

TACCHO MEMBER ONLY WEBPAGE OUTLINE OF FUNCTIONS

7-28-21

TACCHO www.taccho.org

TACCHO Member Only Webpages

www.taccho.org

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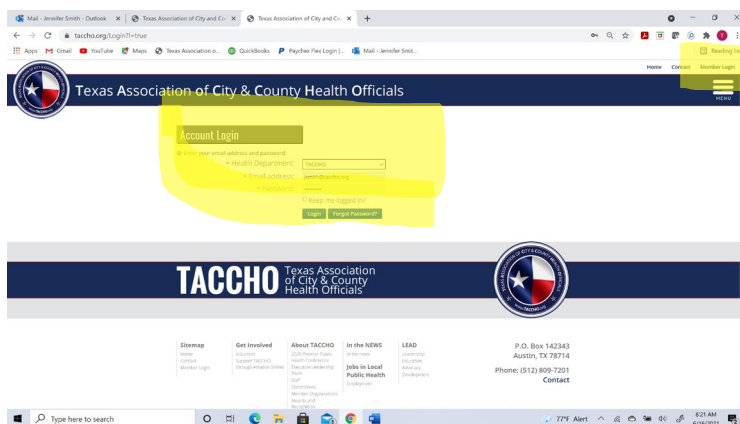
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The TACCHO Member Only Webpages allow a TACCHO member to describe their organization to the public and other members, communicate with another member within this website, post comments or questions within a Forum, post jobs, and allow additional submembers access to the pages. This is a brief outline of the functions available on the LHD organization page. The TACCHO Administrator can also conduct back office work on the pages as needed or requested by the Member Director. For more detailed information on the functions in the Member page, please contact the TACCHO office at 512-809-7201.

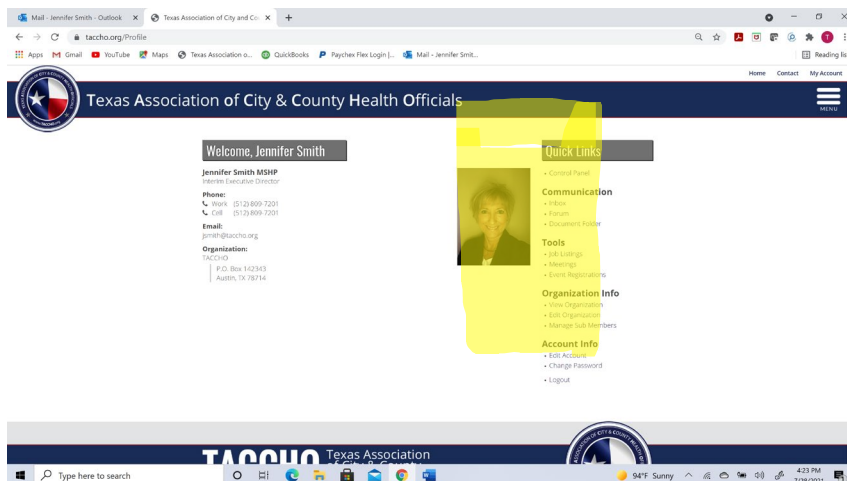
Logging In - Go to TACCHO Website Page – Member Login on Upper Right



1. Click on Member Login and go to TACCHO Member Login Page – Select Your LHD, enter email address and password

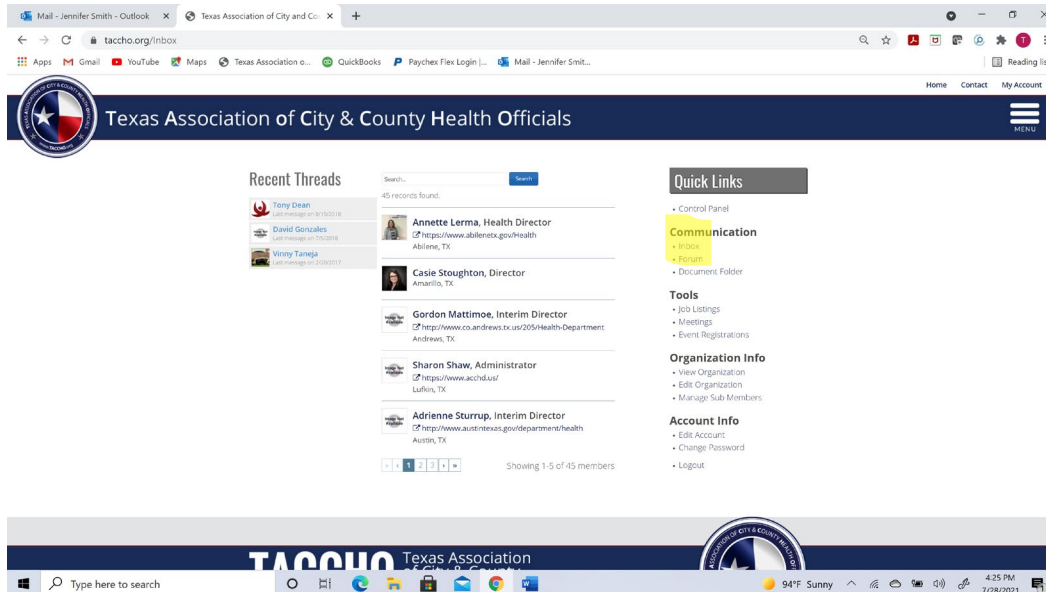


2. At Member Login Page, See Various Features: 1) Communications; 2) Tools, 3) Organization Info; 4) Account info

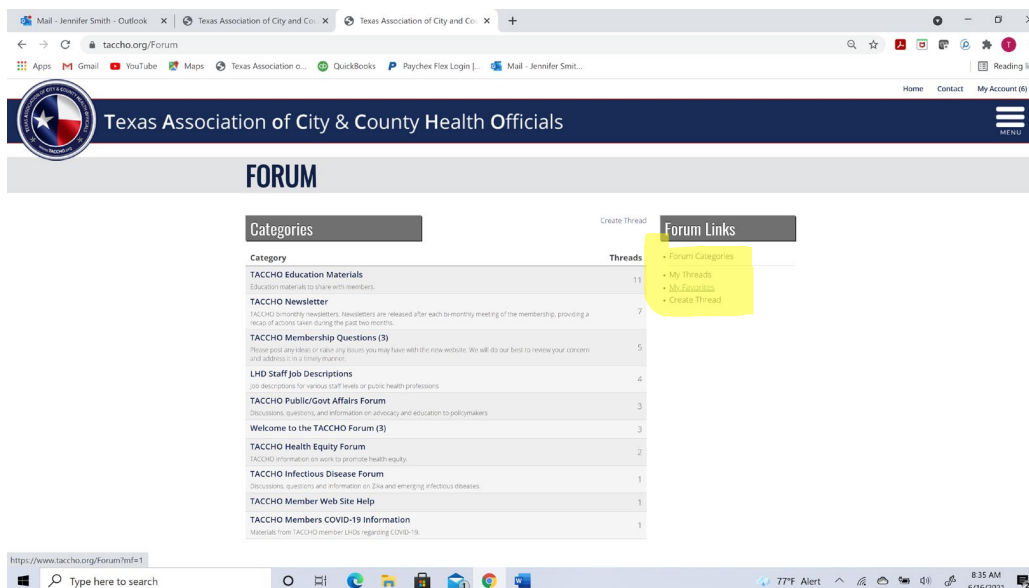


1. Communication – Three features include: 1) Inbox; 2) Forum; 3) Document Folder

1) **Inbox** - for inside messaging between a member. Go to the Account Info area and Opt In to receive email notifications of forum discussions, emails, and uploading of documents in the system.



2) **Forum** – messaging board to post conversations, questions, and documents. All members and submembers see the Forum.



3) Document Folder

This feature allows access to various documents to all TACCHO Members with access to the TACCHO Member Only webpages, or to Select Committees and Groups.

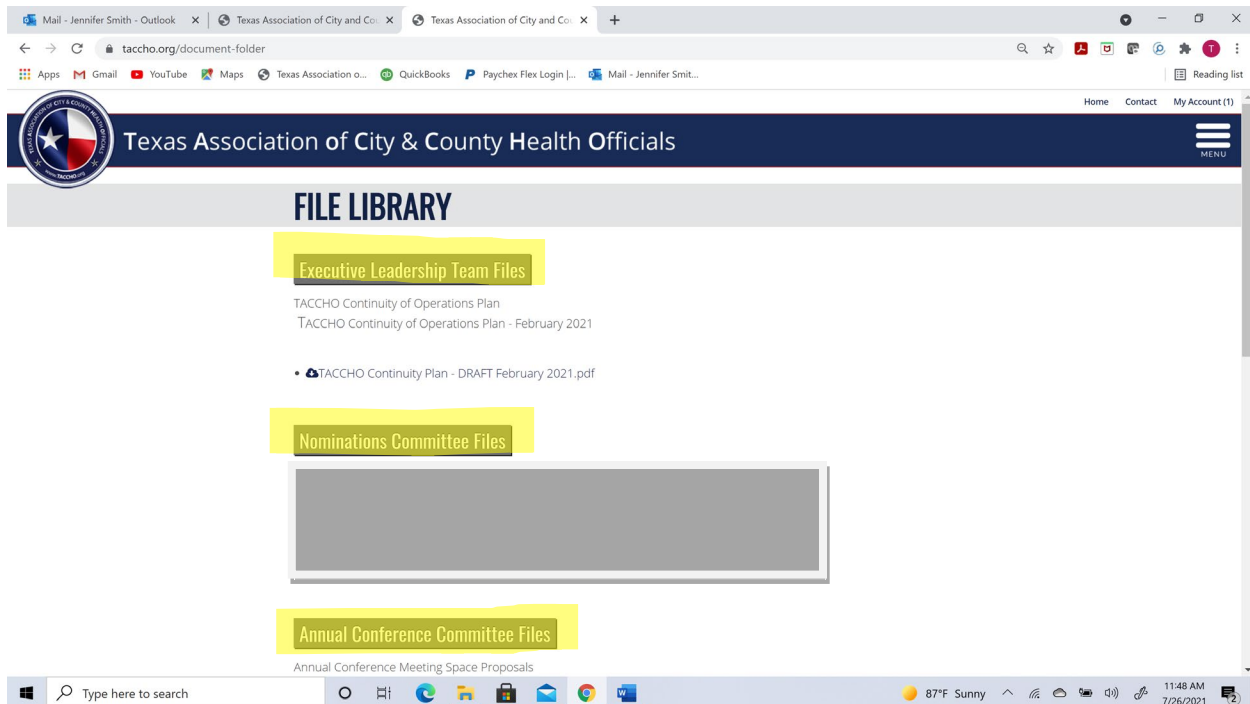
- On the TACCHO Website, Log into the Member Only page.
- In your page area, look right to see the Quick Links area.
- Under Communication there is a Document Folder line. Click on the link.
- In the Document Folder area you will be able to see certain member committee or group headings if you belong to that committee/group. If files have been loaded under that heading, you can download and review those files.

Current Headings, and those TACCHO members with access, include:

- TACCHO Members – all Voting Directors of LHDs that are TACCHO members
- Annual Conference Committee – current Conference planning committee members
- Executive Leadership Team – current ELT Members
- Nomination Committee – current Nominations committee members
- Membership Committee – Current Membership committee members
- Public Government Affairs Committee – all Members with access to Member Only webpages
- Public Health Preparedness Group – all Members with access to Member Only webpages

To maintain organization and security, the TACCHO office is the only entity that can upload or delete a file. If there is a file you would like added to the Group folder, please send to the TACCHO office for consideration and posting.

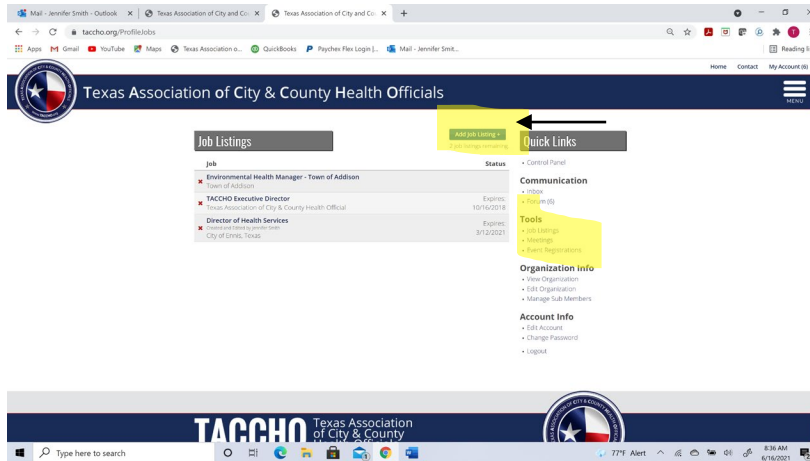
The screenshot shows a web browser window displaying the TACCHO Member Only profile page for Jennifer Smith. The page has a dark blue header with the TACCHO logo and the text "Texas Association of City & County Health Officials". Below the header, the page is divided into several sections. On the left, there is a "Welcome, Jennifer Smith" message with contact information for Jennifer Smith, MSHIP, Interim Executive Director. On the right, there is a "Quick Links" section with a "Communication" link highlighted in yellow. A blue arrow points to the "Document Folder" link under the "Communication" section. Below the "Communication" section, there are sections for "Tools", "Organization Info", and "Account Info". The bottom of the page shows the TACCHO logo and the text "Texas Association of City & County Health Officials".



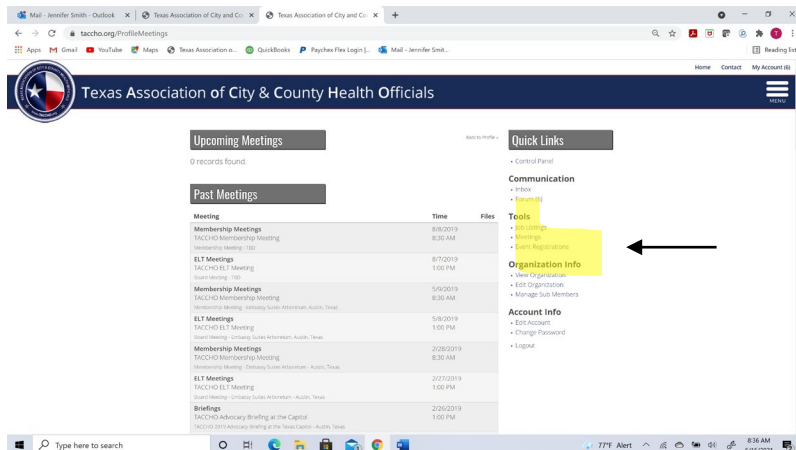
Sample Headings are highlighted. Members will only see the headings to which they are assigned.

2. Tools – Three features include: 1) Job Listings; 2) Meetings; 3) Event Registrations

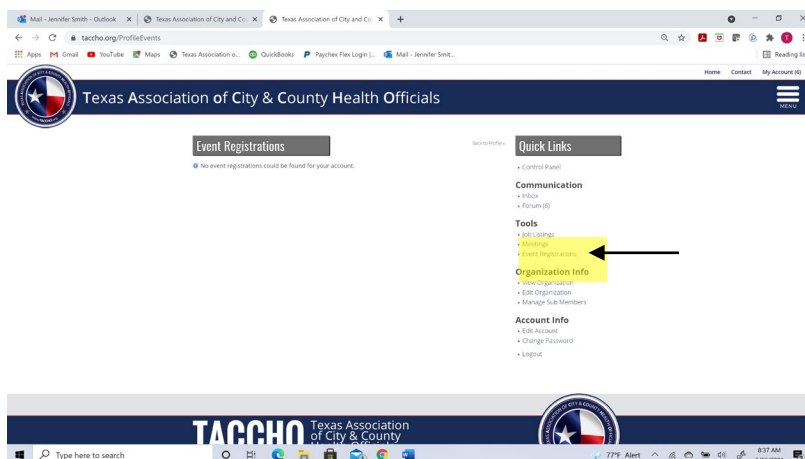
1) **Job Listings** – post job positions on TACCHO website. Members have 5 free postings available. You can delete a posting to add more.



2) **Meetings** – list of TACCHO meetings posted on the webpage.



3) **Event Registrations** – events members may have registered for on the TACCHO website.

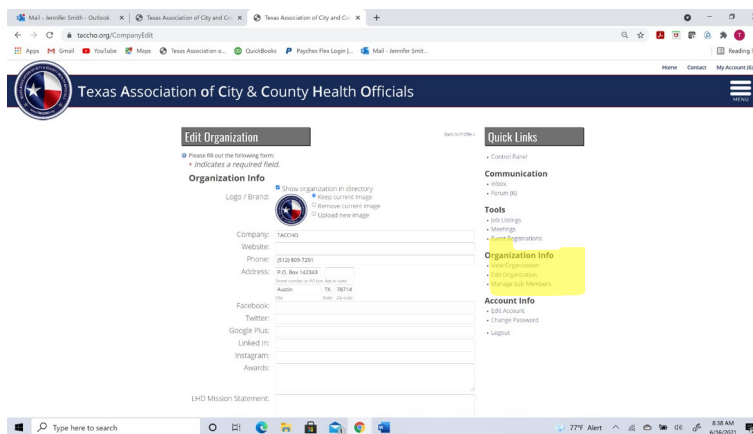


3. Organization Info – Three features include: 1) View Organization; 2) Edit Organization; 3) Manage Sub-members

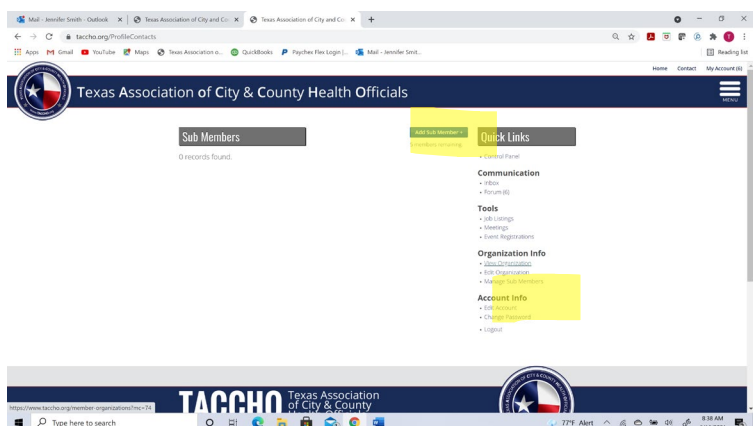
1) **View Organization** – this is your description of your LHD as well as the list of TACCHO Members to download. The TACCHO Member list is also on the main TACCHO Website under Member Organizations.



2) **Edit Organization** – Update organization information here.

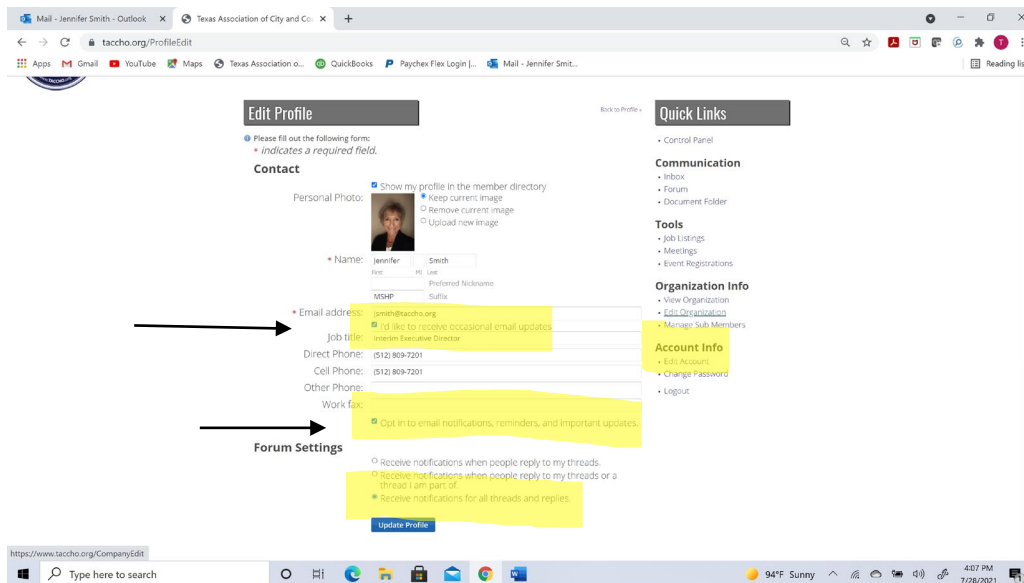


3) **Manage Sub-Members** – you can add up to 5 sub-members to your organization description allowing them to see everything in the TACCHO Member area.



4. Account Info – Three features include: 1) Edit Account; 2) Change Password; 3) Logout

1) **Edit Account** – this allows you to update how you want your LHD information included in the website and how to receive information from the website Inbox and Forum – you can Opt In or Opt Out to receive email notifications of postings to the Forum, emails sent inside the system to you or documents uploaded in the website. The TACCHO Administrator has opted all members into receiving the emails and forum discussions. Check your regular email Spam or Clutter folder for emails from info@TACCHO.org and recognize the address in your system.



Edit Profile

Please fill out the following form:
* indicates a required field.

Contact

Personal Photo: ☐ Show my profile in the member directory
☐ Keep current image
☐ Remove current image
☐ Upload new image

* Name:
Preferred Nickname:

* Email address:
☐ I'd like to receive occasional email updates
Job title:

Direct Phone:
Cell Phone:
Other Phone:
Work fax:

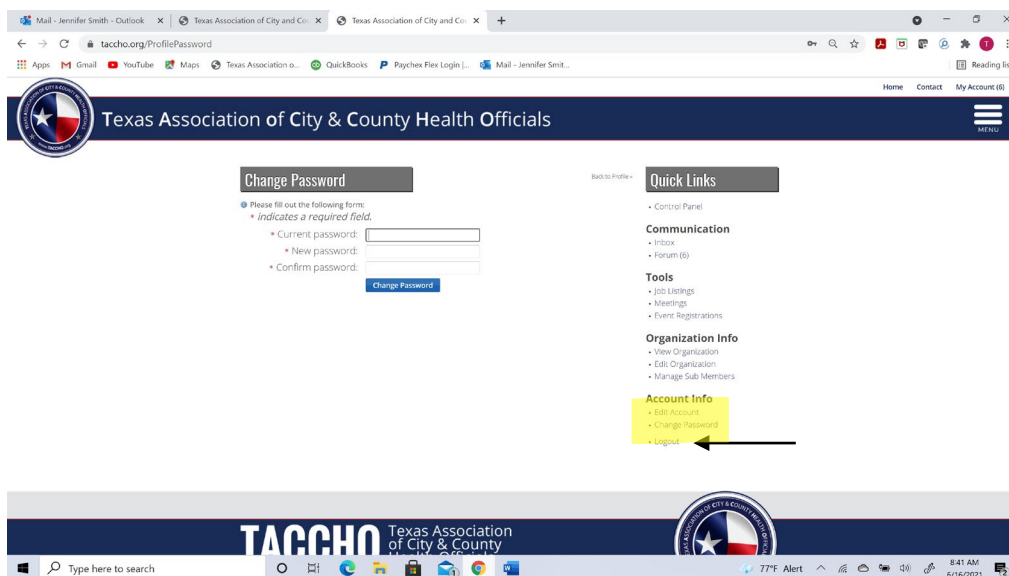
Forum Settings

☐ Receive notifications when people reply to my threads.
☐ Receive notifications when people reply to my threads or a thread I am part of.
☒ Receive notifications for all threads and replies.

Quick Links

- Control Panel
- Communication
 - Inbox
 - Forum
 - Document Folder
- Tools
 - Job Listings
 - Meetings
 - Event Registrations
- Organization Info
 - View Organization
 - Edit Organization
 - Manage Sub Members
- Account Info
 - Edit Account
 - Change Password
 - Logout

2) **Change Password** – allows you to change your password.



Change Password

Please fill out the following form:
* indicates a required field.

* Current password:
* New password:
* Confirm password:

Quick Links

- Control Panel
- Communication
 - Inbox
 - Forum (6)
- Tools
 - Job Listings
 - Meetings
 - Event Registrations
- Organization Info
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3) **Log out** – logs you out of the TACCHO Member webpage