



Website Quick Start Guide - Help & FAQ's

Welcome to CABA!! This is a quick start guide to help you manage your CABA profile account on the CABA website: www.usecaba.com. You will want to log in and populate as much of your profile as you can in order to leverage the power of the site and promote your business.

SIGN IN

You may see two different sign-in methods depending on your browser and most recent sign-in. Either one will work exactly the same way.

1. Enter your Username
2. Enter your Password
3. Place a checkmark in the "Remember Me" box if you would like your password remembered so that you don't have to type it each time you sign-in. If you would prefer not to have your password saved, do not place a checkmark in the "Remember Me" box.
4. Click the "Sign In" button or click "Enter" on your keyboard to gain access to the sight.

The screenshot shows a sign-in form with a blue header. It includes fields for Username and Password, a checked "Remember Me" checkbox, and a "Sign In" button. Below the button are links for "Forgot your password? Click here." and "Haven't registered yet? Click here."

The screenshot shows a member login page with a yellow header. It includes a navigation menu on the left, a "Member Login" section with a welcome message, and fields for Username and Password. A checked "Remember Me" checkbox and a "Sign In" button are also visible.

MY PROFILE

The "**My Profile**" section is your administrative tool to update and edit your CABA member profile; add sub-accounts; manage your groups, blogs, files, links, photos, and subscriptions; edit your notification preferences; post job openings and more. It is critical to your networking success to keep your profile up-to-date and to encourage others to visit it.

This is the area of your administrative control panel where you can edit nearly every portion of your CABA member profile. The following areas of your CABA member profile can be edited, changed, or updated from here:

1. Your Profile Photo
2. Your Account Information (including: Personalized URL, Username/Password and Email Address)
3. Your Personal Information (Full Name)
4. Your Additional Information (including: Keywords, More Information)
5. Your Contact Information (including: Organization Name, Title, Profession, Website, Address, Phone, Fax)
6. Your Photos

To make changes in any of these locations, choose "[Edit]" from the associated navigation bar. Make your changes. **The next 2 steps are very important or your information will NOT be saved**; 1) Read the Terms of Use and place a checkmark in the "I Accept the Terms of Use" box and, 2) Click the "Save Changes" button. Only after completing those 2 steps will your changes be saved and updated in the system.

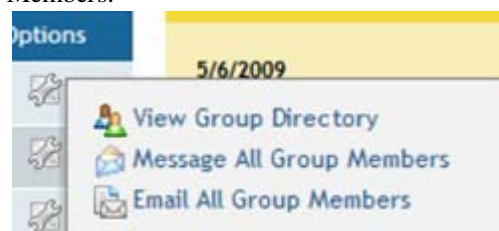
MY GROUPS

This is the area where you manage the groups that you belong to. Everyone is part of the CABA Main Community. You may also choose to join a committee and therefore would become a part of that group. You can send group emails and messages from here. Note: this is NOT where you join groups. To join a group, go to the Group Home Page, Choose a Committee and press 'Request Membership'. Once you've joined a committee, you'll find information related to the committee work on this Group Home Page.

GROUP MESSAGING

1. You can send one message per 7 days
2. The message must pertain to the CABA member's business
3. Attachments are limited to 1 file

To send a group message to all registered CABA members: sign-in, go to "My Groups" in the blue-colored "My Profile" box on the right side, hover your cursor over the options icon (pictured below) next to the CABA Main Community: CABA Members group. Click on "Message All Group Members" (pictured below). Type your message (you will see that you can now have special fonts, coloring, insert photos, and even add an attachment!) This will reach all registered CABA Members.



Choose the "Message All Group Members" option.

MY PREFERENCES

- * Go to www.usecaba.com
- * Sign on with your user name and password
- * On the blue-colored "My Profile" box on the right side, click on "My Preferences" - you will get a box similar to the one below
- * You will need to check and more importantly "uncheck" some of the alerts that you are set to receive. For example: you may be set-up to receive an e-mail alert every time someone "messages" you, updates their profile, joins your group, etc. You may want to "uncheck" those choices, as you will already be on the CABA website (hint hint) checking out everything that is going on. This will cut down on the alerts you get in your e-mail.

The screenshot shows the Carrollwood Area Business Association website. The main header features the CABA logo and the slogan "Call a member first!". A navigation menu on the left includes links for Home, About CABA, Member Directory Search, Calendar & Registrations, Groups, Committees, Newsletters, Who's Online Now?, Join CABA Now, and Help. The "My Preferences" page is highlighted in yellow. It contains a table with columns for "On/Off", "Category", and "Description".

On/Off	Category	Description
<input type="checkbox"/>	Career Center	Email me when someone applies for an opening I have posted
<input checked="" type="checkbox"/>	Connections	Allow other members to view my connections
<input type="checkbox"/>	Connections	Email me when I receive a connection invite
<input type="checkbox"/>	Connections	Email me when one of my connections updates their profile *
<input type="checkbox"/>	Connections	Email me when one of my connections uploads a new photo *
<input type="checkbox"/>	Groups	Email me when someone in one of my groups updates their profile *
<input type="checkbox"/>	Groups	Email me when someone joins a group of which I am a member
<input type="checkbox"/>	Groups	Email me when someone uploads a photo to a group of which I am a member *
<input type="checkbox"/>	Messaging	Email me when I have unread messages older than 30 days in my inbox
<input type="checkbox"/>	Messaging	Email me when new messages arrive
<input checked="" type="checkbox"/>	Profile	Display my 'Online Now' status and allow others to start a chat with me

* Notifications of this type are sent upon the member's first update/upload only, reset hourly.

** Please note: CABA sends important notifications about upcoming events, opportunities, etc. *directly* to your email address. Messages within the CABA website are from members to members about their own businesses.

SETTING UP SUB-ACCOUNTS (ADDITIONAL USERS)

The new CABA website www.usecaba.com records the **Primary** contact person for your business membership **ONLY**. If you would like to have additional members of your business enjoy a profile of their own, you can set up a Sub-Account for up to 2 additional people from your business. They will also be able to create their own profile, send and receive e-mails and messages, sign up for events, join committees, and much more. It will also double or triple your exposure when someone is "searching" for your company on the website.

It is quick and easy to do.

STEP 1: Log on to www.usecaba.com (Primary user).


STEP 2: Go into "My Sub-Accounts" in the blue-colored "My Profile" box on the right side. You will see something similar to the following:

My Sub-accounts

You currently have 2 seats, 2 of which are available.

Invite New Members

You may enter the email address of up to 2 recipient(s), one per line.

A screenshot of a web form titled "Invite New Members". It features a large, empty text input area with a light gray border. To the right of the input area are two small, light-colored buttons stacked vertically. Below the input area is a horizontal bar with a checkered pattern and a "Send Invite" button.

[Send Invite]

STEP 3: Type in the 1 or 2 e-mails address that you want as a 2nd or 3rd contact on your business membership account. These people **MUST** be an employee of your company. Click 'Send invite'.

STEP 4: Those 1 or 2 people will receive the invite to join (as a link), and they will need to go in and fill out all the information. They will be asked to create a "username" - we suggest using their e-mail address. They will complete information on page 1, click register, and will be directed to a whole screen (similar to an application) of information that they will need to complete (what they enter will show up on the website under their new profile).

STEP 5: Once they submit, it will be sent to CABA Administration for approval (we have to verify they are an employee of yours and have input appropriate information).

REGISTERING FOR AN EVENT

This is easy! Click on the event that you want to register for in the yellow 'Calendar' Section. You will see the detailed information about the event. Click on 'Calendar & Registrations' on the main blue navigation bar. Choose the event that you'd like to register for. (Note: not all events require registration or fees) Click 'Register' in the yellow header bar on top, or click on 'Register for this event>>' in the Registration Information section.

You can also click on the Calendar icon located next to the event title to export the event information to your own Outlook calendar.

CABA Website Support Opportunities

Chances are this Quick Start Guide will give you all you need to get started with the CABA website. But if it does not, here are some ways that you can get additional support:

Help Tab on the Website

We're constantly updating the Help and Frequently Asked Questions. You can find updated tips and tricks for what all CABA members are doing to promote their business on the Help Tab at www.usecaba.com.

The CABA Website Attends After Fives and Coffees

Yes, our website travels! www.usecaba.com is projected on the walls of at least one CABA host per month so that even our most technologically-shy members can 'get in touch' with the website. Next time you attend a Wednesday event, you'll hear tips and tricks for leveraging your networking using the website. Walk over to the 6 foot high website and you can direct some of those nagging little questions to a Technology Committee member who is excited to assist you.

CABA Website Workshops

So what about me?! Can you explain in terms of *my* company and *my* needs? Yes we can! Attend one of our CABA Website Workshops, bring your laptop if you'd like, and we'll work on what *you* need to do. Each workshop will be based on the needs and questions of the attendees for that day. So get your company information together, register for a CABA Website Workshop, and we'll help get you started.

You can find the dates of the upcoming CABA Website Workshops at www.usecaba.com. They are held every other month. Registrations are required. No charge for this casual and productive event!

But I Still have an Issue

If you find that you have an issue that cannot be resolved with one of the above sources of support, please fill out a 'Contact Us' form so that we can solve your problem. The Contact Us form is located at the end of the Help section. (this is by design, so you can browse the help topics before you run the risk of being teased for asking a question when the answer was right in front of you)

It Just Bugs Me

So you're a pro with the site and you are using it regularly, but you've come across something that just doesn't make sense or seems wrong. We'd love your help in assuring the quality of the website programming. If you would like to submit a report of a 'bug' or error, we'd love to hear about it. Send it by using the 'Contact Us' form at the end of the Help section.