

www.SNAME.org Web User's Guide



**The member handbook for getting the most from the website
of the Society of Naval Architects and Marine Engineers**

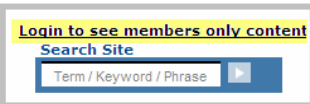
Welcome to SNAME.org

The power of SNAME membership is enhanced by online tools and resources: collaborative work environments, opportunities to connect, technical content, and access to industry leaders from around the world – only at SNAME.org.



Login

First, login. You must login to access member-protected content, such as the online directory, profile content of other members, and many documents.



Before & after login area at top-right



The login link is at top-right of every page of SNAME.org. Login using the email address you have on file with SNAME. Your default password is your last name with normal capitalization – usually the first letter capitalized. Change your password through the **"forgot your password"** link on the login page.

Navigation Basics

The main navigation bar is visible on every page of SNAME.org. Moving the cursor shows sub navigation. Third-level navigation is also exposed by moving the cursor (as pictured at right).

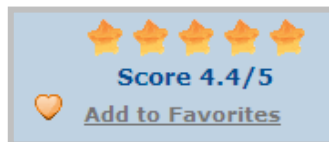
All the items in the main navigation bar and sub navigation link to web pages. Click on any of them to view. Internal pages also feature left-side navigation.



Interacting with Content

Members are encouraged to interact with the content currently online and contribute their own content for mutual benefit and enjoyment of all members. There are many opportunities.

FAVORITES & RATINGS Look to the right of a document or a blog. See the star rating? This is where a member can express thoughts in a single metric. Like the document? Click **Add to Favorites**. Documents you rate as a favorite will be accessible through **My Favorites** under **My SNAME**.



TAGGING Members have the option to assist with tagging documents across the site. Look to the right of a View Documents page for the **Add Tags** link.

COMMENTING Members can comment on all documents and the blogs of other members. Look for the **Comment** links to add your input.

BLOGGING Done something interesting? Read something others need to know? Share your views, experiences, and expertise in a **Blog**.

eCommerce

Links to purchase, subscribe, and register are around the site and microsites. Click on **My Transactions** under **My SNAME** to see an overview. For help buying online, contact Joe Caggiano at jcaggiano@sname.org.

DUES RENEWAL Select **Renew your Membership** under **Membership** on the main navigation. Read the instructions, and then click on the **Proceed to Online Member Renewal** link to see open invoices. If you don't see an invoice, your dues are current. If you see an invoice, records indicate a dues payment (either for this year or next year) is in order. Click at bottom right to proceed.

MEETING REGISTRATION Register for the Annual Meeting and SNAME Symposia online. Navigate to the event/meeting you want to attend. Proceed to the Event Registration page, and be sure to select the correct registration type from the **Reg Type** field before clicking Add to Cart.

PAPERS, BOOKS & JOURNALS Look under **Publications** to order books, subscribe to journals, and search/review/purchase/download technical papers.

Site Content

The top navigation features important **About SNAME** and **My SNAME** links, but the Main Navigation bar (pictured below) is quickest path to most content.



HOME Content on the home page includes Society news, upcoming events, and links to promoted content, such as the **SNAME Featured Papers**.

MEMBERSHIP Look here to learn **About SNAME**, access the **Join, Renew, or Upgrade SNAME Membership** page or learn more about **Member Benefits**. **Member Spotlight** and **New Members** are updated regularly.

DIRECTORIES This area improves upon the printed Directories of the past. **Sections, Standing Committees, and T&R Committees** are linked here. **Programs and Resources** has the sub-navigation to **PE Licensure, Scholarships, Awards & Medals, Career Center** and more.

A screenshot of a web browser showing the 'Advanced Search' page for the Member Directory. The page has a breadcrumb trail: Home > Directories > Member Directory > Advanced Search. Below the title, there is a short introductory text: 'The Member Directory is one of the most valuable benefits of SNAME Membership and available only to members.' The form is divided into sections: 'Name' with fields for First Name, Last Name, Company Name, and Email Address; 'Location' with fields for City, State/Province (a dropdown menu), and Country (a dropdown menu); and 'Member of Group' with a dropdown menu for Community Type and a partially visible dropdown for Community Name.

Of course, look under **Directories** for the **Member Directory**. Go deeper with the **Advanced Search** option. Wondering how many 50-year members are in your section? Do an **Advanced Search** to find out.

PUBLICATIONS Links, including those to purchase or subscribe, to **(mt), SNAME Books, and Journals** are here. The **Technical Papers** page is especially noteworthy. It allows you to search, review, purchase, and instantly download technical content from 1893 until today – over 5,000 papers!

EVENTS Look here for the full **Event Calendar**, links to the **Annual Meeting**, and a complete list of **SNAME Symposia**. Have an item to add to the calendar? Send it to Alana Anderson at alana@sname.org.

BLOGS Read member blogs or add a **New Blog** here.

NEWS Visit the **Press Release Library**, read the **SNAME Marine News Daily**, or check out the past eNews or TNT newsletters.

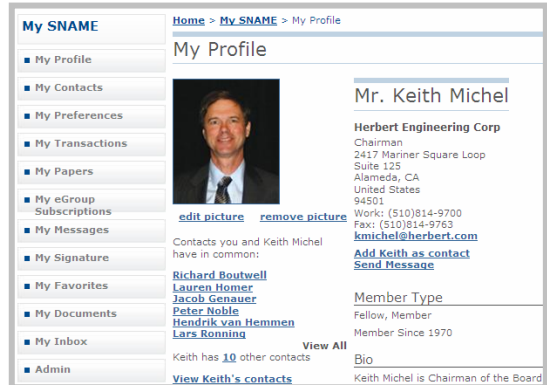
Your Online Profile

All members of SNAME have an online profile. Click **My SNAME** on any page to access your profile. Profiles are interconnected and accessible to other members through the online **Member Directory**. Completing your online profile will help other members connect with you based on your professional background, shared interests, employer, and other criteria.

The first step to completing your profile is uploading a recent picture. Members are adding portraits and photos that showcase them "in action" in professional settings. Let your profile picture reflect you.

Continue by adding content to the other profile sections. Simply click the links in each section to add.

Completing your profile will help you connect with other members and help SNAME inform you of matters of interest to you professionally and personally.



The screenshot shows a web browser window displaying a user's profile page. The page is titled "My Profile" and is part of the "My SNAME" section. On the left, there is a navigation menu with links to "My Profile", "My Contacts", "My Preferences", "My Transactions", "My Papers", "My eGroup Subscriptions", "My Messages", "My Signature", "My Favorites", "My Documents", "My Inbox", and "Admin". The main content area features a profile picture of a man in a suit, with links to "edit picture" and "remove picture". Below the picture, it lists "Contacts you and Keith Michel have in common:" followed by names like Richard Boutwell, Lauren Houser, Jacob Gensauer, Peter Noble, Hendrik van Hemmen, and Lars Renning. There is a "View All" link and a note that "Keith has 10 other contacts" with a link to "View Keith's contacts". To the right of the picture, the user's name "Mr. Keith Michel" is displayed, along with his company "Herbert Engineering Corp" and contact information: "Chairman, 2417 Mariner Square Loop, Suite 125, Alameda, CA, United States, 94501". Work and fax numbers are listed as (510)814-9700 and (510)814-9763, with an email address kmichel@herbert.com. There are links to "Add Keith as contact" and "Send Message". Below this, the "Member Type" is listed as "Fellow, Member" and "Member Since 1970". A "Bio" section at the bottom states "Keith Michel is Chairman of the Board".

Profile Pre-filled Content & Links

Your profile page is also pre-filled with information and links. Much of this information, such as your contact information, is editable by you. Other areas are pulled from the database. Look under your picture for links to your section, your committees, and more. These links are established by the website's access to database information. If you notice incorrect or missing committee or section listings, contact HQ staff to correct the information in the database.

Profile Preferences – Security and Privacy

By default, the information you share on your profile page is only accessible to other SNAME members and SNAME staff. These default settings can be changed. Notice the link for **My Preferences** to the left of your profile picture. It allows you to control access for all areas of your profile. If you want to make your picture visible to everyone (including nonmembers) but your alma mater visible to no one (including members) you can, through **My Preferences**. It is recommended that you allow other fellow members to see your basic contact information, especially your email address.

Online Communities

SNAME.org features dozens of online communities. Online communities have eGroups, Libraries, and Websites associated with them. Every formal subgroup of SNAME (sections, committees, panels, etc.) has an online community. Adding members to the formal communities must be done by SNAME HQ staff in the database. By default, formal online communities do not allow nonmembers to see vital content. A SNAME Member of the Gulf Section cannot access the eGroup or Library of the Arctic Section, for example.

All members can create their own informal "Member Created" online communities. To do so, click on the **Communities** link near your picture after login. Then select the **Create a New Community** link on the following page. Follow the steps to name, establish, and invite members to your group. These communities do not have websites, and rules for joining and leaving them are established by the community's creator.

eGroups

eGroups are interactive online message boards established for online communities. Members use eGroups to contact all members of an online community at once and leave a record of the dialogue. Members can choose to have their eGroup messages sent to their email inboxes. Attachments to eGroup messages are also saved in the Library of the online community.



Links to eGroups are peppered throughout the web content on SNAME.org. The main links are in the main navigation bar under **eGroups** and its sub-navigation. Links to eGroups are also found through the profile – click on the name of the online community and then "**View the eGroup**" on the next page.

Posting to an eGroup is simple. The quickest way is to select **Post Message** under eGroups on the main navigation bar. Select the communities to which you want to post (two at most), then add a title and a message. Use the **Attach** button to add an attachment. These are archived in community's library as well.

eGroup messages can be sent to email inboxes. Members choose how often messages are emailed through the **My eGroup Subscriptions** link, also found under **eGroups** on the main navigation bar. Set your eGroups to send all messages in real time, formatted for a mobile device, once per day in a digest, or not at all through the radio buttons on the **My eGroup Subscriptions** page.

Libraries

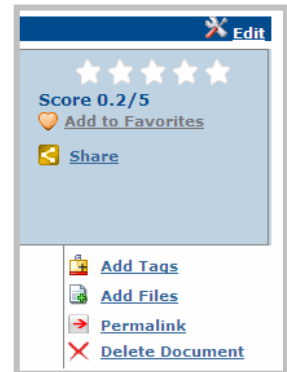
Libraries house documents for online communities. They work together with eGroups by storing attachments to eGroup messages. Documents can also be posted directly to the Library without sending an eGroup message.

Note on terminology: Library items are "documents" which contain "files." Documents can contain one or many files. Files can be added or deleted from a document just as documents can be added or deleted from a library.

Posting directly to a library is an easy three-step process. Many file types (.doc, .pdf, .jpg, .ppt, etc.) up to 30MB can be uploaded as files. The quickest way is to select **Contribute to a Library** under Libraries on the main navigation bar. First add a title and description and select the correct library. Click Save (this creates a "document" within the library). Next, browse your computer for the "files" to add to the document (you can add more than one). Third, tag the document if you wish. Tags are keywords that help search results. Scroll to the bottom of the tag list, then click "continue" to see the saved document.

Posting indirectly to a library, through an eGroup message, is also possible. Follow the instructions on posting an eGroup message, and then click **Attach** at the bottom left of the message field.

Documents can be removed, edited, or deleted by the member who posted them. The files within a document can be deleted. New files can also be added. Links to edit and delete documents and add files are visible to the right of the View Document page (shown at right). Any member can add comments, tags, or rate documents on View Document pages.



Websites (Microsites)

SNAME's web presence includes over a hundred other websites, often referred to as microsites. These serve as the online hub for SNAME sections, committees, and events, such as the Annual Meeting. You can find most of these through the **Directories** section of the website. Volunteer webmasters run many of the microsites, and chairs are encouraged to take an active role in ensuring their work is well represented online.



Alpha Overview

How to access popular content from the main navigation

start here.....to get here!

DIRECTORIES ➡	Programs & Resources ➡	Awards and Medals
EVENTS ➡		Annual Meeting
EVENTS ➡		Calendar
EVENTS ➡		Calls for Papers
MEMBERSHIP ➡	Join, Renew or Upgrade ➡	Dues Payments
NEWS ➡		eNewsletter
PUBLICATIONS ➡		Journals & Transactions
DIRECTORIES ➡		Member Directory
DIRECTORIES ➡		Maritime Links
MEMBERSHIP ➡		New Members
DIRECTORIES ➡	Programs & Resources ➡	PE Licensure
NEWS ➡		Press Releases
DIRECTORIES ➡		Professional Referrals
DIRECTORIES ➡	Programs & Resources ➡	Scholarships
DIRECTORIES ➡		Sections
DIRECTORIES ➡		Standing Committees
DIRECTORIES ➡		Student Sections
EVENTS ➡		Symposia
DIRECTORIES ➡		T&R Committees & Panels
PUBLICATIONS ➡		Technical Papers Search
NEWS ➡		Technical & Topical (TNT)
PUBLICATIONS ➡		Transactions
DIRECTORIES ➡	Programs & Resources ➡	Website Help

Need help? SNAME Staff is there for you! Contact:
Mark Eichler at 201.499.5069 meichler@sname.org or
Nancy Ostin at 201.499.5057 nostin@sname.org



The Society of Naval Architects
 and Marine Engineers
 601 Pavonia Avenue
 Suite 401
 Jersey City, NJ 07306

201.798.4800
www.sname.org