



## Virtual Community Guidelines

### PRIVACY INFORMATION

Any published member information shall be limited to:

- Member Name
- Company
- City

### MEMBERSHIP DIRECTORY

The ONS Membership Directory is located on the home page of every Virtual Community (VC). This is the official directory of ONS and can be used to view the Chapter or SIG membership. Members will need to sign into the directory using their ONS username and password. After logging in, they can sort the directory by Chapter or SIG. The ONS Membership Directory is secure and only ONS members can view the information.

The Chapter Membership Directory can be found on the VC. Members may opt to be unsubscribed from the directory. In this case, only VC admins who are logged into the VC will have access to that member's information on the VC. This directory is updated once a month by ONS.

### E-MAIL PRIVACY

When providing a chapter's e-mail address, include a reference to the chapter in the address to avoid confusion with ONS National Office contact information (eg, "For questions, please e-mail the Central Connecticut Chapter of ONS"). Due to compliance with the federal CAN-SPAM Act, ONS will not provide member email addresses. Rather, the Chapter should communicate with members directly through the VC.

### ANNOUNCEMENTS

In order to comply with the federal CAN-SPAM Act, the VC should be used to communicate with chapter members. Announcements can be created on the Virtual Community and sent to all chapter members who opt to receive chapter communications. Instructions for sending announcements can be found on page 6 of the [Operations Manual](#).

### PRESENTATION

- Keep a professional appearance (each Virtual Community represents ONS to nurses around the world)
- Add a chapter logo or image that represents the chapter at the top of the home page. This will help to set your chapters site apart from other sites
- Include a welcome message on your chapter homepage. You should include information about your chapter that new members or visitors might find helpful
- Check spelling
- Keep content updated
- Remove old content that no longer needs to be on the VC. This will also help with storage for your site.

### BACK UP FILES

Keep a back up file of every documented uploaded to the Virtual Community on a disk or personal computer.