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.)
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
Impact: Services they provide to GLA

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

(Convected 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](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
Tier 2: Wild Apricot

* 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

- 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!
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).
Tier 2: Wild Apricot

- Other features:
  - Event registrations, Invoices, Donations
  - Membership level (can change this)
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
Tier 3: Google Workspace

GLA Leadership communication platform
Tier 3:

Google Workspace

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:

Google Workspace

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
  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!
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.)
Questions