

**Thank you for becoming a member of the North Carolina Coalition to End Homelessness!**

In order to take full advantage of our website, there are a few things you'll need to know and a few things you should do.

To begin, go to our website at [www.ncceh.org](http://www.ncceh.org) and login.

## LOGIN

- To log in, you can:
  - Click the login link at the top left on our website,
  - Use the login section at the bottom of the homepage,
  - Type in [www.ncceh.org/en](http://www.ncceh.org/en)

Once you are logged in, you will be taken to the user homepage, which looks like this:

The screenshot shows the user homepage of the North Carolina Coalition to End Homelessness (NCCEH). At the top, there is a navigation bar with links for "Login", "Become a Member", "Our Blog", "Contact Us", and "Home". A "Sign up for our email newsletter" button is also present. The main header features the NCCEH logo and the organization's name in large blue letters. Below the header is a dark brown navigation bar with links for "Tools for Change", "Policy", "Practice", "Advocacy", "Newsroom", and "About Us". The main content area is divided into a left sidebar and a central grid. The sidebar includes sections for "Tools for Change", "Ten-Year Plans to End Homelessness", "NCCEH Trainings & Institutes", "NCCEH Dialogue Groups", and "Learning Library", along with contact information: "PO Box 27892, Raleigh, NC 27611, Tel: 919-755-4393". The central grid contains a "tendenc" logo, a "Users" section with a "Users" button, and a grid of icons for "Users", "Calendar", "Articles", "Jobs", "Releases", "Directories", "RSS Feeds", "Resumes", "Photo Albums", "Memberships", and "Corporate Memberships".

**There are many new resources on our site. We hope you will take time to explore the following sections:**

- **Tools for Change**
- **Policy**
- **Practice**
- **Advocacy**
- **Newsroom**
- **About Us**
- **Our Blog**

**To begin to take advantage of website features for NCCEH members, follow the instructions in the following pages.**

## EDIT YOUR PROFILE

From the user home page, there is a lot you can do.

- At the top of the white area, you will see many links. **Click on VIEW** to view your profile.

Your screen will look like this:

The screenshot displays the NCCEH Member Profile page. On the left is a teal sidebar with navigation links: 'Tools for Change', 'Ten-Year Plans to End Homelessness', 'NCCEH Trainings & Institutes', 'NCCEH Dialogue Groups', and 'Learning Library'. The main content area is white and features a top navigation bar with buttons for 'Users', 'Calendar', and 'Articles'. Below this is a breadcrumb trail: 'Users: My Contacts View Search Edit Groups Add ncceh.member Log Off'. The profile header identifies the user as 'NCCEH Member (ncceh.member)' with a last update of '25-Sep-08 1:28 PM' and an 'Edit' link. A tabbed interface shows 'Profile' selected. The profile includes a placeholder for a picture, 'Add a Picture', and 'Add Web Identities' links. The 'My Content' section lists 'Invoices (1)' and 'Demographics'. The 'Member Details' section shows 'Member ID: 20085107', 'Type: Individual', 'Joined: 25-Sep-08', and 'Expires: 25-Sep-09'. The right-hand side of the profile is divided into sections: 'Contact Info' (Email: member@ncceh.org), 'Addresses' (NCCEH Member, NC US), 'Work Info' (Edit Work Info, Add another Career), and 'Education' (Edit Education Description, Add to Education).

You may choose to add more information to your profile. Simply click **on the edit links** to edit a section, **or click on the pencil icon** to edit your entire profile.

## CHANGE YOUR PASSWORD

To change your password, click on the pencil icon. You may change your password on this form in section **G) Login and Membership Information. Click to Change Password Link.**

You may also change your password by connecting to this page: <http://www.ncceh.org/en/users/changepassword.asp>

## JOIN A GROUP

Now that you've made sure your profile has all of the information you'd like to share, you can join some of our user groups and NCCEH Dialogue Groups.

- **Click on the GROUPS tab.**

Your screen should look like this:

The screenshot shows a user profile page for 'NCCEH Member (ncc eh.member)'. The page has a teal sidebar on the left with navigation links: 'Tools for Change', 'Ten-Year Plans to End Homelessness', 'NCCEH Trainings & Institutes', 'NCCEH Dialogue Groups', and 'Learning Library'. The main content area has a top navigation bar with 'Users', 'Calendar', and 'Articles'. Below that is a user menu with 'My Contacts', 'View', 'Search', 'Edit', 'Groups', 'Add', 'ncc eh.member', and 'Log Off'. The profile name 'NCCEH Member (ncc eh.member)' is displayed with a last updated timestamp and 'Edit | More options' links. A tabbed interface shows 'Profile', 'Contacts', 'Favorites', 'Contributions', and 'Groups' (which is selected). Below the tabs, there is explanatory text about joining groups and a 'Show my Groups' button. A table lists seven groups, each with a 'Join Group' button and a green plus icon. The table also indicates 'Displaying results 1 - 7 of 7'.

Displaying results 1 - 7 of 7	
Balance of State Continuum of Care	Join Group
Discharge Planning Dialogue Group	Join Group
Local Ten-Year Planning Dialogue Group	Join Group
NCCEH e-newsletter	Join Group
North Carolina Coalition to End Homelessness...	Join Group
Permanent Supportive Housing Developers Dialogue...	Join Group
Serial Inebriate Program Dialogue Group	Join Group

This icon: means the group is for members only.

For a description of each of our dialogue groups, go to our website at [www.ncc eh.org/dialogue/](http://www.ncc eh.org/dialogue/)


Joining a group is simple.

- **Just click** Join Group **for the group you would like to join.** As a member of a group, you will receive information on that topic and will be able to see pages and calendar events that are only visible to group members.

Should you decide to leave a group, that's simple too. Just click Leave Group for the group you would like to leave.

For a description of each of our dialogue groups, go to our website at [www.ncc eh.org/dialogue/](http://www.ncc eh.org/dialogue/)

## CREATE A DIRECTORY LISTING

To create a directory listing, first go to the tendenci homepage by clicking the  tab.

- Click on   
Directories

Your page will look like this:

**Business Directory Listings for North Carolina Coalition to End Homelessness**

- [Directory Options](#)
- [Search for Directory Listings](#) (Edit/Delete)
- [My Directory Listings](#)
- [Add a Directory Listing](#)

- To be sure that a listing for your company does not already exist, click [Search for Directory Listings](#) (Edit/Delete) and search to see if a listing exists.

If there is no listing, you may add a directory listing for you or your company.

- Click the **Add link or Add a Directory Listing** and fill in the form.

At the bottom of the page, there are several checkboxes.


*Option 1:* If you would like **anyone viewing our website** to have access to your directory listing, check Allow Anonymous View, Allow Site User View and Allow Member View.

*Option 2:* If you would like **only people who have registered with our site** to view your listing, check Allow Site User View and Allow Member View.

*Option 3:* If you want **only NCCEH members** to view your listing, check Allow Member View.

- Click **Submit** and your directory listing is complete!

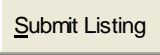
## CREATE A JOB POSTING

From the user homepage, click   
Jobs

- Click the **Add** link at the top of the white page.
- **Fill out the form** with as much information as you would like to provide. Be sure to provide the correct contact information.

By default, the job posting will expire 30 days from the day you post the information. You may select 60, 90, 120, or 2000 if you so choose.

In the tags section, enter words that are related to your job posting. Tags help search engines find your entry.

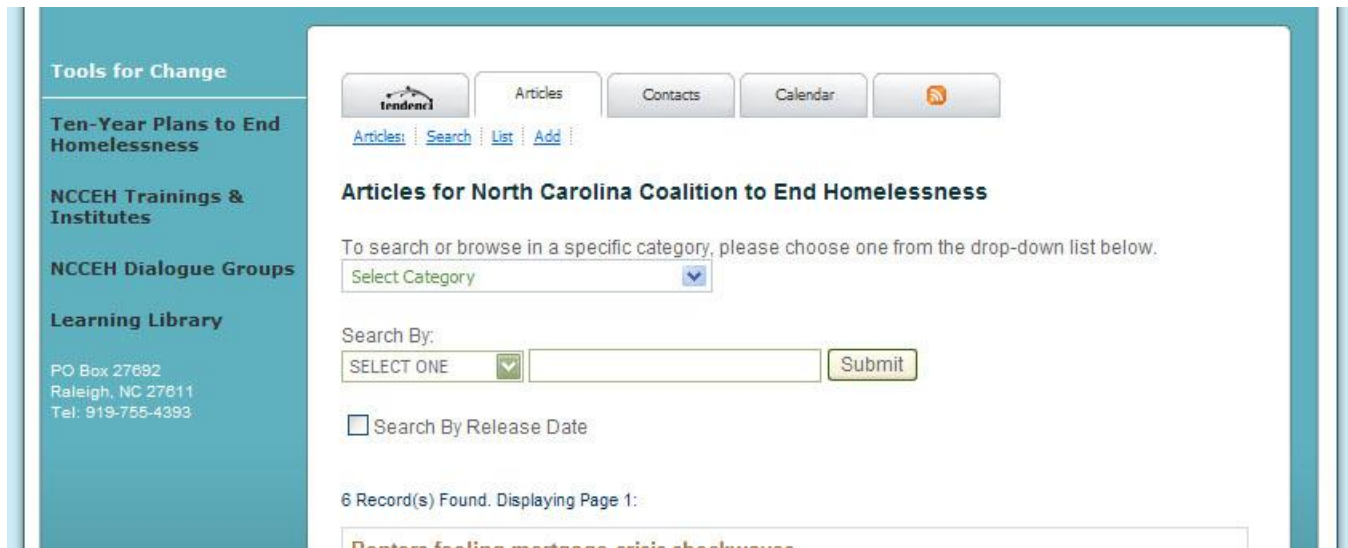
When you are finished with your entry, click  and your job listing is complete!

## CREATE AN ARTICLE IN OUR LEARNING LIBRARY

As a member, you can help grow our Learning Library Resources.

- To add an article, click  on the user homepage.
- Articles

This screen will appear:



The screenshot shows a web interface for the North Carolina Coalition to End Homelessness. On the left is a teal sidebar with navigation links: 'Tools for Change', 'Ten-Year Plans to End Homelessness', 'NCCEH Trainings & Institutes', 'NCCEH Dialogue Groups', and 'Learning Library'. Below these is contact information: 'PO Box 27692, Raleigh, NC 27611, Tel: 919-755-4393'. The main content area has a header with 'Articles' and 'Add' links. Below is a search section with a dropdown menu for 'Select Category', a 'Search By:' dropdown set to 'SELECT ONE', and a 'Submit' button. A checkbox for 'Search By Release Date' is also present. At the bottom, it says '6 Record(s) Found. Displaying Page 1:' followed by a partial article title 'Denters feeling mortgage crisis checku...

- click the [Add](#) link


A form to add an article will appear. When you add an article, it will be placed on hold until approved by NCCEH staff. Fill in the information that you know, and NCCEH staff will fill in the rest to ensure that your article is ready to publish.

- This information is required (marked with \* on the form):

- **Headline** (title)
- **Category** (select the best fit)
- **Body** (the text of the article)
- **Source** (Where is it from? Name of newspaper, author, etc. Could be you!)
- **Release Date** (put today's date, the date you are adding it to the database)

It is possible to make an article visible only to a select user group. To do this, select the appropriate user group name, or be sure to let us know and we can help!

- Once you have completed the form, click 

If you do not see a confirmation page after you hit submit, you're missing required information. Look for  and add information.

Thank You! You will receive confirmation from NCCEH when your article goes live.

## REGISTER FOR AN EVENT

- To view upcoming events, click



By default, our calendar displays as a monthly view. The links at the top of the page allow you to change the view.

- Click **My Events** to view events for which you have completed registration.
- Click **List** to view the events in a list format.
- You may also filter events in your view by selecting an appropriate event type or user group.
- To **register for an NCCEH event**, click on the event name and follow registration instructions. **Be sure to login before you register!** The website will validate your membership and allow you to register for the reduced membership fee when available.

## ADD A CALENDAR EVENT

As a member, you may add events to our calendar. In order to add an event to our calendar, NCCEH must approve the entry.

Creating an event in our system is complicated. Please contact us at 919-755-4393 for assistance or email event information to [webmaster@ncceh.org](mailto:webmaster@ncceh.org).

If you want to learn how to add events yourself, let us know and we'll teach you how!

## AND MUCH MORE!

These instructions cover the basics of the website features that are available to you as a member of NCCEH. As we grow the website, you will also become familiar with other features such as surveys, forums, resumes, releases, etc.