

# FES Member Profile & Group Pages

Overview of Features and Instructions

# FES Member Profile Features

- 1. My Feed
- 2. My Profile
- 3. Directory
- 4. Messages
- 5. Connections
- 6. Groups
- 7. Quick Links





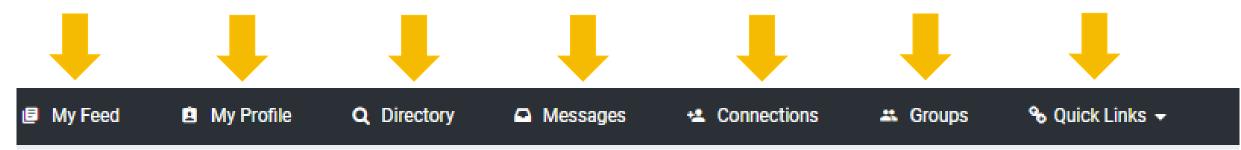
My Feed

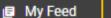
## **STEP 1:** Log in to your FES Member Profile at fleng.org





The Task Bar will appear that houses the Member Features available to you





My Profile

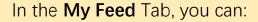
**Q** Directory

Messages

Connections

Groups





- Create posts about **Upcoming** Events.
- Create posts with **important** information that your group members should know.
- Post **Event Recaps** with photos
- An example is shown here of what a final post can look like. You will have the ability to link posts to event pages.





Engineer It! April 12, 2025. VOLUNTEERS NEEDED! :-)



#### **VOLUNTEERS NEEDED**

The 38th annual Engineer It! competition will be held on Saturday, April 12, 2025, at the Cox Science Center and Aquarium in West Palm Beach, Florida. Hundreds of egg drop containers, balsa wood bridges, paper airplanes, thrilling roller coasters, polluted water bottles, and solar powered vehicles will be dropped, loaded, flown, rolled, cleaned, and raced to demonstrate students' knowledge and execution of engineering and construction principles. Volunteers are needed to help set up, judge, score, and breakdown the events from 7:00 AM - 4:00 PM or any amount of time available. Breakfast and lunch are provided for volunteers.

> Set up begins at 7:00 AM Competition ends at 3:00 PM Competition begins at 9:00 AM Award ceremony 4:00 PM

Please contact Jimmy Richie at jimmy,richie@wginc.com

Thank you!









Write a comment...

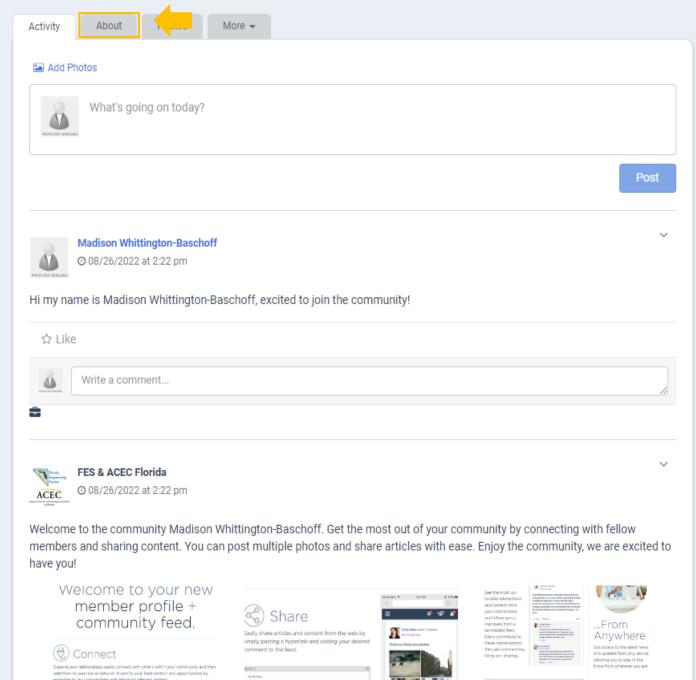


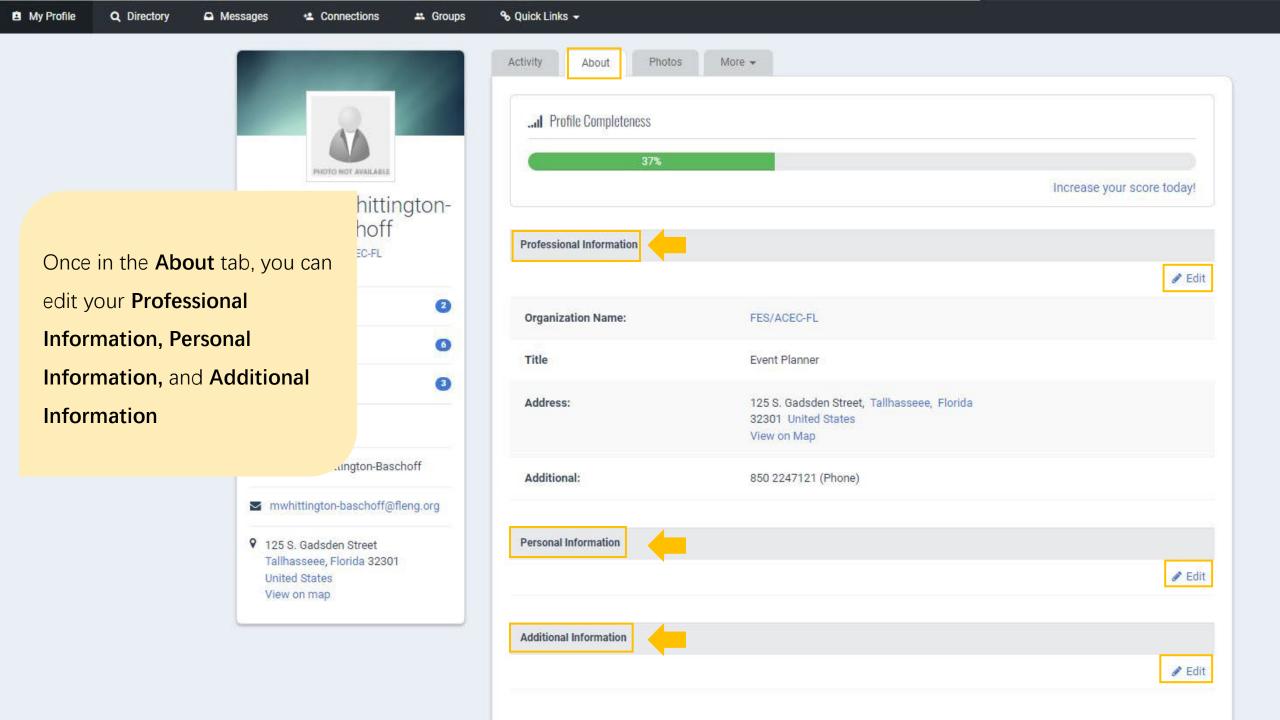
My Profile



In the My Profile
Tab, you will be able
to input or edit your
contact details,
organization, FES
Chapter, Region,
and other
information.

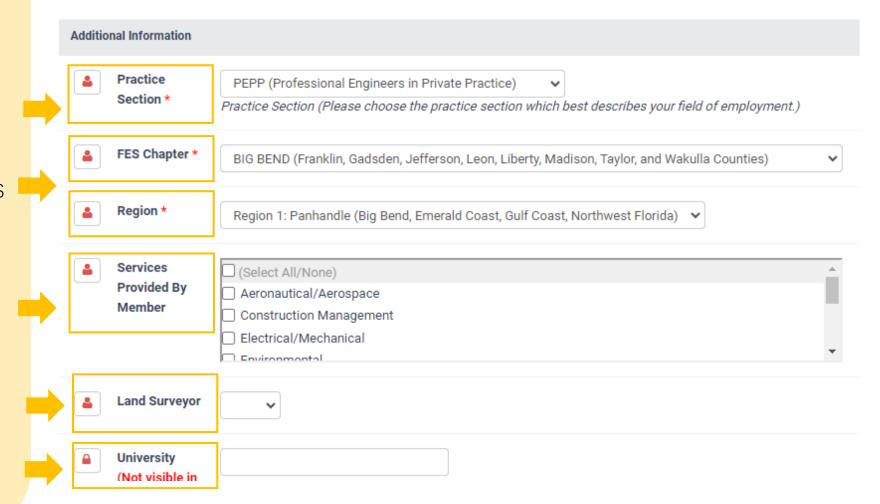






#### In the **About** Tab, you can edit:

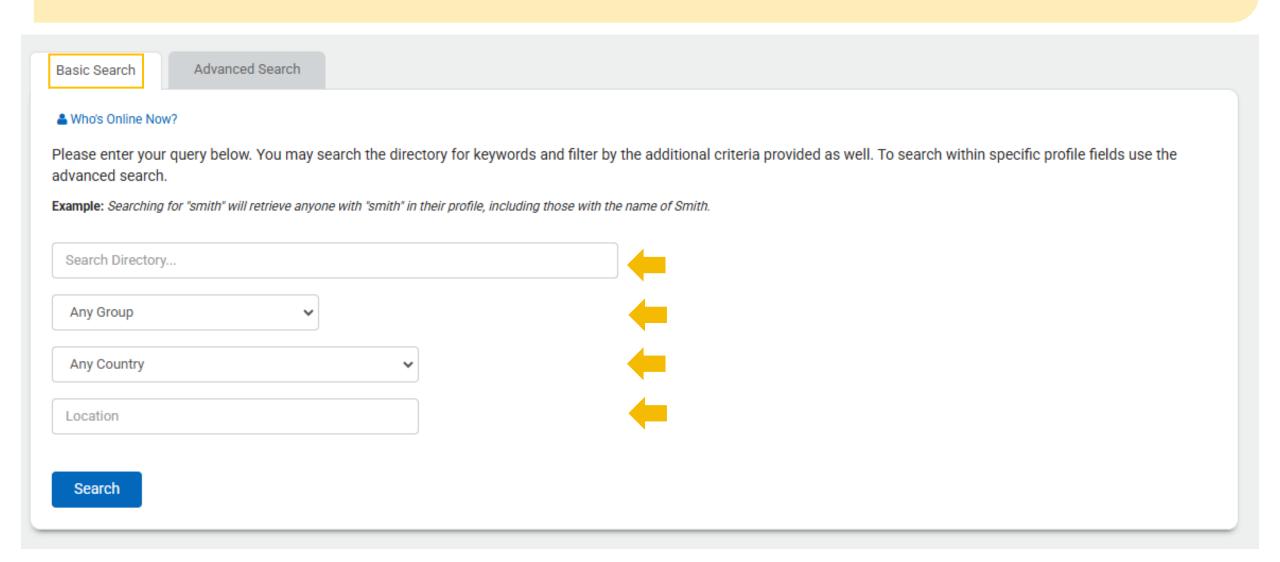
- 1. Your **Practice Section**
- 2. Your **FES Chapter & Region**(if you are unsure of which FES
  Chapter or Region you are in,
  you can review **here.**)
- You can select the Servicesyou can provide
- Select if you are a Land
   Surveyor
- 5. Lastly select your **University**





Directory

In the **Directory** Tab, the Basic Search allows you to search for FES Members either by name, by group (FES Chapter), country, or location.



Please select from the member types and status options available below. Click "continue" to view all available search criteria based on your selection.

### Advanced Search: Step 1 of 2

Any Member Status Member Type\* \*Selecting a specific member type will configure your search with optimal criteria Select: All | None ☐ FES Professional Engineer Member FES Engineer Intern Member ☐ FES Engineer Member ☐ FES First Year Engineer Intern In the **Directory** Tab, the Advanced Search allows you to search for FES FES Student Member FES Recent Graduate Member Members either by status and member type. ☐ FES Associate Member □ ACEC Florida Life Member ACEC Florida Affiliate Member ☐ FES Life Member ☐ FES Respect Member FES Retired Member ☐ Employee of ACEC Florida Firm FES / ACEC Florida Consultant Community Administrator Continue



Messages

The **Message Center** is where you will be able to compose messages to your Group Members.

**Inbox** – Shows any messages received.

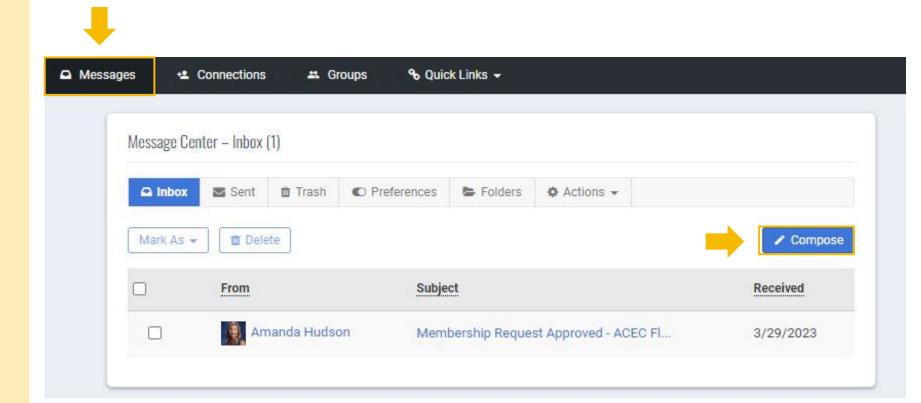
**Sent** – Shows any messages sent.

**Trash** – Deleted Messages

**Preferences** – Choose Message Alerts, Select Timezone, Manage Subscriptions and more!

**Folders** – Create Individual Folders to organize your received and sent messages.

Actions – Message a Member /
Message a Connection / Message All
Connections



In the Message Center, you will be able to compose messages related to Event Reminders, Important News, and more!

You will have the option to send this message to an Individual, a Community, or all your Connections via the Actions tab

The **Subject** will appear as the Title/Header of your Message

You can paste the **Body** of your Message here.

You will see the Status of the Message as *Not Yet Sent* while you are editing

You can attach a **Marketing Flyer, Agenda, Photo, etc.**here





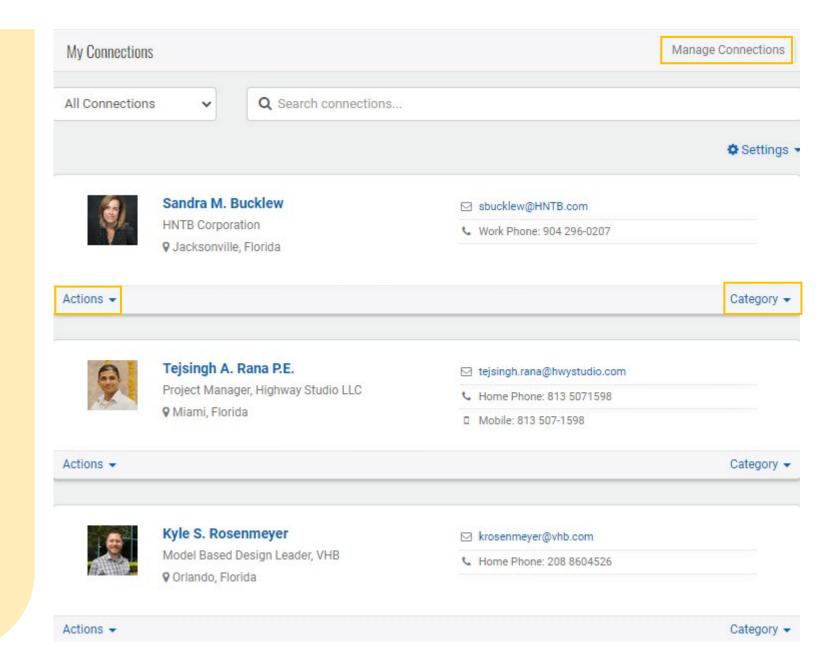
## Connections

In the **Connections** Tab, you have the ability to search for any FES Members by inputting their first or last name in **Search Connections**.

In Manage Connections, you will be able to see any sent requests and your current connections.

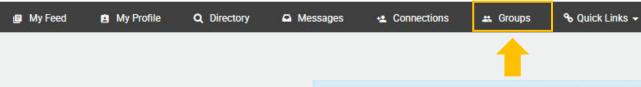
In **Settings**, you will have the ability to **message** all your connections and manage your preferences.

Under Actions, you will have the ability to Message, View Connections, or Disconnect. In Category, you will have the option to categorize a connection as either *Colleagues, Family, or Friends*.

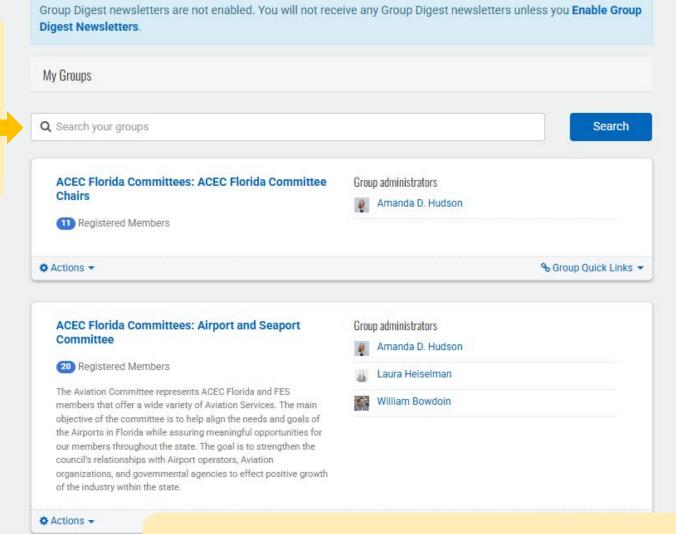


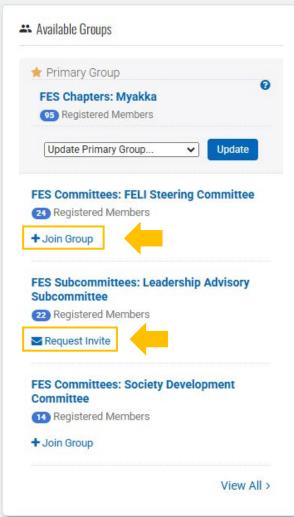


Groups



Once in <u>Available Groups</u>, you can search through your groups in **Search for Groups**.





<u>Join Group</u> will automatically add you to the Group.

**Request Invite** will send an alert to the Group Administrator who will then review and accept/reject request.



Quick Links

#### % Quick Links ▼

# FES Homepage

🚜 Find a Group

# FES Chapters & Regions

# Engineering Florida

# My On-Demand

# Career

\$ Donations

FES Link

**Groups Tab** 

FES Chapters & Regions

**Engineering Florida** 

My On-Demand Library

Career Center

**Donations** 



# FES Group Pages

In this section, we will walk through the Group Page features available to the Chapter Administrator

## What can you do with your Group Page?

#### **Create Posts**

- Information Sharing: Group Administrators can share important information, news, and updates with the members of their Group.
- Support and Community: Posting can connect group members with other members of their communities.
- Marketing: Social media is a costeffective marketing channel to reach a wide and targeted audience.
- **Community Building**: Committees can create online communities to foster relationships with Members.

#### **Upload Photos**

- Increased Engagement: Visual content tends to attract more attention and engagement from community members.
- Event Promotion: Posting eventrelated photos can promote community gatherings or activities.
- Global Reach: Visual content is often more shareable, potentially reaching a broader audience beyond the community.
- Page Enhancement: Incorporating images into a group page can enhance member experience, foster connections, and provide valuable visual context to discussions and interactions.

## Send Messages to Group Members

- Communication & Coordination:
   Facilitates easy communication and coordination within the group, as well as quick dissemination of information and updates.
- Collaboration: Promotes collaboration and brainstorming among group members.
- Member Engagement: Encourages active participation and involvement by increasing member engagement by providing a direct line of communication.
- Event Planning: Simplifies event planning and coordination by allowing members to discuss details.
   Easily communicate updates and event reminders.





Located under, **Admin**, we will walk you through the 6 major components of the Group Pages:

\* Homepage Options

Homepage Layout

Resource Manager

Custom Pages

File Library

View All Photos

Manage Photo Albums

Homepage / Resource Manager

**Custom Pages / File Library** 

**Manage Events** 

**Photos / Photo Albums** 

Start a New Blog

▼ View Forums

■ View Forum Categories

View Current Members

View Pending Members

Niew Membership Log

Export Group Members

Available Reports

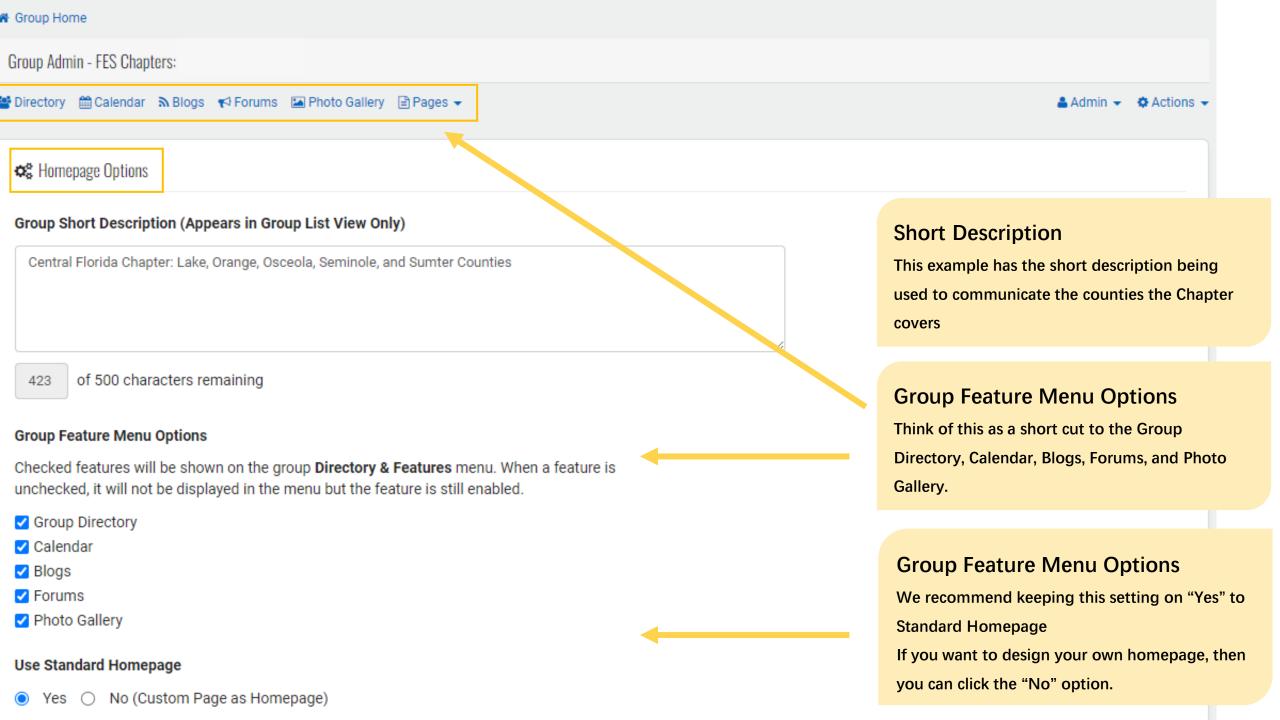
Blogs / Forums

Membership / Reporting

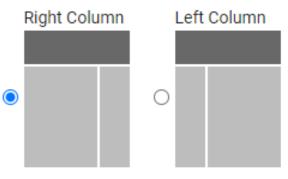


Homepage Options, Homepage

Layouts, & Resource manager



#### Select a Template



#### **Template**

Select template. The items that will go into the column can be selected below in Create your Layout.

#### **Choose your Features**

- Group News Feed
- Group Reps
- Events
- Recently Updated Profiles
- ✓ Photo Gallery
- ✓ Welcome Message
- Recent Group Related News
- Recent Blog Activity
- Recent Forum Activity
- Group Navigation

#### **Features**

These items will be seen on the

Homepage from Group Members.

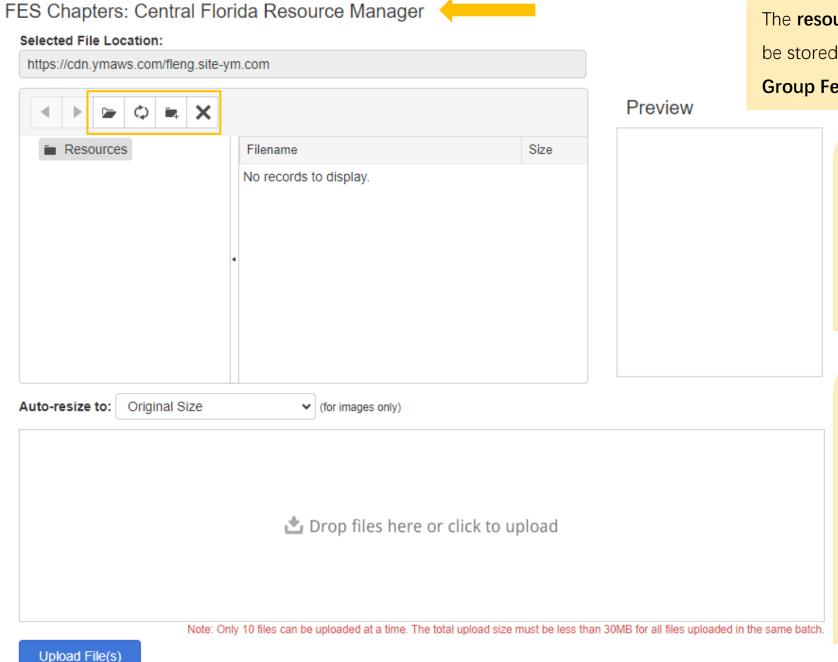
You can modify at any time.

#### ♣ Create your Layout

Drag features between the zones below to customize how the group homepage is displayed.

# Header Zone Header Zone Admins can pull different zones into this area. Most commonly the Group Homepage Welcome Message goes here.

#### Main Content Zone Right Rail **Group Navigation Group Homepage Welcome Message** Displays a copy of the "Directory & Features" menu within the group page layout. Represents the Group Homepage Welcome Text that can be maintained on the Homepage Options page. **Group Reps Group News Feed** Shows a list of members that hold a title within this group. Display any recent group activity including blog & forum posts, member updates, etc. Allow members to post comments to the feed. **Photo Gallery** Displays photos uploaded to the group photo gallery. Items to display: 5 🕶 Photos to display: **Events** 5 🕶 Display the upcoming group event calendar. Random or Recent? Most Recent Random Event items to display: 5 🕶 List or Slideshow? List **Recent Group News** Slideshow Displays the most recent news items for this group. **Group Admins** can organize the Group Layout by Group news items to display: moving the zones into any arrangement they want.



The **resource manager** is where PDF's and Photos can be stored. These can then be added to posts on the **Group Feed.** 

### File Upload Guidelines:

- 1. Only 10 files at a time
- . Max MB limit = 30
- 3. PNGs appear best for photos
- 4. Sponsorship Programs / Flyers can be hyperlinked *or imbedded*



**Folders** 



Refresh



**New Folder** 



**Delete** 



# Custom Pages



FES Homepage Community Calendar Online Store Donate

FE Chapters: Palm Beach



## Welcome to the FES Palm Beach Chapter online group!



Chapter Email: fes.palmbeach@gmail.com

The Palm Beach Chapter of the FES serves professional engineers in Palm Beach County. We encourage all area engineers to contact us for more information.

For a sense of community, the Palm Beach Chapter delivers educational outreach, technical development, and social events to our members. It remains our goal to plan and host events in an effort to promote the engineering profession within our community and give the public a better understanding of what engineers do and how they affect their lives. If interested in volunteering for an event, feel free to contact by email, any member of the Executive Board.

Sign In Login with Facebook 4 Group Directory in Login with LinkedIn IIII Calendar Blogs OR Forums Photo Gallery Madison **Chapter Past** President Tara F. Swann **Chapter President** Rick C. Joseph Forgot your password? **Chapter Secretary** Haven't registered yet? Kimberli Kile **Chapter Treasurer** Skylar T. Kemph FES | ACEC-FL News **Chapter Vice** President 10/31/2024 Bertrand King FES Newsroom State Director Maria C. Missena

Calendar

4/11/2025

Find a Group

ACEC Florida Homepage

more

more

Custom Pages function as Document Holders in the FES Group Pages. From the Frontend, they will appear directly underneath the Chapter Website Title as seen to the left. A great way to utilize this feature is to create a Save-The-Date Deck of your Upcoming Events, Scholarship Packets, Sponsorship Packets, and more. This allows for the information to be readily available for any who comes to

your page!

FES Chapters: Palm Beach

Bigs Forums Photo Gallery Pages →



#### Welcome to the FES Palm Beach Chapter online group!



Chapter Email: fes.palmbeach@gmail.com

The Palm Beach Chapter of the FES serves professional engineers in Palm Beach County. We encourage all area engineers to contact us for more information.

For a sense of community, the Palm Beach Chapter delivers educational outreach, technical development, and social events to our members. It remains our goal to plan and host events in an effort to promote the engineering profession within our community and give the public a better understanding of what engineers do and how they affect their lives. If interested in volunteering for an event, feel free to contact by email, any member of the Executive Board.

Custom Pages function as

Document Holders on the FES

Group Pages. On the Backend,
they will appear among the
other Profile Features at the
top of the page.

#### Custom Page Configuration

#### Group

FES Chapters: Central Florida

Page Title (Preview) @

Social Media

Meta Title

Social Media - Florida Engineering Society

#### Show in Group Menu?

Yes \( \cap \) No



https://info.fleng.org/members/group\_content\_view.asp?group=200426&id=805330

#### Collaboration (Wiki) Mode

- Enabled (editable by any group members viewing the page)
- Disabled (editable only by group administrators)

#### Enable Share Widget ?

- Yes, include share widget at top of content
- No

In Edit Custom Page, you will input the information for the items to the left.

The **Page Title** appears in the Title Bar of the browser window as well as at the top of the custom page. You can label this "Sponsor Packet", "Upcoming Event Packet."

**Meta Title** is the brief description of the page and is what will appear when searched online.

Group Menu will make this page visible to other group pages.

**Permalink** is the website URL for the page.

**Collaboration** dictates who is able to make edits to the page. We recommend this stays on the Disabled.

**Enable Share Widget** will allow a shareable feature to appear at the top of the page:











Redirection	
O Do Not Redirect	
Redirect to the URL Below	
Searchable 😯	
Yes, include in your site's search index and sitemap	
○ No	
Enable Voting and Score?	
○ Yes   • No	
RSS Feed URL ②	
https://www.facebook.com/feeds/page.php?format=rss208	&id=fescfl
File Collections (Check the collection, or collections	s you would like to associate with the page)
Site-wide File Collections	
FES Board of Directors Meeting - 3/21/2023	

**Redirection** will either keep the URL on the same or redirect to another page like a registration page or event details page.

Searchable will be kept to No.

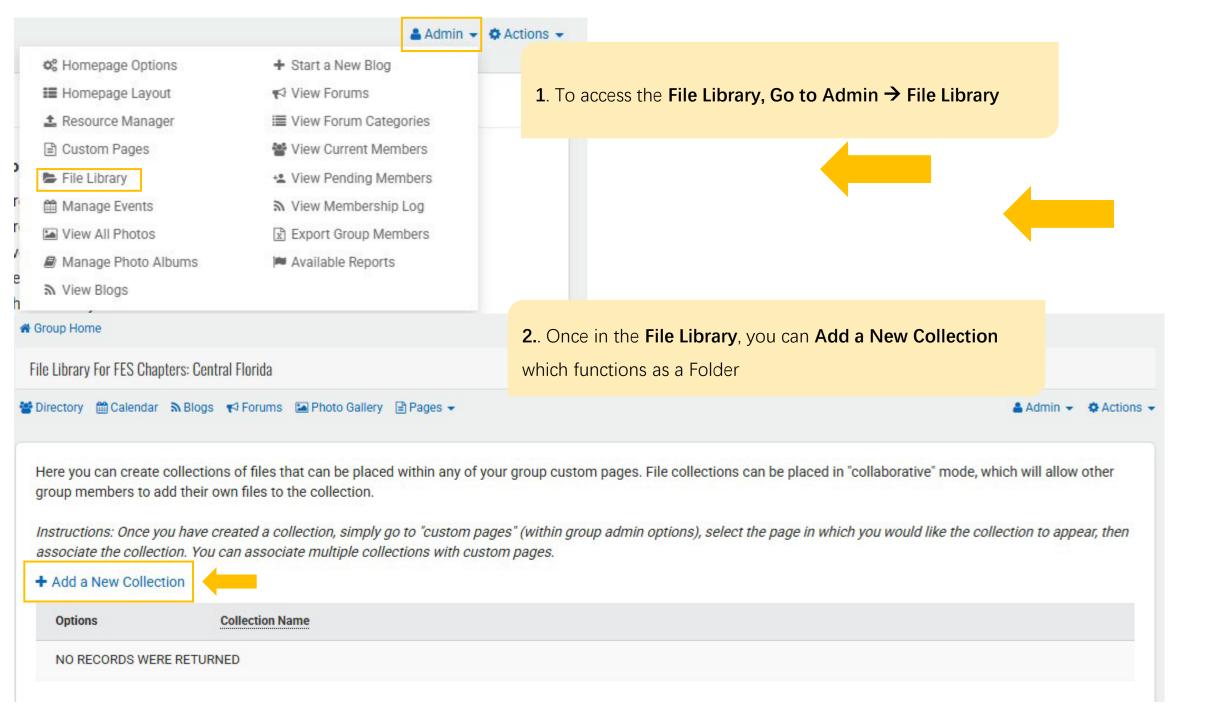
**Enable Voting and Score** allows you to make the page interactive for members to submit votes or scores on.

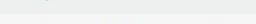
**Side-wide File Collections** These collections will be managed in the Resource Manager

If you would like one-on-one help setting up your Custom Pages, please don't hesitate to reach out for a training call with <a href="Madison">Madison</a>
<a href="Whittington-Baschoff!">Whittington-Baschoff!</a>



File Library





# Group Home

File Library For FES Chapters: Central Florida





Here you can create collections of files that can be placed within any of your group custom pages. File collections can be placed in "collaborative" mode, which will allow other group members to add their own files to the collection.

Instructions: Once you have created a collection, simply go to "custom pages" (within group admin options), select the page in which you would like the collection to appear, then associate the collection. You can associate multiple collections with custom pages.

#### + Add a New Collection

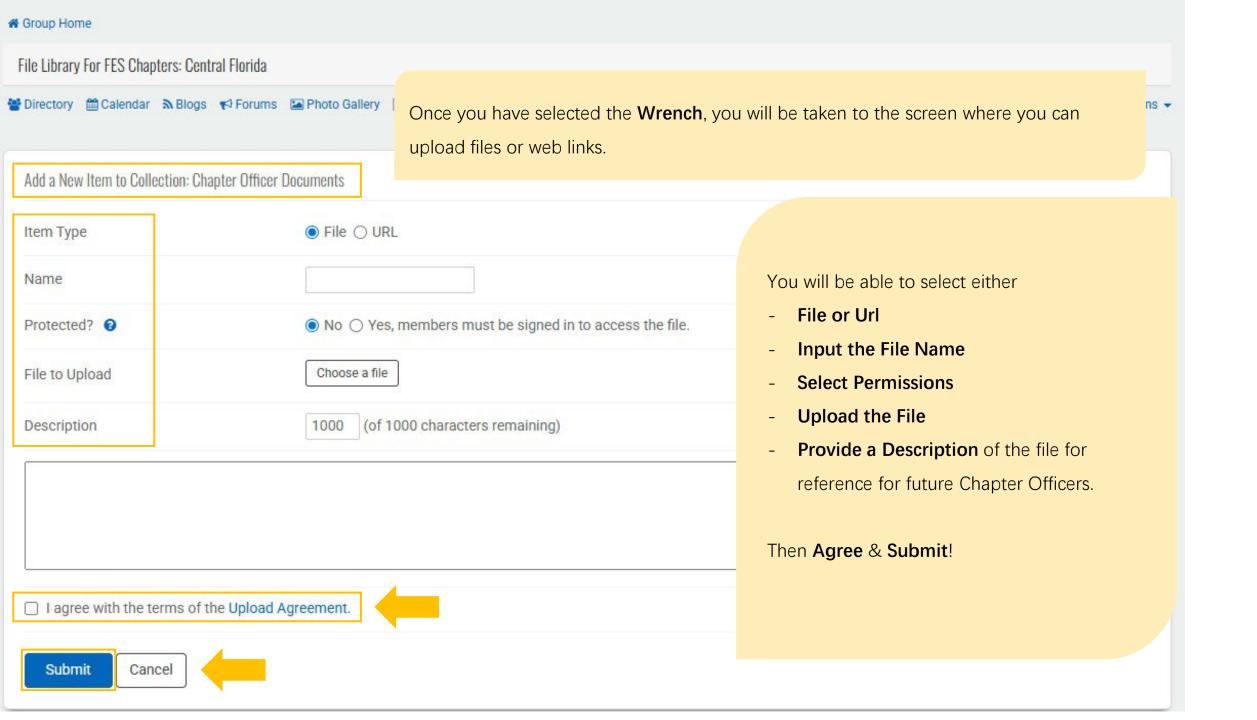
Options	Collection Name	
15	Chapter Officer Documents	<del>-</del>

**3. Create a New Collection** – an example is shown above. This Collection will be used to hold files and documents to carry over from one Chapter Officer Term to another.

Options	Collection Name	
08	Chapter Officer Documents	

The **Pencil** Icon is edit the overall Collection.

The Wrench Icon is to edit/upload files within or into the Collection. We will review file uploads next.





Manage Events



+ Add a New Date + Add a New Event

No Records Found.

Upcoming Events

 ☐ Upcoming ← Past ☐ Month View

Here you can find out about upcoming events and view photo galleries of past events. Some events may allow for on name to view more details.

My On-Demand Library is now available in the Online Store.

Saturday, March 8, 2025

#### FES Central Florida Chapter & FELI Class of 2022 | Legacy Event

3/8/2025

Location: Orlando, Florida Time: 8:30am - 12:30pm

Monday, March 24, 2025

#### FES Central Florida | Annual Benefit Golf Tournament

3/24/2025

Location: Longwood, Florida Time: 8:00 am - 3:00 pm

In **Upcoming Events**, the registrations created by FES HQ will populate.

In **Manage Events**, the event dates inputted by Chapter Officers will populate.

The registrations created by FES HQ will not appear under Manage Events.

#### + Add a New Date

This will place the event on the calendar and will include the date and time, short description and title of event. The location can be included in the short description.

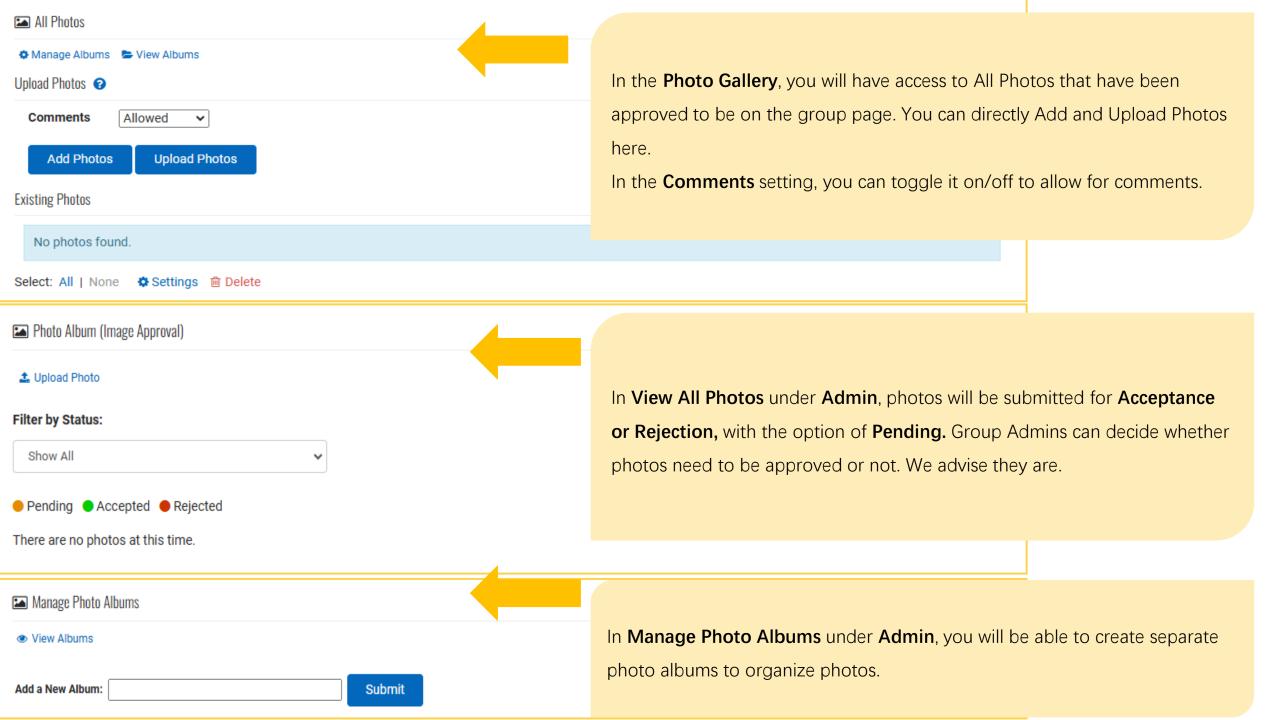
#### + Add a New Event

This will include the event on the calendar and under Upcoming Events on the Group Feed.

This section will ask for the event title, short and long description, event visibility, time & location, contact information, RSVP, and images you may want to include (i.e. sponsor logos).



Photos





Blogs/Forums

# **Blogs & Forums: FAQ**

## What is a Blog?

- A blog is primarily a platform for one or a few authors to share information and opinions in the form of written posts.
- Blogs can be utilized to discuss projects, awards, event recaps, member events and more.
- Chapters can benefit from using blogs as it allows Chapters to have a greater reach out and interaction with the FES Engineering Community.

#### What is a Forum?

- A forum is a space for open discussion where multiple users can start conversations and reply to each other on various topics
- Forums can be utilized to share/seek knowledge, ask for community interest for event ideas, and more.
- Chapters can benefit from using forums as it allows Chapters to have a engaged interaction with other Chapter Members.

### **Key Differences**

#### Content Creation

- Blogs Posts tend to be longer, more polished, and more personal or informative.
   It's more like publishing articles.
- Forums Threads are more conversational than editorial. Users can create unlimited threads based of the original.

#### Interaction Level

- **Blogs** members can like or comment on individual post.
- Forums members can interact and post their own threads under original forum.

#### Structure

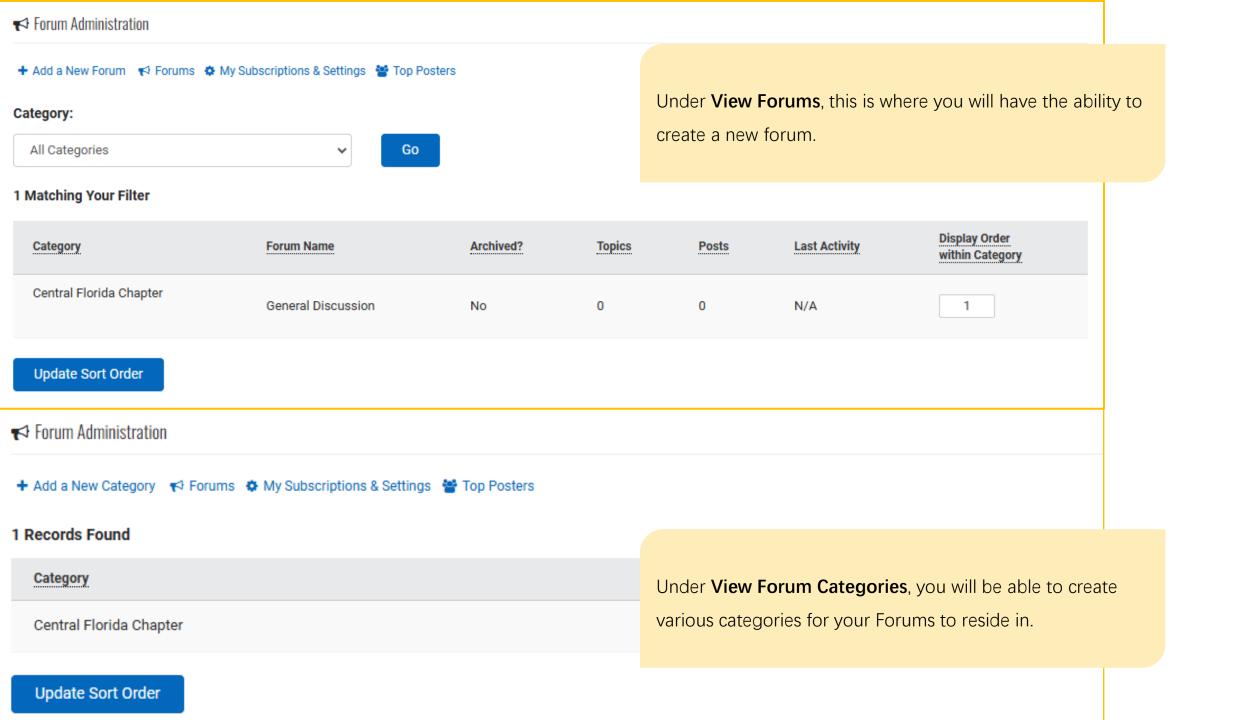
- Blogs Author- Centric
- Forums Community Centric

• Ordato a new Biog
₹ Group Blogs
Blog Name
Auto-Approve Posts
<ul><li>Yes</li><li>No</li></ul>
Number of Posts Displayed Per Page
10 🗸
Ability to Post
<ul><li>Locked (only group administrators may post)</li><li>Open (group members may post)</li></ul>
Ability to Comment
<ul><li>Locked (only group administrators may comment)</li><li>Open (group members may comment)</li></ul>
Enable Voting and Scores on Posts
Yes ○ No
Enable Voting on Comments
● Yes ○ No
Short Description of Blog
of 1000 characters remaining

♣ Create a New Blog

Under **Start a New Blog**, you will see the settings to the left:

- 1. Blog Name
- 2. Auto-Approve Posts
- 3. Number of Posts Displayed Per Page
- 4. Ability to Post
- 5. Ability to Comment
- 6. Enable Voting and Scores on Posts
- 7. Enable Voting on Comments
- 8. Short Description

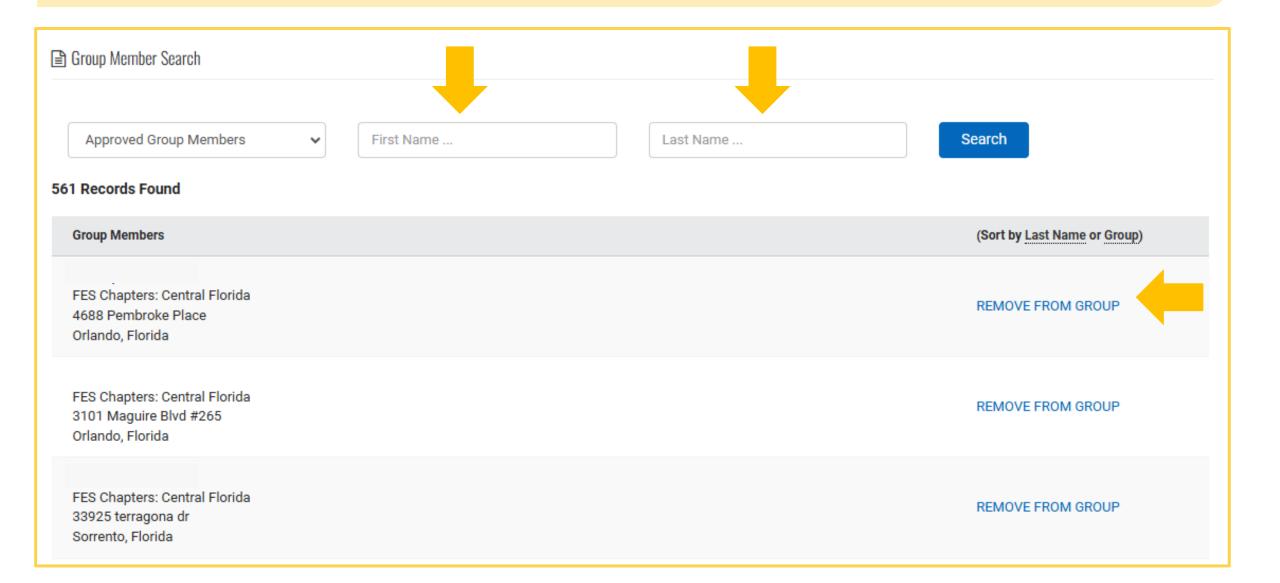


If you would like one-on-one help setting up your Blogs/Forums, please don't hesitate to reach out for a training call with <a href="Madison">Madison</a>
<a href="Whittington-Baschoff!">Whittington-Baschoff!</a>

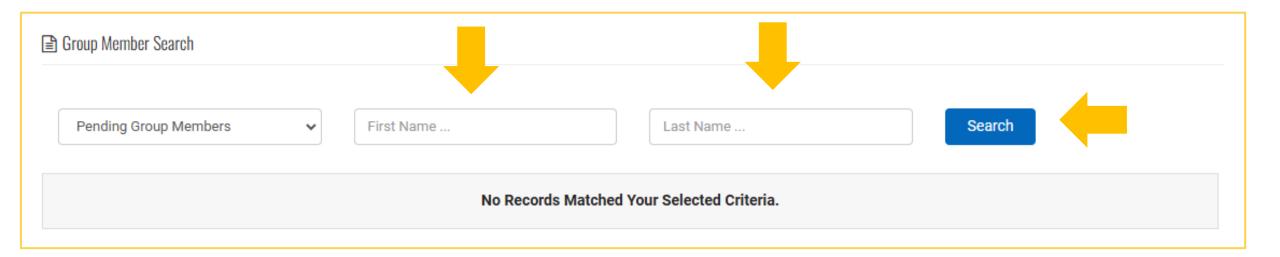


Membership

In the **View Current Members** under **Admin,** you will be able to view your Current Chapter Members. You will have the ability to search by First or Last Name through your Chapter Directory.



In the **View Pending Members** under **Admin,** you will be able to see the pending members who wish to join your Chapter Group. You will have the ability to search by First or Last Name through the list of Pending Group Members.

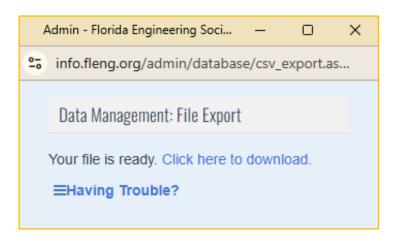


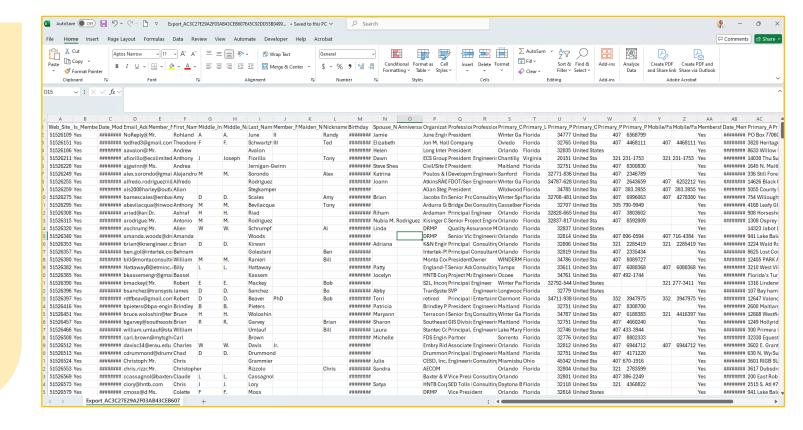
In the **View Membership Log** under **Admin**, you will be able to see when any actions have been taken for Group Members such as approving their Membership request (this is always handled by FES HQ), adding them to the Group, or removing them from the Group.

Membership Log				
3 Records Found				
Date/Time	Member Name	Action Taken		
9/11/2024	Raphael Bichier	Removed from group by Raphael Bichier.		
8/29/2024	JAMES Rhyne	Added to group by JAMES Rhyne.		
8/5/2024	Leonardo Rodriguez	Added to group by Leonardo Rodriguez.		
7/8/2024	Ahmad Sarshory	Added to group by Ahmad Sarshory.		
5/28/2024	Devlen Engineering Inc Lake Mary	Added to group by Devlen Engineering Inc Lake Mary.		
5/23/2024	Eric Schwarz	Added to group by Eric Schwarz.		
5/22/2024	Nestor Santana	Added to group by Nestor Santana.		
4/25/2024	Abhijeet Desai	Added to group by Abhijeet Desai.		
4/24/2024	Naser Abusaad	Added to group by Naser Abusaad.		
4/1/2024	William Detwiler	Added to group by William Detwiler.		
2/21/2024	Lisa Fruge	Membership request approved by Amanda Hudson.  FES HQ		
2/21/2024	Marc Hustad	Membership request approved by Amanda Hudson.		

The **Export Group Members** action will export a listing of all Group Members .csv format.

The **Member Record** will appear in the following format. This can be sorted by **Name**, **Company**, **City**, **etc**. Member email addresses will be provided in this report.







# Thank you!

If you have any questions, please do not hesitate to reach out.

FES Event Planner, Madison Whittington-Baschoff

FES Marketing Director, Stacey Bulter