

## **ASES GRID**

**January 10, 2013**

Coordinator: Welcome and thank you for standing by. At this time, all participants are on a listen-only mode until the question and answer session of today's conference. At that time, you may press star 1 on your touchtone phone to ask a question. I would like to inform all parties that this call is being recorded. If you have any objections, you may disconnect at this time.

I would now like to turn the call over to Miss Karin Sinclair. You may begin.

Karin Sinclair: Thank you. Hi, this is Karin Sinclair, Chair of the ASES Wind Division, and we have a real short webinar today to help us learn how to use the ASES GRID, which is a communications tool that ASES has rolled out.

Some of us are more technologically savvy than others, so you know they are probably not on this call, but some of us could really use the help to get started on this new tool - using this new tool. And Kurt Sahl, who is a longstanding member of the Wind Division, has volunteered to help us. Walk us through this tool. And so without further ado, I would really like to pass this on to Kurt to get us started.

Kurt Sahl: Great. Thank you Karin. I appreciate it.

Well hello everyone and welcome to this GRID webinar. This is your community for connecting with industry professionals. I would like to first take a second to acknowledge Ariel Braude from ASES who created this guide that I will be using and she also recorded a webinar that's available under the resources section of the GRID.

While the GRID has a number of features that are similar to social networking sites you've probably used, some of the functionality will differ. The goal of this webinar is to give a better understanding of how you can connect and share information using the community. To get the most from the GRID, we will go through each of the four steps to getting started and then we will explore other parts of the GRID.

So these four steps to getting started are - the first step is to log in on profile. The second step is editing your profile. The third step is getting familiar with the dashboard, and the last step is going through and reviewing the navigation.

So, for our first step, we will start off here at the ases.org Web site, and there are a couple of ways you can get to where you need to go. You can either click on the Members Log In here on the right-hand side or up at the Member Log In at the top right, either one will get you to this next page, and you will probably detect a little bit of a lag both with the LiveMeeting software as well as the computer. I'm using an older version so that I can utilize LiveMeeting, so it may run a little bit slow.

Once you get to this page, if you have registered with ASES and have a password, go ahead and enter those on this page, and there is new visitor registration here that you can go through if you haven't done that.

So the next thing you will do is look across the top. This is your registered user home and you will see the GRID on the far right. Go ahead and click on that, and the first window you will come to is the dashboard, which we will explore here in just a moment.

Your profile, which is over here on the left-hand column, is automatically created using your ASES information. If you go to View My Profile, you will

be able to see what's already included in your profile and we will see what's on mine by viewing my profile. And that's it for the first step.

Now that we've completed that, we will move on to editing a profile. If you go to Edit My Settings underneath Hello Kurt, the first tab in the Account Settings is Community Profile. So let me edit my settings and the Community Profile tab is right there. If you would like, this is where you can enter a short bio about yourself or you can link to your social media account if you'd like.

The next tab is Member Info. You can verify that your information is correct, and this is where you can update it if needed. You can also enter additional information like your education or chapter affiliation. Next is - and I would recommend uploading a photo into the GRID. The only restriction is that the photo cannot be any larger than 500 kilobytes. Notifications are an important tab.

Some of you may be getting email from the GRID and wondering you might be able to control those, and this is where you can update your email notification settings and email digest settings. How you choose to set these notification levels is a personal decision. Some people want to receive more directly into their email while others would prefer to receive a summary and digest. Don't worry about it. You can change you know these later if you'd like.

So if you go to the email notifications, I have turned off the contact requests, and group invites, and new recommendations, and I only have new messages turned on. And for email digests, I have mine set to weekly digests, so they don't come as often as I wouldn't want them to, and then I have the group updates. If you happen to belong to multiple groups, then that's an advisable one so you don't get all of the email discussions going on, the group

discussions, so that's the groups. I guess I should also say that the groups are typically the technical divisions and we will look at those here in just a little bit.

Password - if you need to change your password for any reason, this is where you can do that. And then lastly the privacy setting. The privacy setting provides four levels and there are lots of different categories that you can provide privacy for. The four levels are documented in the right-hand blue box.

The first one is public. That displays information to everyone in the extended GRID network. Community - that's the information that is only visible to ASES community members. Contacts - those are only your contacts that can see that information and we will go over what contacts are in just a little bit. And then if you want, you can hide information from anybody using the GRID, but you can see there is a quite a bit of information you can set different priority settings for.

All right, now we will move on to the third step, which his getting familiar with the dashboard. So across the top menu bar, you will see My Dashboard, and this is also the home for the GRID. This was the page that we landed on when we first entered the GRID. On the Dashboard Page, you can view the latest community updates, content alerts that you subscribed to, RSS feeds, community groups, discussions, and surveys.

The latest community updates are updates from ASES, so these are all fed into this column via automatic settings, but for instance, if you didn't want to have something that you participated in become a community notification, you can control who sees your updates by changing your privacy settings. So under the status update, you could turn it off, and if you subscribe to multiple groups,

you will see multiple messages much anymore than if you just belong to a single group.

So continuing down by scrolling, you will see My Content alerts. You can subscribe content alerts to have them show up in this section. These are updates of the latest relevant news, events, resources, and discussions from the community based on what you subscribe to. Available alerts include certifications, education, legislation, networking, online marketing, social media, and technology. Be sure to sign up for at least a few alerts. I did do that and we will see what happens. I haven't received any notifications from those yet, but we will just see what happens.

My Feeds - these are the RSS feeds that are automatically entered by the system. So the first set of feeds that you will receive is from ASES. You can add your own feeds by clicking on View All of My Feeds, and if you know how to copy and paste a URL for an RSS feed, you can do that and I did that for the Small Wind Certification Council and I subscribed to their feeds. And you can see that the third full certification was issued just before the holidays, so there are three certified small wind turbines now.

Community Groups - you will see featured groups entered here as well as recommended groups for the community. My Discussions features discussions that I have contributed to or that is in my groups or recommended discussions. And then if there are any community surveys, they will show up here. Now scrolling back up to the top, you will see My Contacts, and those are everyone that you are connected with in the GRID. This is akin to the LinkedIn contacts or even Facebook friends.

There is the My Groups Event Calendar. So if any of your groups have hosted events, they will show up here. We have the Solar 2013 coming up in April.

My Groups shows the groups that I've joined and then also some recommended groups. I will show you how to subscribe to groups and delete groups in a moment.

On the left side under My Dashboard, you can access the message center. This is where you can check your inbox, sent mail, or trash mail, as well as compose a new message to other GRID members. To compose a message, you click on Compose Message.

And I did want to demonstrate adding a recipient because it's a little bit tricky. You will need to type in the name of the recipient. I will type in Karin Sinclair and you will see you have to wait for the names to pop up before you can actually select one, and there is Karin Sinclair there.

And then once you click on it, it shows up in the recipients. Also, if you leave this page or if you are in the middle of composing a message, it will not save it, so make sure that when you are on this particular page that you complete your email, click send, and it will go to the other member.

Click on My Contacts next over here on the left, and this function matches you with other members of the association who have like interests. Like I said before, it's similar to LinkedIn and Facebook, and you can see who these people have connections with. So if you build up your contacts, you can build up your network (larger) within ASES.

Step 4, the last step, will review the navigation. Click up here on Members and this is where you can view a searchable member directory. These are individual members, companies, or organizations, and you can search on whichever field you would like and you find the most effective. Chapters are not currently searchable, but you can search by state.

Next tab is Member Organizations, the place where you can do the same thing and search for organizations for companies, and you can use any of these textboxes to narrow your search. Groups - here you can browse groups by all or by committee, membership, general, leadership, divisions, and chapters. And if there are any featured groups, those will be highlighted by ASES. You won't be able to control the featured groups, and then the recommended groups are groups based on your interests.

Resources - you can view resources posted under this tab and search for a specific resource if you'd like. This is a place where divisions will submit their own resources, annual reports, meeting minutes, chapter reports, but I also want to make sure that you see Ariel's quick-start guide here and also her quick-start webinar.

So if you would like, you can download those, but I will show you that just quickly. Because when you click on the guide, it doesn't automatically download it and you have to go up here to that green button where it says Download Resource to get the Quick-Start Guide.

Events - this is the ASES Events Calendar. You can create your own event for the ASES community to see, and groups have their own event calendar as well. If you do go about creating an event, make sure you enter all the relevant information for your event. And if there is a registration link, RSVP link, and make sure that you enter that as well.

Community surveys - probably something that will show up on occasion. There are none here. And then if you would like, you can go back to the member log in through ASES by clicking on ASES Member Home.

Now I mentioned to you earlier that I would show you how to subscribe to and delete groups. If you click on Groups from the menu bar, probably the

best way to do this would be to just - you can browse. First off, you probably want to see what groups there are available, what all of the divisions are in ASES, and this will provide you with that list.

If there is a group that you would like to subscribe to, I would recommend just clicking on the Member of Members, because what that will bring up is the leadership for each group at the very top, and you could request permission to join that group by connecting with that person, request contact, or excuse me, message that member.

But more than likely, Carolyn Beach's name will show up in all of these groups, and you can click on her and just request that you would like to join the Clean Energy and Water Division, and she will add that to your GRID group.

If for some reason, you belong to a group and after you have belonged to it for a while, you decide that you don't want to anymore, if you click on My Groups, this will provide you with the option to delete that group from your list, so you can leave the group by clicking on the red X.

Well that concludes the GRID overview. If someone has a question, I hope I can answer it. I am learning how to use the GRID myself. It appears as though it's a great way to begin some connections between different divisions and find out what is going on elsewhere in ASES. So if you have a chance to explore, give yourself 15 or 20 minutes to dive in and click around and see how things work. Thank you.

Karin Sinclair: So this is Karin again, I actually have a couple of questions, but I would like to make sure everybody else gets the opportunity to ask a question. So does anybody out there have any questions?

Coordinator: If you would like to ask a question, please press star 1, unmute your phone, and record your name at the prompt. I will require your name to introduce your question. If you need to withdraw your question, press star 2. Again, to ask a question, please press star 1 and record your name. It will take a few moments for questions to come through. Please stand by.

Karin Sinclair: So while people are indicating whether they want to ask a question or not, so my understanding is that unless you as a member of ASES go into the GRID and develop your portfolio, there is no way to communicate within the GRID until you do that. Is that correct?

Kurt Sahl: I did not have my portfolio fully populated before I sent out a message to another member. The contacts that I have here were added later. I added some of my personal information later, but I was able to send a message to another member before I had a lot of this filled in, so there might be some part that you need to have entered that I don't know about Karin.

Karin Sinclair: Maybe you just need to actually go into the GRID and log in. Maybe that's the minimal that's required. So but unless you have logged into the GRID, even if you are an ASES member of the Wind Division for example, we will not be able to communicate with each other until people get into the GRID.

Kurt Sahl: That's correct. This is - another way to think about it is it's an Intranet, so it is different from LinkedIn and Facebook in that respect. It's a separate piece of software and so to communicate with other members of ASES, you need to be inside the GRID first.

Karin Sinclair: Okay, I am going to - hopefully there are other questions out there.

Coordinator: Again, as a reminder, press star 1 on your phone to ask a question and record your name. Please press star 1 and record your name.

Kurt Sahl: Karin, I do want to say if somebody does have a question, feel free to contact me and try to get into the GRID first. And then, go ahead and contact me or Ariel Braude would also be a good contact person as well.

Karin Sinclair: Great.

Coordinator: Okay, our first question is from (Lisa). Go ahead. Your line is open.

(Lisa): Hi, (Lisa).

Karin Sinclair: Go ahead, (Lisa). Your line is open.

(Theresa): Okay, it's not (Lisa), it's (Theresa).

Karin Sinclair: I'm so sorry.

(Theresa): So that's why I'm not talking. Actually, the question I have is I'm a private individual. would this be an appropriate place to field the question if anybody - if any of the contractors have already done solar heating, solar thermal, and solar electric for like a SwimEx pool.

Kurt Sahl: So your question is is this an appropriate place for them to listen?

(Theresa): For me to ask the question.

Kurt Sahl: Say that again, (Theresa).

(Theresa): for me to ask that question. To see if somebody has already done this or to see if I am treading new territory.

Kurt Sahl: Well they would have to be members of ASES first, right.

(Theresa): Right.

Kurt Sahl: So and so you are asking could you find them on the GRID if they were members.

(Theresa): Is it possible to address a global question to like the solar thermal folks.

Kurt Sahl: I got you. Yes, so if you - thank you. So if that was one of the groups that you belonged to.

(Theresa): Okay.

Kurt Sahl: And I don't know if I - yeah, here is solar thermal here. So and I haven't been into their group, but they have 592 members, and it says I am not a member, so I would have to ask to be a member. Let me see if there is another one.

But there are quite a few people and my guess is that many of them haven't set their email to a digest form, or no email, or whatever, so they are going to receive your question or your discussion. So if I click on Discussions here within this group, you could begin to ask your question. You could start a new discussion over here on the right.

(Theresa): Okay, all right.

Kurt Sahl: And then that would go out to everybody; all 780 members of solar electric. I didn't see how many were in solar thermal, but yeah, that would be a way to do that.

(Theresa): Okay, perfect. Thank you.

Kurt Sahl: Thank you.

Coordinator: And I show no other questions at this time.

Karin Sinclair: Okay, so I have another question. Going forward, I guess what we will be doing through the GRID is sending out notifications. So for example, Create Event. If we have a monthly meeting or a webinar like we are having, would we be sending out the notification through the GRID? And if you are not on the GRID, then you are not going to get the notification, correct, because you are supposed to move away from email.

Kurt Sahl: That's correct. So the think is Karin is that the post - if you are an ASES member and you are a part of the GRID, the GRID will send to your email account that event. It will post it in the GRID, but it will also send it to your email account if you would like. But instead of emanating from ASES directly, it will come from the GRID.

Karin Sinclair: I see. So going forward, you know we will be putting our resources on and we will be putting our materials on as a resource - newsletters, minutes, meeting schedules, et cetera. And we will be scheduling meetings using the GRID. So I think there is going to be a bit of a transition before all of the members get - sign in. So therefore, they could become part of this Intranet communications tool.

So I guess it was a comment as well as a question. Thank you.

Kurt Sahl: I think the more that - I haven't spent you know hours here, but it's pretty quick, and easy, and I have found it to be a pretty effective way of communicating with people inside of ASES. And it's - I think one of the things with social media is that it's so broad and the GRID will allow us as an affinity group to kind of narrow our discussions and topics. And I think that you know we will know the people in our conversations a lot better because of it.

Karin Sinclair: Okay, I see that we are on the hour. I actually have another meeting to run off to and I really want to thank Kurt for getting us engaged in this tool. And I can see where there is a lot of value to it, so I guess I will ask one more round. If there are no other questions, we will end this webinar, but are there any other questions?

Coordinator: As a reminder, press star 1 on your phone. If you have any questions, record your name. I've got one question. Please stand by.

And our next question is from (David Stough). Go ahead. Your line is open.

(David Stough): I didn't know my new computer didn't have LiveMeeting on it. It has taken this long to get it up, so I'm just entering the program, and it's all over. Is there something you can put in an email to me Kurt so I can get into the system at home?

Kurt Sahl: I will do that (David).

(David Stough): Because I just - I spent the previous two hours getting updated on ASES to have a member number and all of that sort of stuff, which I've had, but I didn't know I had, and I haven't used the email system on ASES in centuries

if ever so that took a while. And someone in here, I had to (fight LiveMeeting), and then I came back up here and realized I changed computers since the last time I was on with your group, so it didn't have Meeting in it, so that didn't work.

Kurt Sahl: Yeah, I will communicate with you after the webinar and we will get you up and running.

(David Stough): Thank you.

Karin Sinclair: Okay, I think I'm going to have to - if anybody has any questions, they can either contact ASES, contact Kurt, and we will figure out how to make this an easy to use tool amongst ourselves. And I just want to thank everybody for participating, and again, especially Kurt, and we will end this webinar now.

Kurt Sahl: Thank you.

Coordinator: That concludes today's conference. Thank you for participating. You may disconnect at this time.

Karin Sinclair: Thank you. Bye-bye.

END