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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 Meetings  Page includes   * Proposed schedule /calendar * Event planner forms * Agreement forms * Venue details * Speakers details * Signage templates * Letter templates | Screen%20Shot%202016-11-05%20at%2011.24.47%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 |