Night Sky Network Club Coordinator Manual
Including Club Management System Instructions

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Get Started by taking a Video Tour of the
NASA Night Sky Network Club Services:
http://nightsky.jpl.nasa.gov/club/download-view.cfm?Doc_ID=486
{We are currently updating these videos and will update the page}

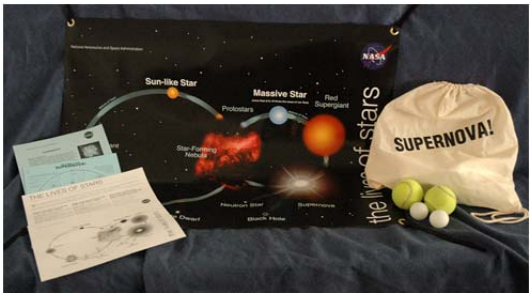
Introduction

The **NASA Night Sky Network** is a nationwide coalition of amateur astronomy clubs bringing the science, technology, and inspiration of astronomy and NASA's missions to the general public.

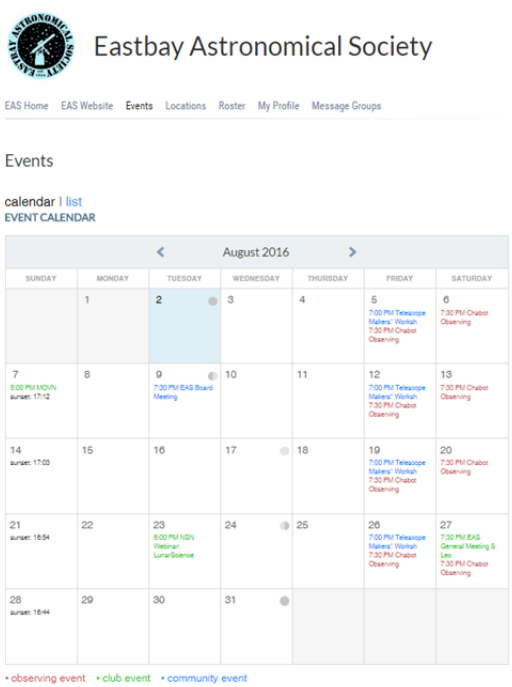
The Night Sky Network is supported by the National Aeronautics and Space Administration (NASA), the Jet Propulsion laboratory (JPL), and the Astronomical Society of the Pacific (ASP). Some features have been developed through National Science Foundation (NSF) grants.

The program offers services and resources to astronomy clubs throughout the United States:

- Outreach ToolKits on themed astronomy topics and training in the use of the ToolKits
- Event calendar and club records management features
- Effective ways to communicate with audiences
- Quarterly prizes and annual pins to recognize club outreach
- Webinars with NASA scientists keep members up to date on the latest science



Each **Outreach ToolKit** includes materials to support a variety of activities, as well as training videos on a DVD and online showing ways you might use the materials, a manual of suggested activities, PowerPoint presentations, and video clips.



The **Event Calendar and club records management features** are designed to address a number of issues that astronomy clubs express a need to solve:

- Informing/reminding club members of upcoming outreach opportunities (dates, times, locations/directions, special instructions)
- Getting the word out to members of the public and media about public club events
- Knowing which club members have agreed to help at an upcoming event
- Knowing which club members actually did help at an event (knowing who to give recognition to as volunteers)
- Cancelling events and getting the word out
- Keeping an updated club website calendar of upcoming public events (and keeping separate publicly available events like star parties in a local park vs. private club events such as Board Meetings).
- Making sure events get logged on Night Sky Network
- Keeping club member roster information up-to-date

Many clubs have ad hoc methods of communicating with their members, the public, and the media about their outreach events. Few have an easy, centralized way to keep track of which club members helped at public events and so have no easy way to give recognition to those who help out. The Night Sky Network is designed to address these issues and many more.

Sharing the Universe Outreach Tips: The ASP has developed a series of videos that address some common questions amateurs have about doing outreach.
Growing Your Astronomy Club: A series of videos that address some common problems that clubs face.
Both sets of videos with related links are available here:
https://www.astrosociety.org/SharingTheUniverse

Features of the Night Sky Network

Why Astronomy Clubs Use the Night Sky Network Management Service:

- Complete control over online club calendar
- Not dependent on a webmaster or any one person in general
- Calendar is updated real-time
- Easy to communicate with club members
- Club members can maintain and update their own contact information, reducing maintenance for the club's membership coordinator
- Club "memory" is maintained online: who the club's media contacts are, all past events, who volunteered for what, membership list, who is on the Board. Clubs can even keep agendas, reports, minutes, newsletters, photos, and so on attached to events. Members taking over club positions have access to all this information without having to rely on paper records, emails, or another person's filing system.
- National exposure for your club and its publicly listed events

There are three levels of participation on the Night Sky Network:

- Club Coordinators,
- Club Members, and
- Public access.

Club Coordinators

Club Coordinators are your club's Night Sky Network administrators. Club Coordinators may schedule any public or club event on the system. Public events could include public astronomy events, school visits, scout events, community events, or general meetings. Club events could include board meetings, club observing events, or special interest group gatherings. In addition, large-scale amateur astronomy events such as Stellafane, Texas Star Party, or ALCon can be submitted for inclusion as "Regional/National Events". ** See the section titled "**Regional/National Events**." **

Club Coordinators may send announcements and reminders to Club Members about public events and club events using **Message Groups**.

Your club members can be invited and RSVP as well as respond with what they will do for the event. After the event, club members may log their volunteer hours, allowing them to keep online records of their service to the club. Club Coordinators then have records of which club members have served the club in order to better help them recognize these members for service.

If an event is cancelled, a Club Coordinator can send out updates via email and/or text message to all concerned parties via the built-in messaging system. Club members control how they get these messages with their "My Profile" settings.

Clubs can set up **message groups** that allow their Coordinators to communicate with the public, teachers, media, and other groups. The Club may also set up additional message groups such as Board Members or Special Interest Groups. The system will compose basic emails to announce the club's events, which the Club Coordinator can edit and send to selected Message Groups.

Club Coordinators are ultimately responsible for what is shown on the publicly visible pages of their club's NSN page. Club Coordinators have an obligation to confirm that all information is clear, accurate and appropriate.

Club Members

In this document, a "**Club Member"** is someone who registered on the Night Sky Network as a member of an organization that belongs to the NSN. If a Club Member has an email address (or later obtains one), the system will automatically email the person a login.

Members of the club who do not have logins can only see the public facing portions of the site.

Club Members can:

- RSVP to volunteer for Events
- Manage their Volunteer Hours
- Submit an event to go on the club's calendar – a Club Coordinator just has to approve it
- Send emails to Message Groups to which they belong
- Set how and whether they get Event notifications and cancellations
- Update their own nickname, username (for logging in), email address, phone numbers, and street addresses. They will continue to be able to update their password, but not their real name. A Club Coordinator will need to enter any name changes.
- Have privacy for all online information. ** See the section titled "Privacy" **

Public Access

Members of the public may find clubs and scheduled astronomy events in any area of the USA on a map, calendar, or sorted list, and get details and directions to the event. Members of the public can also Join the Club, if the club chooses to use that feature. ** See the section titled "Public View of Club Information Page" **

A member of the public, such as a Scout troop leader, may Request an Event from the club by completing a simple form that provides the club with the information they need to plan an event for that person or group. The club has the option to enable or disable this feature. ** See the section titled "Public View of Club Information Page" **

Night Sky Network Website Overview

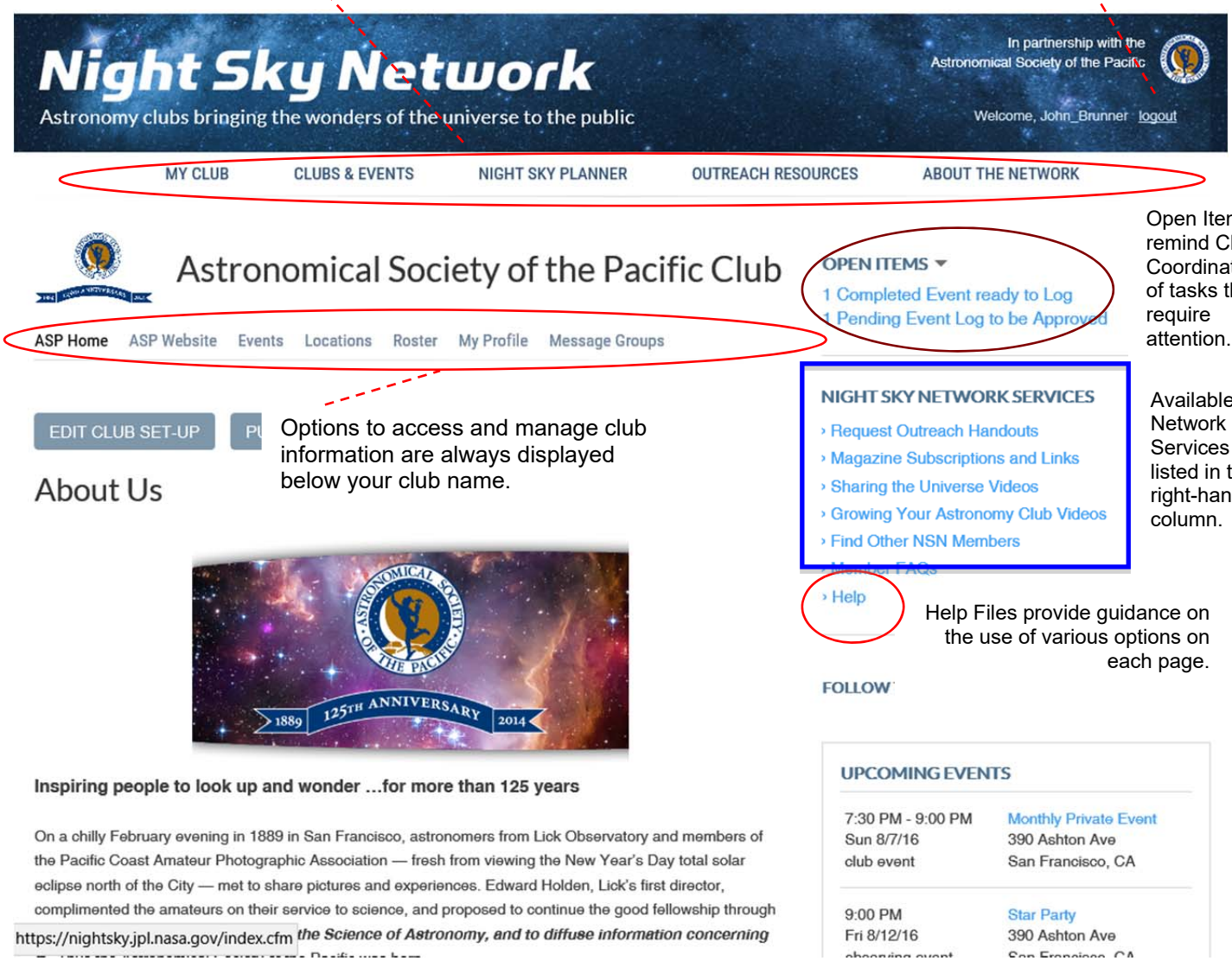
There are both **Public** and **Member** sections of the Night Sky Network website.

Every visitor to the website will see the **public section** of the NSN website on their first visit. Once logged in, a member can access the public section of the website by clicking on the Night Sky Network banner at the top of the page.

The **member** section portion of the site is accessed by logging in. You will be automatically taken to your club's custom NSN home page up login. If you have set up an abbreviation for your club during setup, "Club Home" will say, for example, "XYZ Home", substituting the club's abbreviation for the word "Club."

No matter what page you are on you have access to the publicly accessible Night Sky Network functions along the top of every page.

Log in to the Members-only section here



Open Items remind Club Coordinators of tasks that require attention.

Options to access and manage club information are always displayed below your club name.

Available Network Services are listed in the right-hand column.

Help Files provide guidance on the use of various options on each page.

Set Up & Getting Started

Watch the NSN Website Tours and Tutorials here: NOTE- We are updating these videos now
http://nightsky.jpl.nasa.gov/download-view.cfm?Doc_ID=486

Overview

An example of the **Public View of a Club Home** page is shown right.

The top row includes links to your **Club Website, Event**s calendar, and **Map** of event locations.

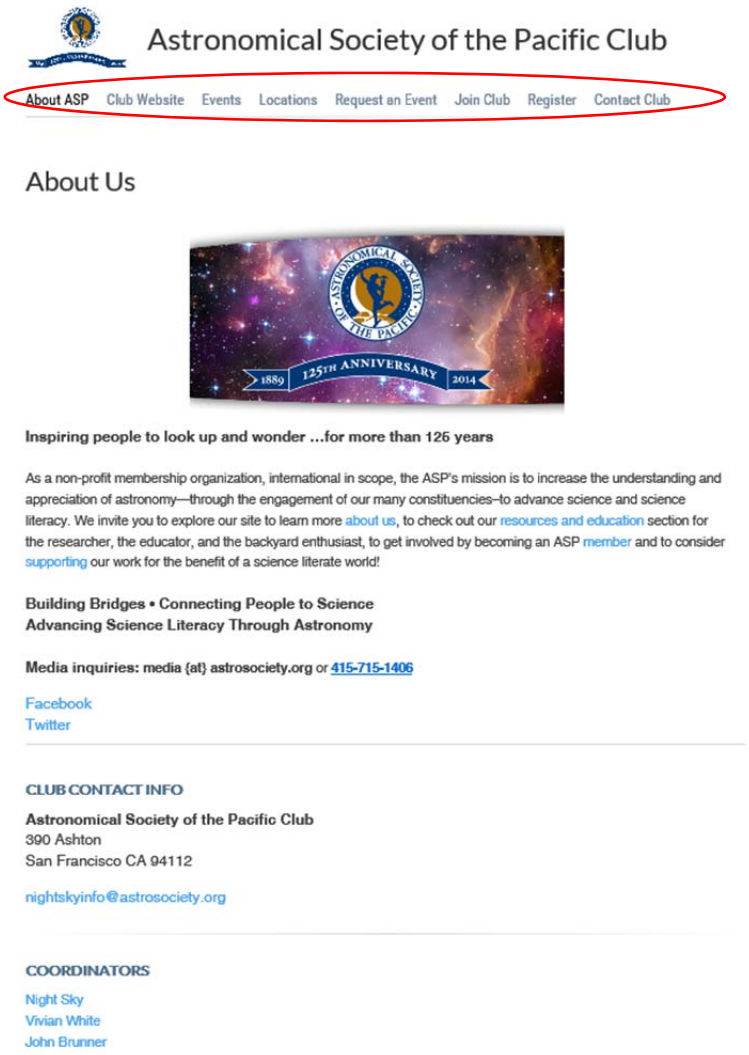
Options can be selected that allow the public to **Request an Event** from your club and to use a membership application to **Join your Club** using forms that you can personalize.

For your current club members you can offer a form to **Register** for participation in the NSN system. This is handy for your event volunteers. Note that you can also import a list of club members by contacting us at nightskyinfo@astrosociety.org.

You can customize this area with your own images, links, and message.

The public view includes your next few **Upcoming Public Events** and **Club Contact Information.**

If your club would like to use this page as its main website, you can request a personalized URL for this page by writing to nightskyinfo@astrosociety.org.

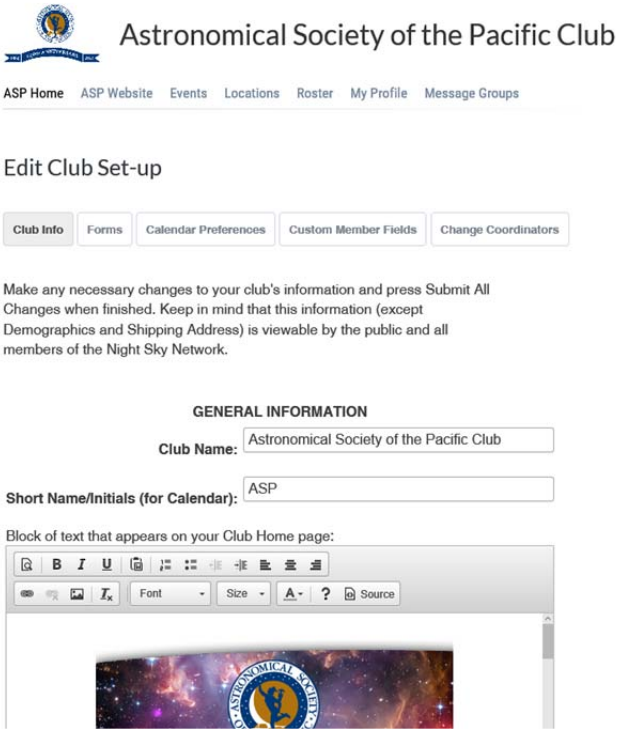


Club View of Club Page

This section explains how the Club Coordinator can customize the public's view of your Club Information page, what shows on your Club Calendar, and what options you want to set for your members.

Under Your Club Name is the list of functions specific to your club. The first tab **"Your Club Home**" will bring you back to this page.

- **"Your Club Website"** takes you directly to your club's main website, outside of the Night Sky Network.
- To add or log events and update your club's calendar, select the "**Events**" option.
- To add your club Locations – the places your club holds events, select the "**Locations**" option and refer to the section of this document titled "***Club Locations and Addresses***."
- To add club members, select "**Roster**" and refer to the section of this document titled "***Club Member Roster.***"
- To add Messages Groups that allow you to send messages to selected groups of individuals, like club Board members or the Outreach team, select "**Message Groups**" and refer to the section of this document titled "***Message Groups***."



Edit Club Set-Up

Set up and customize your club's NSN appearance and options by selecting "**Edit Club Set-Up**" from your club's home page. (http://nightsky.jpl.nasa.gov/club/club-view.cfm)
Regular members and the public do not have access to this option.

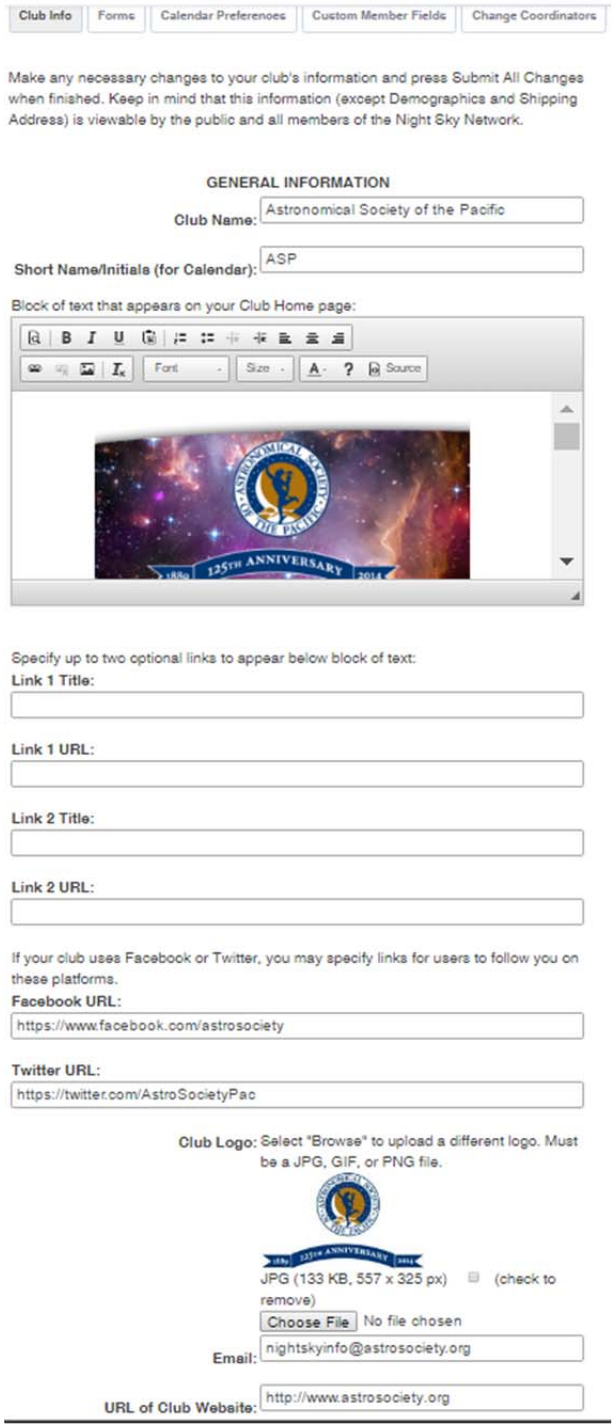
Set up the parameters for your club, such as how the Public View of your Club Home appears and what options you wish to offer on it, what options are included on your club calendar, custom fields you want for your members' Profiles, and assigning Club Coordinators.

From the Club Home page, when you select "**Edit Club Set-Up"**, you are presented with a tabbed form that allows you to customize:

- The public's view of your Club Information page ("Club Info" and "Forms" tabs)
- What shows on your Club Calendar and access to a calendar widget for your own website ("Calendar Preferences" tab)
- Any additional custom fields for your members' Profile ("Custom Member Fields" tab). Here you can add categories to help track member functions, awards, or observing certificates, for example Astronomical League awards.
- Assign and change Club Coordinators ("Change Club Coordinators" tab)

Edit Your Club's Setup

NOTE: Press "Submit All Changes" on any tab to save all the changes you make on all the tabs. Press "Cancel" to quit without saving.



1. Club Info Tab

General Information

- Specify your club's name and preferred abbreviation or initials. This identifies your club on the Network event calendar and various other places.
- Include images, links, and introductory text for your home page in this block featuring the rich text editor. See the section of this document titled "**Rich Text Fields**."
- You can include two additional featured links on your club's intro page, such as links to your social media or partner organizations. These will appear directly below your custom block of text
- There are also now dedicated links to Facebook and Twitter, so you can add your organizations' presence there if you would like them to be branded. The se social links will be displayed with their respective logos.
- Upload or update your club logo
- Add or update your club's website and primary contact email address, which will be given a prominent link on your club public page.
- Club Date: Add in your club's founding date (year only)

(continued on next page)

Club Info Tab (*continued*)

Attendance and Demographics Specify basic information about your club's membership numbers, if desired.

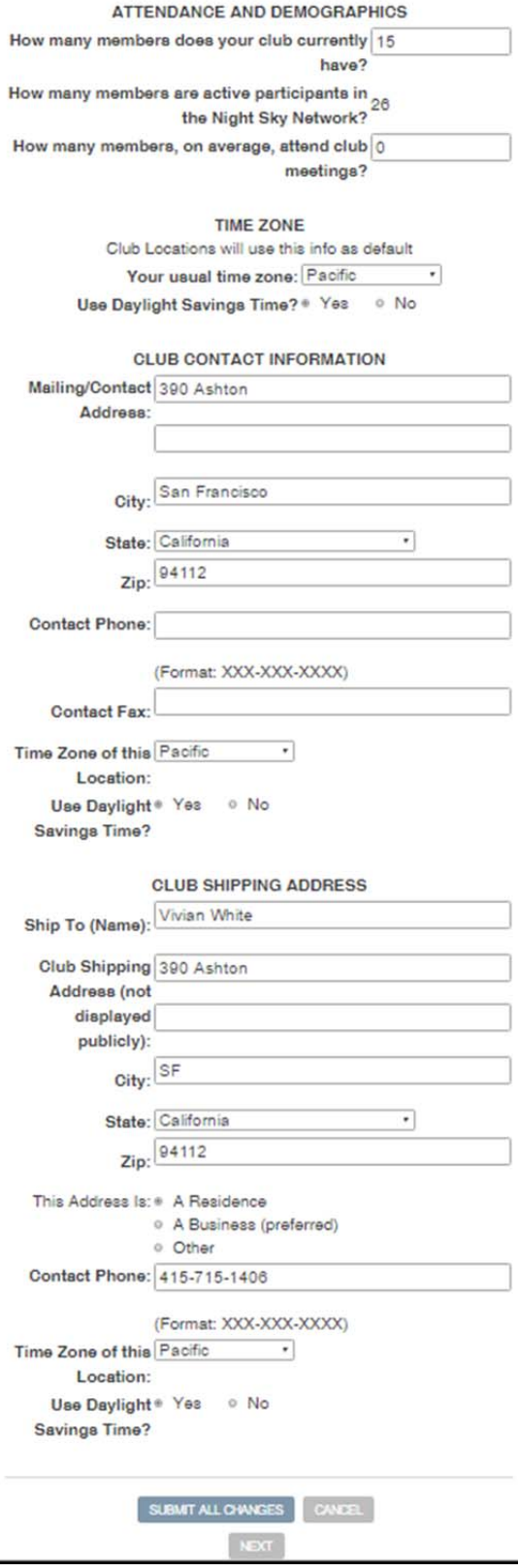
Time Zone Set the proper time zone for your club so your event listings show up at the proper time. Don't forget to select the Daylight Saving Time option if your state uses DST!

Club Contact Information Enter the public contact information for your club. Enter in an address which the public can reach your club, and a preferred contact phone number if desired,

Club Shipping Address Enter in a preferred address for your club to receive items from the Night Sky network, including ToolKits, banners, and handouts. This is used behind the scenes by the NSN system and will not be visible to the public, and can be different from your public Club Contact information.

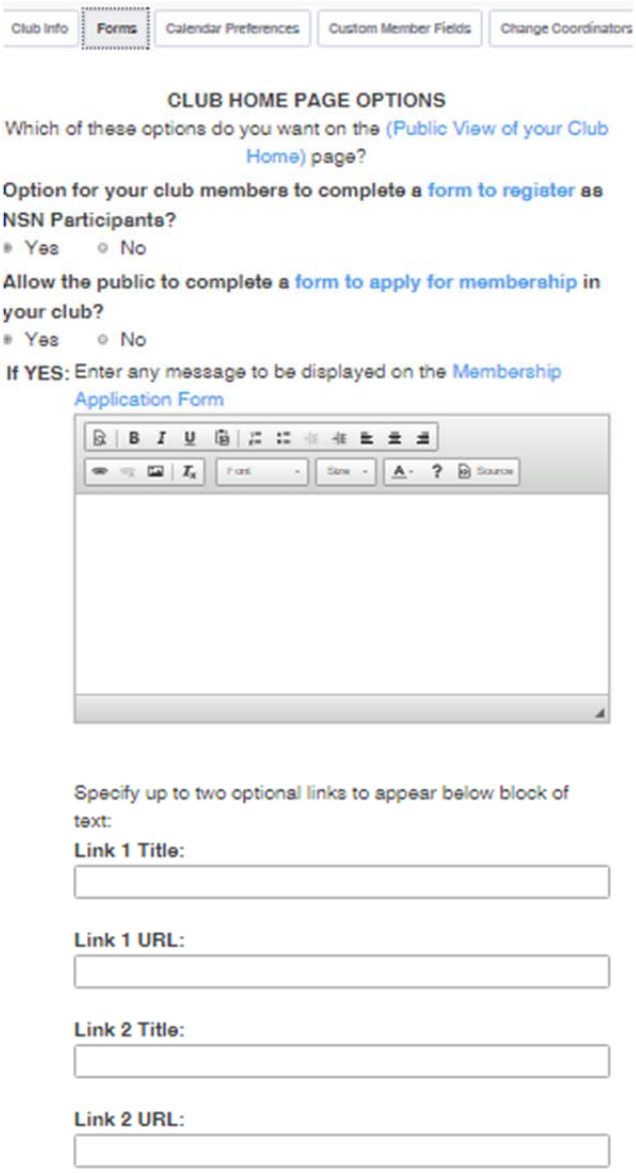
Specify if your club is at a Residence, Business, or other. Many members find it more secure to receive large items at their work or club location, and as such courier services will handle delivery of items differently than for residences.

Specify the phone number for the shipping contact person of business.



2. Forms Tab

Specify which forms you want to offer to visitors on the public view of your Club Information page.



Register on Night Sky Network (club members)

Allows club members to apply to gain access to Night Sky Network resources like webinar announcemnets and newsletters.

If all of your club members have already been included in the Night Sky Network and/or someone in your club automatically adds members to the NSN as part of the membership process, you should set the "**Option for your club members to complete a form to register as NSN Participants?**" to *No*. ** See the section titled "Upload Members into Night Sky Network" **

Club Application (Public)

Provides an online club membership application for the public, set "**Allow the public to complete a form to apply for membership in your club?**" to Yes.

This feature provides a form to apply for membership in your club. You may personalize the top of the form in the rich text editor box. It is recommended that you include a link to instructions for paying dues.

NOTE: The Night Sky Network can't accept payments for membership dues, so your club must establish their own online payments system such as Paypal, Venmo, Square. You can of course have members pay with check either by mail or in person.

An email notice is automatically sent to the applicant and to your Club Coordinators once an applicant completes the form.

The email sent to applicants includes the same message that you specify for the top of the membership application form. An example of the message sent to the applicant follows on the next page:

Example Club Membership Email

Subject Line:

Astronomical Society of the Pacific has received your request to apply as a member of our club

Message:
John:

Thank you for your request to apply to be a member of Astronomical Society of the Pacific. A copy of the information you submitted is displayed below.

We will contact you soon.

<Name of Club's Primary Club Coordinator>
Club Coordinator

New Member Application

WELCOME!
We invite you to join our members as we explore the sky together.
Our club is open to all. Your membership includes all members of your immediate family.
Instructions for submitting membership dues.

Name: John Brunner
Primary Email: jbrunner@astrosociety.org
Primary Phone Number: 415-337-1100
Alternate Email:
Alternate Phone Number:
Organization/Company/Employer:

The email includes the same message that you specify for the top of the membership application form.

Request an Event (Public)

To provide a form for the public to request an event or service from your club, set "**Accept Event or Service requests from the public?**" to Yes. You may personalize the top of the form. See the section of this document titled "**Rich Text Fields**" for instructions on using the field to personalize forms. When a member of the public completes the request form, an automated email is sent to the person requesting the event, shown as from the email of the primary Club Coordinator, and automated emails are sent to your Club Coordinators.

An example of the message sent to the person requesting the event follows:

***Subject line*:**
Astronomical Society of the Pacific has received your request for an event or service from our club

***Message*:**
Thank you for your request for an event or service from Astronomical Society of the Pacific.

Event Name: Astronomy at the Park
Date/Time: 3/17/2012 9:00 PM - 10:00 PM

Event Description: Our school is next to a park and we would like to schedule an event there.

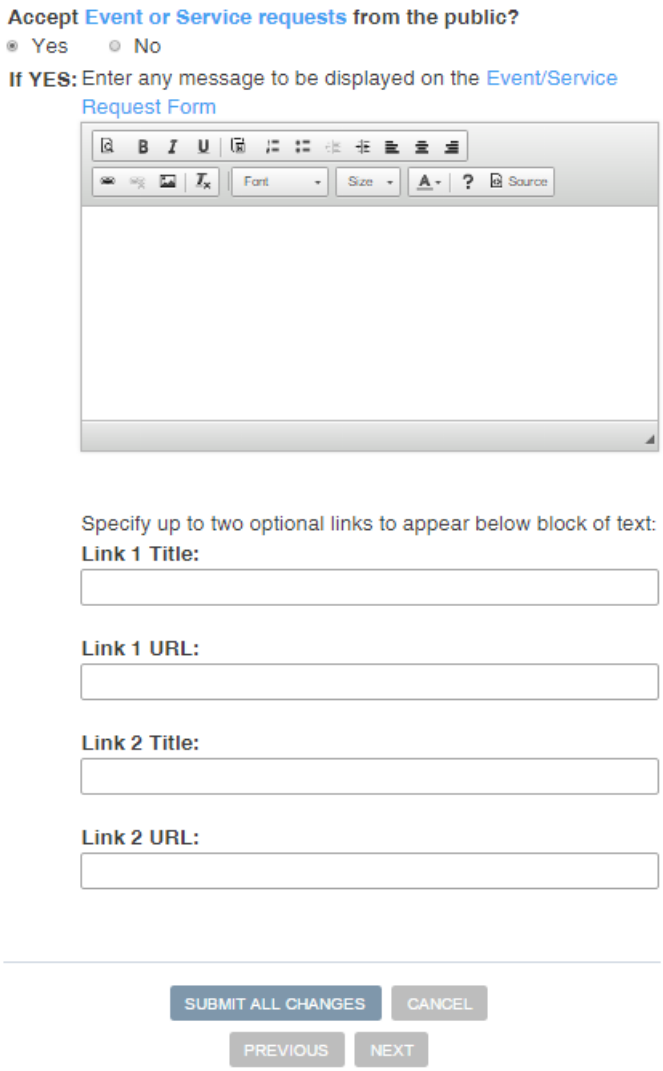
Number of visitors expected: 70

Location: City Park, 1234 Maple Lane, Anytown, NJ 08721

Contact Information: <Club's Primary Club Coordinator, email, phone number>

We will contact you soon.

<Name of Club's Primary Club Coordinator>
Club Coordinator

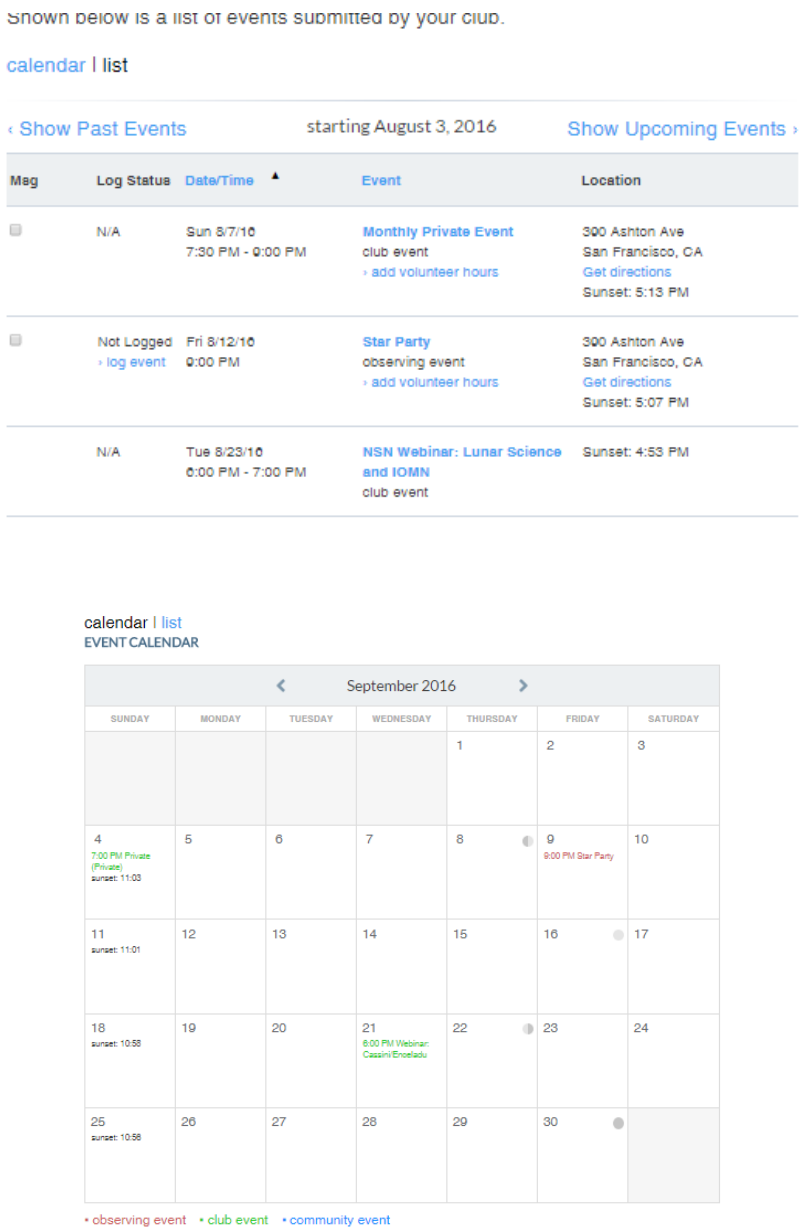


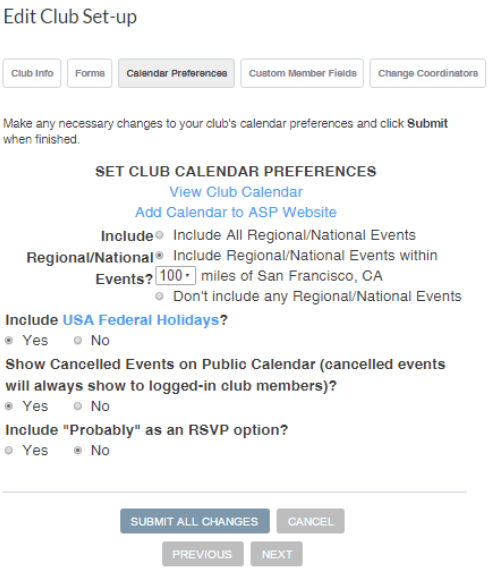
3. Events Tab (Calendar Preferences)

Include your Club Calendar on your club website by selecting "**Add Calendar to Club Website**." This will display a page with code for your webmaster to include a flash widget of your Club Calendar.

This diagram shows how the selections on Calendar Preferences affect how your own Club's Calendar and List of Events publicly are displayed.

- Note that you can choose to include only those Regional/National Events that occur within a selected mileage range of your club's Primary Location.
- Any Regional/National Events that do not have a location (e.g. Astronomy Day or Night Sky Network telecons) will always appear on your Club Calendar unless you select "**Don't include any Regional/National Events.**" (these include webinars, and events such as Astronomy Day and International Observe the Moon Night)
- **Include "Probably" as an RSVP option?** Select "No" if you prefer that your members respond just "*Yes*" or "*No*" when they volunteer to help at an event. Select "Yes" to also offer a *Probably* response. All RSVPs to events will remain "Undecided" until a member selects Yes, No, or Probably as a response.

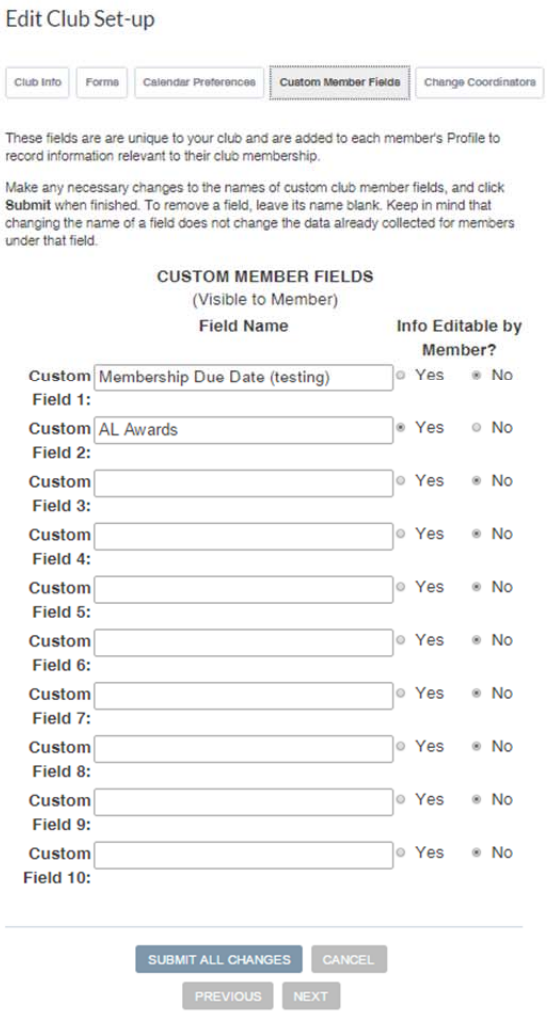




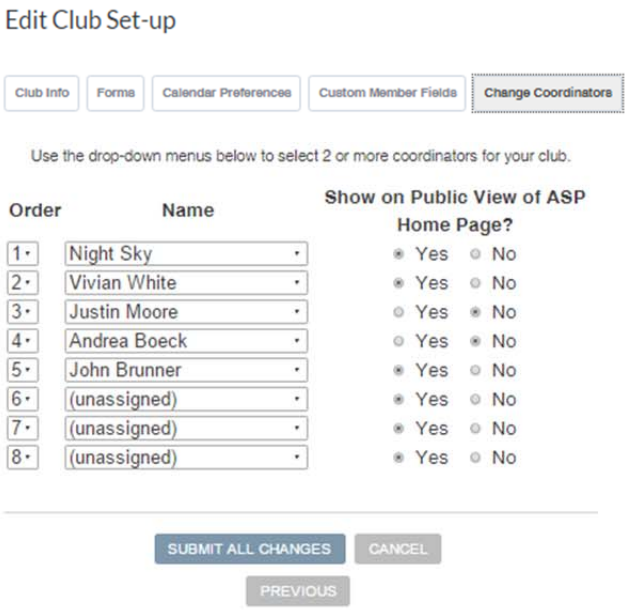
4. Custom Member Fields Tab

The Club Coordinators may specify up to ten custom fields for your club members. These fields are added the each member's Profile to collect information from your club members relevant to their club membership.

These fields appear on the member's Profile under "**Membership Details**" and you may choose to allow the Member to edit each field or not. All fields and any values entered in those fields are visible only to that member and to Club Coordinators. These fields are included in the Excel spreadsheet when you select **"Download to Excel"** from the Membership Roster.



Clubs use these fields for information such as Specific Interests, Equipment Owned, or Membership Type (e.g. Family, Individual, Student). Do not use these fields to store sensitive information like credit card numbers or government identification numbers.



5. Change Coordinators Tab

Assign and change Club Coordinators for your club. If "*Show on Public View Club Home Page?*" is "Yes", the Club Coordinator's name and contact link will appear on the public view of your Club Home page, in the Order specified

Club Locations & Addresses

http://nightsky.jpl.nasa.gov/club/club-view-addresses.cfm

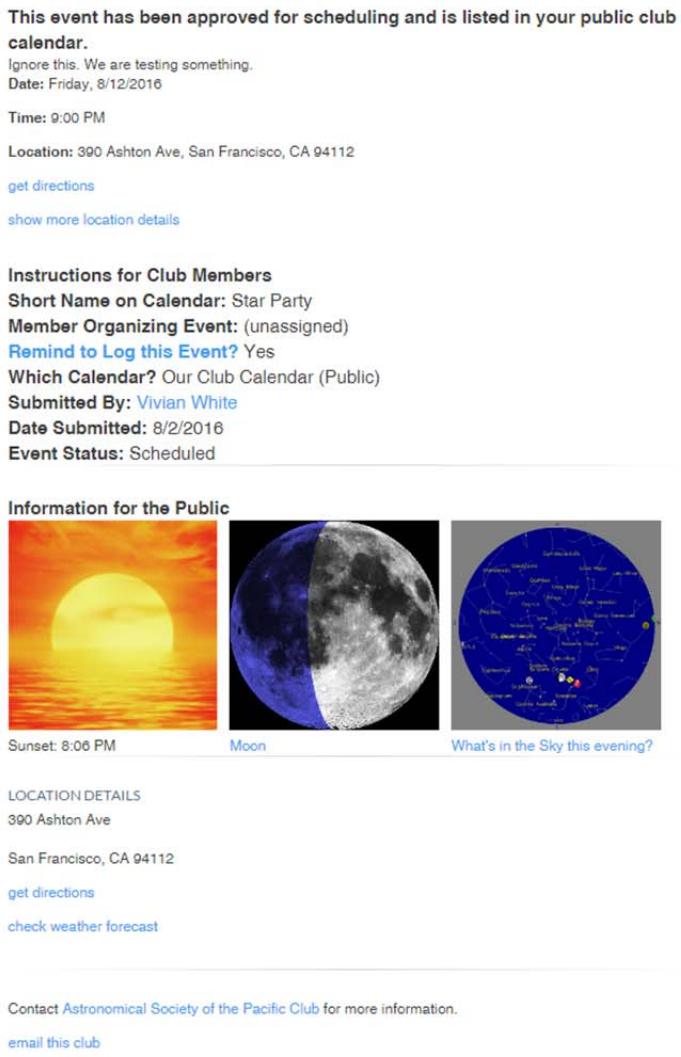
Watch the NSN Website Tours and Tutorials here: http://nightsky.jpl.nasa.gov/download-view.cfm?Doc_ID=486

Select "**Locations**" from the Club Home page.

Locations are set up for the places your club holds events such as meetings and star parties. Locations may be observatories, parks, libraries, or museums, for example.

The information you include on the Location, such as a Clear Sky Chart or special instructions for visitors or club members, will be displayed with any event held at that location. This eliminates the need to duplicate location information on every event. Once you add a location, you can select it from a drop down menu wen adding events so that you don't have to enter the same information repeatedly.

NOTE: ***You must have one (and only one)* Primary Club Location *so that your club appears on the Night Sky Network map of clubs*. This address must include a zip code.** You can have as many other Locations as you need.

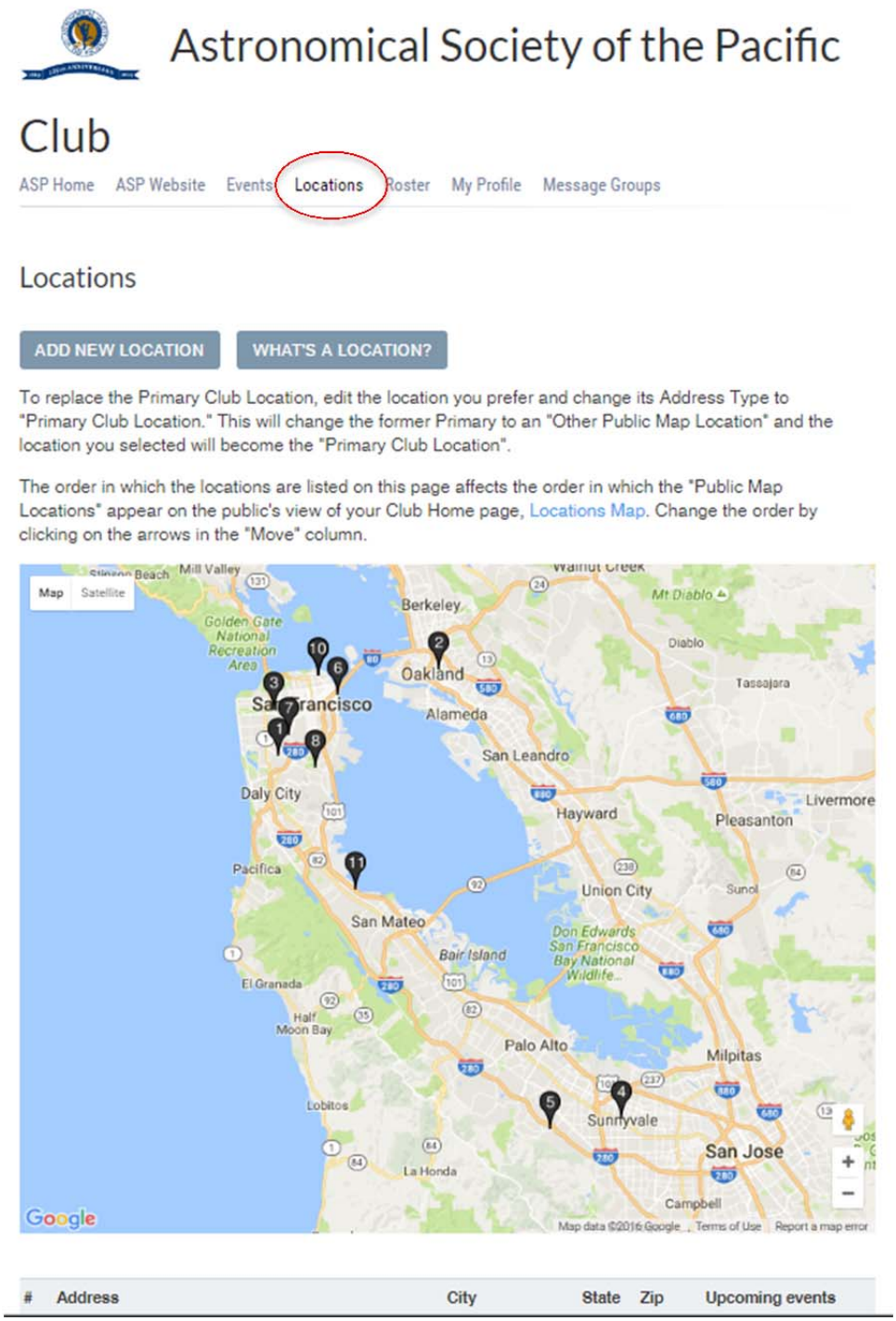


Events also use Location information for the following:

- *Get Directions* uses the Lat/Long and Address information to generate directions to the site.
- Time of *Sunset* and *What's in the Sky This Evening* use the Lat/Long and Time Zone information of the Location.
- The *Instructions for Club Members* and *Information for Club Coordinators* will display on the Event page when those members are logged into the Network.

NOTE: Locations with upcoming events cannot be deleted. You will need to move the events to another location first. It is best to not delete locations that have been recently used since your club may go to them again for new events.

Add/Edit New Location



You will first see a map showing the various locations for your club's events, along with your clubs' shipping and contact locations. You can then scroll down to see the details listing of your club's locations as described in detail on the next page.
(continued on next page)

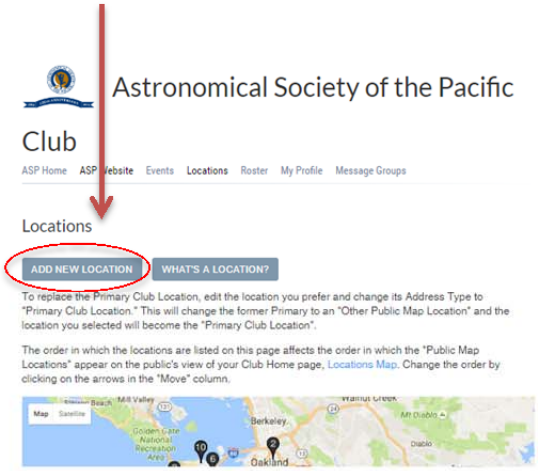
1. Click on the Address Type to view the location. Use the Edit and Delete icons in the left column to edit or delete the location.

2. There are different "**Address Types**" for locations shown on this page:
   - **Club Contact Information:** This address appears on the public view of your Club Information page as the address to which the public would send mail to your club.
   - **Club Shipping Address:** This is the street address where you receive shipments of ToolKits and other materials. This cannot be a P.O. Box. *This address is not publicly visible.*
   - The numbered locations are plotted on the Map and can have events scheduled at them:
     a. **Primary Club Location** locates your club on the Night Sky Network map of clubs.
     b. **Other Public Map Location** will always place a marker for the location on the Map accessible from the Public View of your Club Home.
     c. **Other Club Location** will place a marker for the location on the Map only if an upcoming event is scheduled there.

3. Use the "Move Up" and Move Down" links to change the order in which your club locations are listed.

4. To replace the Primary Club Location, **edit the location you prefer and change its Address Type to "Primary Club Location."** This will change the former Primary to an "Other Public Map Location" and the location you selected will become the "Primary Club Location."

5. To add a new location, go back to the main Locations page and select the option "**Add New Location**."



#	Address	City	State	Zip	Upcoming events
	Club Contact Information (Edit) 390 Ashton	San Francisco	CA	94112	
	Club Shipping Address (not displayed publicly) (Edit) 390 Ashton	SF	CA	94112	
1	Primary Club Location (Edit) 390 Ashton Ave get directions	San Francisco	CA	94112	9 Upcoming
2	Public Map Location (Edit) (Delete) (Move Down) test 3107 harrison get directions	San Francisco	CA	94611	
3	Club Location (Edit) (Delete) (Move Up) (Move Down) California Academy of Sciences 55 Music Concourse Drive get directions	San Francisco	CA	94118	
4	Club Location (Edit) (Delete) (Move Up) (Move Down) Sunnyvale Public Library 665 W.Olive Ave get directions	Sunnyvale	CA		
5	Club Location (Edit) (Delete) (Move Up) (Move Down) Foothill College Smithwick Theater 12345 El Monte Road get directions	Los Altos Hills	CA	94022	
6	Club Location (Edit) (Delete) (Move Up) (Move Down) Delancy Street Restaurant 600 The Embarcadero get directions	San Francisco	CA	94107	

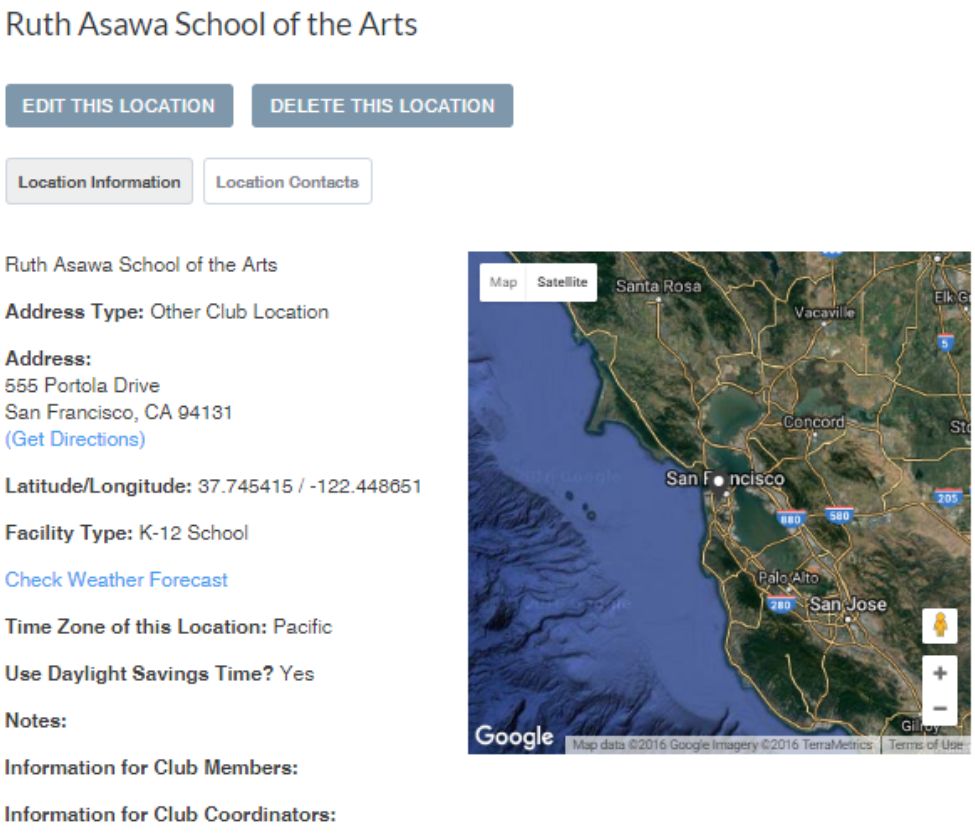
Viewing and Editing Individual Locations

When viewing one location, the location is displayed in tabbed format:

a. **"Location Information"** tab shows all information included about the location.
b. "**Location Contacts**" tab includes the Contact(s) for that Location.
c. **"Upcoming Events at this Location"** tab lists any upcoming events scheduled to be held there.

To add or change the contact people assigned to the location, select the "**Location Contacts**" tab. Then press **"Edit Location Contacts." Locations Contacts** are the people associated with that site. Examples: The Ranger at a park, the Director at a science center, the Principal, teacher, or custodian at a school. Location Contacts can be club members or club contacts. You can also add a contact on this page. That contact will then also be listed in your Contacts Message Group. See Message Groups for more information.

To change the location information, select "**Edit This Location**" at the top.



(continued on next page)

If the Location has a street address, just enter that address in the first line of "**Address to map this Location.**" Then, to see the Latitude and Longitude of that location, press the button labeled "**Fill in Latitude/Longitude for this Address.**"

- You may fill in anything you like on the **second line of the Address**. The second address line is not used when getting directions, but will appear on the Location line on events. (See **TIP** below).

- Choose your Facility Type - it helps give your visitors an idea of what to look for, such as if it's at a school, park or parking lot.

- A link to the location's web page, if applicable, as well a title for the link. This will appear for visitors to find out more about the location.

- You can include links for the weather and Clear Sky Chart for the location.

- Time zone can be changed, if outside your club's normal time zone.

If the Location does not have a specific address (as many great observing locations do not have a handy street address!):

- If you know the exact Lat/Long, fill it in – must be in decimal format.

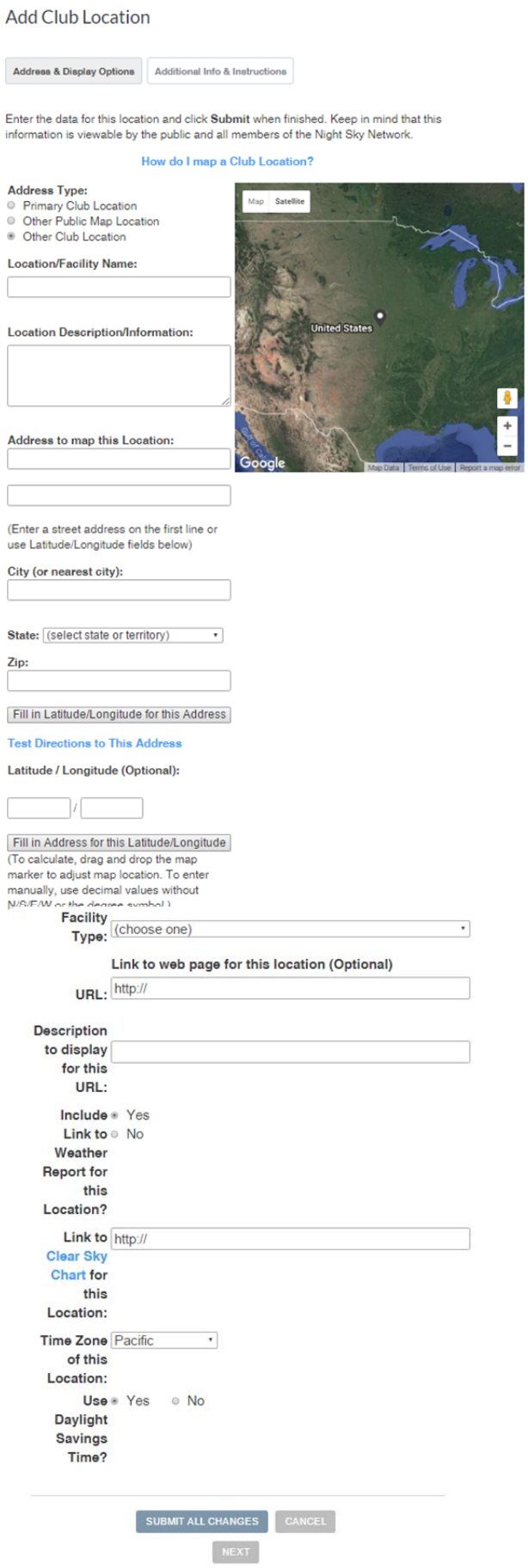
- **OR** drag and drop the marker on the map to locate the site. The system will fill in the Lat/Long for you. To allow Google maps to provide driving directions, it is best to place the marker at the point where one would turn off a named road (e.g. entrance to a parking lot or where an unnamed dirt road begins).

- Press the button, "**Fill in Address for this Latitude/Longitude**." Only a street name (if it can be determined) is filled in. There will be no street number.

- It is advisable to press "**Test Directions to this Address**" to make sure directions can be generated to the site.

- For more guidance, refer to "How do I map a Club Location?" (http://nightsky.jpl.nasa.gov/address-help.cfm) to position the location correctly on the map.

(continued on next page)



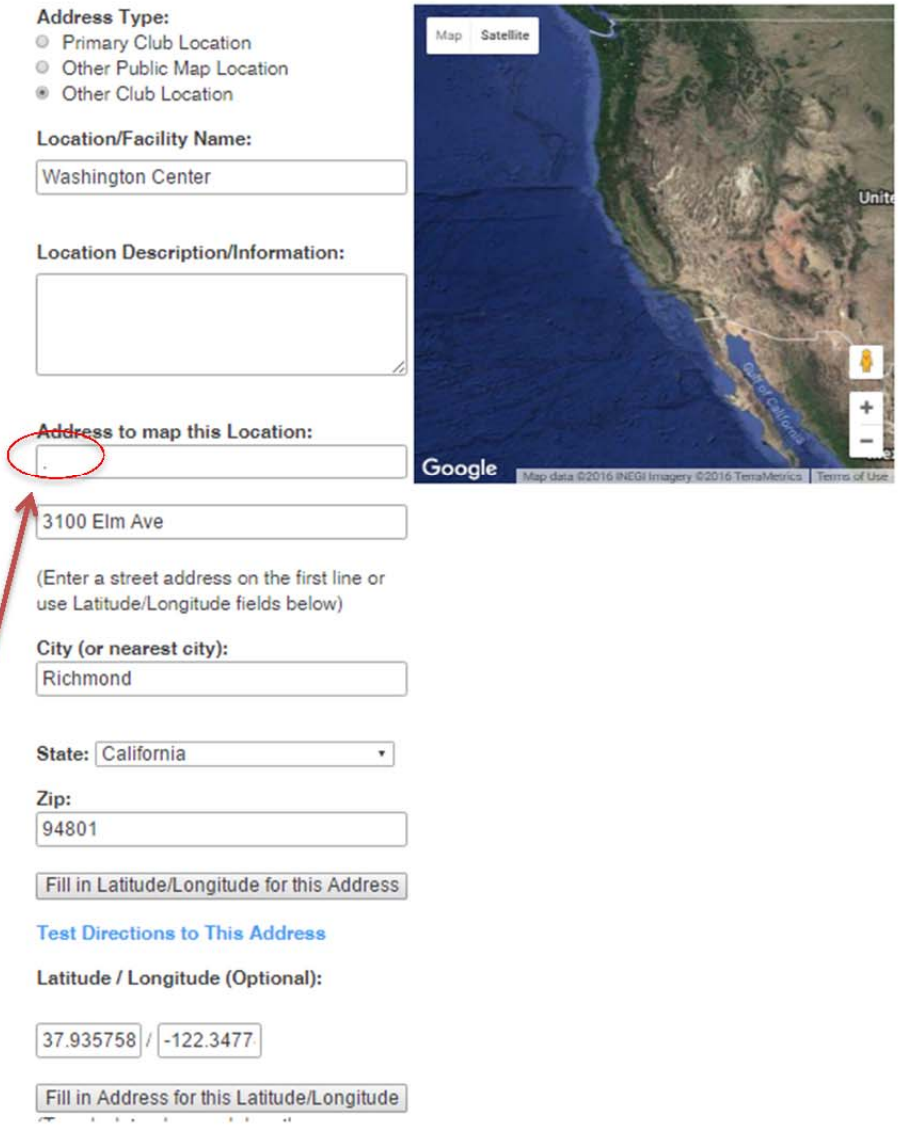
IMPORTANT: **How Google Maps uses the Location to give directions:**

- If the first line of the Address has a street number included before the street name (e.g. ***3100*** Elm Ave), Google Maps will use the first line of the Address to generate directions to the site.

- If the first line of the Address has only a street name with no street number, (e.g. *Bear Creek Road* or *Highway 24*), or if the address lines are left blank, Google Maps will use the Lat/Long to generate directions.

- Google Maps does not use the second address line for generating directions.

TIP: If you want Google Maps to use the Lat/Long to generate directions, but also want to include a full street address when the Location is displayed, enter any word or character on the first line of the address (*but DO NOT enter a number*), then include the full address on the second line. **An example is shown to the right. A period was placed in the first line of the address.**

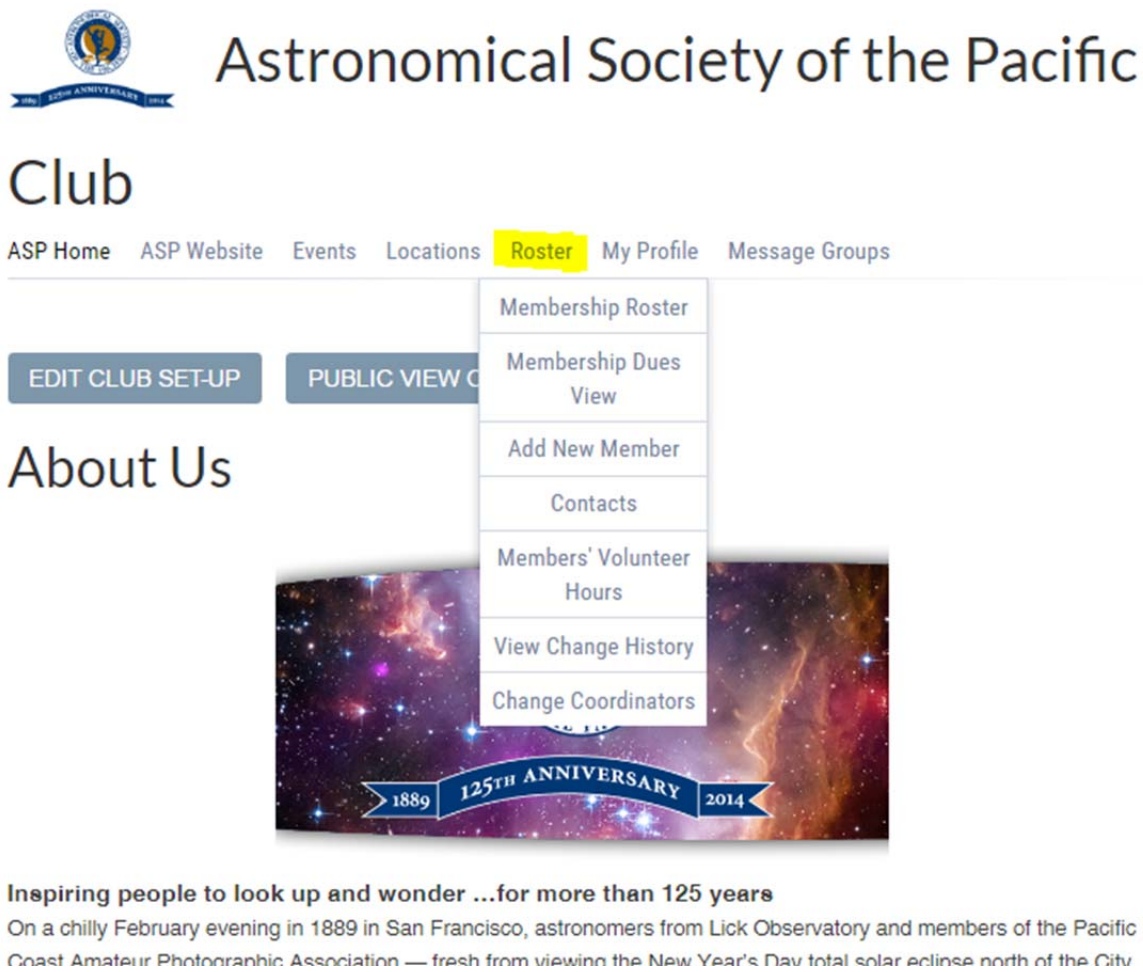


Membership Roster / Club Contacts

http://nightsky.jpl.nasa.gov/club/club-roster.cfm

Watch the NSN Website Tours and Tutorials here:
http://nightsky.jpl.nasa.gov/download-view.cfm?Doc_ID=486 (Update in progress)

PLEASE NOTE: If you are adding Members to the Night Sky Network, you must inform the member that you are doing so. As long as the member has no objection, you may add their information.



Overview

From the Club Home, select "**Roster**." Options to view your club membership roster, members' volunteer hours, and club contacts are available.

Adding your members into the **Membership Roster** allows Club Coordinators to keep club members' information up-to-date online, while preserving member privacy. In addition, you will have a central list from which you pull in order to create custom **Message Groups**, keep track of members' RSVPs to events, and track members' **Volunteer Hours** for recognition and awards.

Individual club members may edit most of their own **Profile information** for such things as adding or updating their phone number, email, newsletter preferences, and privacy settings.

The **Membership Dues View** feature allows a club's membership director to apply batch updates to member dues information in one handy view.

Membership **Change History** records are automatically entered when a member is added and for any changes to a member's status, name, username, primary email, or "Membership Paid Through" date. This function provides your club with an audit trail for changes to records of member information.

There are three ways to add club members to your Club Roster:

1. Members may add themselves to the Night Sky Network using the "Register" link on the Public View of your Club Information Page.
2. You may also individually add members using the "Add New Member" link on your Club Roster, but you must inform the member that you are doing so.
3. **A one-time upload using an Excel file submitted to the Night Sky Network administrators. ** See the section titled "Upload Members into Night Sky Network" ****

Contacts: Your club is likely to have a number of outside **Contacts**, like teachers, park rangers, or media people with whom you want to communicate. You may manage those contacts via this system as well, while keeping them separate from your club's membership roster. Contacts are also automatically added into a distinct message group to keep them separated from your regular member and coordinator message groups.

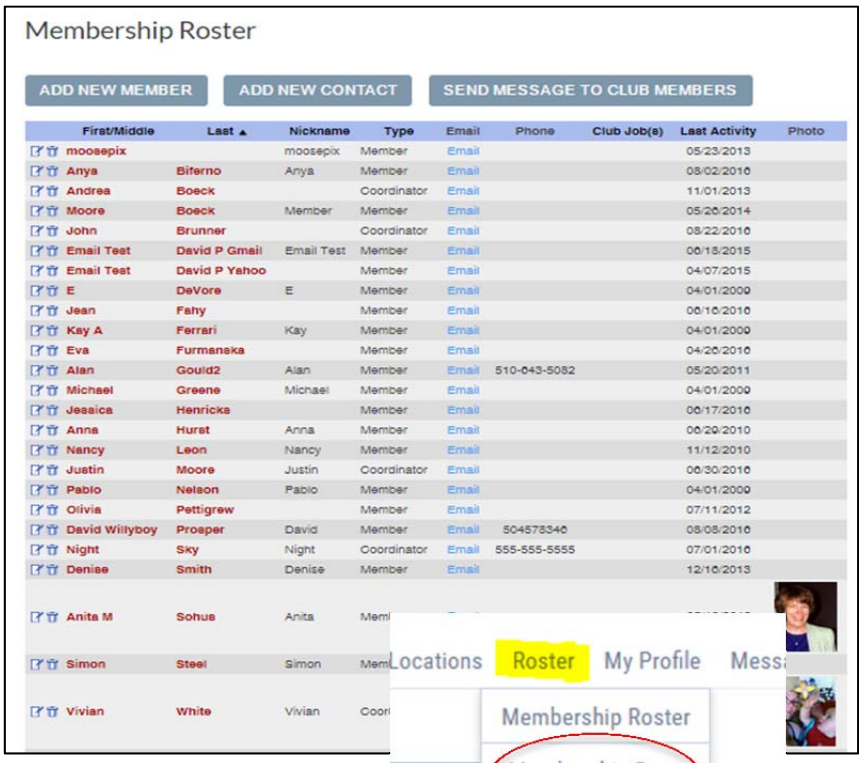
Membership Roster

The main **Membership Roster** lists all your club members registered on the Night Sky Network and display the photos of those who have added photos.

From this page, you can also add a new member, add a new contact, or bring up a form to send a message to your club members.

Icons on the left allow you to edit or delete member profiles.

**** See section titled "Member Profiles" for details ****



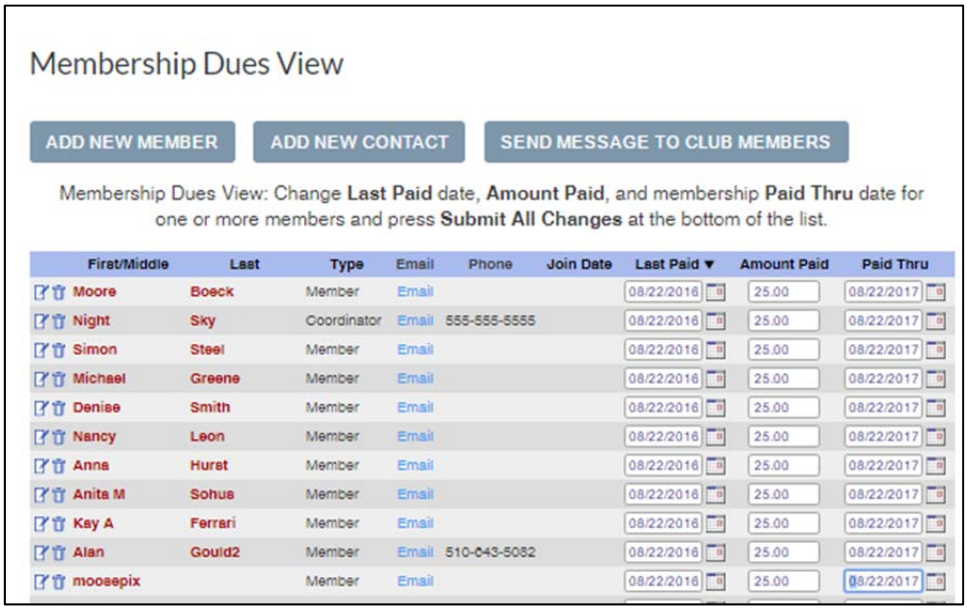
First/Middle	Last	Nickname	Type	Email	Phone	Club Job(s)	Last Activity	Photo
moosepix		moosepix	Member	Email			05/23/2013	
Anya	Biferno	Anya	Member	Email			08/02/2016	
Andrea	Boeck		Coordinator	Email			11/01/2013	
Moore	Boeck	Member	Member	Email			05/26/2014	
John	Brunner		Coordinator	Email			08/22/2016	
Email Test	David P Gmail	Email Test	Member	Email			06/18/2015	
Email Test	David P Yahoo		Member	Email			04/07/2015	
E	DeVore	E	Member	Email			04/01/2009	
Jean	Fahy		Member	Email			06/16/2016	
Kay A	Ferrari	Kay	Member	Email			04/01/2009	
Eva	Furmanaka		Member	Email			04/26/2016	
Alan	Gould2	Alan	Member	Email	510-643-5082		05/20/2011	
Michael	Greene	Michael	Member	Email			04/01/2009	
Jessica	Henricks		Member	Email			06/17/2016	
Anna	Hurst	Anna	Member	Email			06/29/2010	
Nancy	Leon	Nancy	Member	Email			11/12/2010	
Justin	Moore	Justin	Coordinator	Email			06/30/2016	
Pablo	Nelson	Pablo	Member	Email			04/01/2009	
Olivia	Pettigrew		Member	Email			07/11/2012	
David Willyboy	Prosper	David	Member	Email	504578346		08/08/2016	
Night	Sky	Night	Coordinator	Email	555-555-5555		07/01/2016	
Denise	Smith	Denise	Member	Email			12/16/2013	
Anita M	Sohus	Anita	Mem					
Simon	Steel	Simon	Mem					
Vivian	White	Vivian	Coor					

Membership Dues View

Your membership coordinator can use the **Membership Dues View** to batch update the status of dues at membership renewal time. For example, during a membership drive the membership coordinator can update the dues status of multiple members at once as their payments are processed.

Enter the **Last Paid** Date for one member, the copy the entry and paste the date into the other members who paid that day. Do the same for the **Amount Paid** and for the **Paid Thru** date to record the next date their membership expires. You can then do the same for the next member who needs an update, and so on.

After **saving your changes at the bottom of the list**, click on the **Paid Thru** column heading to sort the list and see who still owes dues.



First/Middle	Last	Type	Email	Phone	Join Date	Last Paid ▼	Amount Paid	Paid Thru
Moore	Boeck	Member	Email			08/22/2016	25.00	08/22/2017
Night	Sky	Coordinator	Email	555-555-5555		08/22/2016	25.00	08/22/2017
Simon	Steel	Member	Email			08/22/2016	25.00	08/22/2017
Michael	Greene	Member	Email			08/22/2016	25.00	08/22/2017
Denise	Smith	Member	Email			08/22/2016	25.00	08/22/2017
Nancy	Leon	Member	Email			08/22/2016	25.00	08/22/2017
Anna	Hurst	Member	Email			08/22/2016	25.00	08/22/2017
Anita M	Sohus	Member	Email			08/22/2016	25.00	08/22/2017
Kay A	Ferrari	Member	Email			08/22/2016	25.00	08/22/2017
Alan	Gould2	Member	Email	510-643-5082		08/22/2016	25.00	08/22/2017
moosepix		Member	Email			08/22/2016	25.00	08/22/2017

Member Profile

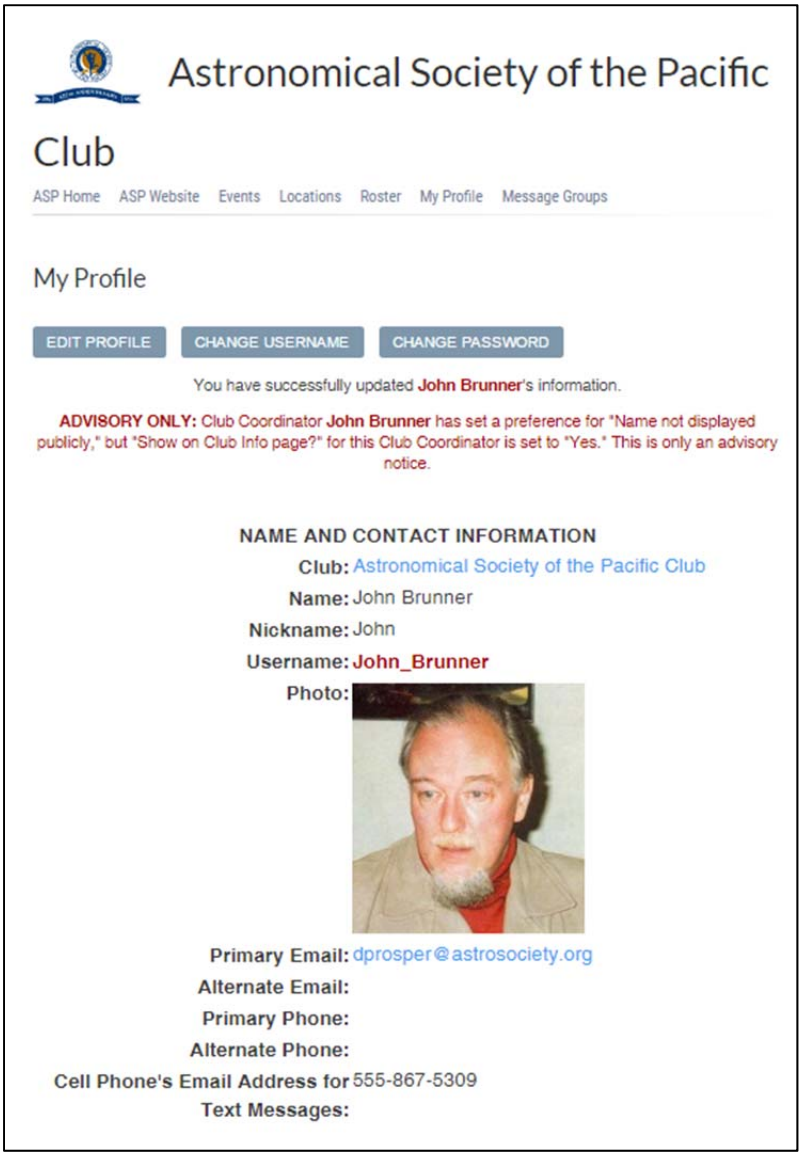
The only information about members that might be viewed by other Night Sky Network members on the site is the member's name, email, and phone number. Members may control access to this information on two levels:

- What their own club members can see
- What other Night Sky Network participants can see

The public has no access to club member information of any kind, except for Club Coordinators who can choose whether or not to be listed on the Public View of your Club Home.

Encourage members to place a **photo** on their Profile so club members can get to know each other, especially new members. This of course also helps coordinators recognize and keep track of your own members!

Alternately, you can welcome new members, take their picture (if they consent) and upload them as a Coordinator. This is also a nice way to welcome new members in a newsletter when possible.



If your club uses additional information about members that is not included in the Profile, Club Coordinators may specify **up to ten Custom Member Fields.** These fields are added the each member's Profile to collect information from your club members relevant to their club membership. Add custom fields by going to your **Club Home** page; then select "**Edit Club Set-Up**" and go to the **Custom Member Fields** tab.

Want to upload many members at once?
To batch upload your club members into your membership roster on Night Sky Network, see the section titled "**Upload Members into Night Sky Network.**"

NOTE: When a member emails other members of an Open Message Group, their email will be shown as the reply-to email in the message, no matter what the settings on their profile. That is, you cannot send anonymous emails as a member of a message group that allows members to message each other.

Below is an example of the User Preferences section of the Member Profile ("My Profile").

USER PREFERENCES

Personal information display preferences on Find Members (visible to all NSN Members)

OK to display name? **No**
OK to allow contact by email? (Actual email address is not displayed) **No**
OK to display primary phone number? **No**

Personal information display preferences on Club Roster (visible only to Club Members)

OK to display name? **Yes**
OK to display email address? **No**
OK to display primary phone number? **No**

Notification preferences:

Notify me of Club Event announcements by Email? **Yes**
Notify me of Club Event cancellations by Email? **Yes**
Notify me of Club Event cancellations by Text Message? **No**
Notify me of Club Event cancellations by Phone? **No**
Receive Emailed Club Newsletter? **Yes**
Receive Emailed Night Sky Network Newsletters? **Yes**

Status: Active Club Coordinator

User Preferences Explained

The default value for the field is in ***Bold Italics*** (for example, when a new member is added "Notify me of Club Event announcements by Email" is set to "***Yes***"):

1. Personal information display preferences on **Find Other NSN Members** (visible to all NSN Members)
   - **OK to display name?** (Yes/***No)*** If No, the member is invisible to NSN members, except to their own Club Coordinators and to NSN Administrators.
   - **OK to allow contact by email?** (Yes/***No)*** If no, NSN members will be unable to send the person a message via email. (Regardless of choice, their actual email address is not shown)
   - **OK to display primary phone number?** (Yes/***No)*** If no, the person's phone number will not be displayed.

2. Personal information display preferences on Club Roster (visible only to Club Members)
   - **OK to display Name?** (***Yes***/No) If No, the member is invisible to club members, except to their own Club Coordinators and to NSN Administrators.
   - **OK to display email address?** (Yes/***No)*** If no, other club members will be unable to send the person a message via email.
   - **OK to display primary phone number?** (Yes/***No)*** If no, the person's phone number will not be displayed.

Member's addresses and any other information are not displayed to anyone other than to their own Club Coordinators and NSN Administrators. NSN Administrators will not share any personal member information without the member's expressed permission, and club coordinators are expected to also follow these guidelines. Members can control email communications by changing their Notification Preferences.

3. Notification Preferences:
   - **Notify me of Club Event announcements by Email** (***Yes***/No) If No, no announcements or group messages of any kind will be sent to this person, even if they belong to a Message Group. Members will be able to send the person individual messages.
   - **Notify me of Club Event cancellations by Email** (***Yes***/No)? If Yes, event cancellation notices will be sent via email. If No, the member will not receive notification of event cancellations via email. The person might prefer to get cancellation notices by text message or by a phone call.
   - **Notify me of Club Event cancellations by Text Message (**Yes/***No)***? If Yes, and the member has provided their *Cell Phone's Email Address for Text Messages*, event cancellation notices will be sent by an emailed text message to their cell phone. For information on how to determine the email address for a cell phone: http://www.sms411.net/2006/07/how-to-send-email-to-phone.html. Note that this is NOT just the cell phone number. It is structured like an email address: *CellPhoneNumber@CarriersAddress.com. Example: 4255551212@txt.att.net*
   - **Notify me of Club Event cancellations by Phone** (Yes/***No)***? If Yes, when event cancellation notices are emailed out, the Club Coordinator who sent the cancellation message will receive an email listing all members who want to be called about the event cancellation.
   - **Receive Emailed Club Newsletter** (***Yes***/No)? If Yes, the member will be automatically placed in the "Club Newsletter" Message Group.
   - **Receive Emailed Night Sky Network Newsletters** (***Yes***/No)? If No, the member will not receive email notifications of upcoming member webinars and monthly newsletters from Night Sky Network admins.

For messages sent to a Member through the Night Sky Network, the Member's "Email Format Preference" can be set to "HTML" or "Text Only."

If a club member does not have an email address, the person may still be added to the Club Roster. Members who do not have email will not have a username or password. The Club Coordinators will have the responsibility of contacting that member through other means and keeping that member's information up-to-date. If a member later secures an email address, a coordinator can update the member's profile with their email address and the NSN system will then send that member their login information.

Again, the Night Sky Network cannot accept or process payments (such as for membership applicants or membership dues) so the club must establish their own online payment processor (e.g. PayPal or Square) or use other methods of payment.

Upload Members into Night Sky Network

Add Members Individually:

- Current club members may add themselves to the Night Sky Network using the "**Register**" link on the Public View of your Club Home page. Set this option from your Club Home > Edit Club Set-up (http://nightsky.jpl.nasa.gov/club/club-update.cfm), Forms tab.
- You may individually add members using the "**Add New Member**" link on your Club Roster, but again, **you need inform the person and give the opportunity to opt out.**
- Prospective club members may complete the membership application form for your club using the "**Join Club**" link on the Public View of your Club Home page. Set this option from your Club Home > Edit Club Set-up (http://nightsky.jpl.nasa.gov/club/club-update.cfm), Forms tab.

Add Members In Bulk:
As a convenience to your club, you may submit one Excel (.xls) file to the Night Sky Network Administrators (nightskyinfo@astrosociety.org) for a one-time upload of your member roster. Information on how to best format the spreadsheet is found on the next page in the section

IMPORTANT: You must inform all your members that you are uploading their member information to your club's roster on Night Sky Network. You must also offer the option for a member to choose not to be included in the upload file. See suggested letter below.

Here is a suggested form letter to send to your membership regarding your transition to the Night Sky Network system:

<Our club> Members:

<Our club> will soon be using online services offered through the Night Sky Network that provide tools to allow us to much more easily manage club records, keep track of volunteer hours, and manage club events and club communications. Here's a video that tells you more:
http://www.youtube.com/watch?v=qw5CyNEYHks

To take best advantage of the services, we would like all our club members to be a part of the Night Sky Network. If you are already a participant in the Night Sky Network, you already have access.

You may add yourself to the Night Sky Network using this form:
http://nightsky.jpl.nasa.gov/club-apply.cfm?Club_ID=XXXX&ApplicantType=Member
[where the "XXXX" is, insert your club's ID from the Night Sky Network. To find your club's ID, log in and look at the URL. At the end will be, for example, "?Club_ID=999". The number where the "999" is will be your Club ID.]

Or you can let us automatically include you using the information you provided us when you joined our club: name, address, phone, and email. We will be performing the automatic updates on <date>. Please see the Privacy Policy of the Night Sky Network website: http://www.jpl.nasa.gov/copyrights.cfm

If you do not wish to be included as a member of our club on the Night Sky Network, please write to <address / email> or call us at XXX-XXX-XXXX by <date>. Current Night Sky Network participants may update your own information by logging in (http://nightsky.jpl.nasa.gov/login.cfm) and selecting "My Profile."

You will have your own personal user name and a private password to log in. You can control your online privacy and communications.

The Night Sky Network online services give you:

- Easy access to up-to-the-minute information about our events (new events, cancellations, how many people have volunteered to help out)
- Download club events to your iCal-compatible calendar (such as Google Calendar or the calendar on your smartphone)
- Enter and track your volunteer hours (including mileage) to gain recognition for your service

- One-touch directions to events as well as time of sunset, moon phase, weather forecast, and simple sky chart.
- "One-stop shopping" for regional/national amateur events
- *<include any other features your members would find valuable>*

We are looking forward to this transition, making the management of our club much easier for all our members. This transition will be taking place on <date>.

Submitting the Excel file to Upload your Members

The Excel file you send to nightskyinfo@astrosociety.org may have any or all of the following fields (in any order). Required fields are marked with an asterisk(*):
*First Name
Middle Name
*Last Name
Nickname
Role (Member or Coordinator)
Email 1
Email 2
Phone 1
Phone 2
Address 1
Address 2
City
State
Zip
Club Jobs
Date Joined Club
Last Paid Amount
Last Paid Date
Paid Through (Date)

The First Name field may have more than one name. For example, a First name of "Jane" and Last Name of "Smith" or "Smith-Jones" is permitted. You may also use "Jane & George" or "Jane, George, and Buster" as the First Name.

Date fields may have any of the following formats:
mm/dd/yy
mm/dd/yyyy
mm-dd-yyyy
yyyy-mm-dd
yyyy (If you just enter a year (e.g. 2008), the system will enter the date as 01/01/2008)
yyyy-mm (If you only have a year and month (2008-03), the system will enter the date as 03/01/2008.)

Download an example file here: http://nightsky.jpl.nasa.gov/docs/ExampleUpload.xls

All other fields (e.g. User Preferences) will be the default value. Members may update their personal preference when they log in.

Send the Excel file attached to an email to nightskyinfo@astrosociety.org with "Member Upload: <YOUR CLUB NAME>" in the Subject line. Please include your phone number, the statement that you have permission from your members, and any special information in the body of the email. Example email:

NSN Administrators:

I am the Club Coordinator for Astronomical Society of Richmond, California. Attached is the Excel file to upload our members into Night Sky Network. There is no objection from any member who is included in the file.

John Brunner 518-555-2980

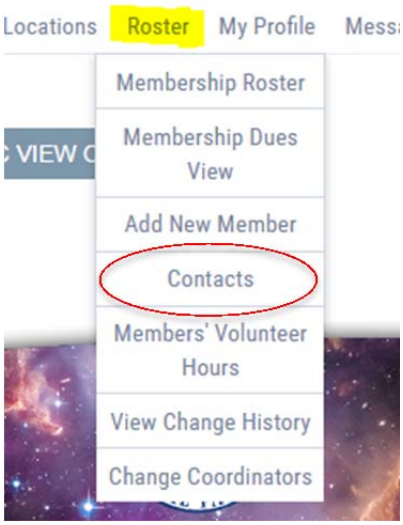
An NSN Administrator will notify you when your members have been uploaded. All newly entered members with an email address will receive an email with their login and password.

You may include members who already have a login for Night Sky Network, so their addresses, phone numbers, and any other information can be updated. These members will receive an email with a new password.

Contacts

http://nightsky.jpl.nasa.gov/club/club-roster.cfm?Display=Contacts

Watch the NSN Website Tours and Tutorials here:
http://nightsky.jpl.nasa.gov/download-view.cfm?Doc_ID=486

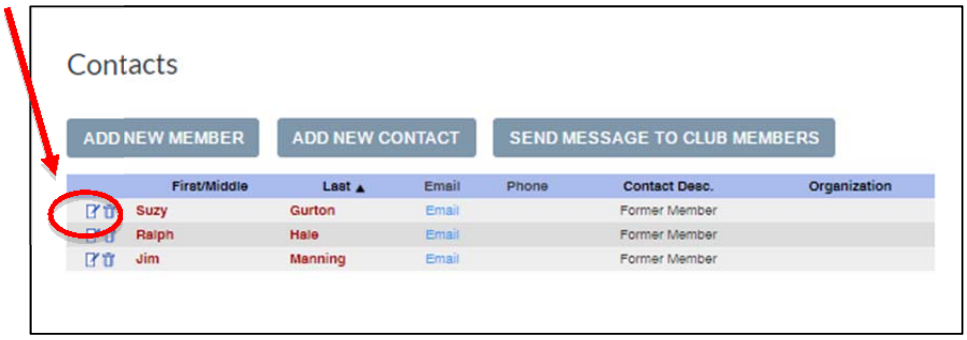


From the **Roster** menu, select **Contacts**.

Contacts are people the club wants to keep track of – like an address book. Contacts could be media people, teachers, museum contacts, or members of the public who want to be notified of your public events. Like your own club members, they may be assigned as contacts for Locations and may be assigned to public Message Groups. Contacts are automatically assigned to the "Club Contacts" message group, and can be assigned to other groups as needed. See the section titled "**Message Groups**" for further information.

In the Contact's Profile, you may mark a club Contact so they do not receive Message Group emails. If the Contact belongs to a Message Group and "*Group Emails OK?*" is set to "No" in the Contact's Profile, the Contact will not receive any emails sent to any of his/her Message Groups. You may send them an individual email. A Club Coordinator can set "*Group Emails OK?*" to "No" if the Contact has requested not to receive group messages.

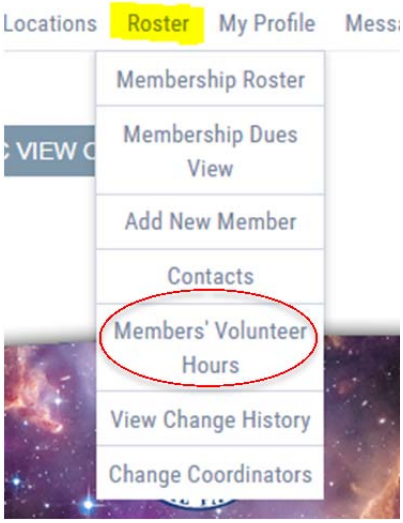
Icons on the left allow you to edit or delete Contact profiles.



Members' Volunteer Hours

http://nightsky.jpl.nasa.gov/club/volhrs-list.cfm?Member_ID=

Watch the NSN Website Tours and Tutorials here:
http://nightsky.jpl.nasa.gov/download-view.cfm?Doc_ID=486

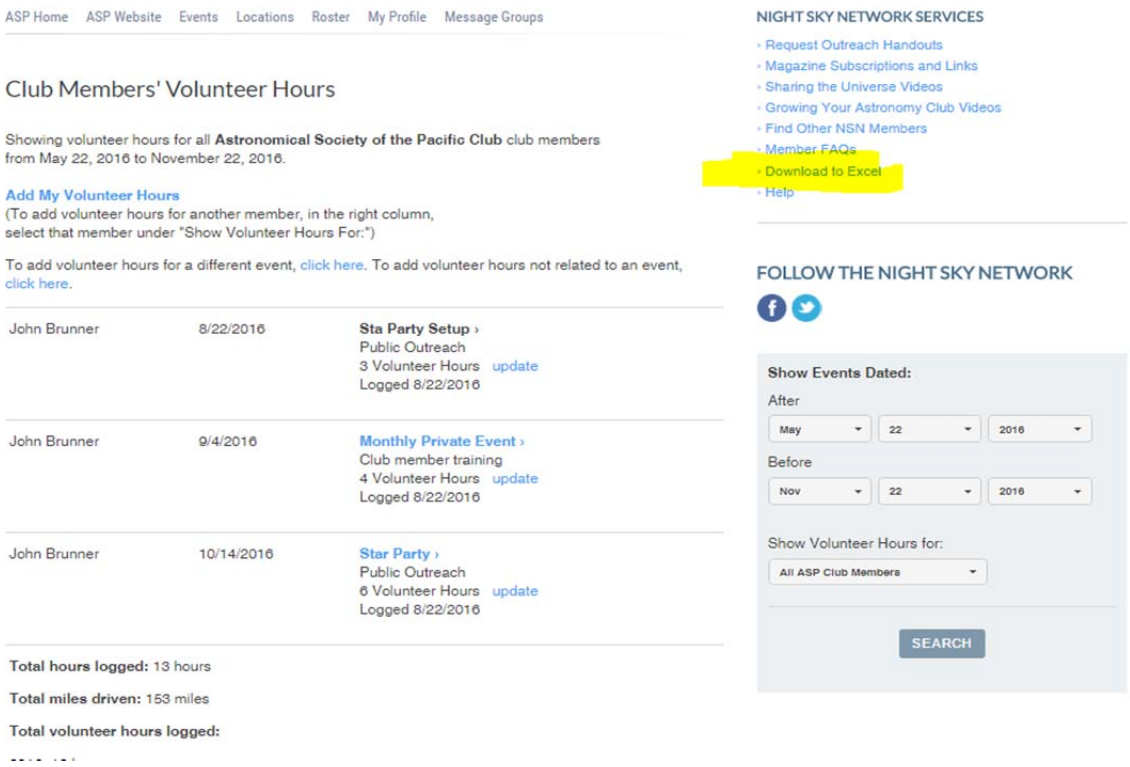


From the **Roster** menu, select **Members' Volunteer Hours.**

Club Members may enter volunteer hours for a specific event (e.g. "*3 hours for the Public Astronomy Night event")* or enter volunteer hours unrelated to an event (e.g. *Training club members*, *Setting up a library astronomy display*).

The display first shows all volunteers' hours with a service date from three months before today to three months after today. Use the section in the lower part of the left green column to choose a different date range.

You may choose to "**Download to Excel**." This will download the displayed records to an Excel file (.xls) so you can use it for compiling volunteer service.



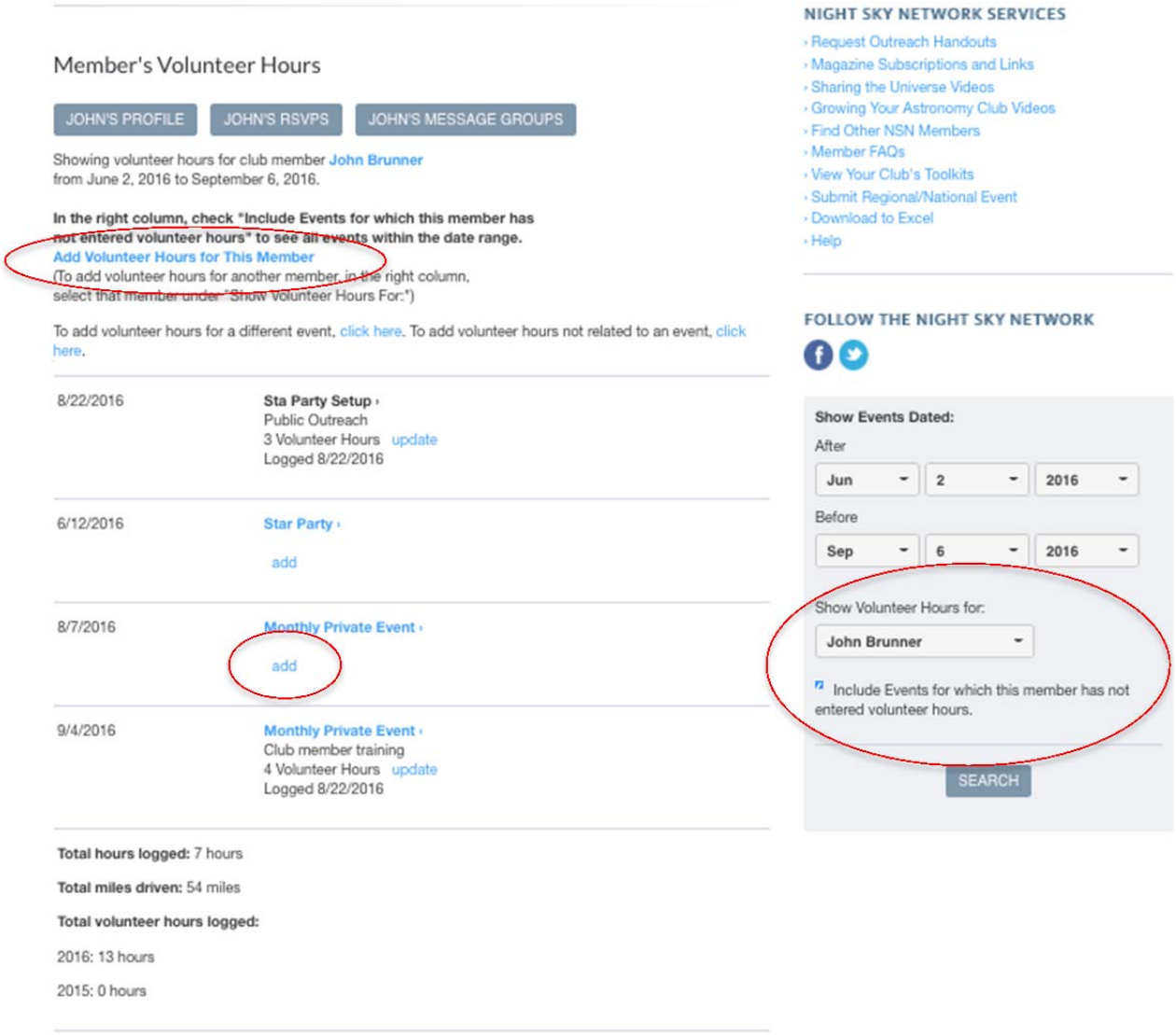
Adding Volunteer Hours for Others

From the club's options, look under Roster for Members' Volunteer Hours

To add new hours for someone other than yourself, select that member's name from the drop-down list under "**Show Volunteer Hours for**:" in the right hand column, see below.

That takes you to the individual member's **Volunteer Hours** page. From there, you have a couple of options:

- To add hours *not related to an event*, select "**Add Volunteer Hours for This Member**."
- **To add hours for events,** check the box in the right-hand column "**Include Events for which this member has not entered volunteer hours.**" The system will display past and upcoming events for you to choose from.



Note that the total number of volunteer hours and miles driven each year at the bottom of each member's Volunteer Hours page.

Message Groups

http://nightsky.jpl.nasa.gov/club/groups-list.cfm

Watch the NSN Website Tours and Tutorials here:
http://nightsky.jpl.nasa.gov/download-view.cfm?Doc_ID=486

What's a Message Group?

Message Groups are lists of **Club Members** and **Contacts** that are used to control who gets certain types of email messages. Examples of potential club message groups could be *club board members, various club committees, publicity (media contacts*), *teacher contacts*, and *special observing interest groups*.

Messages you send to a Message Group will be automatically signed with your name and your club name. After you send a message to a Message Group, any replies will come **only** to you, **not** to the entire group. NSN Message Groups don't work like the reply-all distribution lists found in Yahoo! Groups or Google Groups and are not intended to replace them if such groups are currently used for discussion between members.

Message Groups can be **Open** or **Closed**. "**Open**" are message groups that club members can choose to join – or opt out of – on their own; Club Coordinators are the only ones who can assign people to "**Closed**" message groups.

Message Group membership can be **Public** or **Club**. "**Public**" groups can have any contact or club member assigned. "**Club**" groups only have club members assigned.

Club Coordinators: Add yourself to each message group to get a copy of the messages you send. Copies of messages are **not** kept in the Night Sky Network system and are not archived.

"Automatic" Message Groups are built into the system, and can't be deleted**. There are four "Automatic" groups:**

- **Club Coordinators:** Goes to all coordinators in the club
- **Club Members:** All members with email addresses. This includes club coordinators.
- **Club Newsletter**: Any member who has "Yes" marked for "Receive Emailed Club Newsletter?" in their profile.
- **Club Contacts**: People that the club needs to keep track of and message, but who are not regular club members.

ASP Home ASP Website Events Locations Roster My Profile Message Groups

Manage Message Groups

ADD NEW MESSAGE GROUP WHAT'S A MESSAGE GROUP?

Manage	Message Group	Group Membership (click to View Group Members)	Group Type	Send a Message to this Group	Group Members Visible to all Club Members?	Group Members Visible to Members of this Group?	Group Member Messages Allowed?
	Club Members	Club	Automatic (Closed)	Send Message	Yes	Yes	No
	Club Coordinators	Club	Automatic (Closed)	Send Message	Yes	Yes	Yes
	Club Newsletter	Club	Automatic (Closed)	Send Message	Yes	Yes	No
	contacts	Public	Closed	Send Message	No	No	No
	Publicity Contacts	Public	Closed	Send Message	No	No	No

Set Message Group Options

Group Members Visible to all Club Members? If yes, **any** club member can see who the group members are. If no, only Club Coordinators can see the members of the group.

Group Members Visible to Members of this Group? If yes, any group member can see who the other members of their group are. If no, then only club coordinators can see the members of the group.

Group member messages allowed? The club can allow club members assigned to the specific group to send a message all group members. If the Club Member is not a Club Coordinator, the message will only go to other club members in the group-it will not go to contacts added to the group who are not already club members for example. If it is a "Public" group, only messages that coordinators send will go to the entire group, contacts included.

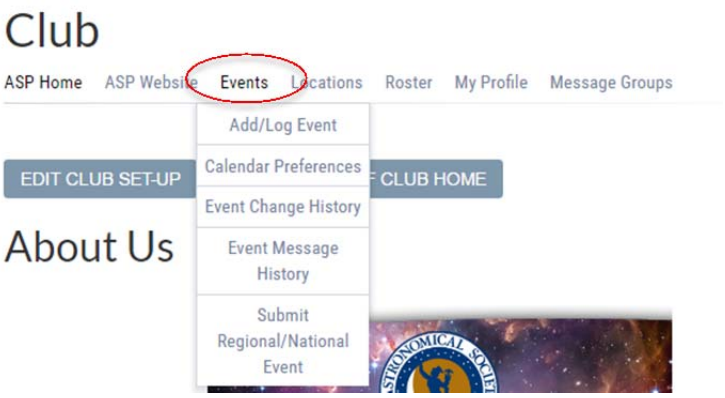
Four Message Groups have a special function:

- Club Members: This Group consists of all of your club's members registered on the Night Sky Network. This Group and its members cannot be edited.
- Club Coordinators: This Group consists of all Club Coordinators for your Club. This Group and its members cannot be edited.
- Club Newsletter: This Group is all club members who have their Notification Preference for "Receive Emailed Club Newsletter?" set to Yes. This Group cannot have its attributes edited, but Club Members may add or remove themselves from this Group.
- *(Coming Soon)* Club Contacts: This Group cannot have its attributes edited, but Club Members may add themselves to this Group and Club Coordinators should assign all interested Contacts to this Group. The purpose of this Group is to send announcements of upcoming public events that your club holds.

Event Calendar

Watch the NSN Website Tours and Tutorials here:
http://nightsky.jpl.nasa.gov/download-view.cfm?Doc_ID=486

Overview

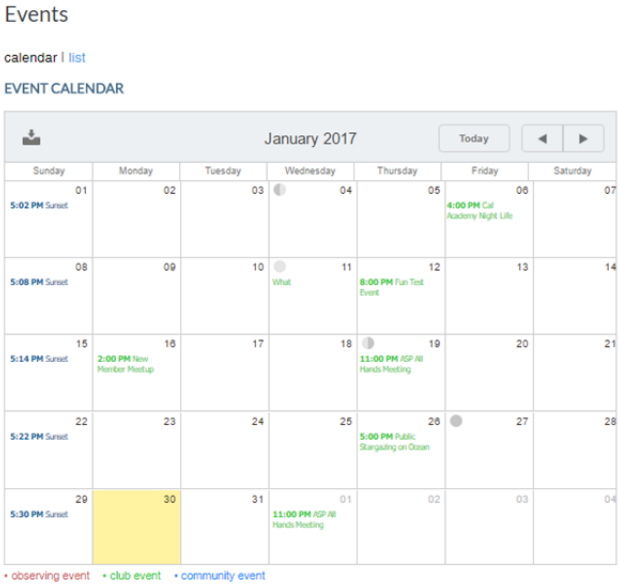


Posting all your upcoming events on your club's NSN calendar increases the chances that the public will find your club and its events, keeps the calendar on your club website up-to-date (if your club uses the embedded calendar), and allows you to transfer club events to iCal-compatible calendars.

This section will take a deeper dive into the various Calendar features offered to your club.

Select the header "**Events**" from any of your club pages to begin.

There are **two** display types for the Event Calendar:



- The **Public Night Sky Network** calendar ("Public Calendar") shows the public events of ***all*** NSN clubs or any subset from a search. These events can be filtered by distance from the person viewing the calendar.

- **Individual Club** calendars show events only for that specific club.

  Event privacy can be Public, Club, or Regional/National

- **Public Events will display on the main NSN Public Calendar as well as the Club's own calendar.** These are events where the public is welcome, and their details are visible to the public.

- **Club Events** are events that are not open to the public. These could be outreach events for a school or other specific organization or club events such as club dinners or board meetings. **Club Events do not appear on the main NSN Public Calendar, only on the Club's own Calendar.** The Club may choose to publicly display details of Club Events or mark them as private events. If details are private (not publicly displayed), club members must log into NSN to view event details other than the event name and date.

- **Regional/National Events** can be submitted by Club Coordinators and are approved by an NSN Administrator. These events will appear on all Club Calendars as well as on the main NSN Public Calendar. Individual clubs may opt out of having Regional/National events displayed on their Club's Calendar or may choose to display only those Regional/National Events within a certain distance from their Club's Primary Location (**From the Club Home, select Edit Club Set-up, Calendar Preferences tab**). Details of Regional/National events submitted by NSN members are displayed publicly. *Regional/National Events require approval of NSN Administrator to be displayed on calendars.*

  Examples of Regional/National Events are:
- Amateur astronomy gatherings like the Texas Star Party, ALCon or Stellafane.

- NSN events like webinars or other exclusive member events.
- Nationwide events like Astronomy Day or World Space Week
- Natural astronomical events with outreach potential such as the annual Perseid meteor showers or a solar or lunar eclipse.

What Qualifies as an Event?

Events can be:

- At a physical location where people meet:
- outreach events for the public
- helping at a school
- a festival
- sidewalk astronomy
- a club meeting
- a club board meeting

- Not a physical location, but where people meet online or on the phone
- a webinar
- an online meeting

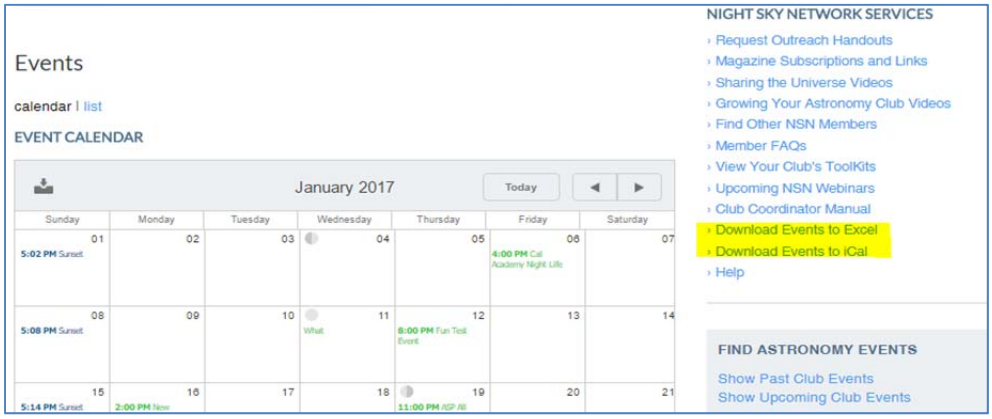
- Not a physical location, just something that happens
- Membership dues due date
- Newsletter submission deadline

Event Change History records are automatically entered when a club's event is first added and for any changes to an event's status, date, time, or location. This provides a handy audit trail in case unwanted changes happen to an event. You can find the event change history at the bottom of each event.

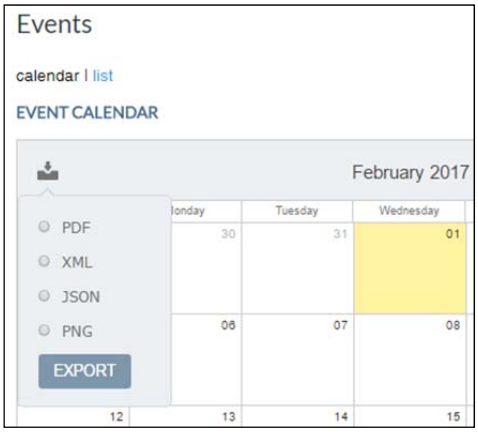
How to Download Events to iCal-compatible Calendars

You can download your events from NSN into an iCal-compatible calendar, like Google calendar, Outlook, or the calendar on your smartphone.

From any view of your events on NSN, like the list of upcoming events, just click on **Download Events to iCal.** The displayed events are downloaded into an iCal compatible (.ics) file, ready for import into your chosen calendar. If you are on a mobile device, the system will email you the file for adding or updating the events in the calendar on your device. ***Note***: *Some mobile devices may experience issues importing the calendar. If you experience problems with the file, you can try adding the .ics file to the calendar on your desktop computer or online calendar, and then syncing to your mobile device as a workaround*.



You can also download a list of events in a .csv file for use in Excel or other spreadsheet software.



How to Download a PDF, Image (.png), or other Format of the Calendar

You may wish to export an image of the calendar or export it as PDF to print on your club's main meeting rea or observing site. You may even want to download a copy of the calendar as a JSON or XML file for other uses. You can do just that! Click the icon in the top left corner of the calendar to choose an export format and then download the chosen file format to your computer.

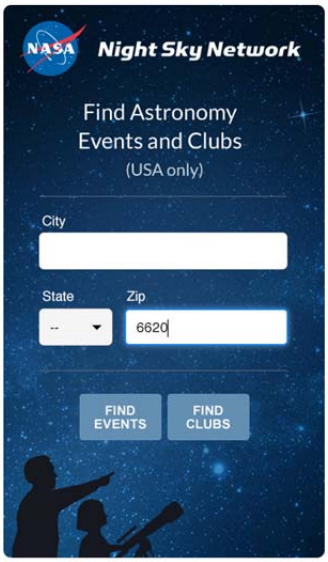
How to get free Publicity for your Public Events

Events posted on the public calendar will appear inside astronomy apps such as Distant Suns and Sky Safari. These apps include listings of Night Sky Network events in addition to their star charts and many other astronomical resources.

You can contact local organizations to place the "Find Astronomy Clubs and Events widget" on websites and blogs, located at https://nightsky.jpl.nasa.gov/widget.cfm . You can also find this option listed under "**Night Sky Network Services"** as a link to "***Get the NSN Widget***." The widget's code can be customized to default to your local zip code and highlight your club's events for local users

From time to time other organizations or programs feature NSN public events on their website. This provides you with an even wider reach.

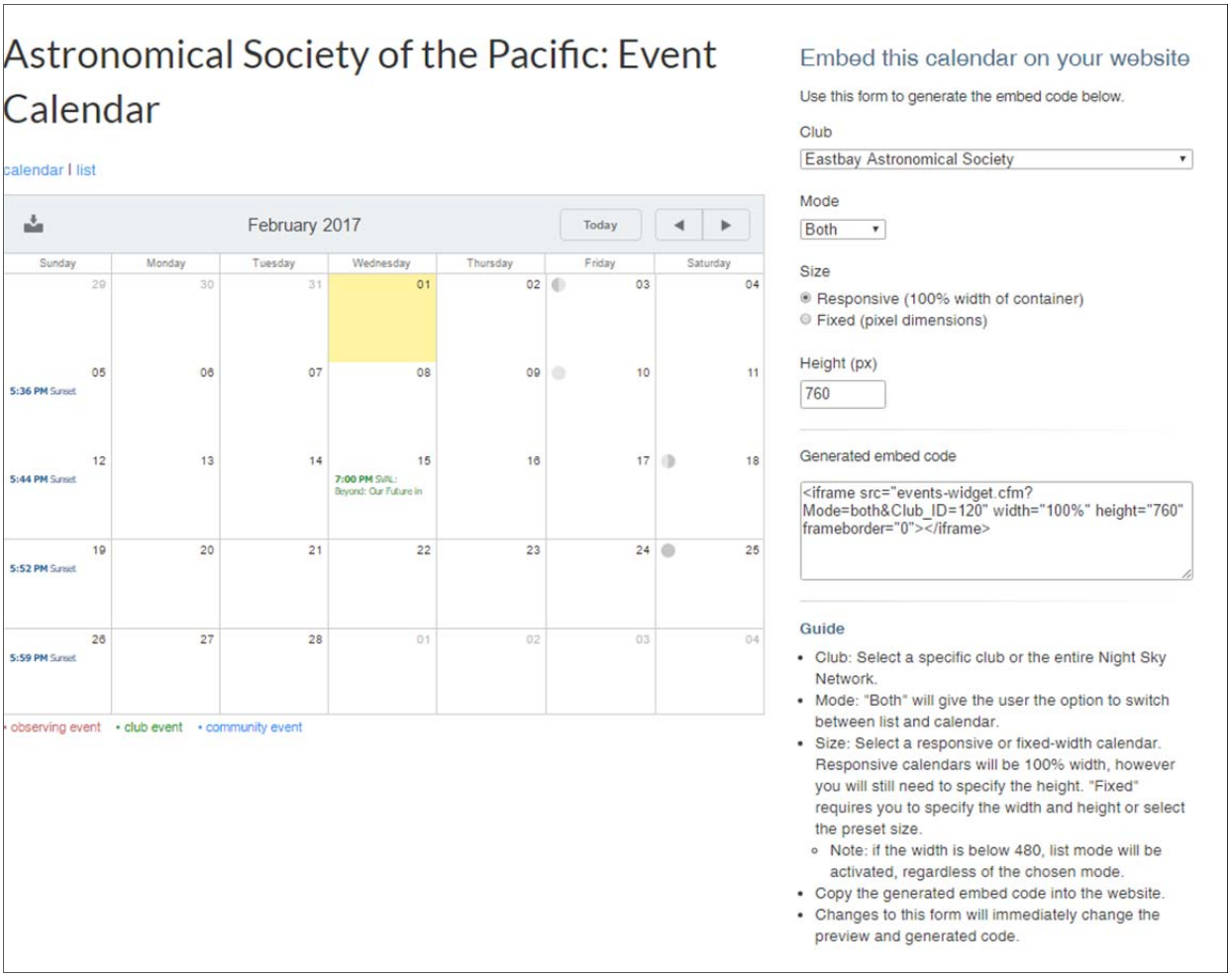
Any of your club events that are placed on the Public Calendar are publicized via these avenues. Club events whose privacy is listed as "private" or "club only" will not be listed.



How to Add Your Club's NSN Calendar to Your Club Website or Blog

To keep an up-to-date calendar on your club's website that pulls your events directly from the Night Sky Network, log in to the Night Sky Network and click on the link "**Add Calendar to your Website**" under "**Night Sky Network Services"** on the right-hand side of your screen. You can also access it directly at: https://nightsky.jpl.nasa.gov/events-widget-creator.cfm

A page will display that allows you to create a block of code to allow you to insert your club's calendar – from the NSN into your own club website. Choose your own club's name from the drop-down list to generate the code. Once you choose the options detailed on the page, you can copy and paste that code into your club's website or blog.



Please note: if the calendar does not display on your website, please double check the URL that is generated, and add the full Night Sky Network URL if it is missing. For example, if the code begins like: <iframe src="**events-widget.cfm …**, please change add the Night Sky Network URL to the beginning of the code (https://nightsky.jpl.nasa.gov/) , ie it should then look like:

<iframe src="**https://nightsky.jpl.nasa.gov/events-widget.cfm**? Mode=both" width="100%" height="760" frameborder="0"></iframe>

(Note- this is just a generic sample of code, your club's calendar code will include the Club_ID variable.)

The embedded calendar allows visitors to toggle between a default calendar view of events for the current month, and a list view. If the widget is displayed on a device which does not have a wide enough screen –

such as a smartphone – the embedded calendar will automatically display as a list of upcoming events instead.

You can change the size and dimensions to fit the place where you want your Club Calendar displayed. You can also choose to display the calendar as only a calendar or as a list; the default option is to give visitors the option to toggle between both.

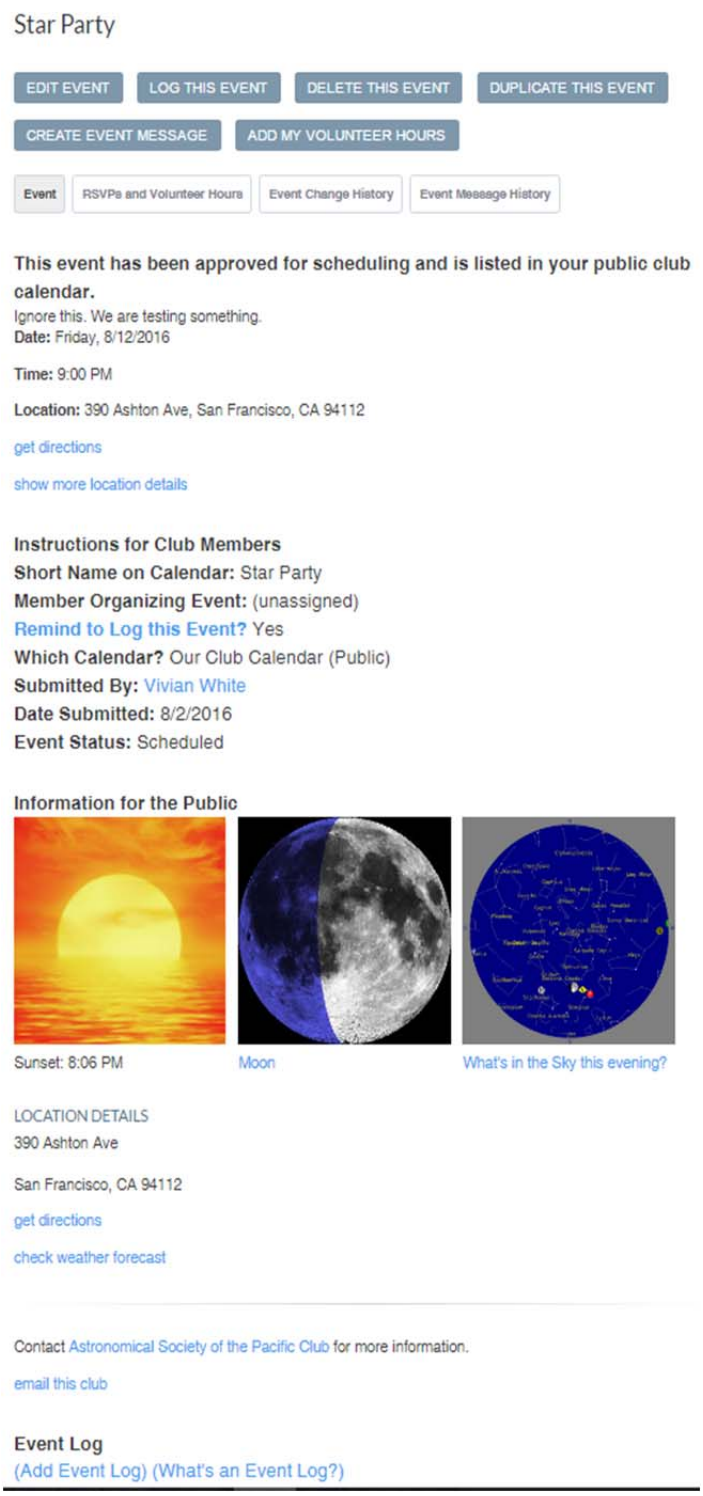
Events displayed on the embedded calendar are the same as those displayed on the public view of your club's calendar on the Night Sky Network. If you are currently logged in to the Night Sky Network website, you will also see your club's private events listed on the embedded calendar as well– but don't worry, the public, who are not logged in, cannot see these private events, only you can!

Disclaimer: Some browsers, especially mobile ones, might not support the <IFRAME> tag. You may get unexpected results due to these incompatibilities.

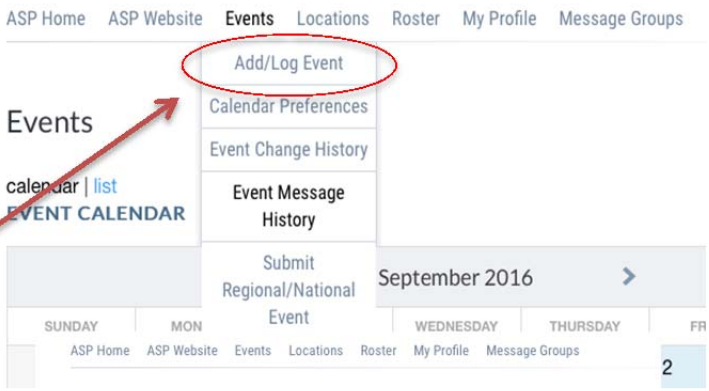
Viewing Events

When viewing an event while logged in as a club coordinator, event tabs allow you to quickly access anything you need to know about the event:

- **Event** Information
- Which members have **RSVP**'d and/or posted **volunteer hours**
- Any **Changes** made to the event's status, date, time, or location.
- Any **Messages** previously sent about the event through Message Groups.



Add, Log, & Edit Events

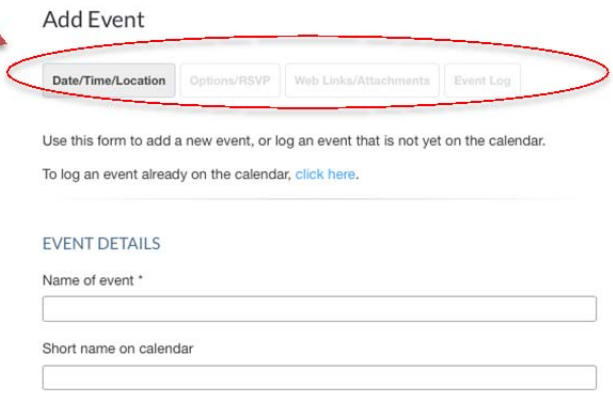


Quick Start:

To post a future event or log one that has already happened, start here.

From the Events menu, select "Add/Log Event."

There are **four tabs** for adding/editing events. A brief summary of the other tabs is here, with more detailed information on the following pages.



Date/Time/Location
Only the first tab (Date /Time/ Location) is required to add an event future or past**.** Only fields with an * are required. Here you enter the basic information for the event. You can leave it as "Pending" if you are not ready to make it live. This tab needs to be completed and saved before you are able to add to the others.

Options/RSVP
If you would like to request members to RSVP to an event or add specific instructions for the Public, Members, or Coordinators, you may do so here. This will generate the option for an event message when you click "Submit All Changes." If you would like to add more information, click "Next" to go to the "Web Links" tab.

Web Links/Attachments
Add links specific to this event or flyers related to the event. No need to add general information about the location, as that is included with the Location information.

Event Log:
After the event has occurred, fill out this tab to record the details of what happened. In order to qualify for ToolKits and Quarterly prizes, be sure to include the "ToolKit Used" section.

After you add an upcoming event, the system will give you the opportunity to send a message to your club members or other Message Groups about the event. You may send or skip the message.

Club Members who are not Club Coordinators may submit events and event logs, but the Club Coordinator needs to approve the event and/or the log before it appears on the calendar.

Event Message:

After you add an upcoming event, the system will give you the opportunity to send a message to your club members or other Message Groups about the event. Sending out a message at this time may encourage members to volunteer for upcoming events. You may send or skip the message. If you have requested RSVPs, there is the option for message recipients to RSVP directly from the email.

Be sure to press "Submit All Changes" or "Next" at the bottom of each of the tabs to save your changes.

Event Tabs

Tab: Date/Time/Location *An asterix (*) indicates a required field*

- **Name of Event*** and **Short Name** : If no "Short Name on Calendar" is entered, the first 20 characters of the Name of Event will appear on the *calendar* view of the event. The full event name will appear on the *list* view of events.

- **Event Description:** This appears below the name of the event on the event page and allows inclusion of links, images, and text formatting.

- **Start Date *** and **End Date** (mm/dd/yyyy): Start Date. If this event is only one day, there is no need to add an end date. If this is a multi-day event, specify an ending date. Use the calendar icon next to this field to select a date from a calendar.

- **Start Time */ End Time*** specify the start and end time of the event

- **Backup Date:** For your information only. Use if you've determined an alternate date in case the event is cancelled for this date.

- **Event Type *** is used to help the public decide what type of an event they would like to attend. You can choose just one of three event types. You will choose whether they are public/private next. It is up to you how you would like to classify events and have them display on the calendar. Some events will fit into more than one category, so simply choose which you would like to highlight.
  - Club Events are events that your club holds that do not necessarily involve observing. These may include lectures, dinners, meetings, etc.
  - Community Events are occasions where your club participates as a part of a larger event or for a particular community group such as a street fair, scouting event, classroom visit, etc.
  - Observing Events are any event where observing through a telescope is a main attraction.

- **Which calendar*** allows you to specify where and how you want your event to appear. There are two calendars on the Night Sky Network (NSN):
  - The **Public Calendar** that shows public events of **all** Night Sky Network clubs:
    - Events where public is welcome may go on the Public Calendar of the Night Sky Network.
    - Event details are visible to the public.
    - These Public Events are displayed on the main Network Event Calendar as well as your own Club Calendar.
    - To ensure your event gets the most exposure, assign the event to the Public Calendar. This ensures the event will also appear on select public websites and astronomy apps.
  - Your **Club Calendar**, showing only **your clubs** events (and, if selected, large regional/national events)
    - Club Calendar events are generally events that are not open to the public. These could be outreach events for a particular school or other specific organization. They could be members-only events such as club dinners or board meetings.
    - Club Calendar events do not appear on the main NSN Calendar, only on your own Club Calendar. You may choose to display details of Club Calendar Events publicly or you may keep details private.
    - Club members must log into the Night Sky Network to view details of Private Events.
    - **Choose "Club Calendar with event details visible publicly" for event details that you want people other than club members to see.**
    - **Choose "Club Calendar: Private" if you only want logged-in club members to see the details. For Private Events, only the event name and date will be visible publicly on your Club Calendar.**

- **Select a Location***

- To select a location from among your club locations, just type in a few characters of the facility name, address, city or state and select the location from the resulting list. You can also select from a drop-down list. If you type your state, you can get all (or most) of your locations listed.
- If the event is being held at a location not yet on your list of Club Locations, check the box "***Click to add a new location.***" A box will open up that allows you to add a new location.
- Select "*No physical location*" if this event is, for example, online or otherwise is not somewhere people would physically go. Events without a location will not have a weather forecast, directions, a sky map, or a time of sunset; only the moon phase will be generated.

- **Event Status*:** To add a draft of an event without having it appear on the Calendar yet, select "Pending." To add it to the calendar, select "Scheduled." Select "Cancelled" to cancel the event.

- **Remind Me to Log this event?** Defaults to *Yes*. If this is marked "Yes", after the date of the event, the event will appear on the Club Coordinator's *Open Items* list as "***Completed Event Ready to Log".*** See more about why you would want to log an event under Tab: Log Event

Tab: Options/RSVP (All Optional)

- **Member Organizing Event:** This is the member of your club that is the primary contact for the event. Defaults to the person adding the event.

- **Setup Time:** Time your members should arrive to get set up equipment.

- **Request RSVPs?** If Yes, club members may RSVP to the event. This is normally used when help is needed at an outreach event. Complete the next field if you want to specify how many members are needed to support the event.

- **Estimated number of club members needed** to support the event.

- **Visitor Information:** Expected number of visitors, Expected age group of visitors, Name of Group Requesting the Event

- **Information for Visitors** are notes available to the public. You may want to include information about what to bring for example.

- **Instructions for Club Members** are only viewable by club members and coordinators when they are logged in to the NSN. You may want to make notes about telescope set-up or needs of the visitors.

- **Notes/Comments for Club Coordinators** allow inclusion of links, images, and text formatting**.**

Tab: Web Links / Attachments (All Optional)

- **Link to relevant URL** for the event and give the URL a name such as "Star Party Rules"

- **Attachments and Titles for the attachments** (e.g. flyer, schedule, handout, agenda, meeting minutes). Does not allow photo files. Attachments can be used to archive club documents such as Board Meeting agendas and minutes or newsletters for the General Meeting.

Tab: Event Log *An * indicates a required field*

To receive continued support for the Night Sky Network, NASA must document the success of the program. This is accomplished through event logging after the event is held. Log information for those events where you used materials or activities provided with the NSN Outreach ToolKits or other NSN resources.

When you log your event, you are telling the Night Sky Network about the event by reporting, for example, how many people attended, what Night Sky Network resources were used, and any interesting anecdotes. You can also post photos from the event.

- **Name of Primary Presenter/Organizer*** You may select a club member from a drop down list or add any other name in the box below. You may also note the presenter's profession.

- **Length of Event*** tells about the final length of the event, may be the same or different from planned time.

- **Number of your club members participating as presenters*** includes telescope operators, parking lot help, and other help with the event.

- **Total Number of Visitors or Audience Members*** is your best guess at number of visitors to the event. Of course, we understand that this will mostly be an estimate.

- **What materials (and how many) did you hand out at the event, if a?** Lets you record any handouts, flyers, or other materials handed out at the event. Click on the Outreach Resources tab at the top of your NSN homepage to find a variety of printable material to share with the public or students.

- **Provide a few comments or interesting anecdotes about the event.** This field helps to remind you of what happened and also shows NASA what clubs do. Each month, two events are chosen to highlight for a presentation to NASA JPL.

- **ToolKits Used** is one of the most important fields. You can select a particular ToolKit or Other NASA Resources if using handouts, stories, or ideas you received from NSN. Logging your events where NSN resources were used qualifies your club for: quarterly prize drawings; Annual awards; your club's total on the "Stars in the Network" listing; earning new ToolKits; the Event Counter on the NSN home page; and your club's annual five-NSN-event-logs-a-year goal to remain an active club

- **Topics Covered** gives a general idea of topics presented/discussed/explored during the event.

- **Demographics** of audience members are requested by government agencies. If exact numbers are unknown, please try to estimate. Please enter only whole numbers instead of fractions, decimals, percentages, ranges, etc. Otherwise, leave the space blank.

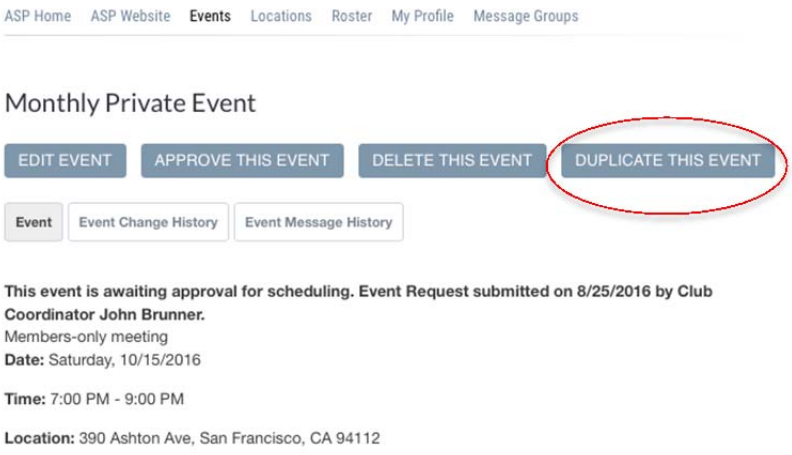
- **Photos** Please feel free to attach one or two digital photos of your event (GIF, JPG, or PNG format, no larger than 5 MB each, please). All attached photos become the property of NASA and the ASP for use in any form of publication. Enter the name of the person who took the photo in the Credit field.

- **OK to display logging information publicly?** Default is "no". Change to "Yes" if you would like the public to be able to see basic information and photos. You can find the log on the calendar or event list.

- **Log Status**: Mark as "Approved" when the log is completed. Mark as "Pending" to keep the event in the Club Coordinators' list of Open Items. Mark as "Not Logged" to have the system ignore any logged information.

Be sure to press "Submit All Changes" at the bottom to save your changes.

Duplicate an Event



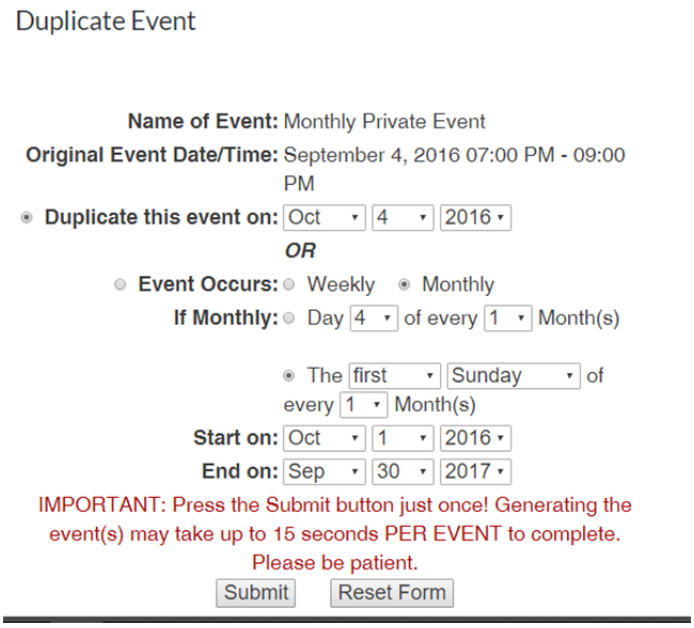
Club Coordinators can choose any Event to duplicate. This is very handy when creating a list of events that happen on a regular basis, such as monthly club meetings.

You may assign a new date and time and change any other information. You may instead create multiple events based on a day of the month or week, then edit the generated list before creating the actual events (you can change the dates or delete entries). After the events are scheduled, each event may be edited individually.

Events may be duplicated up to one year from the start date.

In this example, the "Monthly Private Event" is going to be duplicated once each month between October 2016 and the end of September 2017 on the third Saturday of the month.

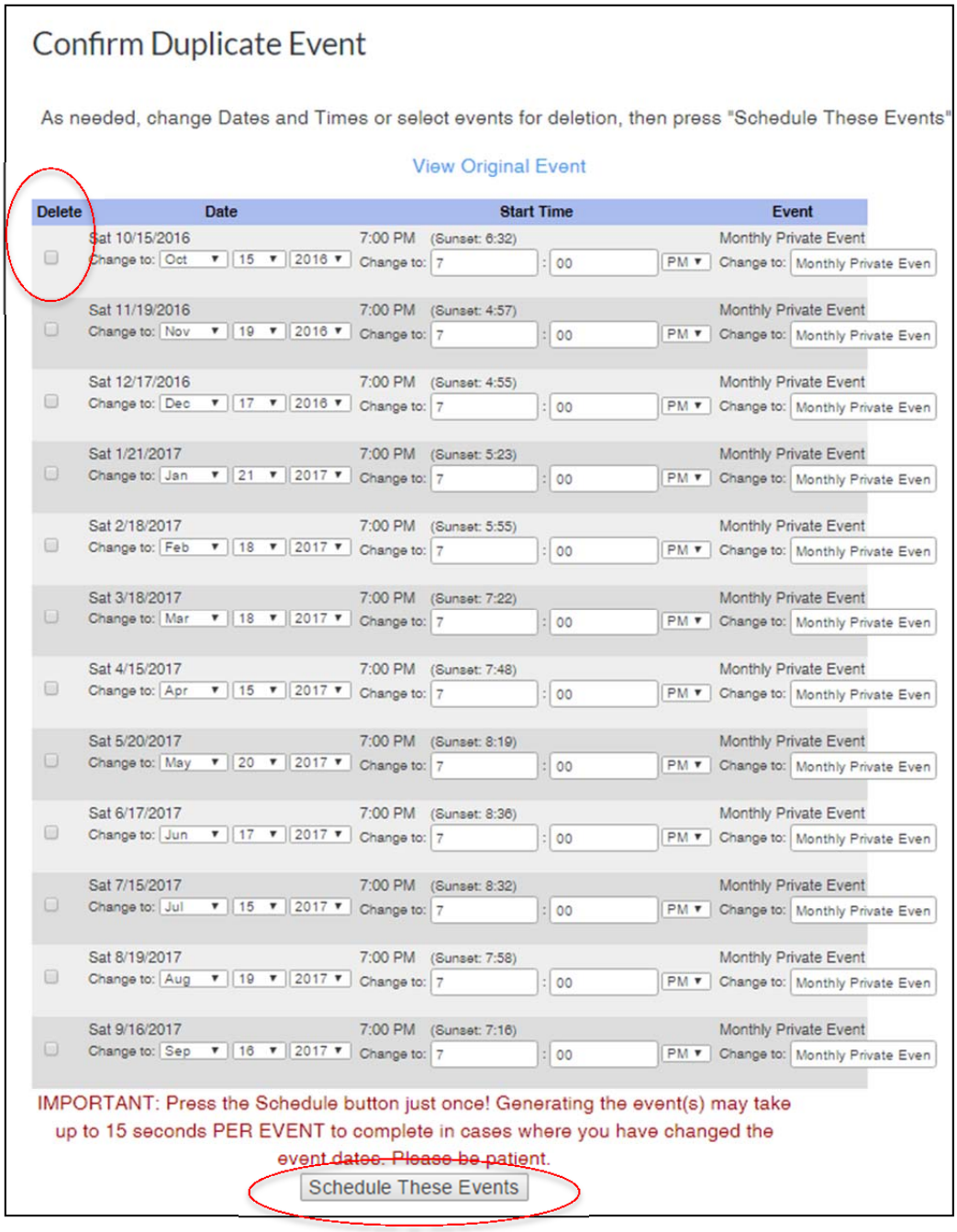
IMPORTANT: Press the Submit button just once! Generating the event(s) may take up to 15 seconds PER EVENT to complete. Please be patient. If you press the Submit button twice, the events might be generated twice. Check your browser's progress indicator to confirm the system is processing your request.



After you submit the request and wait for the events to generate, the following page will be displayed for you to edit the generated events:

Confirm Duplicated Event

You may delete some of the events (check the box in the left column), or change the date, time, or name of each event. Press “Schedule These Events” to place them on the Calendar.



If you exit this page without pressing “Schedule These Events,” the events will remain in a “Pending” state and will not appear on the Calendar. You may edit the events and change them from Pending to Approved individually.

Cancel an Event / Re-Schedule a Cancelled Event

Sometimes inclement weather or other factors cause a scheduled event to be cancelled before the event can be held. To cancel an event, select the event from the Calendar. On the Date/Time/Location tab, scroll to the bottom of the page and select the Status of "Cancelled." Submit the changes.

The system will offer an opportunity to send a message to your members or other groups about the cancellation. Members who have elected to receive event cancellations by email and/or text message will receive notification of the cancellation. The Club Coordinator will also receive an email for any members who want to be notified of the cancellation by a phone call.

The event will appear with a "(CANCELLED)" tag on the Calendar, unless the Club has set the Calendar Preference: "Show Cancelled Events" to "No." In that case, the event will only show to the Club's Coordinators and Members.

If the cancelled event was on the main NSN Public Calendar, it is advisable to change the event's "Which Calendar" to your own Club Calendar if you do not want the main NSN Public Calendar to show your event as "Cancelled."

If the event is to be re-scheduled, select the cancelled event and choose "Duplicate This Event" from the left column. Duplicating an event allows you carry all the information about the cancelled event (except RSVPs) to a new date.

Delete vs. Cancel an Event

*Should I **delete** an event or **cancel** it?*

Sometimes an event was entered in error. Sometimes an event was requested by a club member or by the public and the club cannot hold the requested event for some reason. These events should be deleted rather than cancelled since they shouldn't be on the calendar at all.

Once an event is deleted, it is no longer accessible. If you want to keep track of these events, instead of deleting them, you can leave them in a "Pending" status.

Create Event Messages

The system can generate event messages to be sent to club members or other groups. You may select to send a message for one event by selecting the event from the Calendar and then choosing “Create Event Message” from the top of the event.

You may send a message about multiple events by viewing a List of Events for your club. In the “Include” column on the far right, check off the events you wish to include in the message, then scroll down to the bottom of the list and press “Create Event Message.” The system will generate an example of the message including the Event links in a block labeled “Event Messages” that cannot be edited. You may add a message before and after the Event Messages block. You may attach one file (up to 5 MB) to the message.

Any messages to club members will include any RSVP links in the “Event Messages” block. If Contacts are in the selected Message Group, messages to Contacts will not include the RSVP links and will not include private Club events.

The system will place the person’s name (nickname) at the beginning of the email and sign your message for you with your name and Club name.

Sample Message:

Suzy:

Hope you can make it to help out!

Upcoming ASP Astronomical Society Event:

Sat 2/25/2012 5 PM - 10 PM
Public Astronomy at the Park, State Park, Oakland, CA Setup 4:30 PM
More details
Enter Your RSVP
Yes
No

Suzy Garcia
ASP Astronomical Society

NOTE: You are signed up for emailed notifications from ASP Astronomical Society. Log into Night Sky Network and select "My Profile & Preferences" to change your notification preferences.

Notice the “Enter your RSVP” links. These will allow the recipient to record their response with one-click: Yes/Probably/No. The “Probably” option can be turned on or off by going to your clubs main page, clicking Edit Club Set Up and then Calendar Preferences. If the recipient has already entered an RSVP for the Event, the link in the email will return a message that the recipient must log into NSN to change their response.

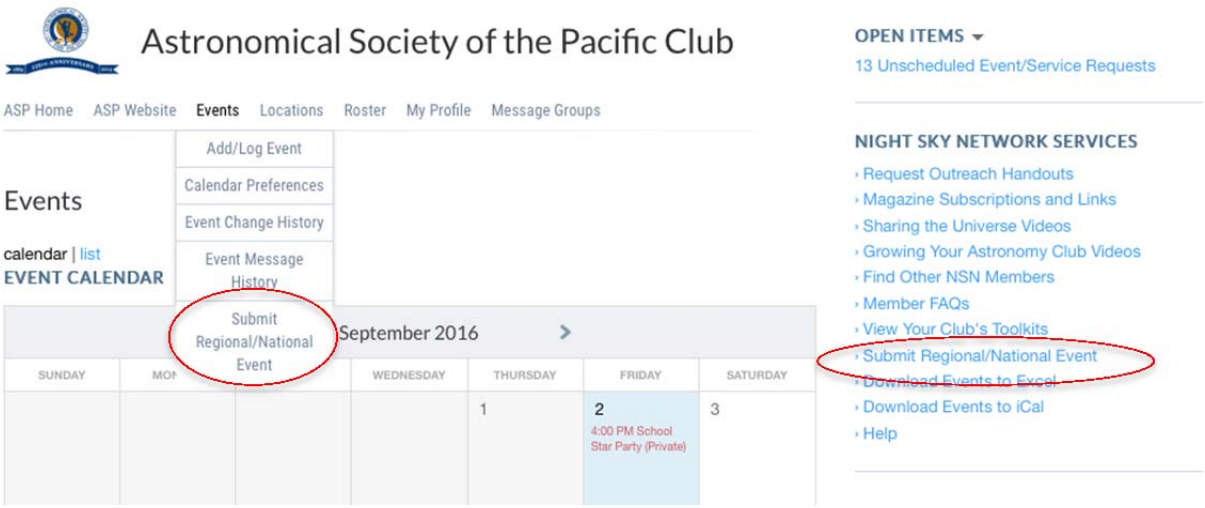
If the event included in the message did not request RSVPs or if the event is in the past, no RSVP links will be generated.

If the event is in the past, the recipient may log into NSN, then click on the event’s More Details email link to access the event and enter any volunteer hours contributed to the event.

Regional/National Events

A Regional or National event is for multiple organizations or a wider audience than your surrounding community. Examples include regional star parties, events with many clubs, and large events with telescopes.

Use the “Submit Regional/National Event” link, located under the “Events” tab as well as in the “Night Sky Network Services” section on the right to submit these types of events for listing in the national public Night Sky Network calendar of events. (http://nightsky.jpl.nasa.gov/club/event-request.cfm)



Regional/National Events will appear on many individual Club Calendars (if they have selected to show them) as well as on the national Night Sky Network calendar that the public sees from the main page.

Individual clubs may limit the proximity of Regional/National Events appearing on their calendars or opt out of having all Regional/National events displayed on their own Club's Calendar by selecting Edit Club Set-up from the Club Home page and selecting the Calendar Preferences tab.

Regional/National Events require approval of a Night Sky Network Administrator to be displayed on calendars. When you submit a Regional/National event, a notification is sent to the Night Sky Network Administrators.

Examples of Regional/National Events are:

- Amateur astronomy gatherings like the Texas Star Party, ALCon or Stellafane.
- NSN events like webinars, event logging deadlines, or toolkit releases
- Nationwide events like Astronomy Day or World Space Week
- Astronomical events with outreach potential such as the Perseid meteor showers

Night Sky Network Program and Online Participation Guidelines

The following terms and conditions and standards of conduct apply to any individual or club (Members) participating in and/or acting as a volunteer for the Night Sky Network Programs or Online Activities. Please review this information carefully prior to participation in any volunteer work in connection with Night Sky Network Programs or before registering for the Night Sky Network Online Activities.

1. Members understand and agree that, in consideration for being allowed to participate in the Night Sky Network Programs and/or Online Activities, any and all activities Members engage in, whether online or otherwise, are done at Members' own risk, and Members assume all risk of injury, illness, death, or damage to Members, and personal or club property that might result from Members' participation in any such activities.

2. Members agree to conduct themselves appropriately on and offline while engaging in Night Sky Network Programs or Online Activities, and to avoid any action that is unlawful, misleading, discriminatory, infringes another's rights, could be considered threatening, offensive, or harassing, or would reflect negatively upon the Astronomical Society of the Pacific (ASP), Jet Propulsion Lab (JPL) or National Aeronautics and Space Administration (NASA), while engaging in Night Sky Network Program activities. Members further agree to avoid any actions or "postings" to the Night Sky Network Online that are unlawful, misleading, discriminatory, infringes another's rights, could be considered threatening, offensive, or harassing, or would reflect negatively upon ASP, JPL or NASA, and Members will not send unauthorized commercial communications (such as spam), and not to upload viruses or other malicious code to the Night Sky Network Online.

3. Members understand and agree that any person registering to be a participant in the Night Sky Network Online Activities (posting, blogging, etc.) must be 14 years of age or older and will only provide true and accurate information when registering to use the Night Sky Network Online..

4. As a Member, you are volunteering your efforts. There is no obligation on ASP's, NASA's, or JPL's part to compensate Members or offer any employment in the future. Members agree to not represent themselves or their clubs as an employees or agents (e.g. Members may not enter into contracts on behalf of) of the ASP, JPL or NASA, or to use Members' affiliation with these organizations for private gain. Compliance with the Night Sky Network logo use rules is also mandatory. ** See section below titled *Night Sky Network Logos - Rules for Use* **

5. Members are free to use Outreach ToolKit materials at appropriate times and events of the Member's choosing, but not in any way that would be construed to be an endorsement of the Members, individuals or other organizations by ASP, JPL, or NASA.

6. A club may choose to cease being a Member of Night Sky Network (including Programs and Online) at any time by marking its club as inactive on the Night Sky Network website or by sending a letter or email to the ASP. Termination of club membership will result in termination of all club's individual members' access to the Night Sky Network Online. An individual club member may also terminate his/her own Night Sky Network volunteer activities, membership and Online access at any time. Likewise, the ASP, JPL, or NASA may terminate a Member's participation in any aspect of the Night Sky Network (including Programs and Online) at any time.

7. Members agree and understand that Night Sky Network Online allows clubs and individuals to post pictures, text, and links to external internet sites. Members agree that such content is the responsibility of the individual or club who provided the information and that Night Sky Network is not responsible for the truth or accuracy of any such postings. Furthermore, all Members understand that they leave the Night Sky Network Website and control when an external internet link is selected, and agree that Night Sky Network is not responsible in any way for reliability of such links or for any content provided on these external sites.

8. Members agree and understand that Night Sky Network Online allows individuals and clubs to report volunteer hours, post notification of and RSVP to events scheduled by individuals and clubs. Members agree that accuracy of such reporting, scheduling and response is the responsibility of the individual or club reporting hours or events and the individual or club scheduling events or receiving responses. Night

Sky Network does not guarantee the accuracy or reliability of any such information. Any retention of such information by the Night Sky Network is simply for backup and statistical purposes. Furthermore, Night Sky Network disclaims any and all responsibility for any events scheduled by individuals or clubs.

9. NIGHT SKY NETWORK ONLINE IS BEING PROVIDED “AS IS” WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. WE DO NOT GUARANTEE THAT NIGHT SKY NETWORK ONLINE WILL BE SAFE OR SECURE. NIGHT SKY NETWORK IS NOT RESPONSIBLE FOR THE ACTIONS OR CONTENT OF THIRD PARTIES, INCLUDING OTHER CLUBS AND INDIVIDUAL CLUB MEMBERS, AND YOU RELEASE US, OUR DIRECTORS, OFFICERS, EMPLOYEES, AND AGENTS FROM ANY CLAIMS AND DAMAGES, KNOWN AND UNKNOWN, ARISING OUT OF OR IN ANY WAY CONNECTED WITH ANY CLAIM YOU HAVE AGAINST ANY SUCH THIRD PARTIES. NIGHT SKY NETWORK WILL NOT BE LIABLE TO YOU FOR ANY LOST PROFITS OR OTHER CONSEQUENTIAL, SPECIAL, INDIRECT, OR INCIDENTAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS STATEMENT OR NIGHT SKY NETWORK, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Night Sky Network Logos : Rules for Use

The Night Sky Network logos are available in the Astronomy Activities and Resources area (http://nightsky.jpl.nasa.gov/club/download-search.cfm) in the Category of “NSN Membership.”

The logos **without** the "NASA" logo included in the image may be used in any way you wish to identify your club and its members as Night Sky Network participants.

The Night Sky Network logos **with** the "NASA" logo on the image cannot be used on personal business cards, name badges, or in any way that might be interpreted as indicating that an individual is an employee of NASA. These logos may be used on your web site or on club correspondence to indicate that your club is a member of the Night Sky Network.

Privacy Notice

Online Night Sky Network member information is visible to the member, the member's own Club Coordinators, and to Night Sky Network Administrators. Each Night Sky Network member will be issued a unique user name and a password that is private and can be changed by the member.

Night Sky Network (NSN) Administrators will not share any personal member information without the member's expressed permission. This includes name, addresses, emails, and phone numbers and any other identifying member information. NSN Administrators will only access this information for system administration purposes. Passwords cannot be accessed by NSN Administrators. The Astronomical Society of the Pacific (www.astrosociety.org) manages and administers the Night Sky Network in cooperation with NASA.

The public side of the Night Sky Network website does not permit anyone to see a member's name or any other information. Only Club Coordinators can choose to show their name publicly.

The member's name and contact information are not visible to other logged-in Night Sky Network Members unless the member chooses to show his/her name on the Club's Roster and chooses to allow email and/or phone contact. The Member's actual email address is not shown to NSN members outside of the club.

The member's name is visible to his/her own club's members unless the member chooses not to show his/her name on the Club's Roster. The member's contact information is not visible to his/her own club's members unless the member chooses to allow email and/or phone contact.

A member's mailing or street address and any other information are not visible to anyone other than to their own Club Coordinators and Night Sky Network Administrators.

Members can control emailed communications by changing their Notification Preferences on their "My Profile" page.

JPL/NASA Privacy Policies: http://www.jpl.nasa.gov/copyrights.cfm