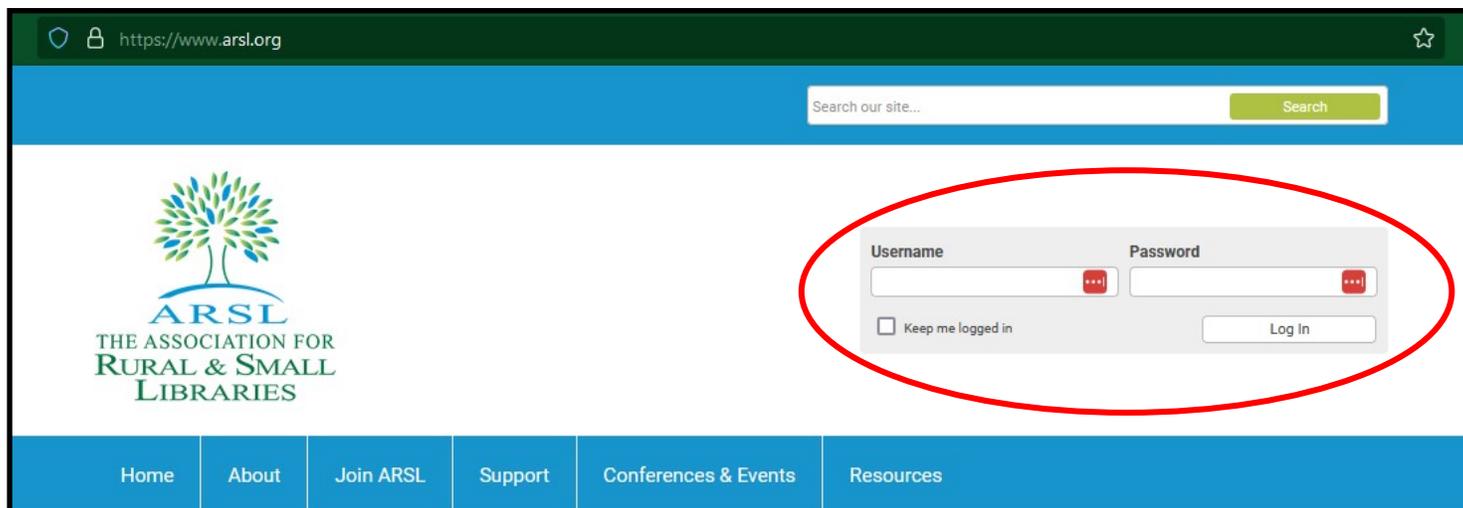


Reading and Sending E-List Messages Through Your Member Profile

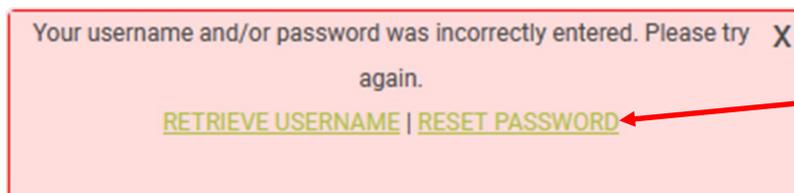
Logging In to Your Member Profile

1. On the ARSL homepage (<https://www.arsl.org>) enter your ARSL Username and Password to log in to your member profile. Except in rare circumstances your Username will be the email address you used to establish your ARSL membership.



The screenshot shows the ARSL homepage with a search bar at the top right. On the left is the ARSL logo: a tree with green leaves above the text "ARSL THE ASSOCIATION FOR RURAL & SMALL LIBRARIES". Below the logo is a navigation menu with links: Home, About, Join ARSL, Support, Conferences & Events, and Resources. On the right side, there is a login form with two input fields labeled "Username" and "Password", each with a red eye icon. Below the fields is a checkbox labeled "Keep me logged in" and a "Log In" button. The entire login form area is circled in red.

2. If you are unsure of your password, you can click the Log In button without entering anything in the Username or Password fields to access the Reset Password link. This link will also appear if you enter your password incorrectly. Click it to initiate the password reset process.



An error message box with a red border and a close button (X) in the top right corner. The text reads: "Your username and/or password was incorrectly entered. Please try again." Below the text are two links: "RETRIEVE USERNAME" and "RESET PASSWORD". A red arrow points from the "RESET PASSWORD" link to the right.

ARSL Member Login

If you encounter any problems with your login or are unsure if you are a current ARSL member, contact the ARSL Office at info@arsl.org.

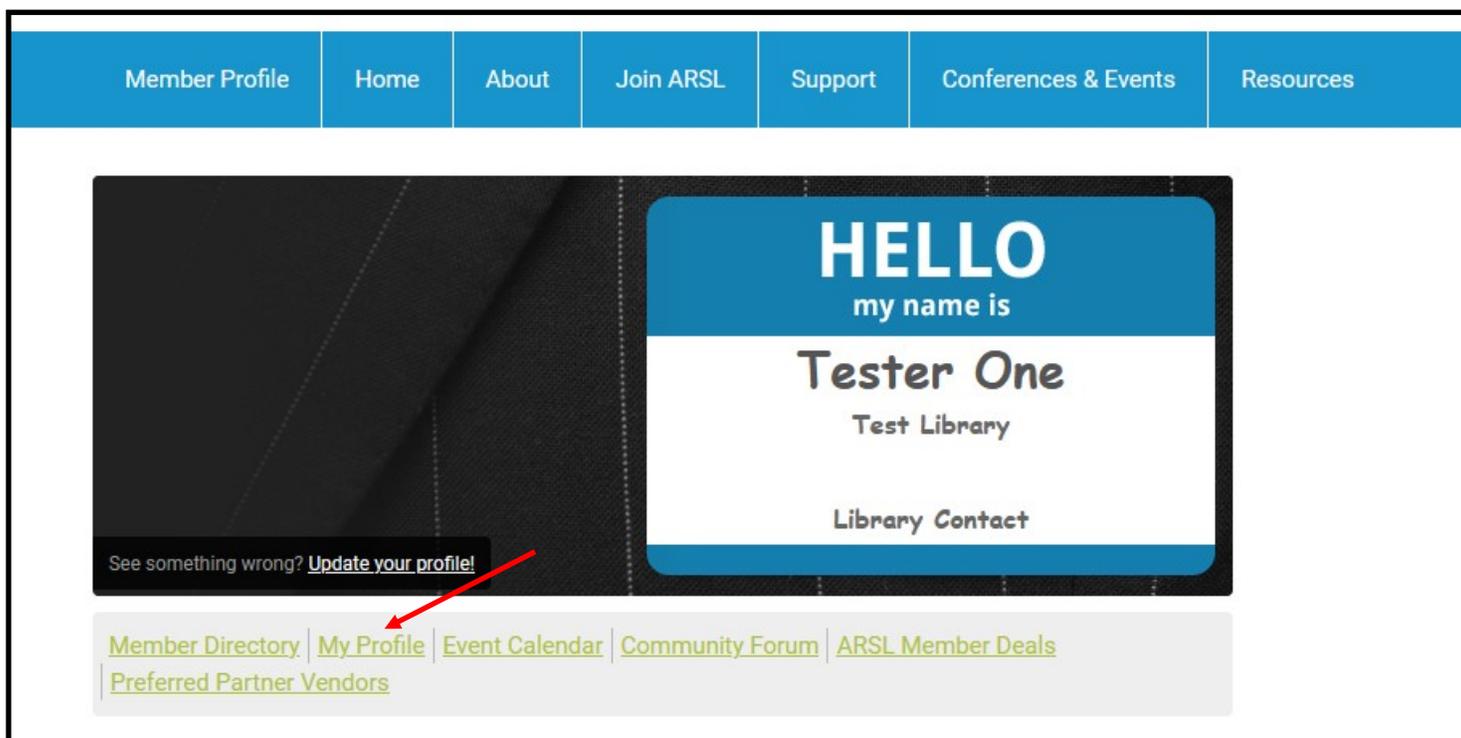
Reset Password

A link to reset your password will be sent to your email address.

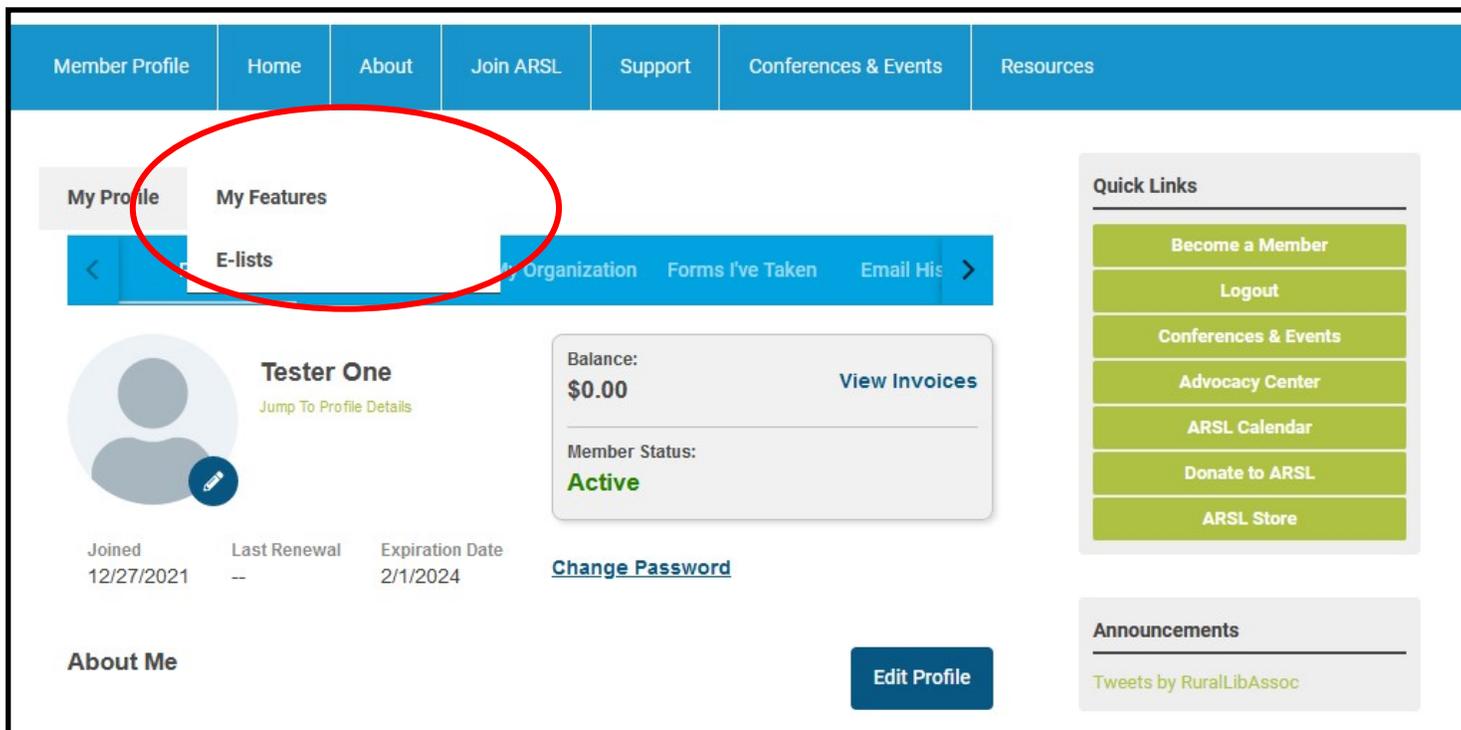
Email Address

SEND PASSWORD RESET EMAIL

3. On the member landing page, click the green “My Profile” link to access your member profile.



4. Mouse over the My Features button to open the Features dropdown menu, then click on the E-Lists button to access your E-Lists.



Accessing & Reading E-List Messages

1. Click the name of an available e-list to view its details & message archive.

The screenshot shows the top navigation menu with links: Member Profile, Home, About, Join ARSL, Support, Conferences & Events, and Resources. Below the menu is a user profile section with tabs for 'My Profile' and 'My Features'. The 'E-lists' section contains a table with columns for 'E-list Name', 'Subscribed', and 'Email Delivery'. The 'ARSL' and 'Members' rows are circled in red. Below the table is a pagination control showing '5' items per page, 'Page 1 of 1', and buttons for 'First', 'Previous', 'Next', and 'Last'.

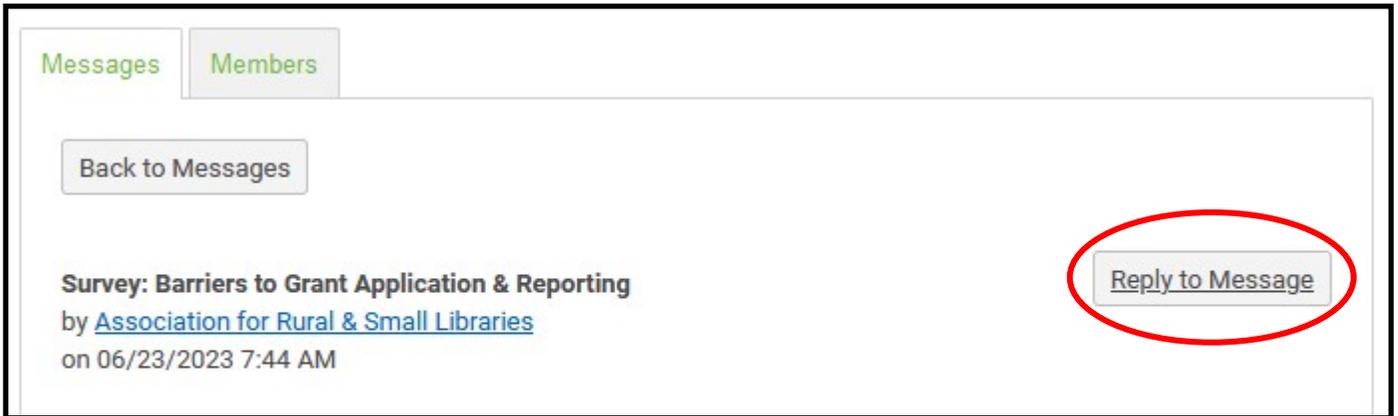
| E-list Name | Subscribed | Email Delivery |
|-------------|------------------------------|------------------------------|
| ARSL | <input type="checkbox"/> OFF | <input type="checkbox"/> OFF |
| Members | <input type="checkbox"/> OFF | <input type="checkbox"/> OFF |

2. Click a **message subject line** (*see below*) in the message archive to read that message and any associated replies; click an **author name** (*see below*) to view that author's member profile.
3. To search for specific messages in the archive, type your query in the **Search Messages field** and click the **Search button** (*see below*). The body and subject line of messages will be searched for exact matches. Results will be displayed in reverse chronological order, with newest messages displayed first.
4. To view the list's full member roster, click the **Members tab**. Members will be displayed alphabetically by first name. Click on any member's name to view their member profile.

The screenshot shows the 'Messages' and 'Members' tabs. The 'Messages' tab is active, and the 'Post A New Message' button is highlighted with an orange box. The 'Search Messages' field and 'Search' button are highlighted with a green box. Below the search bar is a table of messages with columns for 'Subject', 'Author', 'Replies', and 'Created Date'. The subject lines and author names are highlighted with purple and blue boxes respectively. The pagination control at the bottom shows '5' items per page, 'Page 1 of 339', and buttons for 'First', 'Previous', 'Next', and 'Last'.

| Subject | Author | Replies | Created Date |
|---|--------------------------------------|---------|---------------------|
| Library Director job posting - Marion, SC | Tiffany Hayes | | 06/26/2023 7:28 AM |
| Policy Question: Gift Limits to Library Staff | Madeline Jarvis | | 06/23/2023 12:38 PM |
| Survey: Barriers to Grant Application & Reporting | Association for Rura | | 06/23/2023 7:44 AM |
| 2024 Board Candidacy Form Closes TODAY! | Association for Rura | | 06/22/2023 12:00 PM |
| One more job opening in Wyoming | Susan Mark | | 06/21/2023 2:42 PM |

4. To reply to an e-list message through your member profile, open the message by clicking on its **subject line** (*see p.3*) then clicking the **Reply to Message button** on the message details page. A pop-up window will appear containing the post editor. When you are finished drafting your reply, click the green Send Message button to send it to the list.



Composing New E-List Messages

1. Click the **Post a New Message button** (*see p.3*) to draft and send an e-list message from inside your member profile. A pop-up window (*below*) will appear containing the post editor. When you are finished drafting your message, click the green Send Message button to send it to the list.

The screenshot shows a 'Post A New Message' pop-up window. It contains the following fields and buttons:

- From:** Tester One (fake@email.address)
- To:** members@arsl.org
- Subject:** A text input field with a red 'Required' label.
- Message:** A large text area with a red 'Required' label.
- Add Files:** An 'Upload File' button.
- Buttons:** 'Cancel' and 'Send Message' (green) buttons at the bottom right.

At the bottom of the page, there is a footer with the text 'Page 1 of 339' and navigation links for 'First', 'Previous', 'Next', and 'Last'.