



AIS Administrative Bulletin

Number: 2012.01.08

Subject Area: SIG and Chapter Websites

Topic: Hosting Your SIG and Chapter Website on the AIS Site

Revised: September 13, 2013

Overview:

On August 1, 2012, AIS transferred to a new content management system (CMS) hosted by YourMembership, which, among other things, provides SIG and chapter leaders with new and improved online functionality.

If you have any questions about this process, please email tmitri@aisnet.org

Using a rich text editor and some HTML, your webmaster, web host, or chapter leadership can now:

- Create a custom group homepage
- Create custom pages in collaboration (wiki) mode
- Create password-protected custom pages (NOTE: In order to password-protect your page, you must send an email to communications@aisnet.org with the page title)
- Manage an online calendar
- Organize and manage photos
- Publish blogs
- Create forums
- Communicate with and manage membership

Although the CMS offers a plethora of new web capabilities, it does not:

- Provide search functionality constrained to your sub-site (NOTE: overall site search will index your data if you authorize custom pages to be “searchable”)
- Allow you to develop web forms
- Enable you to pull data from databases
- Have a look and feel that is materially different from the AIS website

Getting Started:

Group Video Training

Creating Group Calendars &

<http://ais.site->

Events	ym.com/admin/customer_service/tutorials/group_calendars/group_calendars.html
Group Photo Albums	http://ais.site-ym.com/admin/customer_service/tutorials/group_photo/group_photo.html
Bulk Emailing to Group	http://ais.site-ym.com/admin/customer_service/tutorials/bulk_email/bulk_email.html
Driving traffic to Group with Now!Feed	http://ais.site-ym.com/admin/customer_service/tutorials/now/now.html

Next, send an email to office@aisnet.org with the subject line: AIS-hosted SIG/Chapter Website. In it, please include the following details:

1. The name of your SIG or chapter
2. The names of your leadership (only an admin can update this information)
3. The name, email addresses, and group leadership positions of two content editors