

NACAS MARKETPLACE

Quick Reference Guide

NACAS

ENRICHING THE
CAMPUS EXPERIENCE

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Document Objective

This document is intended to provide general guidance for NACAS members in use of the NACAS Marketplace.

Key Contacts

Please contact us at marketplace.feedback@nacas.org or (434) 245-8425 if you have any questions about the Marketplace.

NACAS Marketplace Access Overview

All NACAS members active on organizational rosters may access NACAS Marketplace features. All NACAS members may access other members' NACAS portal profile information via the Marketplace. The appearance and functionality of profile pages differs for business partners and institutional members. Appearance and functionality also differs for each member's primary contacts and other active members. All members may log in to the NACAS portal at: https://nacas.my.site.com/NACAS_login_page.

Section I

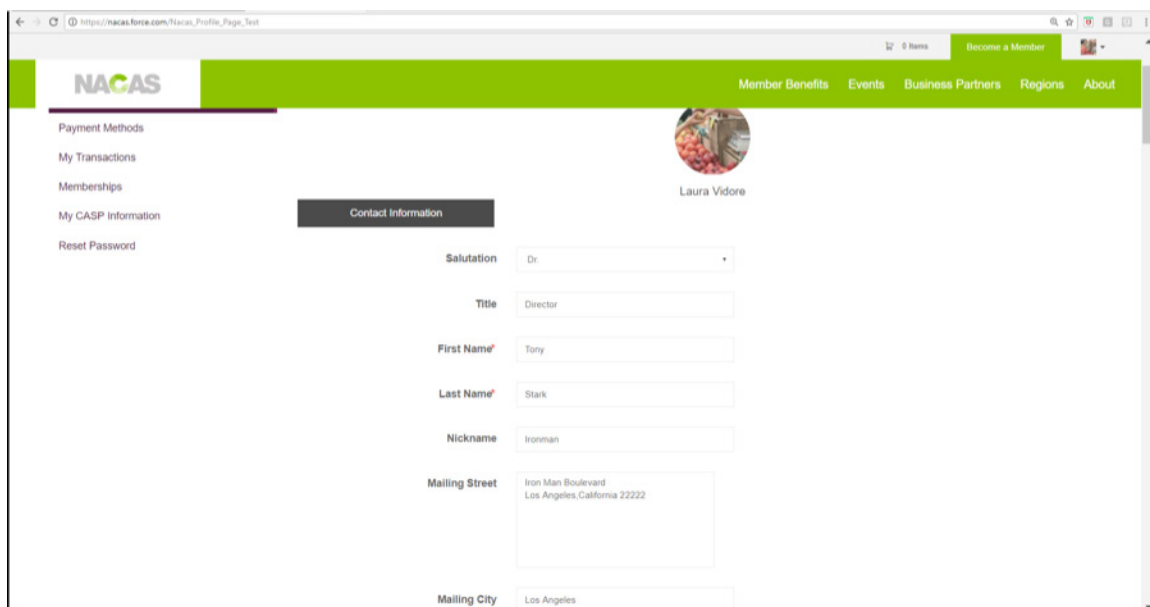
Profile Pages: About You and Your Organization

Institutional Member Profile Page

The institutional member primary contact profile is where active members may manage personal and demographic data related to their institution. NACAS encourages primary contacts to work with their institutional members in order for information to be as accurate as possible.

It is important for users to keep this information as up to date as possible. When completing your profile, please indicate the department(s) you, as an individual, work within and/or oversee. Indicate how the department operates. If a user has any questions they should reach out to marketplace.feedback@nacas.org to submit a query.

Additional Marketplace features such as Business Partner Connect, Institutional Exchange, and Resource Library are accessible via the “NACAS Marketplace” drop-down in the upper right of the profile menu bar.



The screenshot displays the NACAS Institutional Member Profile Page. The page features a green header with the NACAS logo and navigation links: Member Benefits, Events, Business Partners, Regions, and About. A sidebar on the left contains links for Payment Methods, My Transactions, Memberships, My CASP Information, and Reset Password. The main content area is titled "Contact Information" and includes a profile picture of Laura Vidore. The form fields are as follows:

Field	Value
Salutation	Dr.
Title	Director
First Name	Tony
Last Name	Stark
Nickname	Ironman
Mailing Street	Iron Man Boulevard Los Angeles, California 22222
Mailing City	Los Angeles

← → ↻ | https://nacas.force.com/Nacas_Profile_Page_Test | 0 Items | Become a Member |

NACAS Member Benefits Events Business Partners Regions About

Mailing Country

Volunteer

CASP

Preferences

College Services Magazine Opt-Out ☒

Communication Preferences

Work Email*

Personal Email

Other Email

Assistant Email

Preferred Email Type

← → ↻ | https://nacas.force.com/Nacas_Profile_Page_Test | 0 Items | Become a Member |

NACAS Member Benefits Events Business Partners Regions About

Assistant Email

Preferred Email Type

Work Phone

Mobile Phone

Home Phone

Other Phone

Assistant Phone

Preferred Phone Type

Save Profile Information

Extended profile

By electing to provide selections for the Operating Budget and Annual Revenue data fields below, you are agreeing to display this information on your respective institution's Marketplace profile page where it may be visible to other registered users.

Secure | https://nacas.force.com/NACAS_Profile_Page

0 Items [Become a Member](#)

NACAS Member Benefits Events Business Partners Regions About

Departments

Bookstores	Self-operated
Card Systems	Self-operated
Child Care	Contracted
Communications	--None--
Concessions	Self-operated
e-Commerce	Contracted
Event Services/Catering	--None--
Facilities	Contracted
Food Services	Self-operated
Housing	Hybrid

Secure | https://nacas.force.com/NACAS_Profile_Page

0 Items [Become a Member](#)

NACAS Member Benefits Events Business Partners Regions About

Mail Services	Self-operated
Other	
Parking	--None--
Physical Plant	Self-operated
Print/Copy/Mail	Self-operated
Purchasing	Contracted
Retail Stores	
Recreation	Undefined
Security	--None--
Student Union	--None--
Technology	--None--
Transportation	--None--

Extended Profile

In this section of the profile page, the primary contact will have the option of reviewing and adding additional information related to their organization including but not limited to:

- Institution Logo
- Demographic Data
 - FTE Tier (not editable - contact marketplace.feedback@nacas.org to update information)
 - Institution Type (not editable - contact marketplace.feedback@nacas.org to update information)
 - Region (not editable - contact marketplace.feedback@nacas.org to update information)
 - Operating Budget
 - Annual Revenue
 - Organizational Charts - See file limitations on page 22
 - Institution Social Media URLs
- Resources
 - Please note that any resource that is uploaded will need approval from Marketplace Admin before becoming available.
 - Typically resources will be approved within 3 business days.
 - Resources/Uploads will be limited to the following file formats;
 - JPEG
 - PNG
 - DOCs
 - PDFs
 - XLSX
 - CFM

Extended profile

By electing to provide selections for the Operating Budget and Annual Revenue data fields below, you are agreeing to display this information on your respective institution's Marketplace profile page where it may be visible to other registered users.

Logo

Choose File No file chosen

Account Name	Bracketmedia
FTE Tier	FTE4 4,000 - 6,999
Institution Type	Community College
Region	Business Partner
Country	Canada
HBCU	<input type="checkbox"/>

HBCU	<input type="checkbox"/>
Residential	<input type="checkbox"/>
Number of beds	
Operating Budget	\$12,000,001 - \$20,000,000
Annual Revenue	> \$30,000,001
Billing Street	asdfasdf
Billing City	asdfasdf
Billing State/Province	asdfasdf
Billing Zip/Postal Code	333
Reporting Structure	The Division of Student Affairs/Student Life
Departments Auxiliary Operations	Physical Plant - Contracted, Bookstores - Self-operated, Child Care - Contracted, Concessions - Self-operated
OrgChart	0011a00000JQOGAA4

The screenshot shows the NACAS profile page with the following elements:

- Header:** NACAS logo, navigation links (Member Benefits, Events, Business Partners, Regions, About), and a "Become a Member" button.
- University Selection:** "University Of Baltimore" and "Lesley University" are selected.
- Buttons:** "Save Extended Profile" and "Add new" (under Resources).
- Roster Table:**

First Name	Last Name	Title	Email
Mariano	Perez		mariano@bracketmedia.com
Laura	Vidone	Senior Title Specialist	laura@bracketmedia.com
- Resources Table:**

Title	description	category	Approval Status
2018-04-18test1	2018-04-18test1 description	eCommerce	Pending
2018-04-18BPTest	bp test description	Technology	Approved
testpdf	test	Food Services	Pending

The screenshot shows the NACAS profile page with the following elements:

- Header:** NACAS logo, navigation links (Member Benefits, Events, Business Partners, Regions, About), and a "Become a Member" button.
- Buttons:** "Add new" (above the Resources table).
- Resources Table:**

Title	description	category	Approval Status
2018-04-18test1	2018-04-18test1 description	eCommerce	Pending
2018-04-18BPTest	bp test description	Technology	Approved
testpdf	test	Food Services	Pending
ben52	ben 52 de	eCommerce	Pending
test1	test	Housing	Pending
test1	test	Housing	Pending
test1	test	Housing	Pending
test1	test	Housing	Pending
test1	test	Housing	Pending
test1	test	Housing	Pending
test	test	Laundry	Pending

Business Partner Profile Page

The business partner active member profile page is where active members associated with a business partner membership can update information about themselves.

Additional Marketplace features such as Business Partner Connect, Institutional Exchange, and Resource Library are accessible via the “NACAS Marketplace” drop-down in the upper right of the profile menu bar.

Please make sure all contact fields are completely up to date.

The screenshot displays the NACAS Business Partner Profile page. The top navigation bar includes the NACAS logo, a search icon, and links for "Member Benefits", "Events", "Business Partners", "Regions", and "About". A "Become a Member" button is also present. The left sidebar contains a "Profile" menu with options: "Payment Methods", "My Transactions", "Memberships", "My CASP Information", and "Reset Password". The main content area is titled "Business Partner Profile" and features a circular profile picture of Laura Vidore. Below the photo is a "Contact Information" section with the following fields:

Salutation	Dr.
Title	Doctor
First Name*	Stephen
Last Name*	Strange
Nickname	Doctor Strange
Mailing Street	11 mailing street address asdf gh

Secure | https://nacas.force.com/nacas_Profile_Page_Test

0 Items Become a Member

NACAS Member Benefits Events Business Partners Regions About

Mailing City New York

Mailing State/Province New York

Mailing Zip/Postal Code 22222

Mailing Country USA

Volunteer ☐

Preferences

College Services Magazine Opt-Out ☒

Communication Preferences

Work Email drstrange@gmail.com

Personal Email drstrange@gmail.com

Other Email strange@gmail.com

Secure | https://nacas.force.com/nacas_Profile_Page_Test

0 Items Become a Member

NACAS Member Benefits Events Business Partners Regions About

Preferences

College Services Magazine Opt-Out ☒

Communication Preferences

Work Email drstrange@gmail.com

Personal Email drstrange@gmail.com

Other Email strange@gmail.com

Assistant Email N/A

Preferred Email Type Work

Work Phone (777) 777-7777

Mobile Phone (777) 777-7777

Home Phone (777) 777-7777

Extended Profile

In this section of the profile page, the primary contact will have the option of adding additional information related to their organization including but not limited to:

- Company Logo
- Company About
- Company Social Media URLs
- Products & Services Offered
- Industry categories
- Referrals - Limited to no more than ten, and must be NACAS member institutions. The system will not permit you to enter a referral if the institution is not a member.
- Refer to the Institution Exchange to see who is and isn't a member. Contact marketplace.feedback@nacas.org to share non-member information if you believe the non-member may be interested in becoming a member of NACAS.
- Presentation
 - There is a one (1) Presentation limit to the profile.
 - The Presentation must be in PDF format.
 - To upload a new or replacement Presentation, simply Choose File for the Presentation and click "Save Extended Profile"
- Resources
 - Resources will only populate in the Resource Library portion of the Marketplace and not on the Business Partner profile.
 - Please note that any resource that is uploaded will need approval from a Marketplace Admin before becoming available.
 - Typically resources will be approved within 3 business days.
 - Resources/Uploads will be limited to the following file formats;
 - JPEG
 - PPTs
 - PNG
 - DOCs
 - PDFs
 - XLSX
 - CFM

Secure | https://nacas.force.com/Nacas_Profile_Page_Test

0 Items [Become a Member](#)

NACAS [Member Benefits](#) [Events](#) [Business Partners](#) [Regions](#) [About](#)

Logo ☐ [Choose File](#) No file chosen

Website

Facebook

Twitter

Linkedin

Primary Contact Name

Primary Contact Phone

Primary Contact Email

BP Category

PROGRESS WITH SERVICES

- Purchasing
- Real Estate
- Risk Management
- Security
- Soft Drink Vendors
- Software / Web Applications

Chosen

- Advertising
- Travel Agency

Secure | https://nacas.force.com/Nacas_Profile_Page_Test

0 Items [Become a Member](#)

NACAS [Member Benefits](#) [Events](#) [Business Partners](#) [Regions](#) [About](#)

Category

Billing Street

Billing City

Billing State/Province

Billing Zip/Postal Code

Services and Products

Presentation [Choose File](#) No file chosen

Video URL

Referral Listing [Add Referral](#)

[Save Extended Profile](#)

[Gallery](#)

[Gallery Address/Phone](#)

[Resources](#)

[Add new](#)

[Title](#) [Approval Status](#)

Secure | https://nacas.force.com/nacas_Profile_Page_Test

0 Items | Become a Member

NACAS | Member Benefits | Events | Business Partners | Regions | About

Billing City

Billing State/Province

Billing Zip/Postal Code

Services and Products

Presentation

Video URL

Referral Listing

Section II

How to Access and Use Marketplace Features


Business Partner Connect

The Business Partner Connect is where members can search for member business partners and access their extended profiles. Search criteria may include company name, industry, products and services, country, and state/province (the state/province of a business partner will be the location of their headquarters or main office). Upon specifying search terms in the search fields results will be displayed in rows beneath the search fields. Please do **Not** hit the **Enter** button on your keyboard when making filter selections. Clicking on a company name will take the user to that company's extended profile page. Users may clear terms from prior searches through using the "reset search" button.

Tips for the Business Partner Connect

- Please be mindful that when selecting your filters in the search criteria you should **NOT** hit Enter upon selecting an entry.
- When you are done selecting your filters (search criteria) the search results should populate towards the bottom half of the screen.
- If at any time you are not happy with the search criteria simply select the "Reset Search" Button.
- Filter fields that are **NOT** dropdowns will permit multiple selections - simply hold your Control/Command button when clicking on multiple values.
- The Search Results will be populated towards the bottom of the page - also note that the search results employ an "infinite scroll" function. This means that as you scroll down the page the search results will continue to update if there is a long list of results.
- At any time you can click on one of the results to see specific information about that entry.

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NACAS Marketplace

Business Partner Connect

Company Name

Industry

- Faculty Clubs
- Fast Food Franchises
- Food Service
- Furniture
- Healthy/Nutrition Food
- Housing / Student / Married / Faculty

Country

- All

Products and Services


State / Province

- DELETED CATEGORY
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia

Results Listed Below

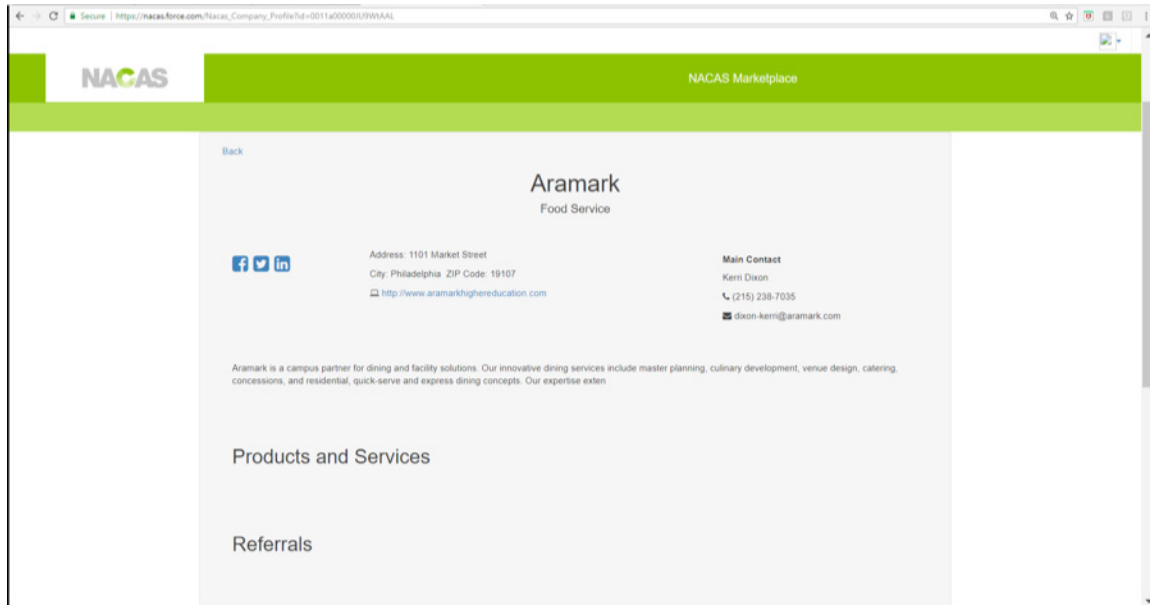
Company Name	Industry	State	Country
Tapingo, Inc.	Computer Service;Credit Card Services;Food Service;Telecommunications	California	USA

← → 🔍 | Secure | https://nacas.force.com/SPConnect


NACAS Marketplace

Company Name	Industry	State	Country
Tapingo, Inc.	Computer Service;Credit Card Services;Food Service;Telecommunications	California	USA
Dine Brands Global	Fast Food Franchises;Food Service	California	USA
CulinArt Dining Services	Food Service	California	USA
Pepsi-Cola Co.	Food Service;Soft Drink Vendors;Vending	California	USA
Panda Restaurant Group, Inc	Fast Food Franchises;Food Service	California	USA
Einstein Bros Bagels	Fast Food Franchises;Delis	California	USA
Epicurean Group	Food Service;Healthy/Nutrition Food;Recycling / Waste Management	California	USA
Jack In The Box	Fast Food Franchises;Food Service	California	USA
Appetize Technologies, LLC	Entertainment;Food Service;Health Care;Software / Web Applications	California	USA
popchips	Food Service	California	USA

Once the search results have been returned, the user can click on the company name to see additional details about the organization as pictured below;




Institution Exchange

The Institution Exchange is where members can search for member institutions and access their extended profiles. Search criteria may include name, FTE tier, type, HBCU status, country, state/province, region, reporting structure, auxiliary/ancillary departments, and operating structure. Upon specifying search terms in the search fields results will be displayed in rows beneath the search fields. Please do **Not** hit the **Enter** button on your keyboard when making filter selections. Clicking on an institution name will take the user to that institution's extended profile page. Users may clear terms from prior searches by using the "reset search" button.

Tips for the Institution Exchange

- Please be mindful that when selecting your filters in the search criteria you should **NOT** hit Enter upon selecting an entry.
- When you are done selecting your filters (search criteria) the search results should populate towards the bottom half of the screen.
- The Primary Contact for an Institution will be highlighted in Green in the Roster.
- If at any time you are not happy with the search criteria simply select the "Reset Search" Button.
- Filter fields that are **NOT** dropdowns will permit multiple selections - simply hold your Control/Command button when clicking on multiple values.
- The Search Results will be populated towards the bottom of the page - also note that the search results employ an "infinite scroll" function. This means that as you scroll down the page the search results will continue to populate until there are no results left to display.
- At any time you can click on one of the results to see specific information about that entry.

← → 🔍 | Secure | https://nacas.force.com/InstitutionExchange


NACAS Marketplace

Institution Exchange

Institution Name

Institution Type

All

Number Of Beds

All

State / Province

OR SELECT A CATEGORY

California

Colorado

Connecticut

Delaware

Florida

Georgia

Reporting Structure

All

The Division of Student Affairs/Student Life

The Division of Administration and Finance

The Division of Real Estate

Auxiliary Corporations / 501c3

Institution FTE Tier

All

HBCU

All

Country

All

Region

All

Central

East

South

West

Departments

All

Bookstores - Self-operated

Bookstores - Contracted

Bookstores - Hybrid


Bookstores - Undefined

Card Systems - Self-operated

Card Systems - Contracted

Search
Reset Search

← → 🔍 | Secure | https://nacas.force.com/InstitutionExchange


NACAS Marketplace

RESULTS LISTED BELOW

Institution Name	FTE Category	Institution Type	HBCU	State	Region	Country
San Diego State University	FTE7	4 Year Public	No	California	West	USA
California State University, Fullerton	FTE7	4 Year Public	No	California	West	USA
University of California - Irvine	FTE8	4 Year Public	No	California	West	USA
California Baptist University	FTE4	4 Year Private	No	California	West	USA
Long Beach City College	FTE5	Community College	No	California	West	USA
University of California - Davis	FTE8	4 Year Public	No	California	West	USA
California State University, San Bernardino	FTE6	4 Year Public	No	California	West	USA
Pepperdine University	FTE4	4 Year Private	No	California	West	USA
University of California - Santa Cruz	FTE6	4 Year Public	No	California	West	USA

Once the search results have been returned, the user can click on the institution name to see additional details about the institution as pictured below;

NACAS Marketplace

California State University, Long Beach

Address: 6049 E. 7th Street Forty-Niner Shops, Inc.
City: Long Beach ZIP Code: 90840
Region: West
Country: USA

4 Year Public

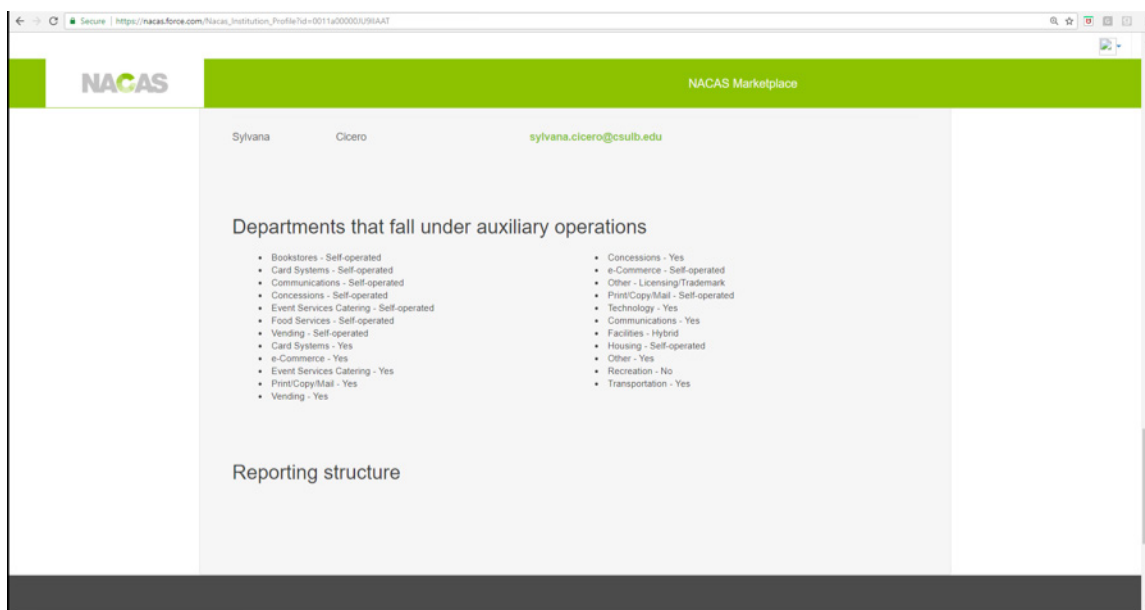
Operating Budget
Annual Revenue

Roster

First Name	Last Name	Phone	Email	Departments
Alfredo	Macias		alfredo.macias@csulb.edu	Bookstores - Self-operated, Card Systems - Self-operated, Communications - Self-operated, Concessions - Self-operated, Event Services Catering - Self-operated, Food Services - Self-operated, Vending - Self-operated
Arlene	Reyes		areyes@csulb.edu	
Arnelia	Bryant		arnelia.bryant@csulb.edu	

NACAS Marketplace

Charlene	Minnick		cminnick@calstate.edu	
Clint	Campbell		clint.campbell@csulb.edu	
Corry	Colonna		corry.colonna@csulb.edu	
Cyndi	Farrington		cyndi.farrington@csulb.edu	
Don	Penrod		don.penrod@csulb.edu	Bookstores - Self-operated, Card Systems - Yes, Concessions - Self-operated, e-Commerce - Yes, Event Services Catering - Yes, Food Services - Self-operated, Print/Copy/Mail - Yes, Vending - Yes
Donna	de Wit		robert.dewit@csulb.edu	
Forty-Niner Shops Accounting	Forty-Niner Shops Accounting		fns-accounting@csulb.edu	
Iraida	Venegas		iraida.venegas@csulb.edu	
James	Ahumada		james.ahumada@csulb.edu	
Jared	Ceja, CASP	(562) 985-4003	jared.ceja@csulb.edu	Bookstores - Self-operated, Card Systems - Self-operated, Concessions - Yes, e-Commerce - Self-operated, Other - Licensing/Trademark, Print/Copy/Mail - Self-operated, Technology - Yes
Jason	Eisenmann		jason.eisenmann@csulb.edu	



Resource Library

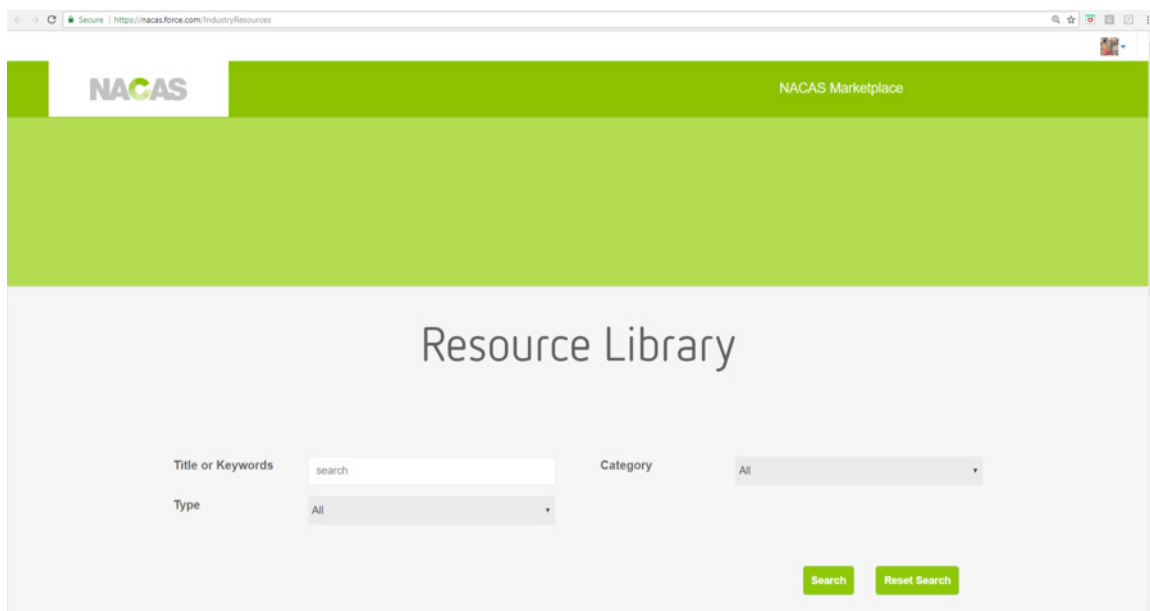
The Resource Library section is where members can search for templates, presentation files, and documents regarding best practices. Resources are searchable by title, keyword, type, or auxiliary/ancillary category. Upon specifying filters in the search fields and clicking on the “search” button, results will be displayed in rows beneath the search fields. Clicking on a resource name will take the user to that institution’s extended profile page. Users may clear terms from prior searches through using the “reset search” button.

This repository is not connected to the NACAS Lounge and is a completely new membership service. Our data is only as rich as what you share - so it’s highly encouraged you begin to do so if you have best practices or templates.

Tips for the Resource Library

- When uploading a file - the preferred naming convention is:
 - Year_Document Type_Detail_Institution name.file type extension
 - For Example: 2018_RFP_Food Services_San Diego State.docx
- Please note that any resource that is uploaded will need approval from Marketplace Admin before becoming available.
 - Typically resources will be approved within 3 business days.
 - Resources/Uploads will be limited to the following file formats;
 - PDFs
 - DOCs
 - PPTs
 - XLSX
 - CFM
 - Types of documents
 - Best Practices (e.g. checklists, guidelines)
 - Presentations (e.g. presentations from past NACAS events, internal presentations to your staff teams, training presentations)
 - Templates (e.g. requests for proposals, organization charts, employee manuals, job descriptions)
 - Categories of documents (i.e. auxiliary/ancillary operation the document pertains to)

- Please be mindful that when selecting your filters in the search criteria you should NOT hit enter upon selecting an entry.
- When you are done selecting your filters (search criteria) the search results should populate towards the bottom half of the screen.
- If at any time you are not happy with the search criteria simply select the “Reset Search” Button.
- The Search Results will be populated towards the bottom of the page - also note that the search results employ an “infinite scroll” function. This means that as you scroll down the page the search results will continue to update if there is a long list of results.
- Please note that any resource that is uploaded will need approval from Marketplace Admin before becoming available. Typically resources will be approved within 3 business days.



The Upload section is where members can submit files for contribution to the Resource Library section. Clicking on the “Choose File” button will open a window through which users will be able to select the file they would like to submit for review. Having done so, users will be able to provide titles and descriptions for their files in addition to classifying them by type and auxiliary/ancillary category. Once the upload has transpired, an “Upload Complete” dialogue box will appear to announce that the resource has been submitted for review by Marketplace Admin.

The screenshot shows a web browser window with the URL https://nacas.force.com/Custom_upload. The page has a green header with the NACAS logo and 'NACAS Marketplace'. The main heading is 'Upload a resource'. The form includes the following fields:

- Select File:** A button labeled 'Choose File' next to the text '2017_Accou - FINAL.docx'.
- Title:** A text input field containing '2017_Superhero JD'.
- Description:** A text area containing 'Job description for new Superhero'.
- Type:** A dropdown menu with 'Templates' selected.
- Categories:** A dropdown menu with 'Transportation' selected.
- Upload file:** A green button at the bottom of the form.