

Arizona Alliance of Computer Clubs
(AZacc)
www.azacc.org

Users Guide



October, 2005

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Introduction



Your user group (computer club) belongs to the Arizona Alliance of Computer Clubs (AZacc) and we congratulate you on being elected President or named as Coordinator for your user group! We hope you find your new responsibilities rewarding, fulfilling and most of all – fun.

This Users Guide was created to help you learn everything you need to know about your membership in the Alliance. Please review it and contact any of the officers if you have questions or suggestions. We will only be as good as our member-groups make us. And we can do that by hearing from you.

Chapter 1

History/Purpose

In 1994 Patricia Hill, former Vice President & Program Director of the Computer Booters of Sun Lakes, began helping a new computer club in Pebble Creek, AZ with their programming. Pebble Creek was just forming and their newly elected officers met with the Computer Booters officers to gain insight on what they could expect.

For years, vendors have been saying, "Put a tour together. It's very expensive and difficult for us to go to Texas on Monday, New Hampshire on Tuesday and Oregon on Wednesday. Cluster your meetings together." Taking this advice to heart was the beginning of the Alliance. Pebble Creek scheduled their meetings on the day after the Computer Booters meetings.

Patricia asked the vendors presenting to the Computer Booters to include the new club on their schedules. This worked well and was quickly expanded to include more clubs. The concept of forming an alliance of computer clubs interested in



coordinating vendor presentations took shape. Because the number of user groups joining in the alliance was growing, a meeting of representatives from several clubs was held on May 17, 2000. Twenty-four representatives from seven clubs attended the meeting hosted by the

Grand Computers at Sun City Grand. At this meeting a board of officers was elected for forming an alliance representing these clubs to coordinate vendor programming. We knew we had a tiger by the tail.

The intent of the Alliance is for the larger user groups to be able to draw the premier speakers that the smaller groups couldn't, independently. User groups line up their meetings as closely as possible to one another, allowing the outside speaker to come to Arizona, stay a while, and meet with several user groups over that time span. It is our hope that by drawing these premier speakers, user groups will be able to increase their membership, thus making both Arizona User Groups and the Alliance stronger. There are currently 39 member-groups representing almost 20,000 members whose meetings are clustered in the first three weeks of the month.

It is our purpose to book quality presenters for our member user groups from October through April. Every effort will be made to do so. However, occasionally vendor attendance requirements do not make this possible. Some vendors require a minimum guaranteed audience before they will visit a user group. Speakers will be booked with everyone's user group skill levels and interests taken into consideration. The same speaker will be booked for meetings at each user group.

Member-groups do not have to accept the speakers we've booked. Should you decide you don't want to hear the speaker we've scheduled, please notify us immediately - especially if your meetings are the first or last on the schedule. Travel plans are made dependent on the calendar they receive when we book them. Should you decide you don't want the scheduled speaker, we will not book a replacement. You can check out the Local Speakers section on the web site.

We will not at any time interfere with the inner workings of your user group, nor will we get involved with your internal politics. That said, the Alliance Board of Directors has been involved with user groups for a total of at least 100 years. We have infinite user group knowledge and will be happy to offer suggestions and guidance.

The Alliance provides its member clubs with an opportunity to learn from each other through discussions and an exchange of information at its periodic meetings. Attendance at these meetings is particularly important.

The Alliance is structured with a volunteer Board of Directors, each person having one vote. The officers are President, Vice President/Program Coordinator, Secretary, Treasurer, Web Master and two Advisors.

We will only be successful if we all work hard. That includes us giving you the information you need - when you need it. It also includes you publicizing to your members the various vendor offers and information that we send you.

Chapter 2

Membership Information

Membership in the Alliance is available to all user groups in Arizona who consistently have a meeting attendance of 50 or more. Current Alliance members who do not have this attendance number have been grandfathered into the organization.

A membership application can be found on the web site, www.azacc.org.

DUES

The dues are currently \$25 per year, based on a calendar year.

INVOICE PROCEDURE

The Alliance Treasurer will issue e-mail invoices to Presidents and Coordinators in November of each year. Payment is due December 31. Payments received after that date will be assessed a \$10 late fee.

It is the responsibility of the member-group officers to be aware of this schedule and procedure. We, like you, are volunteers and hope we don't have to send multiple mailings.

Chapter 3

Membership Benefits

EDITORIAL CONTENT (See Exhibits 5 & 1)



We recognize how difficult it is to prepare a newsletter month after month. Through our membership in the Association of Personal Computer User Groups (APCUG), we receive several newsletter articles each month, suitable for reprint. These are sent to the Presidents and Coordinators and uploaded to the web site at the same time.

Remember to tell your Editors the information is there for their use.

PRESENTATIONS IN A BOX



Several of our member-groups meet more frequently than once a month. To that end, we created a web page under Benefits showing which vendors have a Presentation in a Box.

Vendors create a PIAB when they want to support user groups - get their word out, if you will - but don't have the budget or manpower to do so, up close and personal. You request a PIAB when someone in your group agrees to make presentation on a certain product. A PIAB will contain at least one copy of the software to be presented, a script, perhaps a Power Point presentation, some door prizes and giveaways. Each one is different.

Some vendors will require a Feed Back Form to be filled out by each attendee and returned to them.



USER GROUP DISCOUNTS

Several vendors offer special pricing to user groups and we appreciate their support. The most current offers are shown on the web site under Benefits, User Group Discounts. Publicize them in your newsletters. Announce them in your meetings. Create a link from our User Group Discount page to your web site.

DO NOT decide that you know your membership well enough to decide whether they are interested in a particular offer. Publicize ALL of them - they'll thank you for it.



APCUG MEMBERSHIP

The Alliance is a member of the Association of Personal Computer User Groups, Inc. (APCUG). APCUG is an international organization of computer clubs. Your club is a member of APCUG through the Alliance. You might want to maintain an individual membership as well. If so, visit their web site at www.apcug.net to review the membership requirements.

LOCAL SPEAKERS LIST



If you are looking for a local speaker to fill some empty spots on your calendar, check out the Local Speakers List under Benefits on the website. These people are located in the Phoenix area. We are trying to get some names in the Tucson area as well as some from northern Arizona.

Chapter 4

Membership Requirements

The Alliance Board of Directors and member-group relationship is one of mutual benefit. In order to make that relationship thrive, certain guidelines must be followed.

The Alliance corresponds with a minimum of two people within each member-group. One is the President and the other a Coordinator, named by the President. In most cases, we will send the same correspondence to both people at the same time. All e-mail from the Alliance will have "AZacc - " in the subject line and the first paragraph will contain to whom the message is addressed. Mail sent to the Presidents and Coordinators will use a Blind Carbon Copy (BCC).

We recommend that the Coordinator be a continuing responsibility - not necessarily the newly elected Vice President. This allows for continuity between the member-groups and the Alliance year after year.

A lot of our correspondence will include attachments in Adobe Acrobat format (.pdf files) and will possibly be zipped (.zip files). In order to read these files you need to have at least Acrobat Reader and WinZip or a similar zip/unzip program on your computer. The Acrobat Reader is a free program and can be obtained through a link on our web site at www.azacc.org or at www.adobe.com. WinZip can be downloaded from www.winzip.com. There is a free version as well as one you can purchase.

MEMBER-GROUP INFORMATION

First and foremost, your contact information *must* be kept current. Keep the Alliance Board of Directors aware of any changes, including officer names, e-mail addresses, schedule and room assignments - anything different than what's displayed on the web site www.azacc.org. If you are no longer an officer, DO NOT forward our mail to your replacement. Notify us immediately of all changes so we can correspond with the new officer, introduce ourselves and send them the Users Guide.

We are still building freeways. Have the Driving Directions changed? How about your membership numbers or average meeting attendance?

The information on the Membership page is sent to the presenters for their information. We can't emphasize enough how important it is that this information be correct. It is extremely embarrassing and confusing to receive panic phone calls from speakers saying the meeting isn't where we told them it is. All we know is what's on the web site.

Changes are to be submitted via the Info Form found under Membership on the home page. (See Exhibits 2 & 3)

SUMMER CONTACT INFORMATION



The Alliance continues its work throughout the year. To book speakers for the fall, work continues through the summer. In the early spring, you will be asked for your summer contact information (e-mail and phone number), if it is different than what is used while you are in Arizona. There will be times when we need to contact you while you are out of state either for information or to have you make a decision on behalf of your user group. It is imperative that we know how to contact you during the summer as well as during the winter.

Please don't force us to make a decision for your group if we can't locate any of your officers.

MEETING PUBLICITY



Don't expect your members to remember when the meetings are or who the speaker will be. You must publicize your meetings through your newsletter, web site, posters, handouts, phone calls or e-mail broadcasts.

Presentation and speaker information will be sent to Presidents and Coordinators at least 60 days prior to the beginning of the month when the speaker is in Arizona. They will be uploaded to the web site at the same time. These articles are for your use and may be edited as necessary.

SPEAKER FEEDBACK (See Exhibit 4)

To ensure we continue to book quality speakers, a person from each member-group is required to fill out the Presentation Feedback Form found on the web site under Coordinator. The form should be completed within 7 days of your meeting.

OFFICER CORRESPONDENCE

As a courtesy when corresponding with an Alliance officer, include your name, position and user group in your signature block. **Please spell out your user group name and put "AZacc -" in the subject line.** We deal with almost 100 officers and it's very difficult and time-consuming when someone tells us they need to move their meeting and we have to dig through our records to see who they are.

MISCELLANEOUS

Some of the information on the web site is in Adobe Acrobat format. It is critical that you have the current version of Adobe Acrobat Reader or Adobe Acrobat on your computer so you can view these documents. Acrobat Reader is a free download from Adobe and can be found on www.adobe.com. There is also a link to Adobe on the Alliance web site, www.azacc.org.

Chapter 5

Web Site

OVERVIEW

The Alliance maintains a web site at www.azacc.org. We also own www.azacc.com, which will direct you to the same home page. Please use the former address in your correspondence to other people. The .com name was purchased so that no one else could do so, but we aren't technically, a commercial entity.

The web site was completely revamped in 2005 to make it easier to navigate. Comments have been extremely favorable. We hope you like it.

The Alliance web site is a destination site. Its content is updated frequently. It is a site that you need to check frequently for new information on viruses, scams, tips and tricks, etc.

The site contains a membership application, an extensive benefits section, listings of all the member-groups and their pertinent contact information, news, a recognition page, calendars and various warnings and reminders.

Contact information for the Alliance officers is also on the site. When sending e-mails to the officers, it is mandatory that you include your name, title and user group name.

Here are just a few of the things you can find on the web site. We urge you to go there frequently and become familiar with it.

LINKS



There is a link from our web site to yours and we'd appreciate a reverse link.



CALENDARS (See Exhibit 5)

There are several calendars available on the web site. They are individual monthly calendars for those months in which speakers are booked as well as the complete season's (Oct - Apr) calendar. These color calendars are in Adobe Acrobat format.

PRESENTATION DESCRIPTIONS (See Exhibit 5)

Every speaker provides us with a presentation description as well as a short biography. These articles are intended for your use to publicize your meetings. See more information in Membership Requirements.

OFFICER ADDRESSES

Names, e-mail addresses and telephone numbers can be found under *Contacts*.

HOW TO MAKE CORRECTIONS/UPDATES (See Exhibit 2)

We found that the best way to correspond with us for web site corrections and updates to your information is through the Club Information Form found under Membership/Info Form. Fill in your club name and only those items that need to be corrected or updated. If you fill in everything, it makes it difficult to find the changes.

Chapter 6

Meetings

The Alliance holds meetings of its member-group officers and Board of Directors three times a year - October, January and April. The meetings are currently held at the University of Advancing Technology at 2625 West Baseline Road, Tempe. This is slightly west of I-10 on Baseline, a little past Fry's Electronics, on the opposite side of the road. A map link can be found under News/Business Meetings.

It is important that at least one officer from each member-group attend the meetings. It is an excellent opportunity to interact and network with your fellow officers.

Meeting minutes will be published when they are available and they will also be uploaded to the web site. New officers are encouraged to download and read past minutes so they are aware of previous decisions and actions.



Chapter 7

Working with Vendors

It entails a lot of time and money whenever vendors come to Arizona to make presentations to our member-groups. It is a win-win situation in that they educate us about their products and we learn something new.

We ask the speakers to notify each group they're visiting. Some do and some don't. If you want to verify their engagement, their e-mail addresses can be found on the web site under Benefits/Monthly Calendars.

Some vendors will provide door prizes and some won't. Don't expect every speaker to have door prizes. Stash some away for a rainy day. Watch local sales and buy a couple of things you think your members would like and give them away at this time.

Speakers from outside Arizona aren't used to our dry air. Greet them with a bottle of water. They'll appreciate it.

Give them a copy of your newsletter, web site announcement or flyer that you published announcing their visit. And send them a copy of any follow up article you publish.

All speakers are told that their presentations are to last one hour, including Q&A. If a speaker talks too quickly, too softly - anything you're not satisfied with - a club officer should stop the presentation and tell him/her what's wrong. If they are extending their presentation past their allotted hour then it is up to you to stop them. Stand near them, off to the side and ask them to wind it up. You are in charge—they are guests at your meeting. We can't emphasize this enough.

Chapter 8

Acknowledgements

The Alliance was created to help user groups in Arizona. Many people have been involved over the years . . .

Joyce Notch was our first Secretary, followed by Roberta Marsh and Sandra Hart.

Lu Kinner was our first Treasurer, followed by Dolores Bruno.

Ed Zarr was our long-time Vice President/Program Coordinator followed by John Sweet.

Brian Notch created our first web site, followed by Tony Rossi and Joe Zagar as Webmasters.

Everyone associated with the Alliance are volunteers. They give their time because they believe in user groups, especially Arizona user groups. They are all very special people and we're proud to be associated with them.

Patricia Hill
President
Arizona Alliance of Computer Clubs (AZACC)
www.azacc.org



Exhibit 1

Editorial Comments

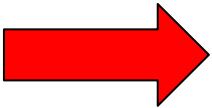
Editors of AZacc member groups are welcome and encouraged to use any of the articles on the APCUG or AZacc Editorial Web Pages in their newsletters. The articles may be printed or be included in electronic format on your web site. Editors are encouraged to share any articles they find that would be of interest to others. Please e-mail the articles to: Patricia Hill



[The Deals Guy](#) (Monthly Articles)

[Link to all APCUG member's newsletters.](#)

New from Microsoft for XP users [Flashdrive Manager](#)



2005 Newsletter Articles filed by Month Published		
<u>January</u>	<u>February</u>	<u>March</u>
<u>April</u>	<u>May</u>	<u>June</u>
<u>July</u>	<u>August</u>	<u>September</u>
<u>October</u>	<u>November</u>	<u>December</u>

2004 Newsletter Articles filed by Month Published

<u>January</u>	<u>February</u>	<u>March</u>
<u>April</u>	<u>May</u>	<u>June</u>
<u>July</u>	<u>August</u>	<u>September</u>
<u>October</u>	<u>November</u>	<u>December</u>

Exhibit 2



[Home](#)

[Contact](#)

[News](#)

[Membership](#)

[Join AZacc](#)

[Info Form](#)

[User Groups](#)

[Benefits](#)

[Vendors](#)

[Our Sponsors](#)

Update Club Information

Exhibit 3



Club Information Form

Use this form to update Club Information, or to Apply for Membership

(If updating, fill in only information to be changed + the 2 required areas).

Submitted by: **Required**

Name

Home Phone

E-mail

A large, solid red arrow pointing to the left, positioned to the right of the three input fields for the 'Submitted by' section.

Club Name: **Required**

Club Name

A large, solid red arrow pointing to the left, positioned to the right of the 'Club Name' input field.

President:

Name

Home Phone

E-mail

Contact 1:

Name

Home Phone

E-mail

Equipment:

- Computer
- Broadband
- Surge Protector
- Projector
- Dial Up
- Screen
- Television
- Sound System
- Wireless Network

Membership?

Average Attendance ?

Meeting Time and Day:

Meeting Day and Time (example, First Tuesday, 12:30 p.m.)

If you meet more than once a month, the Day is when you are asking for the Alliance to book a speaker. If you meet more than once a month, tell us so under About the Club.

Web Site:

URL

Directions to Club:

Directions to your club from Sky Harbor Airport. Include your meeting building name (if appropriate), street address, city and ZIP code.

Check and Recheck

About the Club:

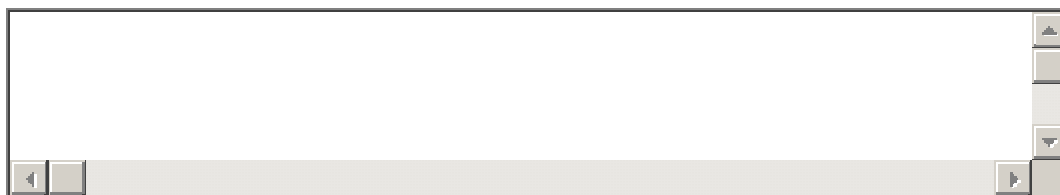
Tell us about your club—See other member-group pages for examples. Are your meetings open to the public? If so, do you want to be contacted prior to a guest attending one of your meetings? Include the make/model of your projector (if appropriate).

Do you have a newsletter? Hard copy or electronic? How often it is published?

Are you a member of the Association of Personal Computer User Groups (APCUG)?

For what months are you requesting speakers?

Summer contact information (name, e-mail & phone).



<input type="submit" value="Submit Form"/>	<input type="submit" value="Reset Form"/>
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Exhibit 4



Presentation Feed Back Form

Tell us what you think about the monthly presentation, including attendance to your meeting and any comments you might have about the presenter.

What kind of comment would you like to send?

Complaint Problem Suggestion Praise

What do you want to comment on?

Presenter: Other: Date:

What was your meeting attendance?

Presenter's Name?

Enter your comments in the space provided below:

Contact Information: No abbreviations use full club name.

Club
Name
E-Mail
Phone



Please contact me as soon as possible regarding this matter.

Exhibit 5



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Calendars
Speakers

Reviews
Articles
Tips

