

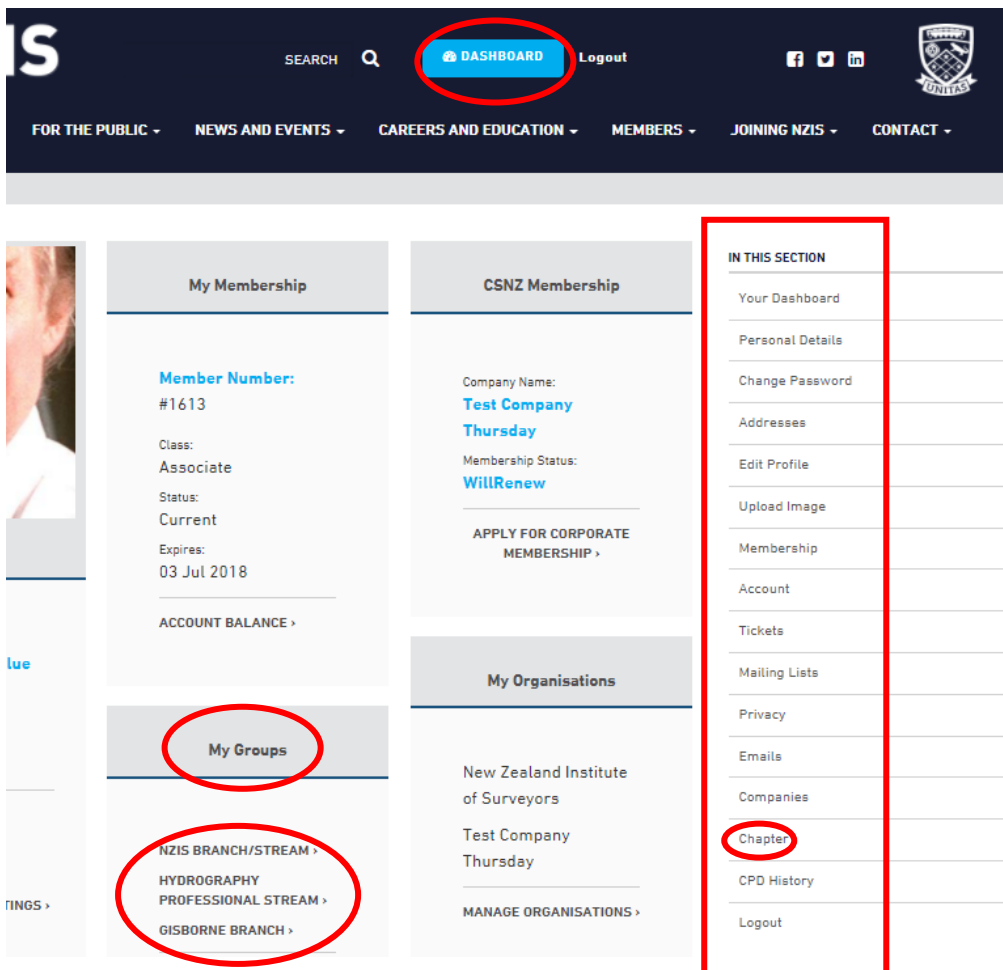
ACCESSING AND USING GROUP (Branches/Streams/SIG) SECTIONS (chapters) in www.surveyspatialnz.org

As a group administrator you get a different menu list in your DASHBOARD when you click on a group name under *Your Groups*.

You will see:

- SUMMARY -view the landing page
- EDIT DETAILS - edit the content (text. Images, links)
- MEMBERS - Access to your members list and send an email; download the list
- EMAILS- view list of emails
- ATTACHMENTS- Upload an Attachment to your group page.

Log-in to Your Dashboard



The screenshot shows the user dashboard interface. At the top, the navigation bar includes a search icon, a 'DASHBOARD' button (circled in red), and a 'Logout' link. Below the navigation bar are several menu items: 'FOR THE PUBLIC', 'NEWS AND EVENTS', 'CAREERS AND EDUCATION', 'MEMBERS', 'JOINING NZIS', and 'CONTACT'. The main content area is divided into several sections:

- My Membership:** Displays member information such as Member Number (#1613), Class (Associate), Status (Current), and Expires (03 Jul 2018).
- CSNZ Membership:** Shows Company Name (Test Company Thursday) and Membership Status (WillRenew).
- My Organisations:** Lists organisations like New Zealand Institute of Surveyors and Test Company Thursday.
- My Groups:** A section header (circled in red) with a list of groups: NZIS BRANCH/STREAM, HYDROGRAPHY PROFESSIONAL STREAM, and GISBORNE BRANCH (circled in red).
- IN THIS SECTION:** A sidebar menu listing various dashboard options. The 'Chapter' option is circled in red.

Landing page

Taranaki Branch



Contacts

Branch Chair: Vaughan Redshaw - vaughan.redshaw@bjsl.co.nz

Branch Secretary: Callum Johns - callum.johns@bjsl.co.nz

[S+SNZ CPD CALENDAR](#) (National calendar for booking training and CPD events)

[S+SNZ GROUP CALENDAR](#) (Google calendar of all branch & stream activities throughout the country)

[ENVIRONMENTAL SCAN](#) - what's going on with Territorial Authorities in your region.

LATEST BRANCH NEWS

- > [Cadastral Stream submission](#) on the Review of the Cadastral Rules (October 2017).
- > [Newslink Update](#) on the Review of the Cadastral Rules (December 2017)

MEMBER'S FORUM

IN THIS SECTION

[Summary](#)

[Edit Details](#)

[Members](#)

[Emails](#)

[Resources](#)

[Events](#)

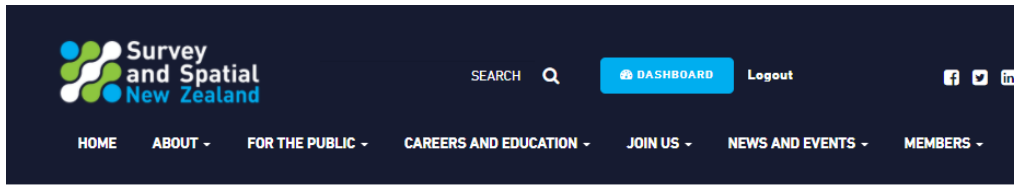
[News](#)

[Attachments](#)

Click on Edit Details to edit the page content

Edit your group's landing page and group details

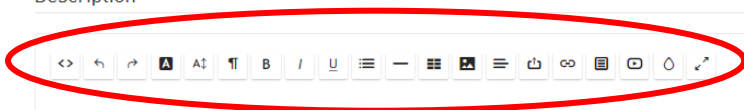
Click on



Taranaki Branch

Name :

Description



Contacts

Branch Chair: Ian Dickey - ian@landpro.co.nz

Branch Secretary: Callum Johns - callum.johns@bjsl.co.nz

[S+SNZ CPD Events & Tickets](#)(for booking training and CPD events)

[S+SNZ Group Calendar](#) (Google calendar of all branch & stream activities throughout the country)

[S+SNZ Newsletter](#)

LATEST BRANCH NEWS

Description

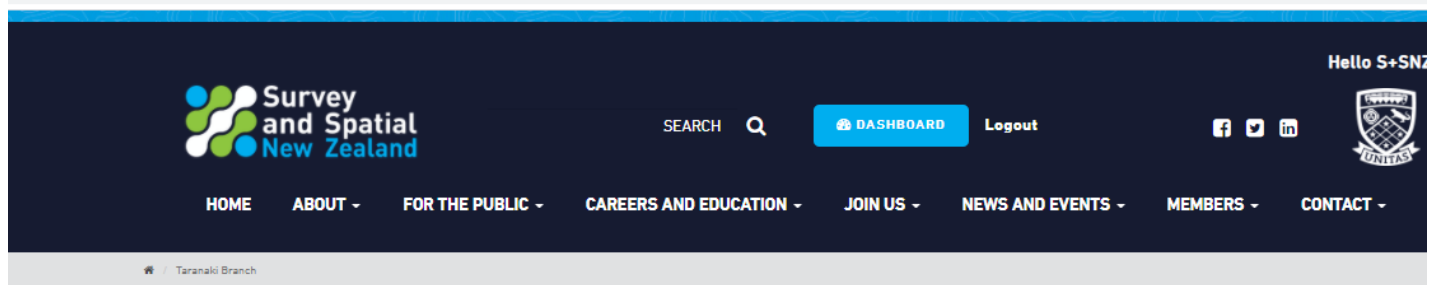


Use to pick a STYLE, insert an IMAGE, attach a FILE, insert a LINK



Send an email

Under Members/Send email



Taranaki Branch



Contacts

Branch Chair: Ian Dickey - ian@landpro.co.nz

Branch Secretary: Callum Johns - callum.johns@bjsl.co.nz

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[S+SNZ Newsletter](#)

LATEST BRANCH NEWS

> [2020 AGM - 5 November](#)

MEMBER'S FORUM

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surveyspatialnz.org/Chapter?Action=Members&Chapter_id=14



SEARCH [DASHBOARD](#) [Logout](#)

HOME ABOUT - FOR THE PUBLIC - CAREERS AND EDUCATION - JOIN US - NEWS AND EVENTS - MEMBERS -

Taranaki Branch

Keyword [SEARCH](#)

[BACK TO CHAPTER](#)
[SEND EMAIL](#)
[DOWNLOAD MAILING LIST](#)
[DOWNLOAD CSV](#)

First Name	Last Name	Role	From	To	email	Membership Period	Membership Class	Location	Actions
S+SNZ	Admin		13/10/2020	Never	jan@surveyspatialnz.org	2020-2021	S+SNZ Staff	Wellington	
Luke	Allen		31/07/2019	Never	luke.allen@wsp.com	2020-2021	Associate	New Plymouth	
Liam	Ander		21/06/2013	Never	liamander@hotmail.com	2020-2021	Associate	New Plymouth	
Harald	Askevold		15/09/2014	Never	harald.askevold@bjsl.co.nz			New Plymouth	
Kathryn	Barrett		21/06/2013	Never	kathryn.barrett@btw.nz	2020-2021	Voting Member		
Geoffrey	Bland		21/06/2013	Never	geoff.bland@bjsl.co.nz	2020-2021	Voting Member		

Complete Set Up (Note: You don't need to add a Mailing list.)

Send Email

41 recipients will be added

Type: Create new email

From Name :

From Address :

Subject :

Type :

Importance :

Mailing List :

[CREATE MESSAGE](#)
[CANCEL](#)

Access Content, Customise Date and Group name in banner

Test

SEND CANCEL SEND TEST EMAIL RECIPIENTS EDIT SUBJECT TEXT

Chapter Name
Send Date
Body

Survey and Spatial New Zealand

Chapter_name:

.Send Date:

Please enter content here

Your Membership Details

S+SNZ an@surveyspatialnz.org
Survey and Spatial NZ

Update my member details

Survey and Spatial New Zealand

04 471 1774 nzis@surveyors.org.nz
www.surveyors.org.nz Connect with us

Want to change how you receive these emails? You can unsubscribe from this list [here](#).

Edit content (body) of email

Body

Section :

<> ↶ ↷ A A↑ ¶ B / U ☰ — ☰ 📷 ☰ 🔗 📄 📧 📧

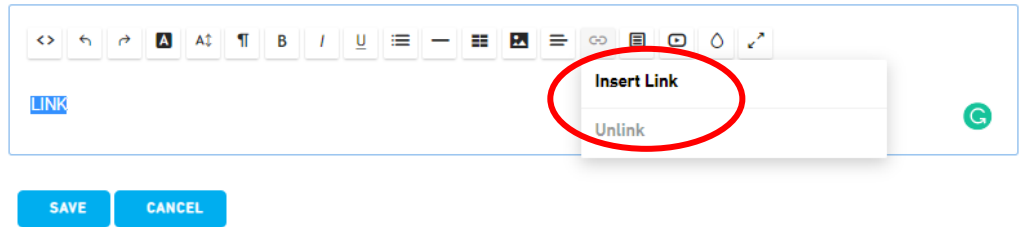
Please enter content here

SAVE CANCEL

Note: You cannot upload and attach a file to a chapter email. If you wish to include a document, upload the file in Attachments and copy and paste the link into the body of your email

Body

Section :



A rich text editor toolbar is shown with various icons for text formatting and alignment. A dropdown menu is open, showing 'Insert Link' and 'Unlink' options, both of which are circled in red. Below the toolbar are 'SAVE' and 'CANCEL' buttons.

Upload an ATTACHMENT to your chapter

Taranaki Branch



Contacts

Branch Chair: Ian Dickey - ian@landpro.co.nz

Branch Secretary: Callum Johns - callum.johns@bjsl.co.nz

[S+SNZ CPD Events & Tickets](#)(for booking training and CPD events)

IN THIS SECTION

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Taranaki Branch

[BACK TO CHAPTER](#)

Attachments

File	
EnviroScan Taranaki 2017 12 18.pdf	

[UPLOAD FILES](#)

The file will show up on your *Attachment* page- right click on the file to copy and paste into emails or webpages.

Test and Send

Test

