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
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
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](https://gla.georgialibraries.org)
- General information about GLA
- Updated and maintained by the GLA webmaster:
  - [webmaster@georgialibraryassociation.org](mailto:webmaster@georgialibraryassociation.org)
Tier 2: Wild Apricot

GLA’s membership database
GLA Members only!

- Started in October 2019
- [https://gla1.wildapricot.org/Sys/Login](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
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
Tier 2: Wild Apricot

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

<table>
<thead>
<tr>
<th>Please select your choices for Divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Academic Library Division</td>
</tr>
<tr>
<td>☐ Advocacy Division</td>
</tr>
<tr>
<td>☐ Library Staff Division</td>
</tr>
<tr>
<td>☐ New Members Round Table Division</td>
</tr>
<tr>
<td>☐ Public Library Division</td>
</tr>
<tr>
<td>☐ School Library Media Division</td>
</tr>
<tr>
<td>☐ Special Libraries &amp; Information Services Division</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please select your choices for Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Awards Committee</td>
</tr>
<tr>
<td>☐ Conference Committee</td>
</tr>
<tr>
<td>☐ Georgia Student Media Festival Committee</td>
</tr>
<tr>
<td>☐ Marketing &amp; Branding Committee</td>
</tr>
<tr>
<td>☐ Membership Committee</td>
</tr>
<tr>
<td>☐ Scholarship Committee</td>
</tr>
</tbody>
</table>

*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
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 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/MAP” and enable forwarding.
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 1\textsuperscript{st} 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”.

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email content:

memberservices@georgia libraries association.org

to me →

Hello carteretseries webinars@georgia libraries association.org,

We are writing to let you know that memberservices@georgia libraries association.org has given you access to edit events on the Google Calendar called "GLA Events and Meetings".

After adding this calendar to your other calendars, you can hide or completely remove it whenever you want.

Add this calendar.

- The Google Calendar Team

View Your Calendar

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QUESTIONS