



NAVIGATING THE NEW NAMC WEBSITE FOR MEMBERS

Email us at Bugs@NAMConsortium.org with any questions or concerns.

ABOUT THIS GUIDE

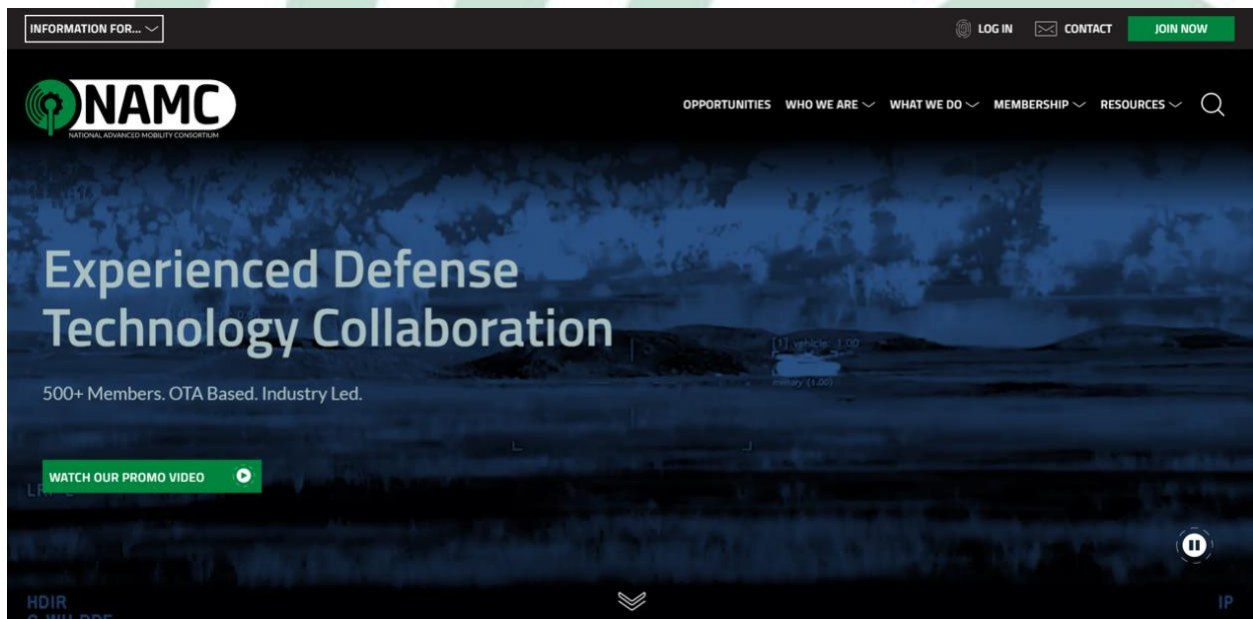
NAMC recently redesigned our website with a focus on usability. We want it to be as easy as possible for you to find the information you need.

To make that happen, we've compiled this guide to show you how to complete basic steps on the website, like logging in or registering, viewing opportunities, and more. If you find yourself with any questions that are not covered by this guide, please feel free to reach out to Bugs@NAMConsortium.org or by filling out our new contact form at <https://namconsortium.org/contact>



CREATING AN ACCOUNT AND LOGGING IN

You can access the new NAMC site by visiting <https://namconsortium.org/>. The top of the home page will look like this:



CREATING AN ACCOUNT

If you don't have an account, click on the **Join Now** button in the top right. This page will give you two options:

1. Register for an account
2. Apply for NAMC membership

Select the appropriate option for your organization. Each option will lead you to a different page with further instructions on how to apply or register. Please note that your registration and/or application will need to be approved. Check your email regularly for updates.

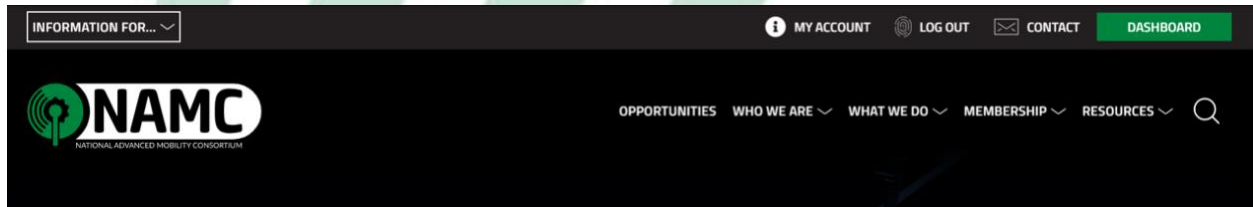
LOGGING IN

If you already have a NAMC account, you can log in by clicking on the **Log In** option in the navigation bar. This will bring you to a page where you will need to enter your username and password.

- **NOTE:** At this time, you *must* log in with your username, and *not* your email address. If you do not know your username, please [contact us](#).



Once you have logged in, your view of the website will change. Your navigation bar will look like this:



The top navigation gives you several options, including:

- My Account
- Log Out
- Contact
- Dashboard

My Account

This page will provide you with basic information about your account, including how long you have been registered. This page is also what you will access if you would like to change any of the following:

- Email
- Password
- Organization Name
 - Please note, if you change your Organization Name, it will not move you to a new Organization group. You must contact NAMC to fully make that change if you change companies.

To edit any of these, navigate to **My Account** and then select the **Edit** tab.



The page that opens will allow you to alter all of the information listed above. Simply change the information you would like updated and select **Save** at the bottom of the page. You must select Save for your changes to take effect.



Log Out

Selecting this option will log you out of your current session. You will need to log in again to access any restricted areas of the website.

Contact

This link will bring you to the [contact page](#) on the NAMC website. You can use this to get in touch with our team about any questions or concerns you may have.

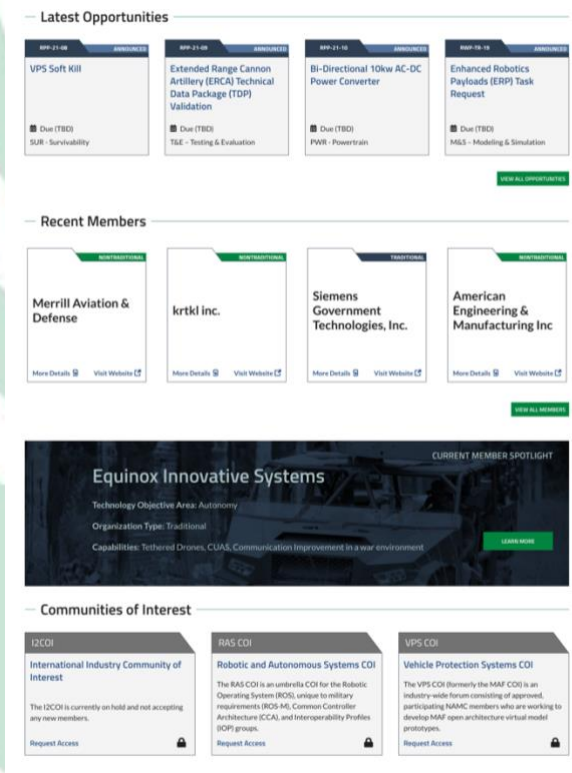
Dashboard

This link will bring you to our new dashboard feature (see the image to the right). Your dashboard shows:

- Recent NAMC news
- Upcoming NAMC events
- Recent submissions – this is a unique list of only your own organization's submissions
- Latest opportunities
- Recent members
- Current member spotlight
- Communities of Interest (COIs)
 - You may notice a lock icon on these cards if you are not part of a COI yet. You can **Request Access** by selecting that option and applying to join a relevant COI.
- Recent awards

You can click the green button at the bottom right of these sections to learn or see more.

All members have access to their own dashboard, where they can also see this information. If you ever have a difficult time finding specific information on the new website, you can always navigate to your Dashboard and select the **View All** ___ buttons to be brought directly to relevant content on the website.





OPPORTUNITIES

The new website places a large focus on Opportunities. To access these:

1. Make sure you are logged in.
2. Navigate to the menu at the top of the page and select Opportunities.
 - a. **NOTE:** If you try to view Opportunities when you are not logged in, you will not be able to view all relevant information.

The new Opportunities page is designed so you can filter results based on several criteria. You can do this several ways:

1. Enter a search term in the search bar and press on the magnifying glass icon to execute your search.

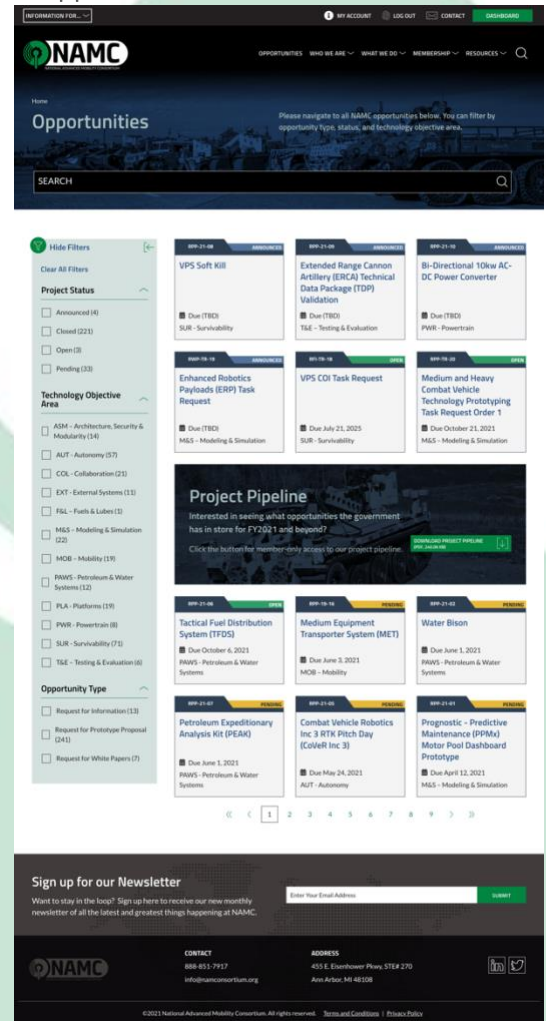
OR

2. Navigate to the green sidebar on the left side of the page. Select any filters you would like to activate. The list will update automatically as you select filters.

You click on any Opportunity to view information, such as:

1. Due date
2. NAMC point of contact
3. Technology objective area
4. Release date
5. Announcements
6. Other relevant information

You will also notice that Opportunities will be marked with a status in the top right. These indicate whether an Opportunity is open, pending, closed, or whether it has any other current status.





MEMBER DIRECTORY

NAMC keeps the website updated with new members as they are added. If you or your organization ever need to view the list of members, please follow the steps below.

1. Ensure you are logged in.
2. Navigate to the **Membership** option on the top menu.
3. Select **Member Directory** from the dropdown options.

This will lead you to a page that is similar in layout to the Opportunities page. Members automatically display in a random order. Just like with Opportunities, you can narrow down results in two ways:

1. Enter a search term in the search bar and press on the magnifying glass icon to execute your search.

OR

2. Navigate to the green bar on the left side of the page. Select any filters you would like to activate. The list will update automatically as you select filters.

To learn more about a member, select the **More Details** option at the bottom of that member's card. The card will flip over to show you more information about the member. To return, select **Go Back**.

Traditional members are marked with a blue indicator. **Non-traditional members** are marked with a green indicator.

	TRADITIONAL	NONTRADITIONAL
General Dynamics Mission Systems See All Capabilities PRIMARY CONTACT Samuel Khoury Email 480-441-5147 Go Back Visit Website	MTU America Inc. PRIMARY CAPABILITIES More Details Visit Website	Robo-Team NA, Inc. PRIMARY CAPABILITIES More Details Visit Website

If the information about your organization is incorrect for any reason, please [contact us](#) so we can update your organization's card.



RESOURCES, TEMPLATES, AND GUIDES

The NAMC website offers a variety of resources for members entities. You can find information relevant to you by visiting the following locations.

1. Ensure you are logged in.
2. Navigate to the top menu and select **Resources**.
3. Choose an appropriate resource from the drop down.
 - a. **NOTE:** This is also where you will find the **BIDS Portal** and **FAQ**.

You may also notice there is a separate option at the bottom of the Resources tab labeled **Member Resources**. You can click on the arrow to find a submenu of the following items:

- Land systems report
- The most recent fiscal year project pipeline
- GVS OTA guide
- Document library

QUESTIONS?

If you have any questions about the website, please contact us by filling out the contact form at <https://namconsortium.org/contact/> or by reaching out to us via email at Bugs@NAMConsortium.org.