NRHH OTM Website Guide
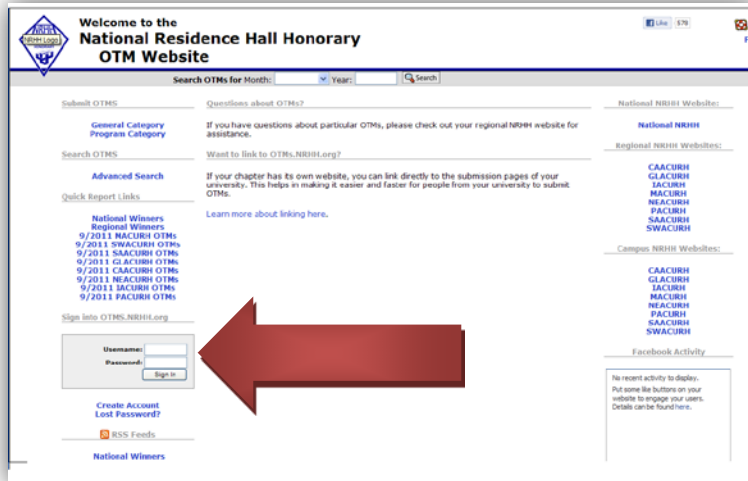
This guide provides information on the OTM website and how to coordinate this website.

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How To Log In:

Sign into your chapter's account by clicking on the home page and filling in your username and password. Don't have this information? See below!
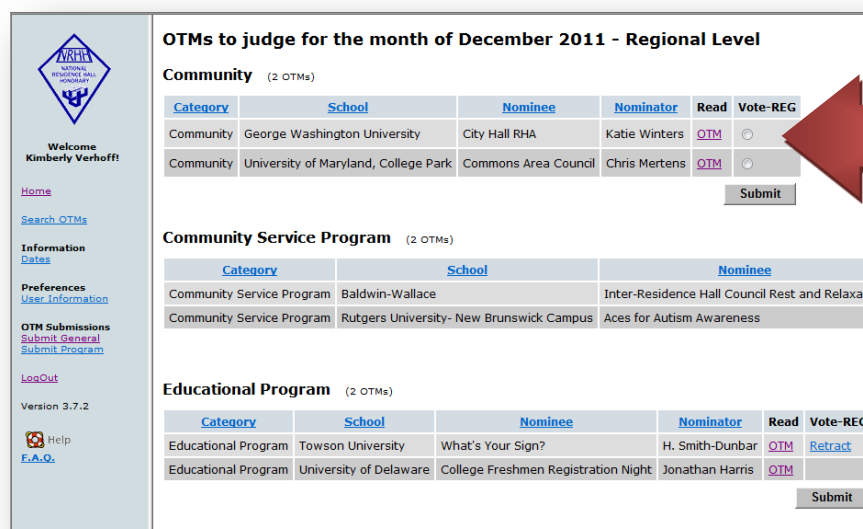
Forgot Your Password?

If you have lost your password, just click the "Lost Password?" button, and fill in your school name, your first and last name, email, and username to request that information. If you do not know your username or password, then contact your regional AD-NRHH for your school's information!
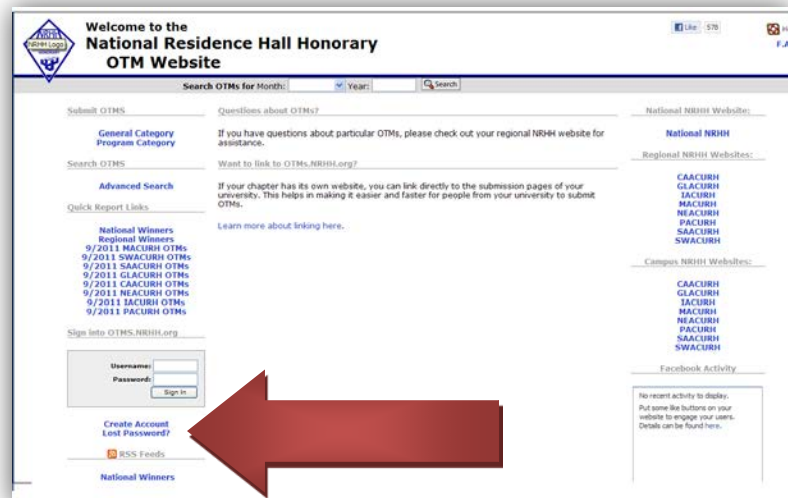
Submitting OTMs to Region

When the deadline for OTMs is nearing, to submit campus winning OTMs to the region, log into your administrative account and the screen will have all of the OTMs submitted for the given month in categorical order. From here, you can view which OTMs were campus winning based on the votes given for each. From there, you vote for the OTM that has the most votes, or that you are sending onto the region for voting. Click on the circle next to the OTM, and click submit. You can retract your submission by clicking retract by the OTM selected. Make sure the top of the screen gives a message saying your OTM has successfully been submitted.

Viewing Active Users

The active users table is the default style received upon clicking "Admin Users." This
selection will display all the users who have set their status to Active, are still currently
active in the OTM database, and are not new users. Regardless of the previous selection, clicking the

"Admin Users" tab will refresh the
table to display Active Users. At the bottom of the
table, you are able to view the number
of active users (displayed on the bottom left side of
the table).
Please note that all users who have just registered
for an account will not be located in
the Active users table.

Viewing Inactive Users

To view the Inactive Users table, simply select the "View Inactive Users" link at the top of the table. Essentially, the inactive users are the users that have *manually* selected to be inactivated. This table also includes users that are also new additions to the system.
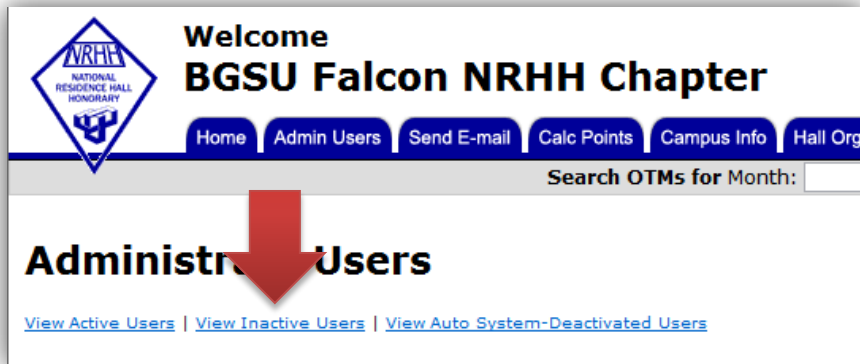
Looking at this table, you will see another addition field labeled "Activate". As a campus administrator you will be able to activate these users if they are new or wishing to be reactivated.

Once you have activated the user, you will see a change successful message and you will need to press "Admin Users" to re-enter the user administration area.

There is no way to make this a default view within the "Admin Users" tab, so by clicking "Admin Users" you will be refreshed to the active users table. At the bottom of the table, you are able to view the number of inactive users (displayed on the bottom left side of the table).

View Auto System-Deactivated Users

To view the system-deactivated users, simply select the "View Auto System-Deactivated Users" link at the top of the table. This brings you to another table similar to the Inactive Users (see Section 2). The main difference between these tables is that the system will automatically inactive users after one (1) year of inactivity.

As a Campus Administrator you are able to re-activate these users in a similar fashion to the Inactive Users table. There will be an additional field with an "activate" link. Simply click this link and you will receive a change successful message.

Mainly, the system-deactivated users table will be populated by schools that have a larger membership base or schools with older chapters. This allows time for the system to find users that have less activity.
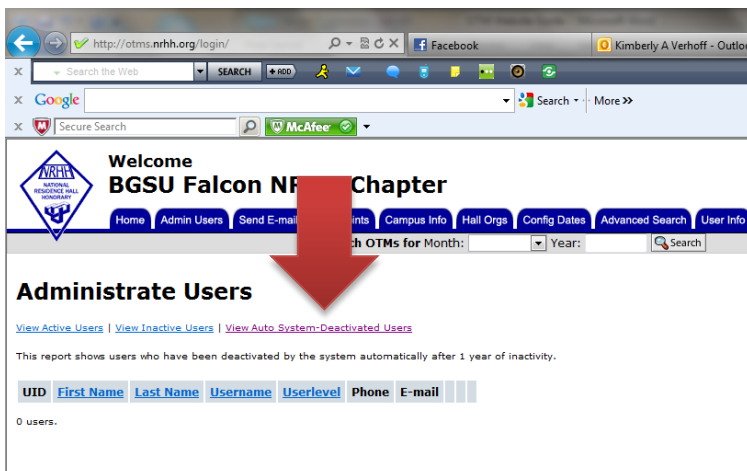

There is no way to make this a default view within the "Admin Users" tab, so by clicking "Admin Users" you will be refreshed to the active users table. At the bottom of the table, you are able to view the number of system-deactivated users (displayed on the bottom left side of the table).

Sort Users

Upon clicking the "Admin Users" tab you are, by default, show a populated table with Active users. There will always be one user (this is probably the one you are currently logged in with). As you get more users, the table will populate.

As the page is loaded, you see the table of users sorted by LAST NAME. This is not specified on the page, but is the system default. However, by clicking on the BLUE table headers, you are able to shuffle the way that the page is viewed.

There are four options regarding sorting the table:

1. First Name

2. Last Name

3. Username

4. User level

The phone number, edit button, and delete button are fields that you are unable to sort the user by. The table should update upon the click of the table header. If you click on the "Admin Users" tab, it will again auto-update to the LAST NAME.

Edit User Account Info

From within any table (active, inactive, and system-deactivated) you are given the option of editing a user. There are several fields associated with each OTM account.

Each is given a sub-section to describe their use in the administration of users.

1. University

2. First Name

3. Last Name

4. Address

5. Phone

6. E-Mail Address

7. Username

8. Password

9. Access

10.Active

Edit User Account - University

To change the university associated with the account, you will have to request a change in organization. Unlike the other fields, there is a hyperlink to request this change. You will be brought to a second screen. At this screen you may select the university in which to make the adjustment (this copies all user data).

Things to make a note of:

(1) In making the switch, the user will be downgraded in access to the level User (see Section 5.9).

(2) The user will be set into the Inactive Table (see Section 2) pending a campus administrator activation.

Edit User Account - First Name

Please note that the name fields are separate (this allows for sorting within the various tables). There is an example format regarding the First Name field to the right of the field itself.

Edit User Account - Last Name

Please note that the name fields are separate (this allows for sorting within the various tables). There is an example format regarding the Last Name field to the right of the field itself. This will be the auto-defined method of sorting the table, so enter in a corresponding Last Name that a campus administrator will recognize for quick determination.

Edit User Account - Address

In the address field, there are three lines. First, it is requesting the actual street address. The example given is of the number and then the hall. Second, depending on the campus, the university is listed (the example reflects this). Lastly, the city, state, and zip code and entered. Depending on the user, the address fields can reflect different values. As long as you can judge (1) how your campus will be using these addresses or (2) how the OTM database needs them to be read.

Edit User Account - Phone

Like the address fields, the phone number field will be useful depending on how your school decides to use it. By default, the phone number should be divided by hyphens ("-") as denoted in the example.

Example: 123-456-7890

Edit User Account - E-Mail Address

The email address is often one of the more popular fields in the OTM database. This is used to contact the user if their inactivated account has been activated or if the system has deactivated their accounts. It can also be used to send emails out to the membership.

The example to the right of the field specifies a typical email address.

Edit User Account - Username

The username field is important! The username defines the account access to the OTM system for the user. The username must be unique and will be unsuccessful at updating if there is already an identical username in the system.

Edit User Account - Password

The password is another important field! A user will need to enter their username followed by the corresponding password to enter the OTM system. If a user forgets their password, there is a link to request it.

A Campus Administrator is also able to update the user password by entering and reentering the desired password. Please note that if you update the password, it is necessary to select the "Are you updating your password?" checkbox.

Edit User Account - Access

Access determines what the user is able to do within the OTM system. There are three types of access that a Campus Administrator can select (the higher the number, the more access is given).

1. User

2. Campus OTM Committee

3. Campus Administrator

A basic User level gives the member the ability to view prior OTMs, edit their submitted OTMs, and will remember the user account information for future OTMs (so it does not have to be entered each time).

A Campus OTM committee access provides the same support as the basic user, but extends to voting on the campus winning OTMs at the end of each month.

A Campus Administrator is given total access to the schools OTM data and the users.

This should only be given to a select member count and provided only to those that are meant to be updating the membership.

Edit User Account - Active

The Active radio buttons denote if the account is active or inactive. By updating this value, you can either active inactive (or system-deactivated) users.

Delete User Account

From within any table (active, inactive, and system-deactivated) you are given the option of editing a user. There are several fields associated with each OTM account.

Select Recipients of Emails

In the form, you have the ability to choose "Default Distribution List." This default list is something that a Campus Administrator can set in the "Campus Info" tab (see separate section).

By selecting the Default Distribution List, the pre-entered email addresses (or listserv) address will be entered into the "To Address" portion of the email. You will be able to add or remove other email addresses once you have been taken to the next page.

It is recommended that you allow the system to "auto-make" the message. This does not mean that it will be sent, but that the system will populate the message body with content that you have specified.

OTM / Month Links

With the OTM and Month links, you are able to declare what you want in the body of the message. If you are running a month-specific report, then perhaps you do not need to have the months shown in the message body.

If you were to run a report perhaps annually, then maybe the months and year would be important in the email body.

The OTM link is the actual URL for the specific OTM itself. This is useful if you want to embed the link into a notification email (to the nominee). If you are running a report where the individual OTM / nominee is unimportant, then this option could remain unchecked.

Award Level

The award level is essentially how you will narrow down (or increase) the amount of data that is pulled from the NRHH OTM System. You have the ability to declare:

1. None Specified

2. Campus Honorable Mention

3. Campus Winner

4. Regional Honorable Mention

5. Regional Winner

6. National Honorable Mention

7. National Winner

By leaving the award level at the blank position (default) you will get a complete list of the OTMs, as specified in the Month/Year option. You can narrow down the list of OTMs (depending on the number at your school) by simply adjusting the second selection box to the desired level.

Clicking submit will send your request to the database, and you will be sent to the email screen.
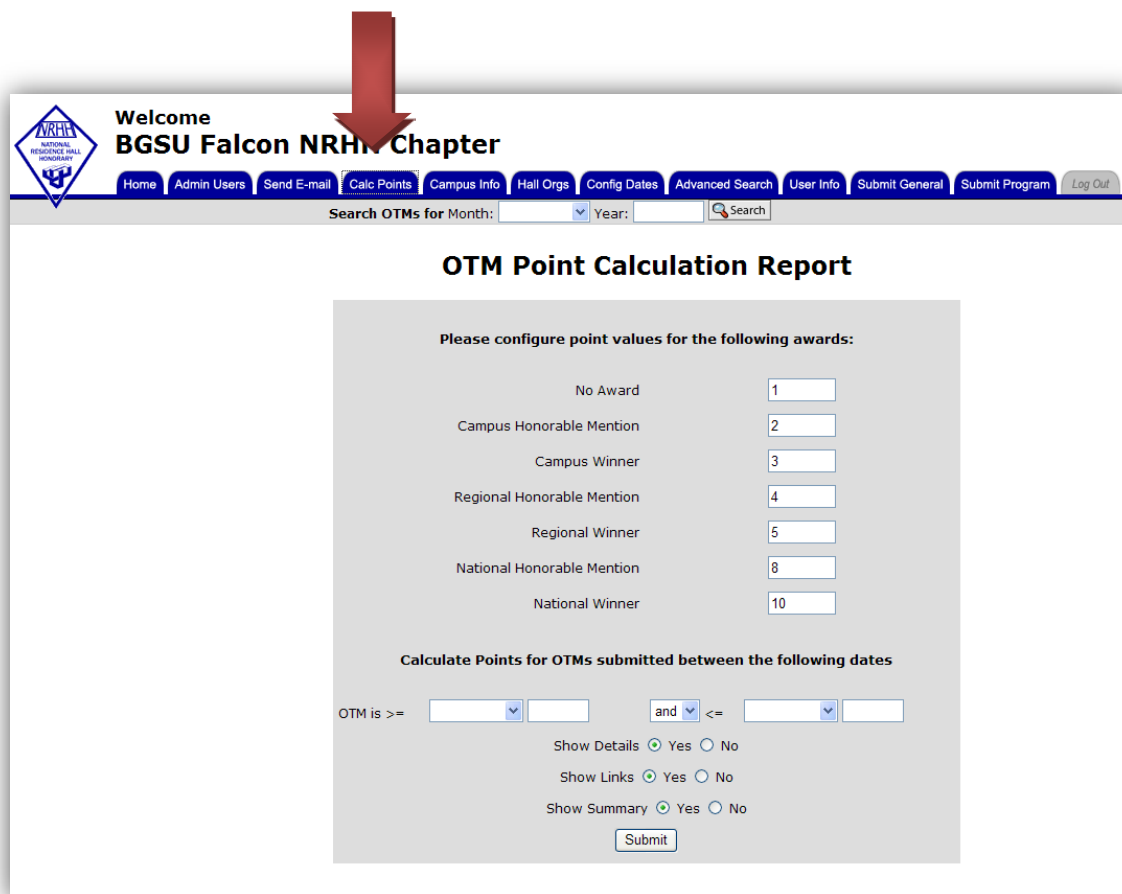
Sending The Message

Once you have made the appropriate selections and pressed Submit, you will be brought to the actual email composition screen. Here you can see the default distribution list (the addresses will be listed in the first box).

You will also see the pre-created Body of the message. This will include (if selected) the Month link and the OTM link. There is also a field for the subject. Once you have edited the recipients, subject, and (if desired) the body of the message, then submit to send.

Emails usually take a few minutes to process through the system. This can also depend on the number of people that you are looking to send the email to. If you have sent this email to a moderated listserv, it is suggested that you add: otms@nrhh03.nrhh.org

Calculating Points for OTMs:

If your campus does awards for number of OTMs submitted or winning OTMs, click on the "Calc Points" tab!

From here, you can change the number of points each level of winning OTM is, and you can view the points given at each level.

Calculating OTM Points:

If you are looking to configure the points for one month, you can go to the bottom, and click on the month and year the OTMs you are figuring out the points for.

If you want to do multiple months, you can include a starting and ending date in the same location.

Calculating OTM Points:

Once you click submit..

This screen will appear listing all of the respective groups your school has set up with your account! All OTMs submitted for the time selected will be underneath the organization the OTM was submitted by or for.

Want to calculate overall points? Scroll down the page!

Calculating OTM Points:

After scrolling down, you will notice a summary of all points from all organizations.

OTM POINT SUMMARY
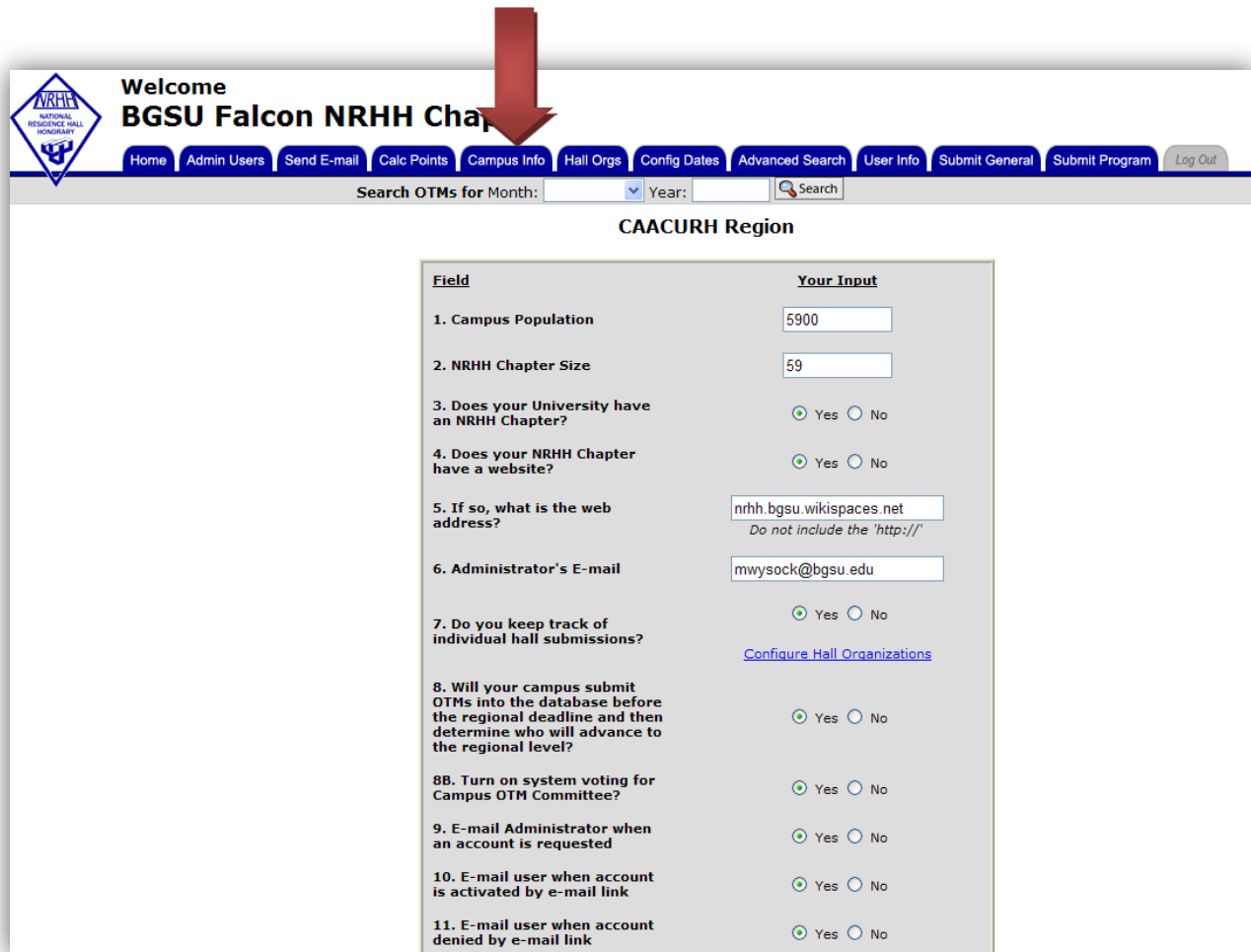
Num	Organization	OTMs Submitted	Total Points
1	HCD	3	3
2	Res Life Staff	1	1
3	KAB	1	1
4	Kohl	1	1
5	NRHH	0	0
6	McDonald Hall	0	0
7	Offenhauer	0	0
8	SMART	0	0
9	Student Organizations	0	0
10	Rogers	0	0
11	Resident Student Association	0	0
12	Rodgers	0	0
13	KCD	0	0
14	Conklin	0	0
15	Faculty/Staff	0	0
16	Centennial	0	0
17	Any college on BGSU's campus	0	0
18	Apartments	0	0
19	HAB	0	0
20	Jeff Raker	0	0
21	Greek Units	0	0
22	Falcon Heights	0	0
23	Founders	0	0

The list will be sorted by the number of points, and the total points given will be based on the points awarded for each level. These points can increase throughout the month based on when voting occurs for each level, campus, regional, and national.

Updating Campus Information:

To update information about your campus, click the "Campus Info" Tab!

This screen will appear and you can fill in your on campus population, NRHH chapter size, and other information for coordinating OTMs from the website for the current year.

Updating Campus Information:

Scroll down, and you can change the awards your school offers for people to fill out. You can add or change the categories of OTMs to recognize others and programs.

Scrolling down a bit more will allow you to type in the email addresses of all people you wish to send emails to using the website. Emails are discussed on page for reference!

Hall Orgs Tab

If you click on the tab, Hall Orgs you are able to access what residence halls and organizations

are affiliated with your OTM account. You are able to activate and deactivate halls. If a residence hall goes offline, you can click the check to deactivate and save the changes.
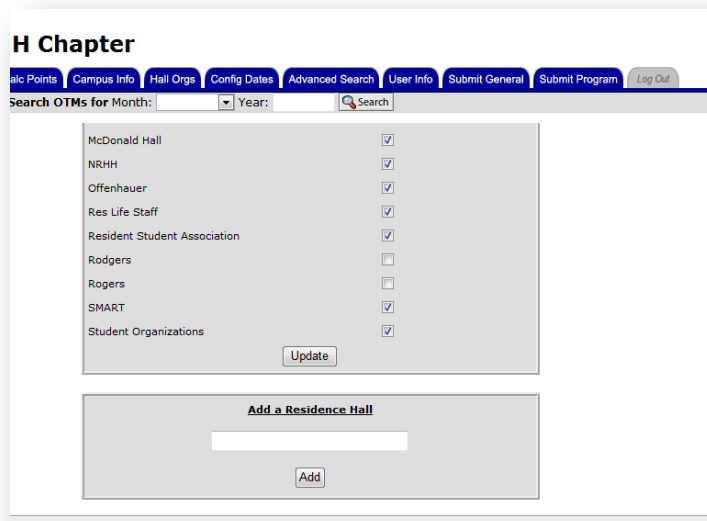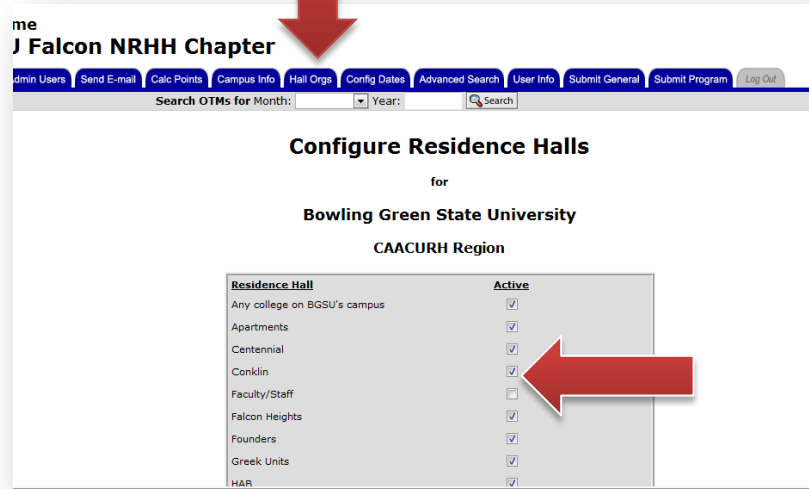
You are also able to add a new residence hall or organization to the list by scrolling to the bottom of the page and typing in the name. Don't forget to press update or add when finished making changes!

Configuring Dates for When OTMs Are Due:

The default view will show you the current due dates and time as set by the OTM system. This will normally default to the sixth of the month at time 00:00. Below the default view, there is a short explanation of how the time works within the system. The above image is set to the defaults for the PACURH region (those in Pacific Standard Time). To make an adjustment, click "Edit" and choose the times that will work for your time zone. Once you have submitted your changes, you can scroll down and see the updated times. These are shown with the regional, school, and national times.

Time Zones:

Default Time Zone: Central Standard Time
PST: 02:00 (6th of the month)
MST: 01:00 (6th of the month)
EST: 11:00 (5th of the month)

OTM Due Dates

Month	Date Due for Bowling Green State University	Edit
January OTMs	February 04 23:00	Edit
February OTMs	March 04 23:00	Edit
March OTMs	April 04 23:00	Edit
April OTMs	May 04 23:00	Edit
May OTMs	June 04 23:00	Edit
June OTMs	July 04 23:00	Edit
July OTMs	August 04 23:00	Edit
August OTMs	September 04 23:00	Edit
September OTMs	October 04 23:00	Edit
October OTMs	November 04 23:00	Edit
November OTMs	December 04 23:00	Edit
December OTMs	January 04 23:00	Edit

REMINDER: All Dates and Times are in Central Standard Time!

For example: If you want your OTMs due at midnight on the 15th and you are in CST, set it to the 16th day at 00 ho
If you are on the east coast, set it to the 15th day at 23rd hour.

FYI: The 16th at 00 hour is the midnight of the 15th!!

Why Update?

It is important to update the time zone for your campus because it will be one of the major "backend" system details necessary to run your OTM system effectively. Once you have adjusted your times, it will not be necessary to adjust them again

Dates Winning OTMs Released

Regional Winning OTMs are searchable on the website by the 18th of the month following submission. For example, a regional winning January OTM would be released by February 18th.

According to National Policy, National OTMs shall be considered national winners by the last day of each month. It is my understanding that they should be searchable on the first day of the next month (i.e. January 2012 National Winners will be released March 1st.)

Advanced Search Tab

In the form, you have the ability to choose "Default Distribution List." This default list is something that a Campus Administrator can set in the "Campus Info" tab (see separate section).

There are a variety of different that you can choose. Anything that is left untouched (usually a blank selection) will denote a wildcard status and anything in the database will populate the list.

To use the advanced search feature, simply select the various fields that you will like to search the database by and enter them. Otherwise, leave the remaining areas blank.

User Info Tab

Essentially, this tab is present on all users (regardless of permissions) though there are some differing parts if you are a campus administrator. All users will be able to update the primary pieces of information:
1. First Name
2. Last Name
3. Address
4. Phone
5. Email Address
6. Username
7. Password (Requires Duplicate Entry & Password Update Check)
8. Navbar Location

The remaining two fields are restricted to Campus Administrators, which are:
1. Access
2. Active Status

Update University

If you wish to update your University, it is necessary to submit a **Request Change of University**. Regardless of your permissions level at a school level, a university change must be processed by the NACURH Informations Office. Your information will then have to be accepted by the campus administrator at the new school.
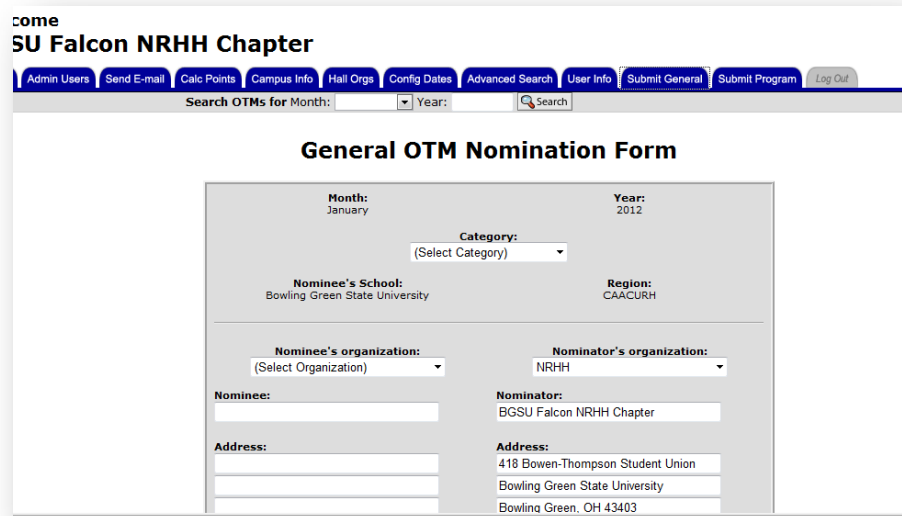
Submit General/Submit Program Tab

These tab is used to submit OTMS in all categories. You can access them from the tabs on your screen. If you are a campus administrator on your NRHH account, when you submit an OTM, it would be as the NRHH chapter. When either of these tabs is selected, a screen appears for writing an OTM. General OTMs are written to recognize individuals on your campus, while program OTMs are designated for programs around campus that are educational, or social, etc.
You are able to input the various pieces of information for others reading the OTM to contact you or the nominee, then a box is available for an OTM to be written!

Logout Tab

This tab is used to easily log out of the campus administrator access. This is available on any account, and it is important to logout of the system to not lose any work and potentially have others get into your account.

Contact Information for Questions

Do you still have questions about the website? You can contact your region's AD-NRHH or the NAN for more information!

CAACURH   **ca_adnrhh@nacurh.org**
GLACURH   **gl_adnrhh@nacurh.org**
IACURH   **ia_adnrhh@nacurh.org**
MACURH   **ma_adnrhh@nacurh.org**
NEACURH   **neacurhadnrhh@nacurh.org**
PACURH   **pa_adnrhh@nacurh.org**
SAACURH   **sa_adnrhh@nacurh.org**
SWACURH   **swacurhnrhh@nacurh.org**
NAN   **nan@nacurh.org**