

MemberHub Cheat Sheet

Teachers, Room Parents, Hub Admins

Logging into your School Site

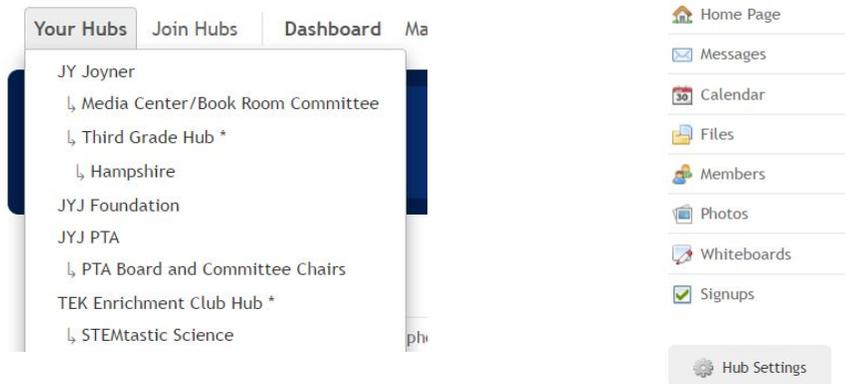
Visit <https://app.memberhub.com/login>. Enter your email address and choose the 2nd option, "I need to create a password" and enter your first and last name. Check your inbox and click the link in the confirmation email. Create a password and you're all set.

General Site Layout

Your Hubs Join Hubs | Dashboard Main Calendar Directory    Helen

At the top of all pages, you can access all of **Your Hubs**, **Join Hubs**, navigate to **Dashboard**, access your **Main Calendar** and **Directory**. If you have administrative rights to your site, you will see the orange gear. The question mark will take you to help articles. If you click on your name, you will be able to access **Your Profile**, **Your Family Profile**, **Your Account** information and your **Organizations** (if you belong to more than one school, church, etc.)

Your Hubs and Hub Navigation



Click on **Your Hubs** to see a list of joined hubs. Click on the appropriate hub and go to Hub Navigation to send a message, upload files, create a signup and more.

Hubs are the primary place that you will connect with groups, organizations, classes, etc. Hubs are designed to be extremely flexible and can be configured to accommodate the needs of many different kinds of groups.

Dashboard

The dashboard is an excellent place to see what is going on with your groups in MemberHub. You will only see information related to your hubs. It contains a list of recent activities, upcoming events and important links. You can also click on different hub navigation links such as Messages to see all the messages you have received from your different hubs.

Hub Settings

Each group on your site will have different purposes and needs, so each hub comes with its own individual settings. There are many things you can adjust/edit in the settings. Each tab has its own Help Article at support.MemberHub.com for more detailed instructions.

The screenshot displays the 'Hub Settings' page. On the left is a 'Hub Navigation' sidebar with icons and links for Home Page, Messages, Calendar, Files, Members, Photos, Whiteboards, Signups, and a 'Hub Settings' button. Below the sidebar is a link for 'Need a little help? Read the [Hub Overview](#).' The main content area features a top navigation bar with tabs: General (selected), Admins, Joins, Permissions, Profiles, and Personal Settings. The 'Hub Settings' section includes a form with the following fields: 'Hub Name' (text input with 'Test'), 'Parent Hub (Optional)' (dropdown menu with 'No Parent'), 'Grade Level(s) (Use this if the Hub is a Classroom Hub)' (two dropdown menus), and 'Room Number or Location (ex: 204)' (text input). Below the form, it shows 'Date Hub Created' as 'May 11, 2017 at 4:11pm'. To the right of the form are two blue buttons: 'Clear Hub Activity' and 'Delete This Hub'. Below the settings is a 'Discussion Board' section with a note: 'Members can send messages to the hub e-mail address in addition to posting to the hub discussion board directly.'

Hub Settings are accessed by clicking on the button in the bottom left of each hub and includes the following tabs:

General Settings: Configure name, owner, and physical location of your hub. You can also modify your hub discussion board e-mail address or upload a custom logo for your hub.

Admins: Add and remove hub administrators.

Joins: Configure the join settings for your hub to create a Join Page so people can join directly.

Permissions: Configure the access that members have to the different sections of a hub. For example, if you would like for members to be able to invite other people to join the hub you can enable it on the Permissions tab. You can also turn entire sections off or limit access to administrators only. This is useful if you feel like you don't need a calendar for a certain hub or if you only want hub administrators to be able to access the membership listing.

Profiles: Configure the fields members are able to view on each other's profiles or even if they are able to view profiles at all.

Personal Settings: Configure your personal notifications for a hub and calendar sharing preferences. For notifications you can select to be notified via e-mail about announcements, new calendar events, calendar event reminders, discussion posts, and file uploads. For certain items you can also select to be notified via text message.

*If you are **not** a Hub Admin, then you will only see the **Personal Settings** tab. All of the other tabs are only available to hub admins.

Add Students/Members to your Hub

Hub Members Page

As a Hub Admin, you can add people from inside the hub. On the **Members** page there is a blue **Add Members** or **Add Students/Members** button. When that is clicked one of the following boxes will pop up.

Note: If this hub is set up as a classroom you will see the second box with an option to Add people as Students.

Add Hub Members

How would you like to add members to this hub?

- Add people from your organization database**
Search for members in your organization and add them directly, or send e-mail invitations with a link to join this hub.
- Enter e-mail addresses**
Add people directly with just their e-mail address or send e-mail invitations with a link to join this hub.
- Setup a Join Page and distribute a custom link**
Generate a unique public Join Page that can be distributed or linked to from another webpage.

[Continue](#) or [Cancel](#)

Add Hub Members

How would you like to add people to this hub?

- Add people as Students from your organization database**
Search for people in your organization and add them directly to the Hub as Students. All adults in the Student's family will also be added to the hub.
- Add people from your organization database**
Search for members in your organization and add them directly, or send e-mail invitations with a link to join this hub.
- Enter e-mail addresses**
Add people directly with just their e-mail address or send e-mail invitations with a link to join this hub.
- Setup a Join Page and distribute a custom link**
Generate a unique public Join Page that can be distributed or linked to from another webpage.

[Continue](#) or [Cancel](#)

If the person is already in your database, then you can easily **Add People** into the hub by searching for them, selecting them and clicking the **Add** button in the middle. **Remember** to click **Add Members** at the bottom.

Add Members

Search for the people you would like to make members of this hub.

Filter List
by name

Results from Trinity Community School

- 4324 Village St., Raleigh, NC 27608
- sriram k
chennai, TX 34424
- Michelle Murphy
- nateniel@gmail.com *
7829 Foxwood Dr., Raleigh, NC 27615
- Test user
Saudi riol, New york, FL 400012312
- Jim Rodriguez
421 E. Smith St., Raleigh, NC 22423

[Add -](#)

- Send e-mail invitations to join this hub
- Add members to this hub directly
- Notify them via e-mail

[Add a Personal Message](#)

[Add Members](#) or [Cancel](#)

If you don't find the person in the organization database, you *can* manually add email addresses to a hub and that person will start receiving correspondence from the group. However, this will result in new person record being added to the organization database. Only do this if you're 100% sure you should so we minimize the chance of creating duplicate person records in the system. Please check with your MemberHub account owner or primary contact regarding your school's protocol for adding people to your site.

Hub Navigation

Home Page is the first page you will see when entering a hub. You can customize this page to suit the needs of your group. In addition to simply changing the text, it's possible to embed an image or video.

Messages are split up between Announcements and Discussions. Announcements are one-way messages to the entire group like newsletters and reminders. Discussions behave like a mailing list and every hub has a customizable email address. Sending an email to that address will automatically create a new discussion and record the thread in the hub. Discussions can be configured to have replies sent directly to the sender or to everyone in the hub (like a Reply All). See Hub Settings - General tab for this configuration.

Calendar is where events related to the group can be posted and you can choose to notify members of the event and set up email or text message reminders to be sent during the time leading up to the event.

Files can be uploaded to share with the members of your hub. This is a safe and central place for the group to store documents.

Members lists all of the people who are directly affiliated with the hub and you can add members to your hub on this page as well.

Photos lets you share hub specific pictures with members of your hub. This is a safe and secure way for you to share photos, rather than posting them in a public social networking site.

Whiteboards are a great way to collaborate, to brainstorm on a particular topic or share information that you want to preserve in the hub.

Signups can be created for people to volunteer their time and/or bring needed items and it will provide automatic reminders to those who sign up.

For detailed instructions on how to use the tools above, please visit the **Hub Admins, Teachers, Room Parents** section at support.MemberHub.com.

Hub Navigation

 Home Page

 Messages

 Calendar

 Files

 Members

 Photos

 Whiteboards

 Signups

 Hub Settings