

TECHNOLOGY IN THE LOCAL CHAPTER

P.E.O. WEBSITES

The ability to access the International Chapter and Nebraska state websites is the first step in gaining all of the P.E.O. information one would ever need! **All members** should be given the instructions so that they may benefit from the resources on the websites.

International Chapter website:

- Click the Log In button at the top of www.peointernational.org
- Click "Forgot Password."
- Enter your email address in the box labeled Username.
- You will receive a reset password link in your email.
- Follow the instructions to create a password.

****If you do not receive the reset password link email, check your spam, junk or promotions folders. If need be, use the "Contact Us" button at the top of the page of the International Chapter website. Fill out the form, requesting their assistance.**

Nebraska state website: www.nebraskapeo.org

- Use your Member ID number as the username
 - Seven digits on the back of your P.E.O. Record that follow chapter letters\NE. Use the seven digits only!
 - Or ask your chapter's corresponding secretary for your Member ID. Your Member ID is a part of the membership records that she has in her supplies
 - Newly initiated members will receive their number in an email from the Membership Department of International Chapter soon after their initiation has been submitted to International Chapter.
- Enter the default password: **PEO_2023!@#**
- You will be asked for your email address and then allowed to create your own password.
- After it has been accepted, you will be logged out. You will then be able to log back in using your Member ID and newly created password.

To Reset Your Password—Nebraska Website Only!

Forgot your password? NOTE: Please be sure that this is **NOT** your **FIRST TIME** logging in. You will need your **Member ID** and **default password** if you have not logged previously. This link is only for users who have previously set up their email and personal password.

To reset your password:

- Click on Member Login
- Click on Forgot Password
- Enter your email address and click "Reset Password"
- You will receive an email so that you may reset your password. If it does not appear in your Inbox, be sure to check your spam, junk and promotions folders for it.

****Please contact Leann at leanndrullinger@gmail.com if you have trouble accessing the Nebraska site.**

COMMUNICATING WITH THE LOCAL CHAPTER: CONSTANT CONTACT

The primary method for disseminating information from the state chapter to the local chapter is by email using Constant Contact, a mass email service that allows for sending messages to all recipients at once. The bottom of the emails will look like the screenshot below. **Be careful not to click on “Unsubscribe”!**

Nebraska State Chapter of P.E.O. | 314 S. Jeffers | North Platte, NE 69101 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Even though the technology contact program has been in use for several years now, there are still chapters who are missing out on the information being sent to them because:

- The Constant Contact messages are going into a spam, junk or promotions folder. Marking Constant Contact emails as “not junk,” coming from a “safe sender” or just moving it into the email Inbox will allow the messages to go straight to the Inbox in the future and eliminate the problem of the messages being missed!
- It is not being passed on by those who receive it! The president and technology contact are the only two members (other than state leadership) that routinely receive the messages.
 - Passing the information along needs to be nothing more than a forward of the email or the printing of the message and/or accompanying newsletter or information.
 - The president and tech contact should decide together how to accomplish this for the benefit of all.

The messages will always include Nebraska P.E.O. in the subject line. Generally, they will be sent out around the first of each month. There will be times they are sent more frequently, depending on the need to get info out to the chapters. They:

- Will contain important information for officers, project chairs, membership chairs, everyone!
- Will include links to newsletters, links to the state website, International Chapter, etc.—for easy access to information posted on both websites.
- May contain time sensitive material with stated deadlines, so quick access and dissemination of information is important! Deadlines do matter!

****The messages and all attached items are always a wealth of information! Consider keeping them for a time because you never know when you may need to reference them in the future! Create a folder in your email and place the messages there so you can find them easily. Many times, questions can be answered by checking the information you already have! The newsletters are also archived on the Nebraska website if the need arises to look up information presented in the past.**

LOCAL CHAPTER SUBMISSIONS

The input of correct information is very important and should be completed immediately following the election and installation of the local chapter officers. It is a duty given to the **corresponding secretary** in the Instructions to Officers of Local Chapters and can be completed by the outgoing or incoming officer.

Report of Election of Officers of Local Chapters

- **Prior to submission**, ensure that all information on the International Chapter website is complete and correct. Verification/changes/updates can be made at: <https://www.peointernational.org/membership/manage-membership/member-update/> . Changes can be made by either the member or the corresponding secretary.
- These submissions are made on the International website by accessing “Report of Election of Officers of Local Chapters” at: <https://www.peointernational.org/resource/report-of-election-of-officers-of-local-chapters/>. If the Member ID number is not known, it can easily be found by clicking on the “Lookup ID” feature.

This is important because:

- It is the only record of elections for the chapter.
- Information from this report is the source used to create the Directory of Presidents. The listing of the other officers is also used by the state and International chapters.
- It is the only source for creating the president and technology contact lists used throughout the year to send messages from the state to local chapters.
- Important and critical information needed by the chapter could be delayed or not received at all if this report is not submitted completely and correctly and in a timely manner.

Report of Delegate and Alternate to Convention

- Also, immediately following election, the online submission of the chapter’s delegate and alternate to state convention must be done. The online form “State/Provincial/District Convention Delegates and Alternates can be found at: <https://www.peointernational.org/resource/report-of-s-p-d-convention-delegates-and-alternates/>

NOTE: This submission DOES NOT register the chapter delegate for convention! It is used only to credential the delegate/alternate which becomes the official list of voting members of convention. Without completing the registration form generated by Nebraska State Chapter, the delegate will not be assigned housing or have any meals provided during convention. **Both submissions are required!!**

Local Chapter Report of Project Chairs

Following appointment by the president or publication of the chapter yearbook for the coming year, report the project chairs for the chapter using the online form “Local Chapter Report of Project Chairs” at <https://www.peointernational.org/resource/local-chapter-report-of-project-chairs/> . These submissions will assist state chairs and International Chapter in disseminating project information directly to the local chapter.

Report of Delegate and Alternate to Convention of International Chapter

When the local chapter is entitled to a delegate to a Convention of International Chapter in odd-numbered years, this submission will be required to be made. The chapter will be notified in advance of their eligibility to send a delegate and the link to complete the submission will be provided.

ANNUAL REPORTS

Information about Annual Reports will be made available by International Chapter via email to the local chapter corresponding secretary, treasurer and president well in advance of established deadlines. Chapter officers should be prepared to receive these emails and act upon them in a timely manner. Many resources will be available on the International Chapter website to assist all officers with their responsibilities.

OTHER SUBMISSIONS:

There are other submissions that are necessary throughout the year that chapters are expected to complete. Reminders and resources for their successful completion will be sent out in the monthly newsletters well in advance of the deadline of their submission. Resources such as the President's Calendar, Instructions to Officers of Local Chapters (IOLC) and the Local Chapter Toolbox on the Nebraska website are also great tools to assist all officers in completing their duties!

If you have any questions about any of the information presented here or need assistance in any way, contact Leann at leanndrullinger@gmail.com

