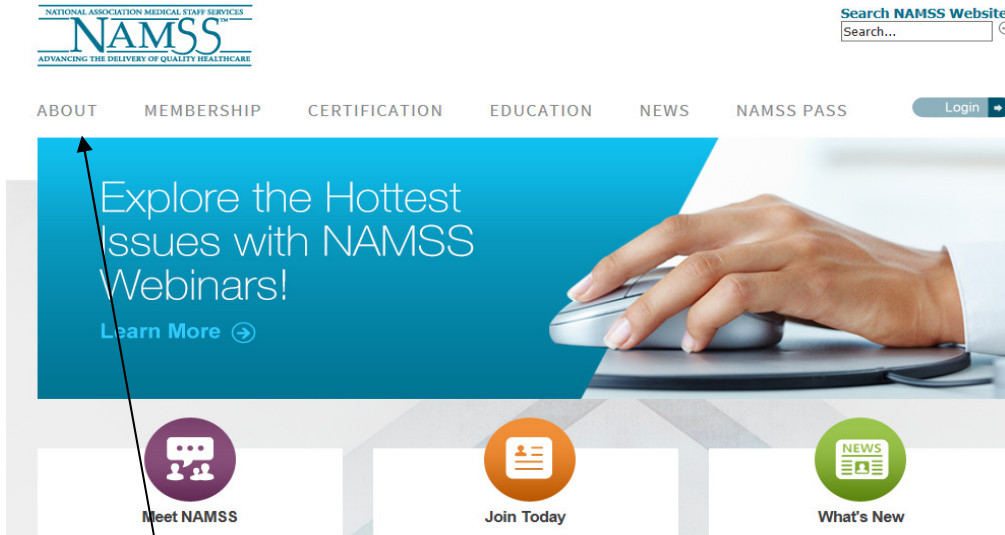
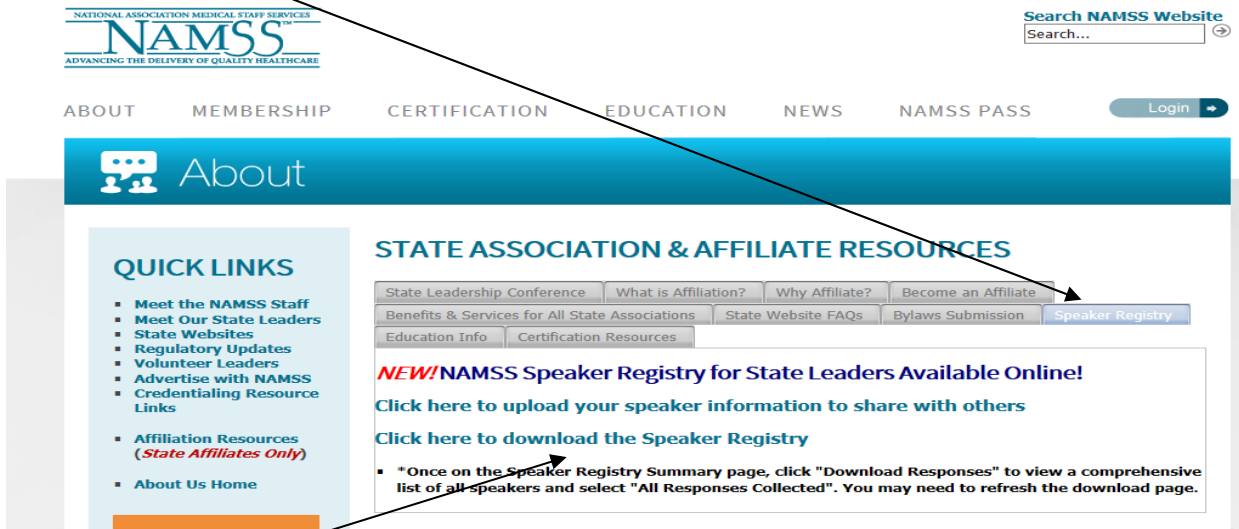


User Guide for the NAMSS Resource Registry (Speaker List)

Go to the NAMSS website at NAMSS.org.

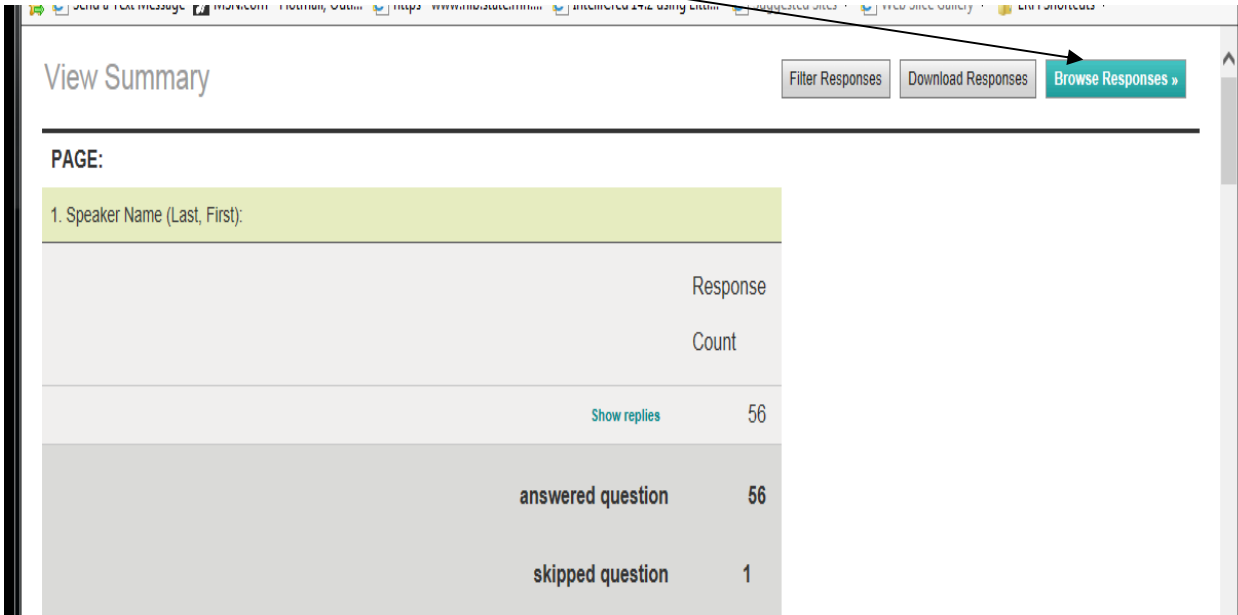


Click on ABOUT and then Affiliated State Resources, which will bring up the screen below. Click on Speaker Registry.



Select download to view the responses and data about speakers.

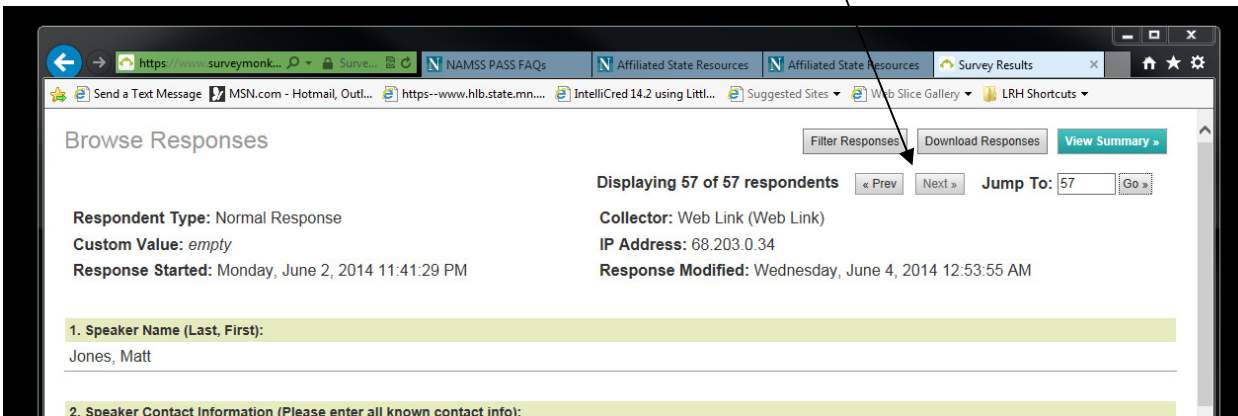
Browse through the responses



The screenshot shows the 'View Summary' page in SurveyMonkey. At the top right, there are three buttons: 'Filter Responses', 'Download Responses', and 'Browse Responses'. An arrow points from the text 'Browse through the responses' to the 'Browse Responses' button. Below the buttons, the page is titled 'PAGE:' and shows a table with the following data:

| 1. Speaker Name (Last, First): | Response | Count |
|--------------------------------|------------------------------|-------|
| | Show replies | 56 |
| answered question | | 56 |
| skipped question | | 1 |

Use the Prev and Next buttons to view through individual responses



The screenshot shows the 'Browse Responses' page in SurveyMonkey. At the top right, there are three buttons: 'Filter Responses', 'Download Responses', and 'View Summary'. An arrow points from the text 'Use the Prev and Next buttons to view through individual responses' to the 'Prev' button. Below the buttons, the page displays the following information:

Displaying 57 of 57 respondents « Prev Next » Jump To: Go »

Respondent Type: Normal Response
Collector: Web Link (Web Link)
Custom Value: empty
IP Address: 68.203.0.34
Response Started: Monday, June 2, 2014 11:41:29 PM
Response Modified: Wednesday, June 4, 2014 12:53:55 AM

1. Speaker Name (Last, First):
Jones, Matt

2. Speaker Contact Information (Please enter all known contact info):

In order to build this as a meaningful tool for the NAMSS affiliated states, we ask that your state contribute information about speakers you have used by filling out the survey information via the link here.

The screenshot shows the NAMSS website's 'About' page. At the top left is the NAMSS logo with the tagline 'ADVANCING THE DELIVERY OF QUALITY HEALTHCARE'. To the right is a search bar labeled 'Search NAMSS Website'. Below the logo is a navigation menu with links for ABOUT, MEMBERSHIP, CERTIFICATION, EDUCATION, NEWS, and NAMSS PASS, along with a 'Login' button. The main content area features a blue header with the word 'About' and a speech bubble icon. On the left is a 'QUICK LINKS' sidebar with a list of links including 'Meet the NAMSS Staff', 'Meet Our State Leaders', 'State Websites', 'Regulatory Updates', 'Volunteer Leaders', 'Advertise with NAMSS', 'Credentialing Resource Links', 'Affiliation Resources (State Affiliates Only)', and 'About Us Home'. The main content area is titled 'STATE ASSOCIATION & AFFILIATE RESOURCES' and contains a grid of buttons for various resources. A prominent announcement box reads: 'NEW! NAMSS Speaker Registry for State Leaders Available Online!'. Below this, it says 'Click here to upload your speaker information to share with others' and 'Click here to download the Speaker Registry'. A bullet point at the bottom of the announcement box states: '*Once on the Speaker Registry Summary page, click "Download Responses" to view a comprehensive list of all speakers and select "All Responses Collected". You may need to refresh the download page.' An arrow from the text above points to the 'Speaker Registry' button in the grid.

We suggest that you add the responsibility for sharing the information about your speakers in the registry to the job description of one of your State Officers or Committee Chairs. The more the registry is populated, the more it will become a useful tool for finding speakers for your meetings.