



USER GUIDE v1.0

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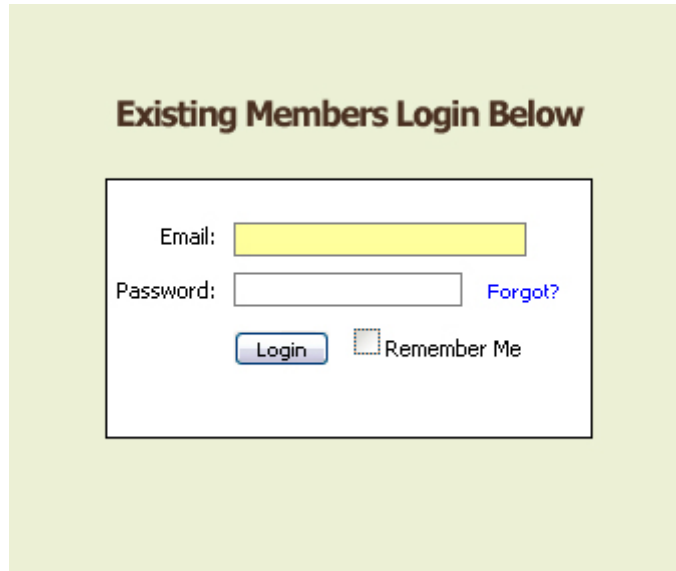
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I) Login

- a. **Login** – If you are an existing user, you will be able to log in on the left side of the home page (<http://www.npbis.org>)

A screenshot of the login form for existing members. The form is titled "Existing Members Login Below" and contains the following elements: an "Email:" label followed by a text input field; a "Password:" label followed by a text input field and a blue "Forgot?" link; a "Login" button; and a "Remember Me" checkbox with its label.

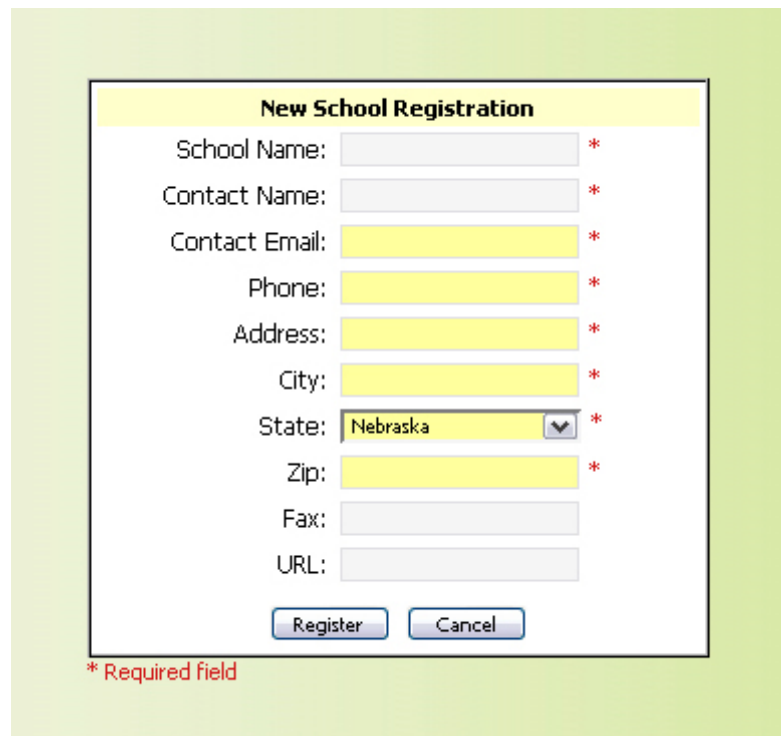
i. Controls

1. Enter your Email Address.
 2. Enter your NPBIS password.
 3. **Forgot? link** - If you can't remember your password, enter your email address and click "forgot?".
 4. Check the "Remember Me" box if you would like your email to be remembered in the cookie so that you don't have to enter it every time.
 5. Click the "Login" button to be logged into the site.
- ii. If you have successfully logged in, you will be redirected to the page you were heading to or the events page by default.

- b. **Register Your School** – If you haven't signed up for the site and your school or team hasn't registered, click this button to sign up a team.



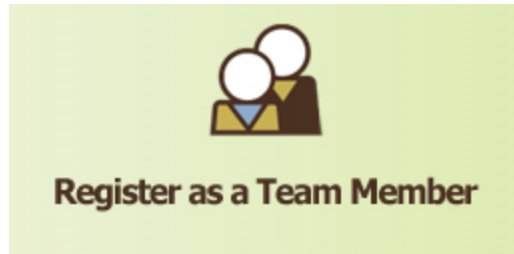
- c. The team will have to be approved before users can sign up.
i. Controls

A screenshot of a "New School Registration" form. The form is titled "New School Registration" in a yellow header. It contains several input fields, each followed by a red asterisk indicating it is a required field. The fields are: School Name, Contact Name, Contact Email, Phone, Address, City, State (a dropdown menu currently showing "Nebraska"), Zip, Fax, and URL. At the bottom of the form are two buttons: "Register" and "Cancel". Below the form, there is a red asterisk followed by the text "* Required field".

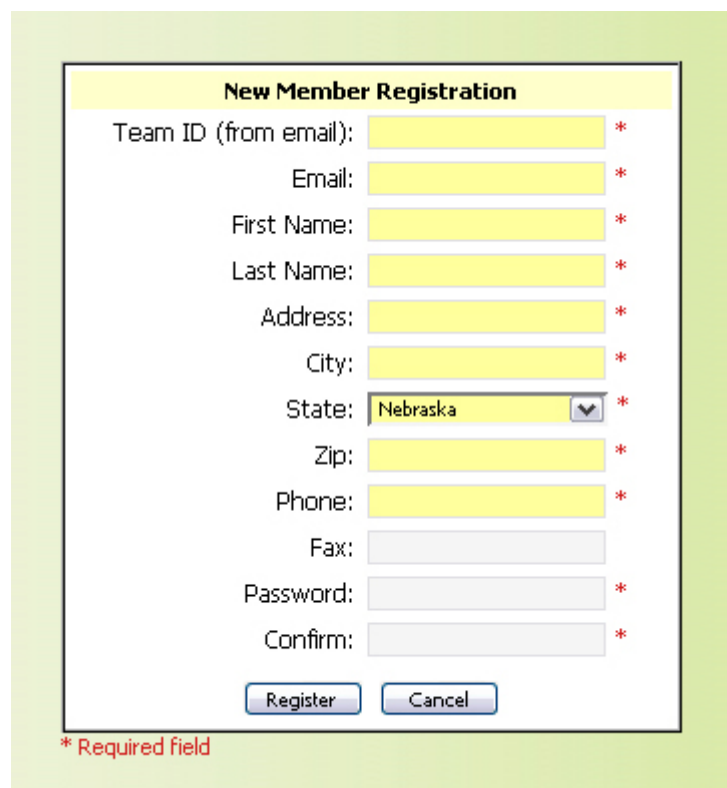
1. Enter your School's Name.
2. Enter your name as the contact. This person will serve as the team's administrator.
3. Enter your email as the contact email. This email address will receive team updates including the email that is sent when your team is approved. Also, when you sign up with a user with this email address, you will be entered as the team's administrator.
4. Enter the phone where we can reach you.

5. Enter the school's address.
 6. Enter the school's city.
 7. Select the school's state.
 8. Enter the school's zip code.
 9. (Optional) Enter the school's fax number.
 10. (Optional) Enter the school's website address.
 11. Click Register to submit your school for program approval.
 12. Click "Cancel" to reset the form.
- ii. After signing up, your school will be submitted for approval. You will see a message confirming that you signed up, receive an email stating that your team is under review, and an email will be sent to NPBIS stating that a new user has signed up and needs to be reviewed.

- d. **Register As a Team Member** – Once your team is approved an email will be sent to the team’s contact. This email will contain a Team ID code.



i. Controls

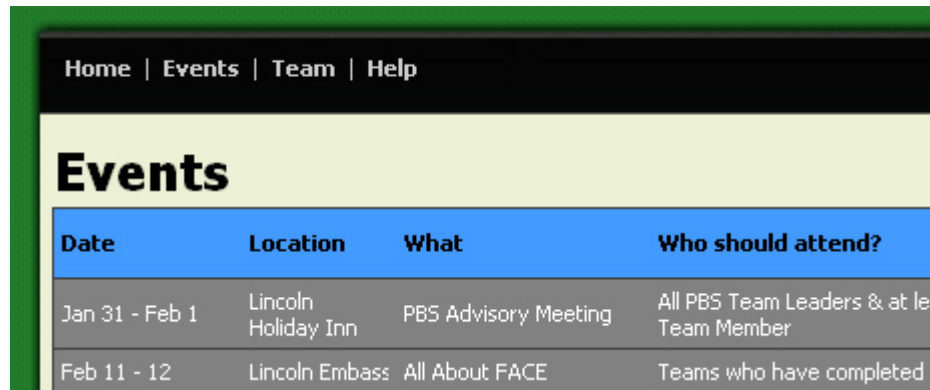
A screenshot of a web form titled "New Member Registration". The form contains several input fields, each with a red asterisk indicating it is required. The fields are: Team ID (from email), Email, First Name, Last Name, Address, City, State (a dropdown menu currently showing "Nebraska"), Zip, Phone, Fax, Password, and Confirm. At the bottom of the form are two buttons: "Register" and "Cancel". Below the form, there is a red asterisk followed by the text "* Required field".

1. Enter the Team ID from your email. If you click the link in the email you received after your team was approved, the Team ID will be entered for you.
2. Enter your email address. To be the team’s administrator, make sure this is the same email address that was listed as your Team’s Contact Email.
3. Enter your first name.
4. Enter your last name.
5. Enter your address.
6. Enter your city.

7. Select your state from the dropdown list.
 8. Enter your zip code.
 9. Enter your phone number.
 10. (Optional) Enter your fax number.
 11. Enter a password and confirm it.
 12. Click "Register" to sign up.
 13. Click "Cancel" to reset the form.
- ii. Once you sign up, you will see a message confirming your sign up, you will be sent an email with your sign in information, and you will be redirected to the Events page in about 5 seconds.
- e. If you are a new member who has been invited by the team manager and you have been given a login email and a password, then you will be redirected to the Member Information page to complete their registration.

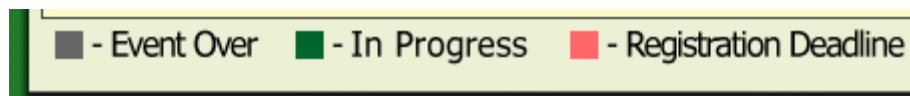
II) Events

- a. **Events Grid** - The events page will contain a list of all events.
 - i. Display Date, Location, Who should attend?, Description, and Registration Deadline. Also, click on the event row to event the details for this event.



Date	Location	What	Who should attend?
Jan 31 - Feb 1	Lincoln Holiday Inn	PBS Advisory Meeting	All PBS Team Leaders & at least one Team Member
Feb 11 - 12	Lincoln Embassy	All About FACE	Teams who have completed P...

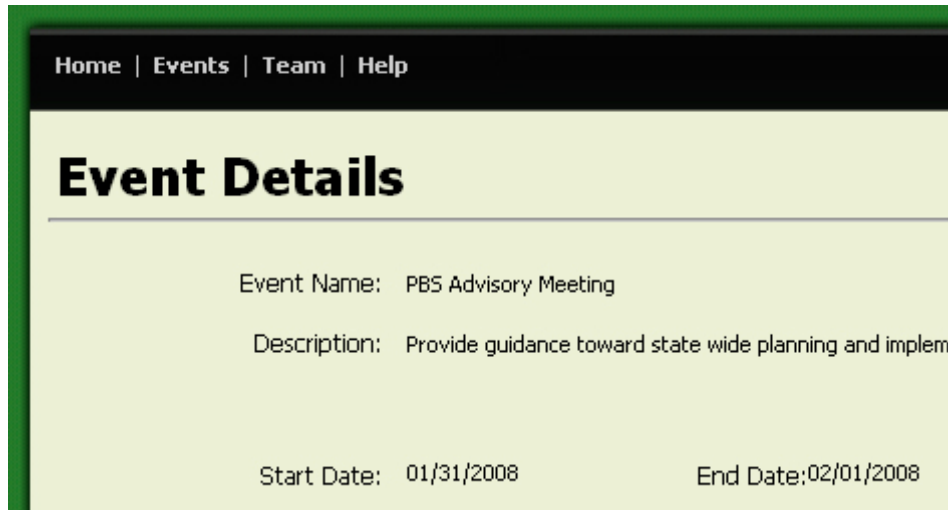
- ii. Events are color coded based on event date, registration deadline, etc.



■ - Event Over	■ - In Progress	■ - Registration Deadline
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- a. **Viewing Event** – Clicking anywhere on the event row will take you to the event details page (see Events → Pages → Event Details).

- b. **Pages** – These are pages that can be reached from the events page.



- i. **Event Details** – The event details page is a page that allows Admin to modify details of an event. Regular users will only see the details without being able to modify them.
1. **Controls**
 - a. The event name will show up in the “What” column of the events page.
 - b. The event description contains a description of the event.
 - c. The Start Date is the date the event will start on.
 - d. The End Date is the date the event will end on. If this was left blank, it will be assumed that the event will end the same day that it starts.
 - e. The Reg. Deadline is the day when registration will close. For example if 5/20/2008 was entered, registration will close at 5/21/2008 at exactly midnight.
 - f. Event Documents – This section will allow you to see documents which have been uploaded and attached to an event.
 - i. View documents that have been attached by clicking the document name.
 - g. Lodging Info Section
 - i. If a lodging date range has been specified, checking the dates in the list of check boxes will list these as lodging dates for you.
 - ii. If a lodging date range has been specified and double occupancy is available, select a roommate from your team. The roommate list will contain all roommates who have not been spoken for.

- iii. If a lodging date range has been specified, specify “smoking room” and “sub reim”.
- h. Attending Button – Click here to register yourself for the event.
- i. Not attending button – Click here if you will be unable to attend the event
- j. If you do not see the Attending Button and Not Attending button, you will see a reason why you cannot register at this time.

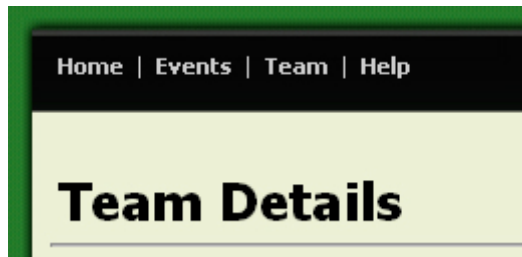
2. **Attendance List** – This list will summarize the selected team's enrollment for the event.
 - a. **Enrolled Section** – This will display a list of members from your team who have said they plan on attending the event. To the right of the member, if any have signed up, will be a checkbox that allows the current Team Administrator to select this member to receive a reminder email. Also, if an email has been sent to the member, a date when the last email was sent will be displayed beside the member's name.
 - i. **Send Event Reminder Button** – Clicking this button will send an email to all selected enrolled members.
 - b. **Not Attending Section** – A list of all the members from your team who have said they will be unable to attend the event.
 - c. **Pending Section** – A list of all the members of your team who have not enrolled or declined the current event. Next to each member will be a check box that allows the member to be selected to receive an email from the Team Administrator.
 - i. **Sent Enrollment Reminder Button** – Clicking this button will send an email to all pending members who have been selected.
 - ii. **Required Attendees** – The pending members who are in a position required to attend will be marked by an asterisk (*).
3. **Upper Right Corner Control**



- a. **Back to Events** – This will take you back the main events grid.

III) Team

- a. The Teams section contains an interface for viewing/managing a team's information and members. Only Team Administrators can change this information.

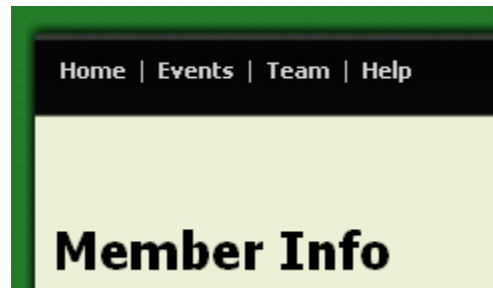


- b. **Controls**

- i. **School Name** – The name of your team/school.
- ii. **Address** – The school's address.
- iii. **City** – The school's city.
- iv. **State** – The school's state.
- v. **Zip** – The school's zip.
- vi. **Phone** – The school's phone number.
- vii. **Fax** – The school's fax number.
- viii. **Level** – The current level for the school.
- ix. **URL** – The schools URL (not a clickable link).
- x. **Contact Name** – The contact person for this team. This person should also be the team's administrator.
- xi. **Contact Email** – The Contact person's email address.
- xii. **Status** – The school's status. This should be Inactive until the school fills all required positions and Active once all required positions are filled. Team members can only sign up for events when this is "Active".
- xiii. **Update Team Info Button** – Clicking this button will save all changes made to a team.
- xiv. **Cancel Button** – Clicking this button will discard all changes made to the team.
- xv. **Team Message** – This message will be displayed if the team is missing required members or has members who have been added but have yet to log in.
- xvi. **Team Members Grid** – This contains a list of all the members of the current team.
 1. **Columns**
 - a. **Name** – The team member's name. This is also a link to the Member Details page for this member (see Members).
 - b. **Position** – This is the position that this member occupies on the team. Team Administrators can update this, but by doing so they may change the status of the team.

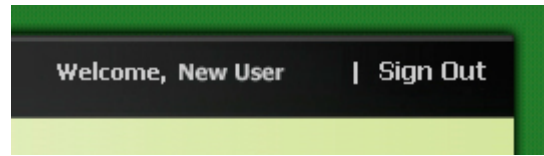
- c. **Email** – The member’s email address.
 - d. **Phone** – The member’s phone number.
 - e. **Status** – The member’s status.
 - f. **Controls** - Controls used to edit, delete, or send invites to users.
 - i. **Edit** – The Wrench icon will allow Team Administrators to edit details of this member. Clicking this icon switches this member to edit mode.
 - ii. **Delete** – The Trash Can icon will delete a user. If the icon is clicked by a Team Administrator, the member’s status will be changed to “Deleted” upon confirmation.
 - iii. **Send Invite** – The Email icon will send an Email invitation to this member including the user name and a temporary password for the member to log in with. This icon is only visible until the member has logged in the first time.
2. **Edit Mode Columns**
- a. **Name** – Enter the first and last name of a member. Upon saving, the name will be separated on the last space in the name and everything before the space will be the first name and everything after the space will be the last name. For members with a complex last name (containing spaces in the last name) enter the last name here with no spaces and then after saving, click the member’s name and use the member manager (see Members).
 - b. **Position** – Select the position that the member will fill on the team. The default position is “Member”.
 - c. **Email** – Enter the member’s email.
 - d. **Phone** – Enter the member’s phone number.
 - e. **Status** – The member’s status (this cannot be updated in this section).
 - f. **Controls**
 - i. **Save** – Clicking this button will save changes to the member.
 - ii. **Cancel** – Clicking this will discard changes to the member.
3. **Add New Member Icon** – This will insert a new member into the list with default properties.
4. **Update Member Positions Button** – Clicking this button will update member positions for all member’s whose position was changed.
5. **Cancel Button** – Clicking this will reset changes to the team members.

IV) Members



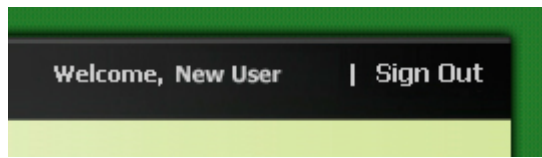
- a. This section allows for the management of user information. You can access this page by clicking on your name in the top right corner of the screen.
- b. **Team Member** – Any user can manage their own information here by clicking their name next to the “Welcome” message in the top right corner of the screen.
- c. **Team Administrator** – A Team Administrator can manage their information as well as any member of their team. They can access a fellow team member’s member information by clicking on them in the Team Members section of the Team Detail page.
- d. **Controls**
 - i. **Team** – The team that the member belongs to. This cannot be changed.
 - ii. **Email** – The member’s email address.
 - iii. **First Name** – The member’s first name.
 - iv. **Last Name** – The member’s last name.
 - v. **Address** – The member’s mailing address.
 - vi. **City** – The member’s city.
 - vii. **State** – The member’s State.
 - viii. **Zip** – The member’s zip code.
 - ix. **Phone** – The member’s phone number.
 - x. **Fax** – The member’s fax number
 - xi. **Team Position** – The member’s position on the team. This is only available to Admin and Team Administrators.
 - xii. **Password & Confirm** – If a password is entered and confirmed a new password will be set for this user. If not, the password will remain the same.
- e. **Back to Team** – If you got to this page from the team details page, in the upper right hand corner, you will see a link back to the team details page.

v) **Welcome, [Your Name Here]**



- f. Once you are signed in, you will see a “Welcome” message with your first name in the top right corner of the page. When you click on your name, it will take you to the Member Info page to edit your information. (See Members)

VI) Sign Out



- g. Clicking "Sign Out" will log you out and redirect you to the Login page.

VII) **Further Assistance**

Contact Cindy Heiser

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