



SHAREPOINT FOR MEMBERS ADMINISTRATOR'S GUIDE



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INTRODUCTION

Welcome to the SharePoint for Members Administrator's Guide.

SharePoint for Members gives you the ability to create online communities for the various groups within your association (such as chapters, committees, and rosters), where community members can find resources, participate in discussions, and collaborate on projects. These online communities can include document libraries (to make it easy to share files like documents or presentations), lists (for announcements, calendars, links, or surveys), discussion boards, and subsidiary sites (for project collaboration).

You create these community sites from CRM for Members, using your existing chapters, committees, and rosters. In addition, SharePoint for Members provides direct access to the Protech Web Portal, where your members can update their contact information, renew their membership, and find and register for events.

This administrator's guide includes the following chapters:

- *SharePoint for Members Overview* on page 5
- *SharePoint for Members Site Management* on page 12
- *Communities Management* on page 15

SHAREPOINT FOR MEMBERS OVERVIEW

SharePoint for Members gives you the ability to create online communities for the various groups within your association (such as chapters, committees, and rosters), where community members can find resources, participate in discussions, and collaborate on projects. These online communities can include document libraries (to make it easy to share files like documents or presentations), lists (for announcements, calendars, links, or surveys), discussion boards, and subsidiary sites (for project collaboration).

You create these community sites from CRM for Members, using your existing chapters, committees, and rosters. For most of these communities, access and membership is controlled by the information in CRM for Members.

In addition, SharePoint for Members provides direct access to the Protech Web Portal, where you can update your contact information, renew your membership, and find and register for events.

This part of the documentation provides an overview of SharePoint for Members, and includes the following topics:

- *Types of communities* on page 5
- [SharePoint for Members site structure](#)
- *Synchronizing user information with CRM for Members* on page 7
- [Groups in SharePoint for Members](#)
- [Internal and external access to SharePoint for Members](#)

Types of communities

SharePoint for Members allows you to create sites for the following types of groups:

Chapters

You can create sites for your CRM for Members chapters, regardless of what the chapter type is. By default, the only members who will be given access to a chapter's site are the chapter's officers, who will have the ability to add content to the site.

Rosters

You can create a community site for any of the rosters in your CRM for Members system. For example, if you have rosters for the different types of professionals in your association—such as attorneys, lawyers, and paralegals—each roster can have its own community site. By default, the only members who will be given access to a roster's site are the roster members, who will be able to view the site's content.

Note

Two roster types—Interest Groups and Communities—are managed differently within SharePoint for Members. These are described below.

Committees

A CRM for Members committee can have its own site in SharePoint for Members, giving committee members a site for sharing information and collaborating. By default, the only members who will be given access to a committee's site are the committee members, who will be able to view the site's content.

Interest Groups

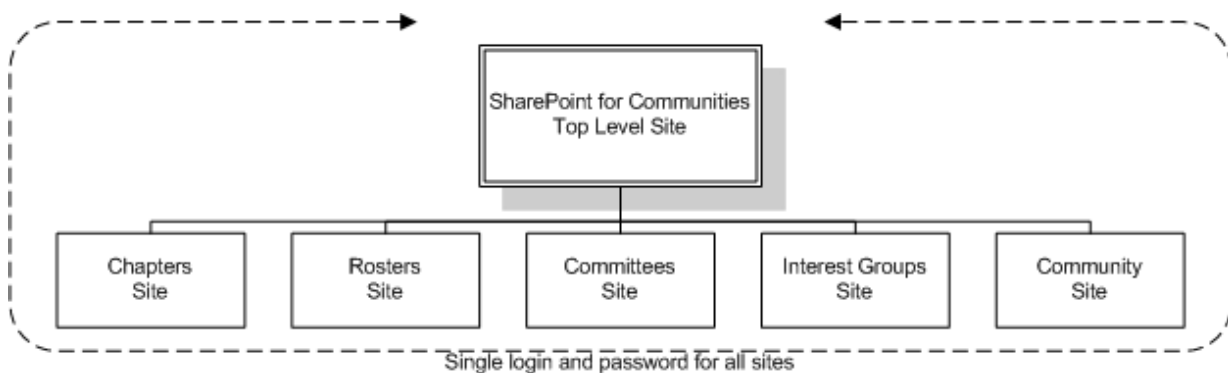
If you have a roster that is assigned the Interest Group roster type, you can create an Interest Group community for it in SharePoint for Members. By default, the only members who will be given access to an interest group site are the members of that roster, who will be able to view the site's content.

Communities

If you have a roster that is assigned the Communities roster type, you can create a Community site for it. These sites are unlike any of the other types of sites, in that any member who has access to your SharePoint for Members site can choose to join any Community site. This gives you the ability to create communities in an ad-hoc manner. For example, you can create a site for members interested in a particular issue without having to give people access to that site; individuals can choose whether or not they want to join that group.

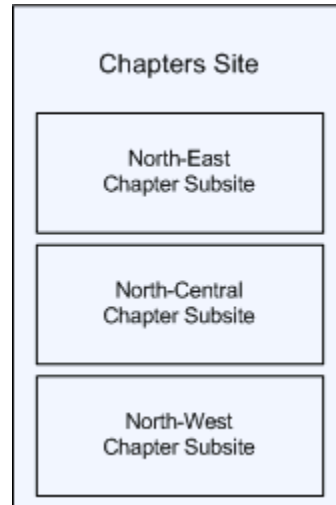
SharePoint for Members site structure

SharePoint for Members consists of a top level site, and several separate, subsidiary sites. All of the sites use a single login and password, so once a user has logged in to the top level site, they will have access to all of the subsidiary sites.



Each of these sites has its own set of groups to control permissions on the site. For more information, see [Groups in SharePoint for Members](#).

The subsidiary sites—Chapters, Rosters, Committees, Interest Groups, and Community—can have subsites for the specific communities (chapters, rosters, committees, interest groups, and ad-hoc communities) in your association. For example, if your association has chapters for North-East, North-Central, and North-West regions, you can create subsites within the Chapters site for each of these chapters.



Synchronizing user information with CRM for Members

A user's access to the sites in SharePoint for Members is determined by the groups he or she belongs to in CRM for Members. For example, if a user is a member of a committee in CRM for Members, that user will be a member of that committee's SharePoint group and have access to the committee's site. (For more information about how groups control site access, see [Groups in SharePoint for Members](#).)

Therefore, user information in SharePoint for Members must be kept synchronized with CRM for Members. If a user's information changes in CRM for Members—for example, if their committee term begins or ends—those changes must also apply when they log in to your association's site. This coordination is managed by the On-Demand Synchronization Service (ODSS).

When a user first logs in to SharePoint for Members, the ODSS will create the user's profile (which includes the SharePoint groups the user belongs to). Then, each time the user logs in, ODSS checks to see if anything on the user's CRM for Members record has changed, and if necessary, it updates the profile in SharePoint for Members.

Groups in SharePoint for Members

Access to and control of the content on the SharePoint for Members site, and on each of the subsidiary sites, is controlled by SharePoint groups. Permission to view or contribute content, or to make changes to a site, is associated with these groups, and what users can do within a site is determined by which groups they belong to. For example, users who are members of a site's Visitors group can view the content of that site, but they can't contribute content.

Important

Unless otherwise noted below, the system does not automatically add members to these default SharePoint groups. If you want to grant specific members permission to contribute to or control the top-level site, the subsidiary Communities sites, or any of the subsites, you must add them to the appropriate site group manually.

The top level SharePoint for Members site will have the following default groups:

- **[Site Title] Members:** Members of this group have permission to contribute to the site.
- **[Site Title] Owners:** Members of this group have full control over the site.
- **[Site Title] Visitors:** Members of this group can view content on the site. All association members will be added to this group the first time they log on to the site.
- **Viewers:** This is a default SharePoint group. The Administrator account is the only default member of this group.

(Where [Site title] is the title of the SharePoint for Members site, as displayed on the Title, Description, and Icon page in Site Settings.)

Warning

Do not modify or delete any of these default groups.

Each of the subsidiary Communities sites—Chapters, Rosters, Committees, Interest Groups, or Community—will have its own set of groups, as described below.

Chapters site groups

The Chapters site will have the following default groups:

- **Chapters Members:** Members of this group have permission to contribute to the Chapters site.
- **Chapters Owners:** Members of this group have full control over the Chapters site.

- **Chapters Visitors:** Members of this group can view content on the Chapters site. All association members will be members of this group by default.
- **Viewers:** This is a default SharePoint group. The Administrator account is the only default member of this group.

Warning

Do not modify or delete any of these default groups.

In addition, for each chapter sub-site that you create, the following groups will be added to the Chapters site:

- **[Chapter Name] Members:** Members of this group have permission to view content on the chapter sub-site.
- **[Chapter Name] Officers:** Members of this group have permission to contribute content to the chapter sub-site. All officers of the chapter will be automatically added to this group.
- **[Chapter Name] Owners:** Members of this group have permission to contribute content to the chapter sub-site.

(Where [Chapter Name] is the name of the chapter sub-site.)

Rosters site groups

The Rosters site will have the following default groups:

- **Rosters Members:** Members of this group have permission to contribute to the Rosters site.
- **Rosters Owners:** Members of this group have full control over the Rosters site.
- **Rosters Visitors:** Members of this group can view content on the Rosters site. All association members will be members of this group by default.
- **Viewers:** This is a default SharePoint group.

Warning

Do not modify or delete any of these default groups.

In addition, for each roster sub-site that you create, the following group will be added to the Rosters site:

- **[Roster Name] Members:** Members of this group have permission to view content on the roster sub-site. All members of the roster will be automatically added to this group.

(Where [Roster Name] is the name of the roster sub-site.)

Committees site groups

The Committees site will have the following default groups:

- **Committees Members:** Members of this group have permission to contribute to the Committees site.
- **Committees Owners:** Members of this group have full control over the Committees site.
- **Committees Visitors:** Members of this group can view content on the Committees site. All association members will be members of this group by default.
- **Viewers:** This is a default SharePoint group. The Administrator account is the only default member of this group.

Warning

Do not modify or delete any of these default groups.

In addition, for each committee sub-site that you create, the following groups will be added to the Committees site:

- **[Committee Name] Members:** Members of this group have permission to view content on the committee sub-site. All members of the committee will be automatically added to this group.
- **[Committee Name] Owners:** Members of this group have permission to contribute content to the committee sub-site.

(Where [Committee Name] is the name of the committee sub-site.)

Interest Groups site groups

The Interest Groups site will have the following default groups:

- **Interest Groups Members:** Members of this group have permission to contribute to the Interest Groups site.
- **Interest Groups Owners:** Members of this group have full control over the Interest Groups site.
- **Interest Groups Visitors:** Members of this group can view content on the Interest Groups site. All association members will be members of this group by default.
- **Viewers:** This is a default SharePoint group. The Administrator account is the only default member of this group.

Warning

Do not modify or delete any of these default groups.

In addition, for each interest group sub-site that you create, the following group will be added to the Interest Groups site:

- **[Interest Group Name] Members:** Members of this group have permission to view content on the interest group sub-site. All members of the interest group will be automatically added to this group.

(Where [Interest Group Name] is the name of the interest group sub-site.)

Communities site groups

The Communities site will have the following default groups:

- **Communities Members:** Members of this group have permission to contribute to the Communities site.
- **Communities Owners:** Members of this group have full control over the Communities site.
- **Communities Visitors:** Members of this group can view content on the Communities site. All association members will be members of this group by default.
- **Viewers:** This is a default SharePoint group. The Administrator account is the only default member of this group.

Warning

Do not modify or delete any of these default groups.

In addition, for each community sub-site that you create, the following group will be added to the Communities site:

- **[Community Name] Members:** Members of this group have permission to contribute content to the committee sub-site. This is an opt-in group. Anyone can join this group by clicking the **Join the group** button on the sub-site home page.

(Where [Community Name] is the name of the community sub-site.)

Internal and external access to SharePoint for Members

Your SharePoint for Members site includes two zones, internal and external, with different types of access.

Internal—The internal zone is for users within your association who will be serving as site administrators. In order to perform any administrative tasks within your site, a user must log in to the internal zone, using their Windows login information.

External—The external zone is for members of your association, who will log in to the site using the same user name and password as they use for the Protech Web Portal.

SHAREPOINT FOR MEMBERS SITE MANAGEMENT

This part of the documentation includes the procedures you'll use to manage the SharePoint for Members site, and its users.

This information includes the following topics:

- *Using the Admin Dashboard* on page 12
- *Monitoring the On-Demand Synchronization Service* on page 13
- *User administration* on page 14

Using the Admin Dashboard

You can use the CRM Admin Dashboard to view a snapshot of information about the activity on your SharePoint for Members website. After logging in as administrator, you can open the **Admin Dashboard** by clicking the arrow next to **Welcome Administrator** in the upper right corner of the page.



ashboard page will appear. This page includes several Web parts showing the recent activity on the site, including successful and unsuccessful On-Demand Synchronization Service (ODSS) operations, new user logins, and recent site users. (For more information about the On-Demand Synchronization Service, see *Synchronizing user information with CRM for Members* on page 7.

The screenshot displays the IAF CRM Admin Dashboard. At the top, it says "Welcome Administrator" and "Site Actions". The main navigation bar includes "Home", "My Information", "Membership", "Events", "Directories", "Online Store", and "Communities".

The dashboard is divided into several sections:

- ODSS:Failed Operations:** A table with columns: Type, Display Name, Email, Last Login Date, Last Sync Date, Locked, History, Monitor, Reset. It shows one entry for Gregg Adams.
- ODSS:Successful Operations:** A table with the same columns as above, showing multiple successful syncs for various users like Michael Poplawski, Linda Kelley, etc.
- ODSS:New Users:** A table with columns: Type, Display Name, Email, Login, Created By, Created, Locked, Reset. It shows users created on 7/20/2008 and 8/20/2008.
- ODSS Toolbox links:** Includes links for "Failed ops RSS Feed", "Failed ops Mobile View", "Users Activity Chart", and "CRM4M Unified Logging".
- Today's visited users:** Lists John Aarde and Roy Jacobsen.
- Participants in ODSS:** Lists various URLs like http://ptvmssp/chapters, etc.
- ODSS Stat:** Shows "Last Sync Status" as "Failed (1)", "None (11)", and "Succeeded (8)".
- My Tasks(Due Today):** Shows "There are no items to show in this view of the 'Tasks' list."
- My Calendar:** Shows two events: "Admins brainstorm session" on 9/1/2008 and 9/8/2008.

At the bottom, the footer contains the address "5457 Twin Knolls Rd, Suite 400, Columbia, MD 21045" and phone number "800-310-8813".

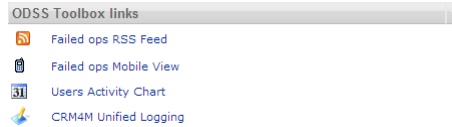
a
 ge to view more detailed information, manage users, and monitor the On-Demand Synchronization Service. For more information, see the following topics:

- *Monitoring the On-Demand Synchronization Service* on page 13
- *User administration* on page 14

Monitoring the On-Demand Synchronization Service

You can use the ODSS Toolbox links Web part on the **Admin Dashboard** page to monitor the activity of the On-Demand Synchronization Service (ODSS). (For more information about ODSS, see *Synchronizing user information with CRM for Members* on page 7.

You can open the **Admin Dashboard** by clicking the arrow next to **Welcome Administrator** in the upper right corner of the page.



- **Failed ops RSS Feed**—Click this link to subscribe to an RSS feed of failed ODSS operations.
- **Failed ops Mobile View**—Use this link on your mobile device to view failed ODSS operations.
- **User Activity Chart**—Click this link to view a chart of user activity.
- **CRM4M Unified Logging**—Click this link to view detailed system logs (for troubleshooting purposes).

User administration

You can administer site users by using several of the links on the **Admin Dashboard** page. For example, the **ODSS: Successful Operations** Web part includes the following links:

Type	Display Name	Last Login Date	Last Sync Date	Locked	History	Monitor	Reset
←	Michael Poplav	7/21/2008 12:06		No	Audit Log	Monitor	Reset
□	Linda Kelley	8/7/2008 9:59 AM		No	Audit Log	Monitor	Reset
□	Bill Abel	8/11/2008 2:59 PM	8/14/2008 6:22 PM	No	Audit Log	Monitor	Reset
□	Gregg Adams	8/15/2008 12:06 AM	8/15/2008 12:06 AM	No	Audit Log	Monitor	Reset
□	John Aarde	8/18/2008 2:55 PM	8/18/2008 2:55 PM	No	Audit Log	Monitor	Reset
□	Roy Jacobsen	8/19/2008 1:34 PM	8/19/2008 1:34 PM	No	Audit Log	Monitor	Reset
□	William Slade	8/19/2008 1:58 PM	8/19/2008 1:58 PM	No	Audit Log	Monitor	Reset

- **User Profile**—Click the icon next to the user's display name to view their profile information.
- **Audit Log**—Click the **Audit Log** link to view a user's activity on the site: when their information was last synchronized with the CRM for Members, and the results of that synchronization.
- **Monitor**—Click the **Monitor** link to set up an alert for any changes to this user.
- **Reset**—Click the **Reset** link to force this user's information to be reset and completely resynchronized with CRM for Members the next time they log in to the site.

COMMUNITIES MANAGEMENT

This part of the documentation describes the procedures you'll use to create and manage the sites you create for your association's communities—its chapters, rosters, committees, interest groups, and ad-hoc communities.

This information includes the following topics:

- [Creating a site for a chapter](#)
- [Creating a site for a roster](#)
- [Creating a site for a committee](#)
- [Creating a site for an interest group](#)
- [Ad-hoc communities site membership](#)
- [Creating a site for an ad-hoc community](#)
- [Deleting a site](#)

Creating a site for a chapter

You can create a sub-site in your SharePoint for Members site for any chapter in CRM for Members. The chapter site will be a sub-site of the Chapters site.

Important

Before you create a site for a chapter, verify that the chapter record in CRM for Members includes a chapter code. The system can't create a chapter site in SharePoint for any chapter record that does not include a chapter code.

When you create chapter site, all of the chapter officers will automatically be added to the chapter's Officers group, giving them access to the chapter site the next time they log in to SharePoint for Members. (For more information about groups and site access, see *Groups in SharePoint for Members* on page 8.)

1. In the **Navigation Pane** of the main CRM for Members window, click **Settings >> CRM4M Settings**.
2. In the **CRM4M Settings** window, click **Chapter Manager**, then click **Create SharePoint Site**.
3. In the **Create SharePoint Site** dialog, select the chapter that you want to create a site for.

Please select a chapter. Click Ok to Create a SharePoint Site.

Chapter CHICAGO

Chapter Code CHICAGO

Site Title CHICAGO

Site Description

OK Cancel

4. If necessary, edit the site title, and enter a description for this chapter site.
5. Click **OK**. The system will create a subsite for this chapter within the Chapters site. When the process is complete, the following dialog will appear:

here to go to the site.' At the bottom is an 'OK' button."/>

Your SharePoint site has been created successfully.

Click [here](#) to go to the site.

OK

6. Click **OK**.

Creating a site for a roster

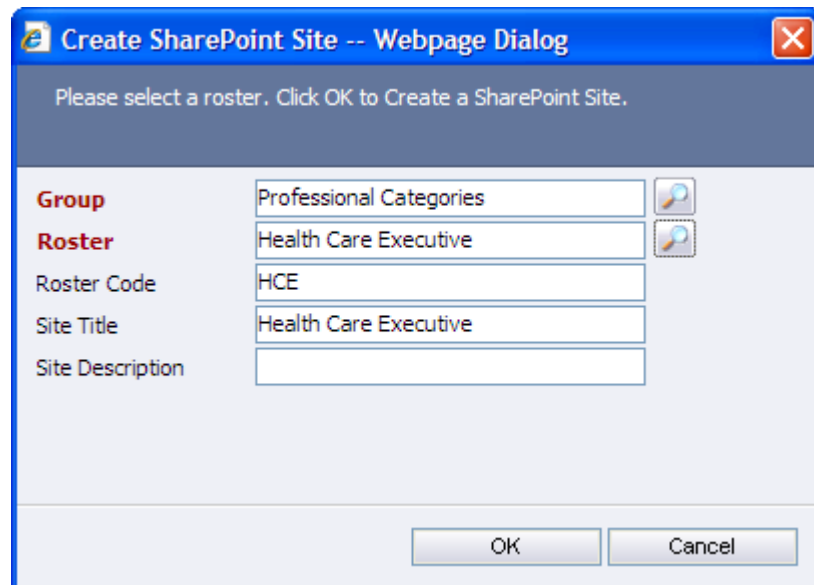
You can create sites for any of the rosters in CRM for Members. When you create a site for a roster that is not assigned to the Communities or Interest Group roster group, that roster's site will be created within the Rosters site of SharePoint for Members.

Note

If you create a site for a roster that is assigned to the Communities or Interest Group roster group, that roster's site will be created within either the Community site or the Interest Groups site of SharePoint for Members.

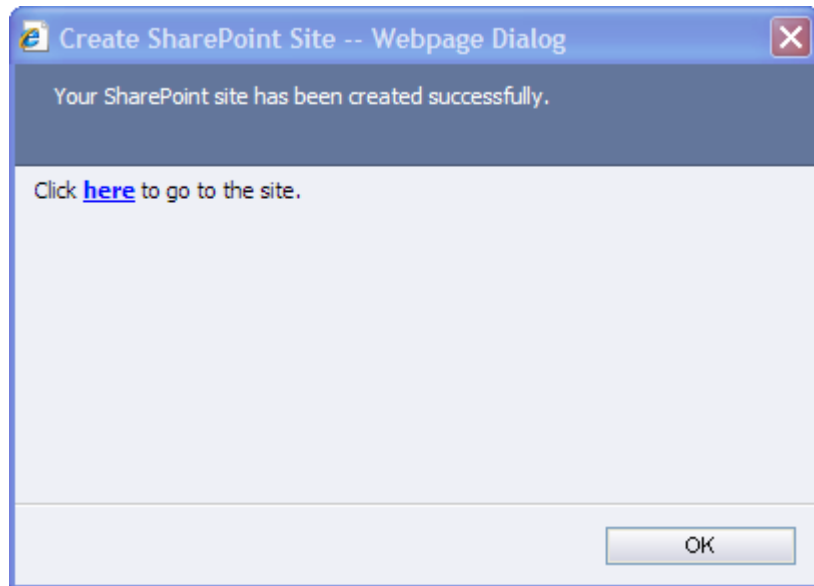
If you create a site for a roster, all of the members of that roster will have access to the site the next time they log in to SharePoint for Members.

1. In the **Navigation Pane** of the main CRM for Members window, click **Settings >> CRM4M Settings**.
2. In the **CRM4M Settings** window, click **Roster Manager**, then click **Create SharePoint Site**.
3. In the **Create SharePoint Site** dialog, select the roster group, and then select the roster that you're creating a site for.



Create SharePoint Site -- Webpage Dialog	
Please select a roster. Click OK to Create a SharePoint Site.	
Group	Professional Categories
Roster	Health Care Executive
Roster Code	HCE
Site Title	Health Care Executive
Site Description	
OK Cancel	

4. If necessary, edit the site title, and enter a description for this roster site.
5. Click **OK**. The system will create a subsite for this roster within the Rosters site. When the process is complete, the following dialog will appear:



6. Click **OK**. The new roster site will now appear in the Rosters site, and all of the members of that roster will have access to the site the next time they log in.



Creating a site for a committee

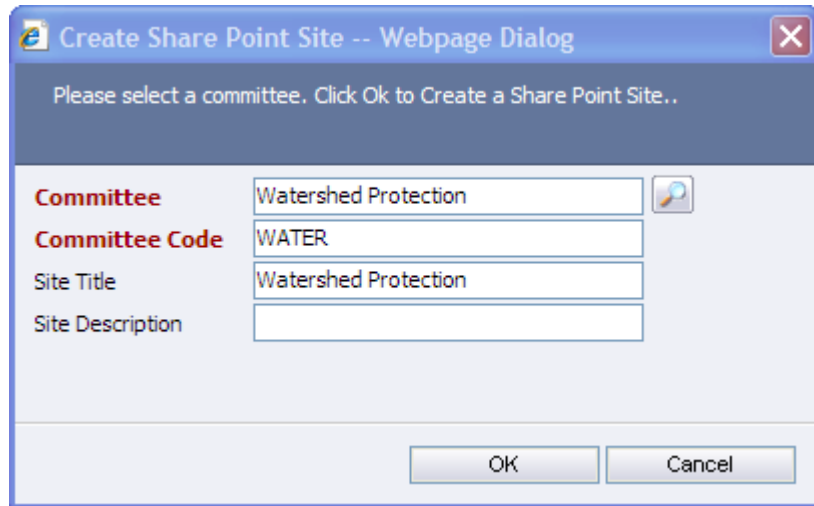
You can create a sub-site in your SharePoint for Members site for any committee or subcommittee in CRM for Members. The committee site will be a sub-site of the Committees site.

Note

If you create a site for a committee, and then create sites for any of its subcommittees, the committee and subcommittee sites will not have any parent-child relationships within the Committees site in SharePoint.

When you create committee site, all of the committee officers and members will automatically be given access to the committee site the next time they log in to SharePoint for Members.

1. In the **Navigation Pane** of the main CRM for Members window, click **Settings >> CRM4M Settings**.
2. In the **CRM4M Settings** window, click **Committee Manager**, then click **Create SharePoint Site**.
3. In the **Create SharePoint Site** dialog, select the committee or sub-committee that you want to create a site for.



Create Share Point Site -- Webpage Dialog

Please select a committee. Click Ok to Create a Share Point Site..

Committee Watershed Protection

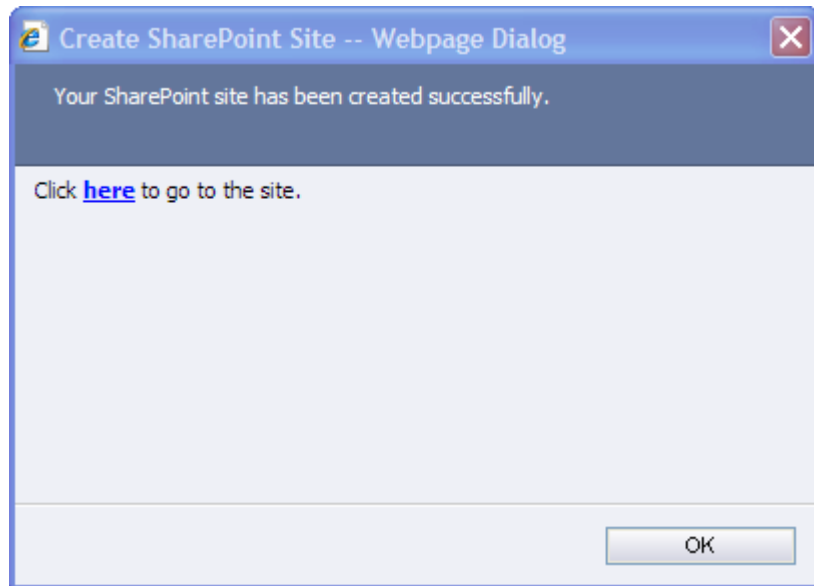
Committee Code WATER

Site Title Watershed Protection

Site Description

OK Cancel

4. If necessary, edit the site title, and enter a description for this committee site.
5. Click **OK**. The system will create a subsite for this committee within the Committees site. When the process is complete, the following dialog will appear:



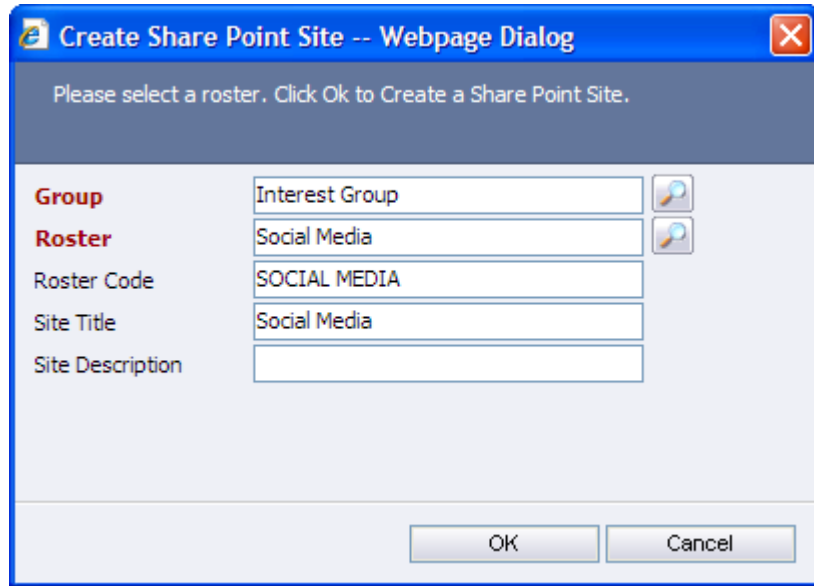
6. Click **OK**.

Creating a site for an interest group

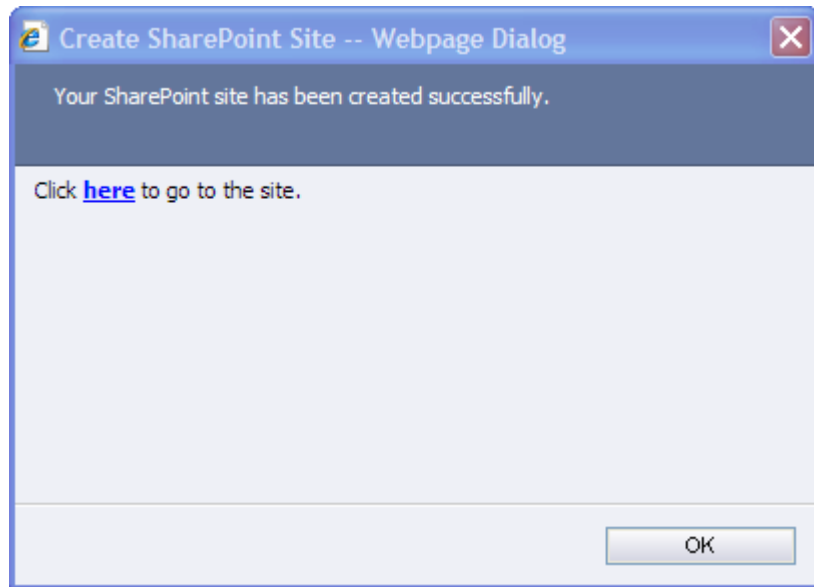
You can create sites for any of the special interest groups within your organization. Any roster that is assigned to the Interest Group roster group can have a sub-site within the Interest Groups site of SharePoint for Members.

If you create a site for any Interest Group roster, all of the members of that roster will have access to the site the next time they log in to SharePoint for Members.

1. In the **Navigation Pane** of the main CRM for Members window, click **Settings >> CRM4M Settings**.
2. In the **CRM4M Settings** window, click **Roster Manager**, then click **Create SharePoint Site**.
3. In the **Create SharePoint Site** dialog, select the **Interest Group** group, then select the roster for the interest group that you're creating a site for.



4. If necessary, edit the site title, and enter a description for this interest group site.
5. Click **OK**. The system will create a subsite for this interest group within the Interest Groups site. When the process is complete, the following dialog will appear:

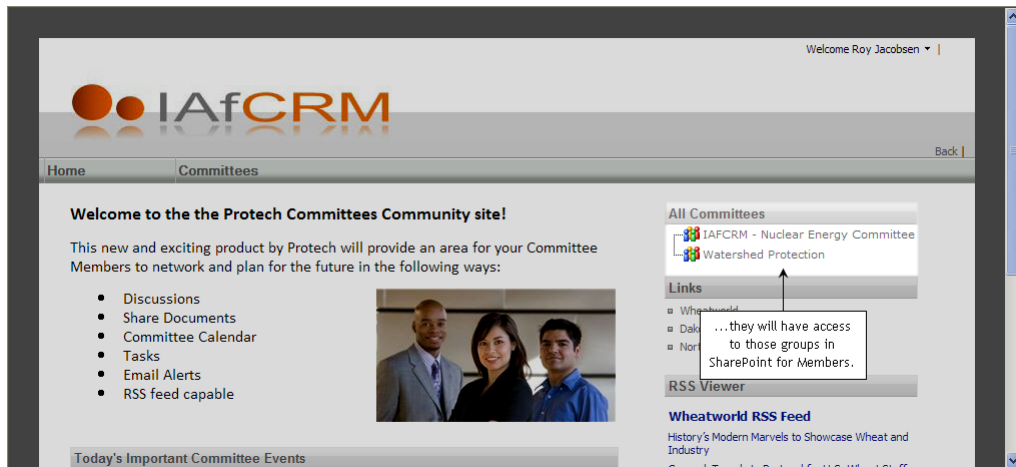
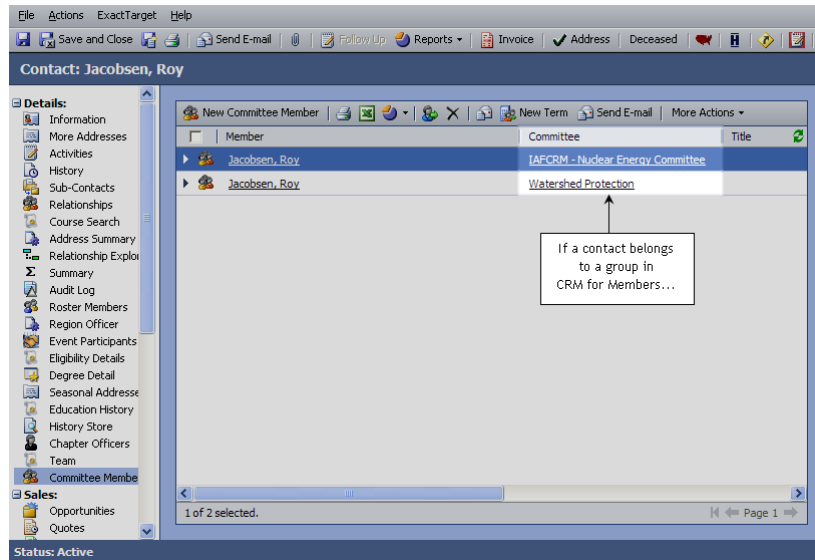


6. Click **OK**.

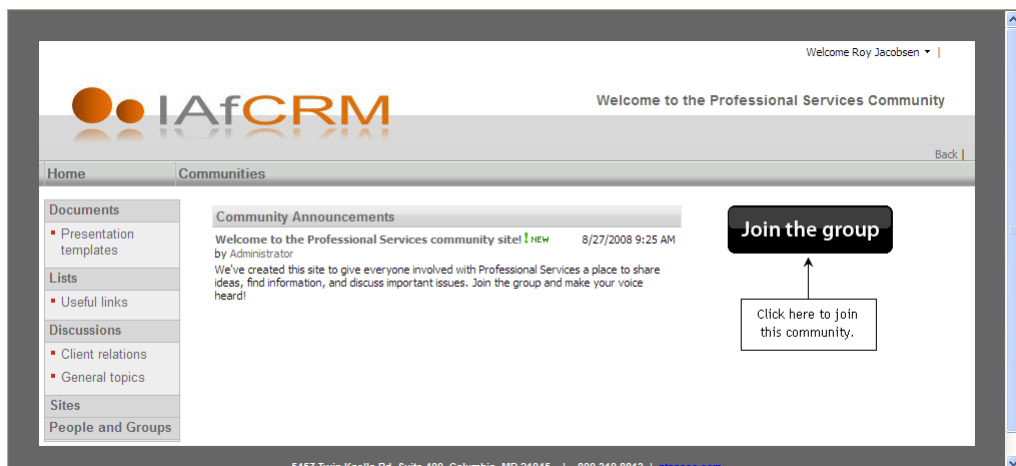
Ad-hoc communities site membership

For most of the communities within SharePoint for Members, membership is controlled by the contacts' memberships in the groups in CRM for Members. For example, if you create a community site for a

CRM for Members committee, by default, only the members of the committee will have access to the committee site.



can also create *ad-hoc* communities, which allow your association members to join at will. For example, you could create a community for a specific issue, and members who are interested in that issue can join the community if they want to.

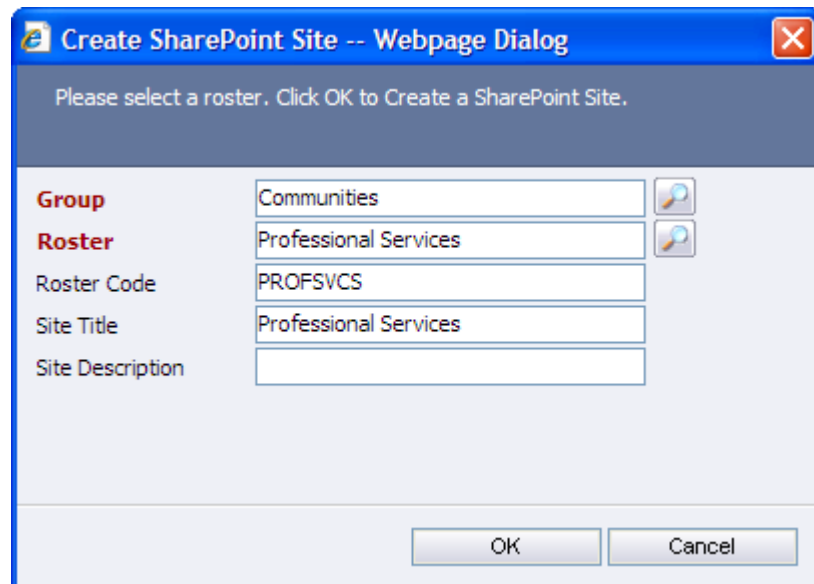


Creating a site for an ad-hoc community

You can create sites for an ad-hoc community within your organization, allowing members to opt-in to the group and gain access to the community's site at any time. Any roster that is assigned to the Communities roster group can have a sub-site within the Community site of SharePoint for Members.

When any user visits the home page of a Community site, they will have the option to join the group. If they are a member, they can also choose to leave the group at any time..

1. In the **Navigation Pane** of the main CRM for Members window, click **Settings >> CRM4M Settings**.
2. In the **CRM4M Settings** window, click **Roster Manager**, then click **Create SharePoint Site**.
3. In the **Create SharePoint Site** dialog, select the **Communities** group, then select the roster for the community that you're creating a site for.



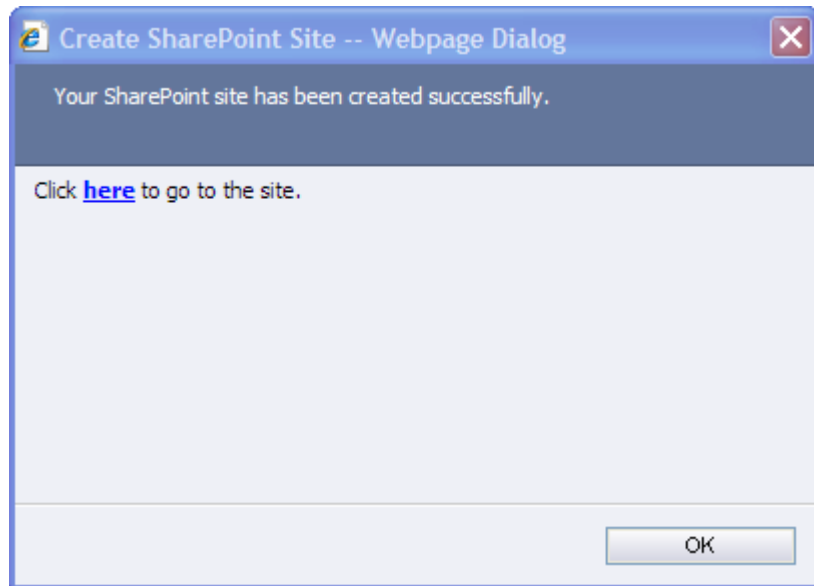
Create SharePoint Site -- Webpage Dialog

Please select a roster. Click OK to Create a SharePoint Site.

Group	Communities
Roster	Professional Services
Roster Code	PROFSVCS
Site Title	Professional Services
Site Description	

OK Cancel

4. If necessary, edit the site title, and enter a description for this community site.
5. Click **OK**. The system will create a subsite for this community within the Community site. When the process is complete, the following dialog will appear:



6. Click **OK**.

Deleting a site

If necessary, you can delete any site that you have created for a chapter, roster, committee, interest group, or ad-hoc community.

For example, you may have created a site for a subcommittee, but then the committee reorganizes, and the subcommittee no longer exists. In this case, you can delete the subcommittee's site.

Warning

Do not delete any of the main community sites—Chapters, Rosters, Committees, Interest Groups, and Communities.

Deleting a site consists of the following basic steps:

- Detach the site from the associated CRM for Members group record.
- Delete the site in SharePoint for Members.
- Delete the site's SharePoint groups.

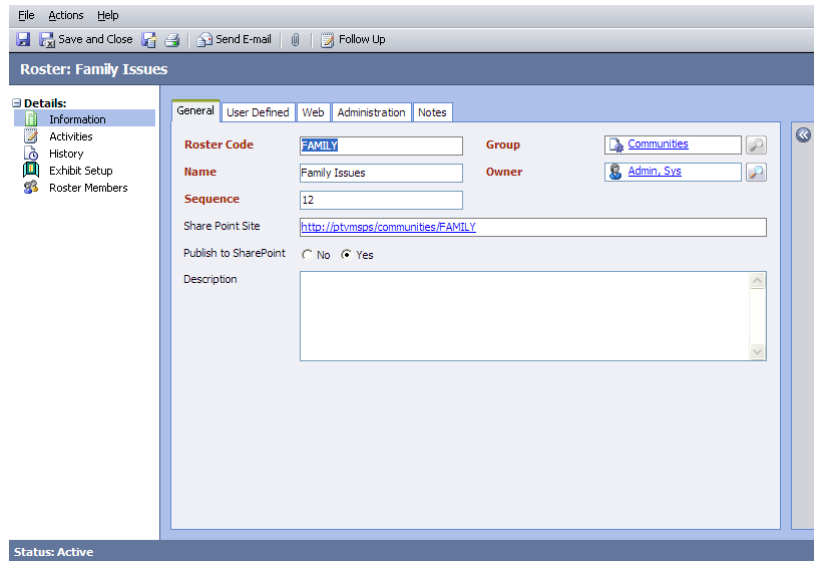
Important

If you delete a site, all of the site's content—shared documents, pictures, lists, calendar events, and so forth—will be deleted. This action can not be undone, so be sure to save copies of any important files before you begin.

Detaching a site from its CRM for Members record

1. Log in to CRM for Members. In the **Navigation Pane** of the main CRM for Members window, click **Settings >> CRM4M Settings**.

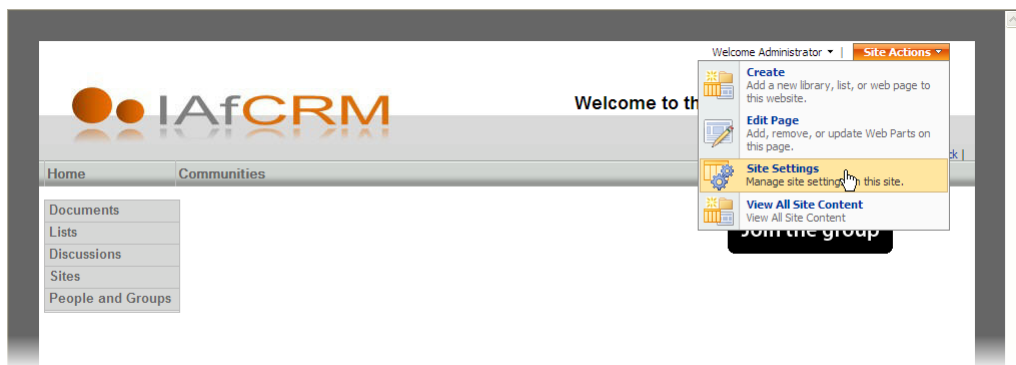
2. If you are deleting a chapter site, click **Chapter Manager >> Chapters Setup**. If you are deleting a committee site, click **Committee Manager >> Committees**. If you are deleting a roster, interest group, or community site, click **Roster Manager >> Rosters**.
3. Locate the record for the group whose site you're deleting, and double-click it to open the record. (The following screenshot shows a Community roster as an example.)



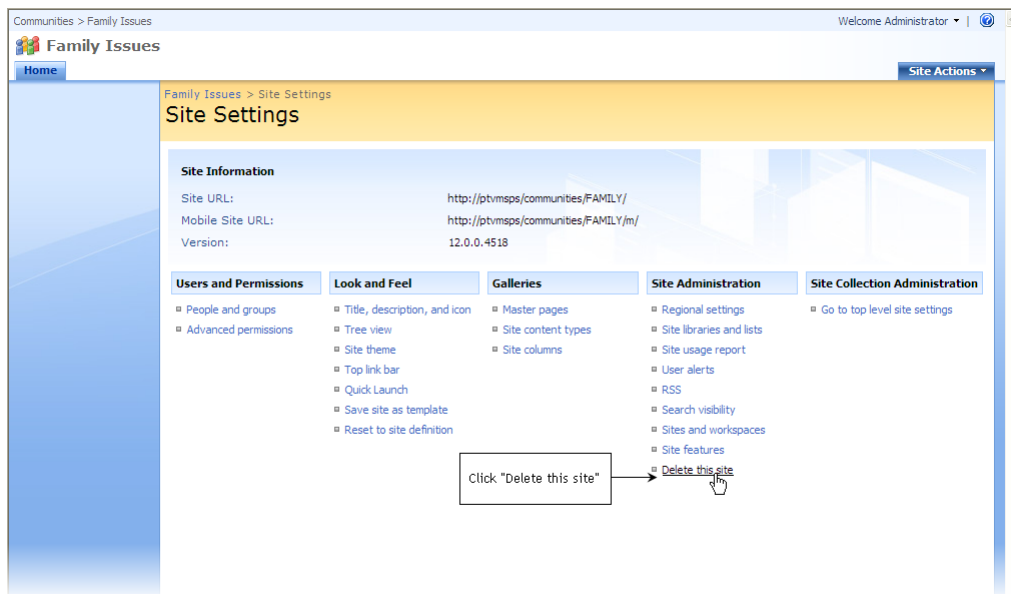
4. Select **No** for the **Publish to SharePoint** option, and then click **Save and Close**.

Deleting a site in SharePoint for Members

1. Log in to your internal SharePoint for Members site as administrator.
2. Navigate to the site that you want to delete.
3. From the **Site Actions** menu, click **Site Settings**.



On the **Site Settings** page, click **Delete this site**.



It appears, asking you to confirm that you want to delete the site. Click **Delete**.

6. A page will appear confirming that the site has been deleted.

Deleting the site's SharePoint groups

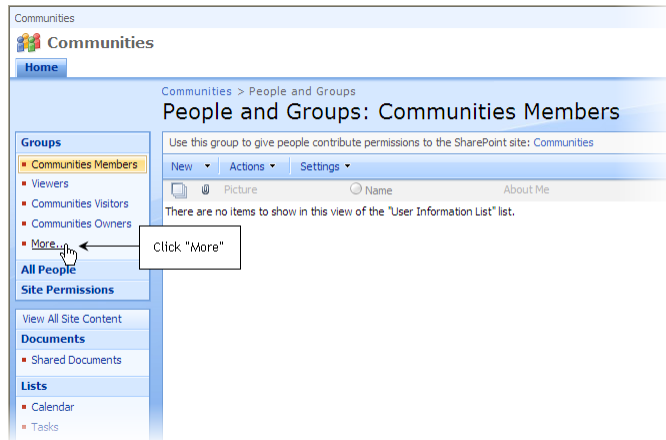
When the site you deleted was first created, one or more SharePoint groups were created to manage users' access to the site.

- A site for a chapter will have three groups: [Chapter Name] Members, [Chapter Name] Officers, and [Chapter Name] Owners (where [Chapter Name] is the name of the chapter site).
- A site for a roster will have one group: [Roster Name] Members (where [Roster Name] is the name of the roster site).
- A site for a committee will have two groups: [Committee Name] Members, and [Committee Name] Owners (where [Committee Name] is the name of the committee site).
- A site for an interest group will have one group: [Interest Group Name] Members (where [Interest Group Name] is the name of the interest group site).
- A site for an ad-hoc community will have one group: [Community Name] Members (where [Community Name] is the name of the community site).

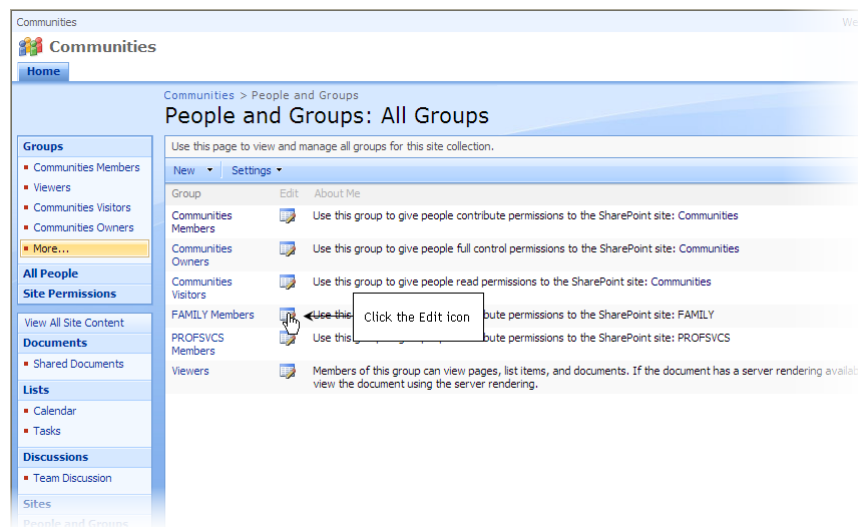
You must delete all of the SharePoint groups that were created for the site you deleted. (For more information about SharePoint groups, see *Groups in SharePoint for Members* on page 8.)

1. After deleting the site, navigate to the site's parent site. For example, if you deleted a community site, go to the Communities hpme page.

2. From the **Site Actions** menu, click **Site Settings**.
3. On the **Site Settings** page, click **People and groups**.
4. In the **Groups** list of the **People and Groups** page, click **More**.



5. The **People and Groups** page will reappear, displaying all of the SharePoint groups for this parent site.
6. Click the Edit icon next to the first group listed for the site you deleted.



7. In the **Change Group Settings** page, scroll to the bottom of the page and click **Delete**.
8. A message will appear, asking you to confirm that you want to delete this group. Click **OK**.
9. If necessary, repeat steps 4 - 8 for each SharePoint group that was created for the site you deleted.