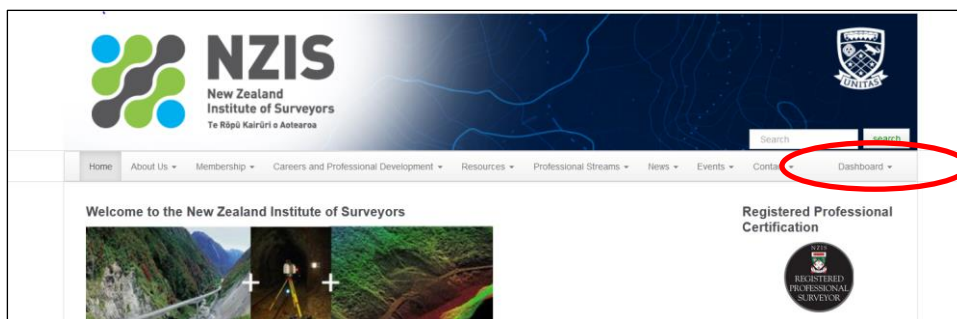# Instructions for Branch and Stream MCX Administrators
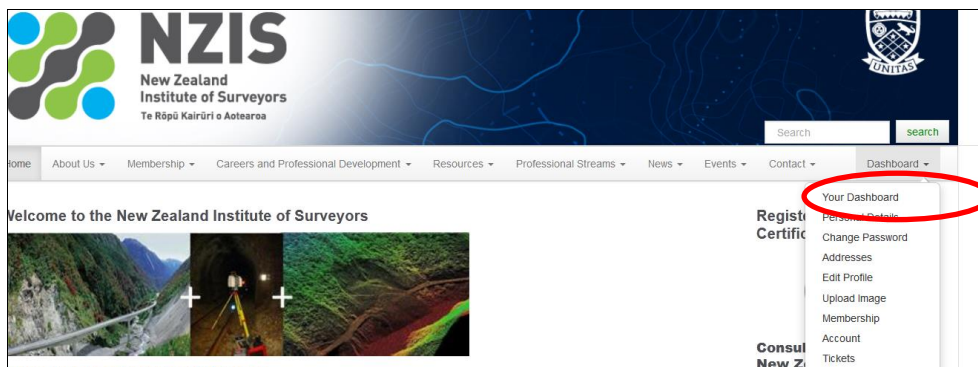
Important Notes:

- *Branches and Professional Streams sections are called **Chapters** in MCX*
- *A separate Administrator profile has been created for each Branch and Stream, Administrators will need to log-in with this email address and password.*
- *Memberconnex operates best on Google Chrome and Mozilla Firefox web browsers, particularly with pdf downloads. If you are using Internet Explorer (IE) as your web browser it is recommended that you use the latest version.*
- *Any problems: contact Jan Lawrence, National Office: janlawrence@surveyors.org.nz; ph: 04 4711774*

Log-into MCX

1. Click on *Dashboard*

2. Click on *Your Dashboard*

3. Click on Chapter and then the Branch /Stream name

Name	Role	Date from	Date to
Central Otago Branch		25 November 2013	27 November 2013
Consulting Professionals		04 December 2013	Never
Central Otago Branch	Test Branch Admin	04 December 2013	Never
Consulting Professionals		04 December 2013	03 December 2013
Hydrographic Professional Stream		11 December 2013	Never
Auckland Branch		12 December 2013	Never
Test Chapter		08 January 2014	07 January 2014

Chapter Administrator Menu

Manage Auckland Branch

Auckland Branch Information

Manage Content - Auckland Branch

Auckland Branch calendar
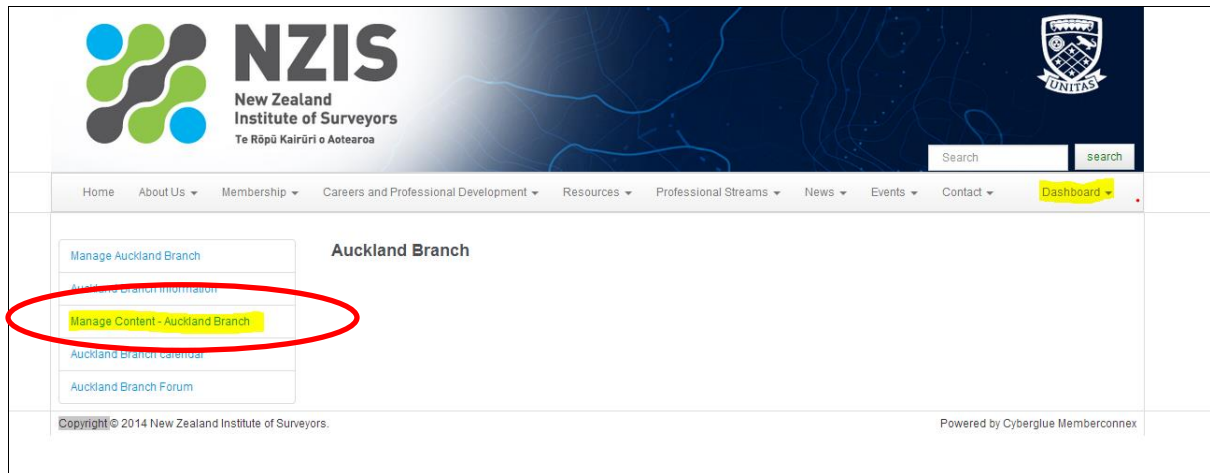
Auckland Branch Forum

Auckland Branch

Copyright © 2014 New Zealand Institute of Surveyors.   Powered by Cyberglue Memberconnex

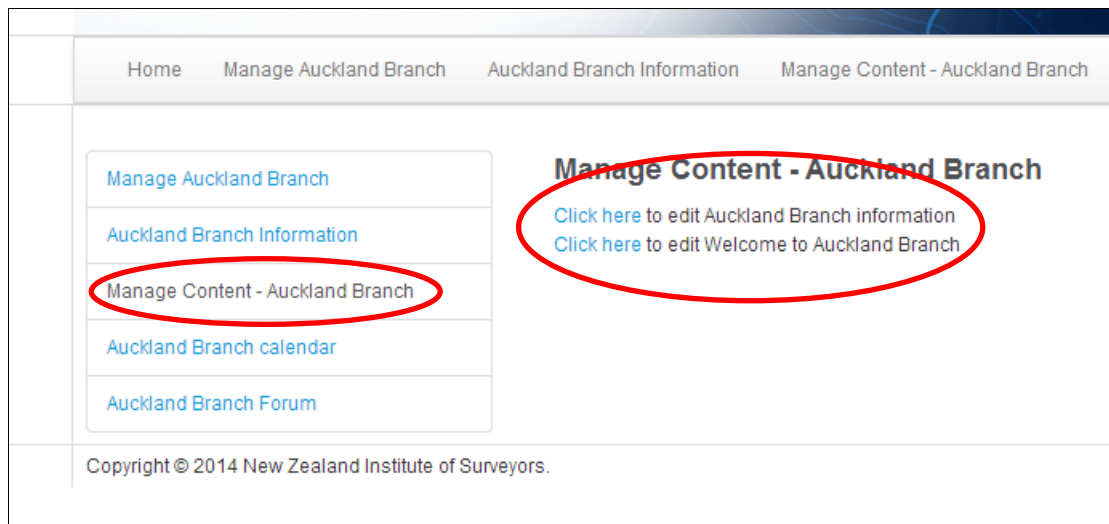# Branch Information Page:

To edit information pages

Important Notes:

- *The information pages are for Stream or Branches to use as you see fit; include notices, munutes, photos and/or stories.*
- *The page structure is already set up – additional pages will need to be set up by the Memberconnex Administrator. Contact:janlawrence@surveyors.org.nz*

1: Click on: *Manage Content – Your Branch*

2: Click On: *Click here to edit Your Branch Information*

3. Use the editing box to create your content.

Auckland Branch Information

Subject : Auckland Branch Information

Subtitle :

Text

Formatting

Insert links to other pages and content

Insert Hyperlink

Insert Picture

NZIS
AUCKLAND

Branch email: nzisauk@clear.net.nz

Branch Chair: Tom Bretherton Thomas.bretherton@envivo.co.nz

Branch Secretary: Ryan Healey r.healey@harrisongrierson.com

✔ Save   ✖ Cancel

Email your Branch or Stream Members

Important Notes:

- *You do not need to add Recipients - the message will automatically be sent to your Branch/Stream list.*
- *The system will use the default NZIS email template.*
- *Chapter functionality doesn't allow documents to be attached to an email—insert links from content in your information page instead or if your need content to be added to the website and/or links created, contact janlawrence@surveyors.org.nz*

1. Click on *Manage Your Branch/Stream*;

2. Click on *Click Here*

2. Click on *Send Email*

3. Enter email details:

- *From Name,*
- *From email Address*
- *Subject*
- click on *Create Message.*

4. Edit email content and Subject

5. Always send yourself Test email

6. Once you're happy with the test email click *Send* then click *Yes.*

Calendar View

Important Notes:

- *Branch/Streams can have their own calendar events set up, however as Events are part of the online payment function, they can only be created by the Memberconnex Administrator.*
- *Contact nzis@surveyors.org.nz to have an event posted or contact janlawrence@surveyors.org.nz*

Click on the event title to go to the event registration page
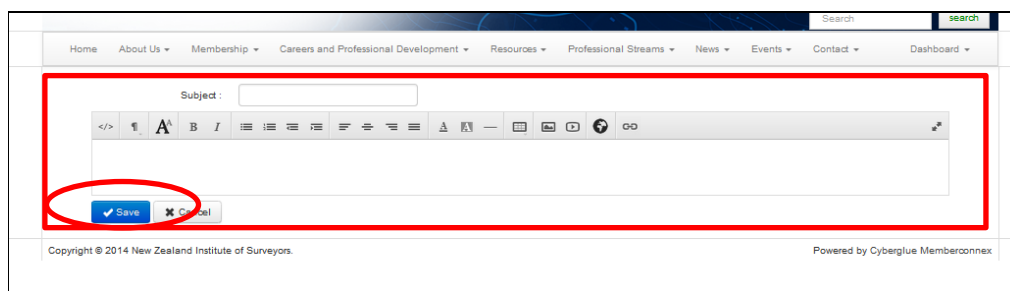
Create and Responding to Forum Postings

1. Click on *Branch/Stream] Forum*

2. Click on *New Post*

3. Create you post and *Save*

4 To reply to a post click on the *title*