Oncology Nursing Society

Chapter Community Website Handbook

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What is a Chapter Community?

Your chapter community is the individual website that is controlled by your chapter board. Chapter communities have the following built-in features:

- Emailing Chapter Members
- Creating Chapter Events
- Discussion Forum
- Chapter Directory
- Pulling Chapter Reports

The URL for each chapter varies – to find your chapter website visit: https://communities.ons.org/communities/chapters (please ensure you are logged in).

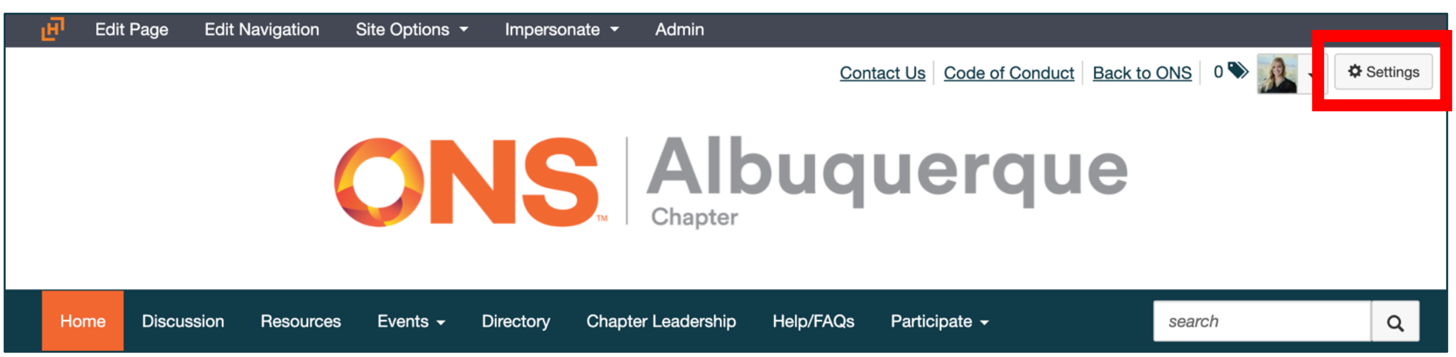
Admin Access

Admin access is a special level of access granted to chapter board members; this access enables you to edit your site and use board-specific functions, like sending emails to chapter members. It is recommended to review your site admins each year to ensure that new members have access, and former board members are removed.

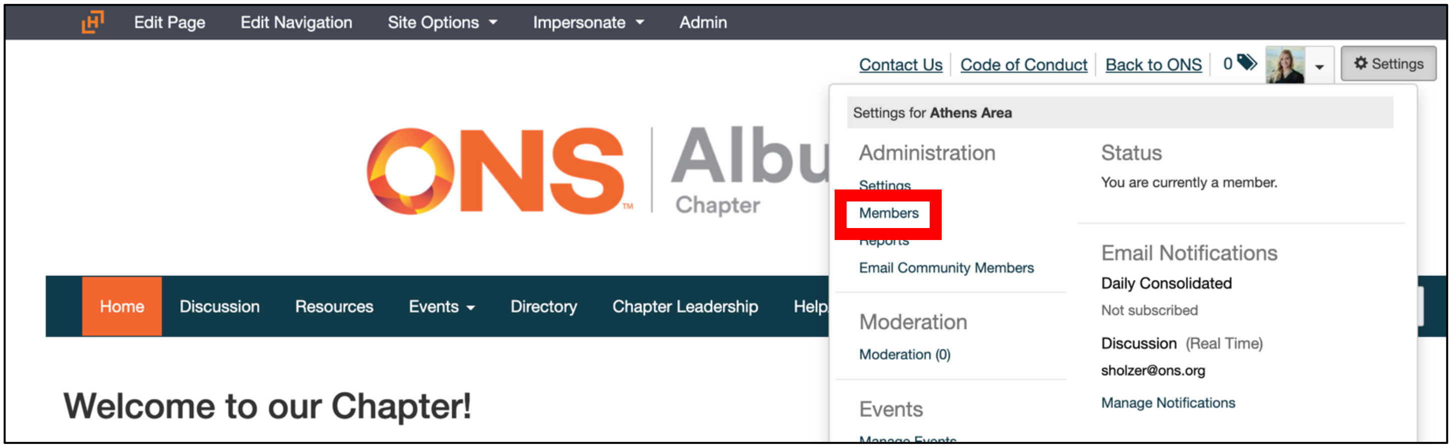
If you are already an admin, upon login you will see an administrative bar along the top of your site, as well as a "Settings" button in the top right corner.

To add or remove admins:

1. Ensure you a logged in and click on the **Settings** button in the top right corner.



2. Click on **Members** from the dropdown menu that appears.



3. Find the name of the member you would like to grant admin access in the list of members; click **Edit Roles** next to their name.

4. In the pop up that appears, scroll to the bottom and check the box next to **Community Admin** (if removing admin access, uncheck this box). Then click the **Add** button.

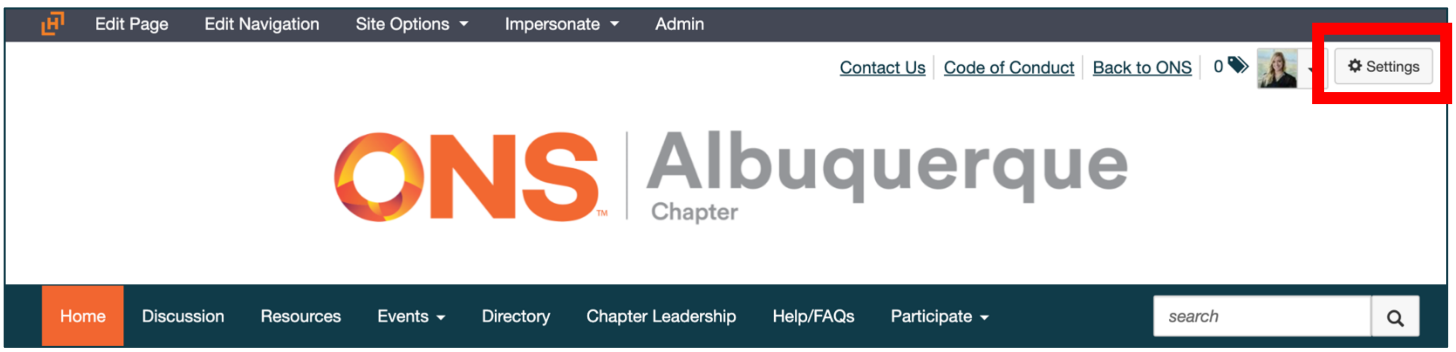
This user will now be granted admin access and will have the ability to utilize site admin functionality. If you are having difficulty, please contact chapters@ons.org.

Emailing Chapter Members

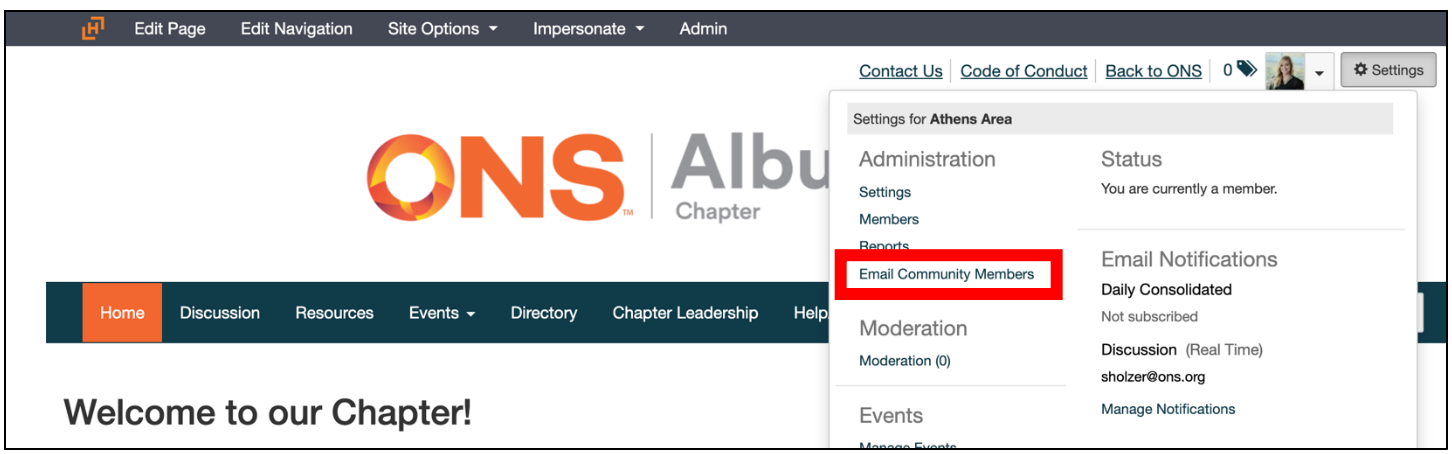
Your site is equipped with a built-in email function to assist in chapter member communications. This email platform automatically updates every 30 minutes – adding new members as they join and removing expired members.

To send a chapter email:

1. Ensure you are logged in as a Chapter Admin and click on the **Settings** button in the top right corner.

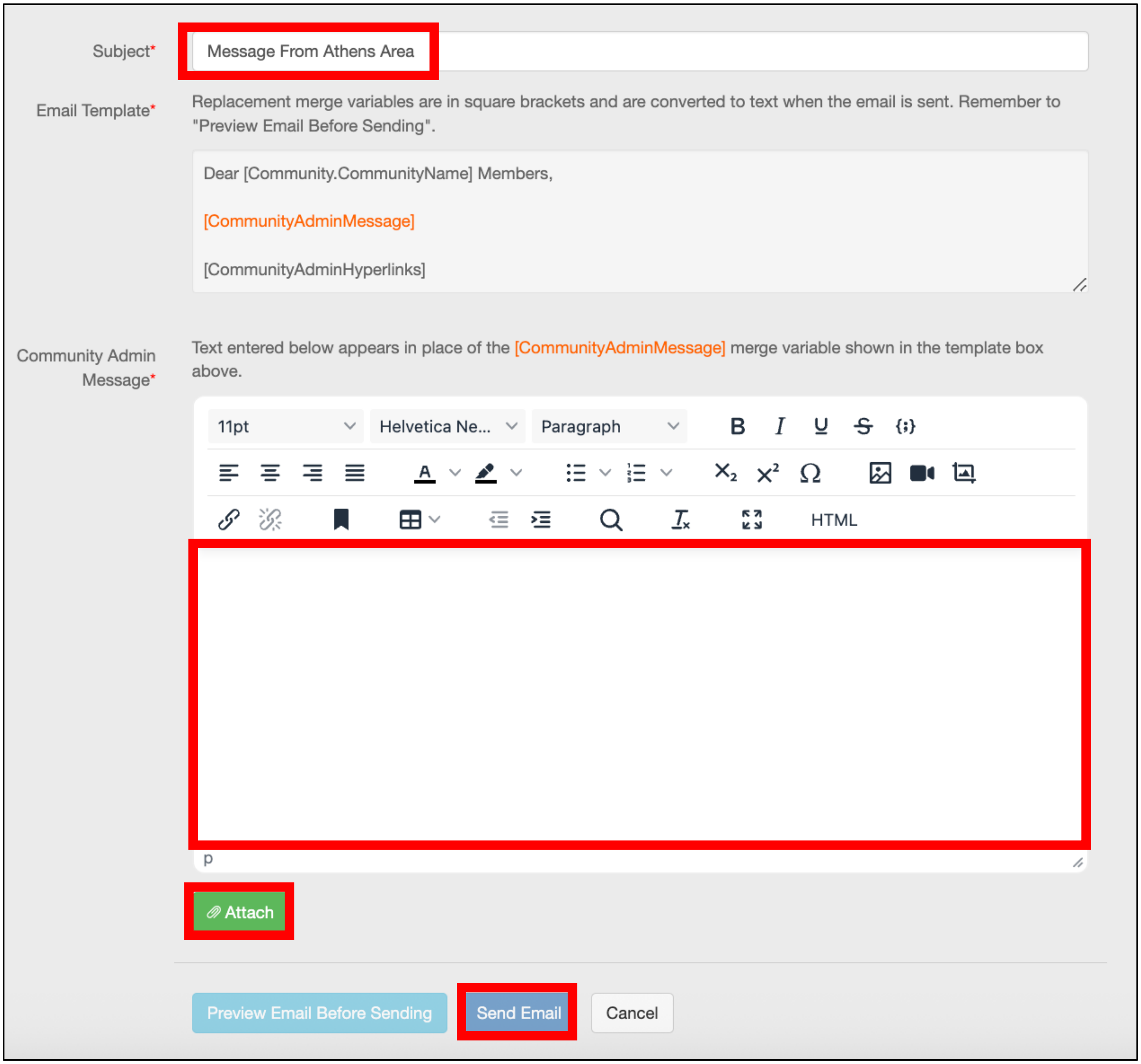


2. Click on **Email Community Members** from the dropdown menu that appears.



3. Enter the title of your email in the **Subject** box, and the body of your email in the **Community Admin Message** box. The site will automatically fill in the greeting, *Dear [Your Chapter Name] Members,* so you do not need to include a greeting in your message.

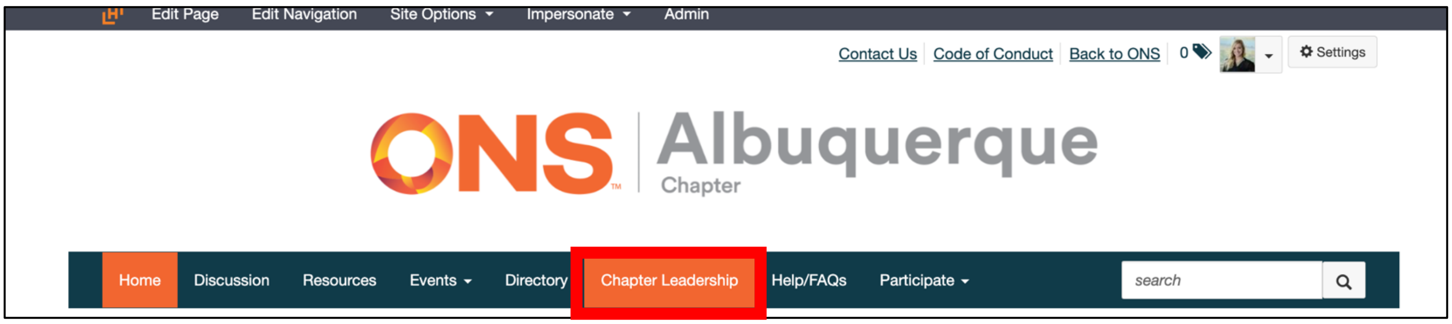
   If desired, use the **Attach** button to add a file to your email. You can preview your message and send yourself a test by clicking **Preview Email Before Sending.** Once you are satisfied with your message, click **Send Email.**



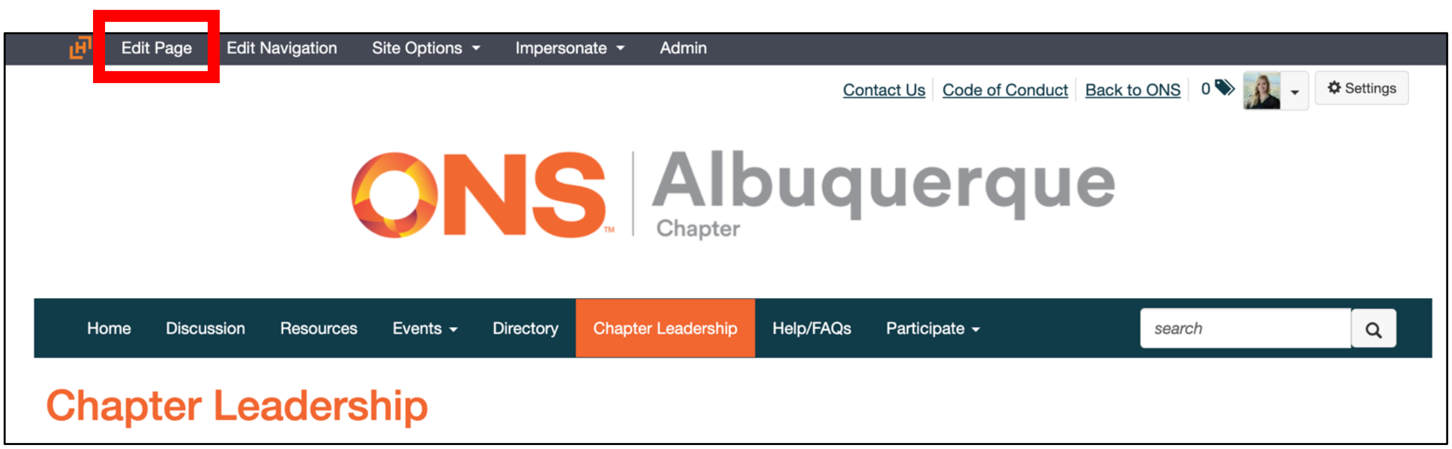
Updating Chapter Leadership Tab

It is up to your chapter board to determine how much or how little information you would like to share on your chapter leadership list; please note that this list is not updated automatically. It is recommended to have at least one email point of contact listed, however this listing is publicly available – on occasion we have seen scam attempts sent to the email addresses listed.

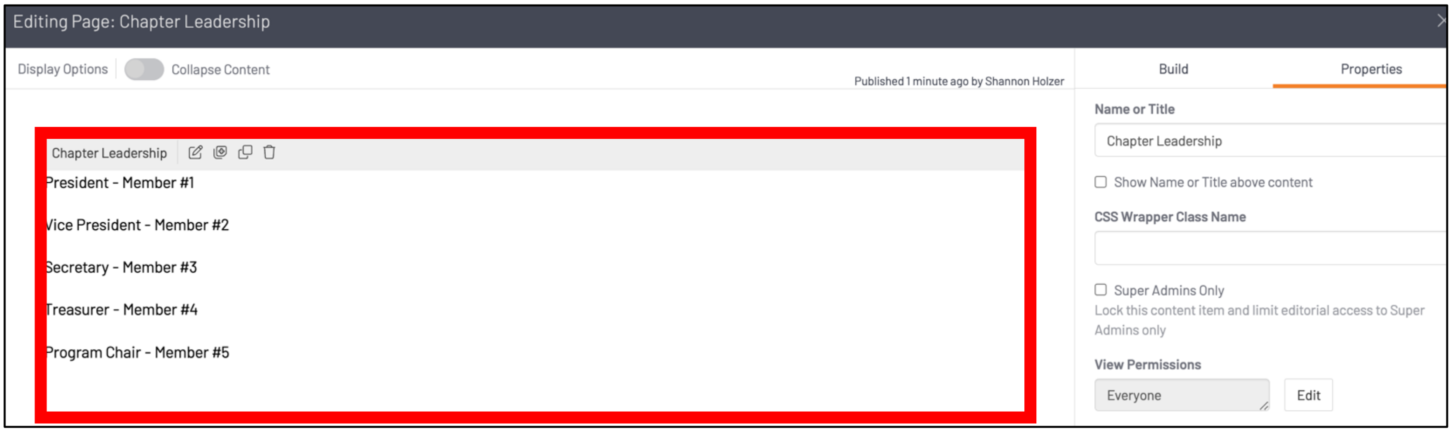
1. Ensure you are logged in as a Chapter Admin and click on the **Chapter Leadership** tab on your site.



2. Once you're on the Chapter Leadership page, click on **Edit Page** in the admin toolbar.

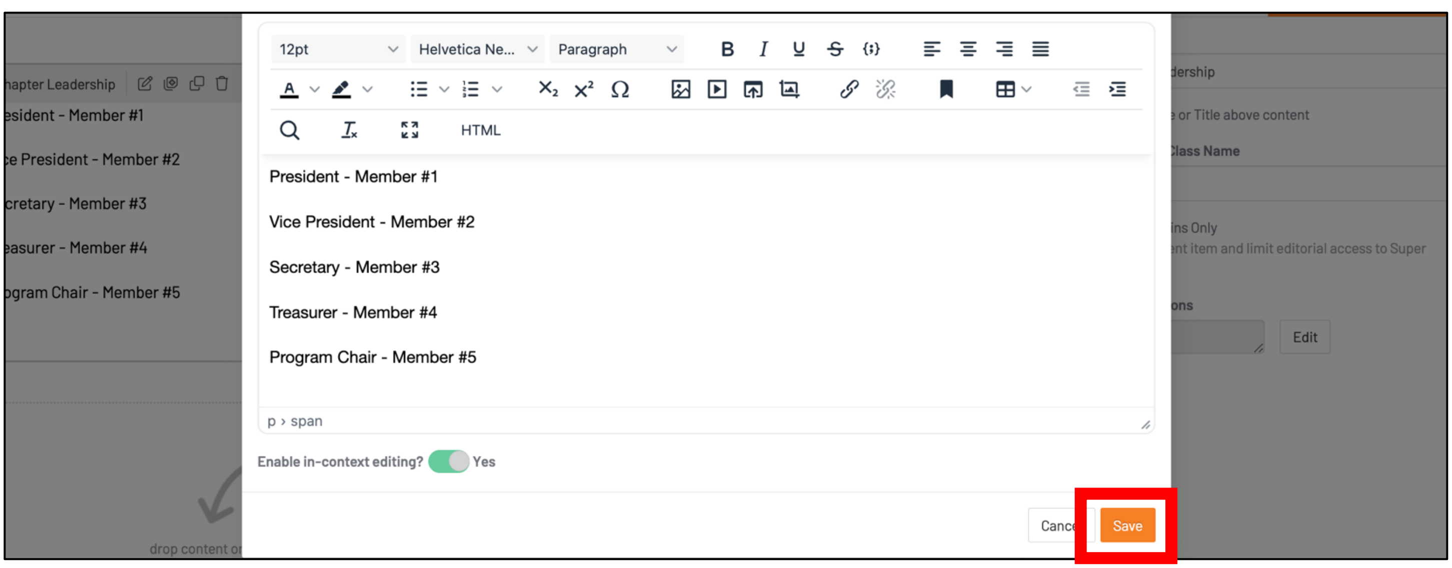


3. Click on the content you would like to edit – this will bring up a grey toolbar on the top of the content box.

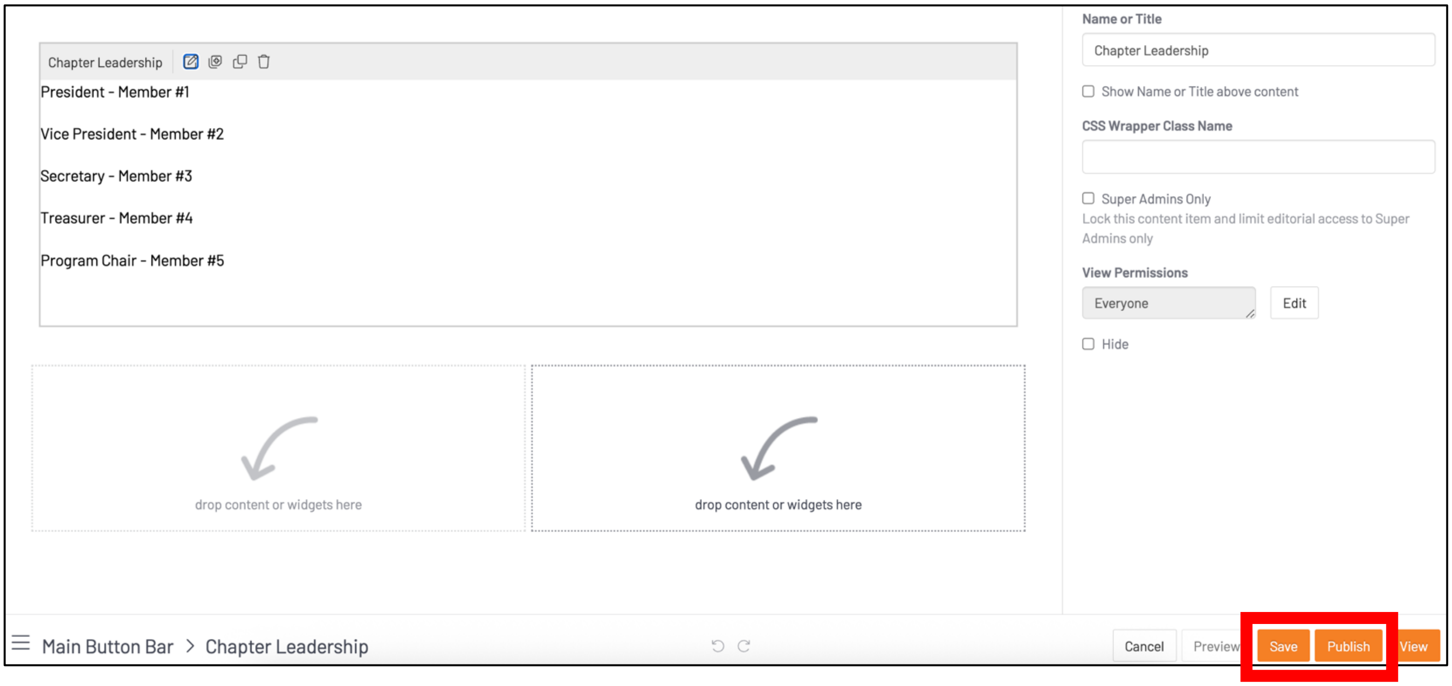


4. On that toolbar, click the **Edit** button (looks like pencil and paper).

5. Use the word processing features to edit your chapter leadership information. Once you are satisfied with your list, click **Save**.



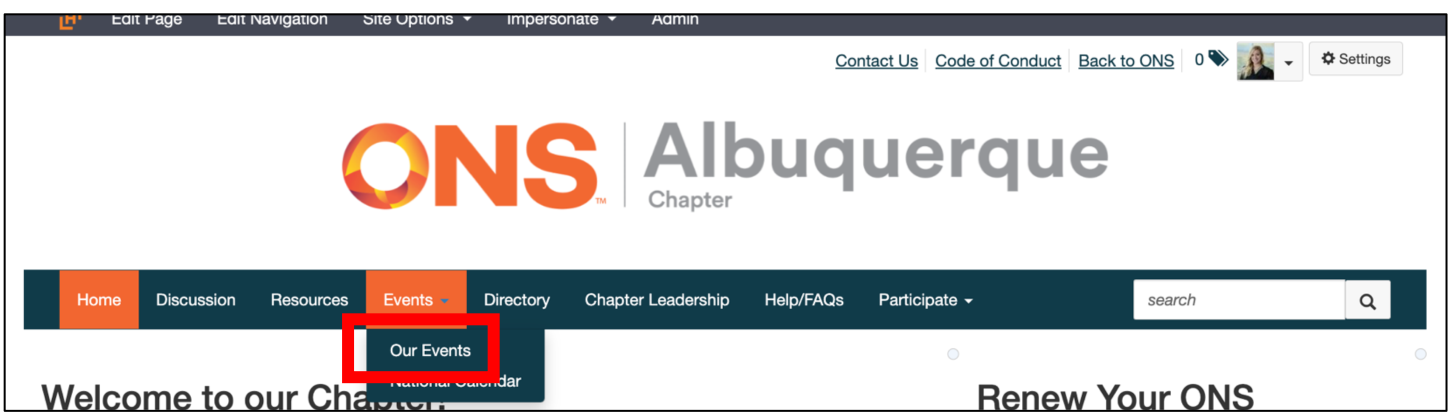
6. When the page editing screen appears, click first on **Save** to save the entire page, and then click **Publish** to make your changes publicly viewable.



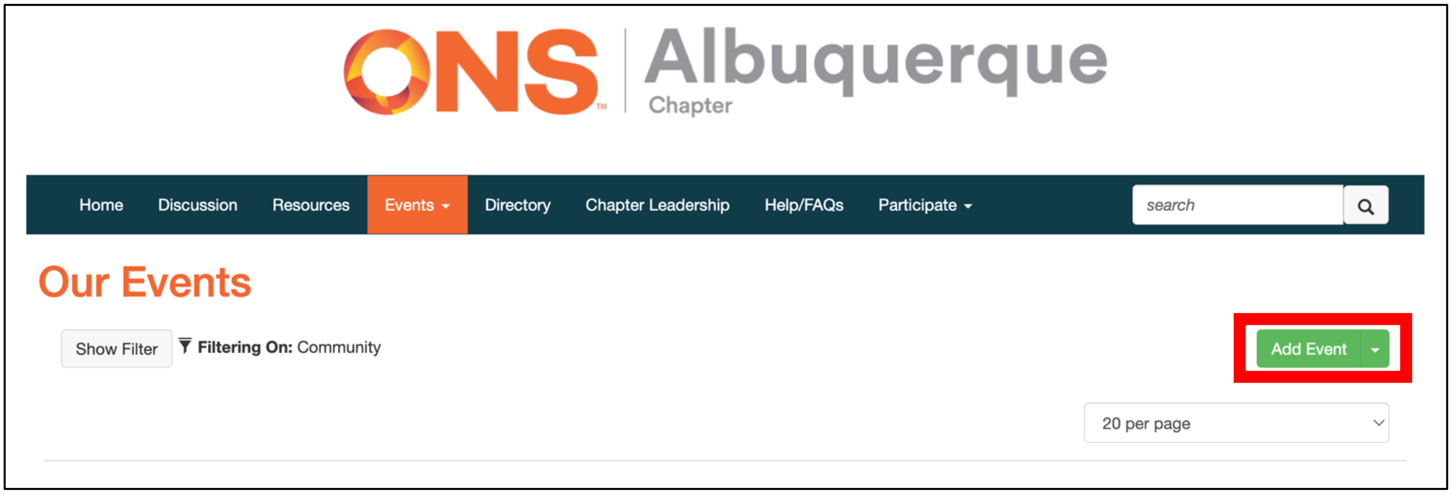
Creating A Chapter Event

Your chapter site has a built-in events platform, capable of creating event invitations, receiving RSVP information, and even collecting event payment (if applicable). For more information on collecting payment, please see Collecting Event Payments. To create a chapter event:

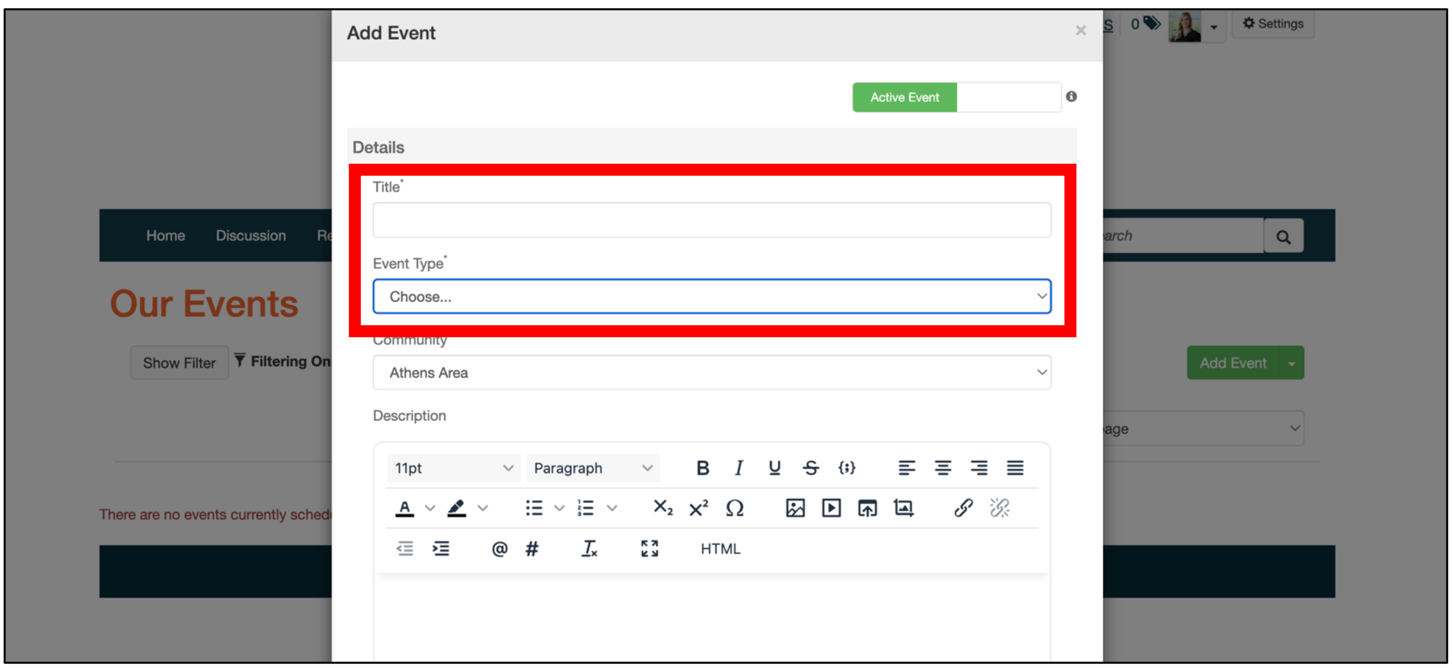
1. Ensure you are logged in as a Chapter Admin and hover on the **Events** tab on your site – select **Our Events** from the dropdown.



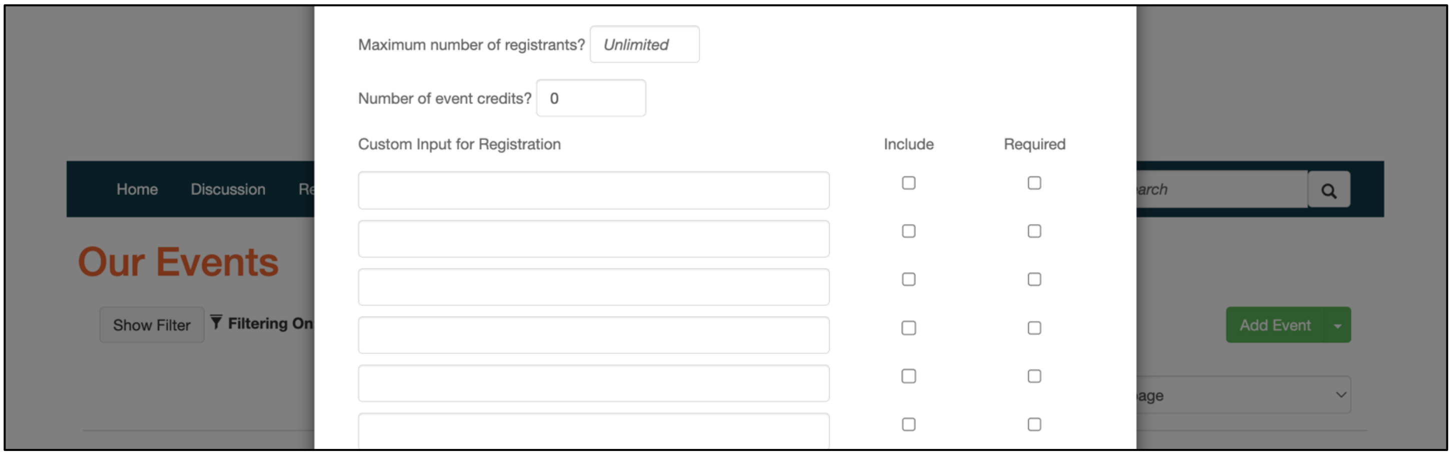
2. Click on the **Add Event** button.



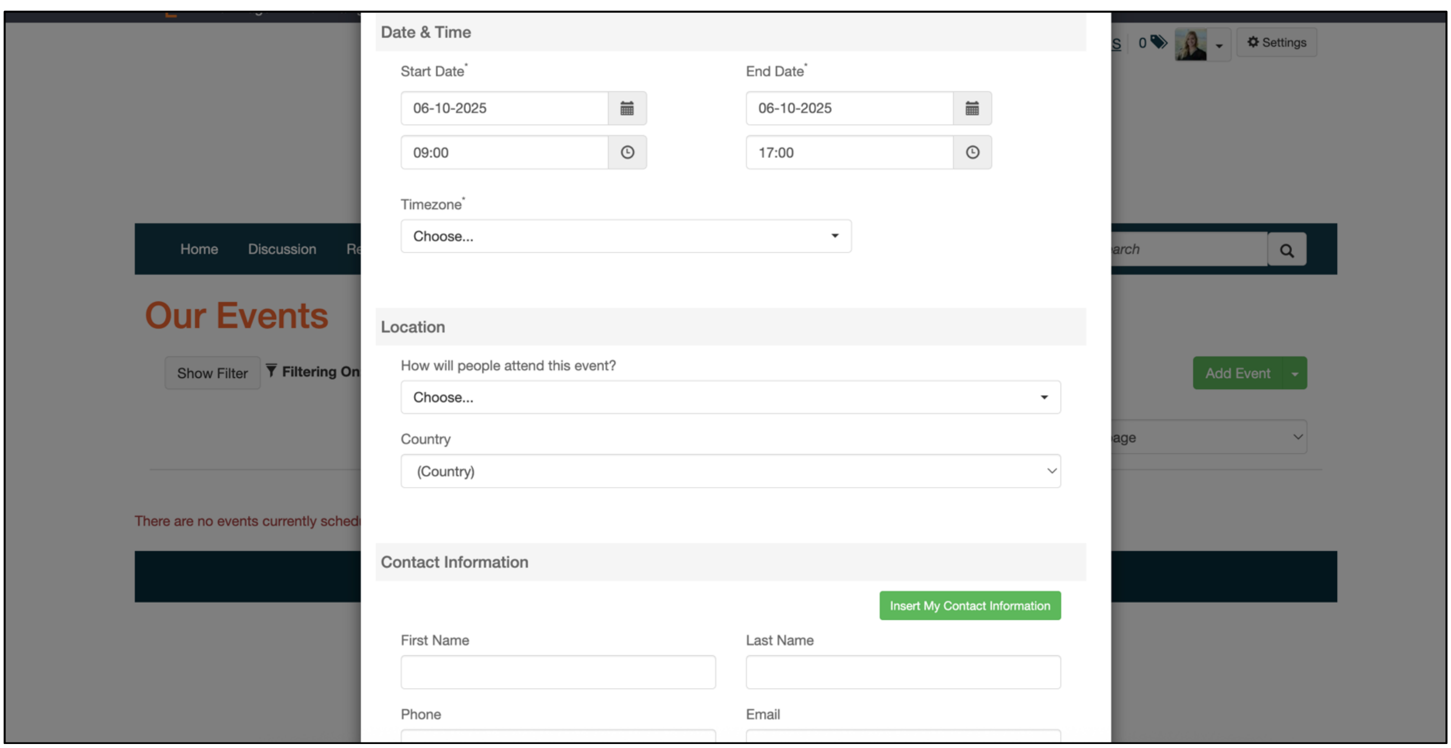
3. Enter the **Title** of your event. Then, click the dropdown and select your **Event Type**. Selecting the event's type will determine what fields appear later the event creation form, so it is important to do this first. Select the event type that best applies to your event; in general, event types labeled as "Advanced" will collect the most information.



4. Fill out the remaining information on the event creation form. If using an Advanced registration type, you may have fields to enter the **Maximum number of registrants?** (which will close registration once this number has been reached. You may also have **Custom Input** fields – you can add things like “Phone Number” or “Institution” to collect any additional data you may need from attendees (by default only their name and email are included). Be sure to check the checkboxes for **Include** to add that to your event, and the box for **Required** if attendees must fill out that field.



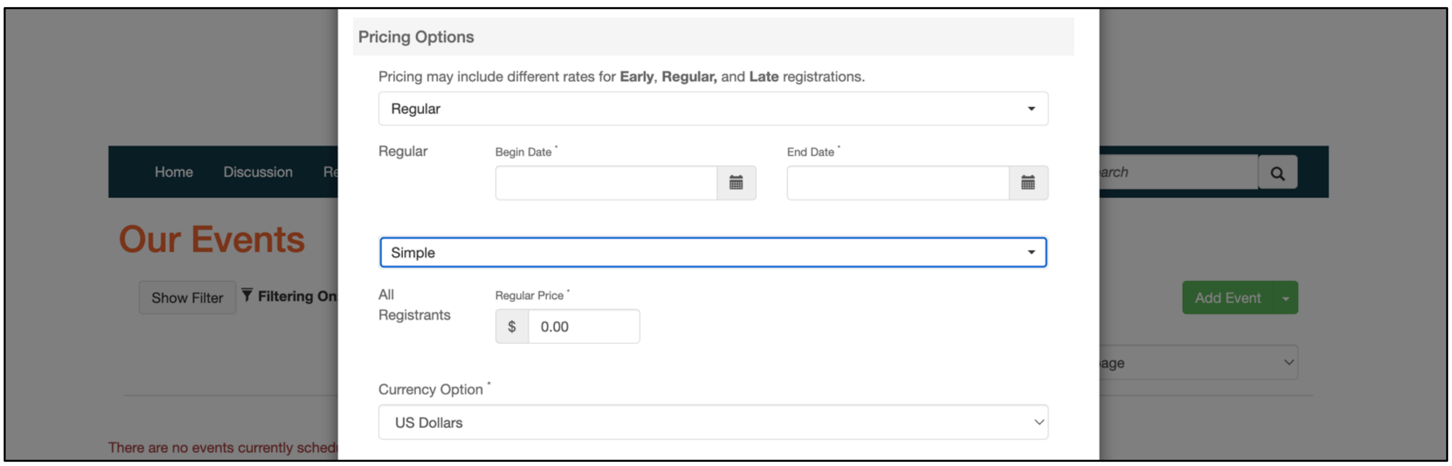
Under **Date & Time** ensure that you are entering the start and end time for the event – not for the registration period. Enter the **Location** of the event, as well as the **Event Contact** that attendees should reach out to if they have questions.



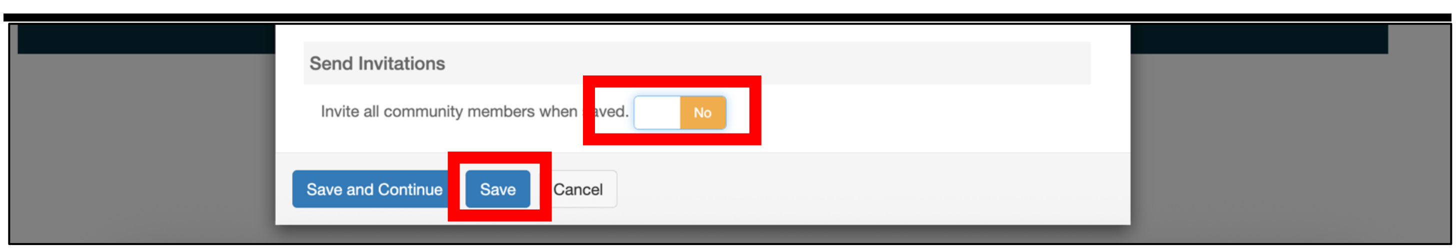
If your event is an Advanced registration type, you may see a section entitled **Pricing Options.** If your event has a price associated with it, please ensure that your site is set up to receive payments. **Do not enter a dollar amount unless you are sure** – please see Collecting Event Payments to confirm.

If your event is free, you do not need to put a dollar amount. If your site is set up properly to collect payments, you have the option to allow for three registration timeframes: **Early Bird, Regular, and Late**. Using the dropdown (**Regular**) you can set date ranges and prices for each of these registration groups.

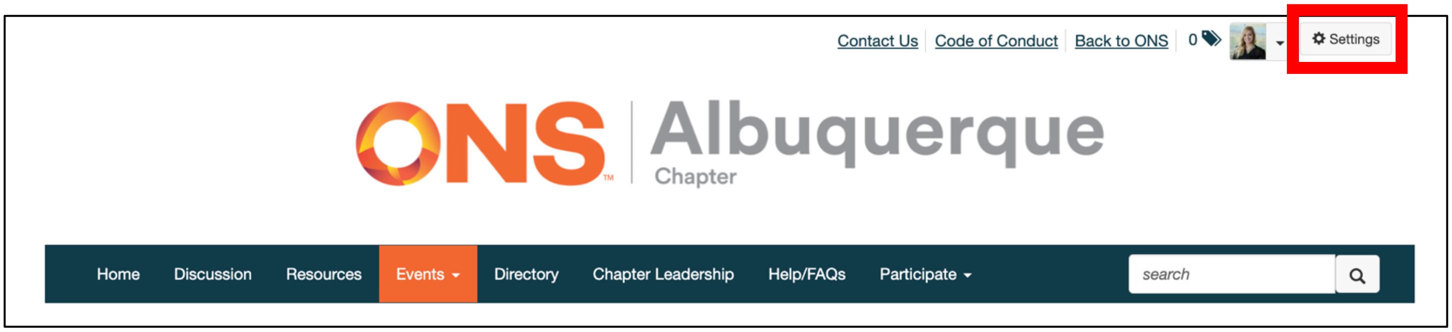
By using the **Simple** dropdown you are also able to choose who is eligible to register, as well as the prices for those groups. **Simple** registration is one price for all members. **Member/Non-member** allows you to set different prices for members and non-members. If neither of those options work for your event, you're also able to select specific groups who are eligible to register – members, non-members, student, retired, and vendor – and assign prices accordingly.



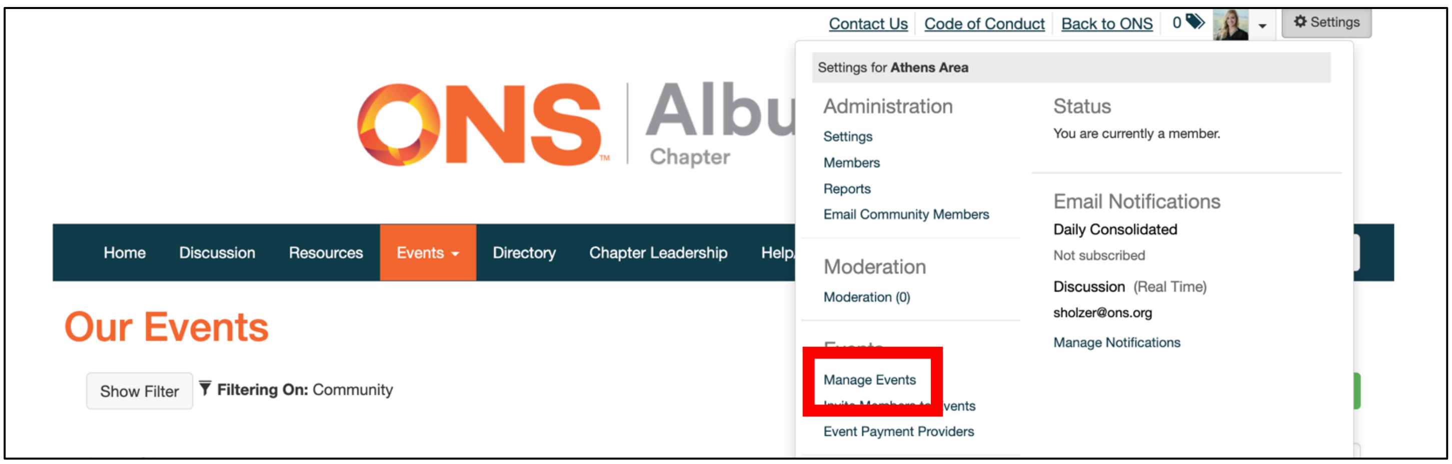
Once you are satisfied with your event information, at the very bottom you will see the option to Send Invitations, click the toggle to **Yes** if you would like the system to automatically send out the invitation to chapter members once saved. Once finished, click **Save**.



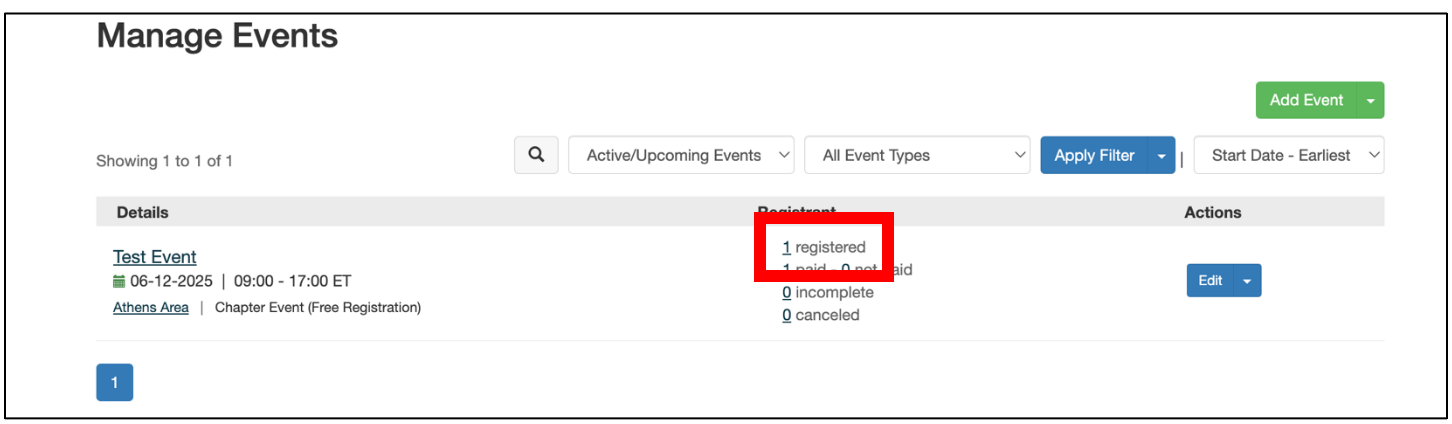
To view registration information for your events, click on the **Settings** button in to top right corner.



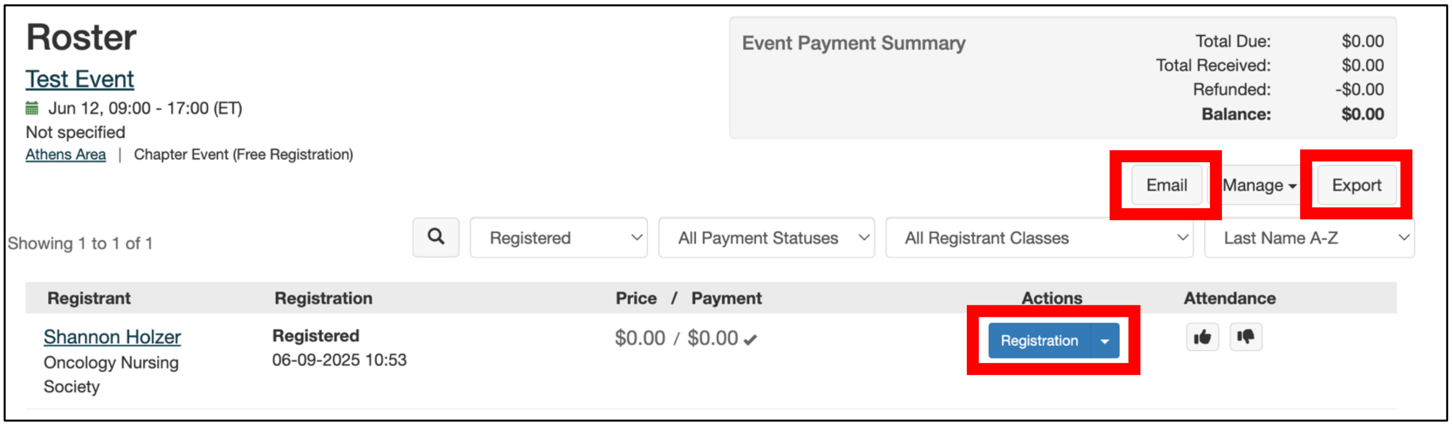
Click **Manage Events** on the dropdown menu that appears.



Click on the registration number to pull up the list of current event registrants.



On the Roster page you'll be able to view the list of members who have registered, whether they have paid (if appliable), and your total event revenue (if applicable). You'll also be able to cancel attendee registrations using the **Registration** dropdown button. In addition, you're able to download attendee lists using the **Export** button and send a message to attendees using the **Email** button.

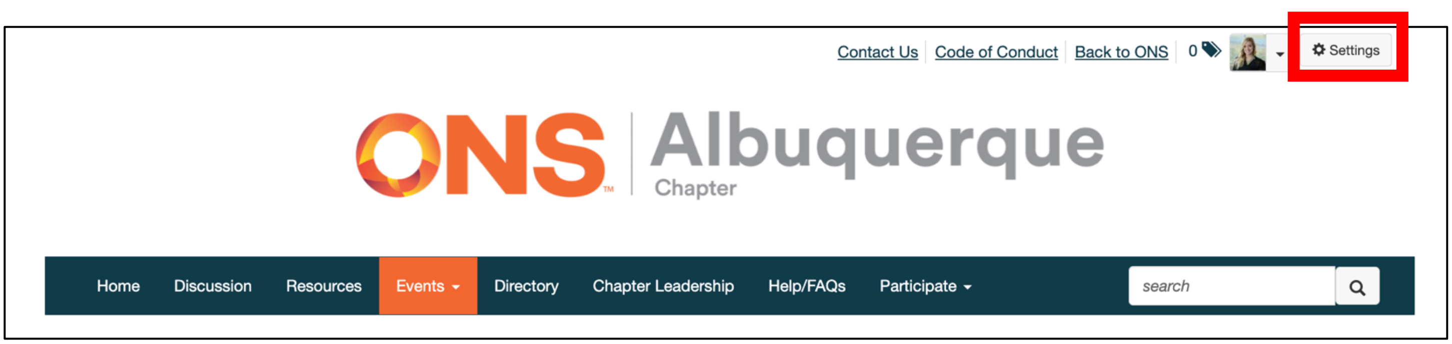


Collecting Event Payments

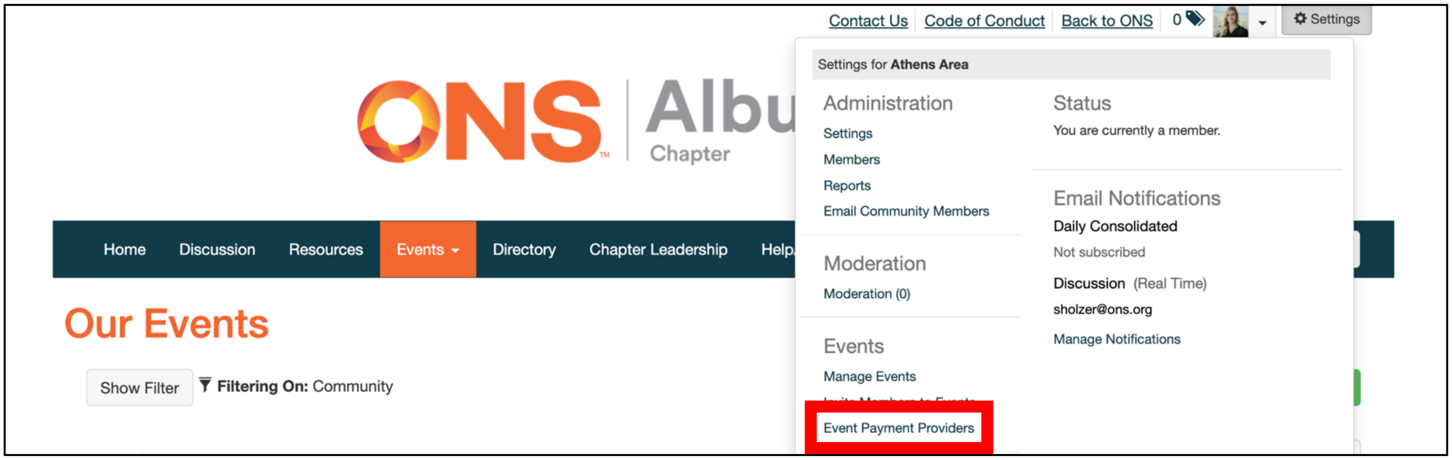
Your chapter site is equipped to link with a PayPal Business Account to collect registration funds. If your chapter does not yet have a PayPal Business Account, please visit the PayPal website if you are interested in setting one up. Always ensure that you are using the **chapter's EIN/TIN number**. If you have questions, please contact chapters@ons.org.

Once you have an active PayPal Business account for the chapter, you can link it to your chapter site to automatically collect your event payments. This process only needs to be done once.

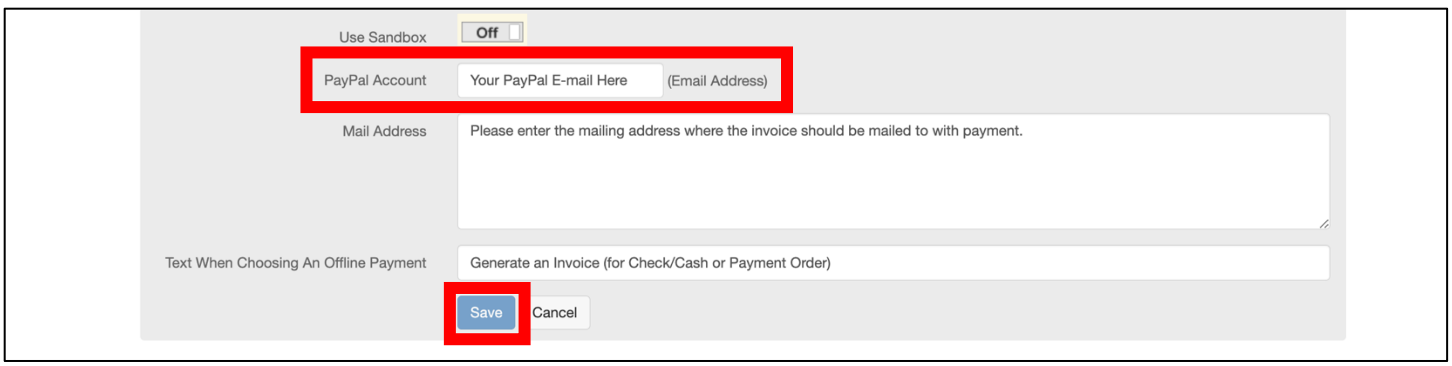
1. Ensure you are logged in as a Chapter Admin click on the **Settings** button in the top right corner.



2. Click on **Event Payment Providers** on the dropdown menu that appears.



3. Enter the email associated with the chapter's PayPal account next to **PayPal Account.** Click **Save.**

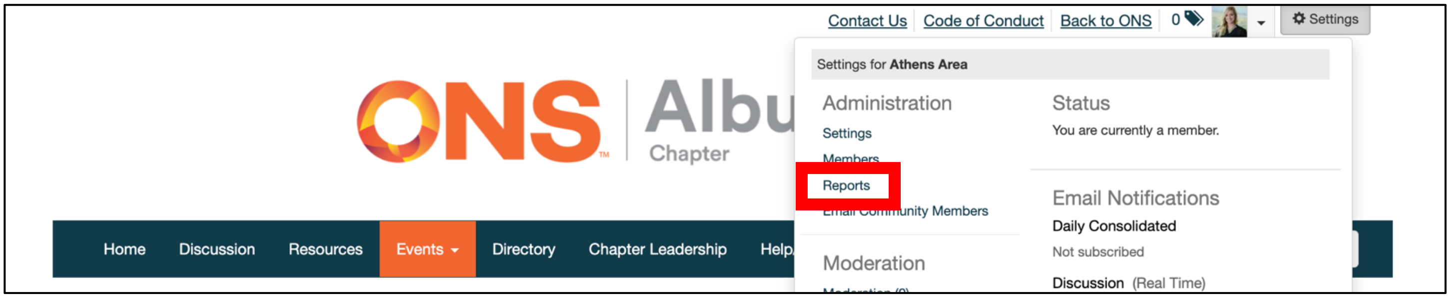


Pulling Chapter Reports

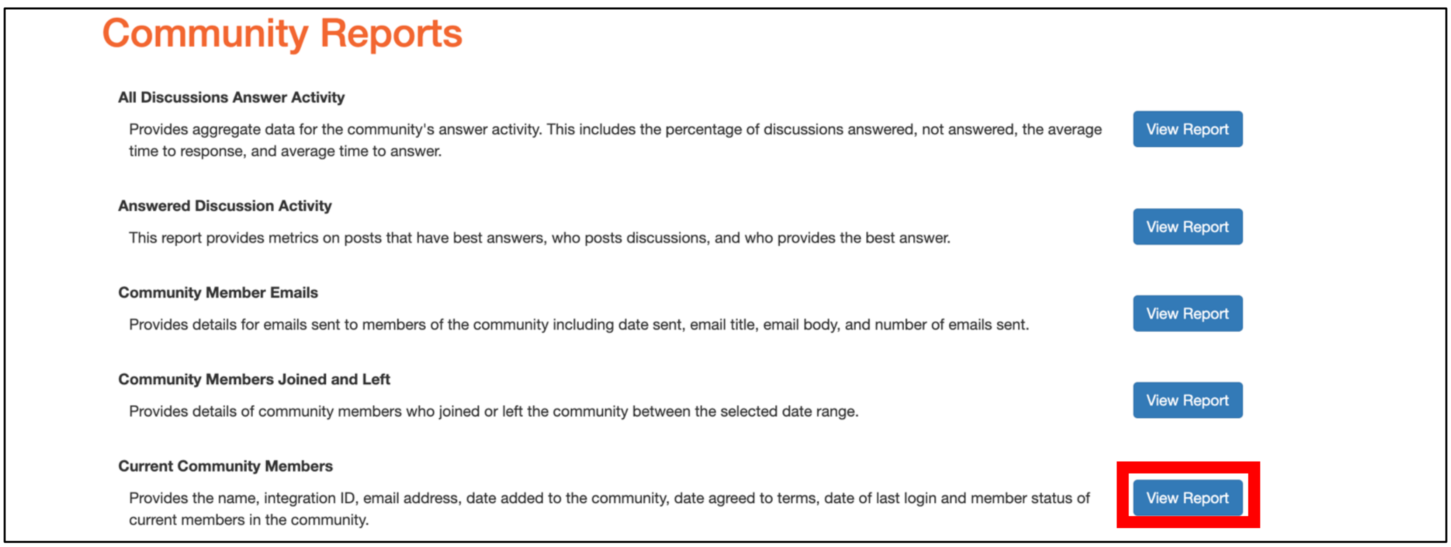
Your chapter site has the ability to pull several different membership reports. To access these reports:

1. Ensure you are logged in as a Chapter Admin click on the **Settings** button in the top right corner.

2. Click on **Reports** on the dropdown menu that appears.



3. This will bring up a listing of available reports - the two most used are **Current Community Members** (a listing of your current/recently expired members), and **Community Members Joined and Left** (allows you to enter a date range and see who has joined or left your chapter during that timeframe). Click **View Report** next to the report you'd like to access.



4. To export your report, click on the **Export Report** button and select your preferred format (Word, Excel, etc.)