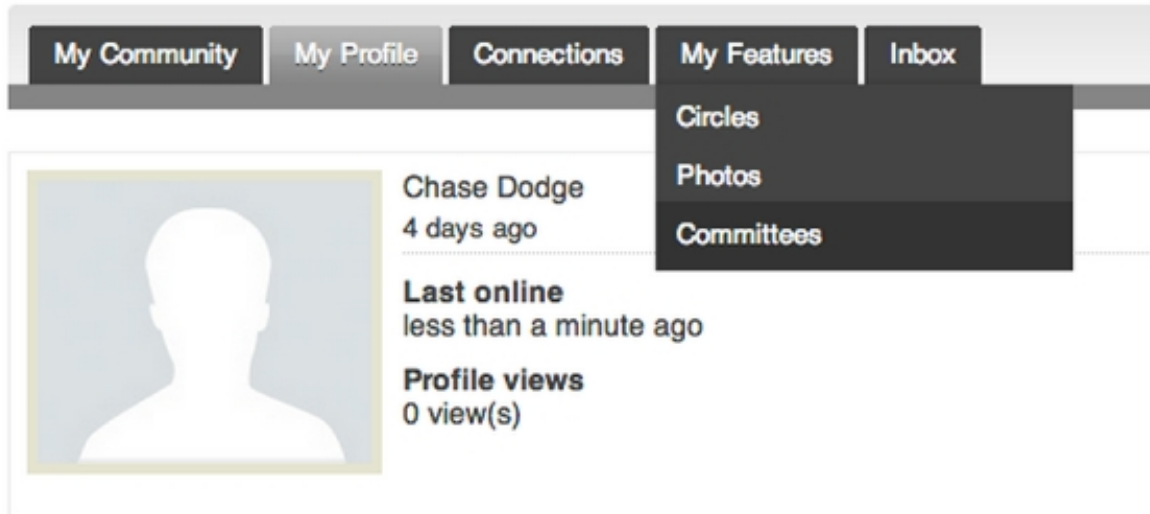
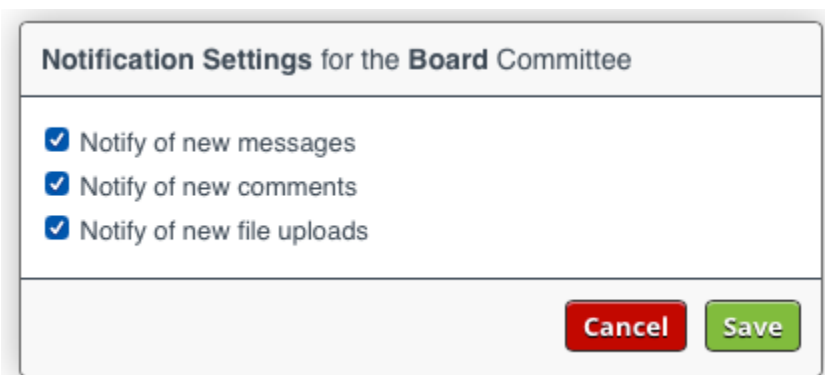
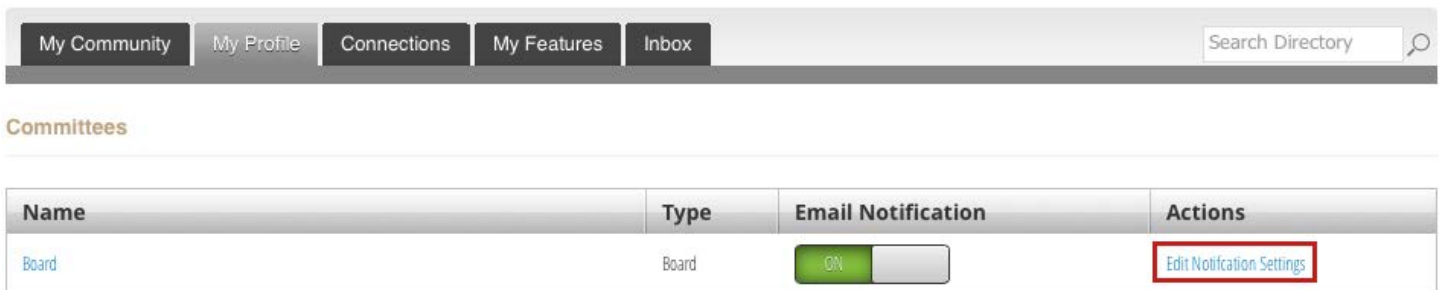


Committees Member View

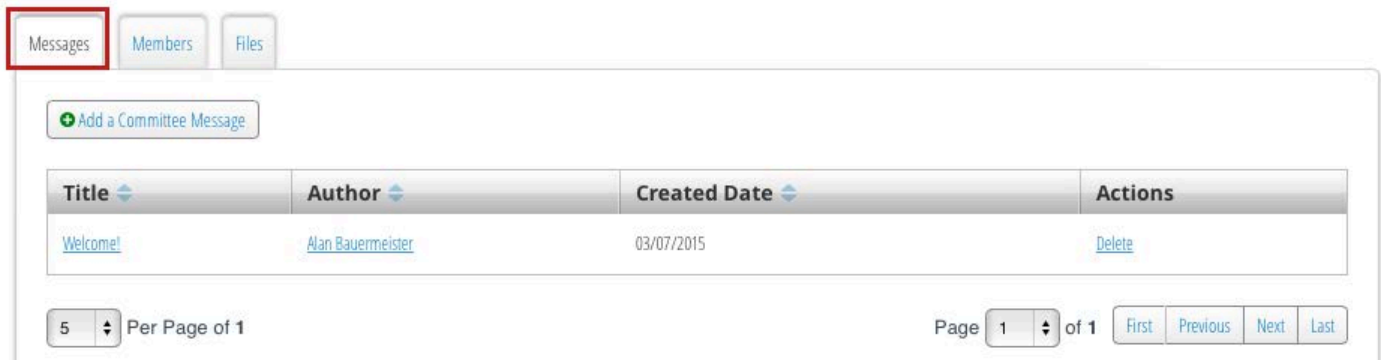
Once a member has been added to a committee, the Committee will appear under My Profile > My Features > Committees **NOTE: Committees are a private feature, and will only be visible to members who have been added to a Committee by an Admin.**



Here the member will see all of the committees they belong to, as well as the ability to Edit Notifications. If Notifications are toggled on, the member can opt-in to receive email notifications about New Messages, New Comments, and/or New Files uploaded to the committee.



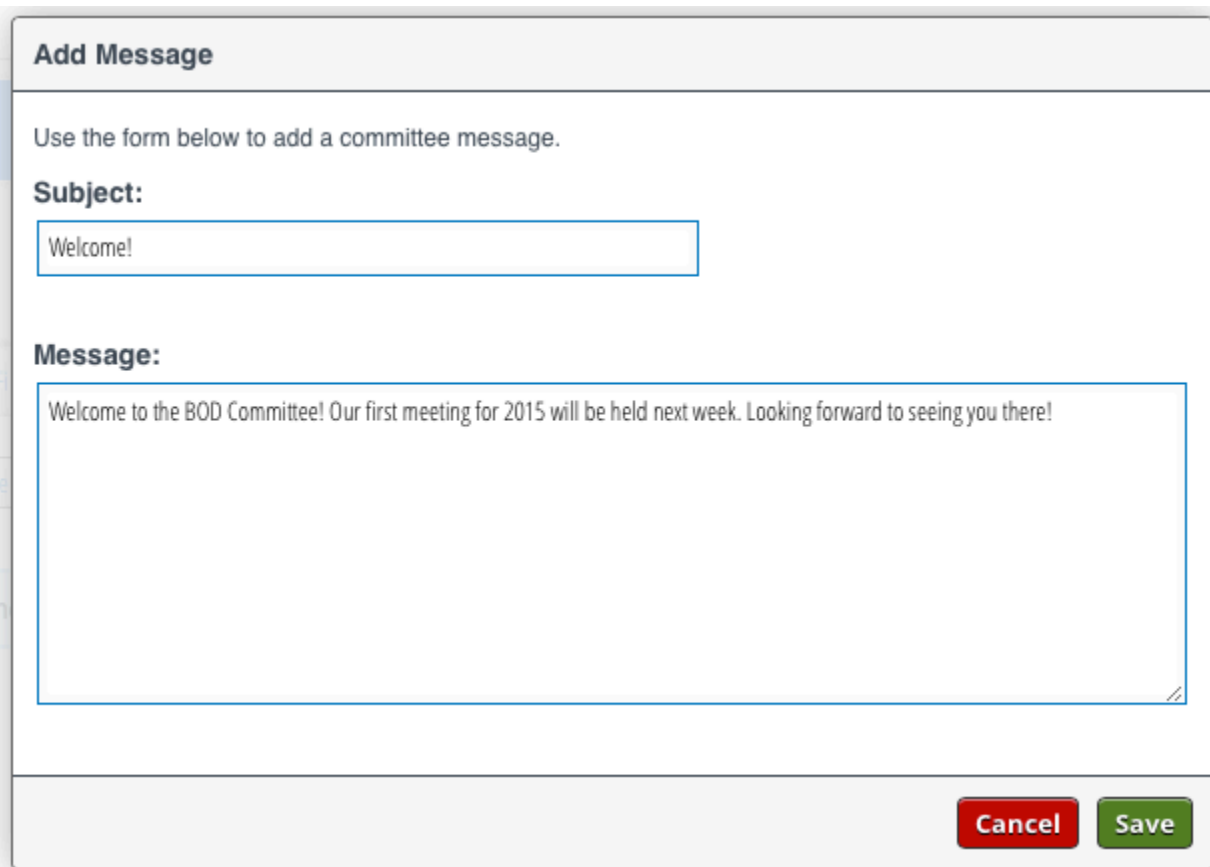
Within the committee, the member can choose to Add a Message by clicking on the Add a Committee Message plus sign in the top left hand corner.



The screenshot shows a web interface with a navigation menu at the top containing 'Messages', 'Members', and 'Files'. The 'Messages' tab is highlighted with a red box. Below the menu is a button labeled '+ Add a Committee Message'. Underneath is a table with the following data:

Title	Author	Created Date	Actions
Welcome!	Alan Bauermeister	03/07/2015	Delete

At the bottom of the table area, there is a pagination control showing '5 Per Page of 1' and 'Page 1 of 1' with navigation buttons for 'First', 'Previous', 'Next', and 'Last'.



The 'Add Message' form is displayed in a light gray box. It contains the following elements:

- Add Message** (Section Header)
- Use the form below to add a committee message.
- Subject:** A text input field containing 'Welcome!'.
- Message:** A large text area containing the text: 'Welcome to the BOD Committee! Our first meeting for 2015 will be held next week. Looking forward to seeing you there!'.
- At the bottom right, there are two buttons: a red 'Cancel' button and a green 'Save' button.

Messages can have multiple threads within them - rather than creating a new message each time, a member can click on the title of an existing message to Add Comments.

Messages Members Files

[Back to Messages](#)

Welcome! by [Alan Bauermeister](#) on 03/07/2015 Edit Tag Delete

Welcome to the BOD Committee! Our first meeting for 2015 will be held next week. Looking forward to seeing you there!

[Add a Comment](#)

Under the Members tab, committee members can view other members of the committee, including their position. Each member's name is linked directly to their profile for easy access.

Messages **Members** Files

Name	Position
Alan Bauermeister	Events Coordinator
Alan Bauermeister	Events Coordinator
Clark Bauermeister	Events Coordinator
Jonathan Bauermeister	Events Coordinator
Mark Barrett	President

5 Per Page of 10 Page 1 of 2 First Previous Next Last

Finally, by selecting the Files tab, member can upload files from their computers to be shared with the committee. Other members of the committee can download the file, edit it as needed, and reupload to the Files area of the committee.

Messages Members **Files**

[Add Files](#)

Name	Description	Date/Time	Actions
Get-More-From-MemberClicks.pdf	BOD Minutes	03/07/2015	Delete

5 Per Page of 1 Page 1 of 1 First Previous Next Last