NACAS MARKETPLACE

Quick Reference Guide

NACAS

ENRICHING THE
CAMPUS EXPERIENCE

Contents

Document Objective

This document is intended to provide general guidance for NACAS members in use of the NACAS Marketplace.

Key Contacts

Please contact us at marketplace.feedback@nacas.org or (434) 245-8425 if you have any questions about the Marketplace.

NACAS Marketplace Access Overview

All NACAS members active on organizational rosters may access NACAS Marketplace features. All NACAS members may access other members' NACAS portal profile information via the Marketplace. The appearance and functionality of profile pages differs for business partners and institutional members. Appearance and functionality also differs for each member's primary contacts and other active members. All members may log in to the NACAS portal at: https://nacas.my.site.com/NACAS_login_page.
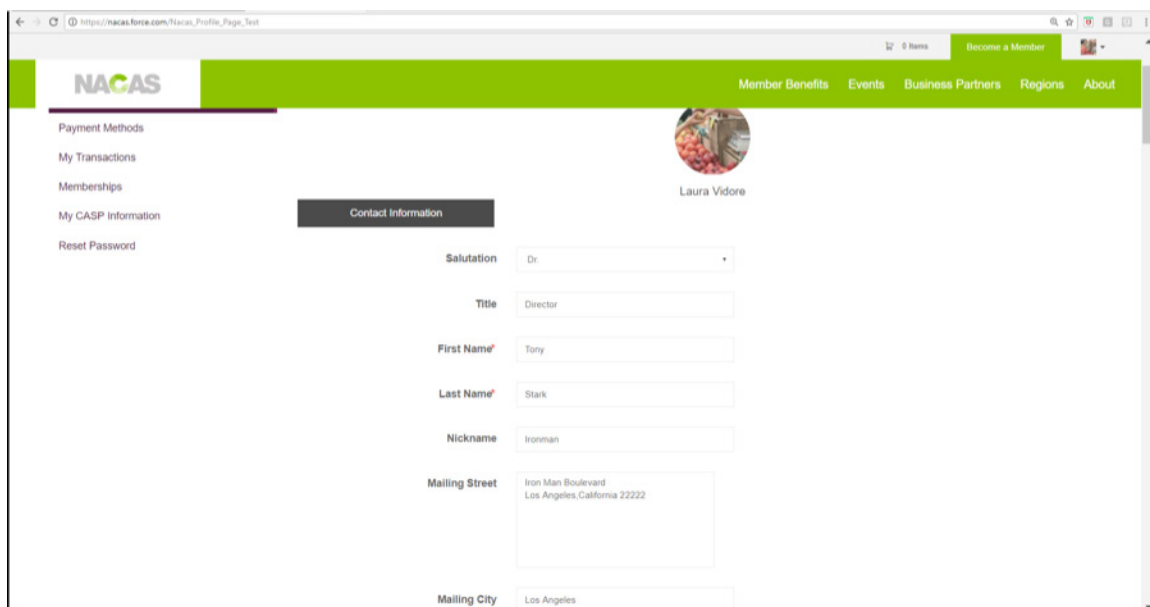
Section I

Profile Pages: About You and Your Organization

Institutional Member Profile Page

The institutional member primary contact profile is where active members may manage personal and demographic data related to their institution. NACAS encourages primary contacts to work with their institutional members in order for information to be as accurate as possible.

It is important for users to keep this information as up to date as possible. When completing your profile, please indicate the department(s) you, as an individual, work within and/or oversee. Indicate how the department operates. If a user has any questions they should reach out to marketplace.feedback@nacas.org to submit a query.

Additional Marketplace features such as Business Partner Connect, Institutional Exchange, and Resource Library are accessible via the "NACAS Marketplace" drop-down in the upper right of the profile menu bar.

Extended Profile

In this section of the profile page, the primary contact will have the option of reviewing and adding additional information related to their organization including but not limited to:

- Institution Logo
- Demographic Data
    - FTE Tier (not editable - contact marketplace.feedback@nacas.org to update information)
    - Institution Type (not editable - contact marketplace.feedback@nacas.org to update information)
    - Region (not editable - contact marketplace.feedback@nacas.org to update information)
    - Operating Budget
    - Annual Revenue
    - Organizational Charts - See file limitations on page 22
    - Institution Social Media URLs
- Resources
    - Please note that any resource that is uploaded will need approval from Marketplace Admin before becoming available.
    - Typically resources will be approved within 3 business days.
    - Resources/Uploads will be limited to the following file formats;
        - JPEG
        - PNG
        - DOCs
        - PDFs
        - XLSX
        - CFM

https://nacas.force.com/Nacas_Profile_Page_Test

0 Items   Become a Member

NACAS   Member Benefits   Events   Business Partners   Regions   About

Extended profile

By electing to provide selections for the Operating Budget and Annual Revenue data fields below, you are agreeing to display this information on your respective institution's Marketplace profile page where it may be visible to other registered users.

Logo

Choose File   No file chosen

Account Name	Bracketmedia
FTE Tier	FTE4 4,000 - 6,999
Institution Type	Community College
Region	Business Partner
Country	Canada
HBCU	

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https://nacas.force.com/Nacas_Profile_Page_Test

0 Items   Become a Member

NACAS   Member Benefits   Events   Business Partners   Regions   About

HBCU	
Residential	
Number of beds	
Operating Budget	$12,000,001 - $20,000,000
Annual Revenue	> $30,000,001
Billing Street	asdfasdf
Billing City	asdfasdf
Billing State/Province	asdfasdf
Billing Zip/Postal Code	333
Reporting Structure	The Division of Student Affairs/Student Life
Departments Auxiliary Operations	Physical Plant - Contracted,Bookstores - Self-operated,Child Care - Contracted,Concessions - Self-operated
OrgChart	0011a00000jDQOGAA4

Business Partner Profile Page

The business partner active member profile page is where active members associated with a business partner membership can update information about themselves.

Additional Marketplace features such as Business Partner Connect, Institutional Exchange, and Resource Library are accessible via the "NACAS Marketplace" drop-down in the upper right of the profile menu bar.

Please make sure all contact fields are completely up to date.

Extended Profile

In this section of the profile page, the primary contact will have the option of adding additional information related to their organization including but not limited to:

- Company Logo
- Company About
- Company Social Media URLs
- Products & Services Offered
- Industry categories
- Referrals - Limited to no more than ten, and must be NACAS member institutions. The system will not permit you to enter a referral if the institution is not a member.
- Refer to the Institution Exchange to see who is and isn't a member. Contact marketplace.feedback@nacas.org to share non-member information if you believe the non-member may be interested in becoming a member of NACAS.
- Presentation
    - There is a one (1) Presentation limit to the profile.
    - The Presentation must be in PDF format.
    - To upload a new or replacement Presentation, simply Choose File for the Presentation and click "Save Extended Profile"
- Resources
    - Resources will only populate in the Resource Library portion of the Marketplace and not on the Business Partner profile.
    - Please note that any resource that is uploaded will need approval from a Marketplace Admin before becoming available.
    - Typically resources will be approved within 3 business days.
    - Resources/Uploads will be limited to the following file formats;
        - JPEG
        - PPTs
        - PNG
        - DOCs
        - PDFs
        - XLSX
        - CFM

Section II

How to Access and Use Marketplace Features

Business Partner Connect

The Business Partner Connect is where members can search for member business partners and access their extended profiles. Search criteria may include company name, industry, products and services, country, and state/province (the state/province of a business partner will be the location of their headquarters or main office). Upon specifying search terms in the search fields results will be displayed in rows beneath the search fields. Please do **Not** hit the **Enter** button on your keyboard when making filter selections. Clicking on a company name will take the user to that company's extended profile page. Users may clear terms from prior searches through using the "reset search" button.

Tips for the Business Partner Connect

- Please be mindful that when selecting your filters in the search criteria you should **NOT** hit Enter upon selecting an entry.
- When you are done selecting your filters (search criteria) the search results should populate towards the bottom half of the screen.
- If at any time you are not happy with the search criteria simply select the "Reset Search" Button.
- Filter fields that are **NOT** dropdowns will permit multiple selections - simply hold your Control/Command button when clicking on multiple values.
- The Search Results will be populated towards the bottom of the page - also note that the search results employ an "infinite scroll" function. This means that as you scroll down the page the search results will continue to update if there is a long list of results.
- At any time you can click on one of the results to see specific information about that entry.

Once the search results have been returned, the user can click on the company name to see additional details about the organization as pictured below;
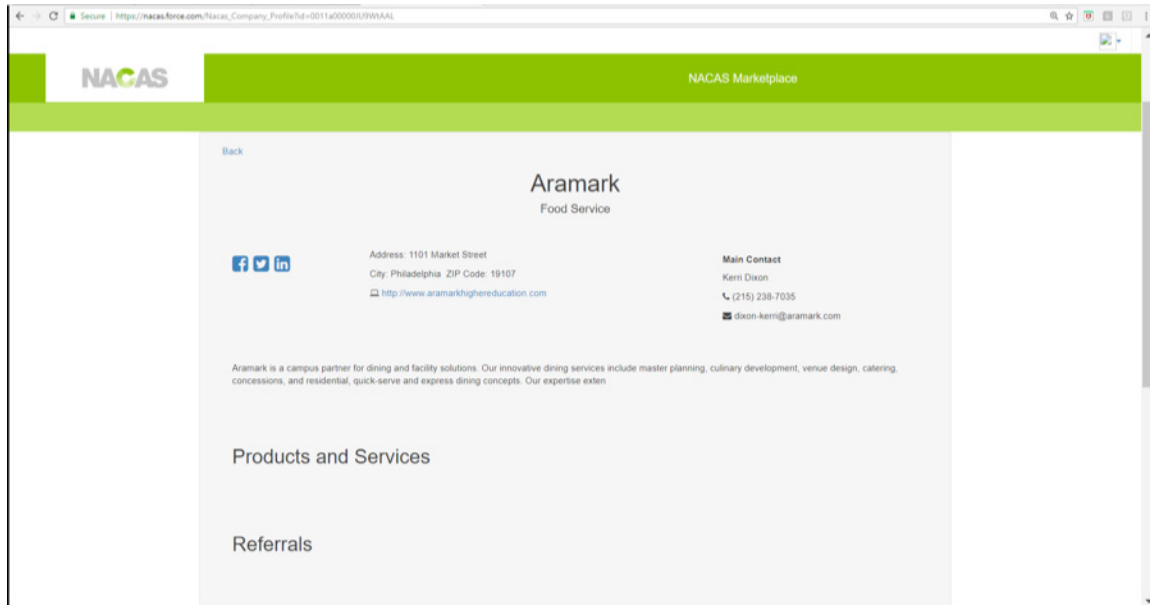
Institution Exchange

The Institution Exchange is where members can search for member institutions and access their extended profiles. Search criteria may include name, FTE tier, type, HBCU status, country, state/province, region, reporting structure, auxiliary/ancillary departments, and operating structure. Upon specifying search terms in the search fields results will be displayed in rows beneath the search fields. Please do **Not** hit the **Enter** button on your keyboard when making filter selections. Clicking on an institution name will take the user to that institution's extended profile page. Users may clear terms from prior searches by using the "reset search" button.

Tips for the Institution Exchange

- Please be mindful that when selecting your filters in the search criteria you should **NOT** hit Enter upon selecting an entry.
- When you are done selecting your filters (search criteria) the search results should populate towards the bottom half of the screen.
- The Primary Contact for an Institution will be highlighted in Green in the Roster.
- If at any time you are not happy with the search criteria simply select the "Reset Search" Button.
- Filter fields that are **NOT** dropdowns will permit multiple selections - simply hold your Control/Command button when clicking on multiple values.
- The Search Results will be populated towards the bottom of the page - also note that the search results employ an "infinite scroll" function. This means that as you scroll down the page the search results will continue to populate until there are no results left to display.
- At any time you can click on one of the results to see specific information about that entry.

Once the search results have been returned, the user can click on the institution name to see additional details about the institution as pictured below;

Resource Library

The Resource Library section is where members can search for templates, presentation files, and documents regarding best practices. Resources are searchable by title, keyword, type, or auxiliary/ancillary category. Upon specifying filters in the search fields and clicking on the "search" button, results will be displayed in rows beneath the search fields. Clicking on a resource name will take the user to that institution's extended profile page. Users may clear terms from prior searches through using the "reset search" button.

This repository is not connected to the NACAS Lounge and is a completely new membership service. Our data is only as rich as what you share - so it's highly encouraged you begin to do so if you have best practices or templates.

Tips for the Resource Library

- When uploading a file - the preferred naming convention is:
  - Year_Document Type_Detail_Institution name.file type extension
    - For Example: 2018_RFP_Food Services_San Diego State.docx
- Please note that any resource that is uploaded will need approval from Marketplace Admin before becoming available.
  - Typically resources will be approved within 3 business days.
  - Resources/Uploads will be limited to the following file formats;
    - PDFs
    - DOCs
    - PPTs
    - XLSX
    - CFM
  - Types of documents
    - Best Practices (e.g. checklists, guidelines)
    - Presentations (e.g. presentations from past NACAS events, internal presentations to your staff teams, training presentations)
    - Templates (e.g. requests for proposals, organization charts, employee manuals, job descriptions)
  - Categories of documents (i.e. auxiliary/ancillary operation the document pertains to)

- Please be mindful that when selecting your filters in the search criteria you should NOT hit enter upon selecting an entry.
- When you are done selecting your filters (search criteria) the search results should populate towards the bottom half of the screen.
- If at any time you are not happy with the search criteria simply select the "Reset Search" Button.
- The Search Results will be populated towards the bottom of the page - also note that the search results employ an "infinite scroll" function. This means that as you scroll down the page the search results will continue to update if there is a long list of results.
- Please note that any resource that is uploaded will need approval from Marketplace Admin before becoming available. Typically resources will be approved within 3 business days.
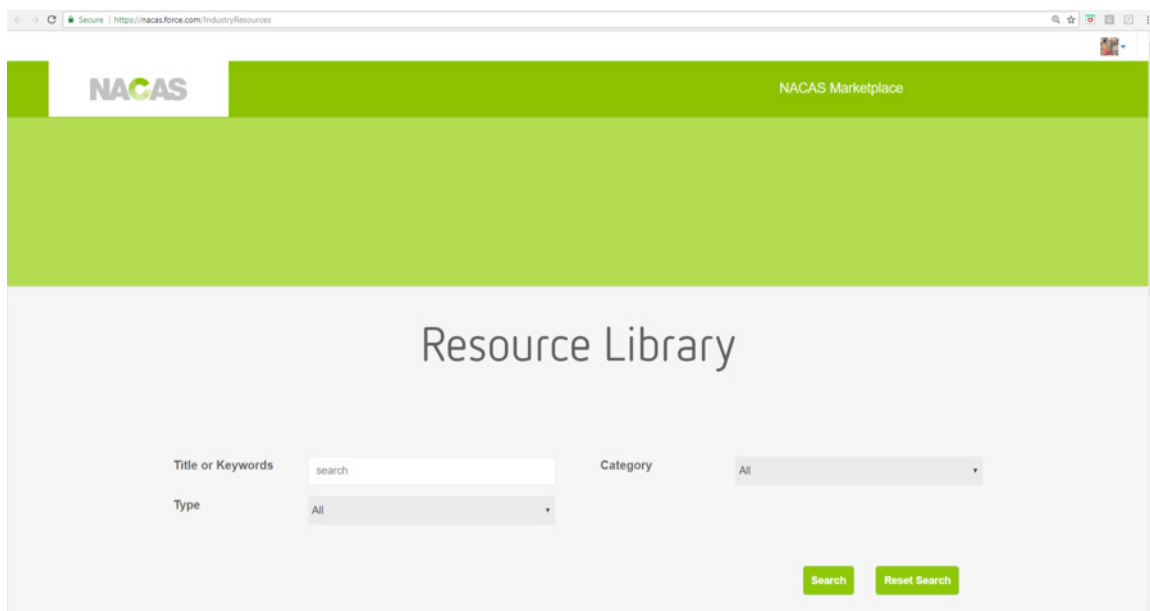
The Upload section is where members can submit files for contribution to the Resource Library section. Clicking on the "Choose File" button will open a window through which users will be able to select the file they would like to submit for review. Having done so, users will be able to provide titles and descriptions for their files in addition to classifying them by type and auxiliary/ancillary category. Once the upload has transpired, an "Upload Complete" dialogue box will appear to announce that the resource has been submitted for review by Marketplace Admin.