



welcome to the new **mysmps**

user guide to the online community



Society for
Marketing
Professional
Services

Welcome to MySMPS

Be sure to bookmark the url: <http://my.smps.org> (no need to use the www).



We invite you to visit MySMPS to:

- Connect and communicate with other SMPS members (check out “[Directory](#)”)
- Join or start a group (check out “[Communities](#)”)
- Print out that article you read in *Marketer* to share (visit “[Marketing Resource Center](#)”)
- See what events are coming up (visit “[Events](#)”)
- Share your thoughts on a topic of interest (make your way to “[Blogs](#)” and choose “[Create New Blog](#)”)
- Participate in the community by sharing a file, asking a question, or posting a blog entry (visit “[Participate](#)”)

Sign in and explore MySMPS today: <http://my.smps.org>.

Do you have questions or need help?

Send an email to community@smps.org or call SMPS at 800.292.7677.


Getting Started with MySMPS

1. Sign in and explore MySMPS. Go to <http://my.smps.org> and click on the link on the top right side of the page that says, “Log in to see members-only content.” From there, use your SMPS username (your member ID) and password (first name’s first initial followed by last name) to log in to the SMPS Web site (www.smps.org).




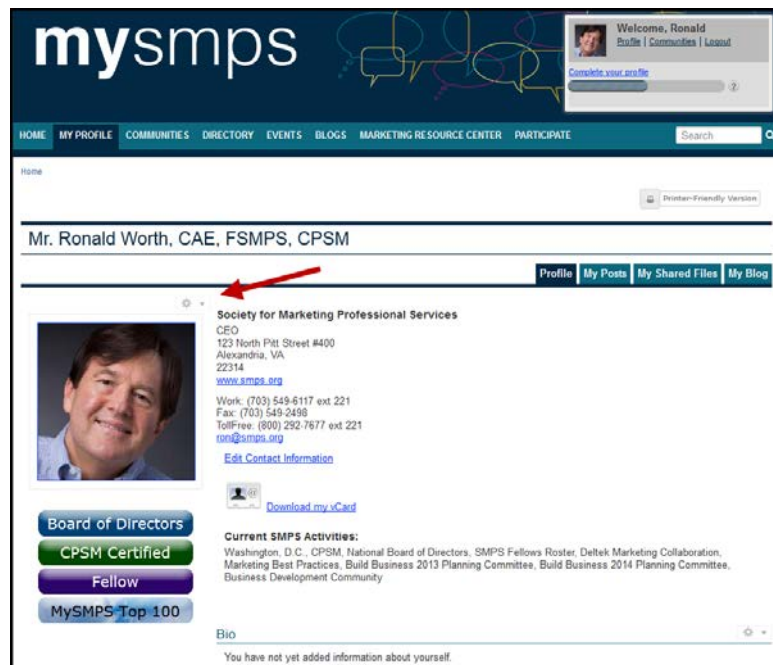
2. Review and accept the [Code of Conduct](http://my.smps.org/CodeofConduct) (<http://my.smps.org/CodeofConduct>). Before you are able to explore the community, you will need to read and accept the MySMPS User Agreement. This page outlines the rules by which the community will be governed. Once you have accepted the terms of the agreement, you will be ready to explore.

3. Complete your profile. Community members want to know your background and interests. This helps them determine when/how to engage with you. A picture is critically important as it helps to put a face and name together and helps us form relationships.

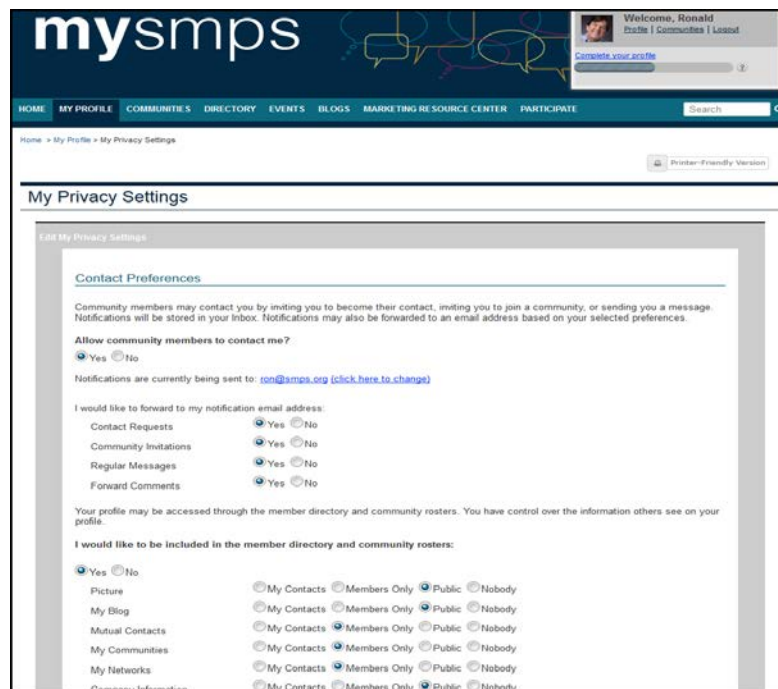
- a. Click on My Profile > Profile to view your profile.
- b. Look for this symbol  ▼ for the different sections of your profile that you can edit in MySMPS. Your basic member data was transferred from SMPS’s membership database. To edit information including your name, title, email, firm name, and firm data, you must log in to the SMPS Web site (www.smps.org) and change that information by visiting the “My Account” tab.

c. **SMPS Challenge: Upload your photo!**

Click on the  above the box for your picture and choose "change picture."



- d. Review and edit your [privacy preferences](#) at My Profile > My Privacy Settings. Here you will be able to choose whether or not community members can contact you, what notifications are sent to you, and how you want to be included in the member directory.

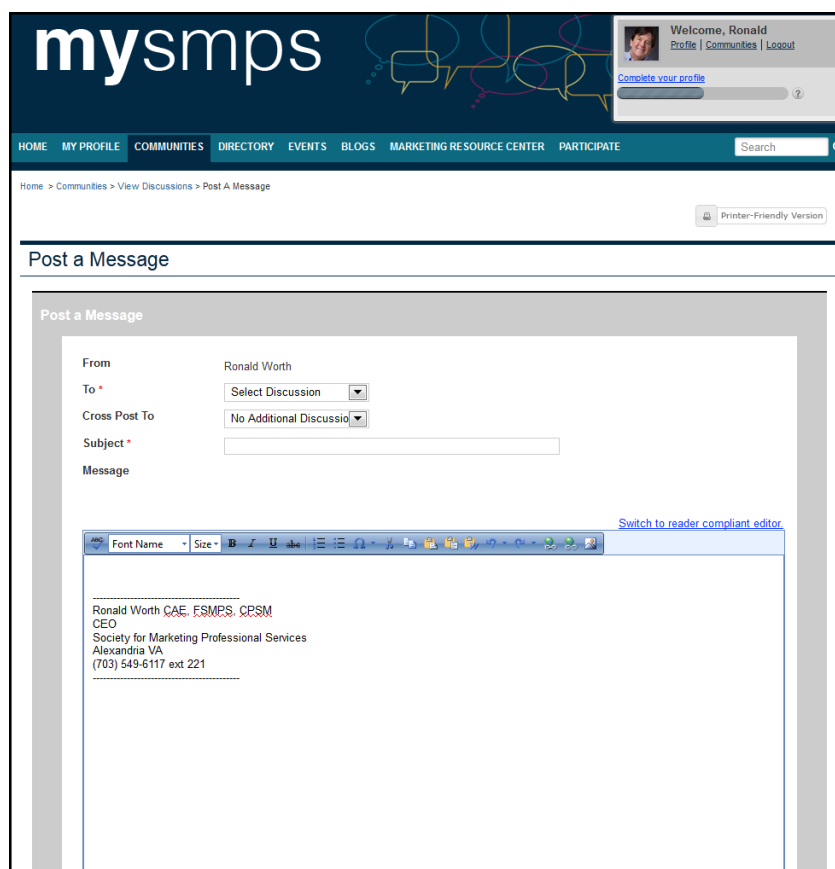


- e. Complete additional fields as desired. (Remember: The more you share in your profile, the better the system can connect you with others who have similar interests.)

4. Build your contact list. Go to My Profile > My Contacts to find your peers. Creating a contact list helps the site identify relationships and build searchable networks.

SMPS Challenge: Find at least five colleagues and request to add them to your contact list.

5. Post a Message to a Community (Listserve Messaging). Most of the communities include the option to post a message to the community. We encourage you to participate in communities and take advantage of the SMPS network! (Communities > View Discussions > Post a Message).



The screenshot shows the mysmps website interface. At the top, there's a navigation bar with links: HOME, MY PROFILE, COMMUNITIES, DIRECTORY, EVENTS, BLOGS, MARKETING RESOURCE CENTER, PARTICIPATE. A search bar is on the right. Below the navigation bar, a breadcrumb trail reads: Home > Communities > View Discussions > Post A Message. A 'Printer-Friendly Version' link is also visible. The main content area is titled 'Post a Message'. It contains a form with the following fields: 'From' (pre-filled with 'Ronald Worth'), 'To' (a dropdown menu labeled 'Select Discussion'), 'Cross Post To' (a dropdown menu labeled 'No Additional Discussion'), 'Subject' (a text input field), and 'Message' (a large text area). A 'Switch to reader compliant editor' link is located above the message text area. The message text area contains the following text: 'Ronald Worth CAE, ESMP, CPSM', 'CEO', 'Society for Marketing Professional Services', 'Alexandria VA', '(703) 549-6117 ext 221'.

Please note: Posting a message to a group now requires you to log on to my.smps.org. You can no longer copy the group email address and send messages from Outlook.

SMPS Challenge: Post a question or comment to one of your communities.

6. NEW: Download the MySMPS Mobile app! The app is available for iOS (iPhone, iPad, and iPod Touch) and Android users. Just visit the Apple App Store (<https://itunes.apple.com/us/app/mysmps-mobile/id661934422?mt=8>) or Google Play for Android Store (<https://play.google.com/store/apps/details?id=net.rd.android.membercentric.smps>) to download the MySMPS Mobile app.



Navigating MySMPS

This is an overview of the different tabs available in the MySMPS Community and how to use them. If you click on one of the main tabs, a dropdown menu will appear with options for what you can do next. The main tabs are outlined in the same order as they appear on the site, from left to right.



Home: Highlights “What’s Hot” from popular search terms to trending tags to MySMPS Power Users. There are also quick links, tips on getting started in MySMPS, a listing of “My Communities,” the latest discussions, recently shared files from your communities, the latest SMPS news, upcoming events and deadlines, and job listings from the SMPS Career Center (<http://www.smpscareercenter.org>).

My Profile: This tab will be visited frequently as it contains a vast amount of information about you to share with your SMPS peers.

- **“Profile”** takes you to your profile where you can add/edit your picture, download your vCard, edit your bio, import your LinkedIn profile, edit your education/job history, and add your social media sites.



- **“My Contacts”** is where you can find members and add them to your “My Contacts” list for easy access and reference. Click on the +Add Contact(s) on the right side of the page, enter the member’s name, and choose to add them as a contact or send them a message.

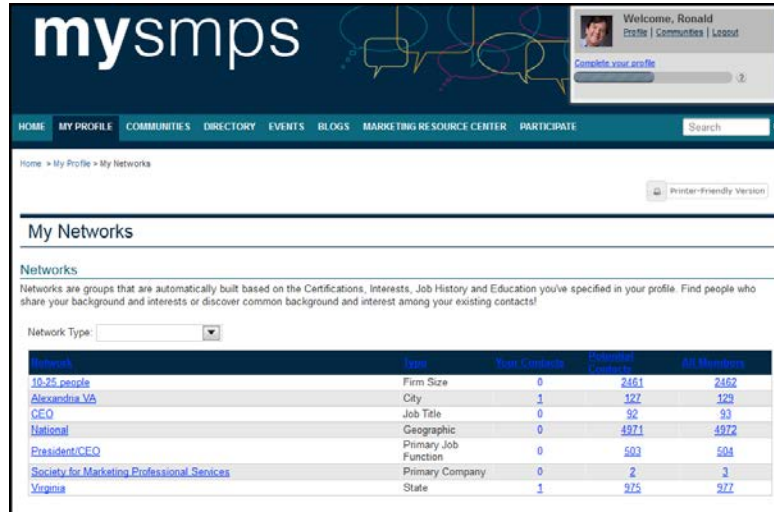
- **“My Contact Requests”** shows if you have any requests pending.
- **“My Messages”** will contain any messages you send or receive along with contact requests and community invitations.
- **“My Privacy Settings”** allows you to set your contact preferences. Take a couple of minutes to review these settings and determine who may contact you and what different audiences may see. We do recommend that you allow other members to see your basic contact information.

The screenshot displays the 'My Privacy Settings' page on the MySMPS website. The page is titled 'My Privacy Settings' and includes a sub-header 'Edit My Privacy Settings'. The main content area is divided into two sections: 'Contact Preferences' and 'I would like to be included in the member directory and community rosters:'. The 'Contact Preferences' section includes a question 'Allow community members to contact me?' with radio buttons for 'Yes' (selected) and 'No'. Below this, it shows the current notification email address 'ron@smmps.org' and a link to change it. The 'I would like to be included in the member directory and community rosters:' section includes a question 'I would like to forward to my notification email address:' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are several rows of settings for different profile elements, each with radio buttons for 'My Contacts', 'Members Only', 'Public' (selected), and 'Nobody'.

Profile Element	My Contacts	Members Only	Public	Nobody
Picture	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
My Blog	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mutual Contacts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Communities	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Networks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- **“My Documents”** are the documents you have uploaded to community libraries.
- **“Privacy Policy”** outlines SMPS’s policy on sharing information from MySMPS.
- **“My Communities”** provides a listing of the communities you belong to along with access to enter or view those communities.

- **“My Networks”** are automatically built based on the certifications, job history, and education from your member profile. Find people who share your background and interests. This is an interesting way to look at the SMPS membership and find people from the same area, with the same title, that offer similar services, etc.

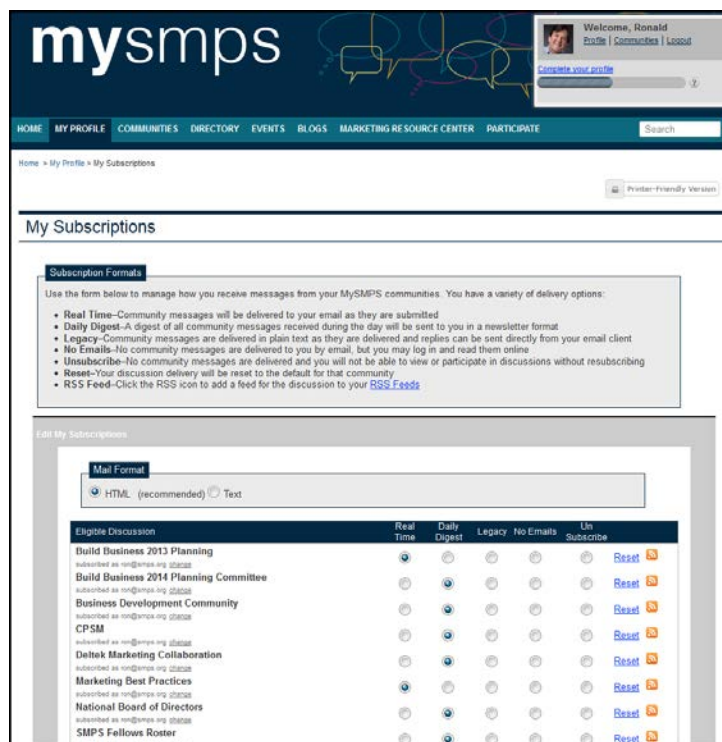


The screenshot shows the 'my smps' website interface. The top navigation bar includes links for HOME, MY PROFILE, COMMUNITIES, DIRECTORY, EVENTS, BLOGS, MARKETING RESOURCE CENTER, and PARTICIPATE. A user profile banner at the top right says 'Welcome, Ronald' and includes links for Profile, Communities, and Logout, along with a 'Complete your profile' button. Below the navigation bar, the breadcrumb trail reads 'Home > My Profile > My Networks'. The main section is titled 'My Networks' and includes a 'Printer-friendly Version' link. A description states: 'Networks are groups that are automatically built based on the Certifications, Interests, Job History and Education you've specified in your profile. Find people who share your background and interests or discover common background and interest among your existing contacts!'. A 'Network Type:' dropdown menu is set to 'All'. Below this is a table of networks.

Network	Type	Years Connected	Document Count	All Members
10-25 people	Firm Size	0	2451	2452
Alexandria VA	City	1	122	129
CEO	Job Title	0	92	93
National	Geographic	0	4971	4972
President/CEO	Primary Job Function	0	503	504
Society for Marketing Professional Services	Primary Company	0	2	3
Virginia	State	1	975	977

- **“My RSS feeds”** allows you paste the feed link from eligible discussions, libraries, and blogs into the feed reader of your choice. If you use a feed reader, this is a great way to keep up with your SMPS community.

- **“My Subscriptions”** gives you a choice as to how you receive messages from your MySMPS communities. Choose from a variety of delivery options:
 - real time (messages delivered to your email as they are submitted),
 - daily digest (a digest of community messages are sent to you once per day in newsletter format),
 - no emails (messages are not emailed to you but you may log on to MySMPS and read them online).

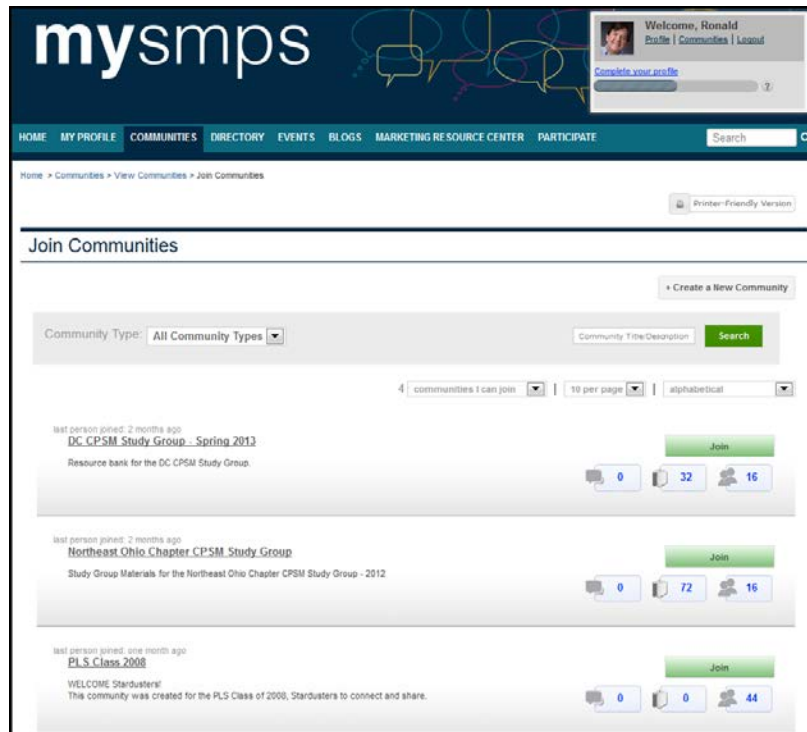


- **“My Postings”** displays messages you have sent in the last 999 days.

Communities: This tab allows you to view the MySMPS communities, to view discussions within those communities, and to view the libraries associated with the communities.

- **“View Communities”** shows a listing of all communities along with some search filters for narrowing down the list.
 - **“All Communities”** shows you all of the communities available in MySMPS. Many of the communities created in MySMPS are working groups for chapters and committees and are by invitation only. Communities open to all members, like the Deltek Marketing Collaboration, have a green Join button to the right of the group name.

- **“My Communities”** shows you the communities you belong to and provides you with a way to quickly enter or view those groups.
- **“Join Communities”** shows open communities that you can join.



- **“View Discussions”** gives you a quick overview of the communities you belong to and a way to view the community information or a digest and to post a message to that community.
 - **“All Discussions”** is another way to access discussions of the communities to which you belong.
 - **“Post a Message”** opens up a window where you can compose a message to one of your groups. It also allows you to cross post to another group if needed.
 - **“Advanced Search”** allows you to do a keyword, term, or phrase search for items within your communities.
 - **“My Postings”** is where you will see messages you post within your communities.
 - **“My Subscriptions”** allows you to edit your community communication preferences. Choose from a variety of delivery options from real time (messages delivered to your email as they are submitted), to daily digest (a digest of community messages sent to you once per day in newsletter format), to no emails (messages are not emailed to you

but you may log on to MySMPS and read them online).

- **“My Signature”** lets you use the default signature option or other variables in your signature.

Home > Communities > View Discussions > My Signature

Printer-Friendly Version

My Signature

Signature:

[FirstName] [LastName] [Designation]
[JobTitle]
[CompanyName]
[City] [State]
[Phone]

Available Variables: [FirstName] [LastName]
[CompanyName] [JobTitle] [Designation]
[EmailAddress] [Phone] [Phone2] [City]
[State] [Country]

Use default template Save

- **“View Libraries”** is where you go to search and browse your community libraries.
 - **“All Libraries”** allows you to search and browse the libraries of the communities to which you belong.

mysmps

Welcome, Ronald
Profile | Communities | Logout

Complete your profile

HOME MY PROFILE COMMUNITIES DIRECTORY EVENTS BLOGS MARKETING RESOURCE CENTER PARTICIPATE Search

Home

Printer-Friendly Version

Business Development Community

Switch to Folder View

Term / Keyword / Phrase Search

Create New Library Entry

Recent Activity Discussions 0 Library 35 Blogs 0 Events 0 Members 166

Most Recent Top Scorer Most Viewed Documents Slide Shows Images Audios Other Videos

Add To RSS Feeds

one month ago

The Trusted Advisor

In today's fast-paced networked economy, professionals must work harder than ever to maintain and improve their business skills and knowledge. But technical mastery of one's discipline...

by SMPS Headquarters in Business Development Community

attachment summary

View Profile Add Contact Contact Author

Be the first person to recommend this.

Recommend

0 Comments 1 Views 0 Downloads

one month ago

Developing Knowledge-Based Client Relationships: The Future of Professional Services

The publication of this book heralds a new field of management, thought and practice. The advocates of the 'knowledge economy' have to date focused almost exclusively on how managers...

by SMPS Headquarters in Business Development Community

attachment summary

View Profile Add Contact Contact Author

Be the first person to recommend this.

Recommend

0 Comments 1 Views 0 Downloads

- **“Add a New Entry”** allows you to add items to the libraries in your communities. Enter the item title and description, choose to which library to add the item and the type of item you are adding (hyperlink, standard file upload, Webinar, or YouTube video; do not upload copyrighted or licensed files unless you have permission). Then, click on “next.” At this point, you upload your file.

- **“My Documents”** shows the documents you have uploaded.
- **“My Favorites”** enables you to select and store your favorite documents.
- **“Search Library”** allows you to do a keyword, term, or phrase, date, author search for items within your community libraries.

Directory: This tab helps you locate other SMPS members.

- **“Find a Member”** searches the directory for other members using first name, last name, company name, or email address. You can choose to do a more detailed search as well.

- **“Advanced Search”** gives you access to more detailed search criteria including location, other communities they belong to in MySMPS, education, firm’s primary discipline, company services, firm size, and more.

mysmps

Welcome, Ronald
[Profile](#) | [Communities](#) | [Logout](#)
[Complete your profile](#)

HOME MY PROFILE COMMUNITIES DIRECTORY EVENTS BLOGS MARKETING RESOURCE CENTER PARTICIPATE Search

Home > Communities > View Discussions > Advanced Search

Printer-Friendly Version

Advanced Search

Search

Posted Date(s)

Posted By/Author(s)

[Search Specific Discussions](#)

Search

Events: This tab is where you go to see what is happening on a local, regional, and Society level.

mysmps

Welcome, Ronald
[Profile](#) | [Communities](#) | [Logout](#)
[Complete your profile](#)

HOME MY PROFILE COMMUNITIES DIRECTORY EVENTS BLOGS MARKETING RESOURCE CENTER PARTICIPATE Search

Home

Printer-Friendly Version

Upcoming Events

[View as Calendar](#)

Search for:

[show advanced search](#)

July 2013

[Build Business: Dream Big](#)
 When: Jul 31 - Aug 2
 Where: Walt Disney World® Swan and Dolphin, Lake Buena Vista, FL, US

October 2013

[SMPS University: Leadership Advancement Program Part I](#)
 When: Oct 17 - 18
 Where: University of Maryland, College Park, MD, US

November 2013

[SMPS University: Leadership Advancement Program Part II](#)
 When: Nov 14 - 15
 Where: University of Maryland, Washington, DC, US

Blogs: This tab gives you access to view blogs, create a new blog, and see your own blog.

- **“View Blogs”** shows you the latest blog postings.
- **“Create New Blog”** is where you express your opinion on a given subject.

Create New Blog

















Blog or Discuss?












































If you are asking a question of your peers, remember to use the [discussion groups](#) (not blogs). The blogging feature is a way for you to express your opinion on a given subject vs. asking a question of your peers. If you are trying to ask a question, [go here](#).

Create a Blog

Title of Your Blog Entry *

Switch to reader compliant editor.

Font NameSizeParagraph St...



DesignHTMLPreview

Associate this blog with a community (optional)

Who can read your blog entry?

☒ Public☐ Authenticated☐ MYSMPS Members☐ My Contacts

- Public: Anyone can view this blog, including search engines. This option will give your blog the broadest exposure possible.
- Authenticated: All users able to log into the website may read your blog entry. This may include non-members.
- MYSMPS Members: Only Members will be able to view your blog posting.
- My Contacts: Only people who are in My Contact list will be able to view your blog posting.

Who can make comments on this?

☒ Authenticated☐ Members Only☐ My Contacts☐ No Comments Allowed

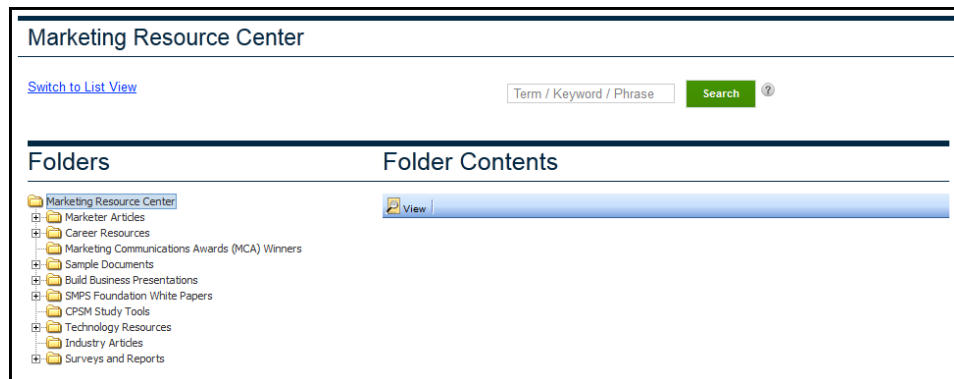
cancel

save for laterpublish

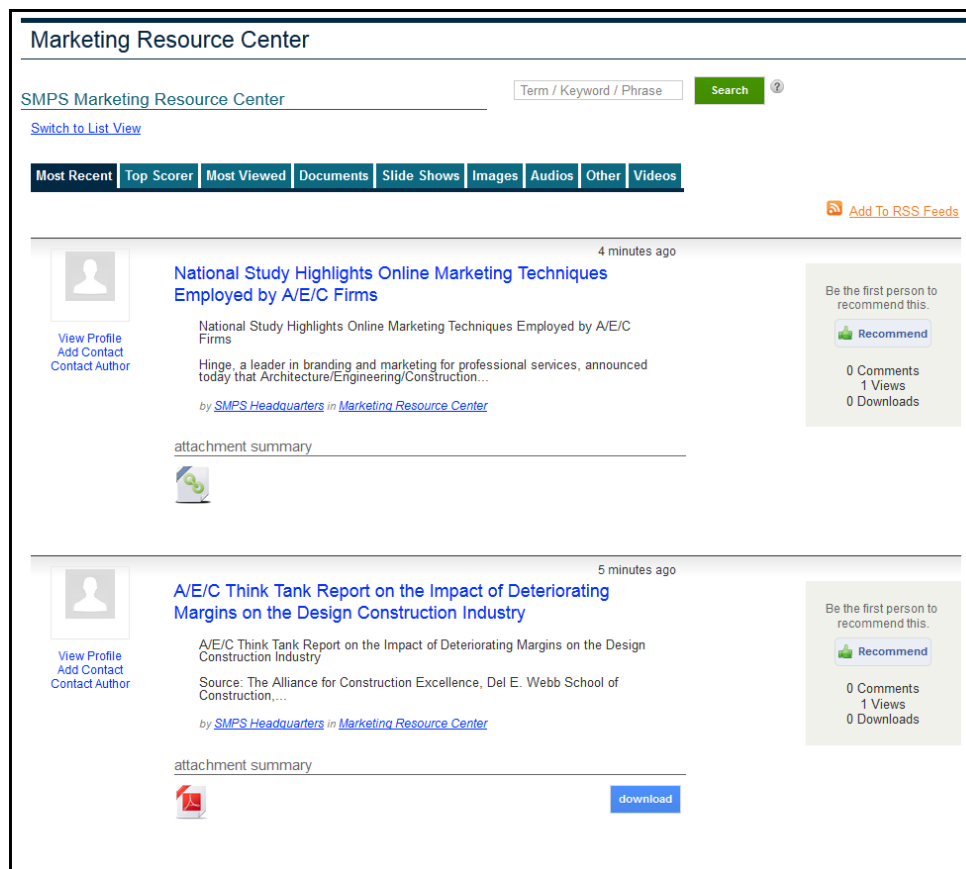
- **“My Blog”** enables you to create a new blog entry; search your blog entries by term, keyword, or phrase; and view your blog entries.

Marketing Resource Center (MRC): This tab gives you access to the library of the MRC and to the glossary, added from *The Marketing Handbook for the Design and Construction Professional, 3rd Edition*.

- **“Library”** brings up either the folder view or list view of the MRC. The folder view provides you with a quick overview of the different categories of materials available. Switching over to list view provides you with descriptions of documents and download links.



Folder View



List View

- **“Search the MRC”** brings up a search box where you can enter keyword, term, phrase, posted date, and posted/authored by. You also can search by tags, search in specific libraries, and search for specific file types.

- **“Glossary”** opens up the glossary. There are options for a term/keyword/phrase or advanced search. Further down the page, you can sort the glossary in alphabetical order, by most popular terms, top rated, recently updated, and status.

- **“View Glossary”** takes you to that same “Glossary” page.

- **“New Glossary Entry”** is where you go to add a new term and definition.

New Glossary Entry

Glossary

Term to Define

Definition/Description

Font Name Size Bold Italic Underline Link Unlink Image Table Insert Text Color Background Color

[Switch to reader compliant editor](#)

☐ Need definition
☐ Needs a little more detail
☐ Needs a lot of help
☐ Ready
☐ Request someone confirm this is accurate

Cancel Save

Participate: This tab gives you access to share a file, ask a question, create a blog, and get the MySMPS app.

- **“Share a File”** enables you to add a new library entry to one of your communities.

Add a New Entry

Add Library Entry

Title: Enter a title for your library entry *

Description: Enter a brief description of your library entry

Library: Select the library in which the library entry should be listed *

Business Development

Folder: Select the folder in which the library entry should be listed

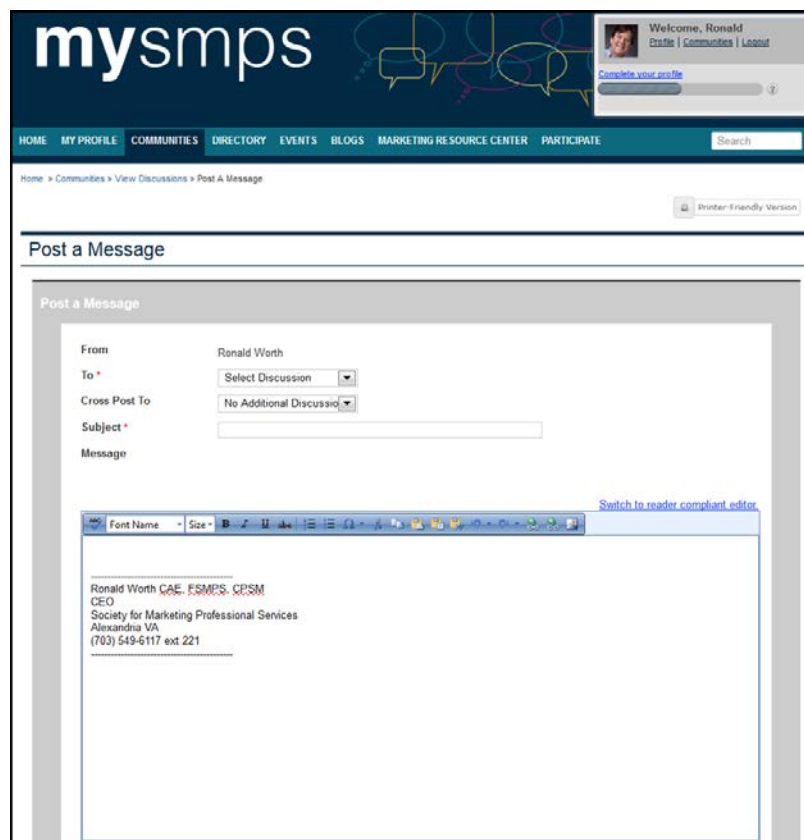
[Select Folder]

Entry Type: Select the type of library entry you will create *

[Select Type]

cancel next

- **“Ask a Question”** lets you post a question to one of your communities and even cross post to a second group.



The screenshot shows the 'mysmps' website interface. The header includes the logo and navigation links: HOME, MY PROFILE, COMMUNITIES, DIRECTORY, EVENTS, BLOGS, MARKETING RESOURCE CENTER, and PARTICIPATE. A user profile for Ronald Worth is visible in the top right corner. The main content area is titled 'Post a Message' and contains a form with the following fields:

- From:** Ronald Worth
- To ***: Select Discussion (dropdown menu)
- Cross Post To:** No Additional Discussion (dropdown menu)
- Subject ***: (text input field)
- Message:** (large text area with a rich text editor toolbar)

The message body contains the following text:

Ronald Worth CAE, F.S.M.P.S., C.P.S.M.
CEO
Society for Marketing Professional Services
Alexandria VA
(703) 549-6117 ext 221

A link 'Switch to reader compliant editor' is located to the right of the message text area.

- **“Create a Blog”** is where you go to express your opinion on a given subject.

Create New Blog

Blog or Discuss?
 If you are asking a question of your peers, remember to use the [discussion groups](#) (not blogs). The blogging feature is a way for you to express your opinion on a given subject vs. asking a question of your peers. If you are trying to ask a question, [go here](#).

Create a blog

Title of Your Blog Entry *

Switch to reader compliant editor

Font Name - Size - Paragraph St... [Rich Text Editor Toolbar]

Design < HTML Preview

Associate this blog with a community (optional)

Who can read your blog entry?

☒ Public ☐ Authenticated ☐ MYSMPS Members ☐ My Contacts

- **Public:** Anyone can view this blog, including search engines. This option will give your blog the broadest exposure possible.
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cancel save for later publish

If you need additional assistance with MySMPS, please send an email to community@smgs.org or call SMPS at 800.292.7677.