ROLLINS | EDYTH BUSH INSTITUTE for Philanthropy & Nonprofit Leadership

Member Community User's Guide

rollins.edu/ebi

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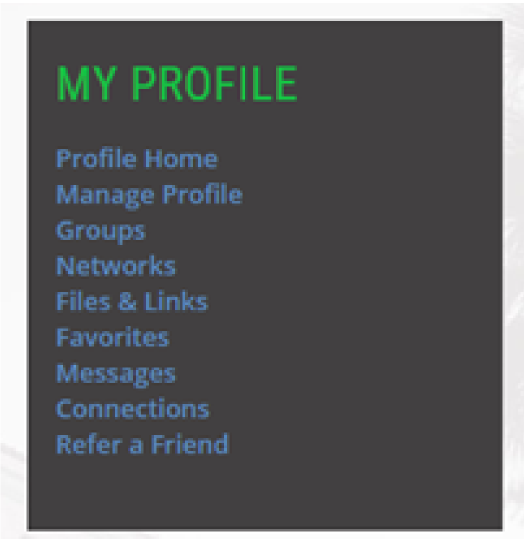
About Your Profile

The Edyth Bush Institute's community offers members the ability to create and manage an individual profile. Members have full access to update and make changes to contact information, manage external social/professional networks, and select profile field visibility by other members. Members can also maintain multiple personal blogs with audio/video sharing; manage group, community and member blogs and forum subscriptions. Members can also share with the community by uploading to their personal photo albums and maintaining additional profile pages, even uploading to their personal file library and inviting others to share the files.



<u>About Groups</u>
One of the benefits of being a Edyth Bush Institute Center member is the ability to join our nonprofit affinity groups. By selecting the "Groups" link on the My Profile menu, you can view groups to which you currently belong.

<u>About Networks</u>
By selecting the "Networks" link on the My Profile menu, you can add links to your various social media accounts that will display on your profile.

<u>About Files & Links</u>
By selecting the "Files & Links" link on the My Profile menu, you can upload files and add links to other websites that will display on your profile. The "Favorites" link is similar.

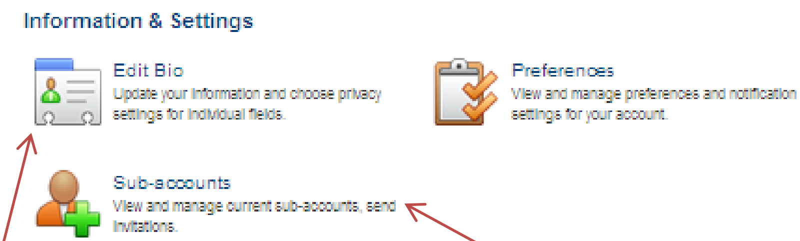
<u>About Messages</u>
The Edyth Bush Institute's online community allows members to send/receive messages to communicate with one another in the system.

<u>About Connections</u>
If you choose, you can make "connections" in the online community similar to LinkedIn.

Account Configuration

After logging into the site, select the “Manage Profile” option from the right-hand menu. The page that will display offers a variety of icons and configuration options. The following sections will help you understand more about how to manage your account. When you see a red box, it will have a brief description of each section.

Section 1. Information & Settings

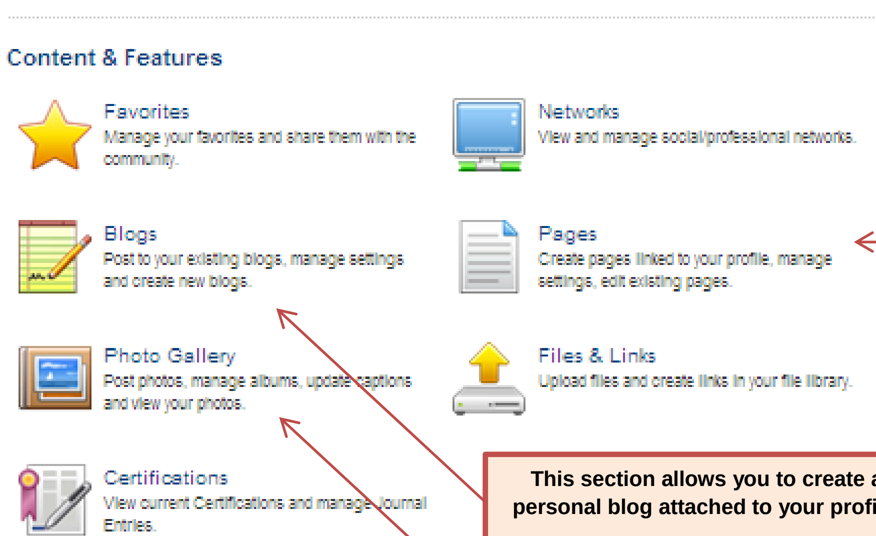


This section allows you to configure your notification settings. Here you can enable or disable email notifications related to groups, connections and other occurrences.

This section allows you to change your username or password and update contact information.

This section only displays on an organizational member’s primary contact account. This setting allows you to configure sub-accounts (see Page 5).

Section 2. Content & Features



Please see descriptions on Page 3 for Files & Links, Favorites, and Networks.

This section allows you to create custom pages to link to your profile.

This section allows you to create a personal blog attached to your profile.

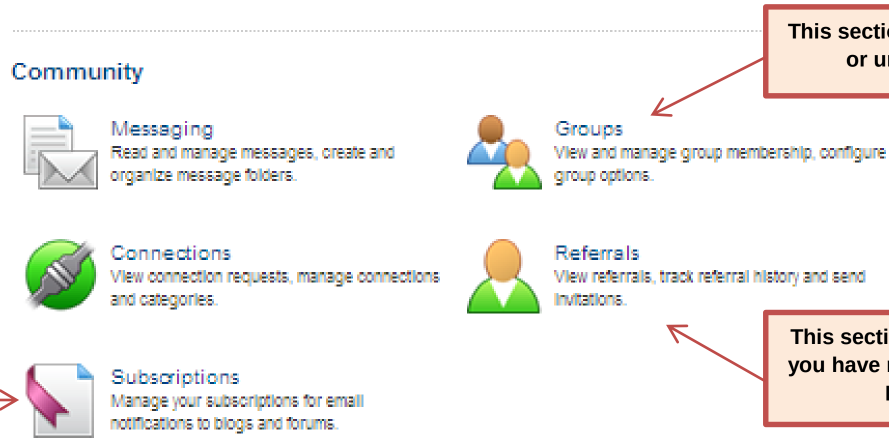
This section allows you to post pictures on your profile.

If you have applied for the Certificate in Fundraising & Development or the Certificate in Nonprofit Management, this section allows you to track and view your progress.

Section 3. Community

See Page 2 for more about Messaging and Connections.

This section allows you to view, join or unjoin affinity groups.



This section allows you to control your email, blog and forum notification settings.

This section shows individuals who you have referred to the Edyth Bush Institute website.

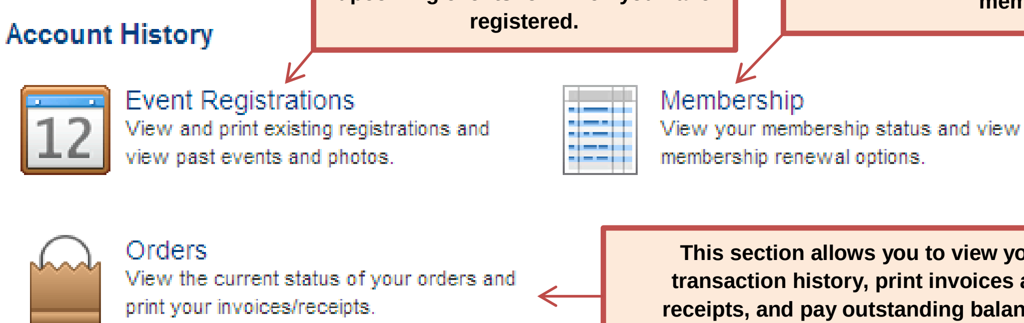
Section 4. Networking & Careers

This section allows you to post job openings. The site is not designed to properly accept applications, so please select "No" when prompted if you would like to accept applications.

Section 5. Account History

This section allows you to view past event registrations and details for upcoming events for which you have registered.

This section allows you to view your membership status and history. Here you can also print invoices and renew your membership.



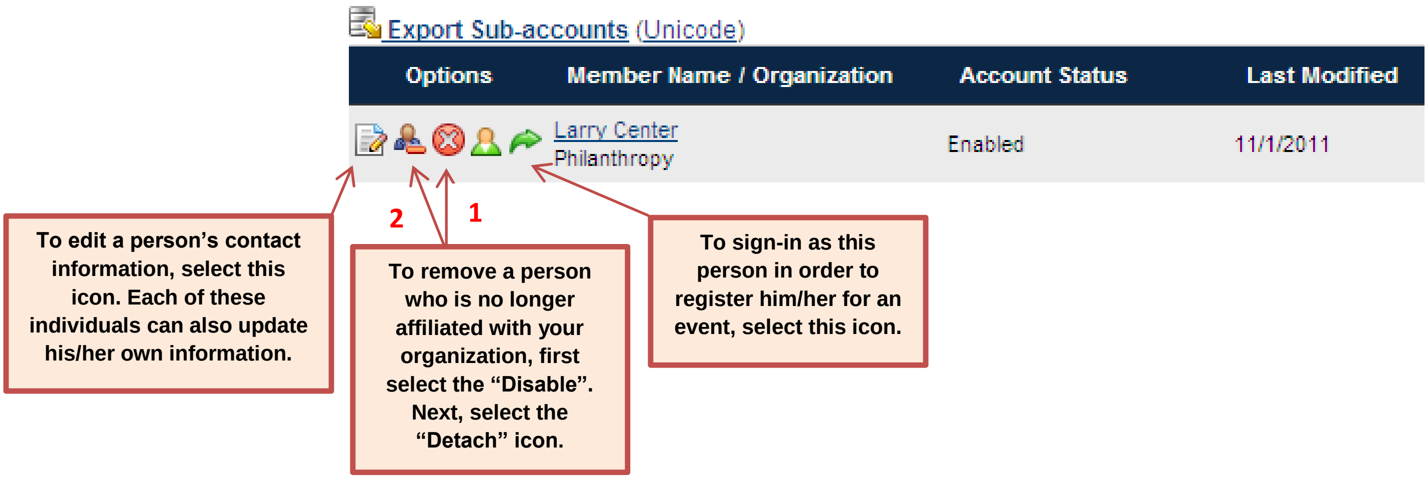
This section allows you to view your transaction history, print invoices and receipts, and pay outstanding balances.

How to Add/Delete/Update Staff, Board Member, and Volunteer Accounts

Each organizational member will assign one individual from the organization as the primary contact. The primary contact will have the ability to edit sub-account contact information, add new employees to the organization's membership and detach employees who are no longer with the organization. The primary contact will also receive all information regarding the organization's membership status such as renewal notices and invoices. Primary contacts will also have the ability to sign-in as and register individuals affiliated with your organization for workshops or events.

Instructions

Select "Manage Profile" from the right-hand My Profile menu. Next, select the "Sub-accounts" icon. At the bottom of this page you will see the individuals currently associated with your organization's membership.

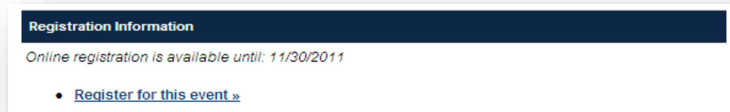


How to Register for an Event

Step 1. Find an Event

In order to register you must select the event from the calendar page. A calendar snapshot is located on the bottom right-hand corner of each site page. To see the full calendar of events, select the “More” link.

Step 2. Visit Event Description Page



On the event description page, select the “Register for this event” link in the center of the page.

Step 3. Sign-In or Create an Account

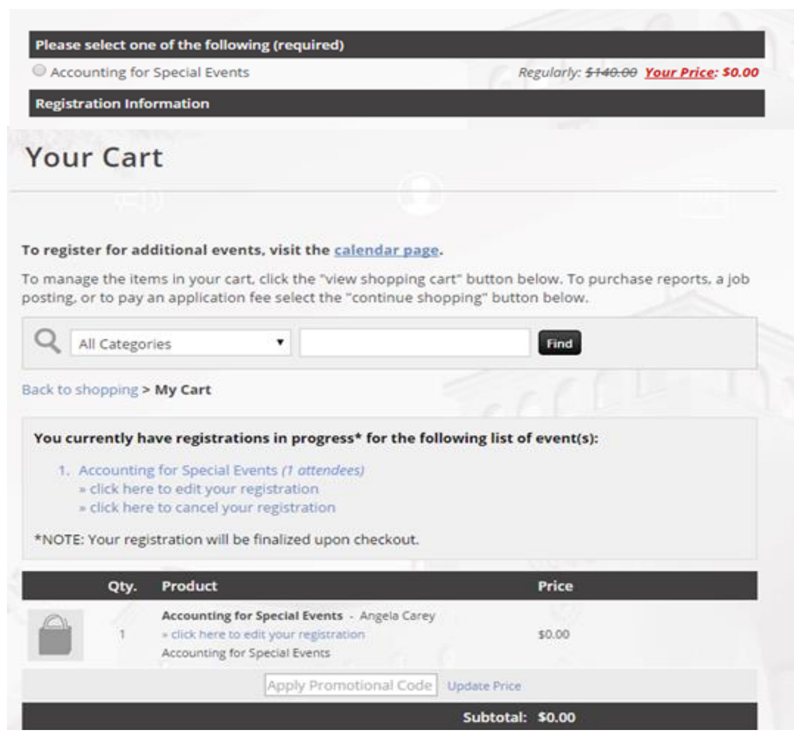
In order to continue, you will first be prompted to log-in. If you have not set-up an online account, follow the prompts to create one.

Step 4. Enter the Number of Registrants

Enter the number of people (including yourself) that you are registering.

Step 5. Complete the Registration Form

If you have already created an account, your information should auto populate into the registration form. Be sure to select the “Event Ticket” in the center of the page before continuing.



Step 6. View Your Cart

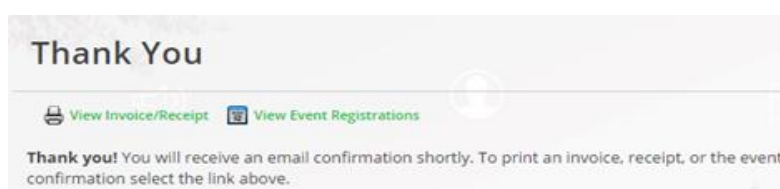
Next you will be taken to your shopping cart. At this point you can submit the form by selecting “Checkout” or you can add more workshops by selecting the “Calendar Page” link at the top of the page. If you have a promotional code, you may enter it in the box near the bottom of the page.

Step 7. Make a Payment

Once finished, you will continue to the payment section. Please note that payment is expected at the time of registration. If you select the “Check/Money Order” option the individual(s) registering will not have a seat in the program and the registration(s) will not be processed until full payment is received.

Step 8. View and Complete Order

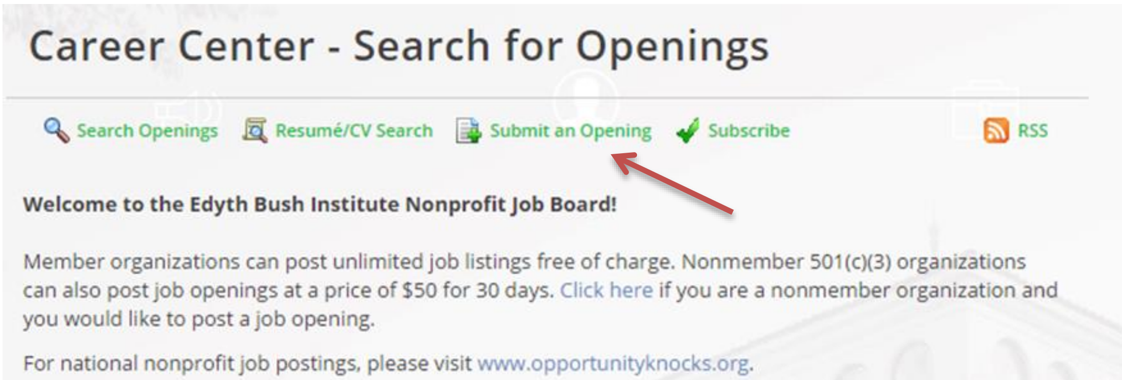
Review your information and select “Complete Order”. The thank you page offers you an opportunity to view/print an invoice or receipt.



How to Post a Job Online

Step 1. Visit the Nonprofit Job Posting Board
The Nonprofit Job Posting Board can be accessed at

Step 2. Submit an Opening
Select “Submit an Opening” on the page’s top menu.
PLEASE NOTE: You must be signed-in to see this option.



Step 3. Complete the Form
PLEASE NOTE: The Nonprofit Job Posting Board is not configured to allow online applications. Thus, please select “No, I will tell them “How to Apply” below on the form. If you do not select “No” it will cause confusion for your applicants when they are unable to apply through the Edyth Bush Institute’s website.

Allow online applications? ○ Yes ◉ No, I will tell them "How to Apply" below

Step 4. Wait for Approval
Allow at least 1-2 business days for approval. Once your posting has been approved, it will automatically be added to the job board.

Step 5. Edit or Deactivate Your Listing
You have access to edit, delete, or deactivate your posting at any time by visiting the “Networking & Careers” section under the “Manage Profile” link on the upper right-hand menu. This page will show you a list of your openings, similar to the image below.

Options	Position	Applicants	Views	Approved	Posted	Expires
	TEST	0	0	Yes	11/11/2011	12/11/2011

Toggle this button to activate or deactivate a posting.

Select this icon to edit a posting’s content or settings.