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| --- | --- |
| Steps  | Examples |
| Log into Wild Apricot Search / Find each person and give them permissions to access to the system. They need to be able to see the new tab from the home screen. |  |
| After logging in, from the home page, they will see a tab at the far right side entitled Volunteer Only, with the Public View. It will not display when they are not logged in.  | /Users/anthonylewis/Desktop/Screen Shot 2016-11-05 at 11.34.33 AM.png |
| Navigate to the Volunteer Only Tab, and select a subsection. Subsections are sorted by chapter leader disciple or operational vertical: * Leadership Toolkit
* Conference
* Chapter Meetings
* Membership
* Technology
* SIG/GIG
* Workshop
* President
 | Screen%20Shot%202016-11-05%20at%2011.23.54%20AM.png |
| Learning Events and Workshops Page includes* Proposed schedule /calendar
* Event planner forms
* Agreement forms
* Venue details
* Speakers details
* Signage templates
* Letter templates
 | Screen%20Shot%202016-11-05%20at%2011.24.30%20AM.png |
| Chapter MeetingsPage includes* Proposed schedule /calendar
* Event planner forms
* Agreement forms
* Venue details
* Speakers details
* Signage templates
* Letter templates
 | Screen%20Shot%202016-11-05%20at%2011.24.47%20AM.png |
| Membership Page Page includes* Proposed schedule /calendar
* Campaign templates
* Constant Contact details
 | Screen%20Shot%202016-11-05%20at%2011.25.05%20AM.png |
| Membership Page > Metrics Page includes* Membership Metrics month over month, year over year
* Spreadsheet feeds its data from Google Docs
* Office Admins update Google Doc, and the spreadsheet automatically displays the details
* This page is displayed and discussed at Board Meetings
 | Screen%20Shot%202016-11-05%20at%2011.26.23%20AM.png |
| Presidents Page Page includes* Office agreement
* Financial spreadsheets
* Log In details to systems
* Insurance docs
* Legacy contents
* Operational plans
* ATD contacts
* Volunteer roster
* Award templates
 | Screen%20Shot%202016-11-05%20at%2011.25.53%20AM.png |