

# CTPA Website Show & Tell

**5:30p.m. - Monday, April 15**

Roosevelt University, 425 S Wabash, Rm 418

## Agenda

- 5:30 p.m. Doors Open, refreshments available, social time
- 6:15 p.m. Website program begins
- 7:00 p.m. Question & Answer Period / Possible member survey
- 8:30 p.m. Members have departed

## Program Description

Most members know that several board members from the previous term worked on a new website for CTPA that was made public about June 1, 2018, and somewhat explained at the June quarterly meeting. At the September 2018 meeting, it was announced that only about 25% of the CTPA members had logged in to the website. Why was that?

The Wild Apricot software has the potential to automate many functions and offer secure access to member information. Since February 8, when the new board was first able to access the Wild Apricot website, we have tried to expand usage of this valuable tool, not always with 100% success as many of you know. Nevertheless, your elected officers are committed to make the site work as we believe there are exceptional long term benefits.

**We need your help!** We need members to critically look at the CTPA website and give the officers feedback. We want you to log on to the site and use it to make your (and the board's) life easier.

During this evening's highly interactive presentation, Donna Primas will share her laptop screen with you to show the public and administrative side of the Wild Apricot software that is used for our CTPA website. With a little luck, during the presentation, a few internet savvy members will circulate to offer individuals specific help. Following the presentation, Donna will be available for questions.

<b>Bring:</b> Your smart phone or laptop, the email registered with CTPA, your CTPA password, an open mind, and the desire to try something new!
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**RSVP** using the **website calendar link** or via email to Sharon Sylvester at [sharonsyl2@hotmail.com](mailto:sharonsyl2@hotmail.com).

**NOTE:** As noted in RED at the bottom of the website generated email, you may have to have been logged on to the CTPA website previously for the link to work!

**What the info and can't attend?** As a further technological innovation for CTPA and if there is an interest, Donna Primas may try to share her laptop screen and the content of the meeting using [www.FreeConferenceCall.com](http://www.FreeConferenceCall.com). If you can't attend, have a laptop, are willing to download the FreeConferenceCall.com software, and can be in a quiet place during the program, Donna would love for you to be a test subject! Contact Donna soon to set up a trial run before the program date.

## Program Outline

A little history about the CTPA web site (mobile friendly)

- The old site had a Webmaster

  - Cost

  - Expertise of a webmaster

- The new Wild Apricot site

  - Many how to videos and help screens

  - Managed and changed by your board members (primarily Donna Primas)

The Public Side of the new CTPA website

Take a tour through the pages and info you can find there

**What else would you want the public to see or know about CTPA?**

Foreign language guide list

CTG list

List of meetings and write ups

Certification info

How changes are made to the website

Changes made so far (member form, dues for members, verbiage, format of directory, eliminate social media links)

Changes still to be made (logo, add pages of content, find a guide, Search Engine Optimization)

The "Members Only" part of the site

Logging in

How to do it!

Use email given to CTPA

Choose a password – or Donna Primas can send you one!

Why Log In?

Member Directory access

Search for a guide

Search for potential employers

Find a foreign language guide

Search for

Member Forum

How you can post questions to the member community

Resources available

ADMIN Info for the Site

Stats on emails sent – clicked on, read

Ease to send new password

OTHER

Certification test "on line" – not really, not this year

Social Media

Established Sept 2017 by previous board members

CTPA doesn't have access to the accounts set up by past officers, so we are not using them

Facebook

Twitter

Instagram

Conclusions

Work in progress – continue to expand usage

We want your feedback!

Please be patient as we try new ways to use the website

**DEMO**

**Members Forum** – Your Links and Posts wanted!

**OFFICIAL LINKS**

Short List

Foreign Language Guide List

CTGs

MEMBER APPLICATION FORM

**YOUR EVENTS**

Free lectures & tours by MEMBERS

Paid lectures & tours by MEMBERS

**HELPFUL LINKS FOR GUIDES**

**Art Institute - What to See in an Hour** <https://www.artic.edu/highlights/3/what-to-see-in-an-hour>

**Article about Super Tall buildings**