

Directions for using NAMI NC's Affiliate Bulletin Boards

Bulletin Board Affiliate Passwords

In order to have access to the NAMI NC Affiliate Bulletin Boards on the NAMI NC website, one must first obtain their Bulletin Board Affiliate Password. If an affiliate is unaware of their password, they may contact Jennifer Rothman at the State Office at 800-451-9682 or jrothman@naminc.org.

Bulletin Board Maintenance Responsibility

It is the job of the affiliate to maintain their bulletin board. NAMI NC will do a monthly maintenance of the affiliate's bulletin board but will only cover basic content (i.e. affiliate contacts, basic support group information, NAMI program class dates and locations, etc.) Detailed information about programs offered, CIT, upcoming events, other contacts in the area, etc. will be the responsibility of the affiliate.

Accessing Your Bulletin Board

- To access your bulletin board, you must go to the NAMI NC website: www.naminc.org. Once at the website, click on "Affiliates" located on the top green bar of NAMI NC's home page.
- This will take you to the "NC Affiliate" page. Click on: "2. NC Affiliate Bulletin Board....." (note: once the bulletin boards are current, we will be linking each bulletin board to #1. where you can find contact information for a NC affiliate near you. You will then be able to get to your bulletin board by clicking on your affiliates' name. We will notify you of this change.)
- Clicking #2. will bring you to the Affiliate Bulletin Board page where you will see lists of all of the affiliates (note: some are cities in the affiliates and some are specifically the affiliate name).
- Click the circle next to your affiliate city/name. This will take you to your Affiliate Bulletin Board.

Entering Information Onto Your Affiliate Bulletin Board

- Once on your Bulletin Board, click on "Write on Bulletin Board" which is located underneath where your text will be entered. This will take you to the bulletin board edit window.
- DO NOT DELETE --- BIG{NAMI Affiliate Name}. This is what makes your affiliate name bigger at the top of your page.
- Before typing text into your box, please feel free to look at Example 1 found at the top of the text box, or look at other Affiliate Bulletin Boards for ideas. You will probably want to include names of the President and Board, along with contact numbers in order for visitors to get in touch with your affiliate, NAMI NC programs that you offer, when and where your support group meets and/or educational meetings, upcoming events, etc.

- Place your cursor inside the edit box and begin typing. The bulletin board gives you the option of “testing”, which allows you to type up your bulletin board and view it to make any changes/additions, before submitting the one that will be seen on the website. To do this, choose “Test changes” in the drop down box next to the submit button at the bottom of the page. Once you have your page the way you want it, choose “Write changes” in the same drop down box and click submit.
- In order to submit any text on your page, you must enter your password in the box first. If you are unaware of your password, please contact Jennifer Rothman at the State Office at 800-451-9682 or jrothman@naminc.org.

F:\Affiliates\Affiliate BB directions.doc