Section Community Guide

ISA Connect

! **IMPORTANT** Please leave the settings in your community as they are.

Every section has a community page inside ISA Connect.
Your members are added automatically.
All coded volunteers of your Section have administrative privileges.

Increase Accessibility

Your community includes a **file library** where you can post the section's bylaws, agendas, minutes, and newsletters.
- Volunteers have administrative capabilities to determine the folder structure
- Members can view and contribute resources

Communicate Communicate Communicate

Announcements are a great way for you to share information. Announcements should be used for:
- Upcoming events
- Scholarships and awards
- Newsletters

These are displayed on your community page. Only admins may post announcements.

Email Your Members *just not too much*
When you have that longer communication that just does not lend itself to an announcement, you can **send emails**.
- Send newsletters (though we recommend using the announcements feature)
- Promote section events and activities
- Send new member welcomes and renewal reminders
- Do not advertise non-ISA activities, i.e. events, products, courses, services, etc.
- Do not sell products and services

PROTIP
from Andrea Holovach
If your announcement is longer than 3 sentences, it should probably be an email. If you need help deciding which communication method, just reach out!

Events Made Easy

Manage registrations for your **events** and activities in your community.

With registration fees—*easily charge different rates for members and non-members*
The system works with multiple payment providers (PayPal, Stripe, and CyberSource). To enable your ability to accept registration fees into your account, manage your payment provider in the community settings.

Without registration fees—*just an RSVP*
If you do not charge for your events, you can still ask your members and non-members to tell you that they are coming to help you better manage your events.

PROTIP
from Rachael McGuffin
We appreciate the thought, but you do not need to add ISA Events to your calendar. Limit this to your section events only.

Knowledge is Power

Check the Pulse
Conduct simple **polls** to get quick information and engage with your members. For now, we have to create these for you. Send us your poll idea.

Know Your Members
Your community comes with its very own **member directory**. Volunteers have access to the **membership roster** under the community settings. This report enables you to check member status and call members before they lapse.

There are many community reports available out of the box. Not all will be applicable to you. Also, rosters do not include email addresses. If you need to email your members, use the email feature in the community settings.

PROTIP
from Karen Modrow
Target having a monthly poll on the same day each month. Be sure to post the results.

Add Some Flare

There is an area where you can include an **"about us"** for the section called "html content" under the settings, but do not worry, no HTML knowledge is needed!

PROTIP *from Jessica McKinney*
This area of your page is viewable by non-members. It is great place to include a short description, a president's message, and an invitation to join the section.

Find Your Replacement

We hope one of your first goals is to identify your replacement. With **volunteer**, you can **ask your members to get involved.**

You identify the opportunities; your members indicate their interests. The system works like a matching service.
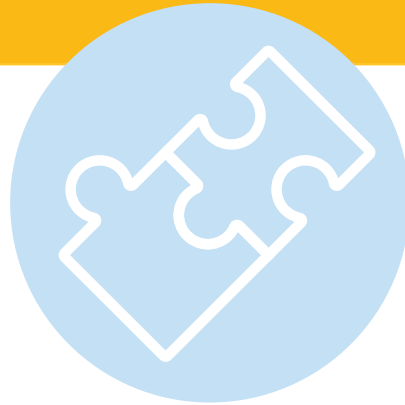
PROTIP *from Amanda Thaxton*
Think about some "micro" opportunities like writing a newsletter article or helping select scholarship recipients – small ways that do not take a long-time commitment for people to tip-toe into involvement.

Dive in the Speaker Pool

Search and review an expert's credentials to find and connect with the perfect candidate for your section's events and activities. Access **expert profiles** complete with contact information, bios, areas of expertise, location availabilities, and more!

+ EXTRA CREDIT

Do you know a great speaker? Invite them to join the expert directory! Members and non-members can create a profile
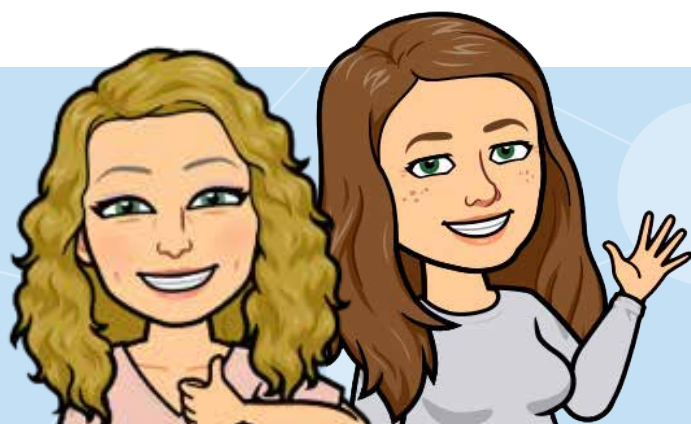
If you need help or want to brainstorm about any of these ideas, reach out to the Connect Team or the Sections Team (kidding we are the same team!)

Contact us at: connect@isa.org