

Unveiling Your New WIM Fox Valley Website!

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www.wimfoxvalley.org

Website Tour

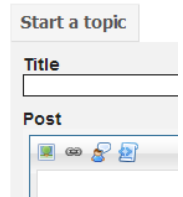
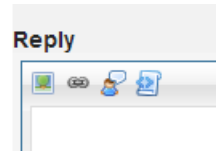
- **Calendar** (on the Home Page)
 - WIM Events – upcoming luncheon meetings, etc.
 - Event Submission Form – add your own events to the calendar

- **Registration & Renewals** (About WIM – How to Join (and Renew))
 - Information for new members
 - Link to registration page – utilizes Constant Contacts & EventSpot
 - Link to current member renewal page

- **WIM News**
 - A blog style news feed of updates from the WIM board
 - Photos and highlights from past events

- **Forums**
 - A place to find informational articles and job listings
 - A place to network with other members – answer questions and give recommendations
 - Our Forums:
 - **Members' Place** – A place to share articles and information of value to other members.
 - **Anybody Know?** – A place to ask fellow members for professional referrals or other information, for example: "I need a plumber."
 - **Biz Bank** – A place to post promotional information, announcements, or even discounts/coupons.
 - **Job Bank** – A place to post job listings.
 - To participate in the conversation...
 - Create a Tal.ki Forum account:
 1. Go to the *Forums* page.
 2. Click *Sign In with other account (facebook, twitter,...)*.
 3. Select an account to sign in with.
 4. Enter your account information.
 5. *Allow* the Tal.ki permissions.
 - To view forum topics:
 1. Click on *Forum* (Members' Place, Anybody Know?, etc.)
 2. Browse topics.
 3. Click a topic to read the thread (thread = a post and its replies).

- To participate in a forum topic:
 1. Find the topic from the forum.
 2. Click in *Reply* window.
 3. Begin typing your text. (You cannot attach documents like you can in email, but you can link to documents or pictures on the web. Using the Buttons as shown here....)
- To create a new topic:
 1. Click the *Start a Topic* button at the top of the forum window.
 2. Type a title for your topic – be specific, but not too lengthy. This is what members will see first in the forum.
 3. Type your post. (You cannot attach documents like you can in email, but you can link to documents or pictures on the web. Using the Buttons as shown here....)
 4. Choose the forum that applies to your topic from the *Category* list.
 5. Check *Subscribe* if you would like to be notified of replies to this topic.



- **Document Library**
 - A place to find WIM documents and handouts.
 - This page is password protected. The password is: *wim2013*. (Can you guess what next year's password is??)

New Fun with Constant Contacts

- **New Tricks**
 - Custom Fields
 - Collect and store customized information – more than just names and addresses
 - Tagging
 - Use tagging to organize our membership list – by renewal date, committees, etc.
 - Can produce more targeted emails and contacts
- **EventSpot**
 - We started using the EventSpot feature in Constant Contact and have moved all of our registrations and renewals here.
 - Luncheon Registration
 - New Member Registration
 - Current Member Renewal