



September 2020

# NASEMSO Online Member Database

User Guide



NASEMSO

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[www.NASEMSO.ORG](http://www.NASEMSO.ORG)

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## Introduction

### Scope and Purpose

Thank you for accessing the integrated NASEMSO website and membership database. To ensure you have the best experience, please read all instructions thoroughly.

The purpose of this User Guide is to provide step-by-step instructions for taking advantage of online website enhancements. Unless otherwise indicated, you must be logged in to access the information described in this User Guide.

### Guide Overview

This User Guide will outline how to:

- Log in as a member
- Get a password reminder
- Register as a conference or meeting attendee
  - ◆ Add an event to your registration record
  - ◆ Add a guest as a meeting attendee
- Complete an exhibit contract
- Pay membership renewal dues
- Update member profile
- Browse the online individual membership directory
- Access the membership roster
- Access Council/Region/Committee member broadcast email/Excel spreadsheet
- Vote online for officer and Bylaws updates
- Obtain meeting attendance certificate
- Access invoices/receipts
- Make online payments
- Change your unique user ID and password
- Join online as a new member

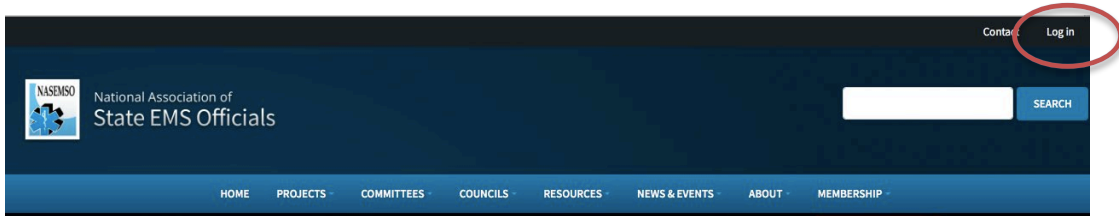
**If you encounter issues not addressed by this User Guide, please contact NASEMSO Membership Manager Sharon Kelly ([info@nasemso.org](mailto:info@nasemso.org)) for additional assistance.**

## Basics

### Logging In

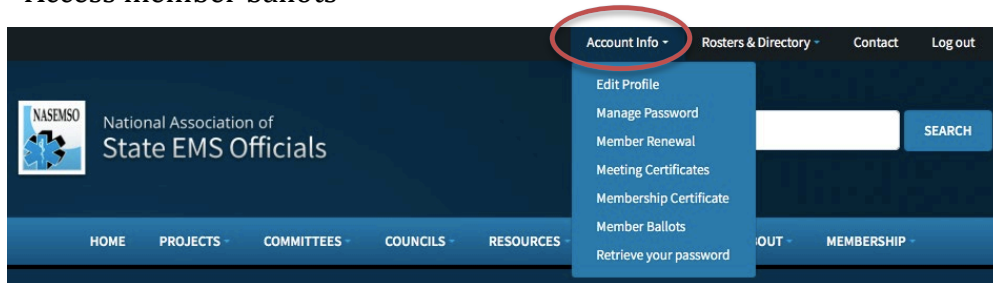
To access the NASEMSO Members Only section of the website:

1. Click on the **Log in** link in the upper right hand corner of the NASEMSO website and enter your Username and Password:



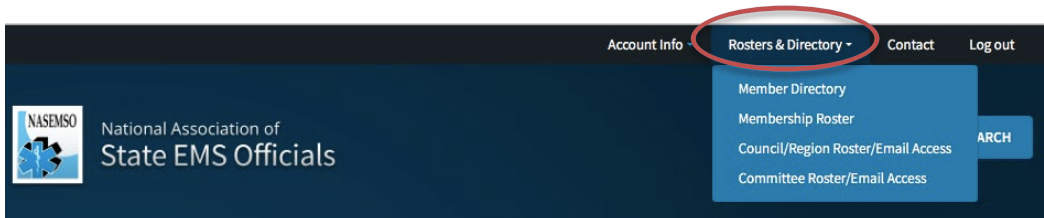
2. Once logged in, you will have access to membership management options under the **Account Info** tab, including:

- Edit your contact information or upload a photo
- Manage password
- View invoices for membership and meetings
- Access meeting or membership certificate
- Access member ballots



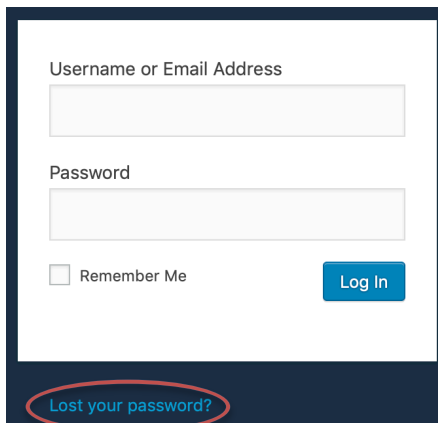
3. Under the **Rosters & Directory** tab you can:

- Search for fellow NASEMSO members by name, council, region, state, or membership category using “Member Directory”
- Search for a state membership roster or a list of associate or corporate members using “Membership Roster”
- Search for your Council or Committee roster for either an email or contact information spreadsheet export using “Council/Region Roster/Email Access” or “Committee Roster/Email Access”



## Password Reminder

1. If you forget your Username or Password, click the “Lost your password” link.

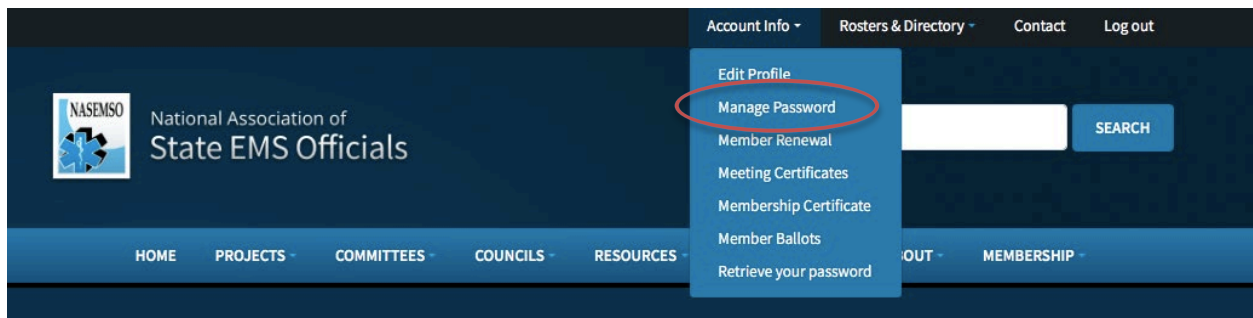


A screenshot of a login form. It features two input fields: "Username or Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form, a link "Lost your password?" is circled in red.

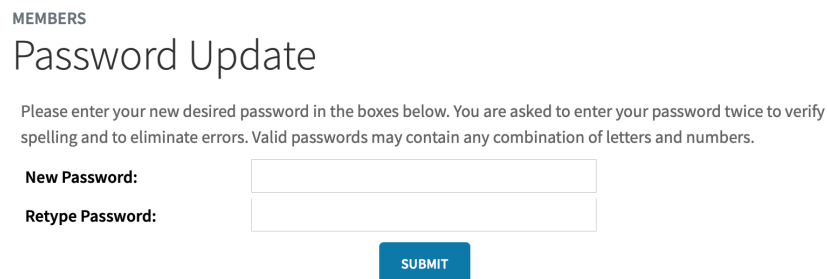
2. Enter your email address and email will be sent to you with your NASEMSO account ID, Username, and a link to reset your password.

## Change Username or Password

1. Select “Manage Password” from the **Account Info** drop down menu.



2. Complete the form with new Password and click **Submit**.



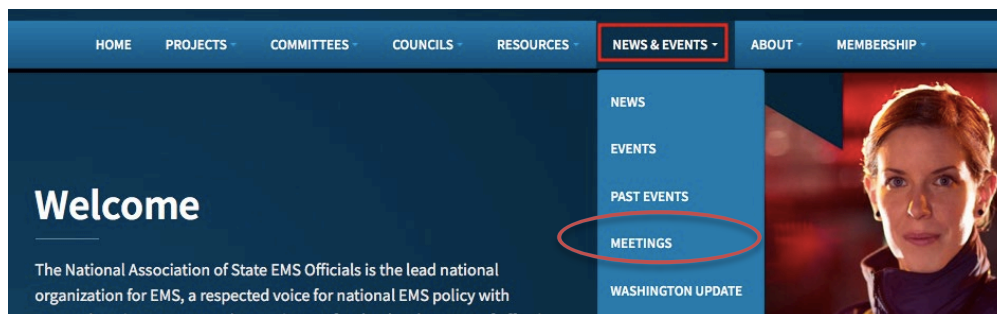
A screenshot of the "Password Update" form. It is titled "MEMBERS Password Update". Below the title, there is a paragraph of instructions: "Please enter your new desired password in the boxes below. You are asked to enter your password twice to verify spelling and to eliminate errors. Valid passwords may contain any combination of letters and numbers." There are two input fields: "New Password:" and "Retype Password:". A blue "SUBMIT" button is located at the bottom of the form.

## Meeting Registration & Certificates

### Annual or Regional Meeting Registration

You can register for NASEMSO Annual or Regional Meetings online.

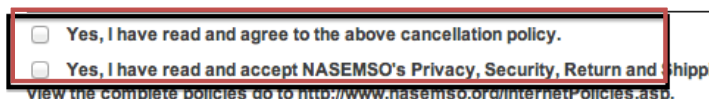
1. Select **Meetings** from the **News & Events** drop town menu.



2. Select the meeting for which you wish to register. If the meeting is open for registration, there will be a “Click Here to Register” button.

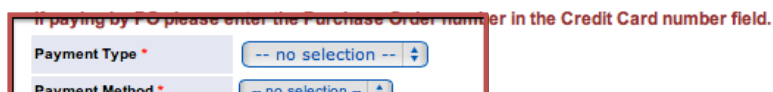


3. For instructions on how to add or edit registration events(e.g., preconference workshops or optional outings), go to the [Adding an Optional Event](#) section.
4. To successfully register, you must agree to the cancellation and privacy policies by selecting both check boxes,



5. Complete the payment section (**Payment Type & Payment Method**), and click “submit registration” at the bottom of the page.

Please enter your payment information.



6. Once registered, you will be taken to a confirmation page with meeting details and a registration number. Click the “Email Confirmation” button to receive a registration confirmation (details of your registration, optional events, hotel information, cancellation policy, your user name and password, as well as instructions on how to access an official invoice or receipt). *Example on next page.*

### NASEMSO Annual Meeting

**Important Note:** This is your confirmation. Please print this page for your records.

#### Registrant Information

Your registration number is 176

[Email Confirmation](#)

**OK: Your registration has been added.**  
**OK: A confirmation email has been sent.**

Registration For: (Click on your name to edit your registration or to change your previously selected 'opt out' selection)

[Test Message](#)

Registration Type:

[Non-Member Full Registration Fee \(Monday-Friday\)](#)

Registration Amount:

\$485.00

Registered Events:

[Click here to Add / Edit Events](#)

Event Name	Date	Starts	Ends	Free Tix	Total Tix	Fee	Total
<a href="#">Rock and Roll Hall of Fame Optional Outing Ticket</a>	10/8/2014	05:00 PM	09:00 PM	0	1	\$70.00	\$70.00

Event Total: \$70.00

Registration Total: \$485.00

Registrant Sub Total: \$555.00

Registration For: (Click on your name to edit your registration or to change your previously selected 'opt out' selection)

[Test Message 2](#)

Registration Type:

[Spouse/Significant Other Registration Fee](#)

Registration Amount:

\$200.00

No Events For Test Message 2

[Add / Edit Events](#)

Event Total: \$0.00

Registration Total: \$200.00

Registrant Sub Total: \$200.00

[Add a Spouse](#)

#### Registration Totals

Cost of Registration (Includes Guest Registrations):	\$685.00
Cost of Events (Includes Guest Registrations):	\$70.00
<b>Total Cost of Registration:</b>	<b>\$755.00</b>
Total Payments:	\$0.00
<b>Total Balance Due:</b>	<b>\$755.00</b>

## Adding an Optional Event

To add an optional event or pre-conference workshop:

1. Click the "Add events" link (seen after selecting "Register for this meeting").

The screenshot shows the registration page for the NASEMSO Annual Meeting. The registrant is 'Test Message'. The registration type is 'Member Full Registration Fee (Monday-Friday)' with a registration amount of \$485.00. Below this information, it says 'No Events Found'. A red arrow points to a link that says 'Add events for Test Message's registration.', which is circled in red. Below the link, there is a text box with instructions: 'Please click on "Add Events" in order to select pre and/or post-conference sessions as well as the various receptions and meal functions that you wish to be a participant. This includes purchasing a'.

2. Select the event you wish to add to your registration by adding a “1” to the “Tickets” column. Click the “Save Changes” button to complete the registration process.

[Logout](#)

NASEMSO Annual Meeting

**Registrant Information**

Registration For: [Test Message](#)

Registration Type: Member Full Registration Fee (Monday-Friday)

Registration Amount: \$485.00

**Meeting Events:**

To add an event ticket to your registration enter "1" in the "tickets" column.

Event Name	Date	Starts	Ends	Tickets	Fee	Total
<b>Sunday, October 05, 2014: 9:00 PM - 5:00 PM</b>						
<a href="#">Leadership Skills Training Session</a>	10/5/2014	09:00 PM	05:00 PM	<input type="text" value="0"/>	\$75.00	\$0.00
<b>Wednesday, October 08, 2014: 5:00 PM - 9:00 PM</b>						
<a href="#">Rock and Roll Hall of Fame Optional Outing Ticket</a>	10/8/2014	05:00 PM	09:00 PM	<input type="text" value="0"/>	\$70.00	\$0.00

### Adding a Spouse or Guest

1. If you will be bringing a spouse or guest (non-member), choose “Yes” next to “Register spouse,” click “Continue Registration,” enter the required information, and then select ‘Continue With Registration’.

Registration Type:  \*

[View Type Information](#)

Registration Fee:

Register spouse:  ←

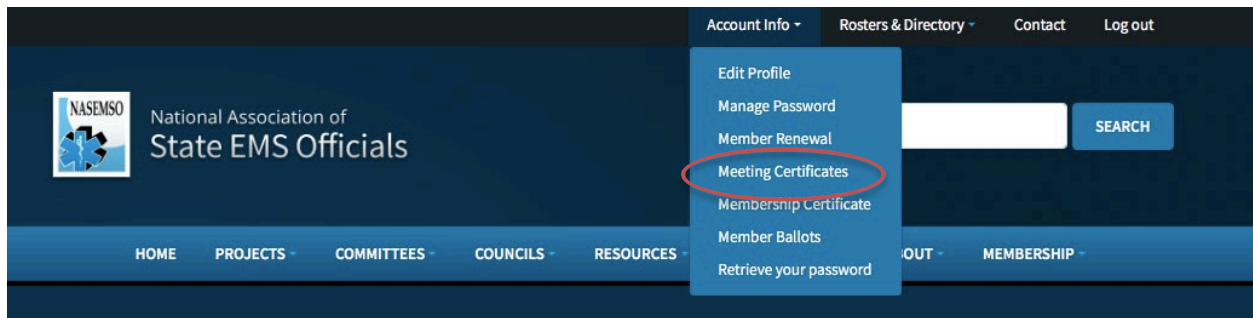
2. Once this information is submitted, you can add events for your guest as described in the [Adding an Optional Event](#) section.
3. Complete the registration process as described on [pages 5 & 6](#).



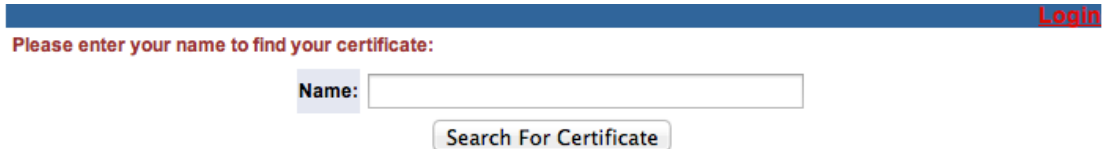
## Obtain Attendance Certificate

Members and non-members can print meeting attendance certificates.

1. Select “Meeting Certificates” from the **Account Info** drop down menu.



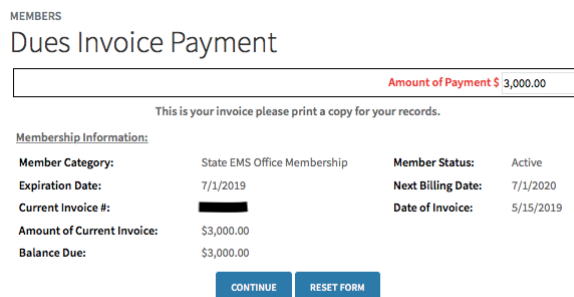
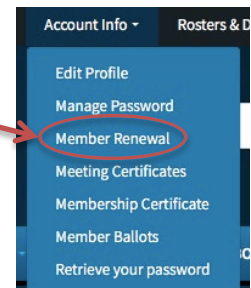
2. Type in your name, click **Search for Certificate**, select the certificate you wish to print.

A screenshot of a web form titled 'Please enter your name to find your certificate:'. It features a text input field labeled 'Name:' and a button labeled 'Search For Certificate'. A 'Login' link is visible in the top right corner of the form area.

## Pay Membership Dues

This section is applicable to State EMS Directors (the fee for State Directors covers them and seven additional EMS office memberships), Associate Members, and Corporate Members.

1. Select “Member Renewal” from the drop down menu under **Account Info**.
2. Your membership dues invoice payment page will populate. Click the **Continue** button to make payment online.

A screenshot of the 'MEMBERS Dues Invoice Payment' page. At the top, it shows 'Amount of Payment \$ 3,000.00'. Below this is a message: 'This is your invoice please print a copy for your records.' The 'Membership Information:' section includes:

Member Category:	State EMS Office Membership	Member Status:	Active
Expiration Date:	7/1/2019	Next Billing Date:	7/1/2020
Current Invoice #:	[REDACTED]	Date of Invoice:	5/15/2019
Amount of Current Invoice:	\$3,000.00		
Balance Due:	\$3,000.00		

At the bottom of this section are 'CONTINUE' and 'RESET FORM' buttons.

Please remit payment to:  
201 Park Washington Court  
Falls Church, VA 22046-4527

3. Enter the payment type, agree to the Privacy, Security, Return, and Shipping Policies and hit the **Submit Payment** button.

MEMBERS

## Dues Invoice Payment

Your Payment is being processed through a secure server.

Please review the following information. If correct, click the "Submit" button to receive your receipt. If you need to make edits, click the back button on your browser.

Outstanding Invoices:

Invoice Number	Invoice Date	Description	Amount	Balance Due
██████████	5/15/2019	State EMS Office Membership - Renewal	\$3,000.00	\$3,000.00
Total Due:				\$3,000.00

Payment Information

In order for your payment to process successfully all information in the required fields must match that of the credit card.

Payment Type:

Payment Amount: \$ 3000

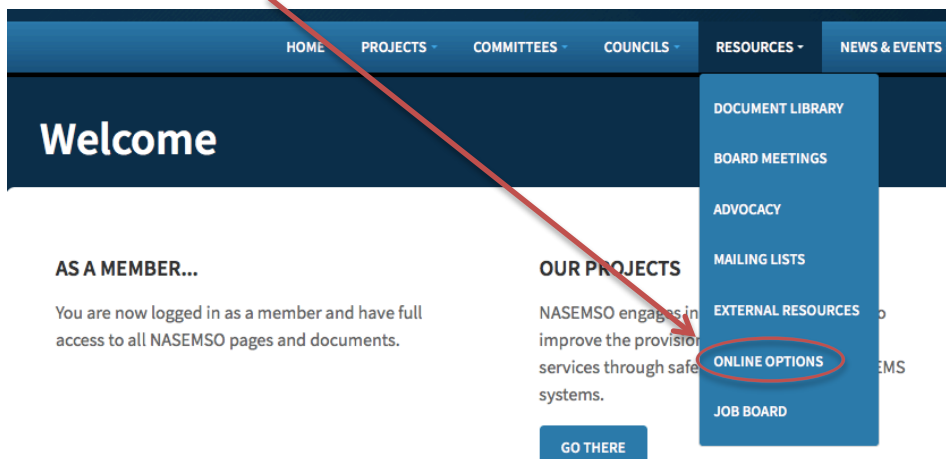
Yes, I have read and accept NASEMSO's Privacy, Security, Return and Shipping Policies. To view the complete policies go to <http://www.nasemso.org/InternetPolicies.asp>

Please only submit once. Do not refresh the page after submitting, or you may get double-charged.

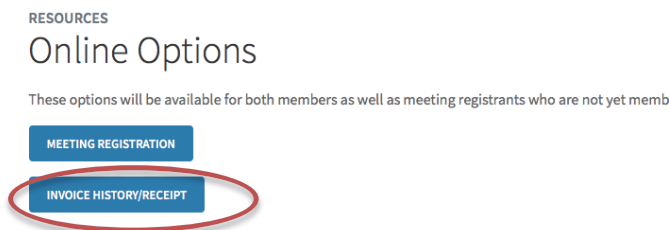
**SUBMIT PAYMENT**

You can also access invoices and invoice history without having to login.

1. Select "Online Options" in the Resources dropdown menu.



2. Click on the **Invoice History/Receipt** button.



3. Enter the invoice number and click on the **Login with Invoice** button.

MEMBERS

## Invoice History Login

You can log into the selected function using an invoice number or your NASEMSO.ORG credentials.

- To login using your NASEMSO.ORG credentials, click [here](#).
- To login using an invoice number, complete the form below and click "Login with Invoice".

Invoice Number:

**LOGIN WITH INVOICE**

4. Click the box under **Pay?** then the **Pay Selected Invoices** button to complete the payment page. You can also click on the invoice number if you want to print a copy of the invoice or receipt.

MEMBERS

## Invoice History

**Ok: Invoice Found.**

[View Only Invoices With a Balance](#)

The following list includes all invoices. [View Only Invoices With a Balance](#)

The most recent invoices appear at the top. Click the Invoice # to view more information.

Invoice Date	Invoice #	Description	Invoice Amount	Total Paid	Unposted Payments	Adj.	Balance Due	Pay?
5/15/2019	[REDACTED]	State EMS Office Membership - Renewal	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	<input type="checkbox"/>

Total Balance Due: **\$3,000.00**

You may select an invoice for payment by checking the Pay column.  
Click the Invoice Number for more information.

**PAY SELECTED INVOICES**   **RESET FORM**

## Update Member Profile

1. Members can update their individual membership profile by selecting "Edit Profile" from the **Account Info** drop down menu.

The screenshot shows the NASEMSO website header with a navigation menu. The 'Account Info' dropdown menu is open, and 'Edit Profile' is highlighted with a red circle. Other options in the menu include 'Manage Password', 'Member Renewal', 'Meeting Certificates', 'Membership Certificate', 'Member Ballots', and 'Retrieve your password'. The website logo and navigation links are also visible.

2. Your member profile will populate to allow you to make edits. Once your edits are complete, click “Post Changes” at the bottom of the page to save the edits.

To edit your contact information please change the values displayed below and click the 'Post Changes' button.

**Contact Information:**

Prefix	First Name *	M.I.	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Birth Date:  mm/dd/yyyy

Phone #:  \*

Fax #:

Email:  \*

Email 2:  \*

URL:

Company:

Title:  \*

**Primary Address:** Home  Business

Street Address:  \*

Apt.#:

City/State/Zip:  \*   \*

Country:  United States

EMS Council:

Region:

**Secondary Address:** Home  Business  Make This Address Primary

Street Address:

Apt.#:

City/State/Zip:  -- no selection --

Country:  United States

**Additional Fields Information**

Description of Products or Services (for NASEMSO Corporate Members Only), limited to 100 words.:

Paid by Organization or Individual:  -- no selection --

\* = Required Field

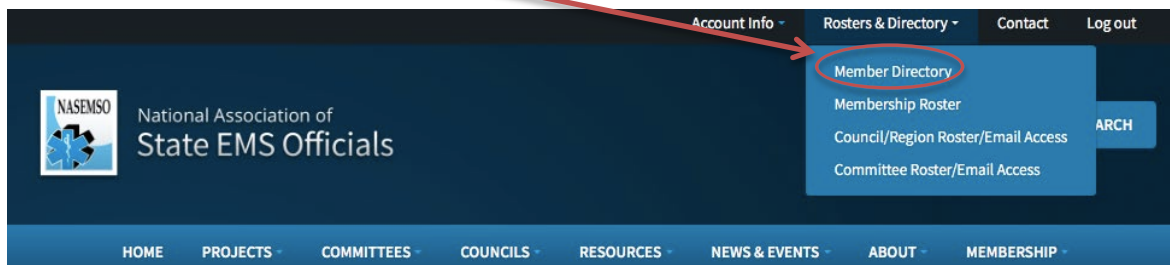
**Member Photo Upload**

## Access Membership Directories

### Browse the Online Membership Directory

NASEMSO members have access to member contact information through the Membership Directory.

1. Select “Member Directory” from the **Rosters & Directory** drop down menu.



- You can search for members by various options, to include: last name, organization, council, region, state, or membership category. A list of members that fall into the search category will appear. For contact information, select the member you are searching for from the populated list.

**Please Enter Search Criteria:**  
 Use the "%" sign as a Wild Card (Ex: %mit% returns "Smith")

Last Name:	<input type="text"/>
CE Status (Suffix):	<input type="text"/>
Organization:	<input type="text"/>
Council:	-- no selection --
Region:	-- no selection --
City:	<input type="text"/>
State:	-- no selection --
Country:	-- no selection --
Member Category:	<ul style="list-style-type: none"> <li>Additional State EMS Office Member</li> <li>Associate Membership</li> <li>Corporate Member Complimentary</li> <li>Corporate Membership</li> <li>Data Manager Council Representative</li> </ul> Hold the Ctrl key to select multiple

## Membership Rosters

NASEMSO members have access to see the full membership of each state, as well as a list of Associate and Corporate members.

- Select "Member Roster" from the **Rosters & Directory** drop down menu.



- Select the roster you wish to view: Council (all states or an individual state), Associate, or Corporate. If you wish to view just an individual state's roster, select that state from the dropdown. If you wish to view all members, select "All States" from the dropdown.

Please select a state for the membership roster you would like to view.

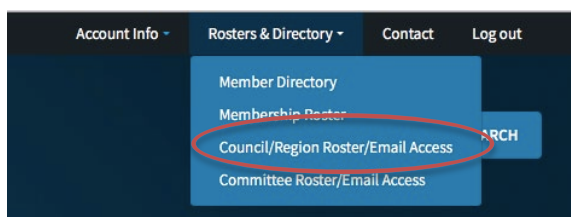
State:

## Council or Regional Membership

NASEMSO members have access to their assigned Council and Region. You have the option to populate an email with the identified email addresses, or export and Excel spreadsheet with all contact information.

*For Council contact information or email export:*

1. Select “Council/Region/Email Access” from the **Rosters & Directory** drop down menu



2. If you are the representative for more than one Council, you will need to select the **Council** you wish to access.
3. Select who you would like included in the report (either *just* the official Council representative or all contacts, which includes non-members).
4. Select the export type (**Email** will populate all email address in a new email message; **Excel Export** will provide you with all contact information for the Council).
5. Click the **Export** button

To run reports/emails for regions please go [here](#).

Councils

Choose the people that you want to be included in the export or email.

NASEMSO Member Representatives Only

All Council Contacts (includes non-members)

Choose the export type.

Email

Excel Export

Excel Export Sort Order (optional)

Alphabetical

Zip Code

*For Regions contact information or email export:*

1. Click on the ‘here’ link at the top of the **Council/Region Roster/Email Access** page.

To run reports/emails for regions please go [here](#).

2. You can export:
- Just regional members from your Council,
  - All NASEMSO members within your region, or
  - All contacts within your region (will include non-members).

To run reports/emails for councils please go [here](#).

Regions

East

Choose the people that you want to be included in the export or email.

NASEMSO Regional Members from Selected Council

Director

All Regional NASEMSO Members

All Regional Contacts (includes non-members)

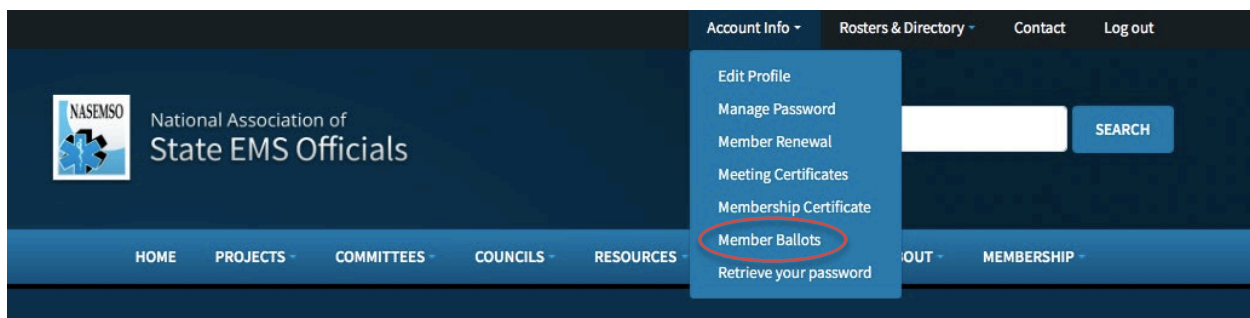
Choose the export type.

Email

Excel Export

## Online Voting

1. NASEMSO members who have voting rights for a specific ballot may access online ballots by selecting “Member Ballot” from the **Account Info** drop down menu.

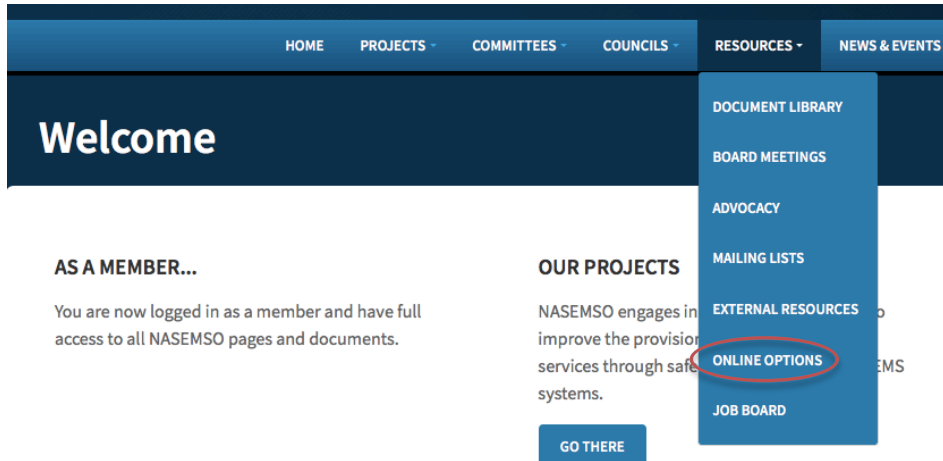


2. If there is more than one open ballot, select the one you wish to access.

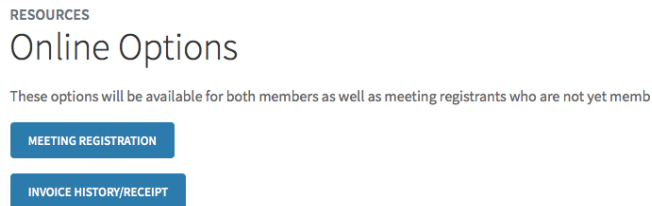
## Access Invoices and Receipts

To view invoices or receipts, or make an online payment:

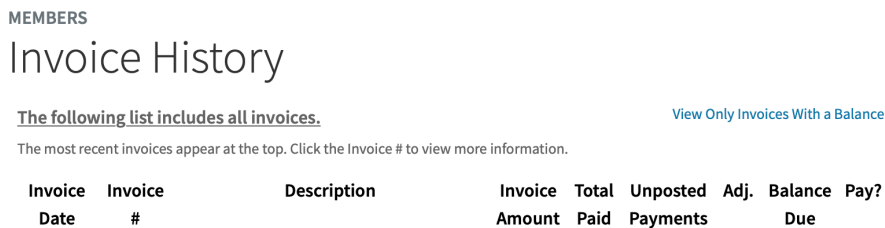
1. Select on “Online Options” from the **Resources** drop down menu.



2. Click on the **Invoice History/Receipt** button.



3. You have the option of selecting the invoice you would like to view (clicking on the **Invoice #**), clicking the box under **Pay?**. You can also click on “View Only Invoices with a Balance” to quickly find invoices due for payment.



If you are not logged in, follow the steps in the [Pay Membership Dues](#) section.