

April 29, 2011

Dear Chapter Representative,

Action Items:

- Can you please send me the name, phone number, and email address of your chapter webmaster?
- Can you add me (eesmith@illinois.edu) to your Chapter Listserv or email distribution list? I'd like to stay more in touch with your Chapter.

I'm not sure if you are aware of this, but with the advent of our new website at www.LERAwEB.org, we have been feverishly working with programmers to bring a host of new web management tools for all the LERA Chapters.

The NCAC, headed by Chair Bill Canak and Vice-Chair Bonnie Castrey, has been very helpful in moving us in the right direction for chapter technology and services, and your own feedback has been invaluable as well, both in planning the services that are most needed, and helping to test out the new technologies.

First and foremost, we have created the ability for you to create and edit content on the www.LERAwEB.org Website from anywhere. Some of the things you can currently do are: 1) edit your webpage information, 2) add events to the calendar, and 3) add additional pages to your website.

- ***Edit your own Chapter website.*** We have traditionally displayed chapter board and officer information, chapter information, bylaws, contact, etc. Now, you can edit this in real time. No need to wait for us to make changes!
- ***Events.*** You can upload events that will display on both your website and the national events calendar. Events that you post will automatically move from 'upcoming events' to 'past events' on your website without having to be manually moved by your web master.
- ***Add/edit additional pages.*** Have you ever wanted to create other pages for your chapter? Now you can create all the pages you'd like to have, and they will automatically link to your chapter website.
- ***Tips for event management.*** I can also work with your chapter webmaster to show them some neat tips and tricks to help with event management online.

We are also working on adding PayPal and other event management solutions. We want to make your job as Chapter Officer as easy as possible, and we know that these services will lessen your load. Please feel free to suggest others! We always want to hear from you about what is needed and valuable.

Thank you for serving as the liaison for your chapter. If you could please forward me the name, phone number, and email address of the individual in your chapter who is responsible your chapter website, I will get in touch with this person right away. If this person is you, please confirm this for me as well. I will channel usernames, passwords, tutorials, and other information to your webmaster.

Even if your chapter maintains a separate website, it will be helpful to work together to ensure your Chapter information is correct on our Website and that your events are added to our calendar so that the general public and other LERA Chapter and National Members can see what events are available in their region to attend. Hopefully, this could drive some attendance to your events.

Thank you very much! As always, it is a pleasure to serve our Chapter members.

Cordially,

Emily Smith
LERA

Emily E. Smith
Labor and Employment Relations Association
University of Illinois at Urbana-Champaign
504 East Armory Avenue, MC-504
Champaign, IL 61820
Phone 217.244.5419
Fax 217.265.5130
Web www.LERAweb.org
E-mail eesmith@illinois.edu