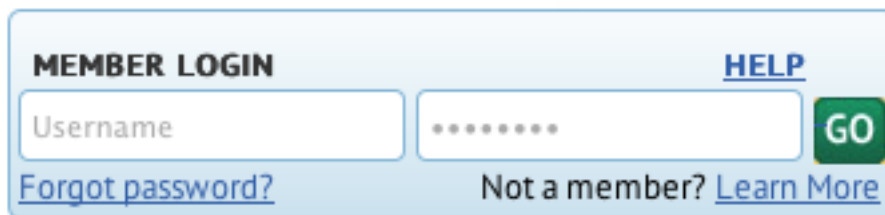


Michigan Association of Municipal Clerks Website Guide

The Michigan Association of Municipal Clerks is pleased to present a new and improved website to our membership. The following guide will help you get started on the site.

Login

If your email is on file and up-to-date with MAMC, you should have received an email just before the new website was launched, containing your username and password. Most usernames are your first initial and last name (lowercase, all one word) with some exceptions for users that would have had identical usernames. Random passwords were initially assigned.



The screenshot shows a login form with the following elements: a title "MEMBER LOGIN" in the top left, a "HELP" link in the top right, a "Username" input field, a password input field with masked characters "*****", a green "GO" button, a "Forgot password?" link, and a "Not a member? Learn More" link.

To login to the website, enter your username and password in the boxes in the top right corner of the website, and click "GO". If you are successfully logged in, you will see a "Member Portal" and "Logout" link in the top right corner.

If you forgot your password, click the "Forgot password?" link, and enter your username. An email will be sent to your email address on file with your password.

If you do not know your username (and it does not seem to be your first initial and last name), or you did not receive an email, click "HELP" for more instructions and to contact MAMC to retrieve your login information.

Member Portal Page



Click on the "Member Portal" button to go to the Member home page. On this page you will find quick access to resources available only to members.

Member Resources:

This section of the page lists links to pages only available to members. Most of these pages will also appear in the top dropdown menu once you are logged in.

- Forum: join the conversation to ask questions and post answers. Discussed in-depth below.
- Member Directory: connect with MAMC members. Discussed in-depth below.
- Edit Your Directory Listing: keep your profile current. Discussed in-depth below.

- **Municipal Operations:** The MAMC maintains resources to guide clerking tasks, including Rules & Procedures, Freedom of Information Act (FOIA), Licensing, and Ordinances.
- **Legislative Updates:** keep up on legislative issues relevant to Clerking issues, especially elections.
- **Photo Gallery:** Have a great MAMC picture? Share it in the members-only gallery. Discussed in-depth below.
- **Scholarships:** apply for assistance to attend MAMC events.
- **Employment:** be the first to hear about new opportunities

Renew Your MAMC membership:



This box will contain different instructions depending on whether it's during a renewal period. Membership dues and payments are discussed in-depth below.

New in the Forums:

This box will list that last items posted in the MAMC website forum. The forum is discussed in-depth below.

Latest Newsletter:

The latest MAMC newsletter will always be posted on the Member Portal homepage.

Forum

The Forum is only visible to logged in members. You can get to it from the Member Portal homepage link in Member Resources, or under "Resources" in the main menu, when you are logged in.

THE MAMC MEMBER FORUM IS REPLACING THE LISTSERV!

The new forum format will allow discussions to be tracked, and referred back to in the future to prevent duplicate discussions. It will start a useful archive or common questions among our membership. Members can manage their own forum and email preferences through the new website. By default, members will only receive emails when new topics are posted – replies will only be emailed to members who have "subscribed" to the topic – indicating they want to be involved in the discussion.

Browsing the Forum:

The main Forum page lists the different Forums that are available – set up by general category. To view posted questions, first select the Forum that best fits your topic.

Forum

Unanswered Not Read My Topics Active Topics [Forums](#) [My Profile](#) [Search](#) [Members](#)

MAMC

Forums	Topics	Replies	Last Post
MAMC all users forum! should send to everyone	2	7	RE: test for info by host 16 Jan 2012 09:45 AM
Ethics & Code of Conduct	2	1	RE: new topic by host 16 Jan 2012 09:31 AM
Governing Laws	0	0	
Open Meetings Act	0	0	
Parliamentary Procedure	0	0	
Agendas & Resolutions	0	0	
Minutes	0	0	
Records Retention & Management	0	0	
Freedom of Information Act	0	0	
Oath of Office & Web Resources	0	0	
Governmental Accounting	0	0	

On the next screen, you will see all of the Topics in that Forum:

Forum

Unanswered Not Read My Topics Active Topics [Forums](#) [My Profile](#) [Search](#) [Members](#)

Ethics & Code of Conduct

You are subscribed to this forum. Click to unsubscribe. Search this forum:

[Add New Topic](#)

Topics	Replies	Views	Last Post
new topic host	1	4	by host 16 Jan 2012 09:31 AM
test host	0	2	16 Jan 2012 09:26 AM

[Add New Topic](#) [Mark All Read](#)

Forums > MAMC > Ethics & Code of Conduct

Select a Topic to view the question and all of its replies.

When viewing a post, there are two buttons in the top right corner.

- The printer will allow you to view a simplified version for printing.
- The Envelope Button will allow you to send a link to that post to any email address.

new topic

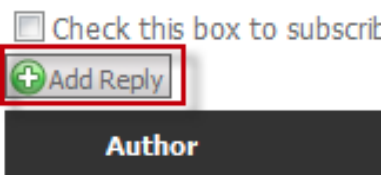
Last Post 16 Jan 2012 02:30 PM by SuperUser Account. 1 Replies.



Replying to a Forum Topic:

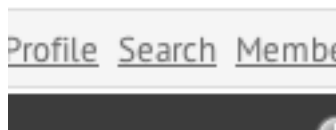
When you are viewing a Forum topic, there are two types of replies: standard and quick. A quick reply is accomplished by simply using the form at the bottom of the screen when viewing a post. Simply type in your reply and click Submit.

Forums > Default Group > Default Forum

A screenshot of a 'Quick Reply' form. It has a dark header with the text 'Quick Reply' and a close button. Below the header is a 'Subject:' field containing 'RE: New Post'. Underneath is a 'Body:' field with a rich text editor toolbar containing buttons for Bold (B), Italic (I), Underline (U), and Quote. A large text area is provided for the reply. At the bottom center of the form is a 'Submit' button with a floppy disk icon.

To use a standard reply, click the Add Reply button. This form is very similar to the Add New Topic interface. Attachments can be added to any reply; however, a poll can only be in the original topic post.

Searching the Forum:



If you have a question you want to ask in the forum, first make sure that someone else has not already started a discussion on your topic. You can do this using the forum Search link.

The Search gives options to search by Subject (Title), Topic (Content) or both; Any Keyword, All Keywords, or Exact Match; select a date range, search by specific user, and select the forums to search in.

Search

Search Area
Subject & Topic

Criteria Options
ANY Keyword

Search Topics From
All

Search By User

Search in Forum(s)
Included Forums: ALL

After choosing your options, enter you search in the box and click “Search”.

Posting in the Forum:



If none of the topics in the forums match yours, click “Add New Topic”.

In the “Create New Topic” screen:

- The Subject is simply a title for your post.
- The Topic Status is an optional method of sorting your post as Informative, Not Resolved, Resolved.
- Choosing a Post Icon can set your post apart from others in the forum listing.
- The Summary field can provide a brief description of the content in the post.
- The Message box contains no character limit, so this is where you type the body of your post.
- Expanding the Attachments at the bottom will allow you to browse and upload attachments to your post.

File Name	File Size	Create Thumbnail	Insert Image	Display Link?	Delete
aflogo.png	1.87 KB			<input type="checkbox"/>	
Creek.jpg	94.95 KB			<input type="checkbox"/>	

- Clicking the Create Thumbnail button will create a smaller version of the same picture.
- Clicking Insert Image will input a text placeholder for your image. The image will appear in that position after you hit submit.
- The display link option will simply add a hyperlink to your file at the foot of your post.
- Files you have uploaded previously will be on the My Files tab, and can be added to your current post, without re-uploading.
- Adding a Poll is achieved by naming it, choosing the answer type, and providing the choices in the Poll Options box. Each option must be on a separate line. Polls require that you have entered text into the body of your message, but if you wish to only have a poll, you can enter a single character and it will still allow you to submit your post.

Create a poll by entering a short question followed by 2 or more answers. Enter one answer per line in the text box below.

Poll Question:

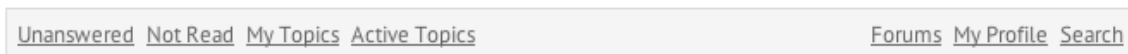
Poll Type: Single Select Multiple Select

Poll Options:

- Under Additional Options, you can choose while you are posting the topic that you want to receive email replies to the post.

Other Forum Options

The grey bar at the top of each Forum page contains more options and views for the Forum.



- **Unanswered:** View all Forum posts that no one has responded to. See if you can help someone out!
- **Not Read:** Lists all the Forum posts that you have not viewed
- **My Topics:** View all of the Forum posts and questions that you have made, and that you are subscribed to.
- **Active Topics:** This page has a dropdown that allows you to view Forum posts for a recent date range – from the last two hours to last two months.
- **Forums:** A link back to the main Forum page, from any screen.
- **My Profile:** This page allows you to edit information about yourself for use in the Forum. (Since we have the member directory, this is not really needed). It is also where your Forum Preferences are located, discussed later.
- **Search:** A search page to find previously posted topics.

Subscribing to Specific Topics:

By default, MAMC members are subscribed to each Forum, to receive emails for NEW topics only. This means you will receive an email whenever a new topic is posted, but you will not receive replies by email unless you specify that you want to receive replies by subscribing to a specific topic.

Ethics & Code of Conduct

Click to subscribe to this forum.

If you would like to receive replies for ALL topics inside a Forum, select that Forum from the main Forum list. Check the box on that page that says “Click to subscribe to this forum”

new topic

Last Post 16 Jan 2012 02:30 PM by SuperUser Account. 1 Replies.

Check this box to subscribe to this topic.

“Check this box to subscribe to this topic”.

If you would like to just receive replies for a specific topic, select the Forum that the topic is in, and then select the Topic from the list. Then check the box that says

UNSUBSCRIBING from automatic new Topic emails:

On the main Forums page, there is a checkbox at the bottom of the page. If you uncheck this box you will no longer receive the automatic emails for new Topics posted. You can still subscribe to specific topics, as explained above.

Your Forum Subscription:

Receive email notifications for new forum topics

Choosing Your Preferences:

Click on “My Profile” in the top toolbar, then select the “My Preferences” tab.

[About Me](#) | [My Preferences](#) | [Forum Tracking](#)

Sort Order: Oldest First

Items Per Page:

Jump to First Unread Post:

Subscribe to Topics:

Subscription Type: Disabled

Hide Avatars:

Hide Signatures:

- **Sort Order** – This option will change whether posts are listed in forward or reverse chronological order.
- **Items per Page** – Determines the number of posts and topics shown on a single page.
- **Jump To First Unread Post** – This option makes the browser skip over previously read posts.
- **Subscribe to Topics** – If enabled, a user will receive emails when topics are updated.
- **Subscription Type** – Different options depending on forum settings.
- **Hide Avatars and Signatures** – These options are not used and can be ignored

Member Directory

Anyone that visits the MAMC Member Directory page will be able to view your name, address, phone numbers, and email address. Logged in MAMC members will also be able to view your photo, if you provide one.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

You can filter members by last name using the Alphabetical links at the top of the page.

Or, you can search by first name or last name in the search box provided.

Edit Your Directory Listing and MAMC Member Profile

A blue rectangular button with a diagonal line pattern and the text "Edit My Profile" in white.

To edit your profile and membership information with MAMC, go to the Member Directory page, and click on the “Edit My Profile” link on the right.

You will be brought to a page showing the information that MAMC currently has on file for you. You may add and update any information on this screen to inform MAMC of your changes, and update your member profile. You only may not change your Username or Membership Number. When you are finished, click “Save Changes” at the bottom.

Please keep information as up to date as possible – especially your email address. The email address listed on this page will be used for password reminders, forum notifications, and other correspondence with MAMC.

Photo Gallery

The Photo Gallery is only visible to logged in members. You can get to it from the Member Portal homepage link in Member Resources, or under “About” in the main menu.

Website administrators can create new galleries, but any member can upload photos to existing galleries:

- At the top of the Gallery box, select “Add New Photo”.

A light blue button with the text "Add New Photo" in blue.

- On Step One: Click on the dropdown menu to select an existing album for your photo. Click Next to continue.

Add New Photo

[All Albums](#) » [Add New Photo](#)



Step 1 of 3 : Select Album

You may select an existing album (if available) or create a new one.

Select Existing Album

Album:

Test Album

 [Cancel](#)

[Next](#) 

- On Step Two: Click the “Select Images” button, and select files from the pop-up window – this shows all the files on your computer to find the ones to upload. (You can use Shift+Click or Ctrl+Click to select multiple photos to upload at one time.) Then click “Open” in the popup to upload the selected images. This may take some time. Thumbnails for the photos will appear on the screen as they upload. Once there is a message “All images received”, click Next to continue.

Add New Photo

[All Albums](#) » [Add New Photo](#)



Step 2 of 3 : Upload Photos

You can upload multiple photos by holding down the 'shift' key.

Select Images

[← Previous](#)

[✖ Cancel](#)

[Next →](#)

- On Step 3: Under each photo, enter a Title for the image. Title is required, but you may also enter a description, or tags with words that relate to the photo. Click “Save All”, and the images will be published to the website.

Add New Photo

[All Albums](#) » [Add New Photo](#)



Step 3 of 3 : Describe Photos

You may optionally describe and tag your photos.

Batch Operations:

[Add Tags](#) [Clear Tags](#)



Title:

photo1

Description:

Tags:

 [Save All](#)

Dues Renewal

Dues renewals can be made by sending in a registration form by mail, or, you can now pay your dues on michiganclerks.org, through Paypal!

Membership renewals are only available for one calendar year at a time. During the fall, renewals will be opened for the following calendar year, until January 31st. After January 31st, you will have to mail you renewal form with the late fee.

If you do not renew your membership for a given year, you will no longer be able to access website benefits when you login, until you renew. This change will take place after January 31st if you have not paid for the current year.

To pay your dues online during the renewal period. login to the website and go to the Member Portal page. If renewals are currently open, click on the Renew Online link. Select the membership type that applies to you. Then click Subscribe. You will be brought to a Paypal screen to complete your payment.

Pay for Membership

Please select your membership type and click subscribe to go to the final, payment step of registration.

Select Plan

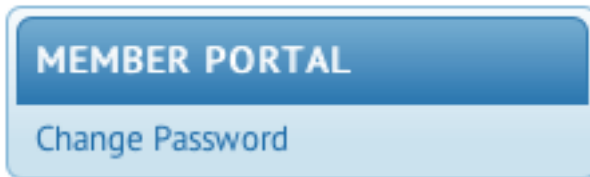
- Additional Membership: Population less than 5000 - \$40.00 for access until Jan, 31 2013
- Associate Membership - \$85.00 for access until Jan, 31 2013
- Additional Membership: Population over 5000 - \$40.00 for access until Jan, 31 2013
- Primary Membership: Population less than 5000 - \$50.00 for access until Jan, 31 2013
- Primary Membership: Population over 5000 - \$60.00 for access until Jan, 31 2013

Select Payment Processor

- PayPal

[Subscribe](#)

Change Password



To change your MAMC website password, you must be logged into the MAMC website. Then, go to the Member Portal page, and click on the "Change Password" link in the right side menu.

On this page, you must enter your old password, then enter your desired new password,

Old Password:

New Password:

Verify Password:

and enter your new password again in the Verify Password field. Then click "Save" to activate your new password, to use the next time you login.

[Save](#)

[Cancel](#)

Logout



Click the "Logout" button in the top right corner at any time to securely log out of the MAMC website.