

Communicating Electronically



Chapter Communities at my.ptg.org

PTG has set up a basic web area for every chapter at my.ptg.org. Besides a landing page, each chapter also has a discussion area, library, announcements box and member list. Individual chapter members can be designated as admins to manage some of the web area. When items are posted to the discussion area, members of each chapter community can receive a notification by email. Each member will need to log in and set their email preferences. Please contact the PTG Home Office for more information and help in using chapter communities, and maximizing the benefits of this member communication resource.

This is an excellent place to post meeting announcements, newsletters and other member news. Chapter members can engage in discussions beyond local chapter matters. It is also an opportunity to network, find technical assistance, identify local vendors, provide support for Associates preparing for RPT exams and explore other ways to benefit local members through online interaction. It can especially be a good way to engage members who are unable to attend meetings because of distance or other commitments.

Chapter communities at my.ptg.org are set up by default so that only chapter members can view and participate in the community. Contact the PTG Home Office for more options for viewing and including non-members.

Sending Your Newsletter Electronically

1. Turn your electronic document into PDF files. You will need Adobe Acrobat™ or some other PDF creation software to do this and your recipients will need Adobe Reader to view your files. Check the web for free PDF writing software. Download free Adobe Reader™ software at www.adobe.com. Post it to your chapter community as an attachment or attach the PDF in an email. Since not everyone can, or will, open attachments, you may want to copy the text from your newsletter and paste it into an email.
2. Don't forget visitors and others who you want to receive your newsletter. Set up an email group in your mail program. Put all your newsletter email addresses in this group and send your message out to the group in one email.
3. Upload your newsletter in PDF format to the Chapter Newswire at my.ptg.org to share it with other chapter leaders. Check out other newsletters for articles, technical tips and chapter technical ideas you can borrow and share with your members.

Chapter Websites

Some chapters have set up their own websites through my.ptg.org or other vendors. If you are interested in setting up a site through PTG, please contact the Home Office for help.

A chapter website open to the public can be an excellent marketing tool for local members. We also encourage you to include links to any areas of the www.ptg.org PTG public website that would be helpful to your local community. If your chapter maintains its own separate chapter site, be sure to send the address to ptg@ptg.org.