

**Partnership for Philanthropic Planning of Greater Orlando**

The Partnership for Philanthropic Planning Of Greater Orlando serves Brevard, Lake, Marion, Orange, Osceola, Polk, Seminole, Sumter & Volusia counties.

Home | About | Membership Benefits | Membership Directory | Meeting Information | Join Our Mailing List | Make A Payment | Contact Us

**Member Login**

Email Address :

Password :

[Forgot your password?](#)

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Philanthropic Advisors Council of Central Florida  
P.O. Box 1084, Tavares, FL 32778 ~ [Send Email](#)

# The Member's Guide to Website Navigation

[Partnership for Philanthropic Planning of Greater Orlando](#)

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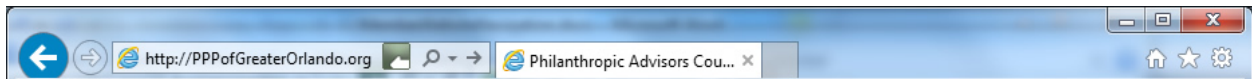
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## Finding the webpage

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Let's start with the basics, shall we?

1. Turn on your computer.
2. Open the Start menu.
3. Open Internet Explorer.
4. In the address bar, type in: [www.PPPofGreaterOrlando.org](http://www.PPPofGreaterOrlando.org)



\*You should now see the Partnership for Philanthropic Planning of Greater Orlando homepage. From this page you can access many other parts of the website. Including your Member's page, Events, News, Announcements and much more!

Well Done!

## Logging in to your Member's Area

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Now that you're on the website, you're probably going to want to update your Member's page, right? Some examples of what you can do are:

- Typing a short summary of what your business does and how you can be contacted by the community.
- Posting a picture.
- Posting a YouTube.com video.
- Posting a testimonial for the PPP of Greater Orlando.

So that means you're going to have to LOG IN to your member's page. How do you do that?

Simple:

1. You're on the homepage, correct? Good. Now at the top you are going to find a horizontal list of options, the main menu. Put your mouse over **Membership Directory** and it will open another list of options. The last option is what you need to click on next. It says: **Members Only**



2. Or, use the Member Login box right on the home page. Enter the email address on record for you and your password, then click "Log In"

A dark blue rectangular box titled 'Member Login' in a light grey header. Inside the box, there are two white input fields. The first is labeled 'Email Address :'. The second is labeled 'Password :'. Below the password field is a link that says 'Forgot your password?'. At the bottom of the box is a white button with the text 'Log In'.

Now that you've logged in to your account you are free to update anything that has to do with your page. Like a short explanation of what exactly your business is all about, or you can post a picture on the site!

## Obtaining a New Password

Some of you might be sitting there shaking your head as you're reading this saying: "But I don't know my password!" Well, never fear, because the PPP of Greater Orlando is here!

Underneath those two boxes you see with the words **Email Address** and **Password** next to them you will see three other words that fit your situation.

1. Click on "Forgot your password?".
2. You will be brought to another page that states: **Your password will be sent to the Email address of record.** Under that statement there is a box in which you will type your Email address.
3. Once you have submitted your Email then you will see a notice your password has been emailed, or your email address was not found and advised to contact the Association to get your password.
4. After you have obtained your password, you must start the entire process over again.
  - a. Go to the Chamber Website.
  - b. **Member's Only**
5. Now you're back to the page that asks for your Email address and password. Type each in the appropriate boxes and click on **Member Log In.**

Now you're logged in!

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Public Home | **Member's Home** | Member Directory | Accounting | Minutes | Event RSVP | Update Listing

### Member's Home Page ~ Welcome Kevin

**Members**      **Accounting**      **Minutes**      **Update Listing**

[Home](#) | [About](#) | [Membership Benefits](#) | [Membership Directory](#) | [Meeting Information](#) | [Join Our Mailing List](#) | [Make A Payment](#) | [Contact Us](#)

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From the Member's Home Page you can navigate to view the Member roster, Association Accounting, Meeting Minutes, and update your membership listing. Note the main menu has changed to include these options.

If there is an active event posted, you will see an additional option to RSVP, followed by the event details.



**Members**



**Accounting**



**Minutes**



**Update Listing**



**Send Your RSVP**

### **Sample Meeting or Event**

Please join us for our special meeting/event  
January 1, 2001 at 6 pm at the Convention Center

Beverages, including beer and wine, and heavy hor d'oeuvres will be provided. Please feel free to bring your spouse or significant other.

Please RSVP no later than December 15, 2000. We hope to see everyone there!

**Contact: Kevin Robson, 352-589-0051**

[Kevin@BusinessMasters.Net](mailto:Kevin@BusinessMasters.Net)

**Send Your RSVP**

## Update Your Listing

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Click “Update Listing” and you’ll see a form with your business contact information. After making your changes, click “Update Your Listing!” at the bottom of the page.

To add a picture to your listing, click the “Browse” button and select a picture from your computer. When you click “Update Your Listing!” the picture will be resized automatically to fit the website.

### Upload Your Picture:

E:\My Documents\Busine

#### \*Required Fields

**\*Business Name 1:**

**Web Address :**   
ie:

**\*Email:**

	Salutation	First Name	Last Name
<b>*Contact Name:</b>	<input type="text"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
<b>Contact 2:</b>	<input type="text"/>	<input type="text" value="Val"/>	<input type="text" value="Smthers"/>

**\*Password:**

**Phone:**

**Fax:**

**Physical Address:**   
  
  ,

**Mailing Address:**   
  
  ,

## Selecting Categories

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Just below your contact information you can select up to three categories to associate your business with.

**\*Category 1:**  ▼

(optional) **Category 2:**  ▼

(optional) **Category 3:**  ▼

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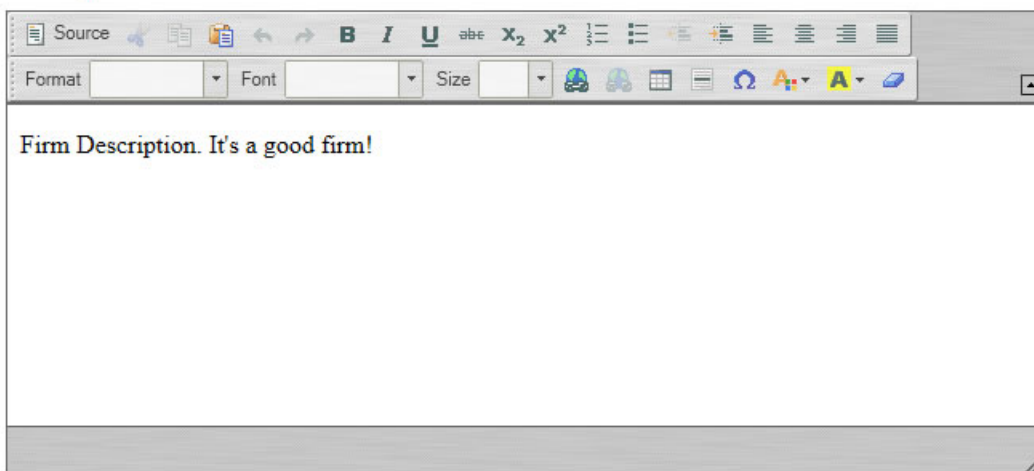


## Writing a Description

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Next you're going to find the Description box. Type a brief paragraph or however long description you'd like. You can adjust the formatting with the WYSIWYG, What You See Is What You Get, editor (Pronounced "WizzyWig")

### Description:



## Adding a Youtube Video

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Just below the Description box you'll see a smaller box without the WYSIWYG editor. This is for the Youtube embed code. Something to suggest to you is to open a new tab in internet explorer or a whole new window and go to the youtube website ([www.youtube.com](http://www.youtube.com)) and search for the video you would like to post on your member's page. Once you have found this video, look below it and you will find a few options which include: Like (this is the thumbs up button), Dislike (this is the thumbs down button), Share, and Flag (this is the flag button). The button you should be concerned with is the Share button. You'll

see a link to the video which will be highlighted for you and below that the option to embed. Click this option and another box will be brought down. This will have another code highlighted for you to copy and paste it into the box on the PPP of Greater Orlando website.

**YouTube.com Code:**

```
<iframe width="420" height="315"
src="http://www.youtube.com/embed/Dm9K95
nEMCQ" frameborder="0"
```

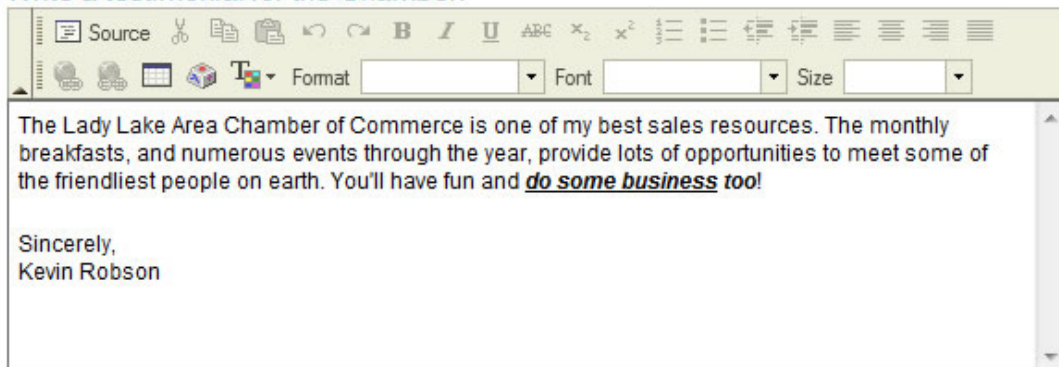
Now that you've done that scroll down and click the **“Update Your Member Listing!”** button.

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## Entering a Testimonial

Just below the Job Posting box, there is another box with options similar to the Description and the Classified Ad box. Here you can write about how much you enjoy being associated with the Lake County Bar Association.. Scroll down and click the **“Update Your Listing!”** button. And you're done!

### Write a testimonial for the Chamber:



The screenshot shows a rich text editor interface. The toolbar includes options for Source, Undo, Redo, Bold, Italic, Underline, ABC, x<sub>2</sub>, x<sup>2</sup>, Bulleted List, Numbered List, Left Align, Right Align, Center Align, and Justify. Below the toolbar are dropdown menus for Format, Font, and Size. The text area contains the following testimonial:

The Lady Lake Area Chamber of Commerce is one of my best sales resources. The monthly breakfasts, and numerous events through the year, provide lots of opportunities to meet some of the friendliest people on earth. You'll have fun and do some business too!

Sincerely,  
Kevin Robson

## RSVP for an Event

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If there is an event posted, click “Send Your RSVP”. This will bring up a form already populated with your basic information. Complete the options and click “Add Your RSVP!”.

### Send Your RSVP!

\* First Name(s) :

\* Last Name :

Phone :

Response :  ▼

Number Attending :  Adults  Children

Comments :  characters left

\* Indicates Required Fields

You will now see the guest list, with options to “Update Your RSVP” or to “Finish”

### Thank You for Your RSVP!

#### [Update Your RSVP](#) ~ [Finished](#)

<u>Guests</u>	<u>Attending</u>	<u>Comments</u>
John Smith	Yes! (2 Adult)	

Notice back on the Member's Home Page "Send Your RSVP" is now "Update Your RSVP". Updating your RSVP also includes the option to Delete your RSVP.

## Edit Your RSVP!

(To delete your RSVP, scroll to the bottom of this page.)

\*First Name(s) :

\*Last Name:

Phone :

Response :

Number Attending :  Adults  Children

Comments :  characters left

[Update Your RSVP !](#)

**DELETE This RSVP For JohnSmith ?**

[Yes, Please DELETE My RSVP](#)