



## UCEA CONNECT: How to Be Sure You Are Receiving the Right Connections

Are you getting all the communications you need from UCEA and your subgroups in the Association? Here are some tips on how to make sure you are getting all the important information you need:

- **Sign into UCEA CONNECT and check your profile.** Is your contact information up-to-date? You can update this information yourself very easily. If you need help signing-in, please contact the UCEA Webmaster, Mark Richer, at [mricher@ucea.edu](mailto:mricher@ucea.edu) or at 202.659.3130.
- **Have you verified you are in the right groups?** If you click My Groups under MY PROFILE at the right, it will display your group list. Membership in a group on UCEA CONNECT is what puts you on the subgroup's email list. Group email sent from the site has replaced the legacy listservs UCEA once used. Therefore, be sure to check you are in the right groups. To get out of a group, click on the wrench icon to the right of the group name and choose Leave This Group. To join a group, please contact the UCEA Webmaster for help.
- **Other members might be sending you messages as well as emails.** A message on UCEA CONNECT is stored in your message box on the website. When you sign into the site, you can see if you have any unread messages by looking under MY PROFILE at the right where you will find My Messages. In parenthesis, it will indicate how many new messages, if any, you have not read yet. Click the link to visit the Message Center to read new and old messages.
- **Want to be notified by email when a message is sent to you?** You can do this by clicking on My Preferences, also under MY PROFILE. To receive email alerts, check the box to the left of "Email me when new messages arrive."
- **You can also receive email alerts when there are new posts on a blog.** Visit the blog and then click the Subscribe button to get email alerts when there are new posts, and optionally, when comments are added in response. Alternatively, you can get an RSS feed from blogs, as well as from the UCEA News & Announcements and Association Calendar pages (these are found on the site menu on the left-hand side).

—Mark Richer

### *UCEA regional conferences*

**UCEA Mid-Atlantic**  
*Seeds of Sustainability*  
September 30–  
October 2, 2009  
Syracuse, NY

**UCEA West**  
*Going Green with Green Chili*  
October 14–16, 2009  
Santa Fe, NM

**UCEA South**  
*Designing a Sustainable Future*  
October 18–20, 2009  
Atlanta, GA

**UCEA New England**  
*Endorsing the New Decade: Working Green and Working Lean*  
October 28–30, 2009  
Hyannis, MA

**UCEA Mid-America/  
UCEA Great Plains**  
*Surviving Tough Times –Communicating Value*  
October 28–30, 2009  
Lacrosse, WI

For more information, see UCEA's Web site: [www.ucea.edu](http://www.ucea.edu).

## 2009 UCEA Executive Assembly

**Over the Horizon:**  
The New Landscape for  
Professional and Continuing Education

September 10-11, 2009  
Chicago, IL