

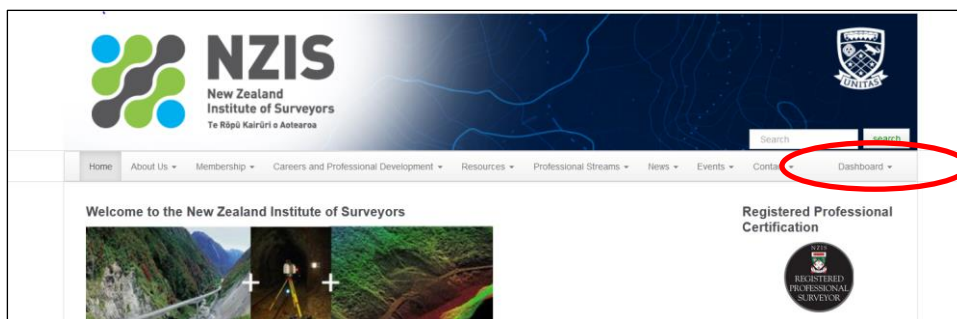
# Instructions for Branch and Stream MCX Administrators

## Important Notes:

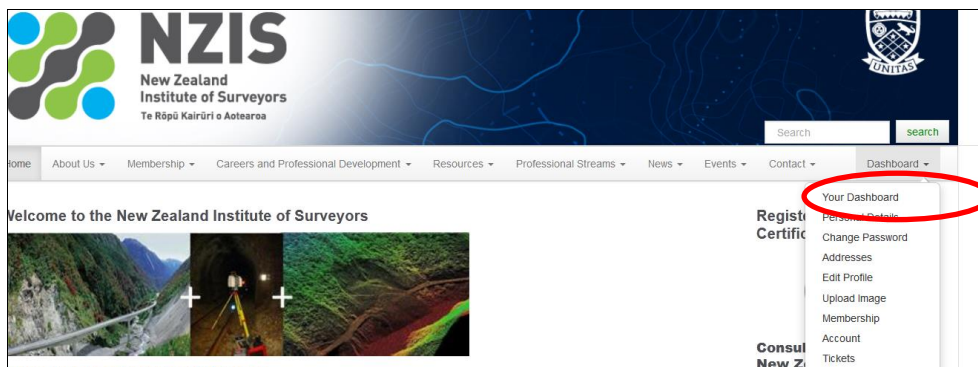
- *Branches and Professional Streams sections are called **Chapters** in MCX*
- *A separate Administrator profile has been created for each Branch and Stream, Administrators will need to log-in with this email address and password.*
- *Memberconnex operates best on Google Chrome and Mozilla Firefox web 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](mailto: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



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Upload Image  
Membership  
Account  
Tickets  
Mailing Lists  
Privacy  
Emails  
Companies  
Chapter  
CPD  
CPD History  
Logout

**Jantest-gmail Lawrence**

**Membership Status**


Type: NZIS Staff  
Expires: Never

**Account**

Balance: \$630.00

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
<b>Auckland Branch</b>		12 December 2013	Never
Test Chapter		08 January 2014	07 January 2014

## Chapter Administrator Menu



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**Auckland Branch**

Manage Auckland Branch  
Auckland Branch Information  
Manage Content - Auckland Branch  
Auckland Branch calendar  
Auckland Branch Forum

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## Branch Information Page:

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[Manage Auckland Branch](#)  
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### Auckland Branch Information



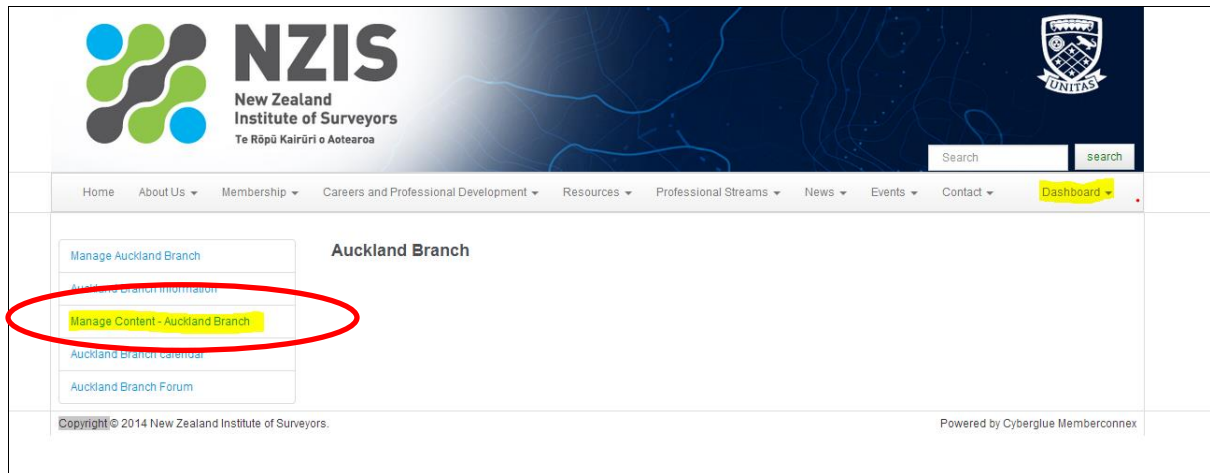
Branch email: [nzisauk@clear.net.nz](mailto:nzisauk@clear.net.nz)  
Branch Chair: Tom Bretherton [Thomas.bretherton@envivo.co.nz](mailto:Thomas.bretherton@envivo.co.nz)  
Branch Secretary: Ryan Healey [r.healey@harrisingrierson.com](mailto:r.healey@harrisingrierson.com)  
Next Branch Meeting:

## To edit information pages

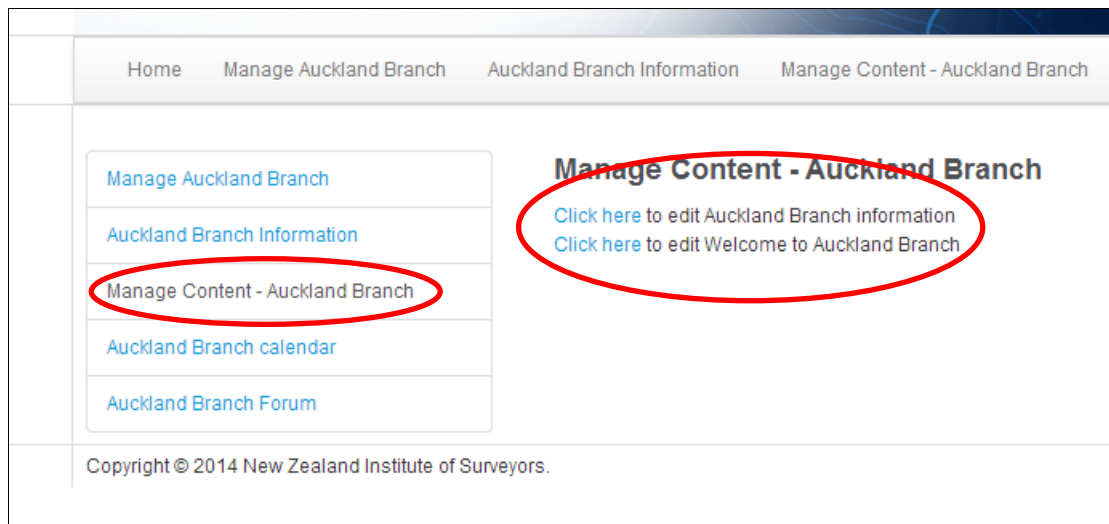
### Important Notes:

- The information pages are for Stream or Branches to use as you see fit; include notices, minutes, 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](mailto: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:

Subtitle:


Text

**Formatting**

**Insert links to other pages and content**

**Insert Hyperlink**

**Insert Picture**



Branch email: [nzisauk@clear.net.nz](mailto:nzisauk@clear.net.nz)

Branch Chair: Tom Bretherton [Thomas.bretherton@envivo.co.nz](mailto:Thomas.bretherton@envivo.co.nz)

Branch Secretary: Ryan Healey [r.healey@harrisonsgrrierson.com](mailto:r.healey@harrisonsgrrierson.com)

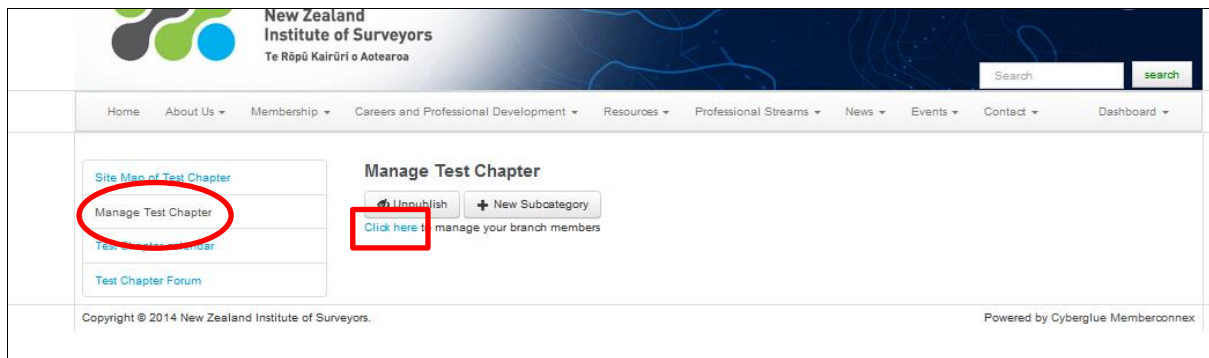
## Email your Branch or Stream Members

### Important Notes:

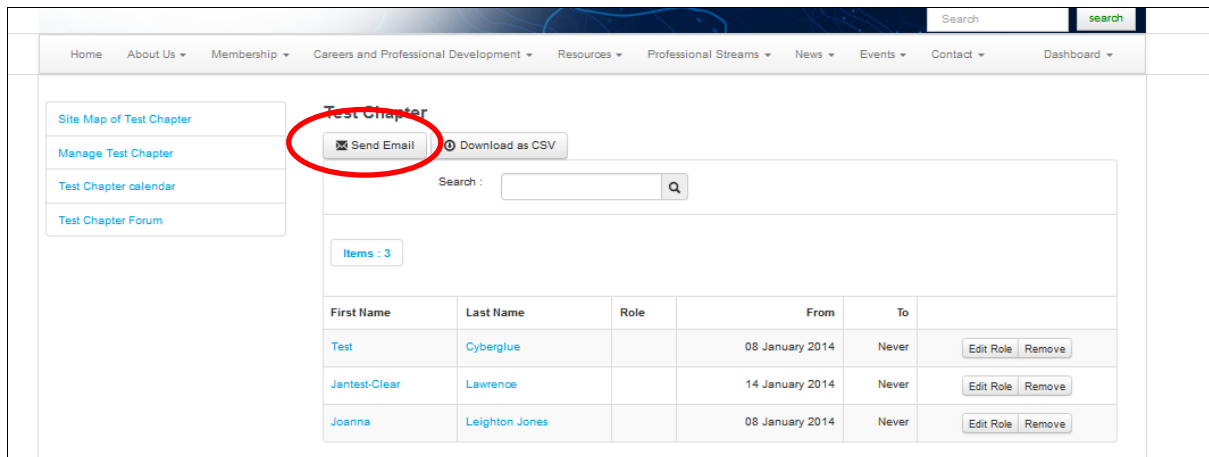
- You do not need to add Recipients - the message will automatically be sent to your Branch/Stream list.
- The system will use the default NZIS email template.
- Chapter functionality doesn't allow documents to be attached to an email—insert links from content in your information page instead or if you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

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Site Map of Test Chapter  
Manage Test Chapter  
Test Chapter calendar  
Test Chapter Forum

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**Send Email**

3 recipients will be added

Type: ☒ Create new message ☐ Add recipients to existing message

From Name: NZIS

From Address: nzis@surveyors.org.nz

Subject: Enter Subject

Type:

Mailing List: [None]

Email Template: Default template

Create Message Cancel

#### 4. Edit email content and Subject

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Added 3 recipients

**Enter Subject**

Send Cancel Send test email Edit subject Edit content

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Institute of Surveyors  
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New Zealand Institute of Surveyors  
Tel: 04 471 1774  
Level 5,  
114 The Terrace  
[www.surveyors.org.nz](http://www.surveyors.org.nz)

PO Box 831  
Wellington  
New Zealand

#### 5. Always send yourself Test email

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**Send Test Email**

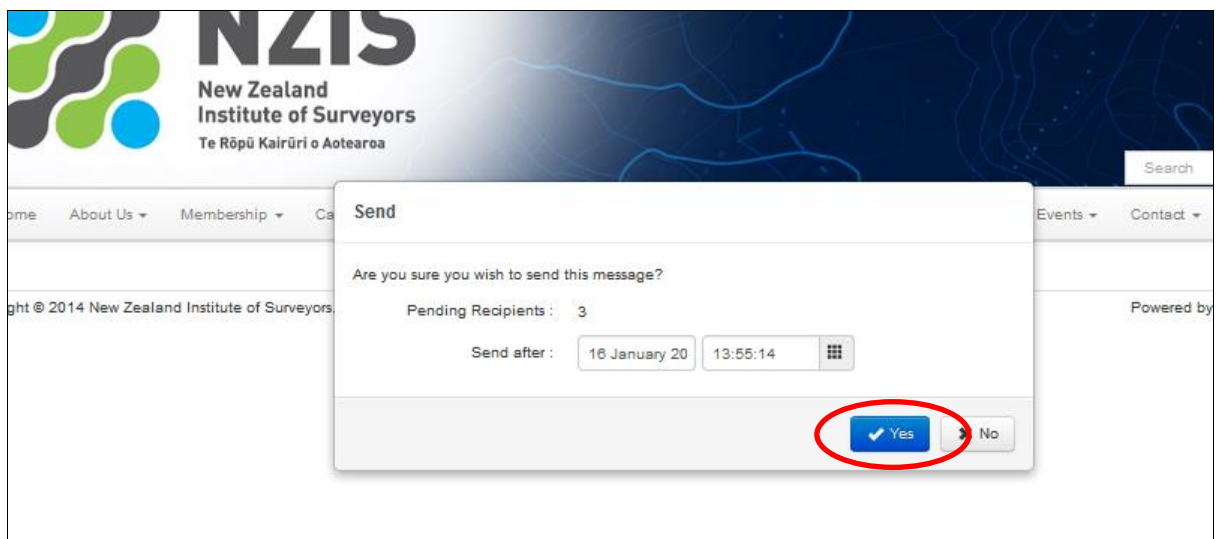
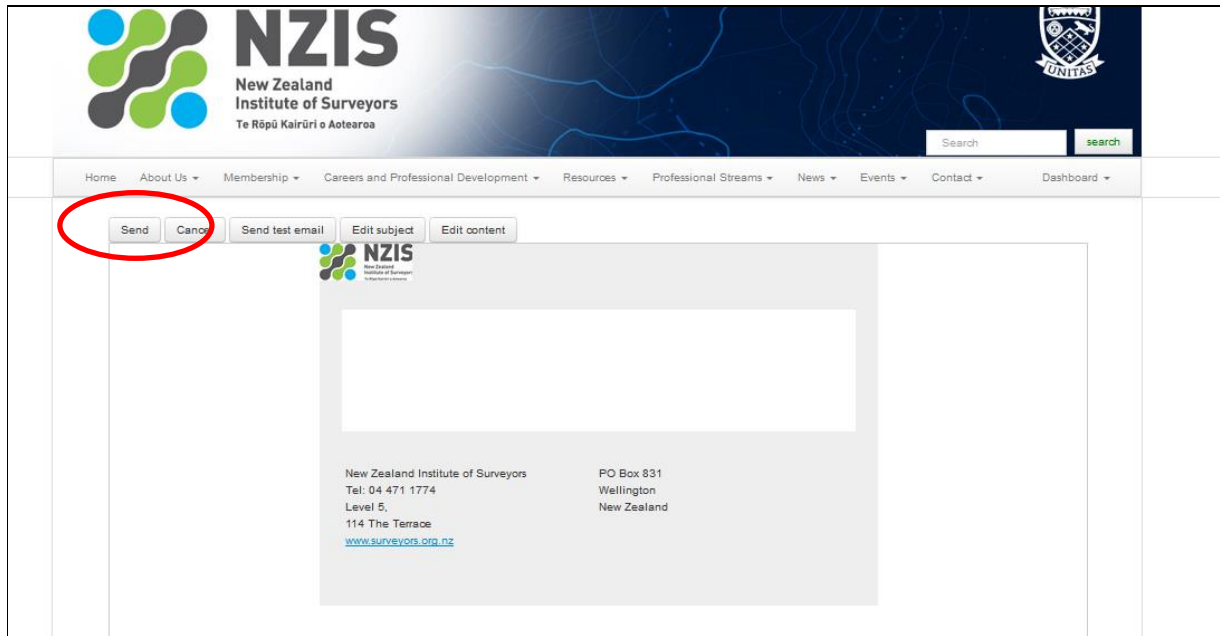
Address #1: nzis@surveyors.org.nz

Address #2:

Address #3:

Send Cancel

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](mailto:nzis@surveyors.org.nz) to have an event posted or contact [ianlawrence@surveyors.org.nz](mailto:ianlawrence@surveyors.org.nz)*

**Click on the event title to go to the event registration page**

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Manage Auckland Branch  
Auckland Branch Information  
Manage Content - Auckland Branch  
**Auckland Branch calendar**  
Auckland Branch Forum

### Auckland Branch calendar

21/06/2014

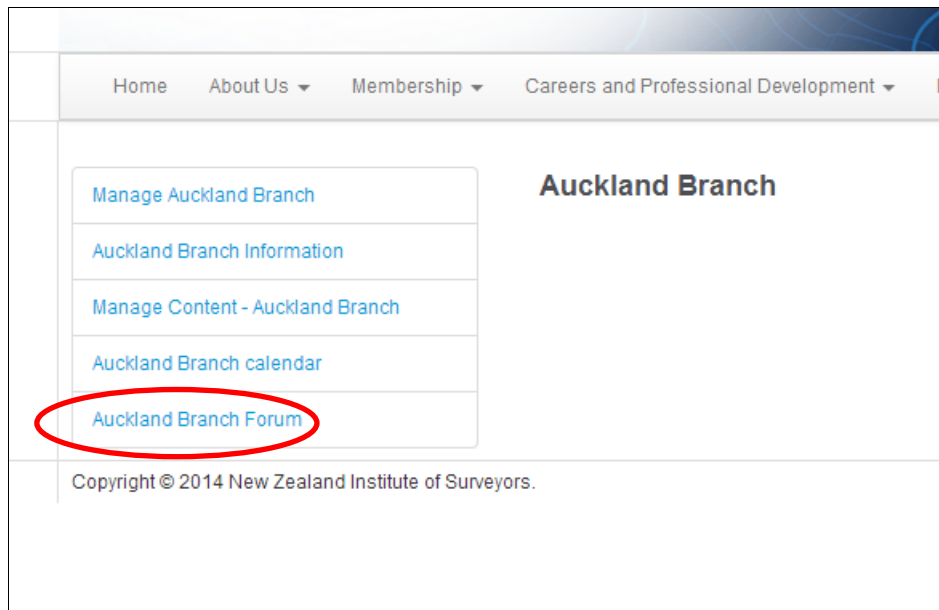
Items : 1

Time	Date	Event
09:00AM	25/06/2014	<b>Test event 674</b>

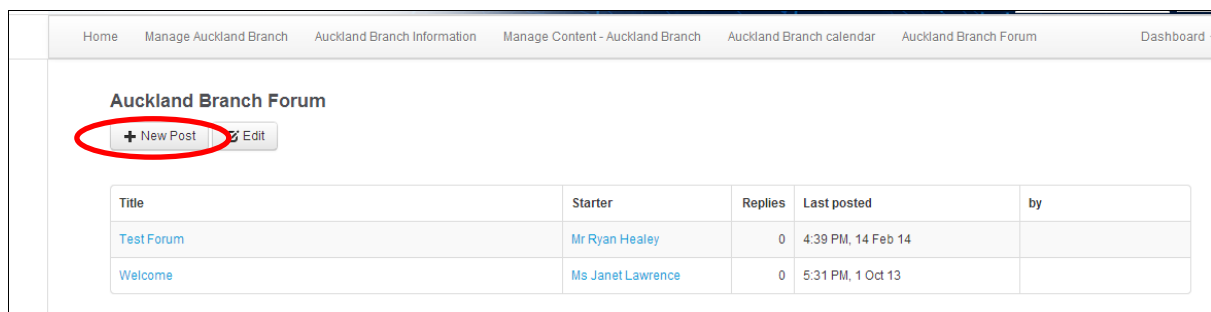
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# Create and Responding to Forum Postings

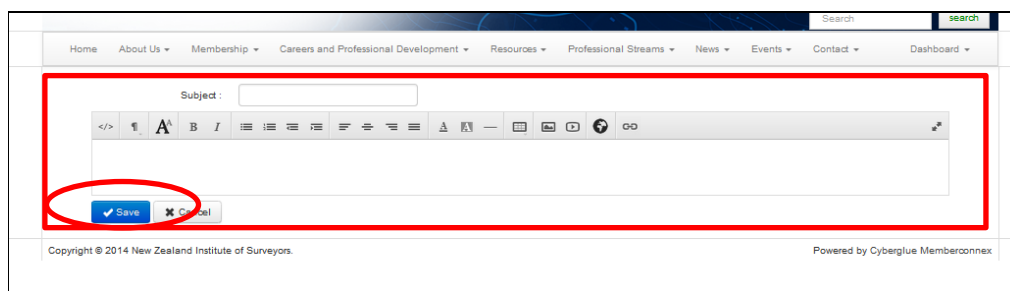
## 1. Click on *Branch/Stream] Forum*



## 2. Click on *New Post*



## 3. Create you post and *Save*



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

[+ New Post](#)

test

Title	Starter	Replies	Last posted	by
Test posting -new	Ms Jantest-Clear Lawrence	0	4:17 PM, 15 Jan 14	
test Post 2	Jan Lawrence Admin	1	4:01 PM, 15 Jan 14	Ms Jantest-Clear Lawrence
testing posting	Jan Lawrence Admin	0	9:44 AM, 14 Jan 14	

[Reply](#) [Quote](#) [Edit](#) [Delete](#) [History](#)

4:39 PM, 14 February 2014 by Mr Ryan Healey

This is a test forum - reply if you like

Subject: Re :Test Forum

[illegible]