



A NATIONAL SOCIETY OF ORAL & MAXILLOFACIAL ADMINISTRATORS

JOINING ADMINISTRATORS WITH SUPPORT

Quick Reference for the JAWSSociety.org

What to Expect

Visit the website by going to JAWSSociety.org where you will see the "public" view. Click **Member Login** in the top left corner of web page under the banner and enter the user name and password that was emailed to you. If you did not receive the email, please call (417) 886-8606 or send an email to linden@clubmanagementservices.com, and we will assist you.

After logging in, you are welcome to click "Profile" to change your password or enter additional information to your profile, including your Bio, photo, and modify your forum email notification preferences. (Remember to "Save" at the bottom.)

Become Familiar with the Menu

On the home page, click each menu link to view website content. Note that the menu changes when you are logged.

Member Menu – You will see the following items once you've logged in

- **Conference** is your Conference information central (only live about 4 months before the conference, which is typically in April).
- **Event Calendar** provides a calendar view of events. You can RSVP and register for events, including paid events, through this part of the website
- **Sponsors** has three submenu items: Current Sponsors, which highlights our current annual sponsors; Sponsorship Overview, which outlines sponsorship levels on the annual and conference level; and Sponsorship Opportunities (coming soon), which will provide a way to purchase conference sponsorships online.
- **Members Only** has several submenus giving members access to a Member Directory (click "Search" to view all members, or search by last name, company, etc.). You can also find a Committees section, JAWS Documents, Forums, Classified, and Coding. You'll find more instructions for the forums on the next page.
- **Education** provides links to educational and reference resources, both on JAWSSociety.org and the web.
- **News** provides a link to general society News and to a page where you can download past issues and read current issues of the JAWS Society Newsletter.
- **Job Posting & Resumes** contains job postings from members and non-members, as well as a link for members to view resumes that have been submitted to the JAWS Society.
- **Related Links** provides a list of links to industry websites that website visitors might find useful.

Public Menu – You will see the following item appear when you are not logged in

- **Join Jaws** provides a submenu to Benefits and Join JAWS Now for prospective members.

Forums

When you navigate to Members Only > Forums, you'll see two forums, Announcements and OMS Practice Questions. Click the forum title to view threads or post a new thread. *Note: Only administrators can post in the Announcements thread.*

Forum History

It is always a good idea to search the OMS Practice Questions forum for your question (using a few keywords) to make sure your question hasn't been asked already.

Forum Notifications

To customize how frequently you receive updates from forums, follow these instructions:

1. Click on the forum you would like to get notifications for
2. Click the button at the top of the forum labeled "My Forum Preferences", then select your preferences:
 - a. Email Address: Choose where you would like notifications sent
 - b. Message Delivery: If you would like to receive notifications from the forum via email, check the box by "Send Forum Messages To Me Via Email," then select whether you would like to receive rich text (i.e. formatted) or plain text emails and how frequently you would like to receive them.
 - c. Authoring Messages: Choose how you would like to be identified in the forum, including a message signature.
 - d. Identification: Choose how much detail to display along with your forum posts.
3. Click Save

Upload a Picture

Please take a moment and upload a recent picture to your profile. When you post in the forum or when a member looks up your profile, they'll be able to put a face with your name or remember better that they met you at the conference.

1. Log in and click "Profile" in the grey box in the upper left-hand corner under the banner
2. Click Membership Directory
3. Scroll to the bottom (after filling in the other information on that page) and click "Browse..." to select a picture from your hard drive.
4. Click "Save"

Note: Please be sure to add mailer@mail2.clubexpress.com to your email program's Safe List or White List so that your JAWSSociety.org forum notifications do not get automatically delivered to your Spam folder.

We hope this information has been useful and that you will find the site easy to navigate. Feel free to contact us if you have any questions, or if we may provide you with further assistance.

last updated 04-Feb-16 lam