

Introducing the New Committees Website

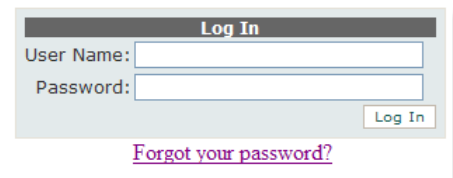
Access the site at <http://mycommitteesapi.org> and **sign in** using your email and committees website password.

After a successful sign in, you will be sent back to the main My Committees page and your email address will be displayed in the top right corner of the screen.



What if I have forgotten my password?

1. Click Sign In
2. At the login screen, click "Forgot your password?"
3. Type your email address
4. Click "Submit"



Your password will be emailed to you within a few minutes.

What do I have access to?

This depends on which committees you belong to and your rank on that committee.

You must **sign in** to gain access to sites that are not public and in order to collaborate on your committee sites (if applicable).

Where are my rosters?

Click on the **My Rosters** tab for a list of committees that you are a member of.

Collaboration - Document Libraries

A library is a repository where information such as documents, photos and forms can be stored and easily shared with a team.

Uploading Documents

1. Select the Document Library where you want to upload your file (click on the library name to open the library)
2. Click the **Upload button** on the document library toolbar
3. In the Upload Document window, browse to the file or choose **Upload Multiple Files** to select more than one document
4. Click **OK**

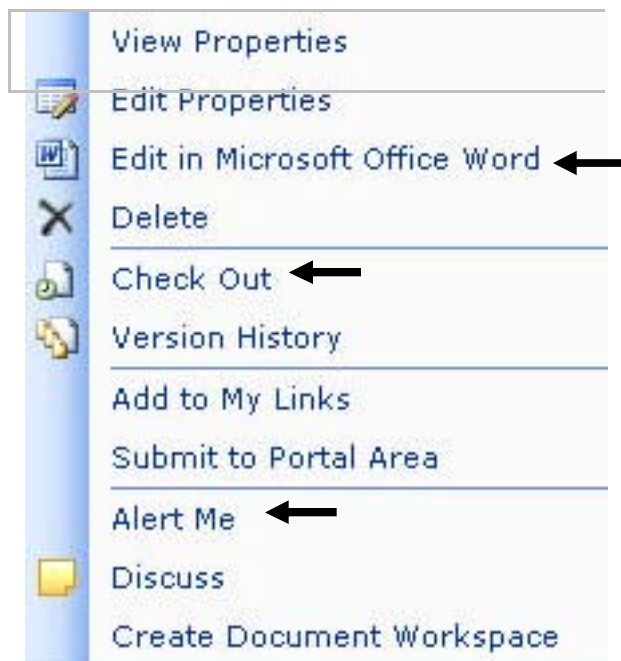
✍ **Folders cannot be uploaded using this function.**

✍ **File names cannot contain an ampersand (&). They will not upload.**

Editing and Modifying Documents

Step 1: Click the drop down menu on the document you want to edit or modify

Step 2: Choose the action from the drop down list



Action Descriptions

✍ **Check Out** the document before **editing** it. This will insure that someone else won't be making changes at the same time.

✍ Setup an Alert. Choose to **Alert Me** when the document has been modified and setup your own stipulations for notification.

Collaboration – Adding Links

Most sites have a list of links. Adding a new link is simple.

1. Click **Add New Link**
2. Copy and Paste or type the **URL**
3. Type the **Description** as a simple name to display in the list

Important item to remember:

 To **edit** a link, you must click on the link's name to open the list.

Collaboration – Calendars

The Calendar will enable your committee to stay organized and keep a schedule of events.

Add item to a calendar:

1. Click on the calendar name to open the list
2. Click the **New** button
3. Enter meeting or event information
4. Click **OK**

A feature of this new committee's shared online site is the ability to connect to Outlook.

To connect your committee calendar:

1. Click on the calendar name to open the list
2. Click the **Actions** button and select **Connect to Outlook**
3. Outlook will open along with a dialog box confirming you want to connect with Outlook
4. The calendar now appears as a separate calendar in your Outlook account