

NDEO Members' Guide to Communication

NDEO WEBSITE

To take full advantage of the options available to communicate and all the resources NDEO has to offer its members, it's important to be comfortable using the website.

LOGGING IN

Make sure you know how to login to the NDEO site. It's easy!

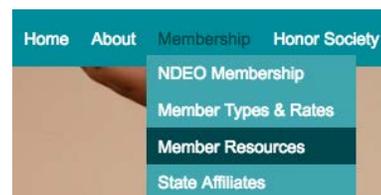
A rectangular button with a teal background and white text that reads "Member Login".

1. Visit www.ndeo.org
2. Press Member Login in the upper right corner
3. Enter your username and password

You can retrieve your username by entering the email address NDEO has on file. Your username will be emailed to you with a new password. Once you have logged into NDEO you can set your computer to remember this username and password so you can easily be logged in every time you open the NDEO site. Bookmark the site for immediate access! *If you are still having trouble logging in for whatever reason try using another web browser such as Chrome, Firefox, or Safari.*

MEMBER RESOURCES www.ndeo.org/memberresources

1. To access, click MEMBERSHIP at the top of the site's homepage
2. Then select MEMBER RESOURCES from the menu
3. Choose from one of the four rectangles:



SPECIAL INTEREST GROUPS

Special Interest Groups (SIGs) offer members with special interest areas a community to address common concerns and develop solutions. SIG members can participate in online discussion forums. Whatever you select in terms of SIGs dictates the forums to which you are added.

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ONLINE FORUMS Quick Link: www.ndeo.org/forums

There is a range of forums available grouped into three main categories. Each forum contains instructions on how to post and reply to message threads and how to set up your member profile. You need to be logged in as a member in order to see all the forums, however, you cannot reply or post unless you are a member of that Forum.

Announcements: Advocacy, NDEO Announcements, and Jobs Forums are meant for announcements only, not for a back and forth discussion. These are moderated forums.

Special Groups: To be a member you have to be added by the administrator of the Forum.

[National Honor Society Dance Arts](#) (NHSDA)

[NYSDEA](#) (*New York*)

[CDEA General Forum](#)

[MDEA](#) (*Maryland*)

Registry for Dance Educators (RDE)

[State Affiliates](#)

[NCDEO Forum](#) (*North Carolina*)

[Dance 2050](#)

Discussion Forums: Members can post and reply, using an email address or online in the Online Forums page. Initial membership is driven by which Special Interest Groups (SIGS) were selected in your Member Profile. If you are not a member of a Forum you will not be able to post in that Forum by email or online.

Dance & Disability – dd.forum@ndeo.net

Dance & Equity – equity.forum@ndeo.net

Early Childhood – ec.forum@ndeo.net

Higher Education – hied.forum@ndeo.net

K-12 – k12.forum@ndeo.net

Men in Dance - mendance.forum@ndeo.net

Performing Arts Org. – pao.forum@ndeo.net

Private Sector – ps.forum@ndeo.net

Research – research.forum@ndeo.net

Student – student.forum@ndeo.net

Survey – survey.forum@ndeo.net

CAN I SEND INFORMATION OUT MYSELF TO THE ENTIRE MEMBERSHIP?

Yes. If you would like to reach all members about upcoming workshops, conferences, events, or performances there are two methods: Use the **Events forum** or send announcements to events.forum@ndeo.net.

HOW DO I ACCESS THE EVENTS FORUM?

1. Go to the MEMBER RESOURCES tab.
2. Select Online Forums.
3. Scroll down to Forums and select the Events forum.
4. Click the **Start New Thread** button. You will initially see the simple message editor.
5. Specify the subject and, optionally, a message icon from the drop-down list.
6. Enter the text and click **Post Message**. The message will be added to the forum.

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FORUM PROTOCOL

When using the Events Forum, since this goes to the entire membership, you do not need to send to the other forums. Choose the most appropriate forum, not all of them. When responding to a message, please be sensitive to the fact that other members will receive your message. **It is often a much better choice to reply to an individual rather than to the entire forum (which will happen by hitting reply).** Find the specific email of the person who wrote the message—you can find the email address at the top with the message **Reply directly to—and reply to that individual!** Please refrain from using the forum for overly personal conversations and discussions that are intimate in nature. Be courteous to the membership!

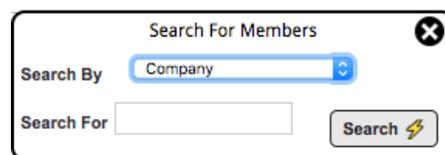
JOB ANNOUNCEMENTS

On the Forums page you will also see the heading Job Announcements. Click on this active link to see an index of archived jobs.

Job Announcements
To submit a job announcement
jobs@ndeo.org.

MEMBERSHIP DIRECTORY

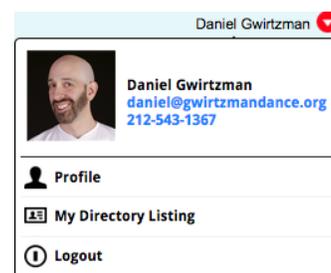
The Directory allows you to view other members. Choose a search value (Last Name, First Name, State...) and click the "Search" button. The system will display matching members. Click the member's photo or name to see the bio for that member. If a down arrow is not displayed when you move your mouse over the photo, that member has chosen not to display a bio. You can edit your directory information by clicking the Profile link. You can also choose to remove your name from this list if you desire.



A screenshot of a search interface titled "Search For Members". It features a "Search By" dropdown menu currently set to "Company", a "Search For" text input field, and a "Search" button with a lightning bolt icon. There is a close button (X) in the top right corner.

HOW DO I SUBMIT AN EVENT FOR THE CALENDAR?

Send an email to events@ndeo.org with all pertinent information in a word document. **Kindly refrain from sending this information as a PDF.** Directions are on the EVENTS page. Calendar listings are limited to those applicable to teaching or learning dance in the arts and have as their primary objective professional development, e.g., conferences, workshops, master classes. All active individual and institutional members of NDEO are encouraged to submit announcements of professional development programs for the Events Calendar. *Performances are not included in the online Events Calendar, but may be sent via the Events Forum.*



LOOKING FOR A JOB?

Sign up to receive the Jobs Forums in your inbox, or browse the archives of past announcements. To sign up, click MEMBER PROFILE and change your settings under Forum Memberships.

HOW DO I SUBMIT A JOB POSTING?

Send an email to jobs@ndeo.org. Include a URL to the application/full position description, the job title, hiring institution/organization, a 1-2 sentence summary of the position, and any other pertinent information for the position including the full description, qualifications, guidelines, deadline, starting date, salary, contact info. Send this text in the body of the email or as a word document. If possible, please refrain from sending this as a PDF. Job announcements are limited to those in the fields of dance and arts education and can be for any population including private

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studio, preK-12 public and private, post-secondary, performing arts organizations, conservatories and community programs. *Job postings of interest to NDEO members can be submitted for free.*

QUICK LINK TO EVENTS & JOB POSTINGS

To submit or view info regarding events, calendar items, news articles and job opportunities.

www.ndeo.org/eventsandjobs