

## Getting Started in MemberClicks


1. Logging On:  
We've added a MemberClicks login box to the MPLA home page as noted in the figure 1.
2. Once you login, you'll see some drop down menus with your options (figure 2) – From these you can search for members and generate email to individuals or groups.
3. To search, select "Advanced Search" (Figure 3). You can search for attributes such as last name, library name, etc. You can also search by section membership and state, as well as others. (figure 4)
4. Figure 5 shows sample results for an individual. If we had searched for section membership, we might get back 426 results (as appear when I search for Academic Section membership.) When you have your search results, use the drop down menu above to select "Contact Center." Contact Center is where we can generate mass email to sections, or individuals.
5. Figure 6 shows what happens when you go to Contact Center (my screen capture is taken from the middle of the screen, so you can see what you need to.) Notice there is one result listed, because that was all I had generated a search for. Your name is automatically inserted in the reply to spot. In this case, I was using the Executive Board login to do the search. You have a place to either type your email or to copy and paste from a word processor, and the SEND button is out of range from the screen shot, but it is there.

The Mountain Plains Library Association - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.usd.edu/mpla/

# The Mountain Plains Library Association



**Welcome**

**What's New**

**The Association**

- [About MPLA](#)
- [Officers](#)
- [State Representatives](#)
- [Sections and Chairs](#)
- [Committees and Chairs](#)
- [Other MPLA Folks](#)
- [The Faces Of MPLA](#)
- [Member State Library Associations](#)
- [MPLA Leadership Institute](#)

**Membership**

- [Join MPLA](#)
- [MPLA Membership Renewal Form](#)
- [2003 MPLA/NLA Conference Handouts Archive](#)
- [2003 MPLA/NLA Conference Photo Gallery](#)
- [Conference Schedule \(Previous and Upcoming\)](#)
- [Discussion List](#)
- [MPLA Grant Opportunities](#)
- [MPLA Jobline \(Updated 01/07/04\)](#)
- [MPLA Board Choice Awards](#)

**Documents**

- [Executive Board Meeting Minutes](#)
- [Board Reports Archive](#)
- [MPLA Newsletter \(December 2003 Now Online!\)](#)
- [MPLA Manual of Procedure](#)
- [MPLA Long Range Plan \(MS Word\)](#)
- [Executive Board Reimbursement Form \(MS Word\)](#)

**MemberClicks Login**

Username:

Password:

[Contact Us](#)

[Arizona](#) | [Colorado](#) | [Kansas](#) | [Montana](#) | [Nebraska](#) | [Nevada](#) | [New Mexico](#) | [North Dakota](#) | [Oklahoma](#) | [South Dakota](#) | [Utah](#) | [Wyoming](#)

Internet

Login Here

Mountain Plains Library Association - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://mcweb01.memberclicks.com/mc/login.do

# Mountain Plains Library Association

My Profile Community Directory

Name Quick Search  GO


OUR WEBSITE LOGOUT GUIDE

community > Information

Drop Down Menus Allow You to Select Options/Things to Do

**Welcome to your organization's new online directory!**

This page is for your organization to use in whatever way you choose. It accepts all HTML tags and can be customized to your organization's needs. Many groups will use it to post current events, news, bylaws or even images...like the one below.



Our creation department is available to assist you in every way possible to enable you to get the most out of the directory. So, do not hesitate to contact us if you have questions on how to make this page most valuable to your group!

Thanks again from everyone at MemberClicks for working with us, and please let us know if we can ever do anything to make your online life a little easier!

Contact Your Administrator

powered by MemberClicks

Community

Internet

MemberClicks - Advanced Search - Microsoft Internet Explorer

Address: http://mcweb01.memberclicks.com/mc/directory/viewadvancedsearch.do

## Mountain Plains Library Association

My Profile Community Directory Name Quick Search  GO

Directory > Advanced Search OUR WEBSITE LOGOUT GUIDE

If you are looking for highly targeted information, you can search on specific attributes. You can narrow your search even further by also using the keyword search and/or search filters. If your search returns no results or too few, try broadening your search.

### ADVANCED SEARCH

#### Directory Search

Tip: You can use the "%" key to find partial matches to your searches.   
 i.e. Ma% would return both Maryland and Maine.   
 You can also type in a search for fields below to find profiles with blank fields.

1st Choice:	<b>Pick A Field</b>	<input type="text"/>	→	<b>Search For</b>	<input type="text"/>
2nd Choice:	<input type="text"/>	<input type="text"/>	→	<input type="text"/>	<input type="text"/>
3rd Choice:	<input type="text"/>	<input type="text"/>	→	<input type="text"/>	<input type="text"/>

[Simple Search](#) [View Entire Directory](#)

#### Narrow Your Search

Narrow your search by looking for profiles that have specific criteria.

Done Internet

*Drop Down Menus To Select Attribute to Search For*

MemberClicks - Advanced Search - Microsoft Internet Explorer

Address: http://mcweb01.memberclicks.com/mc/directory/viewadvancedsearch.do

#### Narrow Your Search

Narrow your search by looking for profiles that have specific criteria.

**Filters**  
(Hold down the control key to select more than one item per list)

<b>Yes:</b> <input type="checkbox"/>	<b>Section Membership:</b> Technical Services State Agency, Cooperatives & Systems Public Library & Trustees
<b>Willing to Run for Office:</b> <input type="checkbox"/>	<b>Address Preference:</b> Z
<b>Office State:</b> AL AK	<b>Home State:</b> AL AK

**Expiration Date**  
Enter a beginning and ending date below. Only profiles that expire within those dates will appear in your search results. You can also automatically fill in dates by selecting a range from the **Find profiles** menu. If you are searching for expired profiles, make sure to check the **Show unvalidated profiles only** box below.

**Find profiles:**

**From:**  **To:**   
(MM/DD/YYYY) (MM/DD/YYYY)

Done Internet

*To Search for Section Membership*

*To Search By State*

MemberClicks - Search Results - Microsoft Internet Explorer

Address: http://mcweb01.memberclicks.com/mc/directory/advancedsearch.do?selectedSearchAttribute1=34225&searchCriteria1=chaney&selectedSearchAttribute2=&searchCriteria2=

## Mountain Plains Library Association

My Profile Community Directory Name Quick Search  GO

View All Search Results OUR WEBSITE LOGOUT GUIDE

Simple Search  
Advanced Search  
**Contact Center**

between profiles using the "Previous" and "Next" buttons, page numbers links (when available). Then, immediately use this info to send correspondence, print labels or to export into other files. Just use the links to the Contact, Print and Export Centers.

**2. Use Drop Down to Select Contact Center, to Send Email**

SEARCH RESULTS 1 - 1 of 1 [Send\\_email/fax](#)

Page 1 of 1 Go to page  GO

VIEW ENTIRE PROFILE TAG

**DAN CHANEY**  
306 EDMON LOW LIBRARY  
OKLAHOMA STATE UNIVERSITY  
STILLWATER, OK 74078 1071  
Office Phone: 405-744-9772  
Office Fax: 405-744-7579  
[DWCOSU@OKSTATE.EDU](mailto:DWCOSU@OKSTATE.EDU)

\* Field has been marked hidden

Page 1 of 1 Go to page  GO

Contact Your Administrator powered by MemberClicks

Contact Center Internet

MemberClicks - ContactCenter - Microsoft Internet Explorer

Address: http://mcweb01.memberclicks.com/mc/directory/sendmessageusers.do?hidWhereTo=&updateTags=true&pageNumber=

### Send A Message

Contact: Search Results ( 1 profile) ← Notice the 1 search result from previous screen

Contact method: Send E-mail

Reply name: exec board ← Your name will automatically be placed as Reply Name

Reply email address:

CC:

Subject:

Message options: Click [here](#) to prefill your message with an Event Invitation.

Personalize your message:  
Add fields below to your message (N/A for faxes)  
(i.e. Dear ##First Name## ##Last Name##)

##Contact Name##

Message body:

Prepare your email here

The "SEND" button is down here (not in capture)

Send as HTML (Preview)

Copy to your reply address

Email fax status report to:

Attachments:

Internet