



TIPS FOR USING THE ONLINE COMMUNITY

Inviting Others From Your Company to Join the Community

A company membership includes all employees and all invited to join the online member community. Each company membership has a primary master contact. This contact receives the renewal notices and can invite and remove other employees to join the online community. These employees are sub-accounts to the master account.

To manage sub-accounts:

- The **master account** must be logged in
- Under the “My Profile” menu on the top right **click “Manage Profile”**
- **Click “Sub-accounts”** under “Information and Settings”
- **Enter email address(s)** of those you chose to invite, one per line
- **Click “Send Invite,”** for security reasons, this invite is only valid for 7 days

CSIA as administrators can also invite employees to join on behalf of the master account. This happens when somebody employed at a member company completes the “Claim My Membership Seat” form.

Creating a Profile from an Invitation

When a master account or CSIA sends an invitation, an email is sent to the invitee. The subject line of this email reads “Membership Invitation from [Master Account’s Name, Company], to join CSIA :: Colorado’s Technology Association”

To create a profile:

- **Click the link** within the invitation, this will bring you to a web page
- **Scroll down and enter your last name and email address** to search the directory
 - If the system **did not find you**, the screen will read “*You now have two options: 1) Search again 2) Click here to register*” **Click “Click here to register”**
 - If the system **did find you**, **select yourself and click “Continue”**
- **Enter a Username**, (this will be the username you enter to log in and access the community moving forward), **enter your first name, last name, select CSIA Member, and click “Register”**
- **Create a Password** (must be at least 6 characters and with at least 1 number), **and fill out required fields.** You may return to this

anytime, under “Manage Profile,” to update and change. See “Setting Up Your Profile” below

- **Click “Register”**
- You will be auto approved once you validate your email address and activate your account. **An email will then be sent with a link to validate and active the account. Follow this link to validate.**

Setting Up Your Profile

This personal information is viewable only to CSIA members that registered site users and site administrators. **Registered members will be able to view any information you enter, unless you uncheck the box(es) next to the field(s) you wish to be hidden.** Note: If you uncheck the box next to "Email Address" your email will not be displayed, but other site members can still contact you by messaging you through the site's system.

Your profile is also searchable, so make sure to use key words in the Organization Description and other fields.

Make sure to **include a picture**, so you have the opportunity to become a **featured member**.

You can also create a **Company Profile** by using the main phone number and info@ email address. Upload a logo as the picture for even more recognition. You are also required to enter a First and Last Name. For example, CSIA could have the first name be CSIA and the last name Colorado Technology Association; or you can put the entire name of the company for the first name and LLC, LLP, Inc. or Corp as the last name.

Your Preferences

You have the ability to **choose what notifications and emails you receive from the online member community.**

To manage your notifications:

- **Click the “Manage Profile”** under “My Profile” menu on the top right
- **Click “Preferences”** under the “Information and Settings”

Remember, every CSIA member a part of the CSIA member group.

Registering for Events

Once you have an active user account, registering for events is easy. Find the event of which you chose to register under the “Events” page.

To register:

- **Click “Register for this event”**
- **Enter the total number of people** of which you are registering to attend the event. **Click “Next”**

- **Choose the required event ticket** (in most cases, there will only be one option). Complementary tickets must still choose the appropriate event ticket.
- Your information from your profile will auto-populate. **If you are not attending please replace your information with an attendee.**
- **Agree to Terms and Conditions** if available
- **Click “Continue”**
 - If register for more than one person, **you will then be prompted to enter in the additional attendees.** Please include their contact information for name badges, conformations, and other event information.
- Review and **click “Checkout.”**
 - If you have a discount or complementary tickets, **enter the promotional code, click “Apply,”** then click checkout
 - Contact Amy Beth Andrews (303-592-4070 or ABAndrews@coloradotechnology.org) for the promo code
- **Enter billing information and credit card information**
- **Click “Proceed to Confirmation”**
- Please verify your information, and **Click “Complete Order”** for your conformation and printable receipt
- **Click the icon “Printable Order Receipt”** above for you receipt

**** If you receive a location error, please check to ensure you have selected the state in the drop down menu.**

Career Center

All company members are invited to submit job openings to be viewed by all site visitors.

To submit a job opening:

- Login to the site
- **Click** on the **“Career Center”** page in the left hand menu
- **Click** on **“Submit an Opening”**

To manage an opening once it's been submitted

- **Click** on **“Manage Profile,”** from the “My Profile” menu on the right
- **Click** on **“Career Postings”** under “Networking & Careers”

All members can submit a resume within their profile.

To submit a published resume:

- Login to the site
- **Click** on **“Manage Profile,”** from the “My Profile” menu on the right
- **Click** on **“Resume/CV”** under “Networking & Careers”
- Fill out the required fields and settings. **Click “Submit My Resume”**

Questions? Contact Nikki Mill (303-592-4069 or Nmill@coloradotechnology.org)

You can also search published resumes and subscribe to receive notifications when a new opening is posted, **to subscribe** visit the “**Career Center**” page.

Submitting Events and News

Company members are invited to submit events and news to be viewed by all website visitors. These events will be viewed on the rolling calendar on all pages of the website and on the Community Events page.

To submit an event:

- **Click** on the “**Events**” page in the left hand menu.
- **Click** on “**Submit your event today >>**”

You can also **submit speakers and topics** at the **Events** page.

To submit a news piece:

- **Click** on the “**Latest News**” page in the left hand menu
- **Click** on “**Submit your news >>**”

Member Search

All fields in your profile are searchable and can be viewed only by other members. Make sure you include key words about your company’s products/services within the organization’s descriptions. For example if somebody is looking for a “software development” firm and enters that into the search box, your profile will come up with the results.

Connecting to Other Members

Just like other social media communities, you can connect and message other members.

To connect to another member from their profile:

- **Click “Connect,” at the top of their profile**
- You will then be prompted to create your message. The subject line of this message will be “**You're invited to join my Connection List!**” If you choose, you can then personalize the body
- **Click “Send Now”**

You can also **find people through the group directories and member search.**

- When you find people this way, an “**Add Connection**” link will appear next their name.
- You will then be prompted to create your message. The subject line of this message will be “**You're invited to join my Connection List!**” If you choose, you can then personalize the body
- **Click “Send Now”**

Groups

All members are automatically a part of the “CSIA Member” group upon creating a profile for the online community. Only members can access and use this group. You can post questions and news, upload a file or picture, and share any other information with the members. *To post a group blog see Blogs.*

In addition, all members are invited to join the Committee Groups. The Committees use these groups to communicate with other members of the committee, share documents and other information, and is where you can find meeting places and conference call in numbers.

To join a committee group:

- **Click “Groups”** from the left hand menu
- **Click “Committees”**
- Click the committee of which you choose to join
- Committee groups are private for members of the group to see, but all members can join any committee. A message will appear in the yellow box: “This group allows for membership without administrative approval. If you would like to join this group, click here.”
- **Click** that link to join

Peer-to-Peer groups are also open to member professionals who hold specific titles. These are designed to help connect people with like roles to share best practices. Peer-to-Peer group require approval.

To post a document to the group:

- **Access the group home page**
 - You can find all groups from the “Groups” page on the left hand side of the site. Click through until you arrive at the groups’ home page. Or, from the “My Profile” menu on the upper right hand side, click “Groups”
- Click **“Group Pages”** at the top menu bar
- Click **“File Library”**
- Click **“Add a File”**
- Enter required fields and upload file
- Accept the terms of the Upload Agreement
- Click **“Submit”**

Blogs

You can create a blog within your profile and on group home pages.

To create a blog within your profile:

- **Click “Manage Profile”** on the right side under the “My Profile” menu options.
- **Click “Blogs”** under the “Content & Features.”

- Enter required fields
- Click **“Submit”**

To edit and manage your profile blogs:

- Click **“Manage Profile”** on the right side under the “My Profile” menu options.
- Click **“Blogs”** under the “Content & Features.”
- Click the **title of the blog** to edit content within the blog or to add to the existing blog
- Click the **tool icon “Configure Blog”** to change the title or other settings for the blog

To create a blog within a group

- **Access the group home page**
 - You can find all groups from the “Groups” page on the left hand side of the site. Click through until you arrive at the groups’ home page. Or, from the “My Profile” menu on the upper right hand side, click “Groups”
- Scroll down past the news
- Click **“Add New Post”**
- Enter required fields
- Click **“Submit”**