

## NE Region Website “Contact Information” Display

There are several places on the NE Region website where the “Contact Information” such as email address, mailing address or telephone number for individual members is displayed. The most notable location is in the display of Region or Chapter Leadership information but it also displays as a part of Awards Information and other places. If the information that is displayed is not complete, the primary cause is one or more flags that appear in the “Membership Profile” maintained by the Institute. Display of “Member information” is primarily controlled by the membership information that is downloaded from the Institute, normally on a monthly basis. Thus if the Institute’s “Member Profile” includes a flag to “Suppress Directory information” or “specific contact information”, it will not display on the Region website. These settings in the Institute Member Profile also contributed to some members not being added to the Region or Chapter “Mailing Lists” when they were first created on the Region website. If a member’s Institute Profile including a flag showing the member did not want to be contacted by email, then the name was not automatically added to the “Chapter or Region Mailing List”.

Many that have been members for several years may have forgotten that at some earlier time, they asked to Institute to either not display their name in the Institute Directory or not to communicate with that member via some medium such as email, fax or US Mail. In more recent years, these options did not appear individually on Institute Membership Renewal Forms so there was no reminder of the earlier action or no method of easily changing a restriction as a part of the renewal process.

### **Process to Change Institute Record**

Any member can easily check the Institute “Profile” on the Region Website by logging in to the Region website and then looking at their own membership information to see if any “flags” are entered. Members CAN NOT correct their Institute Profile through the Region website. A member can review and change their Institute “Member Profile” by logging in to the Institute Website and then clicking on “Modify Profile” which appears just below the log-in information and then clicking on “Member Profile” after the basic membership profile screen opens. The bottom half of the “Member Profile” screen includes a section on “Privacy Information”, a portion of which controls the display of information on the Region Website.

**WARNING** – I have found the “Privacy Information” display misleading as the listings are somewhat abbreviated. In some cases the words “Do not” should precede the term that is listed while this is not the case for all. For example: a check in the box following “Sell Name” means “Do not sell name”; a check in the box after “Suppress Name in Directory” mean all contact information should not appear in the Directory and a check in the box following “Communicate via Email” means “Do not Communicate by email and that the email address information will be flagged so as not to be displayed in any directories.

If a member wants to allow their “Email address” to be displayed in both the Institute Directory and on the Region website, they need to be sure there is NO CHECK MARK in the box following “Communicate via Email” in the Institute Member Profile. This “Check mark” appears as a “Y” on the Member profile on the Region website if it is checked on the Institute Profile.

**ALTERNATIVE** – The Region website does include an option for a second set of contact information that is used only on the Region Website. This option appears at the bottom of the “Member Profile” on the Region website and allows a member to have contact information displayed on the Region website that is different that appears on the Institute file. This was done primarily for members that wanted the Region website to show different than was shown on the Institute website or where a member wanted to have a temporary address on the Region site without bothering to change the Institute information. This alternative address allows a member to have different information on the Region site by setting a switch at the bottom of the secondary address to the “Region” position. When this switch is set to “Region”, only the contact information contained in the secondary file is display, not a combination of the two files.