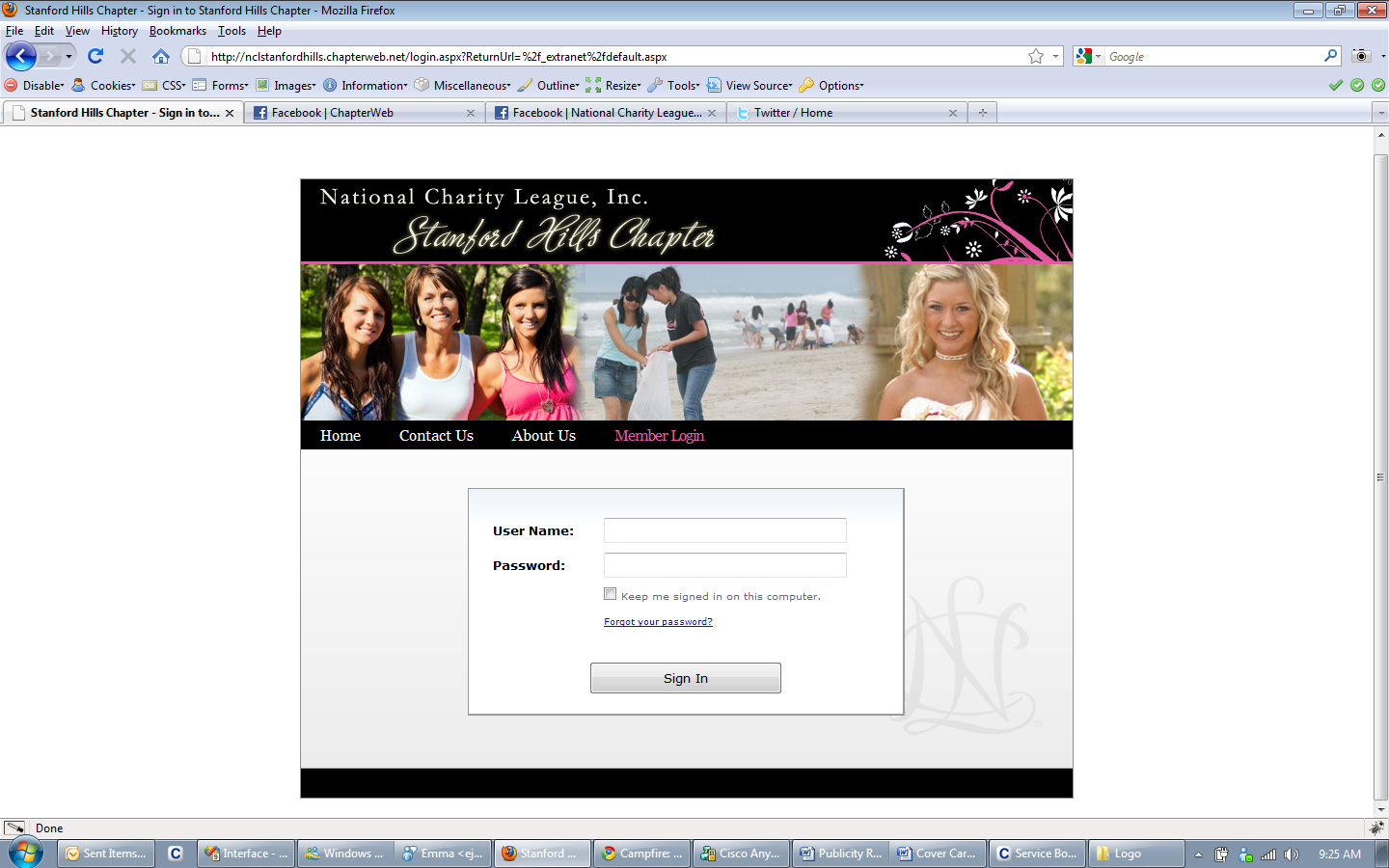
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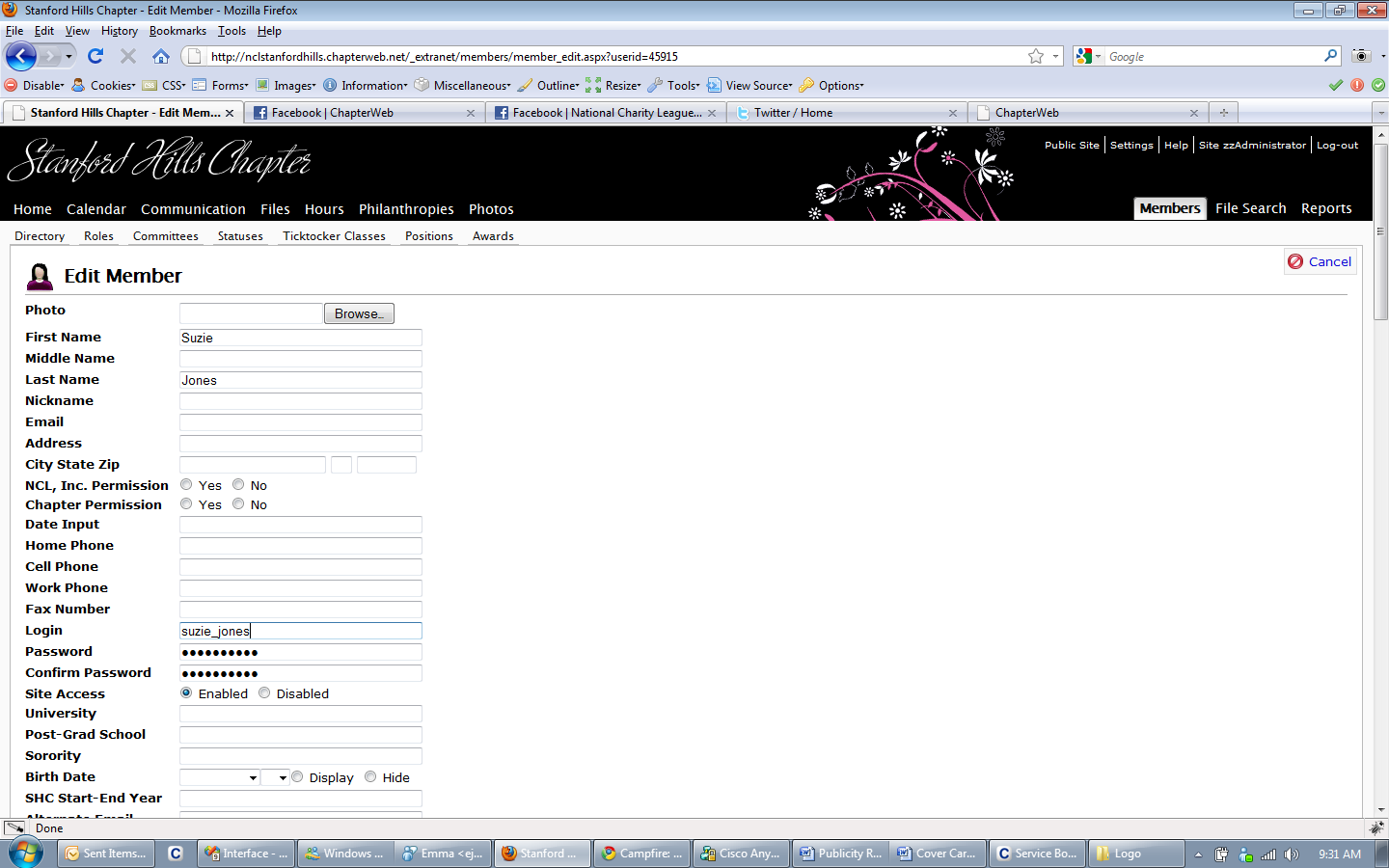
Quick Glance Guide

Logging in

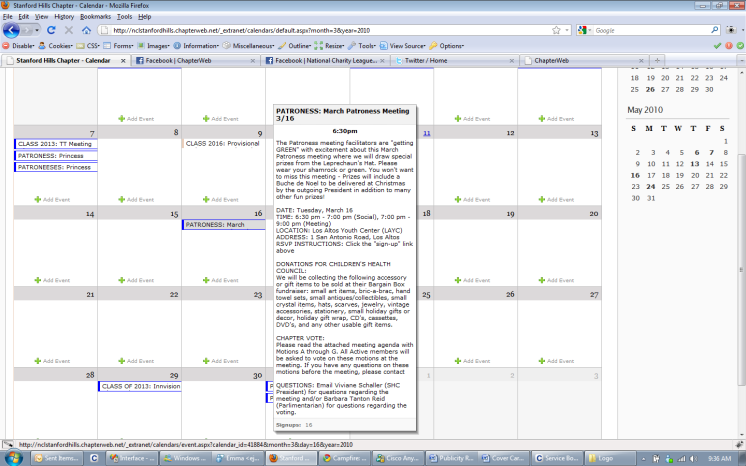
You’ll want to make sure to login to ChapterWeb 2.0 at your chapter website. For example: nclridgerock.chapterweb.net or nclridgerock.org. You can also login at: http://chapterweb.net/login.asp

The login page will look like this.  
  
If you’ve forgotten your password, use the “forgot my password” link below the username and password fields.

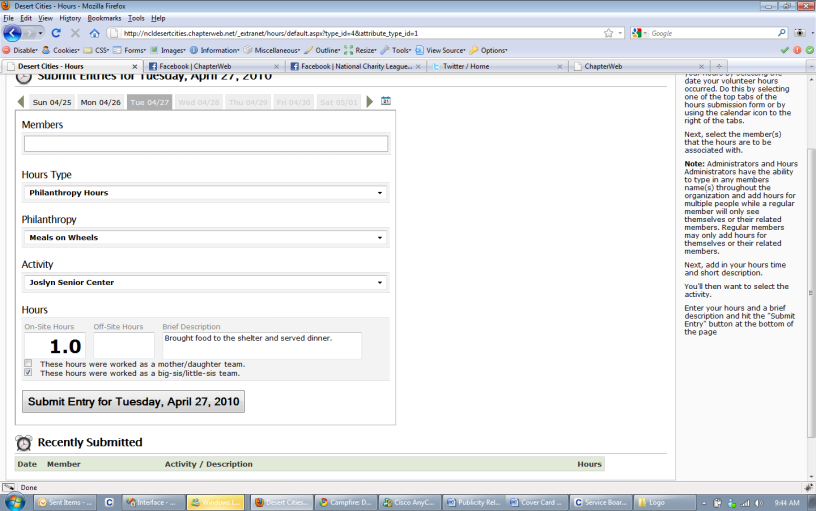
Updating Your Information

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.  
  
Press “Save” when you are done.

Signing Up for Events

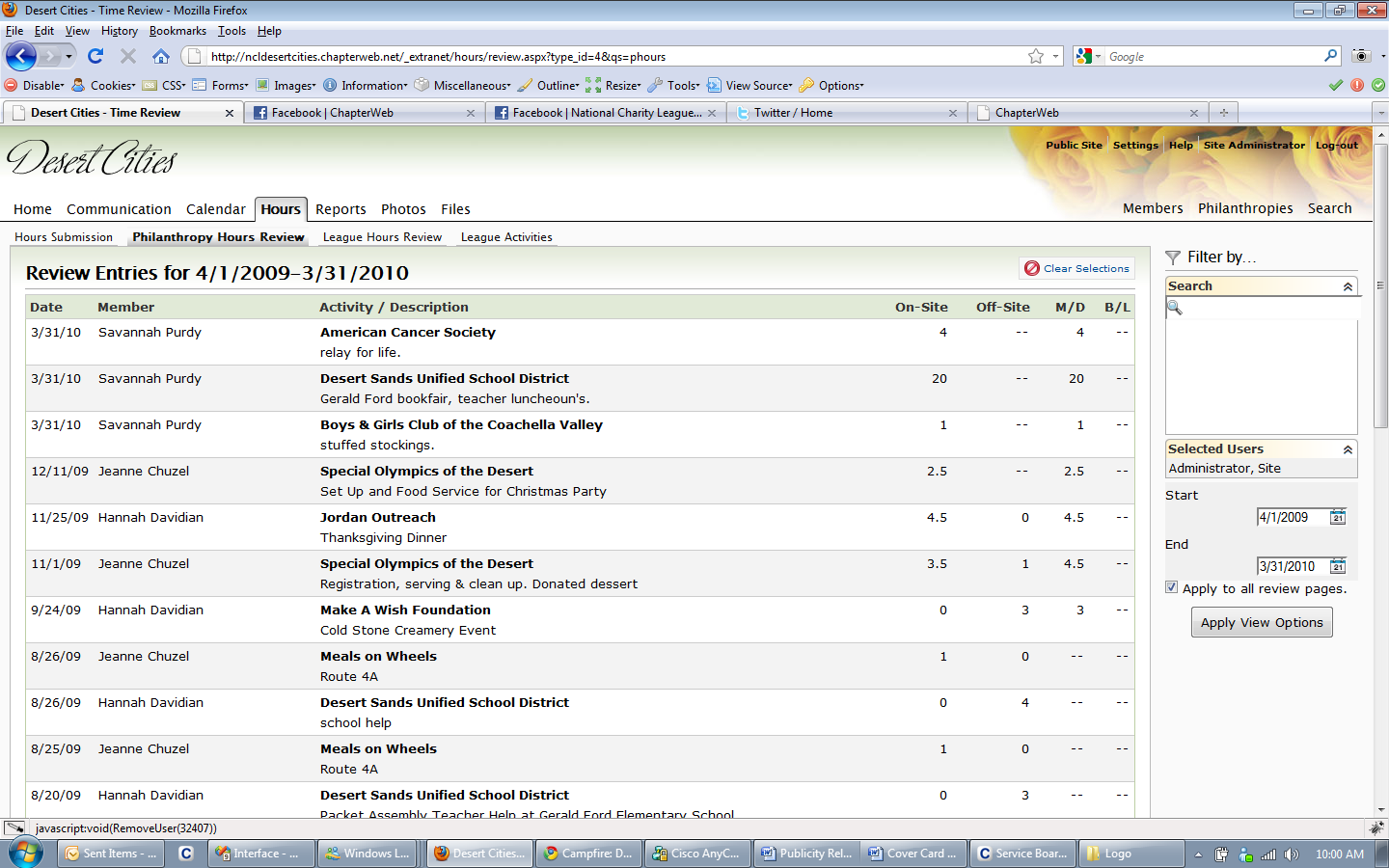
You can sign up for events by going into the Calendar tab. In this tab you’ll be able to see the whole month and the events that are available to you. Hover over an event to see its details including time, Philanthropy, and description. To Sign up for an event click on the event name and hit “Sign Up”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

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.  


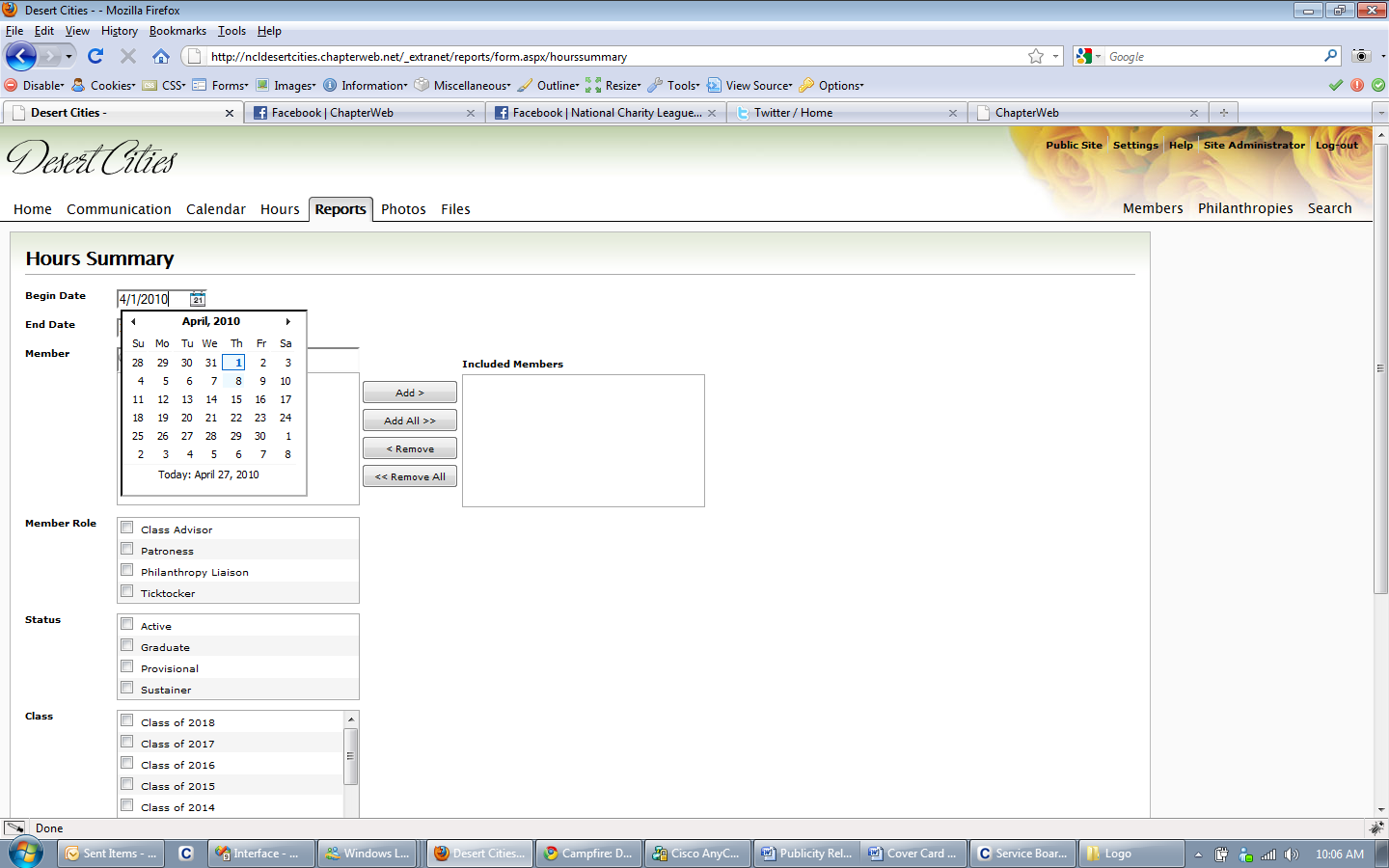
If you have admin privileges, remember that you can add hours for any member in the chapter by simply typing in their name in the “member” section before placing in hours.

Reviewing Your Hours

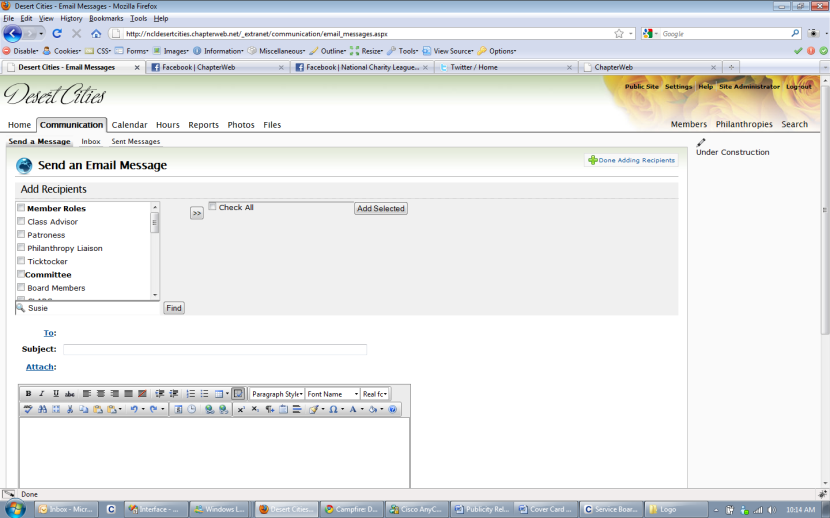
Enter the Hours tab and click on the sub menu item “Philanthropy Hours Review” or “League Hours Review” to edit, delete, and review your hours. Once in this screen, use the right hand side to select whose hours you’d like to see and the calendar to select the dates you’d like to review and press “Apply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

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)