



Montana Trails, Recreation and Park Association

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www.mtrpa.info

BY-LAWS OF THE MONTANA TRAILS, RECREATION AND PARK ASSOCIATION

ARTICLE I – NAME

The name of this organization shall be the “Montana Trails, Recreation and Park Association” (MTRPA/Association). MTRPA is an affiliate of the National Recreation and Park Association (NRPA).

ARTICLE II - MISSION STATEMENT

Section 1. Mission. The MTRPA mission is to improve the quality of life in Montana through parks, recreation, natural resources, and tourism.

Section 2. Goals. Strengthen MTRPA and enhance the professionalism of its’ members through training, education, and networking. Enhance the public awareness of the benefits and value of leisure services, parks, and natural resources.

ARTICLE III – ORGANIZATION

Section 1. Statewide. The Association shall be organized on a statewide basis and its purposes, objectives, and interests shall serve the entire state.

Section 2. Sections. Any active member of MTRPA may request the establishment of a section. Sections may represent regions, agency affiliations, professional interest, or NRPA Sections. The Executive Board shall establish or abolish sections as requested and to appoint a section chairperson. Sections shall be responsible for the development and implementation of MTRPA sponsored programs, for input to the Program Committee for the annual conference, for section information in the Association Newsletter/website, events, and fund-raisers. Chairs solicit members from their discipline. Sections shall conduct business in compliance with Association By-Laws and shall meet as decided by that section membership. Chairs report to the Executive Board.

Section 3. Affiliations. The Association shall be given public recognition as a co-sponsor of all public activities and events supported or hosted by the Association. Examples: NYSCA, Hershey Track Program, United States Tennis Association.

ARTICLE IV – MEMBERSHIP

Members of MTRPA are those who have an interest in the parks, trails, recreation, natural resources, and/or tourism in the State of Montana, and have paid their annual dues to the Association. Members are categorized by their profession, association involvement and interest.

Members are vital to the success of MTRPA. Benefits of membership include voting privileges, discounted annual conference and training rates, legislative updates, MTRPA newsletters, free job postings, and membership information. Some commercial memberships include additional benefits such as website ads. Please refer to the attached fee schedule for all membership levels and their accompanying benefits. Active members are those who have paid their annual dues.

Section 1. Categories of Membership.

Professional Members.

Individuals or organizations that provide recreation, tourism, or related services and/or provide for the management and operations of parks, trails, conservations lands, recreation facilities, and public access to recreation. Members generally have a demonstrated interest in the goals and objectives of the Association. Examples of these types of members include municipal, state or federal employees that work in the aforementioned fields. This category may include temporary, lifetime, honorary members as determined and designated by the Board of Directors.

Affiliate/Partner/Educational Institution Members. This category of memberships is offered to organizations outside the traditional professional membership. These include citizens and organizations that act in a political and/or advisory capacity related to parks, recreation, or recreation resource management. Membership is also available to students preparing themselves for a career in recreation and parks at one of the institutions of higher education in Montana. Students studying at a university outside of Montana may obtain an individual student membership. This category includes volunteers and any other individual, group, or organization that wishes to partner, or work cooperatively, to support any goals or projects of the Association.

Commercial. Commercial memberships are offered to commercial organization or for profit organizations who wish to support the Association and receive the benefits of membership. Commercial memberships have tiered benefits that are summarized in the attach fee schedule.

Section 2. Membership Dues. Annual membership dues are payable January 1st. Membership fees shall be approved annually at the annual membership meeting. (Fee schedule effective January 1st of each year.)

ARTICLE V – OFFICERS, ADVISORY TEAM, AND DUTIES

Section 1. Executive Board. The Executive Board shall conduct the business of the Association. Officers must be an active member of the Association. Officers who miss a third meeting of an elected term will be removed from office.

The Executive Board shall consist of the following officers:

<u>Title/Office</u>	<u>Term in Years</u>	<u>Year of Election</u>
President	2	Not elected, Pres. Elect becomes Pres.
President-Elect	2	Odd
Secretary/Treasurer	2	Even
Past President	2	Not elected, member of Advisory Team
Advisory team	2	Staggered
Communications Coordinator	2	Odd
Membership Coordinator	2	Even

Section 2. Officers and Their Duties and Responsibilities. Each officer is responsible for keeping accurate records of business and fiscal affairs while they hold office. Records should be in a useable form and passed on to the next office holder. Each officer shall attend annual, mid-year, and other Executive Board meetings or designate a representative to do so. Each term of office shall commence following the close of the annual meeting at which he or she is elected. Any officer may resign at any time by delivering a written letter of resignation to the President, in the case of the President it should be given to the President Elect. Removal of officers shall be by two-thirds (2/3) vote of the Executive Board and may be with or without cause. A vacancy in any office may be filled for the unexpired portion of the term by the Executive Board from nominees from the general membership. Each officer shall assist and make recommendations to the President-Elect in nominating their replacement.

President. Presiding officer and chief spokesperson for the Association in all of its affairs. Calls and conducts business meetings of the Executive Board and of the general membership. Submits annual budget. Establishes a written work program to be executed during his/her term of office, which will promote the goals of the Association. Assigns duties and tasks to other members of the Executive Board and general members that will lead to the accomplishment of the Association goals. Reviews and signs off on contracts. Establish and maintain sound communications with other organizations engaged in the delivery of professional parks and recreation services. Liaison to Council of Affiliated Presidents, and the NRPA. Ex-Officio member to the League of Cities and Towns.

President-Elect. Reviews and proposes changes to By-Laws and other procedural matters. Association Parliamentarian. Recruits candidates for officer positions and nominates willing and able candidates to the Executive Board for membership approval. Acts for President or represents Association in President's absence. Assists in preparation of annual budget.

Past President. Chair of the Awards Committee including scholarships and annual conference silent auction. Assists in preparation of annual budget, oversees business of Association along with President. Advisory to the President. Historian.

Secretary/Treasurer. Responsible for minutes of the Executive Board and of the general membership. Assists President in Association correspondence. Keeps accurate record of budget. Submits bills for payment to President for approval and then to League of Cities for issuance of check. Assist in preparation of annual budget.

Communications Coordinator. Solicits ads and stories for quarterly newsletter. Edits and prints newsletter. Distributes newsletter to all active and honorary members. Keeps accurate budget for newsletter. Historian for organization through newsletter. Coordinates website development and maintenance and provides support to contractor and/or member for updating the site.

Membership Coordinator. Maintains records of membership. Provides information to current members regarding fees due. Works to grow membership. Creates or provides input for membership publicity such as the website or printed materials. Aids officers in dispensing

information to the membership.

Committee Chairpersons. Considered officers of the Association. Appointed by the Executive Board and serves at its discretion. No set term. Responsible for those committees' duties as described in Article VI, Section 3.

Section 3. Advisory Team. The Advisory Team is part of the Executive Board. Members of the Advisory Team shall be elected annually by the membership. Terms shall be 2 year and staggered. The Advisory Team consists of 3 active members of MTRPA, plus the Past President. Careful consideration shall be given to the following preferences when nominating and electing the Advisory Team: Geographic representation, experience in leadership, NRPA affiliation, past officer of MTRPA, Agency affiliation, Sections, Profession.

The roles and responsibilities of the Advisory Team are to provide support and recommendation for implementation of the Associations vision, goals, strategic work program, awards program implementation, new officer training, legislative activity, by-law adherence and review, and other interests as determined by the Association and Executive Board.

U of M Student liaison. Faculty member from University of Montana Recreation program. Provides communication and continuity between MTRPA and the University of Montana recreation program. Arranges logistics for student attendance at the annual conference and mid-year meetings. Encourages student membership in MTRPA. Solicits MTRPA student scholarship applications and participates in the selection of the awardees. Appoints the MTRPA student board member.

Student Board Member. Student in good standing at University of Montana, enrolled in Recreation Management program or a closely related field with a strong interest in the Parks and Recreation profession. Attends annual and mid-year meetings. Encourages student participation in MTRPA. Suggests and implements cooperative projects between U of M and MTRPA. Assists liaison in facilitating student conference attendance.

ARTICLE VI – PROCEDURES

Section 1. Robert's Rules of Order in its latest version shall govern the deliberations of all boards and committees when not inconsistent with these bylaws.

Section 2. Meetings. The Association will conduct a minimum of two (2) general membership meetings per year including the annual and mid-year meetings. The time and place of the annual meeting shall be determined at the preceding annual conference. The mid-year meeting shall be called by the President or the majority of the Executive Board at least one (1) month before the mid-year meeting date.

Meetings of the Association may be called by the President, a majority of the Executive Board, or by petition of thirty percent (30%) of the Voting Members of the Association.

The Executive Board shall meet at least two (2) times per year, at the annual and mid-year general membership meeting. Additional meetings, may be called by the President or a quorum of the Executive Board.

An “official” meeting is one in which the membership has been notified at least one month before the meeting. Voting members shall receive an agenda at least one week before any general membership meeting.

The members present at any official meeting for and of the general membership of the Association shall be a quorum. Members using tele-conferencing or other real time electronic media shall be considered present.

A majority affirmative vote of the Voting Members at an official meeting of this Association or of the Executive Board of the Association shall constitute approval of action by the body. At any meeting of the Association, each member present shall be entitled to cast one vote on any and all matters that shall come before such meeting.

Section 3. Standing Committees. The President shall appoint and dissolve such committees as are dictated by the needs of the Association and as recommended by the Executive Board.

Conference/Certification: The Annual Conference Chair and site shall be selected annually by the membership. The Committee Chair shall be an ex-officio member of the Executive Board. It is the responsibility of the Conference Chair to work with MTRPA Executive Board to select a local host committee. The Committee shall be responsible for the convention program, certifying the conference with NRPA, and logistics.

Legislative: Responsible for developing a legislative plan. Finding bill sponsors and session lobbyists. Tracking bill pertinent to organization. Developing an Association-wide legislative team and calling tree to assist in lobbying. Soliciting ideas from the MTRPA membership. Reporting to membership results of legislative sessions.

Awards/Scholarships: Chaired by Past President. Responsible for development, review and adherence to Membership adopted Awards/Scholarships criteria. Works with Executive Board on process, criteria, and selection of committee. Solicits nominations. Works with committee to determine most qualified per criteria. Notifies nominators of results of the Committee selections. Orders awards. Coordinates awards ceremony with Conference Committee. Maintains records of awards presented.

Section 4. Fiscal Year. The fiscal year shall be January 1st – December 31st of each year.

ARTICLE VII - DECISIONS

The General Voting Membership must make final decisions on the following: By-Laws, amendments to By-Laws, election of officers, budgets, and Association sponsored programs, and

business that will or may affect the Association as a whole. Any member may make recommendations on any Association business. The Executive Board is authorized to make decisions that further the adopted mission, goals and strategic plan of the organization without approval of the entire membership. Fiscal decisions requiring an amount greater than \$2,000 require a full membership vote.

ARTICLE VIII - NON-DISCRIMINATION

The Association shall not discriminate on the basis of race, disability, religion, color, national origin, age, gender, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

ARTICLE IX - CONFLICT OF INTEREST

A conflict of interest may exist when the interests or concerns of any officer, staff member, or said person's immediate family or any party, group, or organization to which said person has allegiance may be seen as competing with the interests or concerns of this organization. Any possible conflict of interest shall be disclosed to the Executive Board by the person concerned. When any conflict of interest is relevant to a matter requiring action by the Executive Board, the interested party shall not vote on the matter and the abstinence noted for the record. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who may have a conflict of interest.

ARTICLE X – ENACTMENT

These By-Laws shall be effective immediately upon adoption by the Voting Members present at an annual meeting of the Association. The above-revised By-Laws were officially adopted by vote on September 17, 2013 at the Joint Idaho/Montana Recreation & Parks Association Conference held in Coeur d'Alene, ID



Executive Board

*Each term of office shall commence following the close of the mid-year meeting at which he/she is elected.

Position	Current Member	Term Length	End Date
President	Mitch Overton	2 Years	Spring 2023
President Elect	Maria Butts	2 Years	Spring 2023
Secretary/Treasurer	Chris Waite	2 Years	Spring 2022
Membership Coordinator	Jamie Saitta	2 Years	Spring 2022
Website/Communications	Danielle Beaudin	2 Years	Spring 2023

Advisory Team

*The Advisory Team is part of the Executive Board. Members of the Advisory Team shall be elected annually by the membership. Terms shall be 2 years and staggered. The Advisory Team consists of three active members of MTRPA, plus the Past President.

Position	Current Member	Term Length	End Date
Past President	Mike Whitaker	2 Years	Spring 2023
Advisory member	Donna Gaukler	2 years	Spring 2023
Advisory member	Craig Marr	2 Years	Spring 2022
Advisory Member	Pat Doyle	2 Years	Spring 2022

Liaisons

*These positions are appointed by the Executive Board and do not have terms.

Trails Representative	Bob Walker
UM Student Liaison	Jenn Thompson
Aquatics Liaison	Elizabeth Hill
Student Board Member	

MTRPA Annual Conference Procedures

- The goal of the annual conference is to increase revenue through gaining sponsors/ advertisers.
- Each conference needs a planning committee of 5-8 people to assist in the planning of the conference, including a representative from the last host City and the Resource Development Coordinator for continuity.
- The committee should establish a spreadsheet that is regularly updated identifying all expenditures (with corresponding receipts) and revenues (received via the MTRPA PayPal account only).
- Registration fees will be affordable and attainable.
- All revenues should be received via the MTRPA website, so revenues are accounted for.
- All expenditures must be made with the MTRPA debit card.
- Conference registration should begin in November or December as part of the "Early-bird" registrations.

MTRPA Budget Adoption Procedures

MTRPA functions on a two-year budget plan. A preliminary two-year budget is produced every other year (even numbered years) and presented by the Treasurer during the mid-year meeting. The Board will review the budget and make recommendations for a draft two-year budget.

During the annual meeting of the same year the draft, two-year budget was produced, the Membership will vote on the two-year budget.

The Treasurer will provide the annual budget vs actual at each mid-year meeting for review by the board.

MTRPA Debit Card Policy

The Treasurer will be the guardian/tracker of the debit card; however, at most points in time, the card will not be in the Treasurer's possession. During the annual conference, the Treasurer will receive the debit card from the Conference Host and will hand it off to the next year's Conference Host.

The debit card will have MTRPA or the Secretary/Treasurer named on the card.

The Treasurer will have access to the debit card information and will approve all purchases made on the card with the MTLC Accounting Technician assigned to MTRPA's finance management.

Those seeking to purchase items on behalf of MTRPA can submit for reimbursement by making a request to the Treasurer and MTLC Accounting Technician.

Montana Trails, Recreation and Parks Association Fee Schedule
(Effective January 1, 2020)

Professional Membership Fee Structure		
Professional	Individual membership	\$60
Small Organization (up to 20 members)	Communities with a Population 4,999 and below	\$120
Mid-Sized Organization (up to 40 members)	Communities with a Population between 5,000-19,999	\$240
Large Organization (up to 60 members)	Communities with a Population 20,000 and greater. Includes State Parks and other State/ Federal Agencies	\$360

Affiliate, Partner, Educational Institution		
Student	Individual Membership	\$15
Individual Affiliate/Advocate	Individual affiliate/advocate membership	\$20
Nonprofit/Affiliate Partner Organization (up to 20 members)	Staff and Board/Committee Members	\$60
Educational Institution	All students majoring and parks, recreation, tourism, forestry, resource management or related fields and Professors	\$120

Commercial Membership		
Commercial	Individual commercial membership	\$80
Commercial Organization	Preferred table location at conference and discounted registration. Membership for all employees.	\$240

Commercial Premiere	Website ad* for one year, preferred table location at conference and discounted conference registration. Membership for all employees.	\$360
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*For information regarding sponsorship of conference and education programs and events or to place an ad at the MTRPA website go to [\(link\)](#) or contact [\(name and email\)](#).

MTRPA Membership Processing Procedures

1. Prior to the start of the new year, update the membership application and submit it to the MTRPA Website Chair to be posted to the MTRPA website. Update the application for new dates and fee changes (see Attachment A). Some changes to the MTRPA online registration may need to be done by our website vendor Zee Creative (1105 4th Ave. N, Billings, MT 59101, 406-259-6730).
2. Using the previous year's membership list, send out the following reminders via email to all members to renew their membership. These reminders should include a paper renewal application and a link to the online membership renewal. (see Attachment B)
 - a. December- Reminder to renew at the beginning of the new year
 - b. January- Reminder to renew
 - c. Feb/March- Targeted reminder to members who have not renewed
3. Process Paper Applications:
 - a. When you receive a paper application, input membership information into the MTRPA Membership google sheet (link: <https://docs.google.com/spreadsheets/d/1dzsSRiD7Yuv7zvvdTHxEEV2Wxb3-P5EvmXaTfBU8ULw/edit?usp=sharing>) . Fill out all fields including payment type and date.
 - b. Email/mail a receipt to the member (see Attachment C)
 - c. Type up a check deposit report and mail checks and report to the Montana League of Cities and Towns (MLCT) representative (currently Nick Haswell) (see Attachment D).
 - i. Montana League of Cities and Towns
Attn: Nick Haswell
PO Box 7388
Helena, MT 59604-7388
 - d. Email a copy of the report to the MTRPA Treasurer to confirm deposit of funds.
4. Process Online Applications:
 - a. When someone submits an online application, you will receive an email with their membership info. Enter all the member's info into the aforementioned MTRPA Membership google sheet.
 - b. Send an email confirmation to the member notifying them that you received the application and informing them that they should have received a receipt via email from PayPal.
 - c. Confirm that the payment has processed via PayPal.
 - d. Download a PayPal deposit report that shows online membership renewals.
 - e. Email the report to the MTRPA Treasurer and the MLCT representative to inform them of receipt of payment.
 - f. The MTRPA Treasurer will confirm receipt and transfer funds to the MTRPA checking account.
5. Add Members to MTRPA Email List
 - a. After processing any application, email the Resource Development Coordinator to notify them that new memberships have been processed and added to the MTRPA Membership sheet so they can then add them to the Member Email List.
6. MTRPA W9:
 - a. Some organizations may require a W9 from MTRPA in order to process membership payment through their financial systems. If you need to send them a W9, you will need to work MLCT representative to prepare a W9. That will then be submitted to the MTRPA Board President for signature. After it has been signed, you can send it to the requesting organization. This must be done each year.

Attachment A
Sample Application



**2018 MONTANA TRAILS, RECREATION & PARKS
ASSOCIATION
Membership Application Form**

Please complete the following information: (print please)

Name: _____ Title: _____

Agency: _____

Agency Mailing Address: Street/P.O. Box _____

City: _____ State: _____ Zip: _____

Office Phone: (____) _____ Fax: (____) _____

E-mail: _____

Are you currently certified through NRPA? _____ YES _____ NO

Check your membership category:
_____ Professional (\$60)
_____ Associate (\$30)
_____ Commercial (\$80)
_____ Institutional (\$200)

For the Institutional membership, provide the above contact information for up to four individuals.

Check your special interest section(s): _____ Natural Resource Management
_____ Administrative Development
_____ Recreation Programming/Aquatics
_____ Tourism/Commercial Recreation
_____ Therapeutic Recreation
_____ Legislative Issues

I hereby apply for membership in the Montana Trails, Recreation & Park Association. I will abide by the Association's by-laws, support its goals and objectives and pay the yearly due established for my category of membership.

Signature: _____

MAKE CHECKS PAYABLE TO: MTRPA. MTRPA's Tax ID No: 81-0407620

Mail completed application to: MTRPA Membership Chair Attn: Name
Address
Address
Address

Revised 12/16/2017

Attachment B
Sample Renewal Email

Dear MTRPA Members,

I hope you are all doing well. Please find information below regarding 2019 membership renewals and information on upcoming conferences and trainings.

Membership Renewal:

It is that time of year again to renew your membership with MTRPA. Thanks to those of you who have already renewed. I have attached a copy of the 2019 membership renewal paperwork. You can also register online through our website [here](#). If you use the online renewal option, please note that we use PayPal to process payments. Please proceed all the way through to the end of the payment screens to ensure your payment goes through. If you register online, you will receive an emailed receipt. I know last year a few of you did not receive the emailed receipt. Please let me know if you have any trouble with that and I can reissue a receipt if necessary.

2019 Highlights:

As some of you know, this year will be a year of transition for our organization. We will be moving our state conferences to the spring beginning in 2020 in Butte. This is so we have fewer conflicts with other fall conferences like NRPA's national conference and the Montana League of Cities and Towns' (MLCT) fall conference. It will also align us with neighboring states who have moved to a spring conference. During this year of transition, we will be holding our regular mid-year meeting in the spring in Butte (date to be announced soon). That meeting will be available by phone and video conference as well. We are also working on holding training and education sessions in the fall of 2019 in conjunction with the MLCT's conference in lieu of our own state conference. The MLCT conference is in Billings this year with dates and times currently unannounced. We will send out update as more information is available. We look forward to making a greater connection with MLCT and providing CEU and other training opportunities for our MTRPA members and other colleagues at that conference.

Other Training:

There is an upcoming CPSI course in Bozeman April 8-10. Please find more information here: <https://learningbynature.org/play-it-safe-cpsi-course-in-bozeman-mt/>

Thank you for the work you do in making Montana a great state for parks, recreation, and trails.

Best,

_____, MTRPA Membership Chair

Attachment C
Sample Renewal Receipt



**MONTANA TRAILS RECREATION AND PARKS ASSOCIATION
MEMBERSHIP CONFIRMATION**

Member Address

Xxx

xxx

Date_____

Dear _____Member Name,

Thank you for submitting the 2018 membership renewal applications to MTRPA. This letter serves as confirmation that you renewed the following:

Insert member name's, membership levels and payments

Total payments at the bottom

It is the commitment of members like you that make this organization great. Please note that the MTRPA Tax ID # is 81-0407620 should you need it. Please don't hesitate to contact me if you have any questions.

Sincerely,

Membership Chair Name

Contact Info

xxx

xxx

xxx

Attachment D
Sample Check Deposit Report

MTRPA Membership Check Report			
Name	Amount	Check #	Description
City of Billings Parks Department	\$xxxx.x x	#xxxx	2019 Membership Renewal
Total	\$xxxx.x x		

Entering Content

Add new page

1. Click "Pages" in the left column.
2. Click "Add New".
3. Enter Page name in the "Enter title here" field.
4. Under Page Attributes choose the parent page, if there is one, and choose the template to use. Enter an order number if you want it to appear in the menu in a particular spot.
5. Enter content for the page.
6. Click "Publish".

Editing Pages

1. To find the page to edit, click "pageMash" in the Pages capsule in the left column.
2. Find the page name in the list of pages.
3. Put your mouse over the double arrow, which opens a menu and choose "edit".
4. Edit the page as necessary.
5. Click Update to apply the changes to the page.

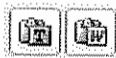

Adding Links

1. Highlight the text to be the link.
2. Click the Link button.
3. Enter the URL, indicate if you want the link to open in a the same window or a new window.
4. Click Insert

Adding Anchor Links

1. Highlight the text the link should jump to.
2. Click the anchor icon.
3. Enter a name for the anchor.
4. Click Insert.
5. Highlight the text to link to the anchor.
6. Click the link icon.
7. The link URL will be #anchor text.
8. Choose the correct Anchors option from the drop down.
9. Click Insert.

General notes about entering content

1. When copying content from another document, click one of these icons  and then paste the text into the new screen that pops up and then click insert. The icon with the "T" enters the text as plain text, the icon with the "W" can be used when pasting from Word or Excel. If you do not see the icons above, click the Show/Hide Kitchen sink icon, .
2. Pressing "Enter" puts in a double space. Pressing "Shift + Enter" put in a single space.
3. When changing the template type, if you do not see the change, either refresh the page or click on Pages and the click to edit the page.
4. When done entering content click Update to save and update the page.
5. If you change the font size, the size will not change in the admin but will be reflected on the website.

Entering meta tags

These are entered under WordPress SEO by Yoast. After entering, click Update in the Publish box to save.

Duplicate pages – “Page Links To”

1. For pages to show in under multiple sections, set up the main page per the instructions above.
2. Copy the URL for this page.
3. Add a new page, choosing the appropriate parent page.
4. Under “Page Links To” paste the URL in the “Point to this URL” box.
5. Publish the page.

Adding photos

1. Put the cursor where you want the picture to be located.
2. Click the “Add Media” icon, located directly above the content toolbar.
3. Browse for the file to upload.
4. Enter Alternate Text, Caption, and Description if desired.
5. Choose the alignment for the photo – None, Left, Center or Right. If you are entering a photo in a multi-column template, choose None for the alignment. After clicking Insert below, if there is still text next to the image, put the cursor at the beginning of the text and press enter to add additional spacing around the image.
6. Choose size for photo, Medium is usually appropriate for entering in a page.
7. Link URL
 - a. This will default to the link to show a larger image of the photo when clicked. If you do not want it to show a larger image, click None.
 - b. To have the photo link to another page, enter the page URL here.
8. Click “Insert into Post”.
9. To edit the image, click the image and then click the picture icon. This will bring up an edit box, make the necessary changes and click update.
10. To delete the image, click the image and then click the circle-slash image. This will delete the image from the page.
11. If you want to re-add an image to the page, click the “Add Media” icon, then choose “Gallery”. This will show any images that have been associated with that page. Find the image you want and click “Show”. Choose the appropriate options and then click Insert into Post.

Adding PDFs/Docs/Excel

1. Click Media from the Left nav.
2. Click Add New
3. Browse for the file to upload
4. Edit the title if necessary
5. Highlight the file URL and copy it
6. Go to the page to add the link to.
7. Highlight the text to be the link and click the Add/Edit link icon.
8. Paste the URL into the Link URL field
9. Choose if you want the file to open in a new window or the same window.
10. Click Insert.

Revisions of Updates:

1. If you update a page and it doesn't update as expected or you are having problems with it you can revert back to a previous version.
2. When you are editing a page, there is a list of revisions the bottom of the page with dates.
3. Click on the one that precedes the updates you just did to fix the issue.
4. On the next screen, scroll down and find the revision you want to revert back to and click restore.
5. You will return to the page edit screen, click Update to save the page.

Note: if you do not see the Revisions box, go to the top and click Screen Options. When this opens, click the Revisions check box. Click Screen Options to close.

Photo Galleries

Viewing and Editing Galleries

1. Click on Gallery in the left navigation.
2. Click on Manage Gallery.
3. Click on the name of the gallery to edit it.
4. The images can be Sorted (Sort Gallery), excluded (checkbox), etc.
5. To delete images, hover over the information next to the thumbnail and click on Delete.
6. Once updated, click on the Save Changes button.

Adding images to a gallery:

1. Click on Gallery in the left navigation.
2. Click on Add Gallery / Images.
3. Home page rotator images need to be **1100 x 394** pixels. Interior sponsor ads should be no wider than **1100** pixels.
4. Browse to find the images that you want to upload.
5. Choose the appropriate gallery, Homepage Rotator or Ad Rotator, from the dropdown to upload the images to and click Upload images.
6. Sponsor Ads link URL
 - a. Go to Gallery – Manage Gallery
 - b. Click Ad Rotator
 - c. Enter the full URL in the link field for the image.
 - d. Click Save Changes

View Form submissions

1. Go to Visual Form Builder – Entries
2. Hover over a submission and click View from the pop-up menu
3. To delete entries, hover over the entry and click Delete from the pop-up menu

YouTube videos

1. Go to YouTube and get the URL for the video. If the URL includes an "&" in it, do not include that or anything after it, just the information before the "&".
2. Go to the page you want to add the video to and put your cursor where you want the video to display.
3. Enter the following: [embed]**YOUTUBE LINK HERE**[/embed] replacing the highlighted text with the YouTube URL, e.g. [embed]http://www.youtube.com/watch?v=d50oLwD0Zfs[/embed].
Note: when you put this on the page in the admin, make sure the URL is **not** showing as a link, it should be just text.

Navigation

1. Go to Appearance - Menus.
2. Select the appropriate menu tab.
3. To modify a menu item name, click on the down arrow on the button to open the editing box and make the text changes.
4. To remove a button, click on the down arrow on the button to open the editing box and click remove.
5. To add a page to the menu, click "View All" in the "Pages" box on the left and search for the desired page.
6. If the link is not a page on the site, use the "Custom Links" box just below the "Pages" box, entering the URL and the label it should have in the nav.
7. These buttons can be dragged in any particular order.
8. When finished, be sure to click on "Save Menu" at the top right or no changes will be saved.

Interior Featured images

1. Go to the page to edit
2. Set the featured image. Image should be at least **1100 x 250** pixels.
 - a. Click Set featured image
 - b. Upload your image.
 - c. Click Set Featured Image.
3. Click Update

News Articles

Adding

1. Go to News – Add
2. Enter the title
3. Enter the content
4. Set your featured image, if desired. Image should be at least **1100 x 250** pixels
 - a. Click Set featured image
 - b. Upload your image
 - c. Click Set Featured Image
5. Click Publish
6. A summary of the two most recent News posts will display on the home page.

Editing

1. Go to News – News
2. Find the item to edit and click the name
3. Make your changes
4. Click update

Events

Adding

1. Go to Events – Add New
2. Enter the Event title
3. Enter event description and information in the content area
4. Enter the applicable Event Details – Starting and ending dates and times; location of the event, cost, organizer contact information.
5. Click Publish

Editing

1. Got to Events – All Events
2. Click the name of the event to edit.
3. Make your changes
4. Click Update

MTRPA Secretary/Treasurer Procedures

MTRPA's Secretary/Treasurer is responsible for the following tasks:

- Attend both the MTRPA mid-year and annual business meetings

Secretary

- Take minutes during mid-year meeting and annual business meeting
- Write up minutes immediately following meetings and distribute to President for review
- Provide draft minutes of previous meeting for approval at each meeting
- Responsible for keeping the MOU with MLCT up-to-date.

Treasurer

- Requested updated account/budget information from MLCT Accounting Technician prior to each meeting
- Provide Budget vs Actual numbers for each meeting
- Provide two-year budget updates for each meeting
- Approve all transactions on MTRPA's account with MLCT Accounting Technician
- Make transfers from PayPal account to bank account (see PayPal Procedures for more information)
- See Debit Card Policy and Budget Adoption Procedures for further duties/responsibilities
- "Check and Balances" – all requests for expenditures (reimbursements, payments, debit card use other) and requests for transfers (bank account, PayPal, other) must be sent to Treasurer to request of MLCT Accounting Technician for record keeping. In the instance the Treasurer must make this request, the President must be included in the request for record keeping. All requests must be made in both email and with an immediate follow-up phone call to assure validity of the request.