top menu you will find a red bar with Group Admin Options. From this menu you can:

Change the page layout	Add and manage committee photos
Create File Libraries	Manage the committee forum
Add new events and dates to the Committee Calendar	Message or email group members

For more detailed instructions on the activities above contact the NCHC Office