HOW TO USE NORTHERN NECK CONNECTION

INDIVIDUALS:

No log-in is needed to view pages on NNConnection. Use the page buttons and menu tabs to explore the site.

Individuals can subscribe to the free [Community Email List](#) to get emails about news and events from nonprofits and community groups around the Northern Neck and Middle Peninsula.

NONPROFITS:

SIGN UP FOR A NEW USER ACCOUNT/PROFILE

Representatives of local nonprofit and community groups can register their organizations in order to post and share information.

Click the "Sign Up" button at the top of the home page and fill out the form. The site administrator will then set up your account and you will receive a welcome message and prompt to set your password. You can then login and post information on the website and to the Community Email List.

SEND AN EMAIL BLAST

It's simple! From your business or personal email, send the email you want released to the ListServ to community@nnconnection.org and we will get it out to the email group of nearly 800 recipients. We have just a few rules and requirements:

1. **DO NOT SEND ATTACHMENTS. Attachments will be deleted. Put all of your information in the main body of an email.**
2. Instead of attachments, **you may include WEB LINKS** to online locations where people can access your flyers, photos, and info.
3. Be sure to **include a PUBLIC EMAIL ADDRESS AND CONTACT INFORMATION** so readers can reach you. Public replies sent to NNC staff, instead of to you, about your event will not be answered.
4. **Submit your message AT LEAST 7 DAYS IN ADVANCE** of an event to allow time for it to be released from our site and read by recipients. NNC may reject messages not received within this time frame. **NNC may take up to 3 business days (M-F) to review and release your message.**
5. **Submit your message ONLY ONCE.** NNC's general policy is to send only one notice per event, except in special cases. **Please refer to the timing guidelines in #4 above when deciding when to submit your message.**
6. NNC reserves the right to reject and delete any messages that we determine for any reason are not aligned with the purpose and values of our organization.

WEBSITE ACTIONS:

LOGIN

Click on the "Login" button at the top of the homepage and enter your user name and password. You will then see your personal dashboard and menu for posting information.

UPDATE YOUR ACCOUNT INFORMATION

Click on your organization's name on the top right of the page and then click "edit my profile".

From this screen you can update your contact information, email, password, and logo.

Your "User Name" name cannot be changed. Also, please **do not change the "First Name" or "Last Name" to your personal name**. These fields need to show your Organization name in order for postings to display correctly on this site.

To change your password: scroll down to Account Management and New Password. When you click the "Generate Password" button, you will get a random generated password. Put your cursor in the box to delete the contents and type in your desired password.

To add your organization's logo: scroll all the way to the bottom of the page. Under "Avatar" click "choose image". Select or drag and drop your image and follow the prompts. Your logo will then appear when you add information on the site next to your posts!

After making any changes to your account info, be sure to click the "Update Profile" button at the bottom of the page to save your changes.

POST "MEDIA"

Click on the "Media" link on the menu to the left of your dashboard.

Click "add new"

You can then add photos to your account for use in posts. These photos will be saved in your library under the media link for future use.

POST "NEWS"

Click on the "Post" link on the menu to the left of your dashboard.

Click "add new"

Add the title of your press release or announcement in the title box

Cut and paste or type your press release or announcement into the description box immediately below the title.

(Note: To add additional commands to the menu bar in the text box, hover over and click the "Tool Bar Toggle" button on the existing toolbar or hit "Shift+Alt+Z". the toggle button is the second button from the right)

Once your information is entered, you can then select the publish options from the menu on the right of the screen.

Click "preview" to review the information as it will appear on the site
Click "publish" to save your information to the site
Once you publish the information, it will then appear in the "What's New" box on the home page and on your organization's profile. In addition, it will appear on the "What's New" page on the website.z

POST AN "EVENT"

Click on the "Event" link on the menu to the left of your dashboard.

Click "add new"

Add the title of your event in the title box

Cut and paste or type your event information into the description box immediately below the title.

(Note: To add additional commands to the menu bar in the text box, hover over and click the "Tool Bar Toggle" button on the existing toolbar or hit "Shift+Alt+Z". the toggle button is the second button from the right).

Scroll down to set the time and date in the respective boxes

To schedule multiple dates and times, click on the "schedule multiple events" button, click the frequency (i.e. daily, monthly, etc.) and follow the series of drop down menus to set the recurring dates.

Scroll down to "location". Here you can either add the venue or choose one from the drop down list. The list will be populated by the users as they add venues. This is optional. If you prefer, you can simply put the event location in the text box with the details of your event.

The event organizer and ticket sections are optional and not required. You can simply skip these steps.

Once your information is entered, you can then select the publish options from the menu on the right of the screen.

Click "preview" to review the information as it will appear on the site
Click "publish" to save your information to the site
Once you publish the information, it will then appear in the "Upcoming Events" box on the home page and on your organization's profile. In addition, it will appear on the "Events" page on the website.

POST "EMPLOYMENT OPPORTUNITIES"

Click on the "Employment Opportunities" link on the menu to the left of your dashboard.

Click "add new"

Add the title of your employment opportunity in the title box

Fill in the items marked with a red asterisks as this information is required. It is recommended that you also add your contact information in the respective boxes.

Cut and paste or type your job description and details into the description box immediately below the title. Be sure to include instructions for applying for the position.

(Note: To add additional commands to the menu bar in the text box, hover over and click the "Tool Bar Toggle" button on the existing toolbar or hit "Shift+Alt+Z". the toggle button is the second button from the right)

Once your information is entered, you can then select the publish options from the menu on the right of the screen.

Click "preview" to review the information as it will appear on the site
Click "publish" to save your information to the site
Once you publish the information, it will then appear in the "Hot Jobs" box on the home page and on your organization's profile. In addition, it will appear on the "Employment Opportunities" page on the website.

POST "VOLUNTEER OPPORTUNITIES"

Click on the "Volunteer Opportunities" link on the menu to the left of your dashboard.

Click "add new"

Add the title of your volunteer opportunity in the title box

Fill in the items marked with a red asterisks as this information is required. It is recommended that you also add your contact information in the respective boxes.

Cut and paste or type your volunteer opportunity details into the description box immediately below the title.

(Note: To add additional commands to the menu bar in the text box, hover over and click the "Tool Bar Toggle" button on the existing toolbar or hit "Shift+Alt+Z". the toggle button is the second button from the right)

Once your information is entered, you can then select the publish options from the menu on the right of the screen.

Click "preview" to review the information as it will appear on the site
Click "publish" to save your information to the site
Once you publish the information, it will then appear in the "Volunteer" box on the home page and on your organization's profile. In addition, it will appear on the "Volunteer Opportunities" page on the website.

POST "TESTIMONIALS"

This is a new feature. If we've done something well, let us know! Whether you like the new site or you have attended one of our seminars and found the information beneficial to your organization.

Click on the "Testimonials" link on the menu to the left of your dashboard.

Click "add new"

Add a title to your testimonial in the title box

Cut and paste or type your testimonial details into the description box immediately below the title.

(Note: To add additional commands to the menu bar in the text box, hover over and click the "Tool Bar Toggle" button on the existing toolbar or hit "Shift+Alt+Z". the toggle button is the second button from the right)

Once your information is entered, you can then select the publish options from the menu on the right of the screen.

Click "preview" to review the information as it will appear on the site
Click "publish" to save your information to the site
Once you publish the information, it will then appear under "Testimonials" in the footer on the home page and on your organization's profile. In addition, it will appear on the "Testimonials" page on the website.

BECOME A FEATURED ORGANIZATION

Simply post your information of the website! The "Feature Organization" box on the home page will show your organization when you post new information.

Note: You can also access each menu item by clicking on the "New" button at the top left of the page next to your organization name!

To access your posted information, click on the respective link in the menu and click the all button above add new in each menu item. This will take you to the list of those items you have posted so that you can view and edit each post.

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Check out our community resources and nonprofit tools pages. If you have suggestions or information we should include, please email us at info@nnconnection.org

If you have scenic photos from the region you would like to submit for use in the slideshow, please email us at info@nnconnection.org and include the image in jpeg format.

If you have photos of your organization in "action" you would like to submit to feature in the photo cube on our homepage, please email us info@nnconnection.org and include the image in jpeg format.

If you need additional assistance or would like to schedule training to use the new site, please email us at info@nnconnection.org.