How to Use the Chicago Section IFT Website

Information for CSIFT Leadership & Members
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Making Use of Your CSIFT Membership: How to use the Website

Have you checked out the new CSIFT website? Are you aware of the new membership benefits? Do you want to update your information? Looking for an associate you haven’t seen in a while? Need information on companies in the food technology business? Check out the CSIFT website today – see how below!

**How do I login?**

If you know your email, you can login. Go to the Member Login button on the right hand side of the homepage:

[www.chicagoift.org](http://www.chicagoift.org)  
Click on the button to get to the login screen.

**Login**

Please provide your e-mail address and password to login.

If your login information is displayed below, then you are already logged in.

If you are a visitor and not a registered user, please use the New Visitor Registration to register for the site.

Primary E-Mail Address:  
Password:  

[ ] Remember Me  
[ ] Go

Forgot your Password?

Type in your email address and if this is the FIRST TIME you are logging in the password is csift1. You will be asked to change this password. From then on use your new password.

If you are unable to login or are given an error regarding your email, please contact our office so we can tell you the email we have on file for you. Contact the business office at 630-916-4960 or email members@chicagoift.org. If you forget your password, it will be sent via email.
Once logged in you will see this screen:

### How do I view and / or change my information?

Click on “My Information” on the top left above. This will bring you to the following screen:

You can edit any of your information by clicking on the “edit information” link. Feel free to update this information as necessary. You can also change your password at any time from this page.
You can also view your company information. You may not be able to change this information – it depends on if this same company information is connected to other members. Please send any changes to members@chicagoift.org

What are the other links used for?

My Committees
We have not yet activated this page but it would show what committees you are affiliated with. Is this of interest to the Section?

Also, we can activate Leadership Committees so members could search for different Section committees and their leadership’s contact information. Right now this information is on the website.
My Events

This page will list any event that you have registered for using the website. You can keep track of what you have attended and when. Below are events in the system that I have registered for when I tested the registrations.

You can click on the event for more information and add the event to your Outlook calendar.

### My Events

A list of events that you have registered for is presented below.

Click on event name to see more details and add event to your Outlook calendar.

(Past events are highlighted in gray)

<table>
<thead>
<tr>
<th>Start Date/Time</th>
<th>Event Name</th>
<th>Registration Date</th>
<th>Your Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 09, 2011</td>
<td><strong>Innovation Now Forum - Call for Papers 2011</strong></td>
<td>May 02, 2011</td>
<td>4</td>
</tr>
<tr>
<td>8:30am</td>
<td><strong>Innovation Now Forum - Call for Papers 2011</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30am</td>
<td><strong>Suppliers' Night November 9, 2011 - Broker Payment</strong></td>
<td>Mar 17, 2011</td>
<td>1</td>
</tr>
<tr>
<td>6:30am</td>
<td><strong>Suppliers' Night November 9, 2011 - Broker Registration</strong></td>
<td>Nov 27, 2010</td>
<td>1</td>
</tr>
<tr>
<td>6:30am</td>
<td><strong>Suppliers' Night November 9, 2011 - Normal Registration</strong></td>
<td>Nov 19, 2010</td>
<td>2</td>
</tr>
<tr>
<td>6:30am</td>
<td><strong>Suppliers' Night November 9, 2011 - Normal Registration</strong></td>
<td>Nov 27, 2010</td>
<td>2</td>
</tr>
</tbody>
</table>
My Transactions

If you have attended a dinner meeting and would like a copy of your receipt, this is place for you! You can also see when your membership will expire and can pay online using the “Pay Open Orders” link.

At this time CSFIT does not offer memberships for organizations so this will be blank as will the downloadable products field as CSIFT does not sell downloadable products.

I have lots of transactions because one gets added each time I test the system. (Notice I have not paid for any of them) – yours will show the amount paid.

The section below displays membership information.

The section below displays primary organization membership information.

There are no results to display.
How Do I Find a Member or Friend of CSIFT?

Looking to connect with a fellow CSIFT member? Looking for someone you met at an event? This new online membership directory is easy to use!

Click on "Individual Directory." Type in any field in the fields below. I typed in 60148 in the postal code to view all of the members and friends of CSIFT in my postal code. See the next page for the results.
Results of Postal Code Search

Marketing or sponsorship opportunities also exist on this and other members-only pages on the website.

But let’s say you can’t remember someone you wanted to reconnect with who you met at the September Dinner Meeting.

You remember his company name but that is all. Just type in the company name in the “Organization Name field.” You will get a complete alphabetical listing of all of the CSIFT members of that organization.

I used Caravan Ingredients as the search.
How Can I Find Information about CSIFT Organizations?

You can search for organizations by name or by any of the categories listed here.

Check your company listing and contact us if there are changes needed members@chicagoift.org.

Because the organizations are linked to individual members, only the office can make changes to the company description and that is also why you can’t change the company information under your member listing as it would change it for all the CSIFT members who work for your company.

If you want to know what food technology companies are in a particular city you can use that as your search parameter.

I used Lombard as the search parameter.
Members Only Pages

The Members Only pages consist of the following pages:

1. 2010-2011 PDF of the Membership Directory
2. Newsletters – current and archived
3. Knowledge Center
4. Career Center – job postings and those looking for work

You can access these pages by clicking the links to those pages.

Newsletters: Current and Archived
The past newsletters are stored as pdf documents that can be downloaded. The current newsletters are now online and can be accessed via the link on this page.

CSIFT "FoodBytes" Newsletter
< back

Current Issues Click here to view September 2010 - Current eNewsletters

2010 click to review past 2010 newsletters
2009 click to review past 2009 newsletters
2008 click to review past 2008 newsletters
2007 click to review past 2007 newsletters
Beginning with the September 2010 newsletter, CSIFT changed from a “paper driven” newsletter to an eNewsletter.

There are many benefits to having an eNewsletter managed by the Constant Contact tool.

Newsletters are more likely to get through firewalls as there are no large attachments.

There is no restriction on length of the newsletter and we can track who receives it and whose email system blocked it.

Knowledge Center

We now have the ability to not just save and store the newsletters, but we also save and store the individual articles so that members can search for an article by topic or author.

These articles are stored in the Knowledge Center.

Because the articles are each stored as separate documents (rather than pdf'd into one newsletter) they can be part of a “search.”

So for example, they become part of the social media world and people can “Google” a topic and find us that way.

Also, members can search using the search feature on the header of each of our web pages to find information they are searching for.

The CSIFT search feature also searches the IFT website.

Just click on any of the links below to access the newsletters.

Click on any of the links below to access the newsletters.

- Chicago Section IFT - May Newsletter (05/20/2011)
- Chicago Section IFT - April Newsletter (04/05/2011)
- Digital Newsletter-CSIFT March 2011 E #7 (03/20/2011)
- Digital Newsletter-CSIFT Feb 2011 E #6 (02/21/2011)
- Digital Newsletter-CSIFT Jan 2011 E #5 (01/28/2011)
- Digital Newsletter-CSIFT Dec 2010 E #4 (12/19/2010)
- Digital Newsletter-CSIFT Nov 2010 E #8 (11/22/2010)
- Digital Newsletter-CSIFT Oct 2010 E #2 (10/22/2010)
- Digital Newsletter-CSIFT Aug Sept 2010 E #1 (09/19/2010)

CSIFT 2010-11 Knowledge Center

To download the pdf of the article, click on the download icon.
To view the file, you must have Adobe Reader.

Click for the current version of Adobe Reader.
Search Feature

Just Looking for more information on a particular topic or need information that you know you read somewhere in a newsletter? Our new search feature makes this possible. Doing a quick search using “Joe Stout” got the following results:

1. **Section, Division Volunteers Recognized | Annual Meeting IFT**
   - Jul 19, 2010...Chicago Section, Jerry Baird, Daniel Ernst, Mike Hostler, Atul Khare, Anna Louis, Jan Miller, Susan Monroe, Joe Stout...
   - [View](#)

2. **Message from the Chair**
   - File Format: PDF/Adobe Acrobat - Quick View
   - Our chairperson last year was Joe Stout who provided us with thoughtful and insightful leadership. We all want to thank Joe for his enthusiasm and hard work.
   - [View](#)

3. **KNOW YOUR EMERITUS MEMBERS**
   - File Format: PDF/Adobe Acrobat - Quick View
   - In his last year, he provided some small assistance to Joe Stout and the ever-expanding Chicago Supplier’s Night. Roy has a BS Mechanical Engineering from the...
   - [View](#)

4. **Message From the Chair**
   - File Format: PDF/Adobe Acrobat - Quick View
   - Joe Stout – Past Chair, IFT Online – Returning Chair. Tom Bush – Elected Incoming Chair and Membership Committee.
   - [View](#)

5. **www.chicagoift.org**
   - File Format: PDF/Adobe Acrobat - Quick View
   - Supplier’s Night Chair, Joe Stout has been Chair of the Committee for over...Joseph Street.
   - [View](#)

6. **Chicago Section (CS/IFT) Suppliers’ Night | IFT.org**
   - Nov 10, 2010...Joe Stout - CS/IFT Supplier's Night Chair, Skidmore Sales, Phone: 630-325-9903, Fax: joestout@skidmore-sales.com. Supplier Night Information ...
   - [View](#)

Career Center

This takes you to the latest Employment Committee Report you can download.

**OPEN POSITIONS & JOB SEEKERS**

> Download a pdf of the current list of Open Positions & Job Seekers
Really Cool New Feature for Suppliers’ Night

Now potential attendees of Suppliers’ Night (or other visitors to our website) can search for suppliers by one or more of the following search features:

1. All
2. Ingredients / Additives
3. Contract Services for the Food Industry
4. Laboratory Equipment, Instrumentation, and Supplies
5. Packaging Equipment and Suppliers
6. Processing Equipment, Instrumentation, and Supplies

Choose your search feature and then click on **Search**.

Once you have the results you want, then you can also click on **Download**.

*The question we have for the Leadership Team is if you want this feature to be in the members-only part of the website or to be open to any visitors.*
**Leadership FTP Site**
The Leadership FTP Site is a place where you can store committee documents and records, where you can upload documents you would like committee members to review and comment on, and where you can download large files that are too large for email.

There are several committees who have already set up access and use it for committee business.

To have your committee included on the FTP site, contact Lynnda or Marty. We will set up File for your committee and a login and a password for committee members to use. You can then upload and download documents.
New Feature to Evaluate Website Traffic

In April we implemented a new feature (Google Analytics) that analyzes traffic to the website. We hope to learn how visitors interact with our site and use that information to make informed site design improvements and drive targeted traffic. We want to use this tool to identify which pages get the most interest and also as a way to quantify value for the sponsorship of different website pages. Below is a glimpse at the results since it was implemented.
Suggestions?
The website is still new and we are working through kinks as we become aware of them – if you find a kink or have ideas, please contact the Business Office at BusinessOffice@chicagoift.org! Or call 630-916-4960 and ask for Lynnda!