

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 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

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



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 shows the NCCEH Member Profile page. On the left is a teal sidebar with the following links: Tools for Change, Ten-Year Plans to End Homelessness, NCCEH Trainings & Institutes, NCCEH Dialogue Groups, and Learning Library. Below these links is contact information: PO Box 27692, Raleigh, NC 27611, Tel: 919-755-4393. The main content area has a top navigation bar with buttons for tendenci, Users, Calendar, Articles, and a RSS icon. Below this is a breadcrumb trail: Users > My Contacts > View > Search > Edit > Groups > Add > ncceh.member > Log Off. The profile header shows 'NCCEH Member' with a user icon and the username '(ncceh.member)', along with a 'last updated' timestamp of '25-Sep-08 1:28 PM' and 'Edit | More options' links. A tabbed interface below the header includes Profile, Contacts, Favorites, Contributions, and Groups. The 'Profile' tab is active, displaying a placeholder for a profile picture with 'Add a Picture' and 'Add Web Identities' links. To the right of the picture are sections for Contact Info (Email: member@ncceh.org), Addresses (NCCEH Member, NC US, with Edit Address and Add additional Address links), Work Info (with Edit Work Info and Add another Career links), and Education (with Edit Education Description and Add to Education links). On the left side of the profile, there is a 'My Content' section with links for Invoices (1) and Demographics, and a 'Member Details' section showing Member ID: 20085107, Type: Individual, Joined: 25-Sep-08, and Expires: 25-Sep-09.

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 the NCCEH Member profile page. On the left is a teal sidebar with 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 buttons for Users, Calendar, Articles, and a social media icon. Below this is a user menu with links: Users, My Contacts, View, Search, Edit, Groups, Add, nccch.member, and Log Off. The user is identified as 'NCCEH Member' (nccch.member) with a last update of 25-Sep-08 1:28 PM and options to Edit or More options. The 'Groups' tab is selected, showing a list of groups with 'Join Group' buttons. A table lists seven groups: Balance of State Continuum of Care, Discharge Planning Dialogue Group, Local Ten-Year Planning Dialogue Group, NCCEH e-newsletter, North Carolina Coalition to End Homelessness..., Permanent Supportive Housing Developers Dialogue..., and Serial Inebriate Program Dialogue Group. Each group has a 'Join Group' button with a green plus icon. A note explains that the plus icon means the group is for members only. Below the table are buttons for 'Show all Groups' and 'Show my Groups'.

Tools for Change

Ten-Year Plans to End Homelessness

NCCEH Trainings & Institutes

NCCEH Dialogue Groups

Learning Library

PO Box 27692
Raleigh, NC 27611
Tel: 919-755-4393

tendenci

Users

Calendar

Articles

Users: | My Contacts | View | Search | Edit | Groups | Add | nccch.member | Log Off

NCCEH Member (nccch.member)

last updated: 25-Sep-08 1:28 PM

Edit | More options

Profile | Contacts | Favorites | Contributions | Groups

Below is the full list of groups that you are allowed to join. To join a group, click on the group name or "Join Group" button. If you are already in a group, the "Join Group" button will be replaced by "Leave Group".

To see all the groups you are currently in click "Show my Groups".

Show all Groups | Show my Groups

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.ncceh.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.ncceh.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

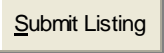
From the user homepage, click



- 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.

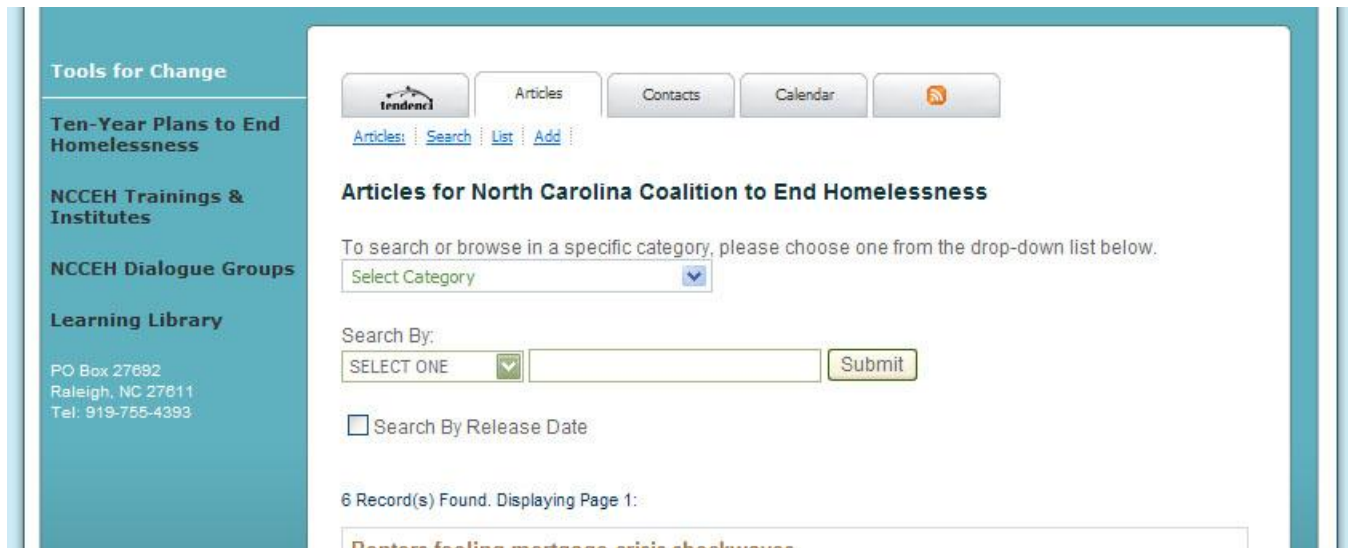
When you are finished with your entry, click  and your job listing is complete!

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 the Learning Library homepage. On the left is a teal sidebar with the following sections: 'Tools for Change', 'Ten-Year Plans to End Homelessness', 'NCCEH Trainings & Institutes', 'NCCEH Dialogue Groups', and 'Learning Library'. The 'Learning Library' section includes the address: 'PO Box 27692, Raleigh, NC 27611, Tel: 919-755-4393'. The main content area has a header with 'Articles' selected among 'Articles', 'Contacts', and 'Calendar'. Below the header are links for 'Articles', 'Search', 'List', and 'Add'. The main heading is 'Articles for North Carolina Coalition to End Homelessness'. A message states: 'To search or browse in a specific category, please choose one from the drop-down list below.' Below this is a 'Select Category' dropdown menu. A 'Search By:' section has a 'SELECT ONE' dropdown and a 'Submit' button. There is also a checkbox for 'Search By Release Date'. At the bottom, it says '6 Record(s) Found. Displaying Page 1:'. A partial article title 'Dentists feeling mortgage crisis checku...' is visible at the bottom.

- 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



Calendar

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.

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.