

Website Instructions for Groups

Definitions, best practices, and features available on the MLA website for Committees, Interest Groups, and Task Forces.

Find help documentation on our website: <https://www.musiclibraryassoc.org/page/help>, or email us at: webeditor@musiclibraryassoc.org

Definitions

Group: a web space used by an MLA committee, interest group, or task force.

Group Administrator: by default, the Chair or Coordinator of an MLA committee, task force, or interest group. To make another member of a group the administrator, email the Web Manager.

Public Web Space: an area viewable by everyone (MLA member or not) for a committee, interest group, or task force to share their work.

Private Work Space: open only to members of a group; allows the group to share documents and files and keep an archive of their work.

Best Practices for Public Web Spaces

Required

- Keep the group homepage in the Right Column template.
- Post the committee charge or group description at the top of the main column.
- Use the Group Short Description area to summarize your group's purpose. This description appears in the website's browse list of committees, task forces, and interest groups.
- Follow the MLA Web Style Guidelines.

Committees and Task Forces

- Post the Committee Handbook below the committee charge (find the template link on the Committees group page).

Interest Groups

- List the interest group's "approved through" date below the group description.

Group Features

- **Custom Pages:** Additional web pages that may be linked to the group homepage, or will appear at the top of the page as "Group Pages"

- **File Library:** Use to share files or links. File libraries are embedded in a custom page.
- **Forums:** Online discussion boards on a particular topic
- **Message Group Members:** Send messages with attachments out to the group. Note: group members cannot "reply to all."
- **Blog:** Create a blog to share your group's work! Blogs allow comments and tagging.
- **Forms:** The Web Committee can create forms and surveys for a group. Email the Web Manager for more information.
- **Calendar:** Share events with members of the group.
- **Photos:** Create albums to share images. Be sure to submit a Photo Release Form for any photos appearing on the MLA website.

Getting Started

Logging in and getting to your group

- Log into the web site using your MLA username/password. Once logged in, go to your profile.
- To go directly to a group, select it from the list below your profile picture.
- To see a page listing all of your groups, click "Groups" in the right side column. The little person icon identifies groups for which you are the administrator.

My Groups

Actions	Group Type: Name
	Committees: Emerging Technologies & Services
	Committees: Web Committee
	Interest Groups: Digital Humanities
	Interest Groups: Women in Music
	Interest Groups: World Music
	Work Spaces: Emerging Technologies & Services
	Work Spaces: Web Committee 

My Profile

[Profile Home](#)
[Manage Profile](#)
[Create Resumé/CV](#)
[Groups](#)
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[Files & Links](#)
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[Membership Info](#)
[Refer a Friend](#)

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Page Components for Administrators



Charge: Place the committee charge at the top of the main column, in the "Welcome Message." Interest groups should add a short description of the group's purpose. Please keep this layout for all public group pages, for overall site consistency.


Committee Members: The membership of the group is listed in the right column. The official member list is maintained by the MLA Administrative Officer, who has sole editing permission.

Change Homepage Layout allows you to select these options for your homepage:

Work Spaces: Web Committee Homepage Layout

 Group Home

 Group Admin Options  Change Homepage Layout

 Resource Manager

Select a template: Choose your features:

Right Column **Left Column**

Group News Feed

Group Reps

Events

Recently Updated Profiles

Photo Gallery

Welcome Message

Recent Group Related News

Recent Blog Activity

Recent Forum Activity

Group Navigation



Create your layout

Drag features between the zones below to customize how the group homepage is displayed.

- **Select a Template:** *Always use the Right Column template, for consistency across all MLA group pages.*
- **Group Newsfeed:** Only group members can post messages in a group's space. Other MLA members and non-members can view these posts.
- **Group Reps:** *Always leave this box checked.* Pulls data from the online directory to list the chair of a committee, coordinator for a round table, etc.
- **Events:** If a group chooses to use the calendar function, events from the calendar will be pulled onto your homepage.
- **Recently Updated Profiles:** *We recommend leaving this box unchecked.* Logs a note on the group's homepage each time a member of the group updates their profile.

- **Photo Gallery:** Create a photo album to share photos with the public. Every photo needs signed Photo Release Forms from both the photographer and anyone appearing in the photos.
- **Welcome Message:** *Always leave this box checked.* Use this space for the committee charge or interest group description.
- **Recent Group Related News:** If the Web Committee posts a news item or press release related to a group elsewhere on the MLA website, it will show up in this feed. *This feature is unlikely to be used at this time.*
- **Recent Blog Activity:** Displays headlines from a group blog
- **Recent Forum Activity:** Display titles of forum posts created by group members.
- **Group Navigation:** Controls whether or not a shortcut icon for blogs, forums, and calendar show up on the group page.

Create Your Layout

- We recommend keeping the Header Zone empty, although you may choose to include photos.
- Items displayed in the Main Content Zone and Right Rail depend on which items you checked in the Choose Your Features Section above.
- Drag items from one section to another to display in your order of preference.
- ***Please keep the Welcome Message as the first item to appear in your Main Content Zone and the Group Reps as the first item to appear in your Right Rail.***
- Set how many items you want to display at a time on your homepage. For example, I can adjust the dropdown next to Events from 5 to 2 if I only want to show two upcoming events at a time.
- Make your desired changes and Save Layout.

Group Admin Options are further options for expanding your Group's site.

Work Spaces: Web Committee Homepage

Group Home

Group Admin Options Change Homepage Layout Resource Manager

- Content Management**
 - Homepage Options**
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- Reporting**
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My Profile

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Networks
- Files & Links
- Favorites
- Messages
- Connections
- Membership Info (Renew!)
- Refer a Friend

Advertisement

Content Management


Homepage Options (under Group Admin Options)



- Required: Use the Group Short Description area to summarize your group's purpose. This description appears in the website's browse list of committees, task forces, and interest groups.
- Select which items (Group Directory, Blog, Forums, etc.) show up in the Group Directory & Features menu.


Group Homepage Layout: Opens the same page as the "Change Homepage Layout" link next to the Group Admin Options link.

Custom Pages are basic web pages. They may be linked from the group homepage or may be found under the Group Pages button above the Group welcome message. Options when you add a new costume page include:




Add New Custom Page For Work Spaces: Web Committee

 [Group Home](#)

 [Group Admin Options](#)  [Change Homepage Layout](#)

 [Resource Manager](#)

Custom Page Configuration

Group	Work Spaces: Web Committee
Page Title 	<input type="text"/>
Show in Group Menu?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Collaboration (Wiki) Mode	<input type="radio"/> Enabled (editable by any group members viewing the page) <input checked="" type="radio"/> Disabled (editable only by group administrators)
Redirection	<input checked="" type="radio"/> Do Not Redirect <input type="radio"/> Redirect to the URL Below <input type="text"/>
Searchable? 	<input checked="" type="radio"/> Yes, include in your site's search index and sitemap <input type="radio"/> No
Enable Voting and Score?	<input type="radio"/> Yes <input checked="" type="radio"/> No
RSS Feed URL 	<input type="text"/>

File Collections (check the collection(s) you would like associated with this page)

Group File Collections

Branding

Site-wide File Collections

Archival Description of Music Materials

- **Resource Manager:** The Resource Manager on the top right of the screen is where to upload photos or files to link on the custom page. The resource manager can be organized in folders. Again, please fill out a Photo Release Form for any photos that will be displayed publicly on the website.
- **Show in Group Menu:** We recommend you select Yes: the page will display under the Group Pages button. If you select No, the page will be hidden from navigation.


- **Collaboration (Wiki) Mode:** When enabled, allows any member of a group to edit the custom page. Only group members can edit: editing isn't open to other MLA members or non-members. Checking "Disabled" means that only the group administrator can edit the page.
- **Redirection:** Always select "Do Not Redirect" unless otherwise instructed by the Web Committee.
- **Searchable:** Determines whether or not a page appears in the Site Search. For Public Groups, we recommend you select Yes. For Work Spaces, we recommend you select No.
- **Enable Voting and Score:** This feature allows site visitors to rate a page thumbs up or thumbs down. This will be translated into a star scoring system on your page.
- **RSS Feed URL:** You may add an RSS feed to automatically populate in your page. For example, If your group has an external blog, you could use this feature to populate the page with headlines from your blog.
- **File Collections:** Use to share a collection of files (see next section for further help). File Libraries are listed under Group File Collections. Check the box next to the appropriate collection to embed it in your custom page.
- **Content:** Add any text, images from the Resource Manager, links, etc. in the Content box. Be sure to follow the Web Committee's Style Guide to help create a consistent look and feel for content throughout the site.



File Libraries


File Libraries are an easy and clean way to store and share files or URLs. They may be embedded into a custom page or may be found on their own under the Group Pages icon.

Creating a File Library

File Library for Work Spaces: Web Committee

 [Group Home](#)

 [Group Admin Options](#)  [Change Homepage Layout](#)

 [Resource Manager](#)

Add a New Collection, available to group 'Work Spaces: Web Committee'

Name of Collection

Collaboration (Wiki) Mode

Enabled (any group members viewing the collection may contribute)

Disabled (only group administrators may contribute)

Description

(of 1000 characters remaining)

[Save](#)

[Cancel](#)

- On the File Library page, follow the link to Add a New Collection.
- Name the collection. Use the following conventions to name file libraries: Subject [Roman numeral] Dates or other numbers. (ex: "Board minutes I. 2010-2013")
- If **Collaboration (Wiki) Mode** is enabled, any member of the group will be able to add files. If disabled, only the administrator can add files.
- Add a description (optional).

Adding Files to a Collection

Add a New Item to Collection: Manual

Item Type File URL

Name

Protected?  No

Yes, members must be signed in to access the file.

File to Upload

Choose File

No file chosen

Description

1000 (of 1000 characters remaining)

I agree with the terms of the [Upload Agreement](#).

Submit

Cancel

- Select the item type (file or URL)
- Give the file a name.
- If the file is protected, only MLA members will be able to view it. Selecting No leaves your file visible to anyone.

To add additional files or URLs to an existing file library, click "Add a File." To reorder or delete files, click "Manage Collection."

Manual [\[More Info \]](#)

 [Add a File](#)  [Manage Collection](#)

Item Name	Posted By	Date Posted
Edited Profile Privacy Settings Guide	S. Henry	

Calendar Management

- **View Dates & Events:** A full list of current date/events the group administrator has created. Edit event information by clicking on the paper/pencil icon.
- **Add a New Date:** The Web Committee recommends you skip this feature; use "Add a New Event" instead.
- **Add a New Event:** Recommended by the Web Committee for most uses of the calendar. Add a New Event allows you to include additional options such as contact information, event URLs and location of the event.

When adding an event, always leave Enable Online Registration set to No. Online registration is tied to MLA financials and must be set up by the MLA Administrative Officer.

Enabling the RSVP option may help with event planning. Only MLA members can RSVP for an event. RSVPs can be visible only to the group administrator or open to everyone. If you do not want to collect RSVPs, select "No, registrant list visible only to Site Admins."

If you would like to add your event to the MLA homepage calendar, please email the Web Manager.

Photos

Manage Photo Albums: Add a new photo album to your group in this space. Edit photo albums that currently exist by clicking on the paper and pencil icon. Click an album's title to view items in that album, change settings on each photo in your album, or add additional items. Be sure to fill out the Photo Release Form for all photos appearing on the website.

Upload Photos: To add photos, click Directory & Features, then select Photo Gallery. If you've created an album, it will be displayed here as a box. The box titled "All Photos" contains all of the group's photos, including those not in any albums. Select the photo album of your choice, decide whether viewers can add comments to the new photo by adjusting the comments drop down menu, and click the icon to the right of the browse button to upload your photo.

View All Photos: Edit settings or delete photos from an album.

View Pending Photos: Group administrators must approve all photos to make sure the Photo Release Form is filled out. To approve (or reject) photos, simply click the checkbox next to the photo and click the Accept Selected Images button.

View Accepted Photos: Delete or reject previously approved photos.

View Rejected Photos: Approve or delete previously rejected photos, if, for example, a missing Photo Release Form has been submitted.

Blogs

View blogs: Displays a sortable list of group blogs. The “wrench” icon allows you to change a blog's settings. Clicking a blog's title will display all posts; you may edit, delete, or add tags to posts from this screen.

Start a New Blog

- Name the blog and add a short description.
- **Auto-Approve Posts:** Select Yes to allow new posts to a blog to go live immediately. Select No to require the group administrator to review and approve potential posts before they go live on the site.
- **Ability to Post:** Select Locked to allow only the group administrator to post. Select Open to allow posts from all group members. Keep in mind that membership in Interest Groups is open: any MLA member can join the group and begin posting.
- **Ability to Comment:** Select Locked to allow only the group administrator to comment. Select Open to allow comments from all group members.
- **Enable Voting and Scores on Posts/Comments:** Determines whether users can rate posts/comments thumbs up or down. This translates into a star rating for the post.

Forums

View Forum Categories: Overarching categories beneath which you'll store one or more forums.

Add a New Category: Add an additional forum category here and decide the order in which categories will appear.

View Forums: View existing forums, edit settings, or add a new forum.

To add a Forum, click on the Add Forum button.

- Name the form and add a brief (optional) description.
- **Category:** Select from the dropdown list.
- **Sort Order within Category:** If there are multiple Forums within a category, you can select the display order here.

- **Sort By:** Most recent post or most recent topic
- **Archived:** Archived forums are not visible on the public group page.
- **Locked:** *The Web Committee recommends you select No.* If you select Yes, only the group administrator will be able to post or comment.
- **Enable Voting and Scores on Topics:** Determines whether users can rate topics thumbs up or down. This translates into a star rating for the post.

Member Management

View Current/Pending Members: Committee members and Interest Group Coordinators are appointed by the MLA President and added to the MLA Administrative structure shortly after the MLA annual meeting. If you believe there is an error in your membership roster, please email the Web Manager.

System User Interest Group leaders are self-appointed and coordinated by the Emerging Technologies and Services Committee's System Interest Group Coordinator.

Membership in Interest Groups is open to all members of MLA. Members may join after logging into the site and traveling to your Interest Group page and clicking the "Join Group" button.

Member Communication

Message Group: Send messages, including attachments, to all members of a group at the same time. Good for one-way messaging, but members cannot reply all.

Messages are stored on the MLA web platform, under the "Messages" link in My Profile.

Email All Group Members: Send emails, without attachments, to all members of a group. Good for one-way messaging, but members cannot reply all. Emails are not stored within the web platform but rather in your personal email.

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