

How to use the APS Website for Annual Meetings

by Hugh Mac Millan and Matt Robbins, APS web administrators

One of the highlights of being a member of the American Penstemon Society (APS) is the opportunity to attend the **APS Annual Meeting**.

The [APS website](#) provides the primary communication pathway for information about the Annual Meeting. This article provides a quick overview about how the APS website is designed and how it provides information about the Annual Meeting.

Design of the APS website

The APS website provides seven tabs including the **Meetings Tab** (<https://penstemons.org/index.php/annual-meetings>).

To reach the **Meetings** page of the website, from the [home page of the website, penstemons.org](#), click on the “**Meetings**” tab on the main menu (click on the screenshot below for a link to the **Meetings** page).



The meeting page provides a wealth of information and important details about the meeting such as

- Dates and location of the meeting
- Information about the area around the meeting
- The planned field trips
- How to prepare to attend the meeting including
 - Lodging
 - What kind of vehicles are needed
- Speakers, field trip leaders, and meeting coordinators

In addition, there are links on the meeting page to web pages with additional information such as

- Registration
- Schedule
- Attendee Documents

Registration (<https://penstemons.org/index.php/annual-meetings/registration>)

The website is the best place to register for the meeting. All the information needed to register is on the registration page (click on screenshot below) including

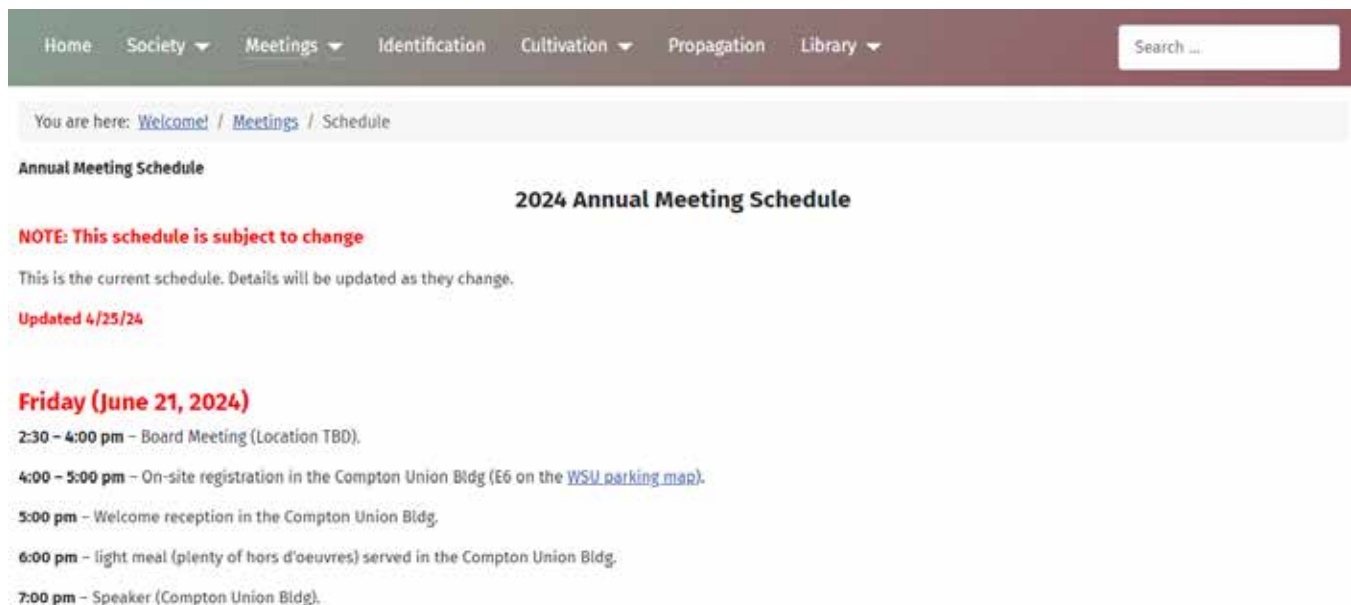
- The cost of attendance
- What is included in the registration
- How to complete the registration process
- A form to register electronically
- Forms to download to register by mail



The screenshot shows the top navigation bar with links: Home, Society, Meetings, Identification, Cultivation, Propagation, Library, and a search box. Below the navigation bar is a breadcrumb trail: You are here: [Welcome!](#) / [Meetings](#) / Registration. The main heading is "Registration" with a sub-heading "Registration for the 2024 APS meeting". A red banner indicates "UPDATED 4/5/24". The text below reads: "Thanks for joining us in the Pullman WA area for the 2024 American Penstemon Society Annual Meeting. Basic registration this year is \$150 per person. Registration can be completed **online** or by **postal mail**. To register **online**, use the two forms immediately below."

Schedule (<https://penstemons.org/index.php/annual-meetings/schedule>)

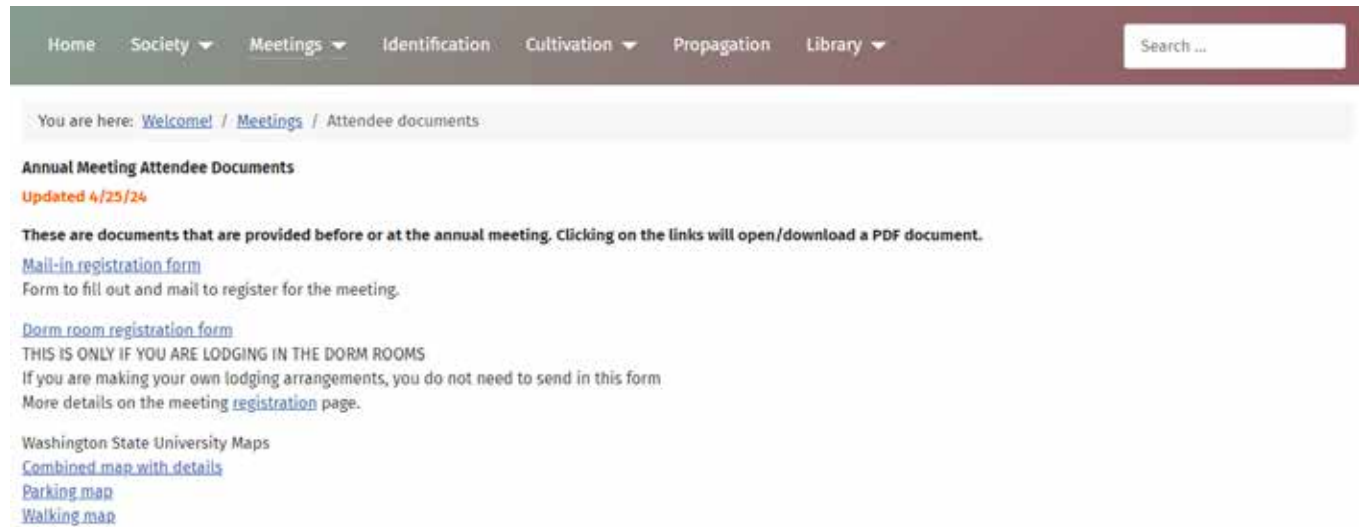
The meeting schedule (see screenshot) is posted with information on times and places events are taking place. This is helpful so that we can be in the right place at the right time. The nice thing about having the schedule on the website is that it is dynamic and can be updated, so please check it often, especially during the meeting.



The screenshot shows the top navigation bar with links: Home, Society, Meetings, Identification, Cultivation, Propagation, Library, and a search box. Below the navigation bar is a breadcrumb trail: You are here: [Welcome!](#) / [Meetings](#) / Schedule. The main heading is "Annual Meeting Schedule" with a sub-heading "2024 Annual Meeting Schedule". A red banner indicates "NOTE: This schedule is subject to change". Below this is the text: "This is the current schedule. Details will be updated as they change." A red banner indicates "Updated 4/25/24". The main heading for the day is "Friday (June 21, 2024)". The schedule items are: "2:30 - 4:00 pm - Board Meeting (Location TBD).", "4:00 - 5:00 pm - On-site registration in the Compton Union Bldg (E6 on the [WSU parking map](#)).", "5:00 pm - Welcome reception in the Compton Union Bldg.", "6:00 pm - light meal (plenty of hors d'oeuvres) served in the Compton Union Bldg.", "7:00 pm - Speaker (Compton Union Bldg)."

Attendee Documents (<https://penstemons.org/index.php/annual-meetings/attendee-documents>)

Documents that are handed out prior to and throughout the meeting are located on this page (click on screenshot below).



Examples of the documents that can be found here are

- Mail-in registration forms
- Maps
- Plant lists
- Additional details for field trips
- Forms and waivers

We, as the web administrators, try to update any and all information about the annual meeting on the website before and especially during the meeting. Regular updates provide information as soon as we have it to keep all the members informed. We also try to include dates on the pages to let you know when the information was last updated.

We hope the members are able to use these resources to enhance their meeting attendance. Of course, many of the field trips take us to places where the internet is limited, so while you are at the meeting, check the website in the mornings and evenings when the internet is available.

Past meetings (<https://penstemons.org/index.php/annual-meetings/past-meetings>)

In addition to the wealth of information on the current meeting, the “Past Meetings” section (see screenshot) is an archive where information from previous meetings is found. The hope is that we can provide a historical archive of our meetings in a central location, and those that were not able to attend the meeting or those that want to go back to previous locations can use the information to know where to find penstemons. Currently, information is available for a few of the most recent meetings. However, we would like to add any information available for previous meetings. Please contact us (penstemonwebmaster@gmail.com) if you have anything we could add.

As always, we encourage feedback on the meetings section and the rest of the APS website as we try to make it as useful to the members as possible.