



Step by Step Guideline

Part 2

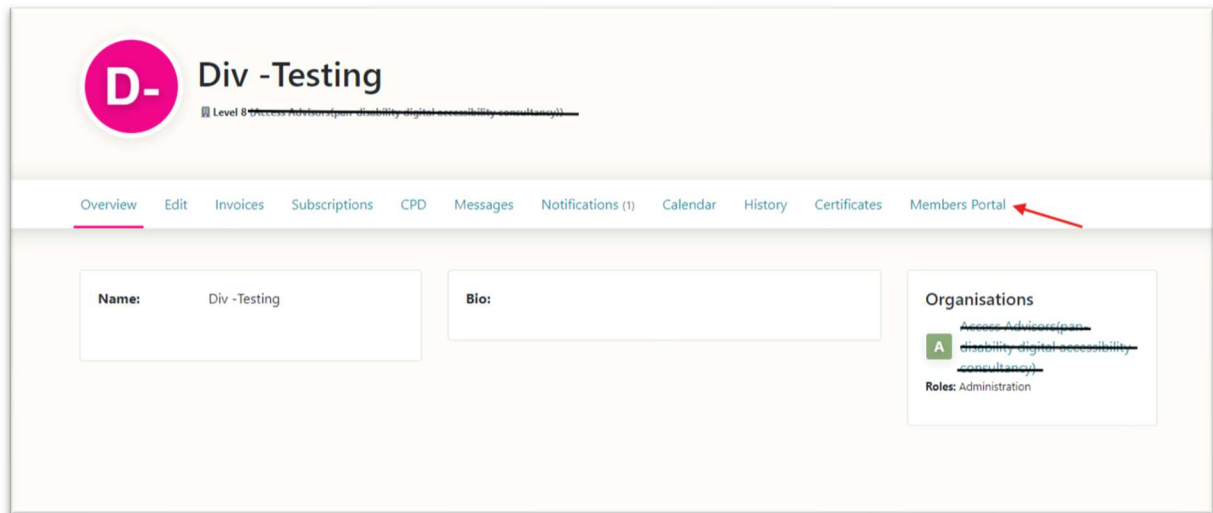
NZDSN Members Portal

NZDSN Members Portal Guide

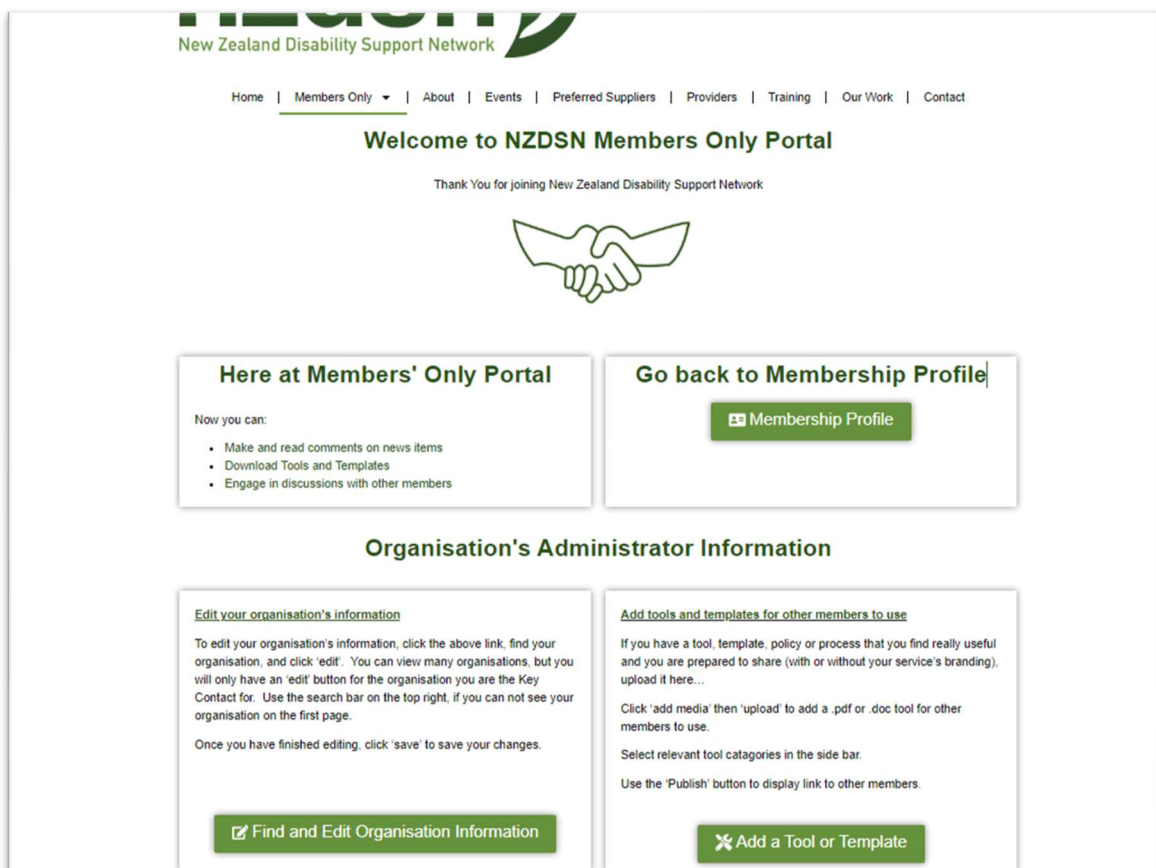
This guide is to be followed after you complete the steps outlined in Part 1 Guide.

Here are steps by step guide after you log in through the NZDSN Membership Management System:

1. Go onto the NZDSN Website Members Only Portal
 - a) Click on “**Members Portal**” tab from your membership profile:

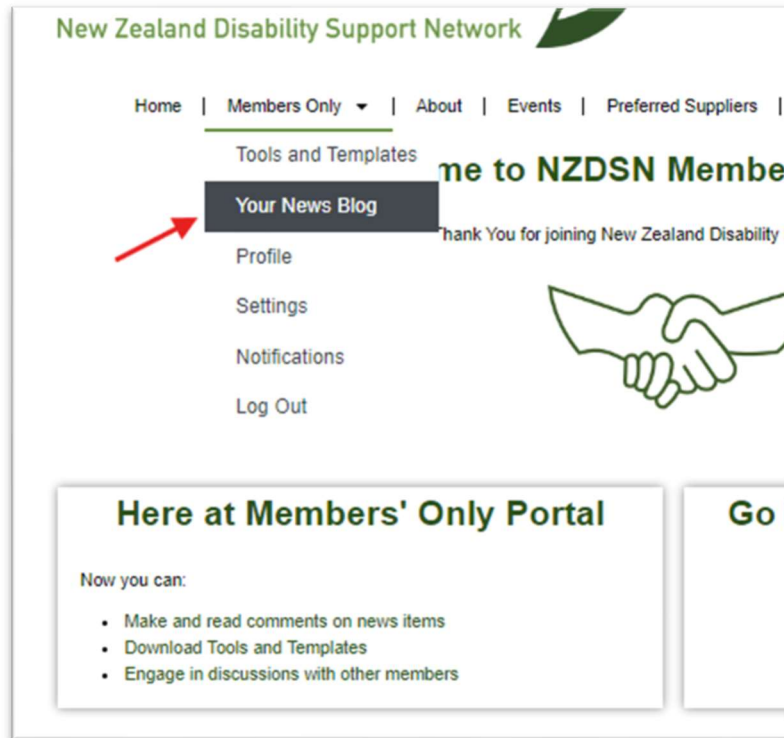


- b) You will be redirected to the **Members Portal Welcome page** as shown below:



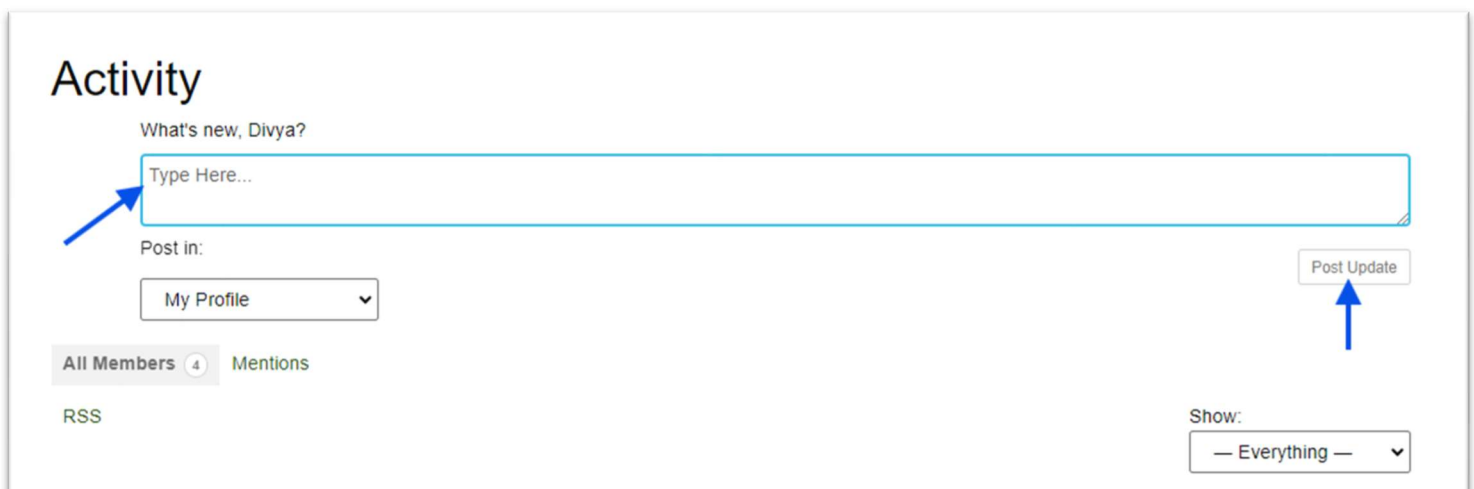
2. To view or comment on News Blogs,

- a) Hover on “Members Only” drop-down menu, then click on “Your News Blog” as shown below:



3. Post a comment on a news article or post your own update:

- a) You can share your own post by typing on the box below “What’s new, (Your Name)”, then click on “Post Update”:

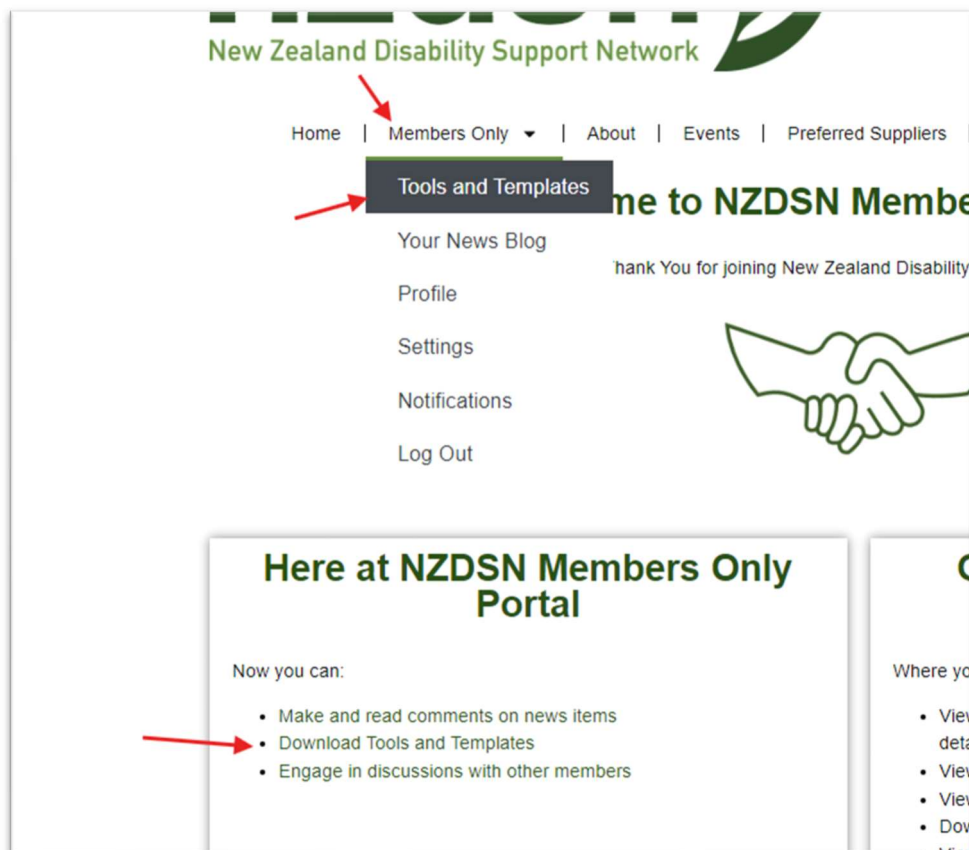


- b) Scroll to any news article of your interest and click on the comment button (Red Arrow) to type your comments or you can add the news article as your favourite (Green Arrow):



4. Download a tools and template:

- a) Hover on "**Members Only**" tab and click on "**Tools and Templates**" Or it can be accessed through the welcome page as shown below:



Guideline Ends

Evaluation Questionnaire are on the next page. Please take some time out to send your feedback on the step-by-step guideline Part 2 to admin@nzdsn.org.nz

Step-by-Step Guideline Part 2 Evaluation Questionnaire

Thank you for taking the time to provide feedback on our step-by-step guideline. Your input is valuable in helping us improve.

1. **Clarity and Understandability**

- Was the overall guideline clear?
- Were the steps presented in a logical order?

2. **Effectiveness**

- Did you get to where you wanted easily?
- Were any steps unnecessary?
- Were any crucial steps missing?

3. What improvements would you suggest for the guideline?

4. Any additional comments or feedback?

Thank you for your feedback! Your insights will help us enhance the quality and effectiveness of our guidelines.