

*ChapterWeb*

[www.chapterweb.net](http://www.chapterweb.net)

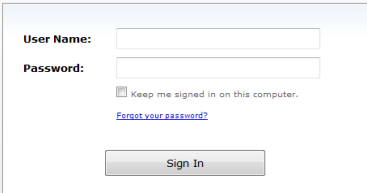
**Quick Glance Guide**

---

# Logging in

---

You'll want to make sure to login to ChapterWeb 2.0 at your chapter website. For example: nclridgerock.chapterweb.net or nclridgerock.org. You can also login at: <http://chapterweb.net/login.asp>



The image shows a login form with the following elements:

- User Name:** A text input field.
- Password:** A text input field.
- Keep me signed in on this computer.
- [Forgot your password?](#)
- Sign In** button.

The login page will look like this.

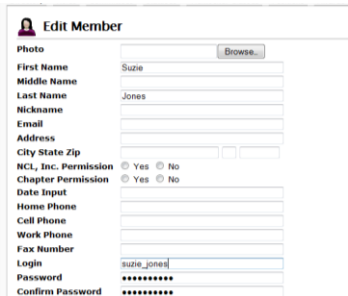
If you've forgotten your password, use the "forgot my password" link below the username and password fields.

---

# Updating Your Information

---

Once you've logged on, you can change your information (including your password) by clicking on your name on the top right hand corner. This will take you to your profile. Click "Edit Member" to change your information.



**Edit Member**

Photo

First Name

Middle Name

Last Name

Nickname

Email

Address

City State Zip

NCL, Inc. Permission  Yes  No

Chapter Permission  Yes  No

Date Input

Home Phone

Cell Phone

Work Phone

Fax Number

Login

Password

Confirm Password

Press "Save" when you are done.

---

# Signing Up for Events

---

You can sign up for events by going into the Calendar tab. In this tab you'll be able to see the whole month and the events that are available to you. Hover over an event to see its details including time, Philanthropy, and description. To Sign up for an event click on the event name and hit "Sign Up" or "RSVP" on the right hand side.



Event" button on the top right hand corner on the screen.

If you have admin privileges you can add an event by clicking on the "Add Event" on the day that the event takes place. To delete the event, click on the event to open up the details and hit the "Delete

---

## Recording Your Hours

---

Enter the Hours Tab to open up the Hours section. Once you are in the Hours section you can begin adding your hours by first selecting yourself, your Ticktocker, or both. Once you have selected whom you'd like to enter hours for, you'll want to then select either Philanthropy or League hours using the drop down menu. Once that is complete, select the associated activity (if there is one) and add in your hour amounts at the bottom. Press "Submit Entry" when you are done.

Hours Type
Philanthropy Hours

Philanthropy
Meals on Wheels

Activity
Joselyn Senior Center

Hours		
On-Site Hours	Off-Site Hours	Brief Description
1.0		Brought food to the shelter and served dinner.

These hours were worked as a mother/daughter team.  
 These hours were worked as a big-sis/little-sis team.

Submit Entry for Tuesday, April 27, 2010

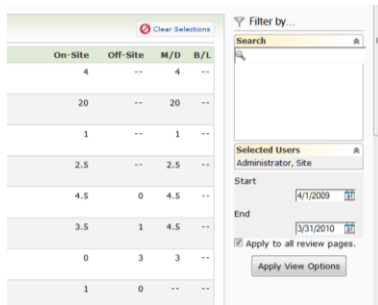
If you have admin privileges, remember that you can add hours for any member in the chapter by simply typing in their name in the "member" section before placing in hours.

---

## Reviewing Your Hours

---

Enter the Hours tab and click on the sub menu item “Philanthropy Hours Review” or “League Hours Review” to edit, delete, and review your hours. Once in this screen, use the right hand side to select whose hours you’d like to see and the calendar to select the dates you’d like to review and press “Apply View Options.”



The screenshot shows a web interface for reviewing hours. On the left is a table with columns: On-Site, Off-Site, M/D, and B/L. The table contains several rows of data. On the right is a sidebar with a search box, a 'Selected Users' list containing 'Administrator, Site', a 'Start' date field set to 4/1/2009, an 'End' date field set to 3/31/2010, a checkbox for 'Apply to all review pages.' which is checked, and an 'Apply View Options' button.

On-Site	Off-Site	M/D	B/L
4	--	4	--
20	--	20	--
1	--	1	--
2.5	--	2.5	--
4.5	0	4.5	--
3.5	1	4.5	--
0	3	3	--
1	0	--	--

Your hours should appear on the left hand side.

To edit your hours click directly on the hours entry you’d like to change, an editing screen will then appear. To delete, hover over the hours entry and click on the trash can to the left.

If you have admin privileges, remember you can review hours for anyone in your chapter.

---

## Viewing Your Reports

---

To see a more detailed view of your hours, you'll want to run a report. You can do this by going into the Reports tab and clicking on the report you'd like to see. You can run the report for either yourself or your Ticktock. Before you run the report, select the dates you'd like to see, the format you'd like the report in (excel or pdf) and the way you'd like the information grouped. Hit "View report" when you are finished.

If you have admin rights, remember you can run reports for all members in the chapter.

**Hours Summary**

Begin Date: 4/1/2010

End Date: April, 2010

Member:

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Today: April 27, 2010

Member Role:

- Class Advisor
- Patroness
- Philanthropy Liaison
- Ticktock

Status:

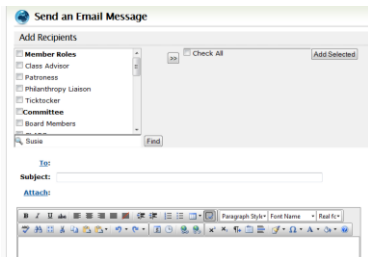
- Active
- Graduate
- Provisional
- Sustainer

---

## Sending an Email

---

To send an email open the Communications tab. Once this section is open you'll want to select "To" to gather a list of your recipients. If you need to select a group of certain group of people (ie., Patronesses in a certain class) you'll want to use



the Member tab to first filter the members and then select "Email Members" on the top right hand corner. To send to a small group of people or a few individuals continue on the Communication section and either type in the person's name next to the magnifying glass and hit "find" or select your group of recipients on the right hand side. Next, put in a subject, attachment (if applicable) and press send.



---

## Answering Your Questions

---

If you still have questions regarding how-to's on the new ChapterWeb 2.0 website please visit our how-to guide located at <http://everything.chapterweb.net>.

You can also get some useful information and get your questions answered at the ChapterWeb Support Forums: <http://chapterweb.net/forums/>

And lastly, we are always available via email at [support@chapterweb.net](mailto:support@chapterweb.net)