Glossary:

ACH Form – automated clearing house authorization form, necessary in order to take in funds through the event or membership modules.

Alumni Created Group – an “unofficial” group on stanfordalumni.org created by alumni revolving around a specific interested. Does not need SAA approval.

Block (membership) – a blocked individual is prevented from interacting with the club in any way and cannot receive group communications.

Blogger – manages a blog; an open, on-line journal that allows users to share their thoughts. This is NOT a discussion board; there is no back-and-forth between users.

Cancel – this action terminates a membership.

Carry-over Period – This is the “grace” period built into your membership, and sets the number of months before your year-end month when you may sign up for membership and be carried over into the next membership year. For example, the year end month is set in August, and the carry over period is set for 6 months. This means that as of March, a person can sign up and their membership will *not end* on August 31, but be extended into the next full membership year.

Dashboard (Manage Group page) – The Manage Group page – sometimes referred to as the dashboard – allows you to enter any of your modules and adjust its settings.

Discussion Board – a communication interface open to group members only that allows subscribers to post topics for discussion.

Event Manager – The primary function of the event manager is to coordinate new club events and inform members via regular web page updates and other means.

Group Setup Tab – this page manages initial setup components, including club description, membership plans, extra pages. To access this tab, navigate to the Homepage page and click “Edit Group” from the Group Actions menu.

Hyperlink – Hyperlinking refers to inserting text in one location that is linked to a different web page. For example, instead of inserting a long web address generated by an online map, the word “map” may serve as the link to the desired content.

Membership Chair – The membership chair is primarily engaged with keeping the membership module current and assisting with member registrations. The membership chair is the only official other than the president who may block individuals from the group.

Officer – The officer holds a position supplementary to any group needs.
Official Club (same as official group) – A club is created by a Stanford alum who wishes to engage other alums with a common interest or region. Clubs are featured on the Stanford Alumni website, and are capable of charging their own event fees. Requires SAA approval prior to setup.

President – The president is charged with managing all aspects of the club including coordination amongst club officials. The president ensures regular web page updates, event postings, and membership management. The president has the exclusive power to appoint club leadership roles.

Private – a group or club that cannot be searched for on the general site, and members can only join by invitation.

Public – a group of club viewable to all, and anyone may join.

Remove – this action removes a current member and makes him or her a cancelled member.

Secretary – The secretary is charged with the same functions as the treasurer, but is specifically tasked with working with other volunteers to ensure organization of events, registrations, and funds.

Semi-Private – a group or club viewable and searchable by all; however, the club administrator must approve requests to join.

Smartmail Lite – a messaging program that can be used to email groups of members within your membership module, or event registrants from the event module. Smartmail uploads addresses directly from the Stanford Alumni database, so that emails addresses are always current. This is only available to official clubs.

Treasurer – The treasurer is responsible for organizing a group’s finances. He or she must also work alongside event managers and the membership manager to ensure correct bookkeeping. The treasurer is not, however, responsible for initial web page construction, and has no ability to block members.

User Defined Group – see "alumni-created group"

Webmaster – an individual responsible for the development and maintenance of a club’s webpage.

WYSIWYG Editor - Stands for "What you see is what you get." This editor makes it easy to create emails and websites without html knowledge.