Purpose

On this site you will find:

- Relevant Documents
- Calendar of Events
- Contact Information
- Meeting Agendas
- Meeting Materials (Binder)

It also allows for increased transparency between the Executive Board and the House of Delegates.
You need to do 3 things:

- Access the site
- Set alerts
- Get familiar with the basic contents on the site
How to Access

Jackie or Dr. Hall will be emailing you:

◦ The Governance Portal Site URL
◦ A unique user name
◦ A unique password

If you forget your username or password:
◦ Please, email the site administrator at

SPAdmin@avma.org
Online
Finding SAVMA

Click on SAVMA’s name, located on the left hand side of the home page under Governance Sites.
Welcome Menu

Located with the member’s name in the upper right corner of SAVMA’s main page.

Click on your name to open the Welcome Menu.
Welcome Menu

My Settings
Update your user information, regional settings, and alerts.

Sign in as Different User
Login with a different account.

Request Access
Email the site administrator to request additional permissions.

Sign Out
Logout of this site.

Personalize this Page
Add, remove, or update Web Parts on this page.
Setting Alerts

- Click “My Settings” in the Welcome Menu drop-down list.
- This will take you to your user information page.
- Click “My Alerts.”
- Click “Add Alert.”
Setting Alerts

- Select a category or web part, and then click “Next.”

- This will take you to a screen on which you can set the alert parameters.

- Some, such as Calendar and Announcements, should be set for an immediate alert.
Setting Alerts

- We recommend establishing your alert settings the first time you log onto the site.
- Without setting your alerts, you will not automatically be notified by the site when items are posted on it.
- You can change your settings at any time.
Receiving Alerts

- Is dependant upon your alert settings.
- Will be by email from SPAdmin@avma.org.
Web Parts

These are the categories available on the entity’s home page.

- Announcements
- Agenda Library
- Working Library
- Meetings and Events Calendar
- How To
- Site Members
- Staff Members
Web Parts

Announcements
There are currently no active announcements. To add a new announcement, click "Add new announcement" below.

Add new announcement

Agenda Library
There are no items to show in this view of the "Agenda Library" document library. To create a new item, click "New" or "Upload" above.

Add new document

Working Library
There are no items to show in this view of the "Working Library" document library. To create a new item, click "New" or "Upload" above.

Add new document

Meetings and Events Calendar
There are currently no upcoming events. To add a new event, click "Add new event" below.

Add new event

How to:
- Highlighted Resources
- Helpful hints for navigating the site
- Site Navigation Info
- Managing Alerts
- Managing Announcements
- Managing Calendar Events
- Managing Document Library
- Procedure to download agenda files

CEI Site Members
This section contains important messages such as upcoming events, comment deadlines, and relevant actions.

It is “read only”, and cannot be edited.

Click on the announcement name to view its details.
Agenda Library

- This is a read-only section contains relevant files and documents that can be downloaded.
- To download the file, hover your mouse over the file name to generate a drop-down menu, select “Send To,” select “Download a Copy.”
- Do not left click because it makes you reenter the password.
Working Library

Can be used by all site members to upload, edit, and update document files for sharing.

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>There are no items to show in this view of the &quot;Working Library&quot; document library. To create a new item, click &quot;New&quot; or &quot;Upload&quot; above.</td>
</tr>
</tbody>
</table>

- Add new document
Meetings and Events Calendar

This is a “read only” listing of upcoming events, meetings, and deadlines. Click on the event title to view details.

8/27/2009 12:00 AM  AALC Fall 2009 Meeting NEW
How To

Provides helpful instructions for site users.

- Highlighted Resources
- Helpful hints for navigating the site
- Site Navigation Info
- Managing Alerts
- Managing Announcements
- Managing Calendar Events
- Managing Document Library
- Procedure to download agenda files
Listing the Site as a Trusted Site

- Allows you to open a file by simply clicking on the file name without generating additional security boxes.
- Is dependant upon the web browser and internet security system you use.
Questions???

If you would like an announcement posted, an event placed on the calendar or a document uploaded to the Agenda Library please contact

Dr. Hall - dhall@avma.org or
Jackie - jross@avma.org