



# Accessing Your NDLA Membership Online



# Why would I want to do this?

You can choose what people see about you

You can choose Sections and Roundtables to join

You can see when your membership expires

You can change your contact information

You can vote on association business (if eligible)

The more we use this platform, the more uses we will find for it!

# Accessing Membership Area



Access NDLA website: <https://ndla.info/>

Click on Member Area in upper right or Membership in the blue header

# Member Information Editor

Control exactly what displays in the directory

Update information any time

See years of membership

Customize photo and description

Choose sections and roundtables

(Scroll Down to Bottom)

### Name

**First Name:**   
Hide above field from:  Directory  Other Listings

**Middle Name:**   
Hide above field from:  Directory  Other Listings

**Last Name:**   
Hide above field from:  Directory  Other Listings

**Suffix:**   
Hide above field from:  Directory  Other Listings

### Primary Contact Information

**Address:**   
Hide above field from:  Directory  Other Listings

**Address line 2:**   
Hide above field from:  Directory  Other Listings

**City:**   
Hide above field from:  Directory  Other Listings

**State/Province:**    
Hide above field from:  Directory  Other Listings

**Zip/Postal Code:**   
Hide above field from:  Directory  Other Listings

**Email address:**   
Note: The email address MarianMadamLibrarian@MusicMan.edu must be verified before mass mailings can be sent. Please go to [Email Verification](#) to verify this address. You can also use the Verify Email button in Member Manager as a shortcut.  
Hide above field from:  Directory  Other Listings

**Phone:**   
Hide above field from:  Directory  Other Listings



## Join / New Membership

### Quicklinks Area

Scroll Down the Page

Fill Out the Form

Online and Paper Options

### **QUICK LINKS**

[Member Area](#)

[Join Online](#)

[Renew Online](#)

[Join/Renew by Mail](#)



# Get Involved in NDLA

## Sections/Rountables

*Membership entitles you to join as many as you wish!*

- Academic and Special Libraries Section
- Health Science Information Section
- New Members Roundtable
- Public Library Section
- School Library & Youth Services Section
- Technical Services & Government Documents Roundtable

- New Members: make sure to select the New Members Roundtable
- Select other Sections or Roundtables that match your interest
  - Details can be found on the NDLA homepage ... About Us Section
  - Free to join and no limit to how many to join

# Log Into Member Area

To Renew Membership

To Update / Check Information

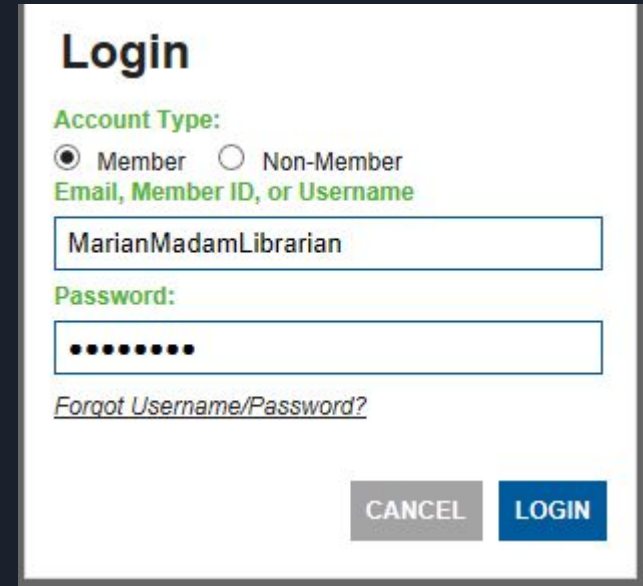
To Access Member Directory

Default Username is your contact email

If it doesn't recognize it contact [ndlmembership@gmail.com](mailto:ndlmembership@gmail.com)

You can change your username once logged in

Password: First Time Users, Click *Forgot* to create a new one



The screenshot shows a login form titled "Login". It includes a section for "Account Type" with radio buttons for "Member" (selected) and "Non-Member". Below this is a label "Email, Member ID, or Username" followed by a text input field containing "MarianMadamLibrarian". Another section is labeled "Password:" followed by a password input field with masked characters. A link for "Forgot Username/Password?" is located below the password field. At the bottom right, there are two buttons: a grey "CANCEL" button and a blue "LOGIN" button.



Note: rolling membership renewal date

## MEMBER DUES

### PAY MEMBERSHIP DUES

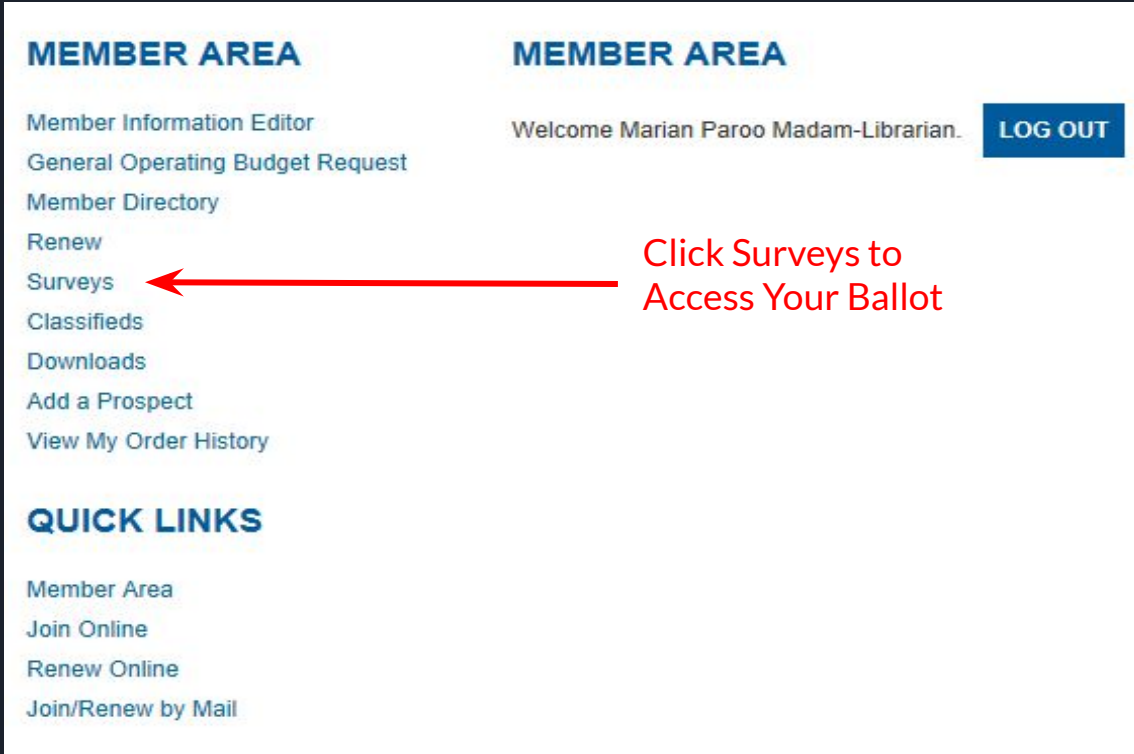


#### Membership Type

Your current membership expiration date is: 12/31/2050



# Member Area Options



The image shows a screenshot of a library member area interface. On the left, under the heading "MEMBER AREA", there is a list of options: Member Information Editor, General Operating Budget Request, Member Directory, Renew, Surveys, Classifieds, Downloads, Add a Prospect, and View My Order History. Below this list is a "QUICK LINKS" section with options: Member Area, Join Online, Renew Online, and Join/Renew by Mail. On the right side of the interface, there is a welcome message "Welcome Marian Paroo Madam-Librarian." and a "LOG OUT" button. A red arrow points from the text "Click Surveys to Access Your Ballot" to the "Surveys" link in the menu.

**MEMBER AREA**

- Member Information Editor
- General Operating Budget Request
- Member Directory
- Renew
- Surveys
- Classifieds
- Downloads
- Add a Prospect
- View My Order History

**QUICK LINKS**

- Member Area
- Join Online
- Renew Online
- Join/Renew by Mail

**MEMBER AREA**

Welcome Marian Paroo Madam-Librarian.

**LOG OUT**

Click Surveys to  
Access Your Ballot

# Sample ballot of a member who belongs to one section and one roundtable.

## MEMBER AREA

[Member Information Editor](#)  
[General Operating Budget Request](#)  
[Member Directory](#)  
[Renew](#)  
[Surveys](#)  
[Classifieds](#)  
[Downloads](#)  
[Add a Prospect](#)  
[View My Order History](#)

## QUICK LINKS

[Member Area](#)  
[Join Online](#)  
[Renew Online](#)  
[Join/Renew by Mail](#)

## SURVEYS

[North Dakota Library Association Ballot - Technical Services / Government Documents Roundtable](#)

Starts: 07/25/2019, Ends: 08/08/2019

[TAKE SURVEY](#)

[North Dakota Library Association Ballot - Academic and Special Libraries Section](#)

Starts: 07/25/2019, Ends: 08/08/2019

[TAKE SURVEY](#)

[North Dakota Library Association Ballot](#)

Starts: 07/25/2019, Ends: 08/08/2019

[TAKE SURVEY](#)

# Member Directory

- See who else is a member
- Filter by different categories
- Detailed contact information

The screenshot shows a web application interface for a Member Directory. At the top, the title "MEMBER DIRECTORY" is displayed in blue. Below it is a "Hide Filter" link. A "Filter by" section contains several expandable categories: "BoardofDirectors", "CorporateMembers", "MemberTypes", and "Sections/Roundtables". The "Sections/Roundtables" category is expanded, showing a list of checkboxes for various sections: "Select All / None", "Public Library Section", "Academic and Special Libraries Section" (which is checked), "Health Science Information Section", "New Members Roundtable", "School Library & Youth Services Section", and "Technical Services & Government Documents Roundtable". Below the filter section, it indicates "366 records selected" and provides "Toggle Panels", "CLEAR", and "REFRESH" buttons. The "View by" section shows "ALPHABETIC LISTING" as the selected view, with two other view options represented by small squares. A search bar with "Search" and "Clear" buttons is located at the bottom. The table header is visible, with columns for "Member Name", "Address", and "Contact Info".



# Be Active!

As an association, we are only as strong as our members

Use StarChapter to:

- vote in elections

- vote on changes in official documents

- network with members

- learn about the ways NDLA celebrates librarianship

Looking for the Log Out button? You must return to the Member Area Home page.

The screenshot shows the NDLA Member Area interface. At the top right, there are links for "Home Page" and "Member Area". The NDLA logo and name "North Dakota Library Association" are on the left. A search bar is located on the right. A blue navigation bar contains links: "ABOUT US", "MEMBERSHIP", "ANNUAL CONFERENCE", "THE GOOD STUFF", "ADVOCACY", "PROFESSIONALISM", and "AWARDS". The main content area is titled "MEMBER AREA" and includes a list of links on the left and a "LOG OUT" button with a red star on the right. A "QUICK LINKS" section is at the bottom left. Two red arrows are overlaid on the page: one points from the search bar to the "LOG OUT" button, and another points from the "LOG OUT" button to the "Member Area" link in the "QUICK LINKS" section.

Home Page Member Area

**NDLA** North Dakota Library Association  
Established 1908

Search

ABOUT US MEMBERSHIP ANNUAL CONFERENCE THE GOOD STUFF ADVOCACY PROFESSIONALISM AWARDS

**MEMBER AREA**

Member Information Editor  
General Operating Budget Request  
Member Directory  
Renew  
Surveys  
Classifieds  
Downloads  
Add a Prospect  
View My Order History

**MEMBER AREA**

Welcome Marian Paroo Madam-Librarian. **LOG OUT** ★

**QUICK LINKS**

Member Area  
Join Online  
Renew Online  
Join/Renew by Mail



# Credits

Laurie McHenry, ALA Councilor / Membership Chair / Constitution, Bylaws and Policies co-chair

Kristen Borysewicz, Constitution, Bylaws and Policies co-chair

Margaret (Maggie) Townsend, President

Last update: August 7, 2019