

MDMLG Webmaster Overview

MDMLG Web Site – <http://www.mdmlg.org>

- General section (open to the public)
- Members-Only section (password-protected)
 - Contains documents such as the Meeting Minutes and Treasurer's Reports.
 - The password is changed once a year in September.

MDMLG Listservs (2)

- General Listserv / MDMLG-L
 - Attachments NOT permitted.
 - Use this listserv for general announcements about meetings, CE classes, etc.
 - Replies go only to the initial poster, not the entire list.
 - Post a message to MDMLG-L@uic.edu.
- Board Listserv / MDMLGBD-L
 - Attachments ARE permitted.
 - Use this listserv for board business and discussion.
 - Replies go to the entire list.
 - Post a message to MDMLGBD-L@uic.edu.

MDMLG Blog

- Resides on the main page of the MDMLG web site.
- Hosted by Blogspot – <http://www.blogspot.com>
 - You can join through invitation only (submitted by the Webmaster)
 - Only Board members and Committee chairs are invited to be contributors.
 - If you want any of your Committee members to also be able to post, please let me know and I'll issue them invitations as well.
- Anyone can comment, but their comments are approved by me prior to their posting.

MDMLG Procedural Document - <http://mdmlgboardprocedures.wikispaces.com/>

- Hosted by WikiSpaces – <http://www.wikispaces.com>
 - You can join through invitation only (submitted by the Webmaster)
 - Only Board members and Committee chairs are invited to be contributors
- Each Board member and Committee chair is responsible for updating their portion

Information for each Board Member and Committee Chair

- Each Board Member and Committee Chair has a web page with all of the documents relating to that position linked on it.

- You can find these pages at the Executive Board web page - <http://www.mdmlg.org/executive-board.htm> - just click on the name of the position.

Procedure for updating MDMLG information:

- Send items to Valerie electronically
- Valerie updates the web site within 1-2 business days, and emails you with the URL and confirmation that your information has been added/updated.
- ***It is the Board member or Committee chair's responsibility to announce MDMLG items relating to his/her position on the appropriate listserv and the blog.*** If any member has difficulty doing this, please let Valerie know and she will assist you in troubleshooting.

PayPal:

- MDMLG uses PayPal to collect money for membership, CE classes, lunches, vendor donations, and other items requiring payment. You can either use a credit card or set up a PayPal account.
- The Webmaster will create the Paypal web page, and collect/track the funds for the event. She will notify the Board member or Committee chair responsible for those funds. She will send a periodic accounting to the MDMLG Treasurer. She will transfer the funds to the Comerica checking account after each event.

SurveyMonkey:

- MDMLG has a SurveyMonkey Professional Account, which is \$200.00 per year.
- SurveyMonkey is used for the Program Evaluations, Change of Address, Membership Forms, the Compensation & Benefits Survey, and the annual Election.
- The SurveyMonkey ID and password is limited to the MDMLG Webmaster and the Compensation & Benefits Committee. Anyone else needing a survey should contact the Webmaster; she will create the survey and tabulate the responses.

Other Items of Interest

- **MDMLG Forms web page** (members-only) – Meeting Evaluation Form, Membership Application, Reimbursement Form, Change of Address Form, Logos, Stationery, Mailing Labels, Tax Exempt Number, SurveyMonkey password and more. <http://www.mdmlg.org/members/forms.htm>
- **MDMLG Site Index** – The best place to start on the MDMLG web site if you need to find something. <http://www.mdmlg.org/site-index.htm>

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