



# MemberHub Advanced

*Beyond the Basics of the Membership System*

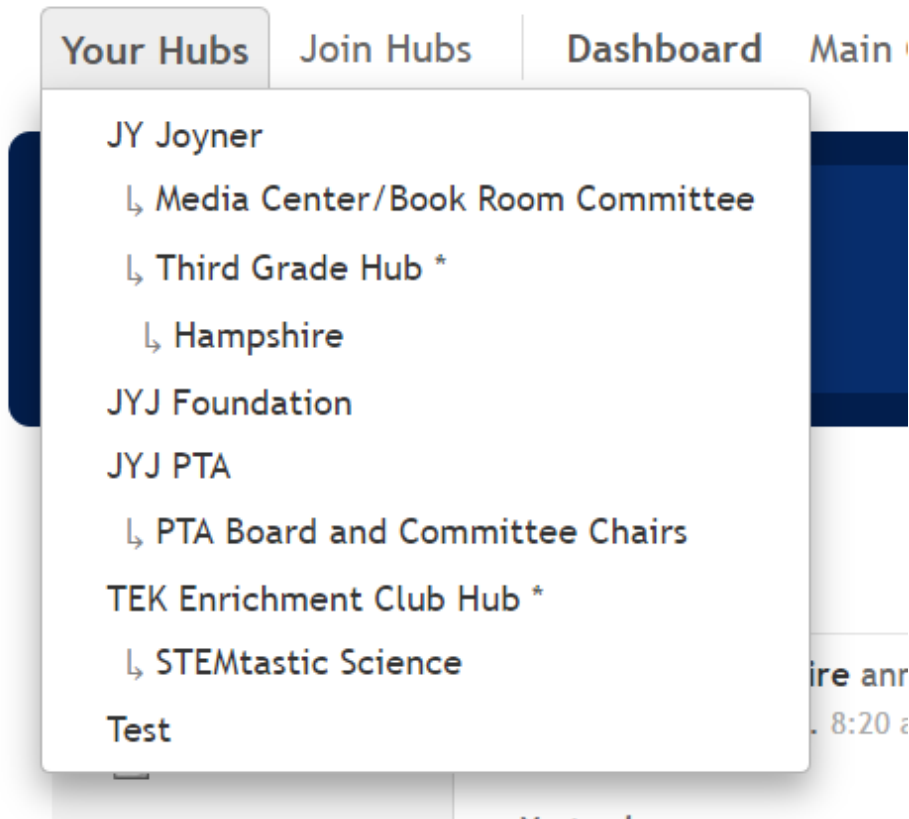
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# Items to Cover

- What are Hubs?
  - How to Organize, Setting up Home Page, Customizing
- Messages (Announcements & Discussions)
- Calendar
- Files
- People
- Whiteboards
- Signups
- SponsorShare

# What are HUBS?




- Hubs work like distribution lists or Google groups
- Set up your hub hierarchy to match the organization of your school
- Communications can be sent to the school-wide hub, a grade level, a particular classroom or team
- Hubs can be set-up either as open or closed\*

The **home page** is the first page you will see when entering a hub. You can completely customize this page to suit the needs of your group. In addition to simply updating the word content, it's possible to embed an image or video and even edit the HTML for that page. (Home Page Image will also show up as hub header on Mobile App)


## Hub Navigation

 Home Page

 Messages

 Calendar

 Files

 Members

 Photos

 Whiteboards

 Signups

Hub Settings

You should include information here that you want members to see when they enter the hub. Remember to include content welcoming new members as this may be the first time that they have been involved with MemberHub. Content on the home page can change as often as a hub administrator desires.

### Welcome to the Trinity Connect Hub!



Thank you for checking out our connect hub! Join this hub to get in touch with other parents to schedule events outside of Trinity. Could be a field trip to the museum, play dates, or any other social events of your choosing. This is an open place for discussion.

Edit Homepage

# Customizing MH for your Unit

Don't forget to edit the Homepage for your Hubs!

- Include logos & information that is relevant
- Use same HTML process as in Messages

Profile Customization

- Add custom fields to collect info that is viewable/exportable
  - Tops in Education numbers, Next Building field, etc.
- Site Admins can decide what info is viewable/editable by the member

Use of Tags

- Can be used to categorize People
  - Tagged People can then be sent messages, moved to another hub, etc.
  - Only Site Admins can see Tags on People
- Can be used on files (see slide)

# Getting your messages read!

## Use Pictures/Clip Art!!

- Trick - create a Newsletter/ClipArt Hub to store all message clipart with Site Admins as only members. (All images MUST be on your MH site in order to show up.)
- Keep cheat sheet of HTML code to help you align pictures, create padding (space) around pics as necessary

## Send predictable messages - at regular intervals

- Create & use a template for regular communication
  - Use template also allows someone to create message, then have sent out via someone else.
- MH allows you to schedule messages for future distribution!

# Using the Calendar

- Main Calendar vs. Hub Calendar
- Go to the date needed, click on **NEW EVENT**
- Complete information including any notes (will be included in reminders)
- Choose options to:
  - choose to send members an e-mail about the event
  - remind members via email or text message at your chosen reminder time
  - add the event to the Main Calendar.

## Add Event

Event Name

Location Name

Address of Event

Start Date  Time   All Day

End Date  Time

Repeat this event

Notes

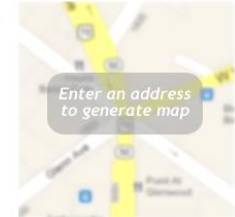
Send members an e-mail about this new event right now

Remind members via e-mail

Remind members via text message

Show event on Main Calendar

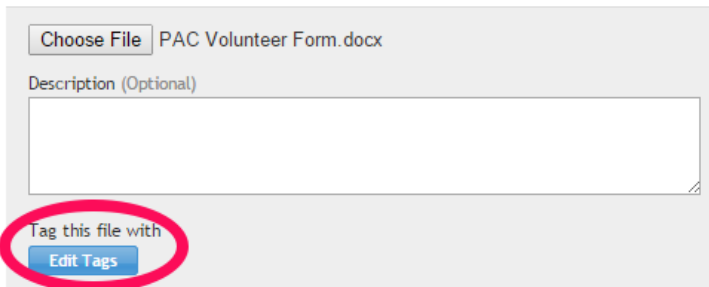
or [Cancel](#)



# Using Tags in Files

To help you categorize files in MemberHub you can use **Tags** (sort of like a hashtag on Twitter). Tags are like directories but more flexible, because you can tag a file with more than one attribute. As opposed to directories which only allow you to put a file in one place.

## Upload a File



Choose File PAC Volunteer Form.docx

Description (Optional)

Tag this file with

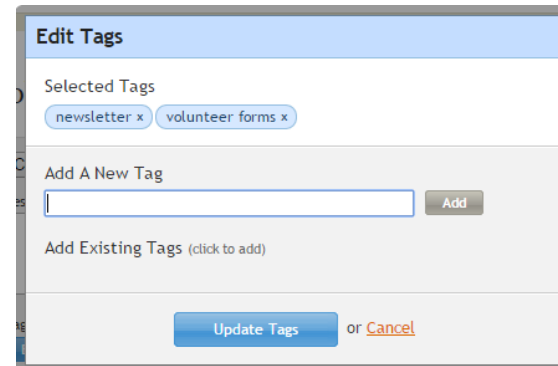
Edit Tags

When you upload a new file, you will see a button at the bottom that says **Edit Tags**. Click that button and you will get a a popup where you can create new tags and choose from existing tags to categorize your file.

To add a tag:

1. Type the name of the tag in the text box.
2. Click the **Add** button to the right.
3. Click the **Update Tags** button at the bottom.

*Existing tags will be listed at the bottom and you can choose to use those tags as well, by simply clicking on them. You can go back and add tags to existing uploaded files by clicking the **Edit** link underneath the file.*



Edit Tags

Selected Tags

newsletter x volunteer forms x

Add A New Tag

Add

Add Existing Tags (click to add)

Update Tags or Cancel



# People: Site Joins & Hub Joins

The third tab in **Hub Settings** is the **Joins** tab.

You are able to put in a **Description** about the hub. You can check the box if you would like the hub to be **open for anyone** on your MemberHub site to join!

Lastly you can use the **Public Join Page** for your specific hub.

By posting or sending out the link, people can join your hub directly. Make sure to click on **Save Changes!**

## Hub Description

Provide a brief explanation of the purpose and logistics of this group. The description will be shown on the hub's Public Join Page and on the Join Open Hubs page.

A hub for...

## Public Join Page

The customizable hub key will generate a unique public Join Page that can be distributed or linked to from another webpage. A user can also type the key in at the bottom of the MemberHub [home page](#) or from the Join Hub button on their dashboard for your organization.

- Enable a public Join Page for this hub
- Require hub administrator approval for joins through the Join Page

Hub Key

Third63747

Join Page: <https://jyj.memberhub.com/hub/Third63747>

Join Page Image

You can personalize your hub's Join Page with an image. A picture of the group administrators is a good example. Uploaded images will be resized to fit.

No file chosen

*.gif, .jpeg, and .png files are accepted*

Save Changes

# Whiteboards

- **Whiteboards** are an easy way for groups to brainstorm ideas on a particular topic and to share in the planning process of events, and other activities.

## With Whiteboards you can:

- Post an Idea to share it with the hub
- Revise the Idea and still see all the revisions.
- Allow Hub Members to comment on the Idea post to White Board
- Email the Whiteboard to users

Whiteboards

Use whiteboards to brainstorm with your group on a particular topic, do simple signups for an event or schedule, or post additional information for your hub.

Showing 1-24 of 24 Mark all Read

[New iPhone test](#)  
Updated by [Matt Harrell](#) | October 13, 2014, 1:19PM | |

[from iPhone](#)  
Updated by [Matt Harrell](#) | April 19, 2014, 3:49PM | |

[New Whiteboard](#)

Watch this 1 minute video to learn [How to Use Whiteboards.](#)

Everyone

Hub Navigation

- Home Page
- Messages
- Calendar
- Files
- People
- Photos
- Whiteboards
- Signups

Hub Settings

Need a little help?  
[Read the Hub Overview](#)

Edit Whiteboard

Title  
need ideas!

Body

Edit - Insert - View - Format - Table - Tools

Font Family - Font Sizes

Need ideas for BTS decorations! Post yours here.

[Save As Newest Version](#) or [Cancel](#)

# Signups for Volunteers

With Signups you can

- create a single **Event**
- include **Items Needed** like food and drink items needed for party
- include **Times Slots** like teacher-parent conference slots or event volunteer shifts
- add a response for someone else who cannot respond themselves
- message everyone in the hub who has or has not responded
- send event reminder via email and text
- send email reminders for Items and Time Slots
- Note: only Members of the Hub that the Signup is located in, can view/participate (Place signups in the Everyone Hub!)
- Can clear responses to re-use signups, archive for future.

Back to School Celebration  
February 07, 2015 at 3pm to 5pm  
JY Joyner  
200 Main St Raleigh, NC ([Map](#))  
How many will attend?  [Hide Details](#)

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Food

Description	Available	Me
boxes of popsicles <i>preferably orange and watermelon....and maybe some ice cream sandwiches</i>	5	0 ▼
bags of fruit	3	0 ▼
packages of hot dogs	10	0 ▼

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Set up for Celebration

Time Slot	Available	Me
Saturday, Feb 07, 2015 12pm to 1pm	6	0 ▼
Saturday, Feb 07, 2015 1pm to 2pm	2	0 ▼

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Take down for Celebration

Time Slot	Available	Me
Saturday, Feb 07, 2015 5pm to 6pm	6	0 ▼

# SponsorShare

- Sell up to 12 ad spots on your site!
  - 4 groups of up to 3 spots (must be purchased in groups of 3....3 for \$300, 6 for \$500, 12 for \$1,000)
  - Suggested sale price is \$450-\$500 for 1 spot
  - Ads run until July 31
- Get more info at <https://info.memberhub.com/easy-email-sponsorship-program>





<http://support.memberhub.com>

<https://nyspta.org/home/membership/memberhub/>