

Electronics/Utilities

Website

You will be working closely with the Electronic Services Chair to get information on the website; so do your leg work early re: a link for Hotel Registration, finalizing the Conference Registration Form with the Treasurer, etc., in order to allow time to get information up and running.

Finalize the website as soon as possible in the Fall - utilizing your logo for visual appeal and deciding the information to go on it. Items to include on the website include a President's Welcome, Tentative Agenda, Conference Registration, Hotel Information & Registration, Conference Committee Listing, Conference Checklist, Local Attractions, New Aid Officer's Workshop Information, Charity, and Diversity – plus any other special events.

See “SASFAA Annual Conference Tentative Agenda – Web” (attachment 32)

The Conference Evaluation should be available on the website immediately prior to the beginning of the conference.

All sessions in PowerPoint format should be given to the Electronics Services Chair as soon as possible after the conference for placement on the website.

Conference Committee Listserv

You will be utilizing the SASFAA-L listserv to get information out to the entire membership; however, SASFAA does have a Conference Committee Listserv that you can create with your committee members to exchange ideas quickly. The ATAC (Administrative Technical Access Center) User Guide is provided in the back of this section.

Conference Calls

A Conference Call Account has been established for the Conference Committee. [Please see your Account and Access Information at the end of this section.] The Conference Committee's Owner # is 1493388.

Send the following information out to your committee, when setting up the conference call:

Dial-In Number: (866)493-8186 or (720)239-5794
Conference Code Number: 341422
(Your Leader PIN is 2060)

You will need to review statements sent by the Treasurer and submit a Miscellaneous Expense Form for payment (see Financial Information Section).

On-Site Electronics

You will have at least one person assigned the task of coordinating on-site Electronics.

Registration. The Treasurer will need a dedicated telephone line for computer access for registration.

Voting. You will need to be aware of internet charges in the rooms designated for voting and labs versus internet charges in individual sleeping rooms. Although members may vote from their laptop in their room, you will need to have at least 2-3 designated computers in the Computer Lab for voting, during the hours scheduled to vote.

Computer Lab. Depending on cost, determine the number of computers you are able to set up in the Computer Lab during the hours of operation. It is recommended to have a person in the Computer Lab at all times, in order to help with computer malfunctions.

Hands-On Learning Lab. Depending on cost, determine the number of computers you are able to set up in the Hands-On Learning Lab for interest sessions specifically geared toward participants using the computer themselves.

For SASFAA 2006, we rented 20 computers from RUSH Computer Rentals.

AV

A conference committee has been responsible for coordinating on-site AV. You and the Hotel Liaison will be scheduling AV through the Hotel (See Hotel Section) for General Sessions.

Concurrent Session AV needs should be monitored as information comes in from Presenter's. A cache of laptops and video projectors need to be solicited from board, committee members, and others

who have equipment available for use in setting up the session rooms. All equipment & cords should be marked for return to the proper person.

It is recommended that this person and the conference chair have all PowerPoint sessions loaded on a flash drive in order to load into the machines for that room on-site (as well as for backup purposes). The AV coordinator should have a sub-committee of several volunteers to monitor the session rooms to make sure AV is running smoothly.

Walkie-Talkies

As a SASFAA asset, you need to make sure the Walkie-Talkies are in your possession and to whom they have been assigned during the conference. Typically, at least, the Conference Chair, Conference Chair-elect, Hotel Liaison have walkie-talkies.

The Walkie-Talkies are used at both the New Aid Officer's/Mid-Level Workshops and the Conference. When not in the possession of the Conference Chair, they should reside with the Vice President.

Administrative Technical Access Center

a product of ATAC... Corporation

USER GUIDE BOARD/CHAIR SERVICE ACCESS

To reach this area, go to <http://www.sasfaa.org/ChairAccess/>

Login in with your membership username and password. Each page, where necessary, has a set of instructions. Following are screen shots of some of the interfaces, with helpful hints. If you have questions or need additional information, contact: support@sasfaa.org

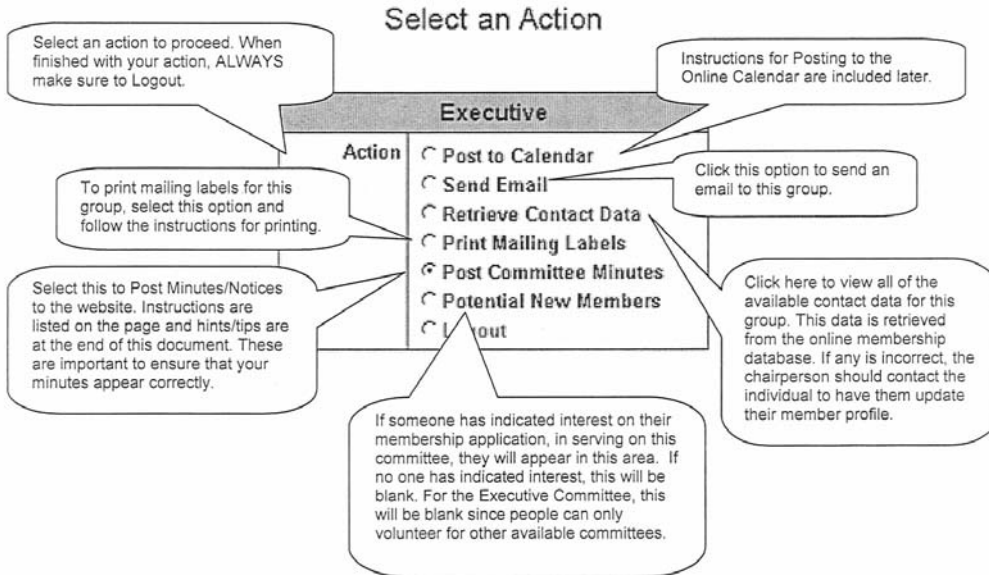
The screenshot shows a web interface with a header bar containing the text "Chair Action". Below the header, there is a main content area with the text: "The 'Chair Action' Administrative Area is specifically designed for each chair. Click to proceed." At the bottom of this area is a link labeled "Chair Actions". A callout box with a pointer to the "Chair Actions" link contains the text: "Click to proceed to your authorized 'Chair Action' page."

Select a Service

The screenshot shows a web interface with a header bar containing the text "Select a Service to Update". Below the header, there are two radio button options: "Executive Council" and "Conference Committee". A "Continue" button is located at the bottom. A callout box with a pointer to the "Executive Council" option contains the text: "If you are on the Executive Council/Board of Directors and a Committee Chair or Chair of multiple committees, you will have the option to select the Service you want to update. If you are only authorized for one Service, you will proceed directly to the next screen."

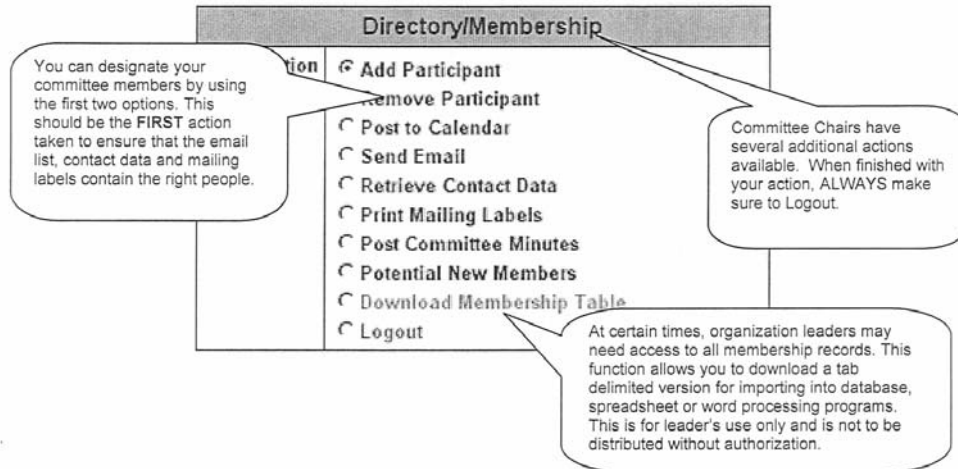
EXECUTIVE COUNCIL/BOARD OF DIRECTORS INTERFACE

The Executive Council/Board of Directors membership is pre-established in the database. Members have access to this interface and the following actions. Membership on the Executive Council/Board cannot be changed through these interfaces. If changes in the membership should be made, please contact the Electronic Initiatives Chair or comparable representative for your organization.



COMMITTEE CHAIR INTERFACE

Committee Chairs have access to these actions. Committee Chairs are pre-established in the database when their position is determined. A Chair person can remove themselves with these interfaces, but cannot add a new chair. If a Chair person needs to be added or changed, please contact the Electronic Initiatives Chair or comparable person for your organization.



DESIGNATING COMMITTEE MEMBERS

Add a Participant

Selecting "Add a Participant" on the main menu will return a page with a list of current committee members.

Conference Committee	
Current Participants	Level of Participation
Kristin Eversmith	Chair
Martin Smith	Member
Michael Burgess	Member
Evelyn Johnson	Member
Kathy Canfield	Member
David Hempfield	Member

Search for Additional Participants	
First Name	<input type="text"/>
Last Name	<input type="text" value="Smith"/>
Institution	<input type="text"/> CLICK TO VIEW Institutional list. Find the institution's number; enter it here.
State	<input type="text"/>
Exact Match?	<input type="checkbox"/>
Only Current Members?	<input type="checkbox"/>

To add a participant, use the search criteria on this screen. Use as many or as few as necessary to find the correct person.

Search Database

Return to Actions

Add a Participant

- Please select the individual you wish to add by clicking the button.
- The selected individual will be added to your participants' list.
- The "Add This Person" button is located at the bottom of the form.

If a person is not found they are not listed in the database. You may want to contact the person directly to verify their membership is current.

Select Individual to Add		
Name	Title	Institution
<input type="radio"/> Smith, Jennie	Financial Aid Administrator	Marquette Eastern University
<input type="radio"/> Smith, Larry	Assistant Director, Client Services	Student Banking Agency Inc.
<input type="radio"/> Smith, Victoria	Assistant Director of Financial Aid	Western Technical College

Select the person you wish to add. People added will be listed as Committee Members on the website.

Add This Person **Back to Search**

Return to Actions

Remove a Participant

- Please select the individual you wish to remove by checking the box by their name.
- The selected individual will be removed from your participants' list.
- The "Remove Participant(s)" button is located at the bottom of the form.

Selecting the "Remove a Participant" option returns a list of all members. Check a person's name and click the "Remove" button.

Conference Committee	
Current Participants	Level of Participation
<input type="checkbox"/> Jaslyn Clemons	Chair
<input type="checkbox"/> Samuel Rodgers	Member
<input type="checkbox"/> Carter Platt	Member
<input type="checkbox"/> Michael Johnson	Member

A Chairperson can remove themselves, but should notify the Electronic Initiatives Chairman of the new Chair person's name so they can be added to the committee list.

POSTING TO THE CALENDAR

Click on a specific event to view details for that event only.
 Click on any day number to view details for all the events on that date.

- Administrative
 - Conference/Training
 - Social
 - Other

The Event Type options will vary based on your organization.

Current Month/Year

November - 2001						December
Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	
4	5 Event	6	7	8		
11	12	13	14	15	17	
18	19	20	21	22	24	
25		27	28	29	30	

Add an Event on

To modify or delete an event, click on the date. This will show all events listed for that day. You can only work with events you have added.

To view a single event, click on the event title.

Events can be posted on a single date or multiple dates. Make your selection here.

If "Multiple Dates" are selected, a one year calendar will appear at the bottom of the next screen. Check all the dates you would like this event to be listed on, before adding the event. If you want to enter events that are several years in advance, navigate to the appropriate month on the calendar screen before choosing to add an event.

If you wish to **Modify an Event**, click the **day number** that event is listed on. On the next screen, select the event you wish to modify – you can only modify events you have posted.

Add an Event	
Posted By:	John Smith
Email:	jsmith@institution.edu
Event:	<input type="text"/>
Type:	<input checked="" type="radio"/> Administrative <input type="radio"/> Committee <input type="radio"/> Training <input type="radio"/> Other <input type="radio"/> Conference
Start Time:	<input type="text"/> : <input type="text"/> <input checked="" type="radio"/> AM <input type="radio"/> PM
End Time:	<input type="text"/> : <input type="text"/> <input checked="" type="radio"/> AM <input type="radio"/> PM
Day:	1
Month:	September
Year:	2002
Location:	<input type="text"/>
Details:	Include event specifics, contact information, etc. <input type="text"/>

As an authorized user, your name and email address will automatically be listed as posting the message.

Enter the title for the event. Keep this as short as possible – a few words. This is what will appear on the main page calendar.

Designate the event classification.

Enter the start and end time (if applicable. If there is none, leave this blank).

Choose the Day, Month and Year.

Add information about the location and the event details.

All committees for your organization will be listed here. If a Committee Chair has designated their committee members, your email will go to an entire committee. If they have not designated their committee, the email will go to the Chair only.

If any committees are checked, all members of that committee will be notified of the event.

Email Event Notice	
Email To:	<input type="checkbox"/> All Committee Chairs
	<input type="checkbox"/> Ambassador/Mentoring Program
	<input type="checkbox"/> Archives
	<input type="checkbox"/> Association Business
	<input type="checkbox"/> Association Services
	<input type="checkbox"/> College
	<input type="checkbox"/> Conference Program
	<input type="checkbox"/> Diversity
	<input type="checkbox"/> Electronic Initiatives
	<input type="checkbox"/> Ethnic Diversity
	<input type="checkbox"/> Executive
	<input type="checkbox"/> Federal Issues
	<input type="checkbox"/> Fiscal Planning
	<input type="checkbox"/> Fund Development
	<input type="checkbox"/> Graduate/Professional School Projects
	<input type="checkbox"/> High School Relations
	<input type="checkbox"/> I'm Going to College
	<input type="checkbox"/> JobsLink Placement
	<input type="checkbox"/> Management Institute
	<input type="checkbox"/> Membership
	<input type="checkbox"/> News
	<input type="checkbox"/> Newsletter
	<input type="checkbox"/> Nominations and Elections
	<input type="checkbox"/> Policies/Procedures
	<input type="checkbox"/> Scholarships
	<input type="checkbox"/> Site Selection
	<input type="checkbox"/> State Issues
	<input type="checkbox"/> Training/Professional Development
	<input type="checkbox"/> US Department of Education

Select "All Committee Chairs" to send to Committee Chairs Only

If you want to notify your committee, or other committees about this event, check your selection(s) here before adding the event. An email will be automatically sent to all committee members listed in the database.

POSTING MINUTES

Committee Minutes

- Please select a method for posting your committee's minutes.
- Use the "Continue" button located at the bottom of the form.

Method to Post Minutes
<input checked="" type="radio"/> .htm Web Document (Converted in MS Word from a Word document)
<input type="radio"/> Form Completion

FEATURES:

Your profile data and lists of committee members will automatically be included on your committee/state rep page on the website. If you have not designated a committee, only you as chair will be listed.

Instructions for using this system are found on the website pages. **PLEASE READ ALL the following suggestions before using the system.**

1) There are two options.

Form completion allows you to enter the information directly into a simple form.
.htm Web Document allows you to upload a converted Word doc.

2) To use the .htm Web Document option, start first with a Word doc of your meeting minutes. Under the File menu select "Save as Web Page..." Make sure the name of your file has no spaces in it. It must have the default .htm extension. This is automatically added by Word. Then browse your computer to find the file and upload it.

3) An index page will be created for your list of meeting minutes. The last file you uploaded will appear at the top of the list, regardless of the date you have listed for the meeting. Each file must have a unique date. **If you enter two sets of minutes for the same date, the first one will be overwritten by the second.** If several people are uploading minutes under the same committee name, please check the index for a duplicate date before uploading. You may need to select another date so the files are unique.

4) If you have uploaded a file and need to make corrections, upload the corrected file under the same date. This will overwrite the file. An additional listing for the same date will be added to the index. Please contact support@sasfaa.org to have the additional date removed from the index.

5) To remove files from your minutes listing, contact support@sasfaa.org and specify the committee name and file dates to be removed.

If you need assistance, contact support@sasfaa.org.

Tips for formatting your Word Document follow on the next page.

IMPORTANT TIPS FOR FORMATTING WORD DOCUMENTS FOR UPLOAD:

- Minutes posted using the .htm method will appear on the screen as they are in the document.
- For optimum viewing it is recommended that you use a non-serif font (Helvetica, Arial, etc.), 10 point font size, and limit the number of indents in an outline format to 4.
- You can use bold, italics, color, etc. as needed.
- Left aligned text should be used. Do not justify the text.
- View the document as an information source, not an art work. Eliminate graphics, logos or non-standard font characters.
- There is no need to include your name as committee chair/state rep at the end of your file. That will be appended when you post your minutes.
- If your meeting minutes do not look correct after you have posted them, please contact support@sasfaa.org for assistance.
- Tables with columns often don't render correctly. Whenever possible, use dashes or commas to separate items that may have been separated into different columns.
- File titles cannot contain blank spaces. For example a file named "My Meeting Notes.htm" should be named "MyMeetingNotes.htm" or "My_Meeting_Notes.htm".



QUOTATION
We make I.T. happen!

Koddi Lester
2129 Northwest Pkwy STE101
Marietta, Ga. 30067
770-818-9750
770-818-0161 FAX
1-800-436-8318 x23
klester@rushcomputer.com
DATE: 1/5/06

Company Name: **Southern Assoc. of Student Financ**
Contact Name: **Keith Reeves**
Email Address: dkr@clemsun.edu
Address: **G-01 Fikes Hall**
Address:
City: **Clemson**
State: **SC** Zip: **29634**

Phone#: **864-656-5085**
Fax#: **864-656-1831**
Rental Term: **4 days**
Start Date: **02.11.06**
End Date: **02.15.06**
Delivery Location: **Greensboro, NC**
Quote#: **SASFAA 02.11.06**

DESCRIPTION	QTY	UNIT RATE	TOTAL
P3/1GHz Desktop, 256MB, 10/100, CD-ROM, Floppy	37	\$60.00	\$2,220.00
Windows 2000 Professional with all current updates	37	\$0.00	\$0.00
17" LCD Flat screen	37	\$30.00	\$1,110.00
HP 4000 Series or better printer	1	\$185.00	\$185.00
			\$0.00
			\$0.00
			\$0.00
** All units must have wireless capability**			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Southern Assoc. of Student Financial Aid Administrators			\$0.00

Rental Sub-Total \$3,515.00
Delivery/Setup/Pickup \$350
Tax % 8%
Tax \$309.20
Rental Total \$4,174.20

Please sign and fax back to 770-818-0161

Agreed to by:

Title:

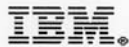
Signature:

Date:

Thank you for giving RUSH the opportunity to quote on your equipment needs!

Please note that equipment is subject to availability on a first-come first serve basis. Prices are subject to change.

ATLANTA BOSTON CHARLOTTE HARTFORD NEW YORK PHILADELPHIA RALEIGH STAMFORD WASHINGTON DC



2/4/06



Rental Contract Credit Card Authorization

I, _____ authorize RUSH Computer Rentals, Inc. to charge the following dollar amount to my credit card:

Date: 1/5/2006

Rental Amount: \$3,515.00

Security Deposit: \$0.00

Delivery Charge: \$350.00

Tax Amount: \$309.20

Total Amount: \$4,174.20

Charge Card: AMEX VISA MC Discover

Credit Card #: _____

Expiration Date: _____

Name on Card: _____

Cardholder's Signature: _____

Company Name: _____

Credit Card Billing Address: _____

This authorization is for the rental of equipment and shall be valid for all future charges including, if applicable the cost of any lost or damaged equipment.

Office Use Only

Contract# _____

Approval# _____