



PNAIS WEBSITE ADMINISTRATIVE TOOLS JANUARY, 2008

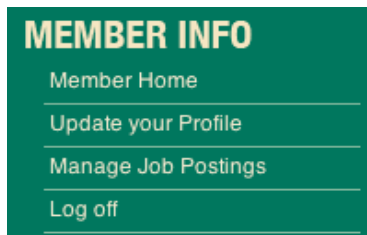
Please contact Donald Stone at dstone@pnais.org with any questions.

MEMBER LOGIN

Note: To access each of the tools on the following pages, with the exception of the "School Open House Calendar," you must first login to the secure member area of the site by clicking the "Member Login" icon in the upper right corner of each page and entering your account's username and password. Always be sure to Logout to protect your account.



Each school is issued a single account for use on the PNAIS website. If there are several people at your school who are responsible for updating or posting information, please be sure to share your school's username and password combination with them.



"FORGET YOUR USERNAME/PASSWORD?" FEATURE

Note: your school's username must be a correctly formatted e.mail address to retrieve forgotten passwords. If you do not know your school's username, please contact us and a new one can be designated.

Click on the link provided, enter your school account username (e.mail address) and this feature will send an e.mail message to you listing your school's current password.

MEMBER LOGIN

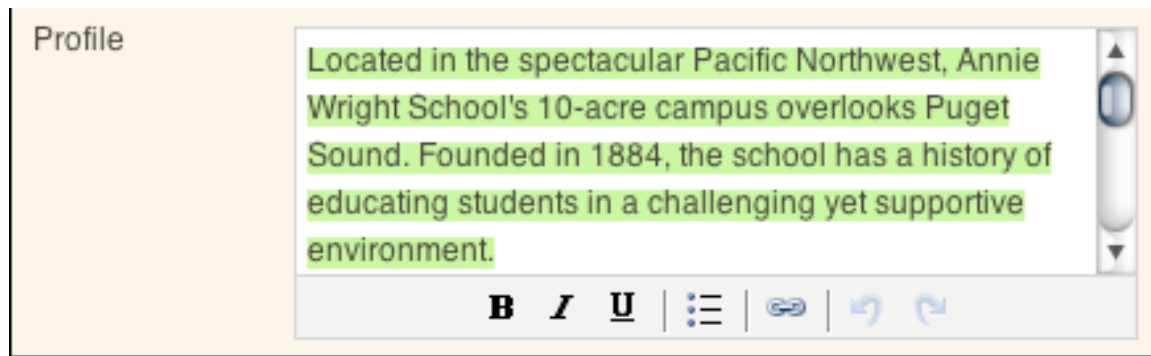
SITE LOGIN

Please login below.

Username	<input style="width: 90%;" type="text"/>
Password	<input style="width: 90%;" type="password"/>
<input style="background-color: #008000; color: white; padding: 5px 20px;" type="button" value="Login"/>	
Forget your username/password?	


USING THE TEXT EDITOR

The text editor is used in both the “Update Your Profile” and “Manage Job Postings” tools. You may cut and paste text from a MS Word document into the editor; however, it is recommended that once you do so, you use the editor’s formatting tools for the best results.




EDITOR FORMATTING TOOLS:


ADD BOLD FACE TEXT

 Highlight the text you want to appear as bold faced and click this icon.


ADD ITALICIZED TEXT

 Highlight the text you want to appear as italicized and click this icon.


UNDERLINE TEXT

 Highlight the text you want underlined and click this icon.


CREATE A BULLETED LIST

 Highlight the text you want to appear as a bulleted list and click this icon.

CREATE A LINK

 Highlight the text you want to convert to a link and click this icon. The “Insert/Edit Icon” window will appear. Add the URL to the “Link URL” field. Choose where the new window will open using the “Target” drop-down menu. Note: you may disregard the “Title” field. Click the purple “Insert” button.

“UNDO” LAST ACTION

 To “undo” your last action click this icon.

“REDO” LAST ACTION



To “redo” your last action click this icon.

UPDATE YOUR PROFILE (LOGIN REQUIRED)

Note: You may also change your PNAIS Website Account username and password [here](#).

Note: Always be sure to click the green “Update Profile” button in the lower left for changes to be saved.

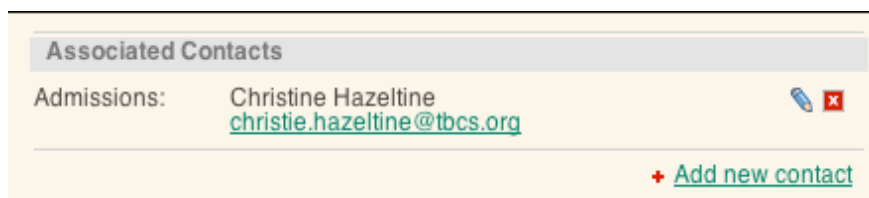
The "Update Your Profile" option will allow designated school personnel to modify information about your school, as well as add/edit contact information for admissions individuals. The information in this section is what prospective families will view when conducting a search for your school including website, address and school description information.

To add text to any of the fields, simply click in the desired area and enter your text. You may select the appropriate classifications for “School Type” and “Student Body” by using the dropdown menus – checkboxes have been provided for special programs and financial aid options.

ADDING ASSOCIATED CONTACTS (ADMISSIONS CONTACTS)

- 1) Click the “Add new Contact” link in the lower left of the screen – the “Person Editor” window will appear.
- 2) Add your contact information into the appropriate fields.
- 3) Click the red “Add Person” button in the lower right – the “Person Editor” window will close.
- 4) Click the green “Update Profile” button.

EDITING/DELETING ASSOCIATED CONTACTS (ADMISSIONS CONTACTS)



- To edit your contact, click the blue pencil icon - the “Person Editor” window will appear (see instructions above for “Adding Associated Contacts”).
- To delete your contact, click the “x” icon.

MANAGE JOB POSTINGS (LOGIN REQUIRED)

This feature will allow designated school personnel to add, edit, sort and delete job listings for your school. The information in this section is what job seekers will view when conducting a search for jobs related to your school.

ADDING A JOB POST



- 1) Click the “Manage Job Postings” link in the “Member Info” menu in the right banner – the “Job Manager” window will open. This will display your current list of job listings.
- 2) Click the “Post a New Job” link in the upper right – the “Job Editor” window will appear (see instructions above for editor usage tips).
- 3) Add your text to the appropriate fields. You may designate the appropriate “Position Type” from the drop-down menu.

- 4) Click the red "Post Job" button in the lower right of the "Job Editor" window.

MANAGE JOB POSTINGS (CONTINUED)

EDITING/DELETING JOB POSTS

Note: you may sort your job listings by "Type, School" or "Date Posted" by clicking the red links at the top of each column on the "Job Manager" window.

	Title	Type	School	Date Posted
 	Business Manager	Administrator	Annie Wright School	12/20/2006

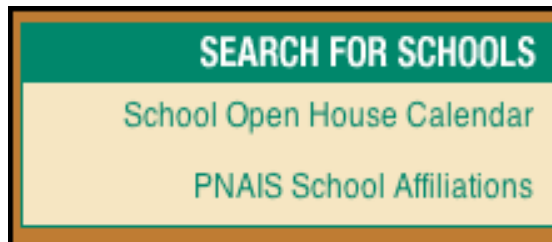
- To edit your post, click the blue pencil icon - the "Job Editor" window will appear (see instructions above for "Adding A Job Post").
- To delete your post, click the "x" icon.

ADDING YOUR SCHOOL'S EVENTS TO THE PNAIS SCHOOL OPEN HOUSE CALENDAR (NO LOGIN REQUIRED)

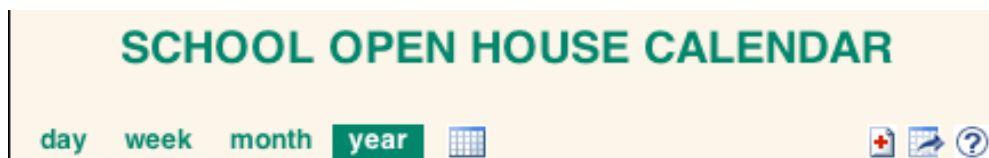
School users are able to post a new event to be displayed on this calendar including daily and weekly reoccurring events. The request will be reviewed by PNAIS and published to the calendar if accepted.

To submit an event for posting:

- 1) Click on the "Search for Schools" button on the Left Navigation Menu.
- 2) Click on the "School Open House Calendar" link that now appears in the sub-page menu on the Left Navigation Menu.



- 3) Click on the "+" icon on the right side of the Calendar Tool Bar (shown below) above the calendar itself, the "Post Event" window will appear.



- 4) Fill in the appropriate information in each field and click "Post This Event". Note: you may disregard the "Calendar Key" field. Your request will be reviewed and published to the website when approved (see guidelines on page five).

ADDING YOUR SCHOOL'S EVENTS TO THE PNAIS SCHOOL OPEN HOUSE CALENDAR (CONTINUED)

PNAIS CALENDAR DATA ENTRY GUIDELINES

Note: because a login is not required, when you submit a calendar entry, the site does not automatically supply information about you and your school. As a result, you will want to follow the guidelines below:

Event Title Field

Be sure to include the name of your school in the "Event Title" field. This is the "headline" parents will see when visiting the calendar on our site. This text, when posted to the site, serves as a link to the text you enter in the "Event Detail" field (see below).

Event Note Field

Text entered into this field will appear below the Event Title on the calendar. This is a useful space to enter a short descriptive phrase such as "Middle School Open House."

Event Body Field

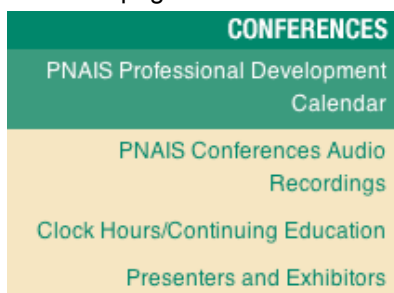
This text appears after a user clicks on the Event Title described above. This is a good location to add the address and contact information for your school, as well as a short description of the event.

ADDING AN EVENT TO THE PNAIS PROFESSIONAL DEVELOPMENT CALENDAR (NO LOGIN REQUIRED)

This calendar displays professional development events hosted by PNAIS schools or other organizations intended to promote the growth of teachers and administrators alike. School users are able to post a new event to be displayed on this calendar. The request will be reviewed by PNAIS and published to the calendar if accepted.

To submit an event for posting:

- 1) Click on the "Conferences" button on the Left Navigation Menu.
- 2) Click on the "PNAIS Professional Development Calendar" link that now appears in the sub-page menu on the Left Navigation Menu.



- 3) Follow the instructions for adding your school's events to the PNAIS School Open House Calendar beginning with step 3 found on page 4 of this document. Be sure to note the **PNAIS Calendar Data Entry Guidelines** at the top of this page in order to properly format your listing.