

How to Use the Chicago Section IFT Website

*Information for CSIFT Leadership
& Members*





Chicago Section IFT
the First Section





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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.chicgoift.org

Member Login

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.

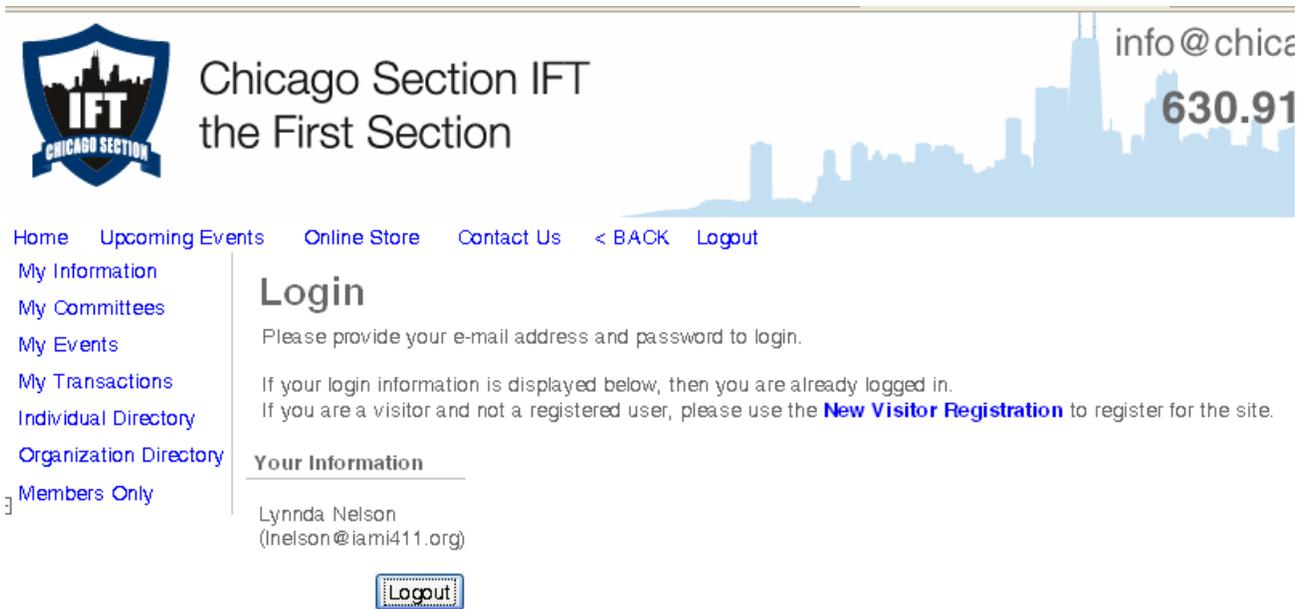
If you are unable to login or are given an error regarding your email, please contact our office so we can tell you the email we have on file for you. Contact the business office at 630-916-4960 or email members@chicagoift.org. If you forget your password, it will be sent via email.



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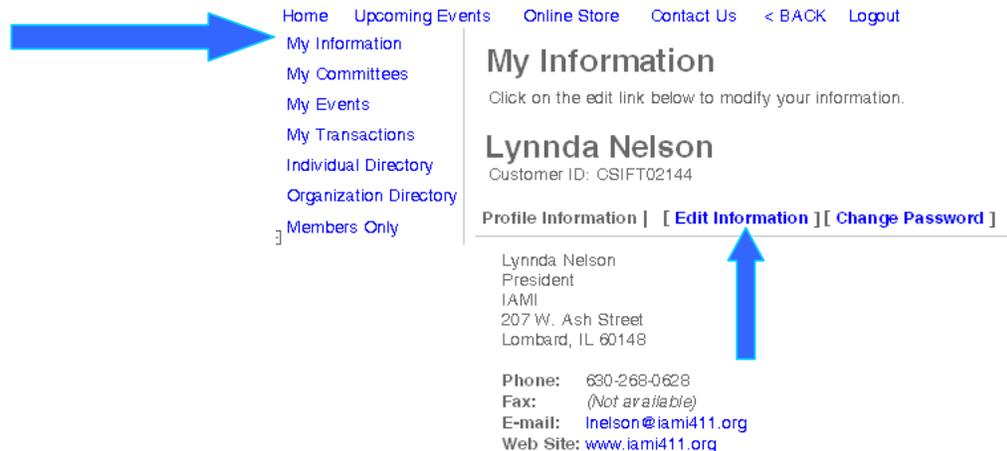
Once logged in you will see this screen:



The screenshot shows the user interface for the Chicago Section IFT website. At the top left is the logo. The main header area contains the text "Chicago Section IFT the First Section" and contact information: "info@chicagoift.org" and "630.916.4960". A navigation menu includes "Home", "Upcoming Events", "Online Store", "Contact Us", "< BACK", and "Logout". On the left side, there is a vertical menu with options: "My Information", "My Committees", "My Events", "My Transactions", "Individual Directory", "Organization Directory", and "Members Only". The main content area is titled "Login" and contains instructions: "Please provide your e-mail address and password to login." It also states: "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." Below this is a section titled "Your Information" showing the user's name "Lynnda Nelson" and email "(lnelson@iami411.org)", with a "Logout" button.

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:



The screenshot shows the "My Information" page. A blue arrow points from the "My Information" link in the left-hand navigation menu to the page header. The page header includes the same navigation menu as the previous screenshot. The main content area is titled "My Information" and contains the text: "Click on the edit link below to modify your information." Below this is the user's name "Lynnda Nelson" and "Customer ID: CSIFT02144". There are three links: "Profile Information", "[Edit Information]", and "[Change Password]". A second blue arrow points from the "[Edit Information]" link to the user's contact details. The contact details include: "Lynnda Nelson, President, IAMI, 207 W. Ash Street, Lombard, IL 60148". Below this are fields for "Phone: 630-268-0628", "Fax: (Not available)", "E-mail: lnelson@iami411.org", and "Web Site: www.iami411.org".

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.



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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

[Home](#) [Upcoming Events](#) [Online Store](#) [Contact Us](#) [< BACK](#) [Logout](#)

[My Information](#)

[My Committees](#)

[My Events](#)

[My Transactions](#)

[Individual Directory](#)

[Organization Directory](#)

[Members Only](#)

[Knowledge Center](#)

Organization Change Request Instructions

If you recently changed organizations, please send an email with the following information:

- Old organization
- New organization
- Date that this change becomes effective

Thank you.

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.

[Home](#) [Upcoming Events](#) [Online Store](#) [Contact Us](#) [< BACK](#) [Logout](#)

[My Information](#)

[My Committees](#)

[My Events](#)

[My Transactions](#)

My Committees

My Committees

The list of your committees is presented below:

- There are no results to display.



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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)

Start Date/Time	Event Name	Registration Date	Your Registrations
Nov 09, 2011			
8:30am	Innovation Now Forum - Call for Papers 2011	May 02, 2011	4
8:30am	Innovation Now Forum - Call for Papers 2011	May 02, 2011	4
8:30am (GMT-06:00) Central Time (US & Canada)	Suppliers' Night November 9, 2011 - Broker Payment	Mar 17, 2011	1
8:30am (GMT-06:00) Central Time (US & Canada)	Suppliers' Night November 9, 2011 - Broker Registration	Nov 27, 2010	1
8:30am (GMT-06:00) Central Time (US & Canada)	Suppliers' Night November 9, 2011 - Normal Registration	Nov 19, 2010	2
8:30am (GMT-06:00) Central Time (US & Canada)	Suppliers' Night November 9, 2011 - Normal Registration	Nov 27, 2010	2
Aug 23, 2011			
8:45am	CSIFT White Pines Golf Outing - August 23, 2011	May 11, 2011	2



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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.

- My Information
- My Committees
- My Events
- My Transactions
- Individual Directory
- Organization Directory
- Members Only

My Transactions

Information about your activities are presented below.

The section below displays open orders and invoices that are 1 year old or less, and closed orders and invoices that are 60 days old or less.

Order#	Status	Invoice#	Order Date	Cancel Date	Total	Paid	Installment Balance	Note
1995070	Open	-	05/11/2011	-	\$280.00	\$0.00		- Confirmation#: 1469400
1998420	Open	-	04/18/2011	-	\$125.00	\$0.00		- Confirmation#: 1467720
1990530	Open	-	03/17/2011	-	\$900.00	\$0.00		- Confirmation#: 1464750
1990330	Open	-	03/17/2011	-	\$100.00	\$0.00		- Confirmation#: 1464550
1990320	Open	-	03/17/2011	-	\$5.00	\$0.00		- Confirmation#: 1464540
1986400	Open	-	01/19/2011	-	\$75.00	\$0.00		- Confirmation#: 1460270
1985400	Open	-	01/06/2011	-	\$50.00	\$0.00		- Confirmation#: 1459650
1960710	Open	-	12/17/2010	-	\$100.00	\$0.00		- Confirmation#: 1458410
1899370	Open	-	11/27/2010	-	\$1,225.00	\$0.00		- Confirmation#: 1456100
1899360	Open	-	11/27/2010	-	\$1,400.00	\$0.00		- Confirmation#: 1456090
1892040	Open	-	11/19/2010	-	\$675.00	\$0.00		- Confirmation#: 1456010
1816080	Open	-	11/16/2010	-	\$50.00	\$0.00		- Confirmation#: 1455910

The section below displays membership information.

Member Type	Effective	Join	Expire	Order#	Order Status	Order Date	Total	Invoice#	Primary Action
Staff Member		12/31/2009	12/31/2011						✓

The section below displays primary organization membership information.

Member Type	Effective	Join	Expire	Order#	Order Status	Order Date	Total	Invoice#	Primary Action
There are no results to display.									



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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.

[Home](#) [Upcoming Events](#) [Online Store](#) [Contact Us](#) [< BACK](#) [Logout](#)

[My Information](#)

[My Committees](#)

[My Events](#)

[My Transactions](#)

 [Individual Directory](#)

[Organization Directory](#)

[Members Only](#)

Individual Directory Search

Enter your search criteria in the fields below to find individuals.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Designation:	<input type="text"/>
Organization Name:	<input type="text"/>
City:	<input type="text"/>
State/Territory:	<input type="text"/>
Postal Code:	<input type="text"/>
Country:	<input type="text"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
E-Mail Address:	<input type="text"/>
Web Site Address:	<input type="text"/>
Individual Type:	<input type="text"/>
Member Type:	<input type="text"/>



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Results of Postal Code Search

Aaron Dare
 Balchem Corporation
 1104 E. Maple St.
 Lombard, IL 60148
 Phone: (630) 268-8169
 E-mail: adare@balchem.com
 Member Type: Professional Member
 » [View More Info](#)

Dafne Diez de Medina
 Innova/A Griffith Labs Co
 2505 S Finley Rd
 Lombard, IL 60148
 Phone: (630) 928-4850
 Fax: (630) 849-1216
 E-mail: ddiezdemedina@innovafavors.com
 Member Type: Professional Member
 » [View More Info](#)

Jorge Esteve
 Sales Manager
 Innova/A Griffith Labs Co
 2505 S Finley Rd
 Suite 100
 Lombard, IL 60148
 Phone: (630) 928-4845
 E-mail: jesteve@innovafavors.com
 Member Type: Professional Member
 » [View More Info](#)

Rebecca Geske
 Custom Culinary
 2505 S. Finley Rd.
 Lombard, IL 60148
 Phone: (630) 928-4881
 E-mail: rgeske@customculinary.com
 Member Type: Professional Member
 » [View More Info](#)

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

The screenshot shows the website header with the logo and navigation links: Home, Upcoming Events, Online Store, Contact Us, < BACK, Logout. Below the navigation is a menu with links: My Information, My Committees, My Events, My Transactions, Individual Directory, Organization Directory, and Members Only. The main content area is titled "Individual Directory Search Results" and includes the text "RENT THIS SPACE BY SPONSORING THE MEMBERSHIP DIRECTORY!!!!". A blue arrow points to the search results for Cynthia E. Clery, a Senior Principal Food Scientist at Innova/A Griffith Labs Co. Her contact information is listed, including phone number (732) 940-2351 and email cclery@innovafavors.com. A blue arrow also points to the "View More Info" link for her profile.

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.

The screenshot shows search results for Caravan Ingredients. A blue arrow points to the profile of David Pfefer, a Caravan Ingredients employee at 7905 Quivira Rd, Lenexa, KS 66215. His contact information is listed, including phone number (913) 940-4335 and email dpfefer@caravaningredients.com. Another blue arrow points to the profile of Celeste Daughenbaugh, also at Caravan Ingredients, with phone number (708) 579-5050 and email cdaughenbaugh@caravaningredients.com. Both profiles include a "View More Info" link.



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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.

[Home](#) [Upcoming Events](#) [Online Store](#) [Contact Us](#) [< BACK](#) [Logout](#)

- [My Information](#)
- [My Committees](#)
- [My Events](#)
- [My Transactions](#)
- [Individual Directory](#)
- [Organization Directory](#)
- [Members Only](#)



Organization Directory Search

Enter your search criteria in the fields below to find organizations.

Acronym:

Organization Name:

City:

State/Territory:

Postal Code:

Country:

Phone Number:

Fax Number:

E-Mail Address:

Web Site Address:

Organization Type:

Pri. Contact First Name:

Pri. Contact Last Name:

- [My Information](#)
- [My Committees](#)
- [My Events](#)
- [My Transactions](#)
- [Individual Directory](#)
- [Organization Directory](#)
- [Members Only](#)

Organization Directory Search Results

[« Back](#)

Chefs Edge Research
 668 N Sheila Pl
 Lombard, IL 60148
 Phone: (630) 627-8469
[» View More Info](#)

Custom Culinary
 2505 S Finley Rd
 Lombard, IL 60148
 Phone: (630) 928-4840
 Web Site: <http://www.customculinary.com>
[» View More Info](#)

Innova/A Griffith Labs Co
 2505 S Finley Rd
 Lombard, IL 60148
 Phone: (732) 940-2351
 Web Site: <http://www.innovaflavors.com>
[» View More Info](#)

Valdes Engineering Co.
 100 W. 22nd St.
 Lombard, IL 60148
 Phone: (630) 792-1886
 Web Site: <http://www.valdeseng.com>
[» View More Info](#)

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.



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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.



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[Home](#) [Upcoming Events](#) [Online Store](#) [Contact Us](#) [< BACK](#) [Logout](#)

[My Information](#)

[My Committees](#)

[My Events](#)

[My Transactions](#)

[Individual Directory](#)

[Organization Directory](#)

[Members Only](#)

Members Only

[Click here](#) to have access to our members only section!

Or click on the links below:

[Member Directory](#)
[Newsletters](#)

[Career Center](#)

[Knowledge Center](#)

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](#)

[Career Center](#)

[Knowledge Center](#)

[Member Directory](#)

[Leadership Forums](#)

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](#)



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Chicago Section IFT Email Archives Homepage

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

- [Chicago Section IFT - May Newsletter \(4/26/2011\)](#)
- [Chicago Section IFT - April Newsletter \(3/25/2011\)](#)
- [Digital Newsletter-CSIFT March. 2011 E #7 \(2/28/2011\)](#)
- [Digital Newsletter-CSIFT Feb. 2011 E #6 \(1/21/2011\)](#)
- [Digital Newsletter-CSIFT Jan. 2011 E #5 \(12/28/2010\)](#)
- [Digital Newsletter-CSIFT Dec. 2010 E #4 \(11/19/2010\)](#)
- [Digital Newsletter-CSIFT Nov. 2010 E #3 \(10/22/2010\)](#)
- [Digital Newsletter-CSIFT Oct 2010 E #2 \(9/23/2010\)](#)
- [Digital Newsletter-CSIFT Aug Sept 2010 E #1 \(8/19/2010\)](#)

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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.

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



Newsletter Articles	Dinner Meeting Presentations
September 2010 Newsletter Articles	Sept. 2010 Dinner Meeting Presentations
October 2010 Newsletter Articles	October 2010 Dinner Meeting Presentations
November 2010 Newsletter Articles	November 2010 Dinner Meeting Presentations
December 2010 Newsletter Articles	December 2010 Dinner Meeting Presentations
January 2011 Newsletter Articles	January 2011 Dinner Meeting Presentations
February 2011 Newsletter Articles	February 2011 Dinner Meeting Presentations
March 2011 Newsletter Articles	March 2011 Dinner Meeting Presentations
April 2011 Newsletter Articles	April 2011 Dinner Meeting Presentations
May 2011 Newsletter Articles	May 2011 Dinner Meeting Presentations

Just click on the folder of the month you're interested in and you will see all the articles for that month. In the future we may also save the presentations from the dinner meetings. This is also where we would post Innovation NOW! Forum presentations.



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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:

Results 1 - 10 for **Joe Stout**. (0.46 seconds)

[Section, Division Volunteers Recognized | Annual Meeting | IFT ...](#) Google™ Custom Search
Jul 19, 2010 ... Chicago Section, Jerry Bard, Daniel Best, Mike Hosler, Atul Khare, Anna Louis, Jan Miller, Susan Monckton, **Joe Stout** ...

[\[PDF\] 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 the hard ...
www.ift.org/divisions/marketing/IFT_Winter_09_Enews.pdf

[\[PDF\] KNOW YOUR EMERITUS MEMBERS...](#)
File Format: PDF/Adobe Acrobat - [Quick View](#)
meetings, he has provided some small assistance to **Joe Stout** and the ever- expanding Chicago Supplier's Night. Roy has a BS Mechanical Engineering from the ...
www.chicagoift.org/members/.../EmeritusMemberHighlightRoyHlavacek.pdf

[\[PDF\] Message From the Chair](#)
File Format: PDF/Adobe Acrobat - [Quick View](#)
Joe Stout – Past Chair. Hamsa Thota – Incoming Chair. Tom Gush – Elected Incoming Chair for. 2009-2010 and Membership Committee ...
www.ift.org/.../MAY%20news%20letter%209806IFTspring09ForumNewsFINAL2.pdf

[\[PDF\] www.chicagoift.org](#)
File Format: PDF/Adobe Acrobat - [Quick View](#)
Supplier's Night Chair, **Joe Stout** has been Chair of this Committee for over ... **Joseph Stout**. Tanner. Zuoxing Zheng. Website. OPEN. Young Professionals ...
www.chicagoift.org/members/.../mar2011/ChairsMessageMarchNews.pdf

[Chicago Section \(CSIFT\) Suppliers' Night - IFT.org](#)
Nov 10, 2010 ... **Joe Stout** - CSIFT Supplier's Night Chair. Skidmore Sales. Phone: 630-325-8850. Fax: joestout@skidmore-sales.com. Supplier Night Information ...
www.ift.org/meetings-and.../chicago-section-csift-suppliers-night.aspx

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



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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 Supplies
6. Processing Equipment, Instrumentation, and Supplies

Search by Category: ▼

Search by Company Name:

Search by Zip:

Search by Town:

Search by State:

| ←

Air Process Systems & Conveyors Co Inc.
774 Burr Oak Drive
Westmont, IL 60559
USA
630-887-0700
www.airprocesssystems.com
Sales Contact Name: Dick Matthews
Sales Contact Title: President
Sales Contact Email: sales@airprocesssystems.com
Booth Numbers: 322
Service Category:
Packaging Equipment and Supplies
Processing Equipment, Instrumentation, and Supplies

American Process Systems-Member Erich Group
4033 Rvan Rd

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.



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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.



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email us

630.916.4960

Google Custom Search

Search

Home

About CSIFT

Meeting & Events

Newsletter

Members

Leadership Forums

Shopping Cart

Leadership FTP

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

CSIFT Web File Manager Active User: Inelson
May 19 at 21:01:06

Home < > Home

Actions	Filename	Size	Updated	
Upload File(s)	Archived Newsletters	folder	Jun 15 17:49	
Account Info	Bright Signs	folder	Nov 4 17:03	
Create Folder	CSIFT Officers	folder	Jun 2 18:43	
Download Help	Exhibitor Guide 2010	folder	Oct 22 18:19	
Manage Users	Golf Outing	folder	Jun 3 09:59	
Logout	HistorianPix	folder	Apr 14 14:10	
	House Committee	folder	Jun 2 18:43	
	Membership Committee	folder	Jun 2 18:42	
	Newsletter Committee	folder	Apr 11 19:49	
	Sponsorship Committee	folder	Apr 19 10:10	

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.

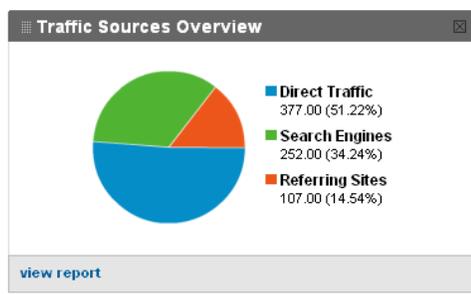
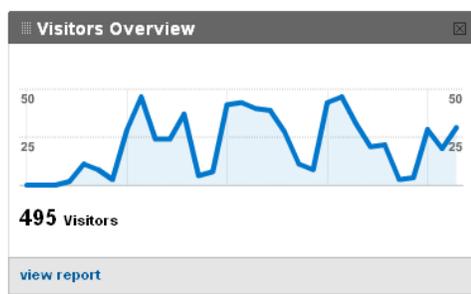
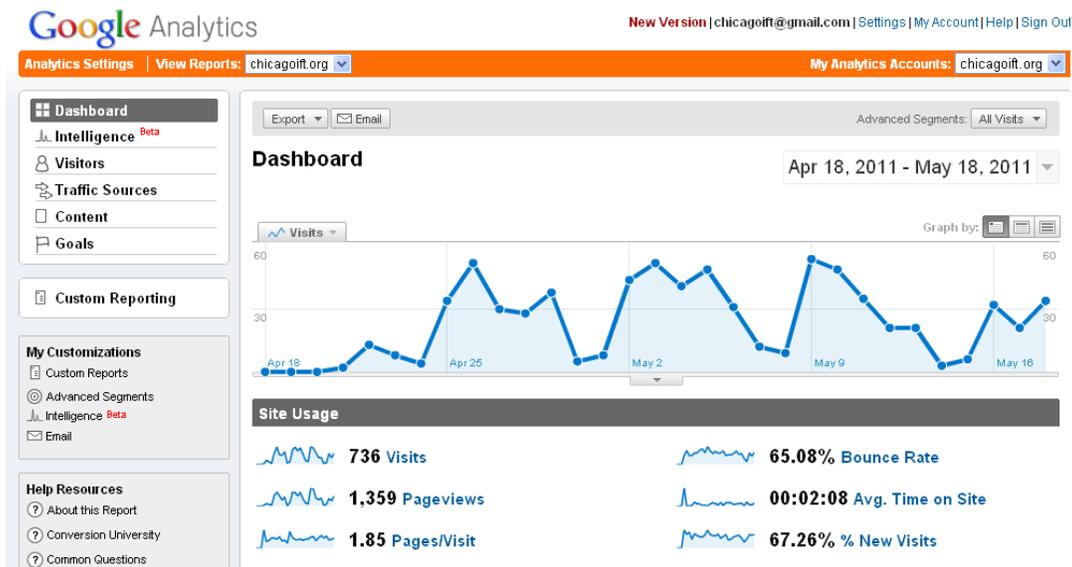


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New Feature to Evaluate Website Traffic

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.



Content Overview

Pages	Pageview:	% Pageviews
/meetings/May9.html	225	16.56%
/meetings/May17.html	183	13.47%
/suppliersnight/Index.html	171	12.58%
/meetings/events.html	94	6.92%
/committee/chairs.html	85	6.25%

[view report](#)

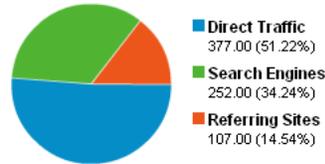


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All traffic sources sent a total of 736 visits

- 51.22% Direct Traffic
- 14.54% Referring Sites
- 34.24% Search Engines



Top Traffic Sources

Sources	Visits	% visits
(direct) ((none))	377	51.22%
google (organic)	210	28.53%
ift.org (referral)	24	3.26%
usp.org (referral)	24	3.26%
bing (organic)	21	2.85%

[view full report](#)

Keywords	Visits	% visits
chicago ift	35	13.89%
csift	19	7.54%
csiftcareer	15	5.95%
chicago section ift	14	5.56%
csift career	8	3.17%

[view full report](#)

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!



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