Table of Contents

LOGIN................................................................................................................................................................................. 3

EDIT MEMBER SETTINGS.......................................................................................................................................................... 4
Settings Overview........................................................................................................................................................................ 4
Community Profile....................................................................................................................................................................... 4
Member Info.............................................................................................................................................................................. 5
Photo................................................................................................................................................................................... 6
Notifications........................................................................................................................................................................... 7
Password................................................................................................................................................................................ 8
Privacy .................................................................................................................................................................................. 9

MY DASHBOARD ...................................................................................................................................................................... 10
View Profile............................................................................................................................................................................ 10
Search Members..................................................................................................................................................................... 10
Add Contacts......................................................................................................................................................................... 11
View Contacts...................................................................................................................................................................... 12
Messages – Send/Receive................................................................................................................................................... 12
My Groups............................................................................................................................................................................. 13
My Group Events................................................................................................................................................................. 13
My Registered Events.......................................................................................................................................................... 14
My Transactions................................................................................................................................................................ 14
Logout.................................................................................................................................................................................. 14

GROUPS – MEMBER FUNCTIONALITY................................................................................................................................. 14
Join a Group............................................................................................................................................................................ 14
Leave a Group....................................................................................................................................................................... 16
Viewing Announcements....................................................................................................................................................... 17
Viewing Events...................................................................................................................................................................... 18
Viewing Group Members..................................................................................................................................................... 19
Responding to Surveys.......................................................................................................................................................... 19
Discussions......................................................................................................................................................................... 20
Viewing Resources.............................................................................................................................................................. 22
Loading Resources............................................................................................................................................................. 25

GROUPS - MODERATOR FUNCTIONALITY............................................................................................................................ 28
Edit Basic Group Information.................................................................................................................................................. 28
Create Announcements............................................................................................................................................................ 30
Create Events......................................................................................................................................................................... 30
Manage Members................................................................................................................................................................. 31
Create a Survey................................................................................................................................................................. 31
1. Go to the OLLI@UGA homepage at [http://olli.uga.edu](http://olli.uga.edu) and click on the **Login** button at the top right of your screen.

2. This will take you to the **Login Page:**

   ![Login Page Screenshot](image)

3. **Enter your email address and password.** Use the email address at which you currently receive OLLI email. If you are using your own computer, you might want to click the box to the left of **Remember Me.** If you are using a public or lab computer, do not check this box. **Click onForgot your Password** if you cannot remember it. You will be sent to a page where you can request a new one.

4. Click **Sign in.** This will take you to Your Dashboard (see **My Dashboard** for details).
EDIT MEMBER SETTINGS

Settings Overview

1. Go to your Dashboard screen. Click on Edit Settings. Note that you can obtain online help at any time by clicking on Help Center at the top right of the screen.

2. You will then see the Account Settings screen. It has six tabs where you will enter data to create your member record.

3. The tabs and their functions are:
   a. Community Profile – a short write-up of what you would like other OLLI members to know about you.
   b. Member Info – this tab has two sections – Name & Title and Additional Information (demographic data).
   c. Photo – a photo of yourself to be used as your “icon”.
   d. Notifications - control the format for your personal email notifications and the items you will be notified about.
   e. Password – reset your password.
   f. Privacy - determines what other members can see in your Member Record on a field-by-field basis.

Community Profile

1. Click on the Community Profile tab.

2. Enter Your Bio – this is a short write-up of what you would like other OLLI members to know about you.
3. Ignore the Social Links fields

4. Click Save Changes

**Member Info**

1. **Click on the Member Info Tab.** This page contains two sections – Name & Title and Additional Information. As indicated on the screen, note that changing your information will update your membership records.

2. **Name & Title** – Enter changes to your First Name, Last Name, and Title (optional field to be used for items such as Dr., PhD, etc.) Do not use the Certifications field.
3. Scroll down to **Additional Information.** Add new data or make changes to the requested information in each of the fields.

4. **For Interests and Life Experience** (activities you have done in your career or as a volunteer) choose as many items as you want. On a PC hold the **CTRL key** while you click multiple interests or experiences; on a Mac hold the **Command key** while you click different interests or experiences.

![Interests and Life Experience](image)

5. Click **Save Changes** when you have finished entering your information and carefully reviewed it.

**Photo**

1. Click on **Photo,** you will see this screen:

![Photo Screen](image)

2. Click **Browse** and choose a file on your computer. Your photo can be in jpg, jpeg, gif, or png format, and it must not be more than 500KB. Choose a professional looking photo that shows your face well. Uploading a photo helps people recognize you and greatly increases their interactivity with you.”
3. After you uploaded your picture you will see this screen. You can resize your photo by repositioning the box as well as expanding it.

4. When you are finished with your editing click **Save**.

**Notifications**

1. Click on the **Notifications** tab. This page contains two sections – **Email Notifications** and **Email Digests**.

2. **Email Notifications**. These settings control the format for your personal email notifications and the items you will be notified about. The default settings for these notifications are set by OLLI@UGA. We recommend that you do not change them.
3. **Email Digest** - Scroll down and you will see the settings for the **Email Digest**. The Digest is an Email that is sent to your personal Email address. It contains a consolidated list of activity for your groups. The settings control the content of the Digest as well as the frequency. The default is set for a **Daily Digest**. You can change this to **Weekly** or **Never** (not recommended).

![Email Digest Settings](image)

**Password**

1. Click on **Password** tab and you will see this screen

![Password Entry](image)

2. Enter your **Current Password**,

3. Enter a **New Password** and re-type it. The new password must be at least 6 characters in length and can contain letters, numbers and special characters. Be sure to **remember** your password – you may want to write it down.
4. Click **Submit** to save the new password.

**Privacy**

1. Click on the **Privacy** Tab. Privacy determines what other members can see in your Member Record on a field-by-field basis. You may choose to set the privacy settings for each section of your profile. "**Hidden**" hides the information from all other users, "**Contacts**" only allows your Contacts to see the information, and "**Community**" keeps the information visible to community members only. "**Public**" displays the information to everyone. Never use “**Public**” The page contains five sections. Instructions for each section follows as well as a sample of the Address section.

2. **Address Privacy** – Select the privacy setting for each field. We recommend **Community** for each one so that your information will be displayed in the Online Member Directory.

3. **Common Privacy** – Select the privacy setting for each field. We recommend **Community** for Biography, Title and Email so that this information will be displayed in the Online Member Directory. Set the other fields based upon your personal preference.

4. **Demographic Privacy** – Select the privacy setting for each field. We recommend **Community** for Nickname, Primary Phone and Secondary Phone so that this information will be displayed in the Online Member Directory. Set the other fields based upon your personal preference.

5. **Organization and Reputation Privacy** – Set each field to **Hidden**.

![Privacy Settings](image_url)
MY DASHBOARD

View Profile

1. Click **View Profile** on the left side of your Dashboard.

2. You will see a screen with four tabs. Click on the following tabs to see your member information:
   a. **Contacts** – a list of all your contacts
   b. **Groups** – a list of all the groups that you belong to
   c. **(Your Name) Profile** – your basic member data (name, bio, address, etc.)
   d. **(Your Name) Information** – your demographic data (phone number, interests, etc.)

Search Members

1. To search for one or members click on **Member Directory** on the left side of your Dashboard.
   This is how you can get information such as the member’s email address, phone number, etc.

2. You will see the **Directory** screen. Enter your search criteria in the appropriate fields. For **Interests** choose as many items as you want. On a PC hold the **CTRL key** while you click multiple interests; on a Mac hold the **Command key** while you click multiple interests. The system will search for members that meet ALL the criteria that you have entered. Click on **Submit** to initiate the search.
3. You will then see a list of the members meeting the search criteria. Click the **Action Menu** to the right of each person’s name to do one of the following:
   a. Request the member be a **Contact**
   b. Send a **Message** to the member
   c. View the member’s **Profile** – use this to get the member information (note you can also click on the member’s name to also see the profile)

Add Contacts

1. Click **Member Directory** on the left side of your Dashboard to search for the member(s) you want to add as a contact(s). Contacts are members that you frequently communicate with and/or want to share more information about yourself. (See the Help section on member Directory for more info about searching for members).

2. When you find the member you want to add as a contact, click the **Contact** icon to the right of the name.

3. You will see a screen where you can add a message to your contact request. Click **Request Contact** to send.

4. The member that you are requesting to be a contact will see your request on his Dashboard. He will than **Accept** your request.
View Contacts

1. Click **My Contacts** on the left side of your Dashboard.

2. You will then see a list of your contacts. Click the **Action Menu** to the right of each person’s name to do one of the following
   a. Send a **Message** to the member
   b. **Remove** the member as a contact

Messages – Send/Receive

1. The **Message Center** has all the same features as any typical email system (e.g. Yahoo, Gmail). You can send messages to any OLLI@UGA member as well as reply and forward messages that you receive. The messages dare internally stored and transmitted within OLLI Online. It is especially useful for sending messages to OLLI members that are not in your traditional email address book.

2. Click **Message Center** on the left side of your Dashboard to view the Message Center. Here you can send messages to other members and view messages that you have received.

3. Click on the message **Subject** to view the message.
4. Click on the **Actions** to reply, forward or delete the message.

5. Click on **Compose Message** to send a new message.

**My Groups**

1. Click **My Groups** on the left side of your Dashboard to view the Groups (SIGs and Committees) that you belong to.

![MY GROUPS](image)

2. Click on the **Actions** for a group to go to the group’s home page or to leave the group.

**My Group Events**

1. Click **My Groups Events** on the left side of your Dashboard to view all the upcoming events for the Groups (SIGs and Committees) that you belong to.

2. You will see all the future **Events** for the group either as **List** of or in a **Traditional Calendar View**.

![My Calendar](image)
3. Click on the Event Title to see more detail information for the event.

4. Click to the right of Toggle View to select Calendar View or List

**My Registered Events**

This feature is currently not available.

**My Transactions**

This feature is currently not available.

**Logout**

1. Click Logout on the left side of your dashboard to sign off the system.

2. You will see this screen. Close this browser window to fully sign off.

**GROUPS – MEMBER FUNCTIONALITY**

**Join a Group**

1. Go to My Dashboard and select All Groups from the menu on the left of your screen to see a list of all SIGs and other groups.
2. You will see a screen containing a list and brief description of all the OLLI Groups (SIGs and committees).

3. Only 10 groups are shown on a page, so you might need to use the boxes on the bottom of the page to scroll through the complete list. Alternatively, you can click one of the categories in the Browse
**Groups** menu on the right of your screen. You will then only see a list containing only the groups that fall within that category.

4. When you have found the group you want to join, click on the + sign to initiate a “request to join” the group.

![Image of a group with a + sign](image)

5. If you want to learn more about the group before joining, click on the group name. You will then see the “Group Home Page” which contains a detailed description of the group. If you want to join click on **Join Group** on the right hand side of the screen,

6. When you click on the + or the **Join Group** option, you will see this box. Click the **Join** option. Your request will be sent to the Group Moderator and you will receive an email from the moderator confirming that you have been added to the group.

![Image of a confirmation box](image)

**Leave a Group**

1. Go to **My Dashboard** and click on **My Groups** from the menu on the left of your screen.
2. You will see a screen containing a list of all the groups you belong to.

3. To leave a group, click on the X icon to the right of the group name. You will then see this box and click on Yes.

Viewing Announcements

1. Go to your Group Home Page (SIG or Committee). Click on the Announcements tab below the group’s description and you will see all the Announcements for the group.
Viewing Events

1. Go to your **Group Home Page** (SIG or Committee).

2. Click on the **Events** tab below the group's description and you will see all the future **Events** for the group either as **List of** or in a **Traditional Calendar View**.
3. Click to the right of **Toggle View** to select **Calendar View** or **List**

**Viewing Group Members**

1. Go to your Group Home Page

2. Click on the **Member’s tab** below the group’s description and you will see a list of all the members in the group.

3. **Search** for a member by entering their name in the Search Box and then click **Search**

4. You will see a list of the members meeting the search criteria. Click the **Action Menu** to the right of each person’s name to do one of the following
   a. Request the member be a **Contact**
   b. Send a **Message** to the member

**Responding to Surveys**
1. Go to your **Group Home Page** (SIG or Committee). Click on the **Surveys** tab below the groups description and you will see a list of current surveys.

![Surveys tab example]

2. Click on the **Title** of the survey that you want to participate in.

3. You then see a screen where you can record your **Response**. After entering your response click on **Submit**.

![Survey response example]

**Discussions**

1. Go to your **Group Home Page** (SIG or Committee). Click on the **Discussions** tab below the group’s description and you will see a list of current discussions. Discussions are **questions or comments to be shared with other members of the group**.
2. Click on the **Title** of the discussion that you want to read and/or reply to.

3. You will see this screen. If you do not wish to reply, after reading the posts, scroll up and click on the **Discussions** tab. If you wish to respond, enter **Your Reply** in the box provided. You can attach a file or photo, if you wish. Formatting options, very much like Word, are available, Click **Submit**.

4. If you want to create a new discussion, click **New Discussion** (see Step #1). You will see the following screen. Enter a **Title** for your discussion (required) and your **Message**. You can attach a file or photo, if you wish. Formatting options, very much like Word, are available, Click **Submit**.
Viewing Resources

1. Go to your Group Home Page (SIG or Committee). Click on the Resources tab below the group’s description and you will see all the resources for the group. Resources are files (documents), links to web pages and photos.
2. You can shorten the list by clicking on one of the **Categories** listed on the right hand side of the screen under **Browse by Category**. This will result in displaying only the resources in the selected category.

3. You can control the sort sequence by clicking on the pull down menu under **Sort by** on the right hand side of the screen. You will be given several choices (e.g. Alphabetical, Dated Added).

4. Click on the title of the resource that you wish to view. You will see the **Resource Information** screen containing data on the resource.

5. If the resource is a **File** (document), click on **Download** to view and save the file to your computer.
6. If the resource is a web **Link** (document), click on **View Link** to go to the web page.

7. If the resource is a **Photo Gallery** (one or more related pictures) “thumb nail” snapshots of the photos in the gallery are displayed. Click on a photo to see a larger version of it. “Right click” on the photo to save it to your computer.
8. After you have viewed the resource you can give it a Rating (1-5 stars). You can also leave a comment by clicking on Comments, and typing your thoughts. Click on Add Comment to save it. Click on View Group Resources at the top of the screen to return to the list of all the resources.

**Loading Resources**

1. Go to your Group Home Page (SIG or Committee). Click on the Resources tab below the group’s description

2. Click on Add Resource and you will see the Add Resources Screen
3. Click on **File** to upload a document (e.g., Word, PowerPoint, Excel), PDF). You will see this screen. Click on **Browse** and choose the file on your computer that you want to upload.

4. Click on **Link** to upload a web page (e.g., article, map). You will see this screen. Enter the **URL** (web address) of the web page that you want to load as a resource.

5. Click on **Photo Gallery** to add one or more pictures. The **Add Photo** screen contains a very good description of the photo galleries and how to use them. Click on **Add Files** and choose the photo(s) from your computer that you want to upload. Each file must be less than 2MB. You can add up to 100 photos to a gallery. After you have selected the photos click on **Start Upload**. This will take some time based upon the number and size of the pictures. Click **Cancel Upload** if you want to stop the process before it has been completed.

6. No matter what type of resource you load you will also have to add descriptive information. This information is included with the screen for each type of resource. You will be asked to enter:
a. **Resource Name** (required) – Enter your group’s name as the first part so that members will know the source when viewing a list of all resources for their groups
b. **Date Resource Was Created**
c. **Category**
d. **Tags & Keywords** – words that you can use to search to locate the resource
e. **Author/Publisher**
f. **Description** – a brief description of the resource
g. **Public/Private** – always click Private

7. When you have finished entering the entire information, click on **Create Resource** at the bottom of the page to save the item(s). You will then see the **Resource information** screen for the item just uploaded. Click on **View Group Resources** at the top of the screen to return to the list of all the groups’ resources.
GROUPS - MODERATOR FUNCTIONALITY

Edit Basic Group Information

1. Go to your Group Home Page (SIG or Committee). Click on Edit Basic Information on the right hand side of the screen.

![Screen shot of Dawg Bytes Group Home Page]

2. You will see the Basic Information screen where you can edit one or more of the following fields

   a. A Photo for your SIG
   b. Your Group Name (required)
   c. Tags – words that describe your Group (required) which can be used to search for it
   d. The Category of your Group, such as Head, Hands, etc. Use the same one that is Listed in the OLLI Catalog
   e. A Description of your Group (required) - Try and make the first two sentences a concise summary of the group. Only the first two lines of the description is listed on the “All Groups” Screen

3. Do not adjust the Groups Privacy Settings

4. Click Save.

Process a Request to Join the Group
1. When a member requests to join a Group, the moderator will receive an email and also see the message “Group Join Request” on the top left side of the their Dashboard. Click on this request.

![Image of email message with Group Join Request link](image1)

2. You will then see this screen:

![Image of My Requests screen](image2)

3. You can either approve or deny this request. If you approve the request click approve (+). You will then receive this message

![Image of My Requests screen with approved request](image3)

4. The member will now see this group listed when he clicks on My Groups on his Dashboard
Create Announcements

1. Go to your Group Home Page (SIG or Committee)

2. You will see the Create Announcement screen where you will enter:
   a. a **Title** (required) for your announcement. We recommend that you put the name of your Group (or an abbreviation) at the beginning of the Announcement. This will allow group members to distinguish the announcement from other group’s announcements.
   b. The **Text** for your Announcement.

3. Click **Submit** to save the Announcement

Create Events

1. Go to your Group Home Page (SIG or Committee). Click on the Events tab below the groups description and then click **Create**

2. You will see the Create Events screen where you will enter:
   a. **Event Name** (required) - We recommend that you put the name of your Group (or an abbreviation) at the beginning of the Event. This will allow group members to distinguish the event from other group’s events.
   b. **Location**
   c. **Start Date & Time** (required)
   d. **End Date & Time** (required)
   e. **Tags/Keywords** that can be used to search for the event (e.g. dinner, meeting)
   f. **Description** – a brief description of the event

3. Click on **Create Event** to save it
Manage Members

1. Go to your Group Home Page (SIG or Committee). Click on the Members tab below the groups description

2. Search for a member by entering their name in the Search Box and then click Search

3. Click the Action Menu to the right of each person’s name to do one of the following
   a. Request the member be a Contact
   b. Make the member a Permanent Member (member cannot leave) of your Group
   c. Send a Message to the member
   d. Make the member a Moderator

Create a Survey

1. Go to your Group Home Page (SIG or Committee). Click on the Surveys tab below the groups description and then click Add Survey

2. You will see the Add Survey screen where you will enter the information for the survey
   a. Survey Name (required) - We recommend that you put the name of your Group (or an abbreviation) at the beginning of the Survey. This will allow group members to distinguish the Survey from other group’s events.
   b. Description – A short description of the purpose of the survey
   c. Survey Options – do not change
   d. Question – Note that you can only ask one question in a survey
e. **Answer(s)** – Type the first choice and click on **Add**. Repeat this step for each possible **Answer**

f. Click **Save Changes**