

# ASTD-LA YourMembership.com Quick Start Guide

## Welcome!

ASTD-LA has launched its new website using the YourMembership.com interface, which has the tools to create a more interactive and hopefully rewarding site.

In a few simple steps, you can experience the advantages of joining this online community.

## First Things First... what is YourMembership.com?

First and foremost, it's our new website. Most of the functionality from the original site is here, including a robust Events Calendar, Career Center, Member Directory, and more.

But that's really just the tip of the iceberg. YourMembership.com is a full membership site that allows members to post content, join sub-groups, and connect with other members. It gives an online presence to our Special Divisions, and gives each and every one of you an opportunity to connect with each other in new ways.

An important thing to note... the more people who join and use the features the site has to offer, the more value it will provide.

## For Current Members...Here's How to Get Started!

1) We've already created your initial member profile. Now you just have to log on.

Just visit <http://www.astdla.org>, click on the "Sign In" button (upper right hand corner), and you're good to go!

Your initial username = your e-mail address. Your password = your first name + "2008".

As an example, one of Lawrence's e-mail addresses is [mortensonl@yahoo.com](mailto:mortensonl@yahoo.com), which would be his username. His password would be Lawrence2008.

**For security reasons, it's probably a good idea for you to change your password.**

## **For New Members...Here's How to Get Started!**

If you'd like to become a member and are reading this, simply log onto <http://www.astdla.org>, and select the "Become a Member" link on the left-hand navigation bar.

Simply follow the instructions and you'll be up and running in no time.

### **"What if I'm not sure, but would like to receive information about upcoming events etc?"**

If the above describes you, then you can register on the site as a "Non-Member". You'll get access to some areas of the site, and will be on our e-mail list. You won't have access to a number of valuable resources we provide our members, but everything in its own time.

Once you decide to become a member, you can upgrade your membership to "Member" status easily.

## **If you're a Current Member OR a New Member...**

### Create Your Profile

The next step is to create your profile. Other members will be able to see any information that is left "checked" on the left side.

Areas with a red asterisk are required (there are only a few of them). Be sure to accurately enter your Area(s) of Expertise! (If you enter "Coaching," it becomes a clickable link in your profile, and anyone who clicks it will be able to view all members who entered "Coaching" as their expertise.)

Also, be sure to upload a headshot or photograph to your profile – it makes it that much easier for people to remember who you are!

### Add Connections

The new ASTD-Los Angeles website acts as our members' own Facebook/Linked In.

Click the "Member Search" link on the main menu (below "Become a Member"). (Hint: To see all members, simply click the Search button without adding any criteria.) Once you reach a profile, you may add the user by clicking "Add Connection" at the top of the profile.

## Other Features

Here are some other features to explore on the website. Some of them will become increasingly useful as the online community expands.

- Blogs*: You may post a blog using the right-hand navigation that appears when you visit your own profile page (Hint: Click "Member Search" on the main menu if that navigation isn't already there.).
- Career Board*: The job postings from the old ASTD-LA website are still accessible via the "Career Center" link on the main menu. Click "Search Openings" at the top of the page and click the "Search" button to see all openings.

There are currently around 10 positions posted so you can see how it works.

- Groups*: Use the "Groups" link on the menu to join Special Division groups. Joining will allow you to receive group-specific information and post comments on the group's page.

The special divisions own these pages – some may choose to use them more than others, but they can be a great tool for managing group communications, membership, and more.

- Resume Search/Upload*: You may post a resume/CV using the right-hand navigation that appears when you visit your own profile page (Hint: Click "Member Search" on the main menu if that navigation isn't already there.)
- Upcoming Events*: Click "Events Calendar" on the main menu to see all upcoming events.

## Contacts/Resources

For general questions or assistance, feel free to use the "Contact Us" link at the top right-hand corner of the page, or e-mail Denise at [astdla@aol.com](mailto:astdla@aol.com).

We look forward to continuing to serve you!

- The ASTD-LA 2008 Board of Directors