

Notes for updating MASFAA website (www.masfaaweb.org):

The first thing everyone needs to do after the meeting is to bookmark www.masfaaweb.org and find your User Name and Password. We are making a big push to update the website and upload minutes & reports which will be very useful for sharing information with the executive council, committees, and the membership.

This is what can be done:

By going to Member Services in the Administrative Services area of the website, you can update committee members, calendar items, and load reports and documents. It's really quite powerful and useful.

To access, go to www.masfaaweb.org

Click on *Member Services*

Then, under *Administrative Services*, click on *Executive Board/Committee Chair*:

- This is a restricted area for current members only
- User Name & Password required to access Member Services
- User Name & Password required to update password
 - If necessary, contact support@masfaaweb.org for assistance
- Access is customized for each board member and committee chair
 - Then click on *Chair Action* to:
 - Download UsersGuide [pdf]
 - Add Participant (to your committee)
 - Remove Participant (from your committee)
 - Post Calendar Items
 - Send Email (to your committee, no attachments)
 - Retrieve Contact Data
 - Print Mailing Labels
 - **Post Committee Minutes (text only, no pictures)**
 - Potential New Members
 - Official Documents
 - **Post Urgent Message**
 - Download Membership Table
 - Logout
- To **Post Committee Minutes/Reports (two options)**:
 - Click on *Method to Post Minutes*
 - Select *.htm Web Document* or *Form Completion*
 - For .htm Web Document (MS Word files only)
 - In Word, save .doc file as a **Web Page (*.htm)** file
 - Leave spaces out of file names
 - Must exit MS Word to continue with Upload

- Send non-Word and picture files to support@masfaaweb.org
 - Return to **Chair Action** page of website
 - Click on **Method to Post Minutes**
 - Select **.htm Web Document**, then **Continue**
 - Select the **Meeting Date** for the minutes, reports, or notes
 - Select **Browse** to find your MS Word file from your local directory
 - Enter a Short Descriptive Title for your file
 - Then click **Upload File**
 - Select **Return to Actions** and you're done!
- For **Form Completion**, complete the form template and submit
 - It's very easy, just follow the instructions
- Call Keith Williams at 517-432-6490 if you have any problems