



## OAUG User Community Support System Coordinators Guide

### Introduction

The purpose of this document is to serve as a reference for Geographic, Special Interest Group, and User Community coordinators as they use OAUG's User Community Support System.

Through the OAUG User Community Support System, coordinators can perform many functions relative to their affiliated group:

1. View/edit your User Community settings
2. View the User Community calendar
3. Create a new event for your User Community
4. Create links to place on your User Community web site
5. Manage User Community membership
6. Manage User Community conference registrations

### Group Management

When your User Community affiliates with OAUG, coordinators and the designated secondary contact are automatically presented with an additional navigational component on the "My Profile" screen.

If you are a coordinator or secondary contact and do not know your password to access your profile, you can request it during the login process, or by visiting

<http://secure.meetingexpectations.com/oaug/requestpassword.asp>.

1. Visit the OAUG web site at <http://oaug.org> and click on the "My OAUG Profile" link in the upper right portion of the screen and log on if prompted. This link is present on every page and may be used at any time to return to the main menu or to login.



- Click on the “Manage My User Communities” navigation located on the “My Profile” page. If you do not see this link and icon, please contact [geo-sig@oaug.com](mailto:geo-sig@oaug.com) to confirm whether you are listed as the coordinator or secondary contact for a group.



[Manage My User Communities](#)

- For each User Community for which you serve as coordinator, you will have access to the Manage My User Communities Menu as shown below. (Note: If you are a coordinator for more than one User Community, a dropdown box will appear on this page from which you may select the User Community you wish to manage.)

## Manage Your User Communities

Chris Test GEO 3

### Actions for User Community: Chris Test GEO 3



[My User Community](#)

Allows coordinators to view membership numbers, coordinator name, member confirmation email, web user ID and password, and other useful information



[User Community Calendar](#)

Provides a list view or monthly calendar view for events being held by your User Community.



[New Conference](#)

Create new locations, create events, generate confirmation text, assign “cc” email addresses, and other information about your events.



[Create User Community Links](#)

Create links for conference registration, event calendar, and membership to place on your web site.



[Membership Management](#)

View/download membership list and process cancellations.



[Conference Management](#)

View events for your User Community, and drill down to view or download a complete registration list.

Each of these sub-menu pages will have a <<Back to Manage Your User Communities link in the upper right corner to make it easier to return to the main Manage Your User Communities menu page.

The feature descriptions for each sub-menu component are detailed in the pages that follow.

## **Feature Descriptions**

### **My User Community**

In this component, you will be able to view and/or edit the following details on record for your User Community:

**User Community ID:** This is the OAUG's internal identification number for your User Community. (view only)

**User Community Type:** OAUG supports several User Community types, including Geographic and Special Interest Groups. Your User Community type (Geo, SIG) will be listed here. (view only)

**Name:** The official name of your User Community, to be displayed on Membership Application and Conference Registration forms. (view only)

**Active:** Lists the status of your User Community's affiliation with the OAUG. (view only)

**User Community Coordinators:** Lists the coordinator, secondary contact, OAUG Board Liaison and Oracle Liaison OAUG has listed for your organization. (view only)

**OAUG Membership Required:** Lists whether or not your User Community requires membership in the OAUG in order to be a member of your organization. (view only)

**Membership App Enabled:** Lists whether or not your organization is currently using the OAUG-provided membership application. (view only)

Also, a table listing membership counts (active, cancelled, and total) is provided for your reference.

**Membership List on File:** Whether or not your User Community has fulfilled the requirement to provide its membership lists to OAUG at least once per year. If your organization is using the membership application provided by the OAUG, this will be defaulted to “True”. (view only)

**List Server Address:** If your organization is using an OAUG-provided list server, the link to the list server is provided here. (view only)

**List Server User ID:** If your organization is using an OAUG-provided list server, the administrator User ID is listed here for your reference. (view only)

**List Server Password:** If your organization is using an OAUG-provided list server, the administrator password is listed here for your reference. (view only)

**Web Site URL:** The URL of your organization’s web site. (view only)

**Web Site User ID:** If your organization is hosting your Web site with OAUG, the administrator User ID is listed here for your reference. (view only)

**Web Site Password:** If your organization is hosting your web site with OAUG, the administrator password is listed here for your reference. (view only)

**New Member Confirmation:** This editable text allows you to modify the message members receive when they join your organization through the OAUG-provided membership application. (can be edited by coordinator or secondary contact as needed)

**New Member Notification Email Address:** If you wish for a specific email address to be carbon copied on any membership application submitted through the OAUG-provided membership application, it may be entered/edited here. (can be edited by coordinator or secondary contact as needed)



**Country:** This is the country your group represents. (view only)

Please contact [geo-sig@oaug.com](mailto:geo-sig@oaug.com) to request updates for any of the “view only” fields.

### User Community Calendar

This allows you to view an event calendar or list. If you have used the OAUG-provided registration application, or informed the OAUG about your event, it will be listed here.

In calendar view, Click “< Previous” or “Next >” to scroll through the months. Or, switch between Calendar and List view by clicking on the “Switch to List View” or “Switch to Calendar View” links.

To view additional information about a particular event, click on that event link to view the detail.

### New Conference

To create a new event (Conference, Meeting, Web Presentation, etc.), you can use this link.

The first step in creating an event is to select or create a location. Check the pull down Location list to determine whether your event’s location is listed there. If your event location is not in the list, please click the “Create New Location?” check box.

## Create a New User Community Conference

**Create/Select a Location** » Enter Conference Information » Confirmation

\* = Required field

Please choose the location for the conference.

If your location is not in the list, please click the “Create New Location?” checkbox.

\* Location:

Create New Location?

### Creating a New User Community Conference Location

When creating a new location, please provide the following information:

- Location Name

- Address
- City
- State/Province
- Postal Code
- Country
- Notes (Notes about the location)

As your location WILL BE VIEWABLE by other groups scheduling their events, please be as explicit as possible.

### Enter Conference Information

Once a location has been selected or added to the system, you can enter the following details about your event:

- **Conference Name:** the name of your event, which will be displayed on the User Community Event Information page, as well as on the calendar.
- **Conference Type:** select the type of event (Geo meeting, SIG meeting, and other meeting types as they are identified will be listed here. Please select the one most closely matching your event, or contact OAUG at [geo-sig@oaug.com](mailto:geo-sig@oaug.com) to suggest a new conference type).
- **Estimated Number of Attendees:** For reference purposes, you can enter the estimated number of attendees.
- **Conference Description:** A brief, 250-character description of your event. Will be displayed on the Group Event Information page.
- **Conference Start Date:** Enter the date in mm/dd/yyyy format, or use the calendar icon to select the date your event begins.
- **Conference End Date:** Enter the date in mm/dd/yyyy format, or use the calendar icon to select the date your event ends.
- **Registration Start Date:** Enter the date in mm/dd/yyyy format, or use the calendar icon to select the date you wish event registration to open. If you are using the OAUG-provided registration application, the registration form will automatically open at midnight Eastern Time (GMT -5:00).
- **Registration End Date:** Enter the date in mm/dd/yyyy format, or use the calendar icon to select the date you wish event registration to close. If you are using the



OAUG-provided registration application, the registration form will automatically close at 11:59:59 PM Eastern Time (GMT -5:00).

- **Your Registration URL:** If you are NOT using the OAUG-provided registration application, please provide the link in the space provided.
- **Use OAUG Registration System?** Check this check box if you wish to use the OAUG-provided registration system. By selecting this check box, you will see the following additional fields:
  - **Conference Email Text:** Enter the text you wish to include in registration confirmations (250 characters maximum).
  - **Email a copy of registration confirmation to:** A copy of the registration confirmation will be sent to this email address each time someone registers for your event. Leave blank if you do not wish to take advantage of this option.

**NOTE: Your new conference will not be “live” until it is reviewed and approved by the OAUG Geo/SIG Coordinator. Turnaround for approving new events will be by the next business day of submitting your new event.**

### **Create User Community Links**

If you wish to post a link to the OAUG-provided membership, registration, and calendar for your User Community, you can create these links here by clicking on the appropriate button. Copy and past the resultant link to your web site to provide links directly into the OAUG-provided application.

### **Membership Management**

If your User Community is using the OAUG-provided Membership application, a list of your members will be listed here, including: Membership ID, Member Name, Company, Email Address, Phone number, Address, whether they wish to Opt OUT of receiving e-mail, and last update date.

To cancel a membership, click the “Cancelled” checkbox corresponding to the member you wish to cancel, and click the “Update” button.



To download the complete list, click the “Download List to Excel” button and save to your hard drive. Please note the “Opt OUT of E-Mail” column. Any member who has “True” in this field should NOT be included in any e-mail blasts from your organization.

### **Conference Management**

Click on this icon to view the events OAUG has on record for your organization. If you are using the OAUG registration application, a “Registrations” link will appear to the right of the start date. Click this link to view a list of registrants, including: Registration ID, Member Name, Company, Email Address, Phone number, Address, and last update date.

To cancel a registration, click the “Cancelled” checkbox corresponding to the member you wish to cancel, and click the “Update” button.

To download the complete list, click the “Download List to Excel” button and save to your hard drive.

### **Conclusion**

We hope your organization benefits from the applications provided by the OAUG. If you have any questions, or have ideas on how this service may be improved, please let us know by sending an email to [geo-sig@oaug.com](mailto:geo-sig@oaug.com).