



GLA Administration

Impact, Wild Apricot,
Google Workspace and More

December 14, 2023

Agenda

❑ Impact Association Management

❑ Tiers of GLA

- GLA Website
- Wild Apricot
- Google Workspace



**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
- **Emily Heitman**, Association Manager & Association Coordinator Team Lead
- Alyssa Merkle, Operations Manager & Data Specialist
- Managed by the GLA Administrative Services Liaison (**Nancy Shore 2024-2025**):
adminliaison@georgialibraryassociation.org



**GLA's administrative
services company**

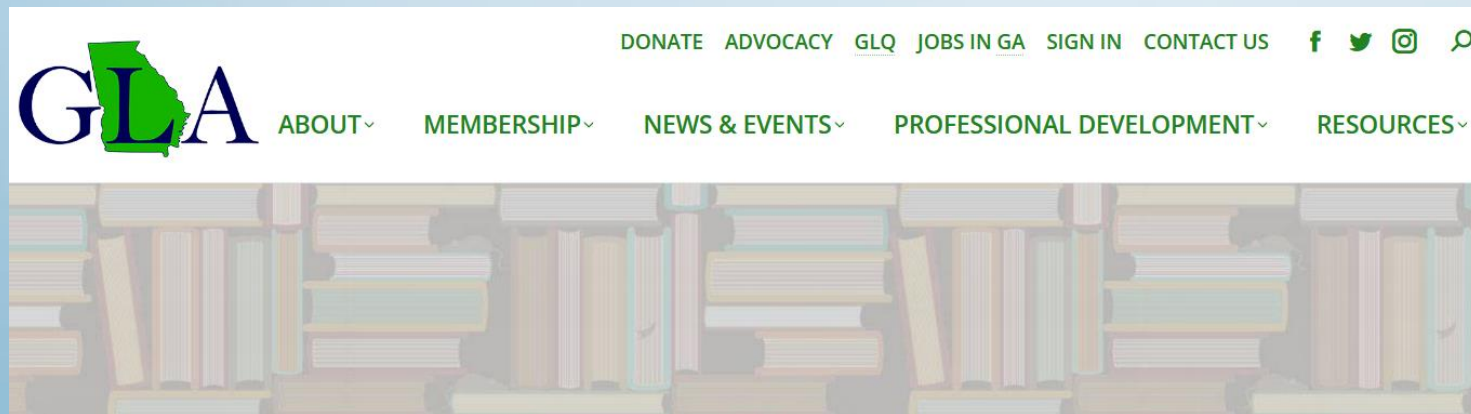
Impact: Services they provide to GLA

- Membership management, updates and correspondence
- GLA member listserv
- Google groups
- Elections
- Wild Apricot management (membership portal)

(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



GLA Members only!

- Started in October 2019
- <https://gla1.wildapricot.org/Sys/Login>
- 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 Georgia Library Association (GLA) website's login page. At the top is the GLA logo with the text "Georgia Library Association". Below this is a dark blue navigation bar with the links "Home", "Join", and "Donate". A breadcrumb trail shows "Home > Login". A banner image of stacked books is displayed. The main heading is "Please log in to continue", followed by the instruction "Please login to continue to the page you have requested." On the left, there are two social login buttons: "Log in with Facebook" and "Log in with Google". On the right, there are input fields for "Email" and "Password", a "Remember me" checkbox, and "Log in" and "Forgot password" links at the bottom.

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 email is your username.

If you change your email, this does not change your email address in the GLA listserv – you must email Member Services to update the GLA listserv.

memberservices@georgialibraryassociation.org

A screenshot of the Wild Apricot website's 'My profile' page. At the top is a dark blue navigation bar with links: Home, Forums, Directory, Join, and Donate. Below this is a breadcrumb trail 'Home > My profile'. The main header image shows a stack of colorful books. The title 'My profile' is circled in orange. Below the title are two buttons: 'Edit profile' (highlighted with an orange circle) and 'My directory profile'. A secondary navigation bar contains links: Profile, Privacy, Email subscriptions, Member photo albums, My event registrations, Invoices and payments, and Donations. The main content area is titled 'Membership details' and shows 'Membership level: Professional - \$35.00 (USD) Change' and 'Subscription period: 1 year'.

Tier 2: Wild Apricot



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

The screenshot shows the 'My profile' page of the Personify WildApricot website. At the top is a dark blue navigation bar with links for Home, Forums, Directory, Join, and Donate. Below this is a breadcrumb trail 'Home > My profile' and a banner image of stacked books. The main heading is 'My profile', followed by tabs for 'Edit profile' and 'My directory profile'. A horizontal menu of links is circled in orange: Profile, Privacy, Email subscriptions, Member photo albums, My event registrations, Invoices and payments, and Donations. Below this is the 'Membership details' section, which includes a table with membership information. An orange arrow points to the 'Change' link next to the membership level.

Membership level	Professional - \$35.00 (USD) Change
	<i>Subscription period: 1 year</i>
	<i>No automatically recurring payments</i>
Membership status	Active

Tier 2: Wild Apricot



- “Edit profile” page:
 - Join or edit your selections for Divisions, Committees and Interest Groups
 - Impact updates group lists monthly and emails quarterly lists to chairs (with a link to download a list).

Please select your choices for Divisions

- ☒ Academic Library Division
- ☐ Advocacy Division
- ☐ Library Staff Division
- ☐ New Members Round Table Division
- ☐ Public Library Division
- ☐ School Library Media Division
- ☐ Special Libraries & Information Services Division

Please select your choices for Committees

- ☐ Awards Committee
- ☒ Conference Committee
- ☐ Georgia Student Media Festival Committee
- ☐ Marketing & Branding Committee
- ☐ Membership Committee
- ☒ Scholarship Committee

**Check a box to volunteer for a committee.*

***The following committees are by appointment and/or officer position: Budget, Constitution & Bylaws, Handbook, Nominations & Elections, and Records. Please contact: president@georgialibraryassociation.org*

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 (*not used much*)
- May subscribe to group and/or topic(s) in the group's forum

The screenshot shows the top navigation bar with links: Home, Forums (underlined), Directory, Join, and Donate. Below this is a breadcrumb trail: Home > Forums > Interest Groups > Technical Services. A banner image of stacked books is displayed. The section title "Technical Services" is in green. Below the title, there is a "Create topic" button and a status "✓ Subscribed (Unsubscribe)". A table with two columns, "Topic" and "Last message", lists forum topics. The first row shows a topic icon, the title "TSIG 2021 Virtual Panels: Call for Speakers", and the last message "31 Mar 2021 10:37 AM Anonymous".

	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



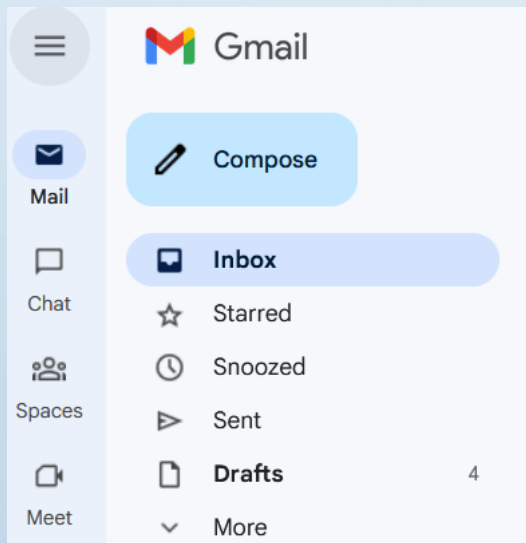
Tier 3:



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 2024 officers & chairs starts Monday, December 18th** – you will get more information in your personal email

Tier 3:



GLA email account

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

Tier 3:



GLA email account – forwarding mail

- In the top/right corner of your account, click the “Setting” icon (next to waffle)



- Then click “[See all settings](#)”.
- In the next window, click “Forwarding and POP/IMAP” and enable forwarding.

Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP

Tier 3:



Google Group

- Group listserv address:
[group name]list@georgialibraryassociation.org

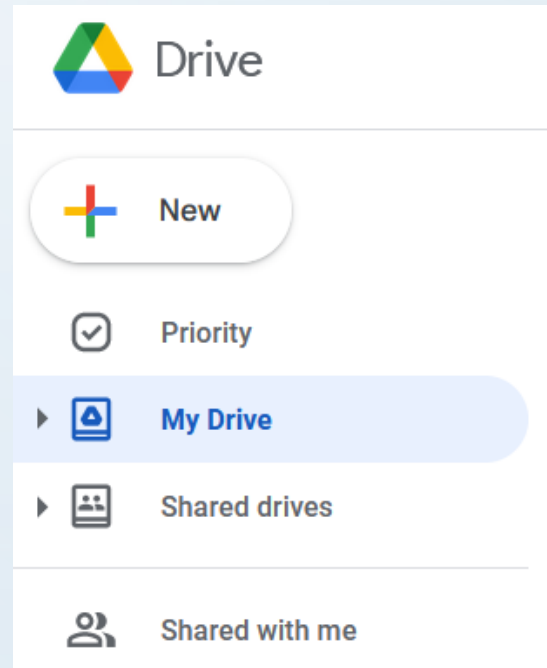
nmrtlist@georgialibraryassociation.org
- Your group's listserv email address differs from your GLA email address.
 - You post messages to your group list, just like you would for any listserv.
- You will receive an email at your personal address with more details.

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

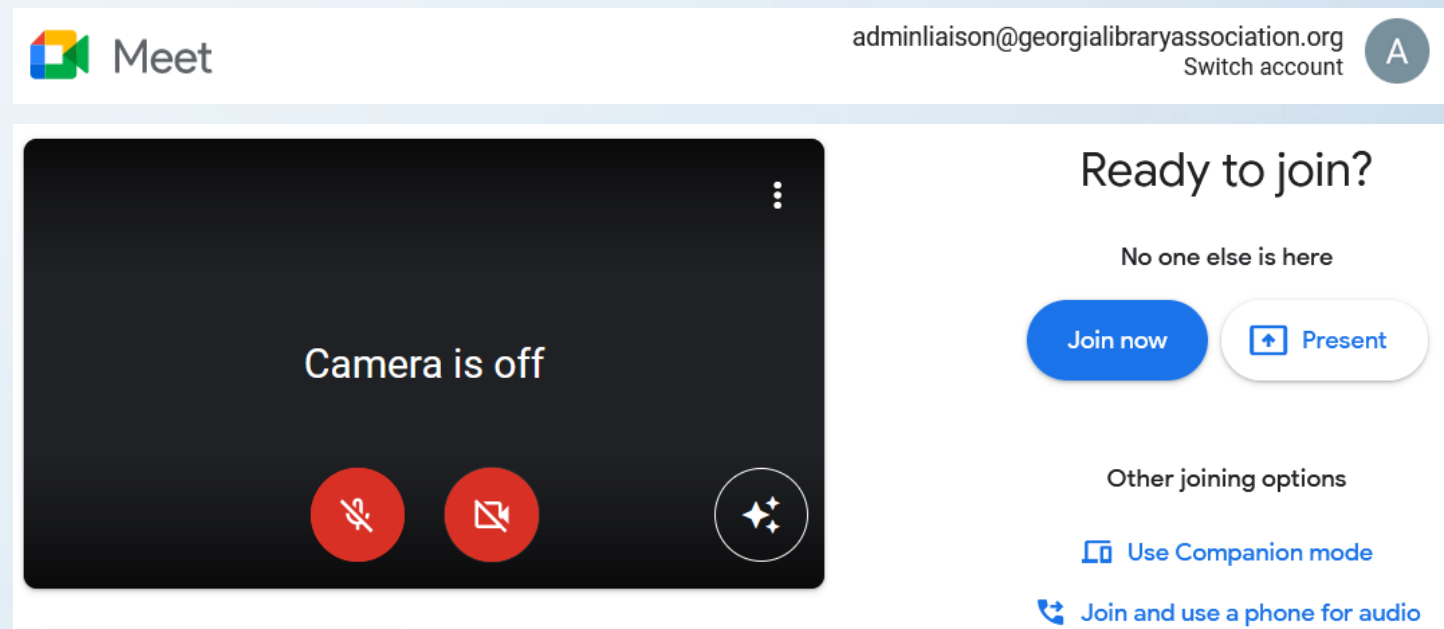


Tier 3:



Google Meets

- Use it to meet virtually with your group!

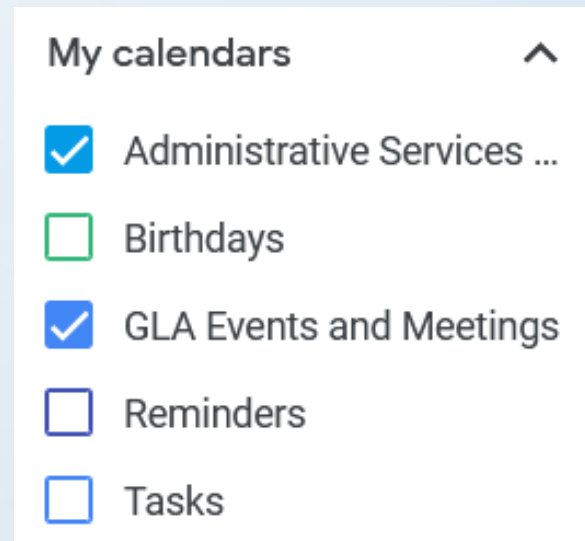


Tier 3:



Google Calendar

- Look under “My calendars”
- Your calendar will be the 1st line, where Admin Services is in this example.
- The other calendar you have access to is “GLA Events and Meetings.”

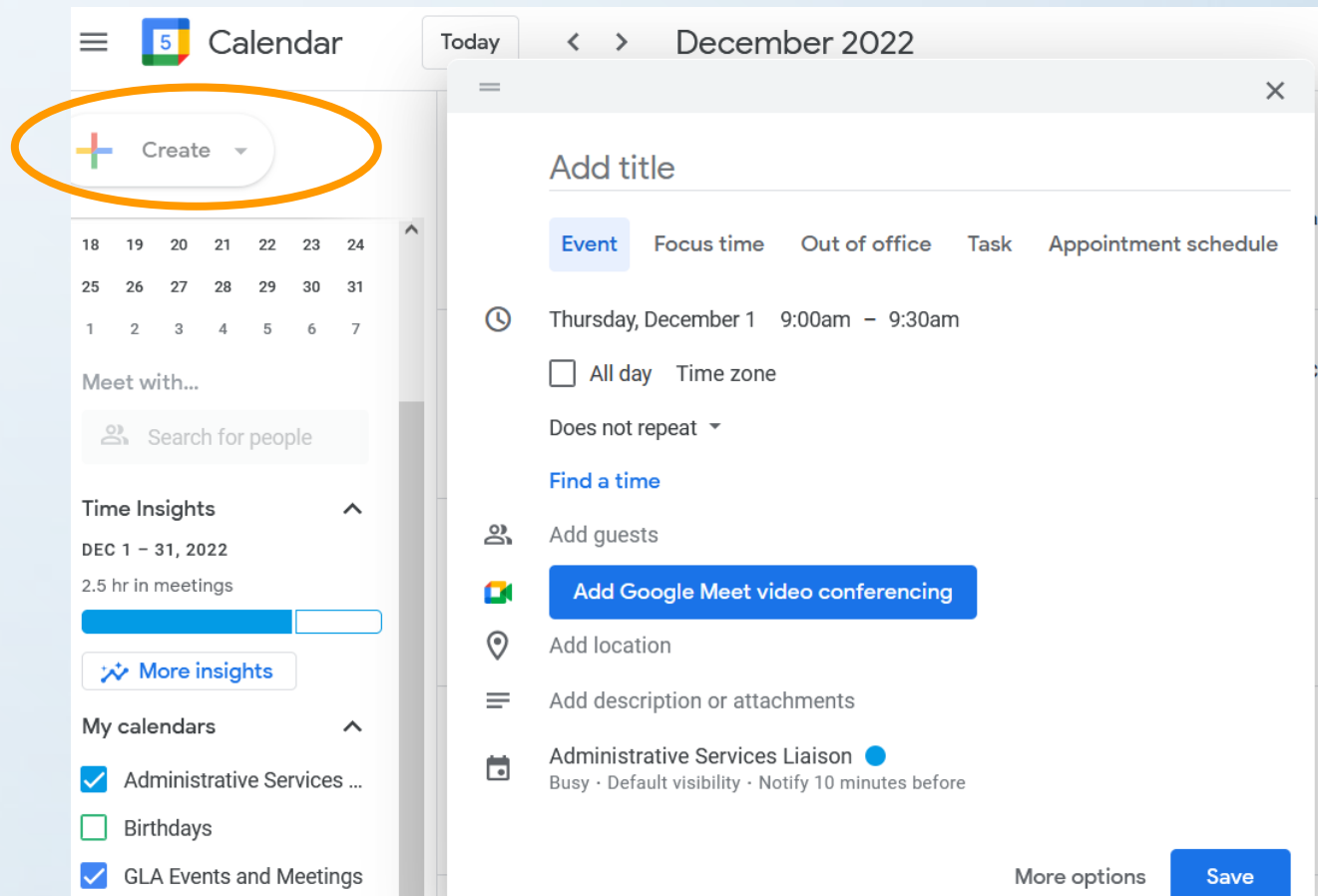


Tier 3:



Google Calendar

- Create your meetings and other events!
- This is only for leaders with GLA email addresses.

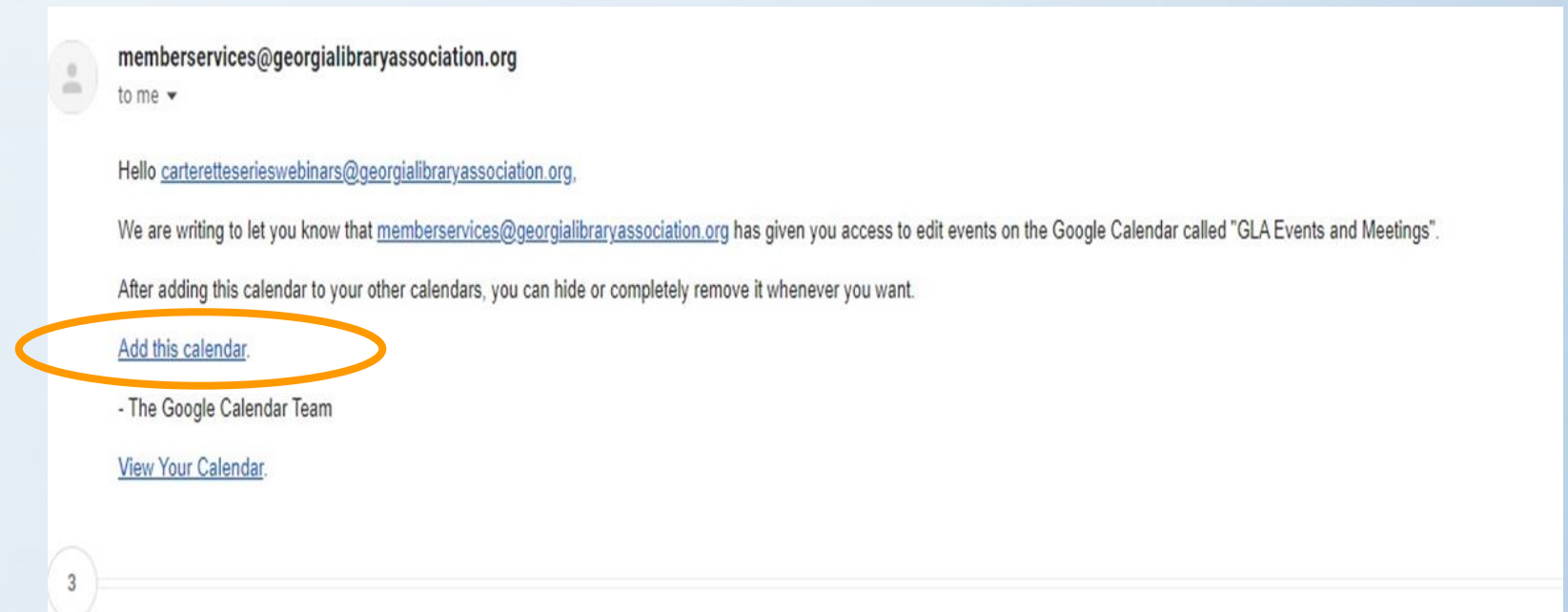


Tier 3:



Google Calendar

- GLA leadership has a shared calendar “GLA Events and Meetings”
 - If it was not already been done by your previous chair, email Member Services or the Admin Services Liaison, and they will send you an email to “Add this calendar”.



QUESTIONS

