

Accessing Forum's Online resources on PreservationNation.org



www.PreservationNation.org/forum

What is Forum Online?

Forum Online provides Forum members with a continuous stream of timely information. It is the place to turn for immediate access to the latest information; including case studies, Forum-L discussions, and a jobs board. You can also find PDF files for author guidelines the latest Forum publications, archives of *Forum News* and *Forum Journal*, and many other documents.

Each user of PreservationNation.org (and Forum's online resources) must have their own profile. Each profile must have a unique email address.

Logging into Forum on PreservationNation.org for the first time

1) I am the point of contact for our Forum membership and...

- **I have never used a login on PreservationNation.org.**

Creating a password for PreservationNation.org is easy.

- Go to www.preservationnation.org and click "Register" on the right-hand side of the header.
- Complete the online form. We recommend using a general mailbox as the point of contact email for agency or organization profiles (i.e. - director@organization.org, info@organization.org). You will also be asked to create a password.
- Click the button.
- The header will now say:
- Click My Account and add your Forum membership number to your profile. You may complete other information if you like but the Forum membership number is critical.
- your changes. Depending on when you complete this action, it may take up to 24 hours for our system to update.

You now have access to Forum's online resources! Go to:
www.preservationnation.org/forum

- **I have used a login on PreservationNation.org but I did not enter my Forum membership number.**

- Login to PreservationNation.org as you normally do. The header will say:
- Click My Account and add your Forum membership number to your profile.

- **Save** your changes. Depending on when you complete this action, it may take up to 24 hours for our system to update.

You now have access to Forum's online resources! Go to:
www.preservationnation.org/forum

- **I have used a login on PreservationNation.org and my Forum number is part of my profile.**

- If the correct Forum membership number is part of your profile, then go directly to www.preservationnation.org/forum. If you are not already logged in, you will be able to login from this page.

2) I now have access to Forum Online, how do I let my board/staff gain access?

- We have always encouraged Forum members to share their username and password with staff and board members. To sponsor your staff or board members, simply follow these instructions:
 - Log into your organization's PreservationNation.org account.
 - Click on the My Account link at the top of the page.
 - Simply cut-and-paste the complete link in the My Account page under the **Share your benefits** heading into an email to be sent to your board/staff members. Any of the recipients who complete the online form will have access, with their own username and password. Remind your staff that if they already have a log in for PreservationNation.org that they should log in first, and then click on the link.
 - Note: On PreservationNation.org each user should have their own profile.

3) I am not the point of contact (POC) for our Forum membership and ...

- **I need to access Forum's online resources for the first time on PreservationNation.org.**
 - Ask your POC to login to PreservationNation and send a sponsorship message to your email address.
- **The website says that our Forum membership has expired.**
 - Let the POC know and ask them to either renew the membership or contact us to straighten out any errors.
- **The point of contact is not available and we don't have access to his/her email account.**
 - We recommend using a general mailbox as the point of contact email for agency or organization profiles (i.e. - director@organization.org, info@organization.org). If this is not possible and the point of contact is no longer with your organization or office, contact the Forum office to change the point of contact information as soon as possible.

4) Who is the Point of Contact?

The point of contact for Forum is whoever is responsible for the membership number and keeping records updated.

Frequently Asked Questions

1) What is my Forum membership number?

Your National Trust Forum membership number is a six to eight digit number, with no letters. You can find it on your...

➤ *Renewal Statement*

The membership number is printed above the contact name on every renewal bill or payment confirmation.

➤ *Membership Card*

The membership number is printed in the upper left hand corner of the membership card you received when you joined the National Trust Forum or renewed your membership. National Trust Forum members can also find the membership number in the upper left hand corner of the Rolodex card that comes with the membership card.

➤ *Mailing Label*

The membership number is printed in the upper right hand corner of the mailing label on the latest issue of *Preservation Magazine*, *Forum Journal* or *Forum News*.

2) Can I see who I am sponsoring to use Forum?

At this time, it is not possible to see the sponsored users linked to your membership. This is a feature we would like to add in the future.

3) I've logged in, but the site isn't showing me as logged in.

- Try hitting the refresh button on your browser—usually once this is done, the page will show you as logged in.
- If this doesn't fix your problem, e-mail forum_online@nthp.org or call us at 202-588-6296