

Update Your IAPD Membership Information

Anytime On Line at www.ILparks.org

Keeping your agency's membership information up to date assures that your agency's board members and professionals will receive all pertinent communications from IAPD, including conference-related mailings, notification of upcoming grant opportunities, legislative alerts, newsletters and *Illinois Parks & Recreation* magazine. The association also uses this information to compile the annual membership directory.

The IAPD member listings in this edition of the *IAPD/IPRA Buyers' Guide and Membership Directory* are based on information provided to the Illinois Association of Park Districts as of October 1, 2007.

If your agency's information is not accurate – or if your agency's information changes during the course of the year – please update your agency's membership information by accessing the member profile information on the IAPD Web site at www.ILparks.org. Many agencies find it useful to assign the task of updating membership information – including board member contact information changes – to the executive director or some member of the administrative staff. But individual board members and professionals may update their own information if that is more desirable for your agency.

The following instructions guide you step-by-step through the process of updating contact information for board members and key personnel at your agency. In addition, at least once a year, someone from your agency should update your agency's profile: updating such information as the agency's contact information, EAV, number and type of facilities and board meeting schedule.

If you have questions or need help updating information about your agency or its personnel, please contact IAPD at 217-523-4554.

How to Update Your Information/Profile

Each board member and member of your agency's administrative team has an IAPD profile. Keeping this information current helps IAPD get pertinent information directly to the people at your agency who will find it useful. (And it allows us to exclude from certain mailings and communications people for whom the information would be irrelevant.)

IAPD recommends that each agency's executive director (or some member of the administrative staff) update the profiles of board members and key administrative staff.

Login/Register

(IF YOU HAVEN'T ALREADY DONE THIS IN THE PAST):

- Type in www.ILparks.org (not needed if you are already on the site).
- Click on the Member Login button on the right side of the horizontal tool bar that runs across the top of the page.
- The user name is UserName: first namelast name (no spaces ex. johnsmith) [Please note that the first name is your full name. For example, Robert Smith's username would be RobertSmith, not BobSmith].
- Password: iapd

After you click the Login button, you will be taken to your personal profile page. Please change your password and make any other necessary changes and click "Submit Registration" when finished.

Login/Register

(IF YOU HAVE PREVIOUSLY LOGGED IN AND CHANGED YOUR PASSWORD)

- Type in www.ILparks.org (not needed if you are already on the site).
- Click on the Member Login button on the right side of the horizontal tool bar that runs across the top of the page.
- Type in your user name. If you haven't changed your user name, then it will be: UserName: first namelast name (no spaces ex. johnsmith) [Please note that the first name is your full name. For example, Robert Smith's username would be RobertSmith, not BobSmith].
- Type in your password. If you can't remember your user name and/or password, please e-mail Cindy Deiters at cdeiters@ilparks.org.

After you click the Login button, you will be taken to the IAPD home page.

How to Update Your Agency's Information and How to Change, Delete or Add Commissioners and/or Staff Members' Information and Profiles

- After you have logged into the site and clicked "Submit Registration" you'll be taken to the IAPD Home page.
- From there, scroll down to the bottom of the page and click on "Enter Administration Area." NOTE: At this time, only directors have been given administration access. Call or e-mail Cindy Deiters (217-523-4554 or cdeiters@ILparks.org) to add or change the administrative access for your agency.
- Click on the "Site Admin" drop down box at the top of the page.
- Scroll down to "Database Administration" and then click on "Add/Edit Members."
- Click on the "-" button next to "Last Name." You'll notice the "Last Name" search field will disappear and "No Current Search Fields" is displayed.
- Click on the drop down box for "Add Filter Field." Choose "Agency."
- Click on the drop down box next to "Equals" and change it to "Contains."
- Type your agency's name in the empty box next to "Contains." You do not need to type in the entire name of your agency. However, please remember that some agencies have the same words within their name. For example, Barrington Park District, South Barrington Park District and Barrington Countryside Park District. If this is the case, you may want to type in the exact name of your agency. Also please be aware that some agencies that have the word "County" in it may be abbreviated to "Co."
- After typing in your agency's name and clicking the "Search" button, you'll see a listing of all staff members and board members IAPD has for your agency. You'll notice that the first entry listed will be your agency's name.
- To review and/or update information for your agency or for anyone listed within your agency, simply click on the "Select a Task" drop down box for the

individual and click on "Edit Profile."

- Make the necessary changes and click on "Submit Registration."

How to Delete New Commissioners and/or Staff Members

- To delete an individual, simply click on the box next to their name; scroll down to the bottom of the page and click the "Delete Checked Records" button.

How to Add New Commissioners and/or Staff Members

- Click on the "Add New Member" link on the right-hand side of the screen.
- Choose either Commissioner/Board Member/Trustee/Alderman or Staff Member.
- Scroll down and choose "Click Here to Continue Registration."
- Begin completing the profile at the "Prefix" box. All other information above the "Prefix" box will be filled in automatically.
- When you are finished completing the profile, click on "Submit Registration."

How to Update Your Agency's Facility/Trail and Center Information

- Place your cursor on the "Member Login" button on the right side of the horizontal tool bar that runs across the top of the page. A pull-down menu will appear. (The options will be "Member Portal," "Search Database," "Update Agency Information," and "IAPD Forum.")
- Click the "Update Agency Information" option. You will be taken to a page that asks you to: "Please click on the below links to update your agency information for the Membership Directory."
 - Agency Facility Information
 - Agency Trail Information
 - Agency Center Information
- Click on "Agency Facility Information" option. You will be taken to the "Agency Facility Information" page.

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- The first field will ask you to type in your agency name.
- The remaining fields on the page ask for the number of those particular facilities at your agency. Type in a number for each field. If you have none of the particular facilities, then please enter 0.
- When you have completed the form, click the “Submit Registration” button at the bottom of the form. You will be taken to a page that tells you that your form has been successfully submitted.
- Now once again place your cursor on the “Member Login” button; choose the “Update Agency Information” option and repeat the process for the “Agency Trail Information” form.
- When you have completed the form, click the “Submit Registration” button at the bottom of the form. You will be taken to a page that tells you that your form has been successfully submitted.
- Finally, place your cursor on the “Member Login” button; choose the “Update Agency Information” option and repeat the process for the “Agency Center Information” form.

If you have any questions or difficulties accessing the website using your member information, please contact Cindy Deiters, IAPD Marketing Specialist, at 217-523-4554.