



Exploring Our Website

havurahshalom.org

Our website has been updated quite a bit in the last 5 months. We have many new places to enter information and even new features that allow you to meet in virtual rooms, so you don't have to schlepp all the way over to Havurah! This guide will list off many questions you may have and help you to find what you need.

The most important thing to know about the website is this: you can't break it! Don't be afraid to sit back, relax, and click around. We will surely be making changes in the future, so if you're ever confused, contact Brad at brad@havurahshalom.org and plan a time to come into the office and he will be happy to help you. You can also attend one of his upcoming Keshet tech sessions. Topics will include the Havurah website, Zoom meetings, Google docs, useful computer features, and much more!

How do I sign in?

You can sign in at the top right part of your screen where it says "Login." Click that, and then enter your email and password. It's very important that you choose a strong password so that our membership directory and other information stays secure. For ease of use, you can also ask your personal computer to remember your password for you when prompted, or to stay logged in. Please do not do this on a public computer or a computer used by other people whom you may not trust. If you do not have a username or password yet, please contact Rachel in the office.

How do I submit to the weekly email, calendar, or Hakol?

If you look at the top of your screen at the main menu (all of the tabs: Home, About, Contact, etc.), all the way to the right, you should see a "Submit" tab. Click that, and then scroll down to view your options! Click the corresponding orange text to get to the appropriate form.

How do I find previous weekly emails or previous Hakols?

If you look at the top of your screen at the main menu, you should see a “News” tab. Click that, and then scroll down to view your options! Click the corresponding orange text to see the corresponding news. For the weekly email, you may have to scroll if there have been other recent blog posts.

How do I find staff contact info?

In the main menu, under “Contact,” you should see “Havurah Staff.” Click there and scroll to find the appropriate email or phone number.

How do I find the name of a committee chair or lead?

You will need to be signed in to find this option. After signing in, look at the main menu and under “Contact,” you should see “Leadership Directory” as the second option. Click there and scroll to find the appropriate name. Look in the Member Directory under the Contact tab to find their email or phone number.

How do I find the Member Directory?

You will need to be signed in to find this option. After signing in, look at the main menu and under “Contact” you will find “Member Directory” as the third option down.

How do I pay my bill?

You will need to be signed in to find this option. After signing in, look at the main menu and under “Account” you will see “My Billing” – click that. If you scroll down, you will see an option to “View All Transactions” and “Submit A Payment.” Click “Submit A Payment” and follow the prompts.

How do I RSVP for an event?

You will need to be signed in to find this option. After signing in, look at the main menu and click “Calendar.” Find the event you’d like to RSVP to on the calendar and click it. A blue box will pop up with some details. In the box that has popped up, you will see blue text at the bottom that says “Go to event” – click this. Now you’re on the event page. Scroll down and fill out the form options. Be sure to select the number of people attending in the drop-down menu if relevant.

How do I see the RSVP list for my event?

First, if you have not already, contact Rachel or Brad in the office and request to receive RSVP privileges. Once this goes through, Rachel or Brad will also need to know what event's RSVP list you need to see. When this is all done, you will need to be signed in to find this option. After signing in, look at the main menu and click "Calendar." Find the event you'd like to see the RSVPs for and click the event. A blue box will pop up with some details. In the box that has popped up, you will see blue text at the bottom that says "Go to event" – click this. Now you're on the event page. In the top right corner, you should now be able to see "View Registrations." If you do not see this option, contact Rachel or Brad and they will make sure it works for you. After you click "View Registrations," you can scroll down to see all of the categories and the total number of people attending at the bottom. The "# Submissions" column does not account for the total amount of people, just submissions. Be sure to look at the bottom of the form to see the total number of people attending.

How do I see find committee or cluster info on the website?

You will need to be signed in to find this option. After signing in, look at the main menu and hover your cursor over "Clusters." You will then be able to hover over clusters to find the respective committees. Click on the committee of your choosing and you'll be directed to their page. Please note that many committees are still working to get their information up on the website.

Requesting A Website Change or Addition

If you would like to request an update to the website on behalf of your committee or cluster, please fill out the website request form. You can find it by clicking the "Submit" tab, and then scrolling down. You will then see "Website Request Form" in an orange font, and you can click on that to be directed to the Website Request Form. Brad will then get an automated email saying that you've done so, and then he will schedule a time to make the update. After it is completed, he will email you to ask that you review it. After that, you should be all set!

How do I plan an event?

Look at the main menu and hover your cursor over the "About" section and you will see "Planning An Event." Click this and you will find all the information you will need. Depending on the event, you may need to contact different people. Contact Adela if it is about a holiday or large event at Havurah. Contact Rachel if it will be an event that needs space reserved at Havurah. Also be sure to submit your event to the Calendar form under the "Submit" tab in the main menu and ask for it to be in the weekly email if you desire. You can do this in the calendar submission form.

How do I join a Havurah Zoom Meeting Room?

You will need to be signed in to find this option. After signing in, look at the main menu and hover your cursor over the "Contact" section and you will see "Zoom Meeting Rooms." Click this and you will find all the information you will need. You may wish to join via the computer, in which case you must have a microphone or camera. You can click the correct orange link to be directed to the meeting room Aleph, Bet, or Gimel depending on which room Rachel has assigned your committee or cluster.

You can also join by phone or tablet. Instructions are on the Zoom Meeting Rooms page under "Contact" as described earlier. Scroll down the page to find the corresponding instructions.