



GLA Administration

Impact, Wild Apricot,
Google Workspace and More

December 7, 2022

Agenda

☐ Impact Association Management

☐ Tiers of GLA

- GLA Website
- Wild Apricot
- Google Workspace

(Special thanks to Ashley Dupuy, past Administrative Services Liaison/
Parliamentarian, for originally creating the content for this presentation.)



**GLA's administrative
services company**

Impact: Who they are

- Contracted initially in May 2019
- Email: memberservices@georgialibraryassociation.org
- Phone: 912-376-9155
- Address: 1502 W Broadway, Ste 102, Madison, WI 53713
- Alyssa Merkle, Association Manager & Data Specialist
- Emily Heitman, Association Assistant
- Managed by the GLA Administrative Services Liaison (Linh Uong 2022-2023):
adminliaison@georgialibraryassociation.org



**GLA's administrative
services company**

Impact: Services they provide to GLA

- Membership management, updates and correspondence
- GLA member listserv
- Google groups
- Elections
- Wild Apricot management

(Contracted for 25 hours per month)

Tier 1: GLA Website

<https://gla.georgialibraries.org/>



Tier 1: GLA Website



- **Public facing – open to everyone!**
- Redesigned in 2017
- <https://gla.georgialibraries.org>
- General information about GLA
- Updated and maintained by the GLA webmaster:

webmaster@georgialibraryassociation.org

Tier 2: Wild Apricot

GLA's membership database



Tier 2: Wild Apricot



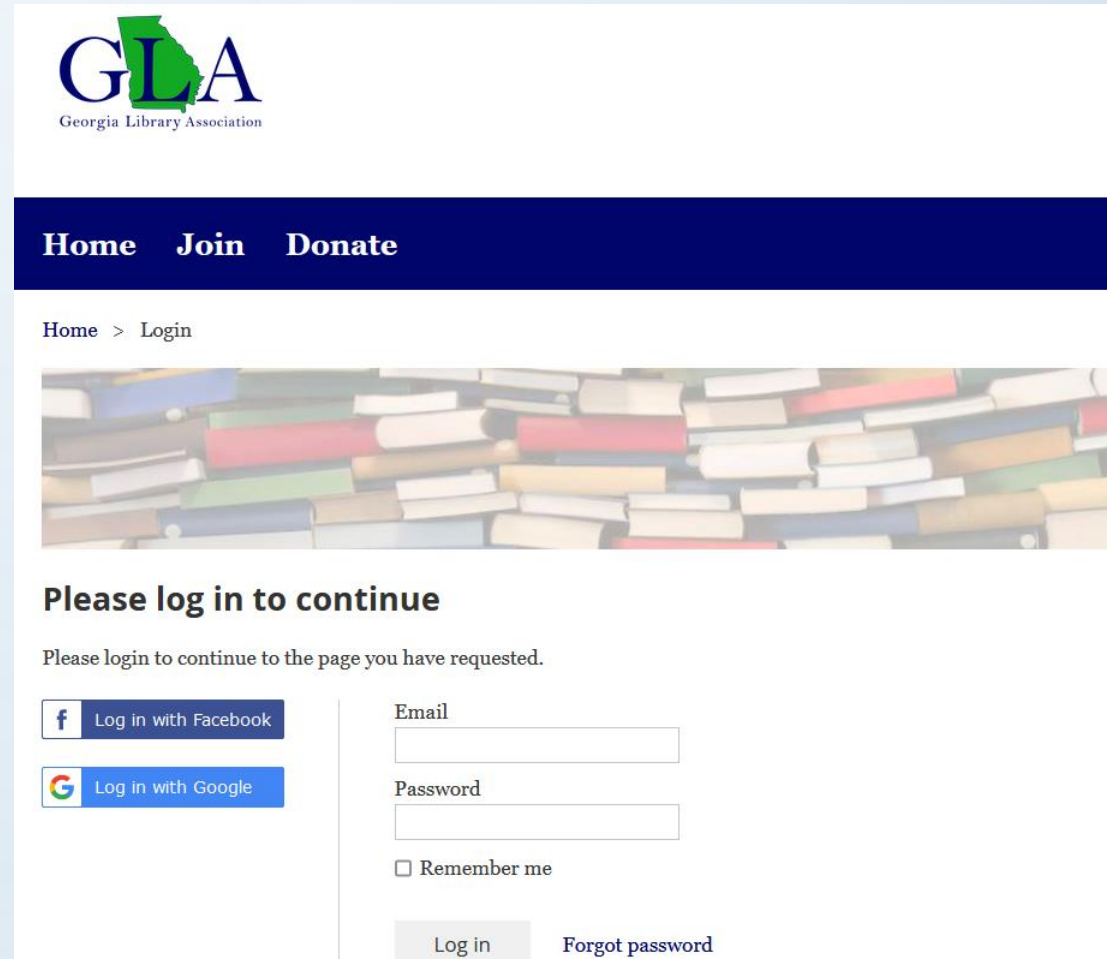
- Started in October 2019
- <https://gla1.wildapricot.org/Sys/Login>
- **GLA Members only!**
- Use the “**Sign In**” link at the top of the GLA homepage



Tier 2: Wild Apricot



- **Sign In** page
- The “Email” (username) is the email you used to join GLA



The screenshot shows the login page for the Georgia Library Association (GLA). At the top is the GLA logo with the text "Georgia Library Association". Below the logo is a dark blue navigation bar with the links "Home", "Join", and "Donate". Underneath the navigation bar is a breadcrumb trail "Home > Login" and a banner image of a stack of colorful books. The main heading is "Please log in to continue". Below this is a sub-heading "Please login to continue to the page you have requested." and two social login buttons: "Log in with Facebook" and "Log in with Google". To the right of these buttons are input fields for "Email" and "Password", and a checkbox for "Remember me". At the bottom right are "Log in" and "Forgot password" buttons.


GLA
Georgia Library Association


[Home](#) [Join](#) [Donate](#)

Home > Login

Please log in to continue

Please login to continue to the page you have requested.

 Log in with Facebook

 Log in with Google

Email

Password

Remember me

[Log in](#) [Forgot password](#)

Tier 2: Wild Apricot



- To make changes to your profile, click “**Edit profile**”. Changes include:

- Name, Mailing address, Email *, Phone
- Type of Library, Institution, Position
- Division, Committees, Interest Groups
- Opt out, Community Agreement

* **NOTE:** Your new email will become your new username.

However, this does not change the email address in the GLA listserv – you must email Member Services to do that!

memberservices
@georgialibraryassociation.org

[Home](#) [Forums](#) [Directory](#) [Join](#) [Donate](#)

[Home](#) > [My profile](#)



My profile

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#) [Donations](#)

Membership details

Membership level **Professional - \$35.00 (USD)** [Change](#)

Subscription period: 1 year

Tier 2: Wild Apricot



- “Edit profile” page:
 - Join or edit your selections for Divisions, Committees and Interest Groups
 - Impact pulls data from Wild Apricot & updates Google group lists monthly, and emails quarterly lists to chairs (i.e. link to download a list).

(Pink: changes in progress)

Please select your choices for Divisions

- Academic Library Division
- Georgia Library Trustees, Friends, & Advocates Assoc
- New Member Round Table
- Library Staff Division
- Public Library Division
- School Library Media Division
- Special Libraries & Information Services Division

Please select your choices for Committees

- Advocacy Committee
- Awards Committee
- Budget Committee
- Conference Committee
- Constitution & Bylaws Committee
- Georgia Student Media Festival Committee

Tier 2: Wild Apricot



- Other features:
 - Event registrations, Invoices, Donations
 - Membership level (can change this)

The screenshot shows a user profile page with a dark blue navigation bar at the top containing links for Home, Forums, Directory, Join, and Donate. Below the navigation bar is a breadcrumb trail: Home > My profile. A banner image of colorful books is positioned above the main content area. The main heading is "My profile", followed by two tabs: "Edit profile" and "My directory profile". A horizontal menu of links is circled in orange, including Profile, Privacy, Email subscriptions, Member photo albums, My event registrations, Invoices and payments, and Donations. The "Membership details" section is prominently displayed, showing the membership level as "Professional - \$35.00 (USD) Change" with a blue arrow pointing to the "Change" link. Below this, it specifies a "Subscription period: 1 year" and "No automatically recurring payments". At the bottom, the membership status is listed as "Active".

Home Forums Directory Join Donate

Home > My profile

My profile

Edit profile My directory profile

Profile Privacy Email subscriptions Member photo albums My event registrations Invoices and payments Donations

Membership details

Membership level **Professional - \$35.00 (USD) Change**
Subscription period: 1 year
No automatically recurring payments

Membership status **Active**

Tier 2: Wild Apricot



- **Forums**
 - Conversation space for Divisions and Interest Groups
- **Directory**
 - Search for members
- **Join, Donate**



Tier 2: Wild Apricot



- **Forums**
 - Conversation space for Divisions and Interest Groups
 - May subscribe to group and/or topic(s) in the group's forum

A screenshot of the Personify WildApricot website's forums page. The top navigation bar is dark blue with white text for "Home", "Forums", "Directory", "Join", and "Donate". Below this is a breadcrumb trail: "Home > Forums > Interest Groups > Technical Services". A banner image shows a stack of colorful books. The main heading is "Technical Services" in green. Below the heading are two buttons: "Create topic" and "Subscribed (Unsubscribe)" with a green checkmark. A table with two columns, "Topic" and "Last message", is partially visible. The first row shows a topic icon, the text "TSIG 2021 Virtual Panels: Call for Speakers", and the date/time "31 Mar 2021 10:37 AM" followed by the name "Anonymous".

Home Forums Directory Join Donate

Home > Forums > Interest Groups > Technical Services

Technical Services

Create topic ✓ Subscribed (Unsubscribe)

| Topic | Last message |
|---|-----------------------------------|
|  TSIG 2021 Virtual Panels: Call for Speakers | 31 Mar 2021 10:37 AM Anonymous |

Tier 3: Google Workspace

GLA Leadership
communication platform



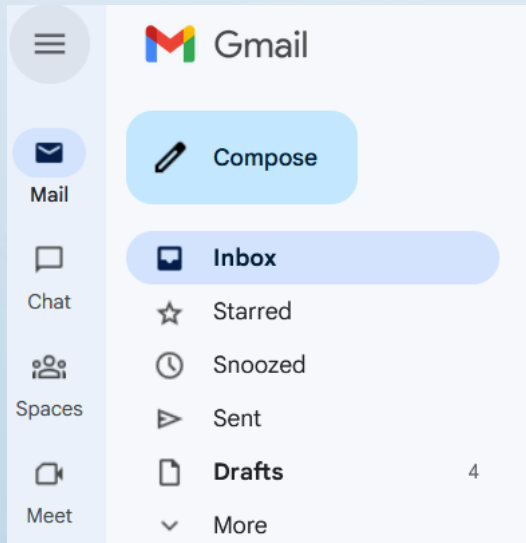
Tier 3:



GLA Leadership only!

- All Divisions, Committees and Interest Groups have:
 - GLA email account
 - Google group (listserv)
 - Google Drive
 - Google Meets
 - Shared GLA Calendar
 - (Look for apps under the “Waffle” / 9 dots / app icon, top/right corner of your account)
- **Transition to 2023 chairs/officers starts Monday, December 19th** – you will get more information in your personal email

Tier 3:



GLA email account

- Email address:
[name]@georgialibraryassociation.org
nmrt@georgialibraryassociation.org
- Share account with your officers
- Use only for GLA business
- To reset your password, email:
memberservices@georgialibraryassociation.org

Tier 3:



Google group (listserv)

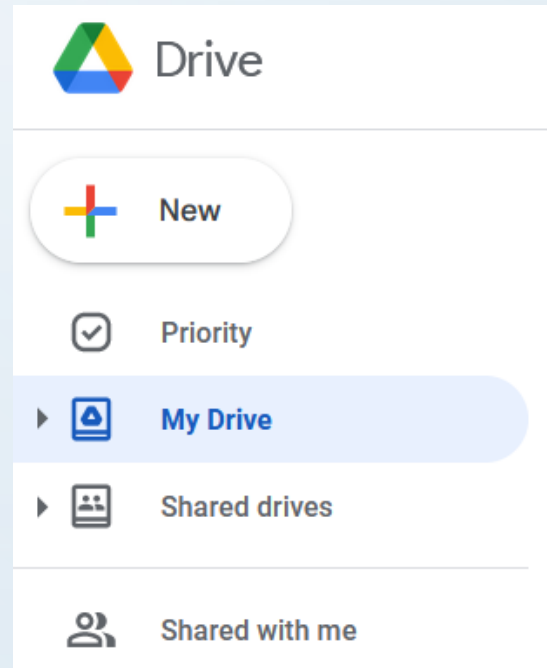
- Listserv address:
[name]**list**@georgialibraryassociation.org
[nmrt**list**@georgialibraryassociation.org](mailto:nmrtlist@georgialibraryassociation.org)
- Your group's listserv email address differs from your GLA email address.
- You will receive an email at your personal address with more details.

Tier 3:



Google Drive

- Use it to store your group's documents
- Have ability to share documents with anyone in GLA and also share with those outside of GLA



Tier 3:



Google Meets

- Use it to meet virtually with your group!

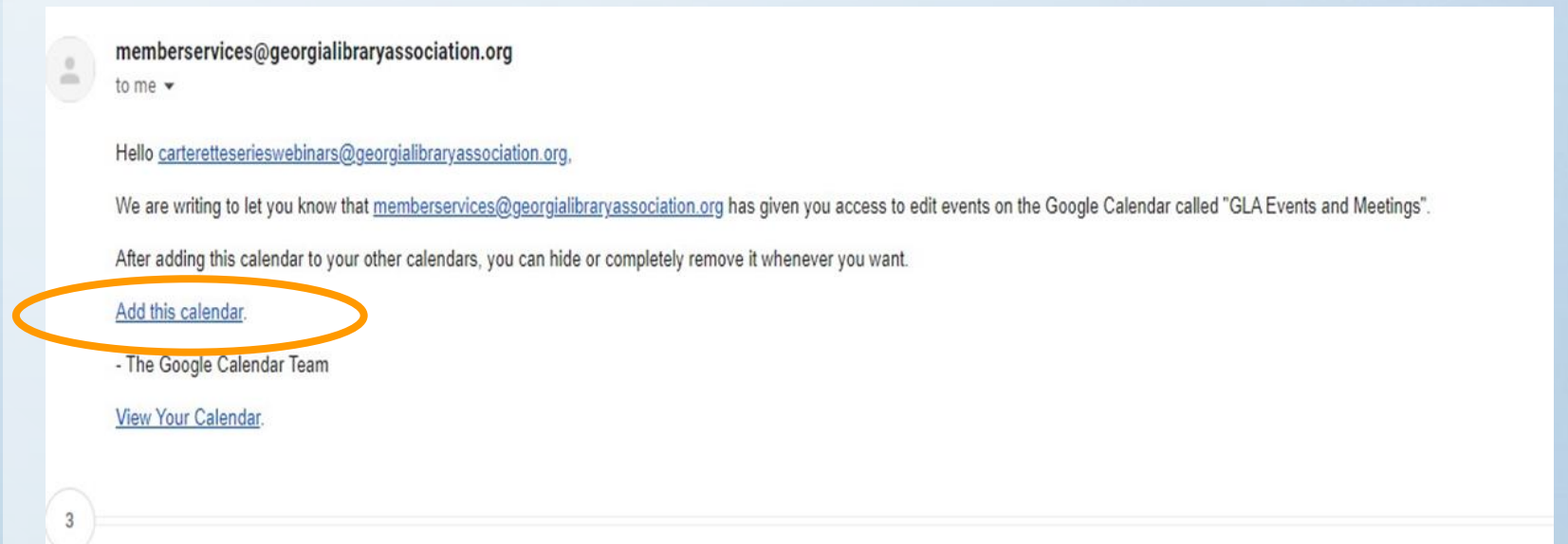
A screenshot of the Google Meet interface. At the top left is the "Meet" logo. At the top right, the email address "adminliaison@georgialibraryassociation.org" is displayed next to a profile icon with the letter "A", and a "Switch account" link is below it. The main area is split into two panels. The left panel is a dark video feed area with the text "Camera is off" in the center. Below this text are three red circular icons: a microphone with a slash, a camera with a slash, and a three-star icon. The right panel is a white area with the heading "Ready to join?". Below the heading is the text "No one else is here". There are two buttons: a blue "Join now" button and a white "Present" button with a blue icon. Below these is the heading "Other joining options" followed by two links: "Use Companion mode" and "Join and use a phone for audio".

Tier 3:



Google Calendar

- GLA leadership has a shared calendar “GLA Events and Meetings”
- If it was not already set up by a previous chair, email adminliaison@georgialibraryassociation.org
 - You will receive a share notification. Click “Add this calendar” and it will be added to your account.

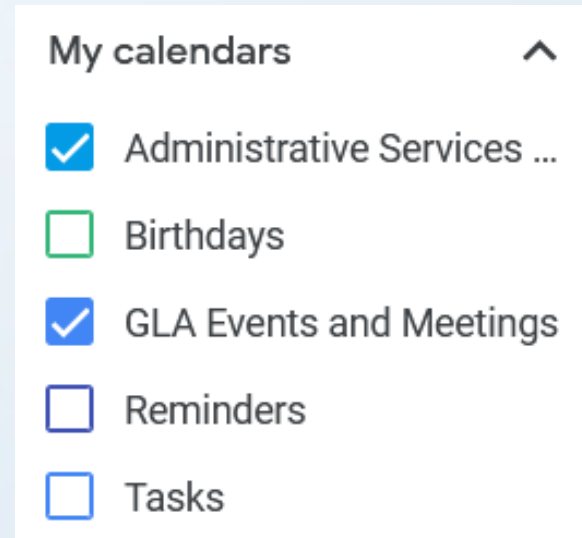


Tier 3:



Google Calendar

- Find it under “My calendars”



Tier 3:



Google Calendar

- Create and add your events!
- Only for leaders with GLA email addresses. (Not for all GLA members.)

A screenshot of the Google Calendar web interface. The top navigation bar shows the "Calendar" title, a "Today" button, and navigation arrows for "December 2022". On the left sidebar, the "Create" button (a plus sign in a square) is circled in orange. Below it is a calendar grid for December 2022. Further down the sidebar are sections for "Meet with...", "Time Insights" (showing 2.5 hours in meetings for Dec 1-31, 2022), and "My calendars" (with checkboxes for "Administrative Services ...", "Birthdays", and "GLA Events and Meetings"). The main content area shows an event creation form with the following fields: "Add title", event type selection (currently "Event"), date and time (Thursday, December 1, 9:00am - 9:30am), "All day" checkbox, "Time zone" dropdown, "Does not repeat" dropdown, "Find a time" link, "Add guests" field, a prominent blue "Add Google Meet video conferencing" button, "Add location" field, "Add description or attachments" field, and a "Calendar" dropdown (currently set to "Administrative Services Liaison"). At the bottom right of the form are "More options" and "Save" buttons.

Questions

