

Salesforce 101: NAMI 360 Training for States and Affiliates



1

2019 NAMI National Convention JUNE 19–22 • SEATTLE



Liz Norton Senior Systems Manager, NAMI



Britzel Zuñiga Salesforce Administrator, NAMI



Elizabeth Monrad Sr. Associate, Gov. & Membership, NAMI



Heidi Guglielmino Director, Data Integration, NAMI



James Stewart Chief Information Officer, NAMI



What is Salesforce?

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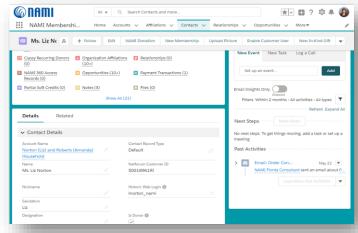
NAMI Board

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How Does NAMI Use Salesforce?



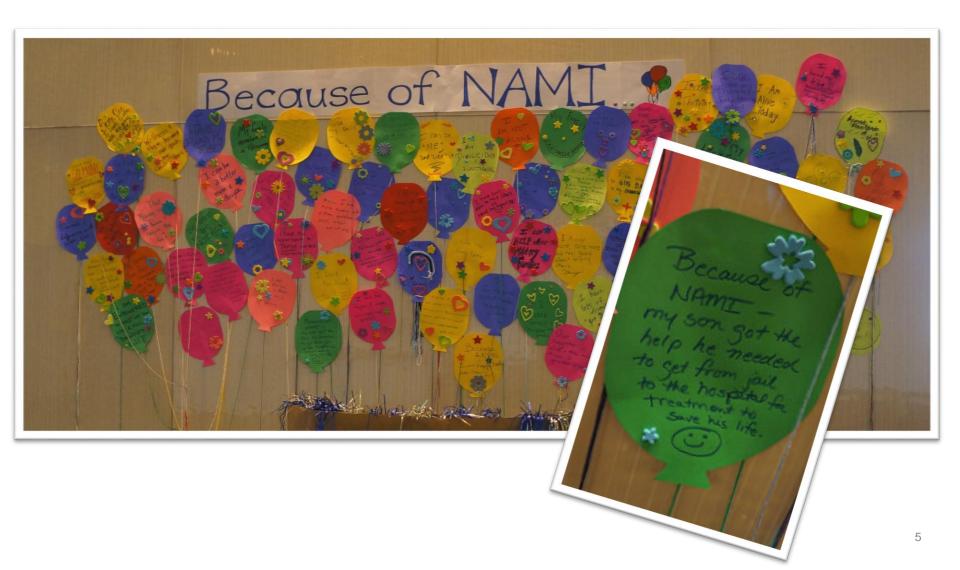
NAMI Nationa

Powered by Salesforce **NAMI 360**



Directors **@**nami ♠ COMMITTEES MEETINGS & EVENTS FILES Q. Search Welcome to NAMI's Board of Directors Community The purpose of this site is to provide a collaboration forum for the Board of Directors · Use this site to stay current with NAMI Board work. BOARD CALENDAR Community **Board Meeting** First Quarterly Meeting of the 2018-2019 Term Friday, September 14 - Roard Planning Retreat, VA Tech Business Center, 900 N. Glebe Road, Second Floor, Arlington, VA 22203, Saturday, September 15-16, 2018 - Board Meeting, NAMI Office, 3803 N Fairfax Dr. Suite 100, Arlington, VA Monthly Finance & Audit Committee Meeting 10/1/2018, 9:00 PM Monthly Development Committee Call 10/4/2018, 7:00 PM **@**nami NAMI User Back to myNAM My Actions Help Cente Welcome to the NAMI User Portal Porta Have a question about the NAMI User Portal? VISIT THE HELP CENTER **View My Contact Information My Recent Actions** ons, event participation, advocacy actions and NAMIWalks participation over the last 5 years MY MEMBERSHIPS NAMI Northern Virginia 11/25/2019 Regular







What Can You Do on NAMI 360?

@NA	mi <u>360</u>				Q	Search	🕘 🛛 Tanya Wu
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What We're Going to Cover

- Managing Memberships
- Managing Board and Staff
- Managing NAMI 360 Access
- Managing Program Leaders
- Listing/Capturing Program Information
- Reporting Program Data
- Where to learn more about NAMI 360



Home	My Community 🥆	My Organization 🗸	Program Management 🗸	Reports	NAMI Resources 🗸	Help Center
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	Membership Batches	
	HELP	
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More help for membership batches >		
Open/Closed eBatches		
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Create Batch		
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2019 NAMI National Convention

Managing Memberships

	_	Liz	Norton	
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* Contact

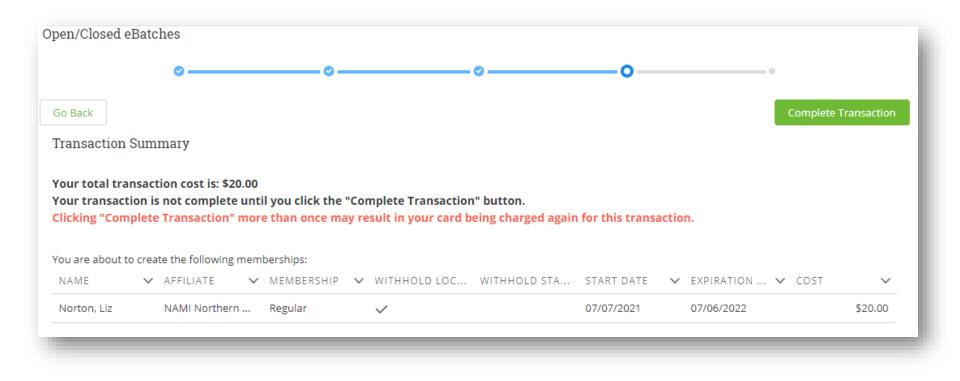


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Liz	Norton	
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Managing Board and Staff

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Managing Board and Staff

My Board and Staff

HELP

Below is a list of all Board and Staff members for your organization! Click on the person's name and see more information about them.

More help for managing board and staff members >

	Affiliatio Board	ons I and Staff ▼											Ne	w
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1		Sally Smith		Programs Contact				NAMI Northern	Virginia					•]
2		Vadim Prokhorov		Executive Director				NAMI Northern	Virginia					-]



Managing Board and Staff

New Affiliation					
Select a record type	•	State/Affiliate Standard Affiliation All affiliations that are not membership or State/Affiliate affiliations.			
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Managing Board and Staff

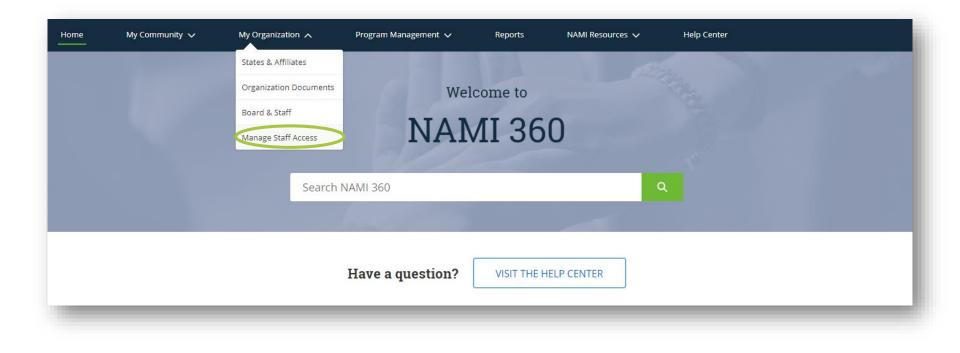
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			Liz Norton 5001896191	
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			+ New Contact	

Organization

Search Accounts...



Managing NAMI 360 Access





Managing NAMI 360 Access

Manage NAMI 360 Access

HELP

Use this page to manage who from your organization(s) can access NAMI 360. This is **separate** from tracking all board and staff at your organization(s) which can be managed on the **Board and Staff** page.

To edit a staff's access to NAMI 360, click on their NAMI 360 Access Name (e.g. NAMI360-0008) and select the Edit button.

To grant new access to a staff member, click the New button, lookup the contact and add the appropriate permissions.

Permissions:

- · Admin: User has permissions to add, edit and view all data for their organization(s) in NAMI 360.
- · Basic: User can see but not edit Contacts, Households and Organization Affiliations
- · Basic + Modular: Basic access plus full or read-only access to one or more of the following modules: Education, Membership, Affiliations and Organizations
- No Access: User has no access to NAMI 360. Assign this permission to a former NAMI 360 user to end their access to the system.

More help for managing staff access >

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2		Vadim Prokhorov		NAMI360-1064		NAMI North	ern Virginia	Admir	ı	

2019 NAMI National Convention

Managing NAMI 360 Access

Information			
NAMI 360 Access Name			
* Contact			
🖪 Liz Norton X			
* Chapter			
■ NAMI Northern Virginia ×			
Access Level			
*Access Level	Modular Access		
Basic 🔹	Available		Chosen
View all dependencies	Education Read-Only	▶	Education
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* Contac	ct
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Managing Program Leaders

Home	My Community 🗸	My Organization 🗸	Program Management	Reports	NAMI Resources 🗸	Help Center
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Managing Program Leaders

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	 Leader Designation Stores qualifications and status for a Contact. Shoul be connected to a National Program 	d
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Managing Progra	m Lea	ders	NAMI	n Ending the Silence "NAMI Ending the Silence" i	n Programs	۹.
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Managing Program Leaders

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Select a record type	 Local Contact leads a Program for a Local Affiliate. Should be connected to a Local Program. 	
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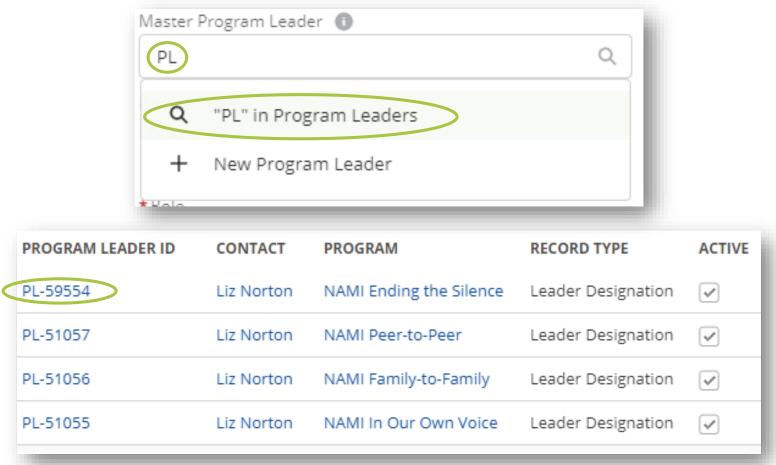
Managing Program Leaders

New Program Leader: Local

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Managing Program Leaders





Managing Program Leaders

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NAMI Northern Virginia	×		NAMI Northern Virginia NAMI Ending the Silence NAMI Virginia	
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Program	Dates	Location		ails & aistration
Grupo de Apoyo para Familiares de NAMI	11/13/2017 Meets every 2nd and 4th Monday at 7:00 PM.	Houston 77079		ails & istration
Grupo de Apoyo para Familiares de NAMI	11/13/2017 Meets every 2nd and 4th Monday at 7:00 PM.	Houston 77079	Det Reg	
Grupo de Apoyo para Familiares de NAMI	11/13/2017 Meets every 2nd and 4th Monday at 7:00 PM.	Houston 77079	Det Reg	Meets every 2nd and 4th Monday at 7:00 PM. Location Memorial Drive United Methodist Church
There are more programs scheduled!	See NAMI Greater Houston's full progra	m list.		12955 Memorial Drive Houston 77079 Contact Information Liz del valle Garcia Family Support Group Facilitator (Spanish) http://www.namigreaterhouston.org No registration required. All family members and caregivers of a person living with mental illness are welcome. Please contact the Facilitator to



@ nami <u>360</u>				Q Se	earch			
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Quick Links								
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Listing/Capturing Program Information

My Program Listings

HELP

Click on a program listing below to manage its basic information, report program data, and add program listing leaders. You can also add new program listings by clicking the "New" button on the top right of the table.

More help for managing States and Affiliates >

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3	NAMI Connection	NAMI Northern Virginia	NAMI Connection	Tami	NAMI Program 10/1/2018	



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	Program Listing Name NAMI Peer-to-Peer	Program Peer-to-Peer Record Type NAMI Program	
	NAMI Affiliate NAMI Northern Virginia Affiliate Website	Start Date	
	www.nami-northernvirginia.org	6/27/2019	35



rogram Peer-to-Peer	NAMI Affiliate NAMI Northern Virginia			
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📮 Program L	isting Leaders (1)			New
PROGRAM LISTIN	NG L PROGRAM LISTING L	EA PROGRAM LEADER	START DATE	
PLL-0006824	Liz Norton	PL-82952		
				View All



Nev	w Pro	ogram Listing Leader
Select a record type		
	۲	Standard A leader who will be there for the duration of the Listing
	0	Miscellaneous Leader of a Miscellaneous Listing not associated with a NAMI Program
		Substitute A leader who will be substituting for a specific date or date range
		Cancel Next



Information		- 1			
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	PL-82788	Liz Norton	NAMI Family-to-Family	Local	



Home	My Community 🗸	My Organization 🗸	Program Management 🔨	Reports	NAMI Resources 🗸	Help Center
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			Program Listings		-	
			Report Program Data	MI 360	J	
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		HELP						
	are still importing historical program data into the new NAM mieducation@nami.org for assistance.	II 360! If you need immediate	access reported program data, p	lease cont	act			
Lea	arn more about reporting program data							
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		NAMI Family Support Group
	۲	NAMI Family-to-Family
		NAMI Homefront
		NAMI In Our Own Voice
		NAMI Peer-to-Peer
		NAMI Provider Education
		NAMI Smarts for Advocacy
		Sharing Hope



* Program Listing		
NAMI Family-to-Family	×	
*End Date 🚯		
6/13/2019		
*# People Starting the Class 🕕	* Program Listing	
25	NAMI Family	Q
*# Veterans, Active Duty or Related 3	Q "NAMI Family" in Program Listings	
*# People Finishing the Class 🕕	NAMI Family-to-Family NAMI Family-to-Family	
18	NAMI Family Support Group NAMI Family Support Group	
* Presentation Language		_
English	·	
Presentation Language (Other)		
Partnership Veterans Administration 🕚		
		42

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Where to Learn More About NAMI 360

My Community 🗸	My Organization 🗸	Program Management 🗸	Reports N/	AMI Resources 🗸	Help Center	_		
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100		NAN	AI 360					
	Search	NAMI 360			٩			
		free and the second						
		Have a question?	VISIT THE HELP CI	ENTER	>			
_			G) and Alliance on Mental Illness					B Liz Norton ~
		NA	MI Online Knowledge Center	> NAMI 360			Q Search	
		N	IAMI 360					
		G	etting Started		Ma	naging Constituents		
		۲	How do I log into NAMI	360?	(★ H	ow do I add a new contact?		
		۲	How do I navigate NAM	11 360?	How	do I view all my contacts?		
		۲	NAMI Salesforce Glossa	ary	How	do l edit a contact?		

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Where Are We Today?





for improvement...





salesforce@nami.org



Salesforce 101: NAMI 360 Training for States and Affiliates



National Alliance on Mental Illness