

HTEC Network (School) Website Member Listing/News Instructions

Your HTEC (School) Member listing is your opportunity to describe and promote your program and link your program page from your school website to other HTECs and more importantly, to future students, Haas users and Technology Partners throughout the Americas who may not know about your location or your Manufacturing Technology Programs.

Not sure if your school has a page? Go to www.HTECNetwork.org, click on Member Directories, Educator Directories (Read More) and search by State to see if your school is already listed. To create a SCHOOL page, click on "Join the HTEC Network." Follow the instructions below.

**NOTE: If your school already has an HTEC Website page, you will want to click on "Newsletter Sign Up" to be included on the email list to receive the monthly HTEC Newsletter.*

Creating Your SCHOOL HTEC Page:

Create a New SCHOOL Listing – Click the blue "Join HTEC Network" upper right-hand corner of the banner. This takes you to the Join Now! Page. Complete the entire form, especially your Primary Contact name, title, phone # and email address. When you've completed the form, click "Create Profile" and your new form is entered. You will see a pop-up that says "Congratulations! An email has been sent to (your email address) for your records!" To check it, go to **Member Directories, Educator Directories (Read More)**, select your state, province or country from the dropdowns and your newly created listing will be there. *Be sure you log back in after creating your school page/profile to add your school logo, program documents, photos, etc. to make your page look great!*

How to Log In - Click on "Member Login" in the upper right hand top of the Banner on any page. This takes you to the Login page – Enter your Username and Password, then click Login. You will see an **Admin (will be highlighted in RED)** on the far right side of the Banner. Click on **Admin** and you will see a few options: **Manage My Member Profile, HTEC Conferences and News.**

When you log in, go to Manage My Member Profile and you will see 5 icons on the far right side:



(Edit Profile)



(Upload Logo Image)



(Upload MAIN Image)



(Upload Resource Image)



(Upload Resource File)


With each of the Upload action boxes, just select the item from your files and once it appears, just click upload and it will be added to your profile. **Note: All documents must be in PDF format.**

Please remember to log back in periodically and keep your page up to date!

Creating a NEWS Item:

Creating News Items – Sharing NEWS stories is a great way to help promote and highlight your program and/or events. Did you participate in a competition? Hold an event for Manufacturing Day? Receive a Gene Haas Foundation Scholarship or Grant? Did you Award Scholarships? Anything else you want to share? NEWS stories will appear on the HTEC Homepage (near the bottom) and will remain in the archives until you choose to delete them.

Click on “**Member Login**” and enter your Username and Password. Click on the **Admin (will be highlighted in RED)**. Select the NEWS icon and you will see a page with YOUR News stories on it. To

add a News item, click on the GREEN  Sign and fill out the form that appears and select the create button. The START Date is today’s date and the END date (suggested 3 months out) is the last date your story will appear as a highlighted story. You can always access it, but you can choose how long you want it to appear active. NOTE: If you have a link to a digital story (i.e., if your program was featured in a local newspaper or online publication), you may insert the link to that story in the MORE INFO URL box on the form.

Click CREATE NEWS (you may have to click it twice) and your action will now appear on the site and you may return to it and add documents and pictures to enhance your creation. You will again see the following icons (similar to your Member Page Setup):

 (Edit News)  (Upload Logo Image)  (Upload MAIN Image)
 (Upload Thumb Image)  (Upload Resource Image)  (Upload Resource File)
 (View Comments)  (Delete)

You will notice (3) additional icons – Thumb Image (for Photos), View Comments (members can comment on your News item and this is where you can view all comments) and Delete. Unless you want to remove your News items, do not use the Delete button. Once deleted, you cannot retrieve it.

Find Your Password or Username – Click “LOST YOUR PASSWORD OR USERNAME” in the Log In Box and enter your email address and your User Name & Password will be sent to you. You can also change them both. See Login Instructions above.

HELP - If you need help don’t hesitate to send an email to Hope Riska at hoperiska@haascnc.com, or call 763-742-1275 and I can walk through your entry/update issue over the phone. We’re here to help you promote your program, properly.