Finding “It”

USING THE FNPS WEBSITE TO FIND IMPORTANT INFORMATION AND HELPFUL TOOLS
Overall Site Organization

https://fnps.org

Public and Members

FNPS Management
Public and Members – Powerful Search!

Find it Anywhere!
Includes fnps.org, forum, handbook, blog
Forum – contains upcoming events & history
https://forum.fnps.org

Open to everyone
Contains:
• Meeting announcements
• Committee reports
  • Committees have protocols for submitting reports – please ask first
• Meeting minutes

No login required to view
Login required to edit or file committee or board member reports

Login is required to edit
To get a login, contact Webteam@fnps.org
Handbook

[https://handbook.fnps.org]

Open to Everyone

Contains:
- FNPS management
- FNPS committee management
- Chapter management

No login required to view
Welcome to the FNPS Handbook!

The purpose of the FNPS Handbook has always been to augment the systems with procedure: the nuts and bolts of how things are done. In this handbook, you will find out how the Society runs, and find all kinds of documents to help your Chapter be more effective. As time change, our strategies change as well. Although the content is steeped in the rich history of FNPS, this is a living document, and we hope you will use your experience as a member of the Florida Native Plant Society to contribute to its quality.

How to use the Handbook

This handbook is divided into four main sections: General Information about FNPS, Society Governance, Council of Chapters, and Chapters. Each section has multiple pages which you can access either from the top menu or from a menu for the specific subsection on the right.

On each page you will be able to read about the topic, and access supplemental material through links as you go along. It is a beautiful thing. Content has been channeled out to make it more discrete and digestible. Much has been added that was not addressed in the previous handbooks, much is still under development. We can guarantee that the handbook will grow with the new convenience of editing in this format.

We look to the Chapters to help the FNPS Board members prioritize what should be added or updated. That said, we think it is a good start, and hope you find value in it.

Proposing Changes

The content of this handbook is intended to be a living document. It will change with time. All content comes from the FNPS members active in the management of the society—FNPS officers, committee chairs, and board members, representatives to the Council of Chapters, chapter leaders. Before becoming part of the handbook, changes must be approved by the FNPS Board of Directors.

To propose a change
1. Go to the page where you would like the change
2. Highlight the entire main text
3. Create a new Word document
4. Copy the text into the document
5. Turn on track changes
6. Make your proposed edits
7. Save
8. Email the document to handbook@fnps.org

Once approved, the change will be made by a designated editor. If you have basic website editing skills, we encourage you to volunteer to be a designated editor. Just send an email to handbook@fnps.org with your name and contact information. You must be a member of FNPS. You do not need to be in a leadership role.
On-the-Vine

https://fnps.org/news/on-the-vine

Open to Everyone

Contains:
• Meeting summaries
• From our FNPS Executive Director to you

No login required to view
Support Documents – Stuff You Need - Such as Letterhead

https://fnps.org/society/docs

Open to Everyone

Contains:
• Letterhead
• Powerpoint templates
• Business card templates

No login required to view
Support Documents – stuff you need - such as letterhead

https://fnps.org/society/docs
Logos and Logo Use Policy

https://fnps.org/society/logos

Open to Everyone

Contains:
• FNPS in various formats
  • Old logos should never be used in new documents
• FNPS policy for logo use

No login required to view
Council of Chapters

http://council.fnpschapters.org/

Open to Everyone

Contains:
• Information on the operation of the Council of Chapters

All changes require a login
FNPS Council of Chapters

This site is being revised and updated

use with caution

This is home of the FNPS Council of Chapters supporting the work of the Florida Native Plant Society. One Representative is assigned from each Chapter to communicate and coordinate between local and state efforts to preserve, conserve, and restore the native plants of Florida.

COUNCIL OF CHAPTERS OFFICERS & BOARD DIRECTORS, 2019
Kara Driscoll, Interim Council Chair & member of the FNPS Board or Directors
Gail Parsons, Council Vice-chair & member of the FNPS Board or Directors
Athena Phillips, Council Secretary & member of the FNPS Board or Directors
Click button on lower right

Enter user name

Enter password – password is case sensitive

Do not attempt to change your password
Chapters - Make sure your Membership Manager, Chapter President, person who sends out your newsletter, and Chapter Representative have the login info

FNPS Board Members – NEVER share your login with anyone
Volunteer Hours Tracking

The person entering the volunteer hours must be logged into FNPS
Volunteer Hours Tracking

The person entering the volunteer hours must be logged into FNPS
Chapters - Make sure your Membership Manager, Chapter President, person who sends out your newsletter, and Chapter Representative have the login info
Chapter Membership Information

List of members
Spreadsheet exports
Email lists
Mailing labels
New and dropped members
Upcoming renewals
Membership summary
Society Contacts

Names, email, and phone number

Board of Directors
Committee leaders
Chapter presidents
Chapter representatives
Board Member Info and FNPS Contacts

Board Members – your login is unique to you
DO NOT SHARE IT
Society Membership Information

Lists of members
List members of a chapter
Spreadsheet exports
Membership summary

Society Contacts

Florida Native Plant Society
Serenoa Repens
All membership information is confidential

All contact information is confidential

NEVER give these lists to your entire chapter membership

NEVER sell these lists

NEVER give these lists away to other organization

And so on ...........