

Using the Committee Management System (CMS) and E-lists:

Committee Management System (CMS):

Steps to initiate and respond to a message, along with uploading a file:

1. Any message that is sent through the CMS will show up in your inbox (for those committees you serve on).
2. To initiate a new message:

Log in to Members Only area >
Scroll over Member's Home >
Choose Profile Page >
My Features >
Committees >
(Choose the appropriate committee if more than one is listed) >
Add a Committee Message

3. If you would like to respond to a message initiated by someone else, navigate to the committee site and "Add a Comment" by:

Logging in to Members Only area >
Scroll over Member's Home >
Choose Profile Page >
My Features >
Committees >
(Choose appropriate Committee) >
Click on the Message that you would like to respond to >
Add a Comment

4. View Members of the committee, Files, or previous Messages by clicking on the corresponding tabs at the top of the box.
5. To upload a file, follow the same steps as listed above and once at the Committee site, choose Files tab > Add Files.

E-lists:

To send an E-list, take the same steps to My Features, and choose E-lists > Post a New Message. Make sure notifications are turned on for "Subscribed" and "Email Delivery."