NJLA MemberClicks Instructions

How to Sign up for MemberClicks:

1. Visit njla.org & click the red **Member Login** button in the upper right corner.
2. Enter the email address associated with your NJLA membership and click the **Reset Password** link above the gray Log In button.
3. You will receive an email with the subject "Password Reset Requested" in which there will be a link to reset your password. The link to update your password is good for only one hour.
4. Click the link and update to a password of your choice. This password must be 10 characters long and it must not be the same as your username.
5. Once you update your password, you will be redirected to the login screen and must enter your email address and password to login.

How to Access the "Members Only" Site

1. Once you are logged in, hover over the **Home** button on the menu bar. A drop down item titled **Member Home** should appear. Click on it.
2. Welcome to the "Members Only" site! From here you will be able to update your profile, email an e-list, update membership and participate in the forums.

How to Edit Your Profile & Preferences
(this includes which emails you receive)

1. Once you're on the "Members Only" site, click the **My Profile** link in the light gray box, beneath the image.
2. On this screen you can **update the following information**: Username, Full Name, Contact name, Organization, Email, Phone, Address, Job Title, Legacy ID, Library Science/Information Degree, Nickname, Salary Range
3. To do so, click the light gray **Edit** button that appears in the upper right.
4. Click the green **Save** button when done, or gray **Cancel** button if you've decided not to make these changes.
5. Hover over the medium gray **My Profile** tab in the upper left to reveal the drop down menu with options to Change Profile Picture, Change Password, Change Contact Preferences, Message History, Invoices, and Submissions. Click on the option you'd like.

    a. **Change Profile Picture**
       i. Click on the silhouette or picture to open the option to upload a new image
       ii. Click the gray **Upload a Photo** button on the lower left
       iii. Locate the image on computer or device and click Open

        iv.   Review the image to make sure the resizing and cropping is appropriate

        v.   Click the green **Save** button in the lower left when done, or gray **Cancel** button if you've decided not to make these changes

  b. **Change Password**

        i.   Follow the directions on screen

  c. **Contact Preferences** - this is where you can sign up to **get email notifications about forum posts**

        i.   In the upper left there is an on/off toggle. You'll want to make sure this is set to **On** so that you don't miss important updates from NJLA!

        ii.   Subscribe to the forums you'd like to follow. Choose **New Topics and Replies** in the Notification drop down to be notified of each new post in a given forum.

            1.   Please note, only the first five forums will display on the first page - we recommend you review all of them - there are 33 at the time these instructions were written

  d. **Message History**

        i.   View messages sent to e-lists you're a part of

            1.   Please note, only the ten most recent messages will display on the first page

  e. **Invoices**

        i.   View invoices for membership and paid events here

  f. **Submissions**

        i.   Review the information you've submitted via MemberClicks webforms here

6. Hover over the dark gray **My Features** tab in the upper left to reveal the **E-lists** drop down. Click on **E-lists**.

  a. On this page you can edit which e-lists you receive emails from

  b. Switch the toggles for "Subscribed" and "Email Delivery" so the green **On** displays for those e-lists you wish to receive emails from

        i.   Please note, the first five e-lists will display on this page, please review all e-lists

How to Email an E-list

(formerly known as a listserv)

1. View the full list E-lists by accessing the "Members Only" site, clicking the **My Profile** link, hovering over the **My Features** tab, and clicking the **E-lists** drop down

2. Click on the E-list you are interested in sending to

  a. You will only be able to send emails to those E-lists you are subscribed to

3. On the upper left, there will be a grey button that says **Post a New Message**

4. Click this button to send an email to this list - you will need to add a subject and message, and click the green **Send Message** button on the lower left

You can also send an email to an e-list by sending to the email address associated with that e-list. You should receive an email informing you of the email address for a given e-list when you subscribe to the list.

How to Access and Post to the Forums

1. View the Forums by accessing the "Members Only" site then clicking the **Community Forum** link in the light grey box, beneath the image
2. This will bring you to the forums - click on each forum to see the topics and posts within

How to View Upcoming Events

1. View the Event Calendar by accessing the "Members Only" site then clicking the **Event Calendar** link in the light gray box, beneath the image

How to Access the Newsletter and Associated Information

1. View the Event Calendar by accessing the "Members Only" site then clicking the **Newsletter** link in the light grey box, beneath the image
2. Once you're on the Newsletter page, scroll down to find older issues of the newsletter, which may be viewed or downloaded as .pdf files