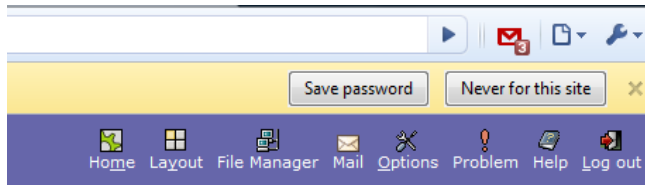


2010 Nebraska District Convention Technology Guide

1. Wireless computer access will be provided throughout the campus, there is no security enabled.
2. Each delegate can log into the convention server at <http://convention.welsne.org> (*A link will be provided on the district website of <http://www.welsne.org>)
3. All usernames are First.Last (*John.Smith*) **note the first letter of each name is capitalized.
4. Password = "convention" no capitalization.
5. Logging in will bring you to a webpage that will act both as an E-mail client and a File Manager. The e-mail address would be your user.name@welsne.org. The **File Manager** can be found on the top right corner.



6. Clicking on the File manager will bring you to a folder view that will be used to submit reports, resolutions and other documents.
7. Once a report is completed you will need to save it to your local machine. Please follow the naming convention in point 8 in the appropriate folder.
 - a. Naming convention should be as follows.
 - i. FC_##_FolderName_Rev#
 - ii. i.e. FC_27_Enabling_Rev1
 - b. The naming convention is to help the next committee know whether a file was really intended to be submitted to them. If a file is sent back to the previous committee then the next committee will be aware of which file is intended for their use.
8. Upload the file to the correct folder.
 - a. Click on the correct folder, then use the Choose File and Upload buttons to complete the process.
9. A quick rundown of the Process Flow as referenced by the **2010 WELS Nebraska District Convention Floor Process** (*vii-1 in the packet given to the chairmen*)
 - a. Floor Committees save their documents to the 2_Enabling folder (*FC_99_Enabling_Rev1*) as a Word2003.doc
 - b. Enabling Committee will save a PDF to the 4_ConventionFloor folder (*FC_99_ConventionFloor_Rev1*) and print 3 hard copies.
 - c. While it is being discussed on the floor the Enabling committee will edit the original document.
 - i. If approved the Enabling Committee will save the original (*or edited*) document to the 5_Approved folder (*FC_99_Approved_Rev1*)
 - ii. If it needs to go back to committee the Enabling Committee will contact the necessary chairman and go over the changes needed.
 - d. Once Approved then Ken Mayer and the Enabling Committee will work on finalizing the document for publication, converting it to PDF, and publishing it to the district website (<http://www.welsne.org>)
10. PLEASE use the template found in the 1_Drafts folder when creating your reports. This makes the publication of the final document that much easier.

