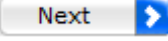


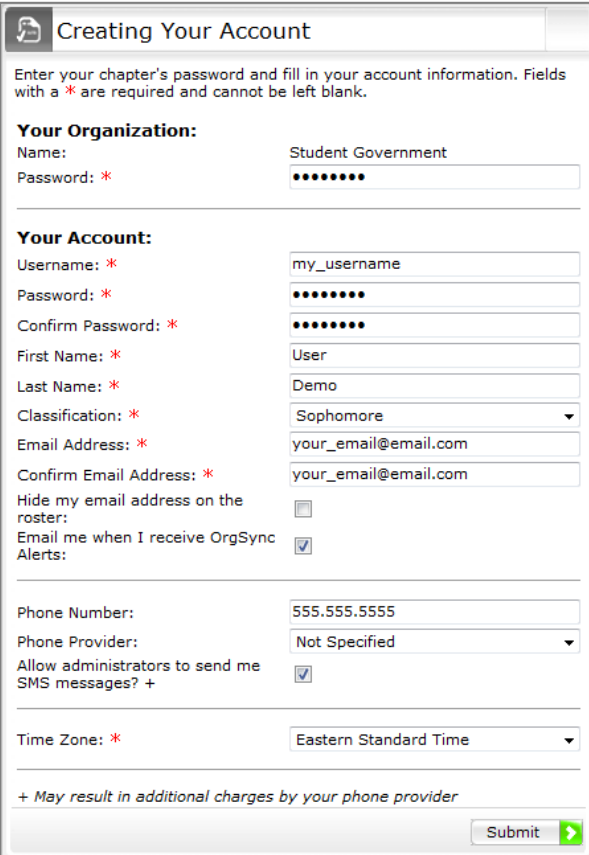
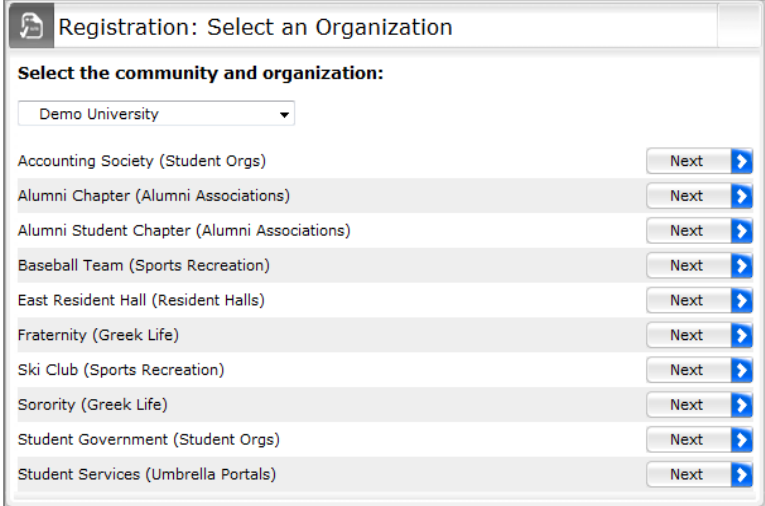


QuickStart

Welcome to OrgSync, a way for your organization to communicate, keep members updated, and enhance the membership experience. To join an organization on OrgSync, you must know the organization's password. Once you've got it, follow these quick steps!

Step 1: Register

- Go to <https://www.orgsync.com/register>
- Select your community from the drop-down menu
- Find your organization and hit the  button.

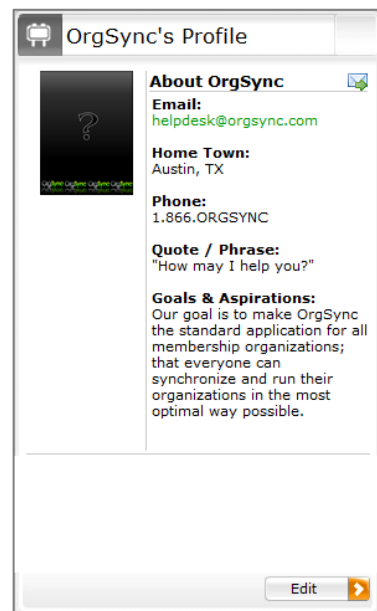


Step 2: Create Your Account

- Organization Password:** Enter the organization's password in the first blank field.
- Username:** Create your own Username. You will need this to log in.
- Password:** Create your own user password. You will need this and your Username to log in.
- Email me when I receive OrgSync Alerts:** Check this box if you'd like an email notification when you receive messages on OrgSync..
- Allow Administrators to send me SMS messages:** OrgSync allows group members to text message you from the site

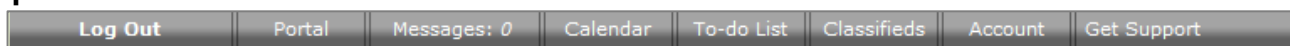
Step 3: Complete Your User Profile

- 🕒 Login to your user profile.
- 🕒 Click the Edit button
- 🕒 In Edit mode, you can update any of the information you input while registering.
- Hit the Submit button to save your changes.**
- 🕒 Upload a profile picture. Please use a picture of yourself.
- Hit the Submit button to save your changes.**
- 🕒 In the Profile Options > Basics section, please put your home address in the Mailing Address field. **Hit the Submit button to save your changes.**



YOUR PROFILE IS COMPLETE! ...so check out what you can do with it!

Step 4: User Features



The menu bar across the top is specific to you as a User.

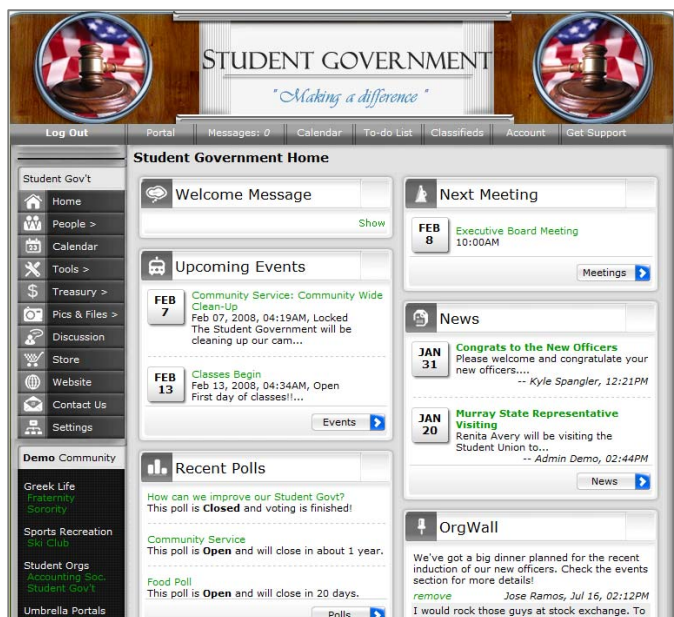
- 🕒 **Portal:** This will take you to your *profile*. From here, you can edit your profile information.
- 🕒 **Messages:** This is where you can check your intranet email and notifications.
- 🕒 **Calendar:** View a calendar of upcoming meetings, events and tasks.
- 🕒 **To-do List:** View/create tasks.
- 🕒 **Classifieds:** Post/search items in this shared "marketplace."
- 🕒 **Account:** Change your password and other account settings.
- 🕒 **Get Support:** Contact OrgSync directly if you have any major support issues.

Step 5: Check out your organization's portal!



Click your organization's name on the left navigation bar. You will be taken to the organization's portal

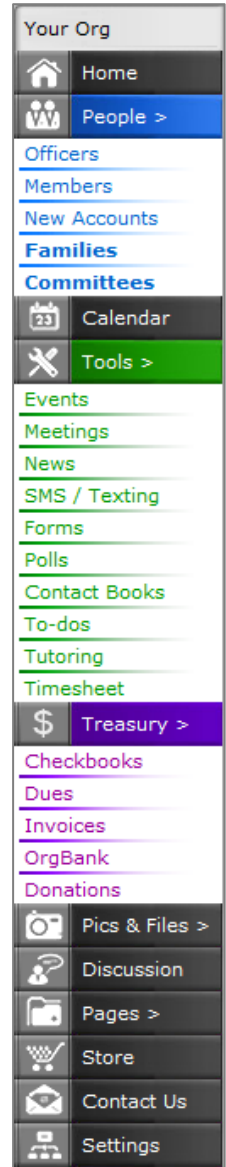
From here, you can quickly view upcoming meetings & events, participate in polls and discussion posts, see the latest organization news and post information.



The menu bar is how you navigate throughout the portal →

- 🕒 **Home:** Will bring you back to the organization's portal homepage
- 👤 **People**
 - Officers: A directory of the organization's officers
 - Members: A directory of the organization's members
 - New Accounts: Profiles awaiting membership confirmation
 - Committees: Created groups within the portal
- 📅 **Calendar:** A two month view of upcoming meetings & events
- 🔧 **Tools**
 - Events: View/schedule events
 - Meetings: View/schedule meetings
 - News: View/post news
 - Forms: View/create forms to capture user input
 - Polls: Cast your vote in the latest poll

 - Contact Books: Keep contact information (ex: vendors)
 - To-dos: View/create/assign tasks
- 🖼️ **Pics & Files**
 - Pics: View/upload group photos
 - Files: View/store group files
- 💬 **Discussion:** Create or participate in discussion boards
- 📄 **Pages:** This is a blank page document that can be used for newsletters, weekly updates, etc.
- 📞 **Contact Us:** Submit feedback directly to the portal Administrator.
- ⚙️ **Settings:** This is where portal administrators can change the group password, set up account groups, distribute website privilege & permissions, and more!



Step 6: Log in Regularly

Just go to www.OrgSync.com and enter your username and password



Support

HelpDesk – (512) 238-8534

Email – support@orgsync.com

AIM – OrgSync

www.OrgSync.com