New SACRAO Website Guide

The new completely revamped SACRAO site is now fully available. The new navigation is very different from the previous site. We have condensed and renamed some section menus on the site. This guide will help you find everything from the past and explore newly added features.

The homepage features a rotating banner promoting current and future events; it will serve as an eye-candy with information of value on it. Below the banner will be blocks of updates and important information regarding what's going on with SACRAO. Check the homepage frequently to keep yourself updated.

In the upper right-hand corner of the site you will see a button labeled "Sign In". If you are a member of SACRAO, then you may sign in and gain access to additional contents on the website. Levels of access are designated by color strips on the left-hand side of the menu. Blue strip menu items are public areas that anyone can access. White strip menu items indicate mixed security; some content is available to everyone, while additional content is displayed when a member is logged in. Some lucky folks will also see red strip menu items; those are special modules of the site designed for different committees and their job functions. If you have trouble signing into the website, please use the "Reset Password" link on the login page. Assuming your email is correct in the SACRAO system, it can email you a link to reset your password. The Vice President for States/Regionals and Membership can confirm what your email is in the system. Note, if you're having trouble receiving the password reset email, always remember to check the spam/junk folder!

As a member of SACRAO, you can change your contact information in the SACRAO system. Just click on your name on the top-right corner and go to "My Profile". You can even look at other members in your school by clicking on "My Institution/Organization" in the drop-down menu. If you are a primary contact for your school, you can change the contact information for your school, view/pay your SACRAO membership balance on the same page, and add new members for your school.

What's available to the general public?

Conference Site
Every year there will be a new Conference section setup. Registration and hotel information are typically the first items up for the conference site. More information will posted as we get closer to the conference date each year.

General Information
A permanent section of the site that stores information on past/future SACRAO events, committee listings, mission/history, strategic plans, and constitution/bylaws. The events section displays all SACRAO annual meeting sites and dates, and links to individual archives for each meeting. The "Current Committees" page lists names and contact information of current executive committee and program/standing committees. You will also find tax information under General Information.

Get Involved
This section is dedicated to those who are interested in participating as a committee member, as presenter, or in other volunteer work associated with SACRAO. A description of each position

in the executive committee and program/standing committee is outlined in detail. If you want to get involved, please use the "I'm Available Form" in this section to let us know your interest.

Membership Information
The membership info pages detail the difference between each type of membership – Institutional, Educational Agency, Corporate, or Associate. The membership fees and contact for Vice President for State/Regional and Membership are kept up to date in this section. Additionally, new members can apply for membership via the electronic forms and read about the benefits of joining.

Following are sections available to the public but which also contain member-only content. You will notice they have white strips in the left menu.

Library
The SACRAO library is designed to archive all documents associated with the organization. This ranges from miscellaneous documents/forms to newsletters/journals to presentations at each conference. The newsletter/journal has a search feature, though we currently only have searchable results for journals. The "Events Archive & Presentations" section is where you will find past conference programs, meeting minutes, presentations, and maybe even photos! The "Forms/Documents (Public)" section contains a few non-electronic forms. The "Forms/Documents (Members-Only)" page will require you to be logged in and have active SACRAO membership. It contains meeting minutes and budget documents.

Directory
Here you will find the current committee contacts that were linked from General Information. The entire membership directory is also housed in this section. General visitors can see all members' names and affiliation. You need to be logged in to see detailed contact information. A Search feature is also available to find a member fast and easy.

Job Board
Visitors can view jobs posted on the Job Board. Any member logged in can post on the Job Board and edit jobs that they posted. Each job post is required to have a closing date. When that date is reached, the job post will simply disappear from the listing.

These are all the public pages we have on the site for now. Be on the lookout for new content and information on upcoming events. New sections will always be announced on the homepage.

The site should work on all browsers, though Firefox and Chrome provide a smoother experience. The new design also utilizes "responsive" layout techniques, where the layout will reorganize itself based on the screen size. On smartphones, the pages will stack contents neatly in a vertical fashion.