



THE  
**LEAGUE**  
OF KANSAS MUNICIPALITIES

Quick Start Guide for the  
League's New Website  
2016

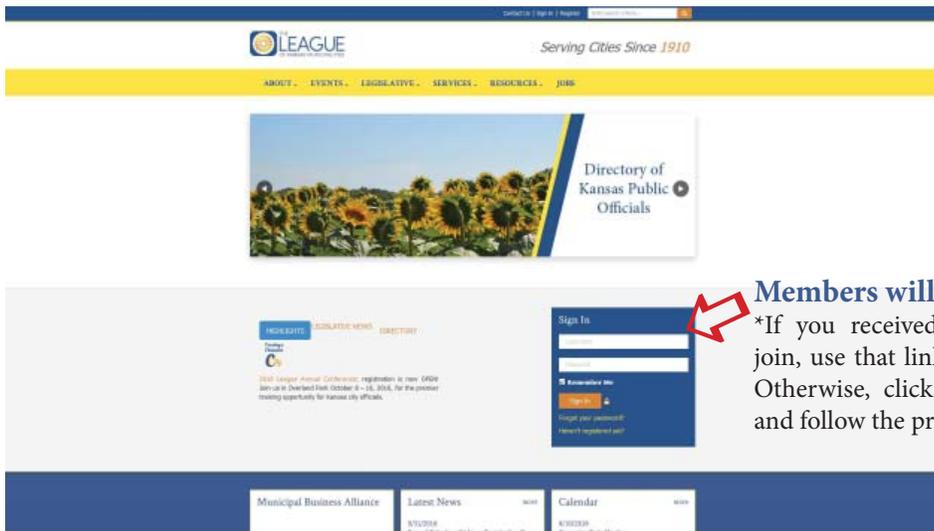
Welcome to the League's new website! We're excited to bring this new tool to you, our members.

This new platform offers a variety of features intended to benefit our member cities. Notably, throughout the website you will notice that specific content is only available to our members. The new website also provides numerous resources to use, including a comprehensive listing of grant opportunities, information on disaster planning and training, and municipal research and data, just to name a few. Finally, the new online store will offer you a one-stop location for all necessities pertaining to buying publications. You'll also register for any League events through our website, and be eligible for member pricing when you're logged in. Additionally, we will be rolling out other features as they become available.

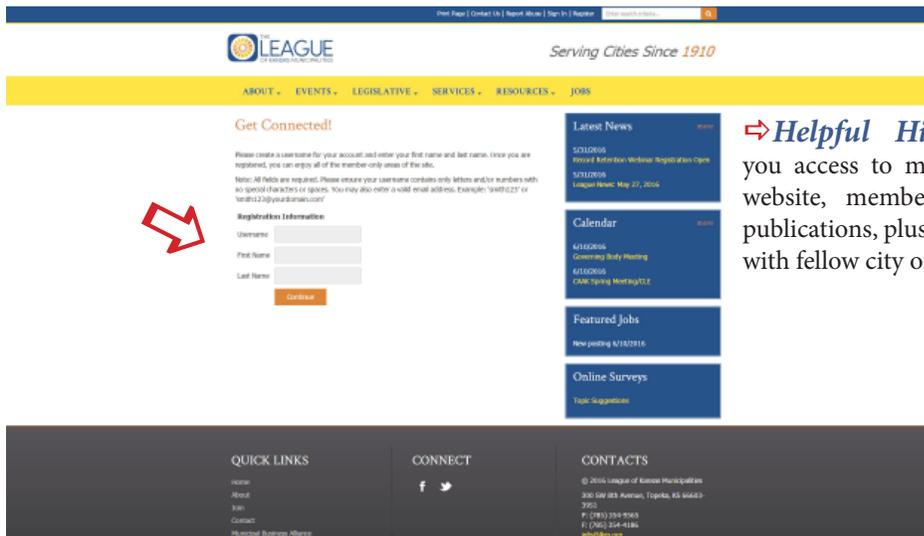
The next page and a half of this guide will give you basic step-by-step instructions on how to set up your user account as a city official. Member cities also have established user accounts, maintained by a key contact person within your city. As you get started, please don't hesitate to contact us if you have any questions about operating or navigating the new site.

Screen shots in this guide are for basic representation only. Some menu items/titles subject to change.

## Access the New League Site: [www.lkm.org](http://www.lkm.org)



## Step 1: Create Your Account



## Step 2: Complete Member Information

All fields indicated with a \* are required fields. Please follow the instructions given on the page, and please complete as much information as possible.

⇒ **Helpful Hint:** Any field with a 'padlock' next to it allows you to hide from the public. All information will be visible to the site administrator.

⇒ **Helpful Hint:** In the 'Profession' field, choose a title from the drop down menu that most closely matches your position.

## Step 3: Set Preferences

Before continuing on to Step 3, you first will receive email notification containing a link to approve your account. If you do not receive this email, check your spam folder.

Customize your member profile options. With the new League website, you will have the capability to email other members directly, connect with colleagues, upload photos, and even share documents. These features will be detailed later.

## Step 4: Navigate Your Professional Profile Page

This is what will be visible to the public. You may edit your personal information at any time. We strongly encourage you to upload a profile picture [please use a headshot, or professional photo].

⇒ **Helpful Hint:** (1) Upload a profile picture of yourself [please use a headshot, or professional photo]. (2) You can edit your personal profile page or contact information at any time. Additional information includes items such as professional work history, education, etc.

# Step 5: Manage Profile from the Homepage

View of the entire homepage once you're logged into the site:

The screenshot shows the homepage of the League of Kansas Municipalities. At the top, there is a navigation bar with links for 'Contact Us', 'My Profile', and 'Sign Out', along with a search bar. The League logo is on the left, and the tagline 'Serving Cities Since 1910' is on the right. Below this is a yellow navigation bar with links for 'ABOUT', 'EVENTS', 'LEGISLATIVE', 'SERVICES', 'RESOURCES', and 'JOBS'. A large banner features a group of people and the 'LEAPS' logo. Below the banner are three main sections: 'HIGHLIGHTS' with a '2016 League Annual Conference' announcement, 'LEGISLATIVE NEWS', and 'DIRECTORY'. A 'My Profile' dropdown menu is highlighted with a red arrow, listing options like 'Profile Home', 'Public Profile', 'Manage Profile', 'Messages', 'Connections', and 'Refer a Friend'. The bottom section contains 'Municipal Business Alliance' with the BlueCross BlueShield of Kansas logo, 'Latest News', and a 'Calendar' with upcoming events. The footer includes 'QUICK LINKS', 'CONNECT' with social media icons, and 'CONTACTS' with address and phone information.

⇒ **Helpful Hint:** Anytime you wish to go back to the homepage, simply click the League logo on the top left of the page.

⇒ **Helpful Hint:** Now you'll be able to manage your profile anytime you're logged into the system.

## Additional Information:

The League's new website will have a number of features available to members once you've logged into the system. For a more expansive guide of tips and frequently asked questions relating to the site, visit the "About" tab on the menu bar and click on FAQs. As always, you may also contact the League for assistance! 785.354.9565

## Website Team:



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