



AUGI User Group System

Local User Group Leaders and Content Admins Guide

Date: April, 2013

Welcome to the AUGI User Group System. We have developed a system to streamline and enhance the Local User Groups who want to align with AUGI and interact with our site. This system will encourage registration of new groups, provide self-serve web content updates and make finding a Local User Group in a specific area easier.

Local User Group Types:

AUGI has two types of Local User Group's (LUGs), Affiliated and Company (future). Affiliated LUGs will have access to full service web pages and have all of the features listed below. All other LUGs will have standard benefits and an online information pages. Company User Groups will be defined later.

There are no direct fees for becoming an Affiliate LUG, however there is a requirement that at least one of your members/leaders maintain a paid membership. We have tied LUG Affiliation to membership to aid in the verification process and instill greater ownership of the information shown on AUGI.com. At least one person in your group (or more) gets the full advantage of membership in AUGI and will have access to all AUGI information so that it can be shared with their LUG members. Paid membership can be at the Premier or Professional level. Existing paid members can be designated as a LUG Content Admin. No new paid membership is required if they already have someone in your group that has joined at the paid level and they want to be the Admin.

There is also a requirement to sign a single page Affiliation agreement that allows your group to use the AUGI name. AUGI is a trademark and is protected by law. We are required to get a signed agreement in place with each group to maintain our trademark.

All other groups have standard benefits and require no member of the LUG to be a paid member. Information posting is done by an AUGI Admin and can be changed twice per year.

User Group Associations: There is also a User Group Association designation that is defined as a collection of LUG's with a common goal for larger meetings and centralized events.

LUG Listing Pages:

AUGI Members (logged in or not) will see a complete listing of all LUG's by name, product and location (country, region, state, city) with the ability to click a link to go to the unique LUG Page

Search functions will include the ability to search the LUG List by Country/State/Province/Focus and Product

Individual LUG Information Pages: (Open to all)

Each LUG Information Page will contain the information below. All LUGs will have standard page features. Affiliated LUGs will be able to self update their information.

Standard LUG Information:

- LUG Name
- LUG Nickname/Acronym
- Group Type
- Area Served
- Meeting Day
- Meeting Frequency: (Ex. 3rd Tue. Every other Month)
- Meeting Time
- Meeting Location Address
- Product Focus
- Industry Focus
- Contact: (name, company, phone)
- Alternate Contact
- LUG Website: (verified external URL)
- Total Membership count
- Group Profile – paragraph of text

Additional Features for Affiliated LUG's: (all self serve)

LUG Logo – graphic image

LUG Event List – List of upcoming events (text)

LUG Location Map – Google Map of the user group by location.

Sponsors Logo - One or more Sponsor Logo and Link

Forum Link – AUGI will create a Forum for the group if requested. Once in place, the LUG can add posts and conversations related to their group.

Forum Postings – Recent posts from the LUG Forum will display on the LUG page.

User Group Associations – a list of UGA's that a LUG has aligned with

AUGI Members who have designated themselves as members of an Affiliated Local User Group will see addition features:

Members list – pulled from the profile designations that members have checked. LUG Member names will be lists for those that selected the LUG and allowed information to be shared.

LUG File Locker - Ability to upload limited amount of documents. Limits will be in place to allow sufficient posting of LUG docs. (non-members can see the file list, but not access the files)

LUG Application and Edit Pages:

LUG Application Page:

There is a LUG Application page and an automated process for approval. This page will collect information from those requesting LUG designations. AUGI Members can apply for a LUG as Affiliate if desired. Non-Members cannot apply for LUG designation. Paid members who apply will automatically be submitted as an Affiliated LUG.

Application forms will be completed, submitted, reviewed and approved via this system.



LUG Information Edit Page:

All data will be provided to AUGI via a LUG Registration or Edit page (self-serve for Affiliated groups). This is where Affiliated LUGs can update their information. Access to these LUG Edit page is controlled by login credentials. Affiliated LUG Edit pages will allow updating of all LUG information by the individual LUG content Admin or leader(s) for their LUG. New Leaders will log in, request and complete an applications and the system will generate emails to track and inform the entire process of submitting, reviewing and approval. Once approval has been granted, access to the LUG Edit pages will be granted.

Ongoing updates will be self-serve by the Content Admin or Leaders of Affiliated groups with posting being done automatically and emails sent to AUGI LUG Admins for notification and review (no approval needed prior to posting).



Affiliate LUGs will manage their content as self serve. All other LUGs can submit information for edits to an AUGI LUG Admin twice per year via email.

LUG System Admin pages:

Administration of the LUG area will be done by dedicated AUGI volunteers. They will be given unique logins and permissions to preform this job.

A LUG System Admin page/process has been created for managing the access to the LUG Leaders pages, creating lists, approving LUG applications and interacting with LUG leaders. The LUG System Admin pages will be accessed from the LUG pages and managed by unique login names.

Search functions will include the ability to search LUG List by Status/Country/State/Province/Region/Product/Industry



AUGI Member Profile Page

Individual AUGI Members can designate a LUG that they attend. Each Members Profile will display their designate LUG(s). The LUG name and link to that LUG page will be displayed in the Profile. Members can “join” a LUG via the LUG pages and choose to leave the group from their Profile page.

User Group Associations (UGA)

UGAs are associations of official LUGs that desire to run collocated events, webinars, presentation or share data between groups. Some LUG Leaders actively help in more than one group. By designating LUGs as part of a UGA, they can post calendar events and contact information.

How To:


This section will step you through some of the editing functions available to Affiliated LUGs.

The individual Local User Group page will look similar to this mock up...

Local User Groups

- Local User Group List
- Local User Group Handbook
- Add A User Group

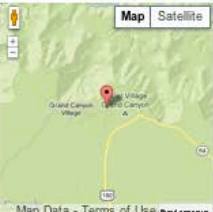
User Group Associations



Associations
Sample User Group Association
Second User Group Association


Membership
2 Members
You're a member of this user group.
Leave Group

Location




Map Data - Terms of Use

Sponsors:



AEC Edge



AUGI

Home » User Groups » Local User Groups » 1 - Arizona Inventor Group

1 - Arizona Inventor Group - AILUG

[Edit Profile](#)

Group Type:

Group Website: <http://www.sugi.com>

Group Forum: [Visit Forum](#)

Product Focus: Inventor
Inventor LT
Inventor Publisher

Industry Focus: Manufacturing

Area Served: Central Arizona

Meeting Day: Friday

Meeting Time: 7:00 pm – 9:00 pm (6:30pm-7:00pm food/networking)

Location: Grand Canyon
1 Rim Drive
GRAND CANYON, AZ

Inventor Users Group for the central Arizona area. We are an active group of users dedicated to sharing what we have learned.

Active Forum Threads

utility drawing standards
Posted: Wed, 10 Apr 2013 04:37:16 GMT by gisdude

Existing too Light
Posted: Tue, 09 Apr 2013 17:37:36 GMT by Sparky

converting many TIFs to PDFs
Posted: Thu, 04 Apr 2013 15:16:44 GMT by Maverick91

List of all the AutoCAD shortcommands, does that exist?
Posted: Thu, 28 Mar 2013 07:34:48 GMT by susanne.sellin367675

How to create/maintain drawing list from Revit and AutoCAD?
Posted: Fri, 22 Mar 2013 14:34:10 GMT by GreyHippo

Upcoming Events

Inventor - Digging Deeper into 2014
April 11, 2013 07:00 pm to 09:00 pm

Autodesk Speaker - Jack Lovejoy - will take a deep dive into the 2014 tools

Location: Uptown

[More Information](#)

Update Events

[Add an event](#)

Inventor 2014 Preview - [Update](#) - [Delete](#)

Inventor - Digging Deeper into 2014 - [Update](#) - [Delete](#)

File Locker - 2 files

Rules of CAD
What are some of your rules that should be followed for CAD
[Download](#)

Autodesk Financials
2009 data
[Download](#)

Contact: [Sam Oakley](#)

Alternate Contact: [Billy Johnson](#)

Website: [mark.kiker.PRE](#)

Content Admin:

Members

- mark.kiker.

We will go through each area and explain its use and then explain the editing process.

Shown in this area is your LUG Name and Nickname, the group type (Affiliated) and your LUG external website (if you have one) and your Forum Link (if you requested one)

Editing is also located in this area. To Edit your LUG information – click on the Edit Profile link. This is visible only to those that have permission to edit your data. This would include you and up to two others that you designate.

1 - Arizona Inventor Group - AILUG

[Edit Profile](#)

Group Type:

Group Website: <http://www.augi.com>

Group Forum: [Visit Forum](#)

Next we have a Product Focus list (up to 5), and Industry focus, Area Served, Meeting day, time and location followed by a paragraph of information about your group.

Product Focus:	Inventor Inventor LT Inventor Publisher
Industry Focus:	Manufacturing
Area Served:	Central Arizona
Meeting Day:	Friday
Meeting Time:	7:00 pm – 9:00 pm (6:30pm-7:00pm food/networking)
Location:	Grand Canyon 1 Rim Drive GRAND CANYON, AZ

Inventor Users Group for the central Arizona area. We are an active group of users dedicated to sharing what we have learned.

This is followed by a list of Forum Topics auto-generated from your Forum posts

Active Forum Threads

utility drawing standards

Posted: Wed, 10 Apr 2013 04:37:16 GMT by gisdude

Existing too Light

Posted: Tue, 09 Apr 2013 17:37:36 GMT by Sparky

converting many TIFs to PDFs

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How to create/maintain drawing list from Revit and AutoCAD?

Posted: Fri, 22 Mar 2013 14:34:10 GMT by GreyHippo

Next is your Events Listing. You create these events directly on our site.

Upcoming Events

Inventor - Digging Deeper into 2014

April 11, 2013 07:00 pm to 09:00 pm

Autodesk Speaker - Jack Lovejoy - will take a deep dive into the 2014 tools

Location: Uptown

[More Information](#)

Update Events

[Add an event](#)

Inventor 2014 Preview - [Update](#) - [Delete](#)

Inventor - Digging Deeper into 2014 - [Update](#) - [Delete](#)

Followed by your File Locker. Uploading files can be done by any LUG Editor. Downloads are available to all members who have joined your LUG on our site.

File Locker - 2 files

Rules of CAD

What are some of your rules that should be followed for CAD

[Download](#)

Autodesk Financials

2009 data

[Download](#)

And finally your contact information and Members List. Anyone can click on the links to send you an email. The Members list is only displayed to those who have Joined your LUG on our site.

Contact: [Sam Oakley](#)
Alternate Contact: [Billy Johnson](#)
Website Content Admin: [mark.kiker.PRE](#)
Members
• [mark.kiker.](#)

In the left column you will see:

Your LUG Logo (if you create one), your list of UGAs that you have aligned with and your membership (total number of those who have joined your LUG on the AUGI site). If you are a member of the LUG, you will be identified as such and have the option to Leave the Group via the link provided.

Next is the interactive Location Map and your sponsor(s) logos with links.



Associations

[Sample User Group Association](#)
[Second User Group Association](#)

Membership

2 Members
You're a member of this user group.
[Leave Group](#)



Sponsors:



[AEC Edge](#)



[AUGI](#)

Editing your LUG Data:

As shown below, click on the link to edit your LUG Profile. This link is visible only to those that have permission to edit your data. This would include you and up to two others that you designate.




Once selected you will be taken to an Edit Page:

At the top of the page is the Group Info. This is pretty straightforward. Click in the boxes and make edits. This is populated from the data you provided when you initially set up the group through the application process. Group Type can only be edited by an AUGI Admin.

The URL you provide for your external website will be verified after you type it in.

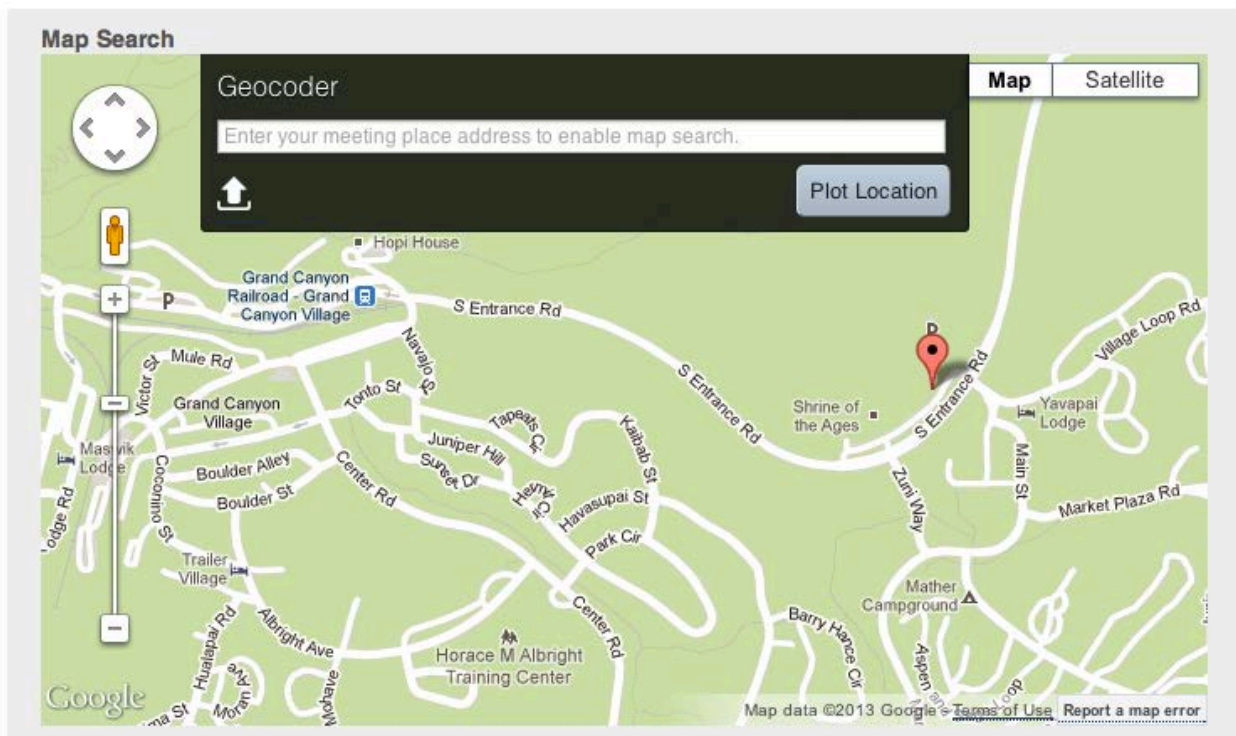
If you have a logo, it will display. If you have not uploaded one yet, a button will replace the image shown below. If you want to replace the logo – hit the “X” to remove the existing image.

Group Info	
Group Name	<input type="text" value="1 - Arizona Inventor Group"/>
Nickname	<input type="text" value="AILUG"/>
Area Served	<input type="text" value="Central Arizona"/>
Group Type	
Year Established	<input type="text" value="2012"/>
Website	<input type="text" value="http://www.augi.com"/>
Logo	 300k.jpg
Profile	<input type="text" value="Inventor Users Group for the central Arizona area. We are an active group of users dedicated to sharing what we have learned."/>

Next is the Meeting Info area. This is for the recurring meetings that you have. This is not the calendar event section. Enter the data for the regularly scheduled meetings that you have.

Meeting Info	
Meeting Day	Friday
Meeting Time	7:00 pm – 9:00 pm (6:30pm-7:00pm l
Meeting Location	Grand Canyon
Meeting Address	1 Rim Drive
Meeting Address 2	
Meeting City	GRAND CANYON
Meeting State/Province	AZ
Meeting Postal Code	

Following the Meeting data is a Map feature. Enter the address location of your meetings in the Geocoder box and hit Plot Location. This map info will display in the left column of your LUG page.



Next is the Focus area. Select from the dropdowns to place up to 4 products on your page. The product list is populated from a AUGI maintained list. You can type in your Industry Group.

Product Focus	
Product Focus 1	<input type="text" value="Inventor"/>
Product Focus 2	<input type="text" value="Inventor LT"/>
Product Focus 3	<input type="text" value="Inventor Publisher"/>
Product Focus 4	<input type="text" value="None Selected"/>
Industry Group	<input type="text" value="Manufacturing"/>

Mailing Address location is used to communicate with your group if someone wants to mail you information.

Mailing Address	
Mailing Name	<input type="text" value="Bill Tahoe"/>
Mailing Care Of	<input type="text"/>
Mailing Address	<input type="text" value="1 Rim Drive"/>
Mailing Address 2	<input type="text"/>
Mailing City	<input type="text" value="GRAND CANYON"/>
Mailing State	<input type="text" value="AZ"/>
Mailing Postal Code	<input type="text" value="86023"/>

Contact information for Primary and Alternate. These should be the leaders of the LUG.

Primary Contact

Name

Company

Email

Phone

Fax

Alternate Contact

Name

Company





Email


Phone

Fax

Sponsor Logo and Link. Add the name, logo and web page link for your LUG sponsors. Your sponsors may be willing to pay for the annual membership of your Content Admin.

Sponsors

	Name	Logo	Link
1	AEC Edge	 AEC_Edge.jpg	http://www.augi.com 
2	AUGI	 AUGI_Twentieth_logo.jpg	http://www.augi.com 



The File Locker – Upload files that are shared with your members. There is a 2GB limit on storage. This is available for Docs and PDF, but not for video or audio files.

File Locker

	Title	Description	File
1	Rules of CAD	What are some of your rules that should be followed for CAD	 Rules_of_CAD.doc
2	Autodesk Financials	2009 data	 5_year_adsk.pdf

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And Finally – The Submit Button. Nothing is saved until you submit. When you update your LUG data, you will be emailed a notification. AUGI Admins will also receive notification or updates.

