September 2020

NASEMSO Online Member Database

User Guide

NASEMSO
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www.NASEMSO.org

Table of Contents

INTRODUCTION **2**
Scope and Purpose 2
Guide Overview 2
BASICS **3**
Logging In 3
Password Reminder 4
Change Username or Password 4
MEETING REGISTRATION & CERTIFICATES **5**
Annual or Regional Meeting Registration 5
Adding an Optional Event 6
Adding a Spouse or Guest 7
Obtain Attendance Certificate 8
PAY MEMBERSHIP DUES **8**
UPDATE MEMBER PROFILE **10**
ACCESS MEMBERSHIP DIRECTORIES **11**
Browse the Online Membership Directory 11
Membership Rosters 12
Council or Regional Membership 13
ONLINE VOTING **14**
ACCESS INVOICES AND RECEIPTS **15**

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

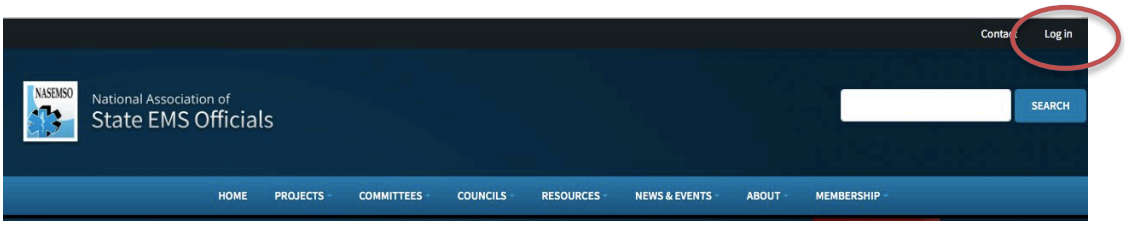
If you encounter issues not addressed by this User Guide, please contact NASEMSO Membership Manager Sharon Kelly (info@nasemso.org) for additional assistance.

Basics

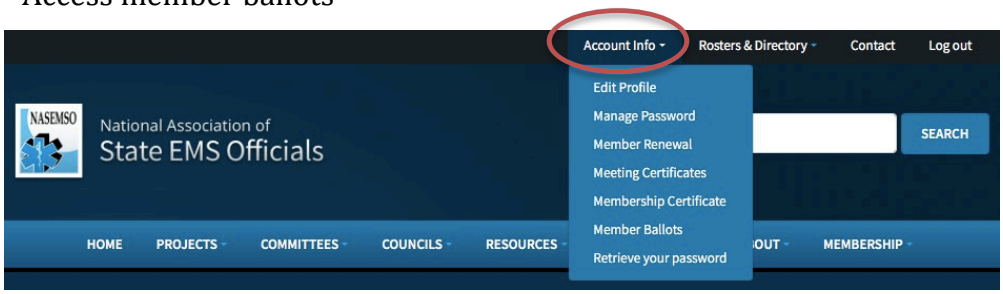
Logging In

To access the NASEMSO Members Only section of the website:

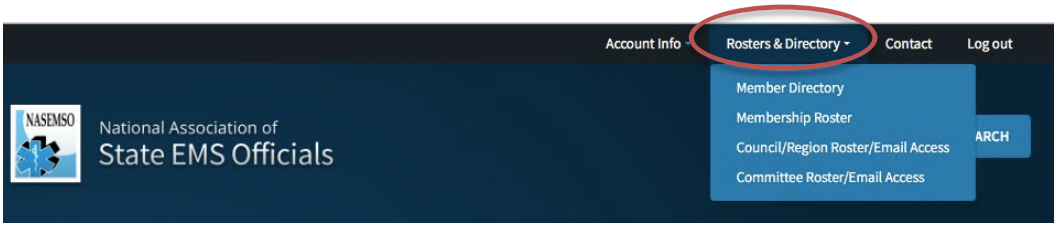
1. Click on the **Log in** link in the upper right hand corner of the NASEMSO website and enter your Username and Password:



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

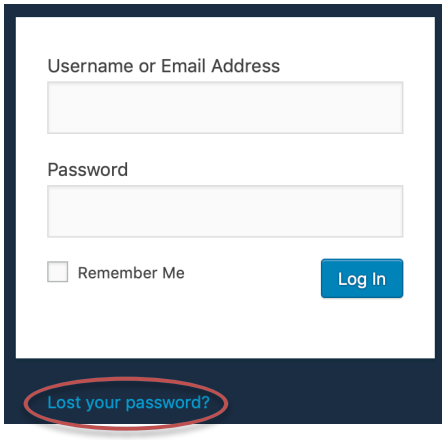


3. Under the **Rosters & Directory** tab you can:
   - Search for fellow NASEMSO members by name, council, region, state, or membership category using "Member Directory"
   - Search for a state membership roster or a list of associate or corporate members using "Membership Roster"
   - Search for your 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

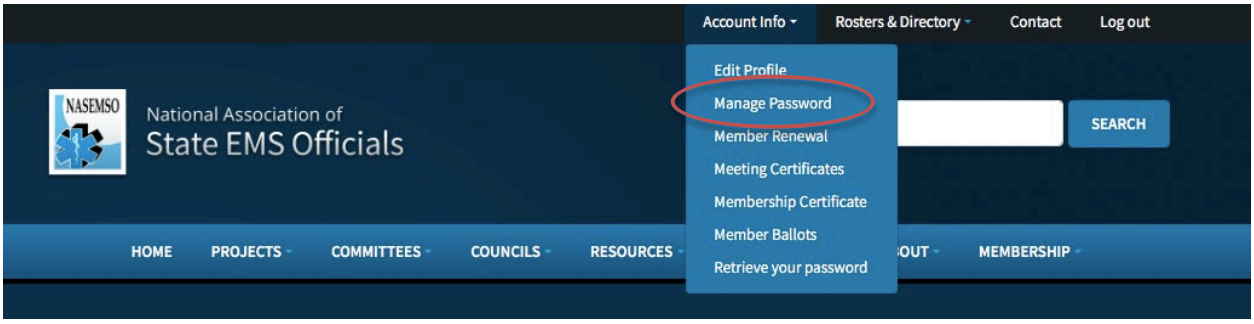
1. If you forget your Username or Password, click the "Lost your password" link.



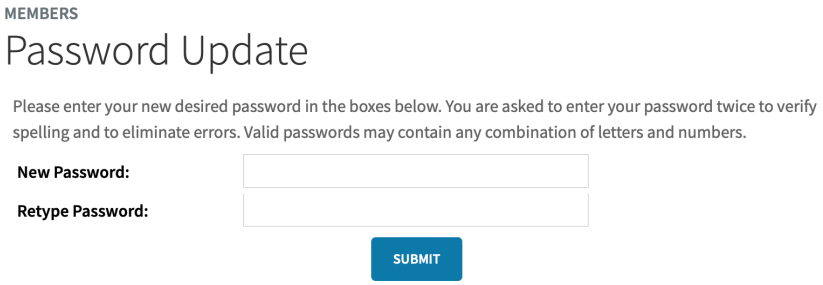
2. Enter your email address and email will be sent to you with your NASEMSO account ID, Username, and a link to reset your password.

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**.

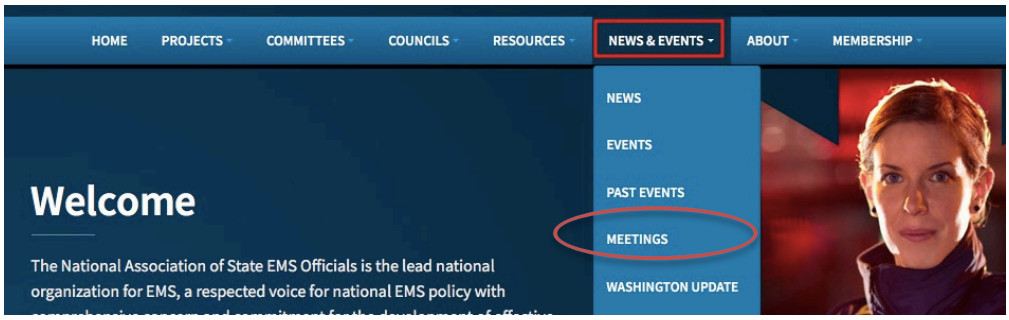


Meeting Registration & Certificates

Annual or Regional Meeting Registration

You can register for NASEMSO Annual or Regional Meetings online.

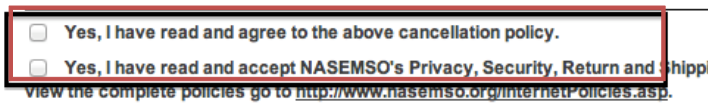
1. Select **Meetings** from the **News & Events** drop town menu.



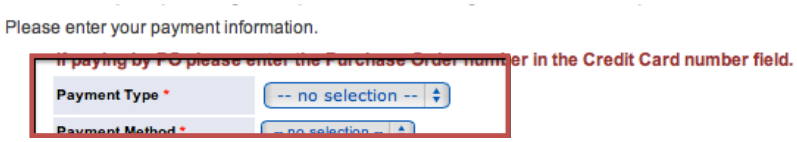
2. Select the meeting for which you wish to register. If the meeting is open for registration, there will be a "Click Here to Register" button.

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.

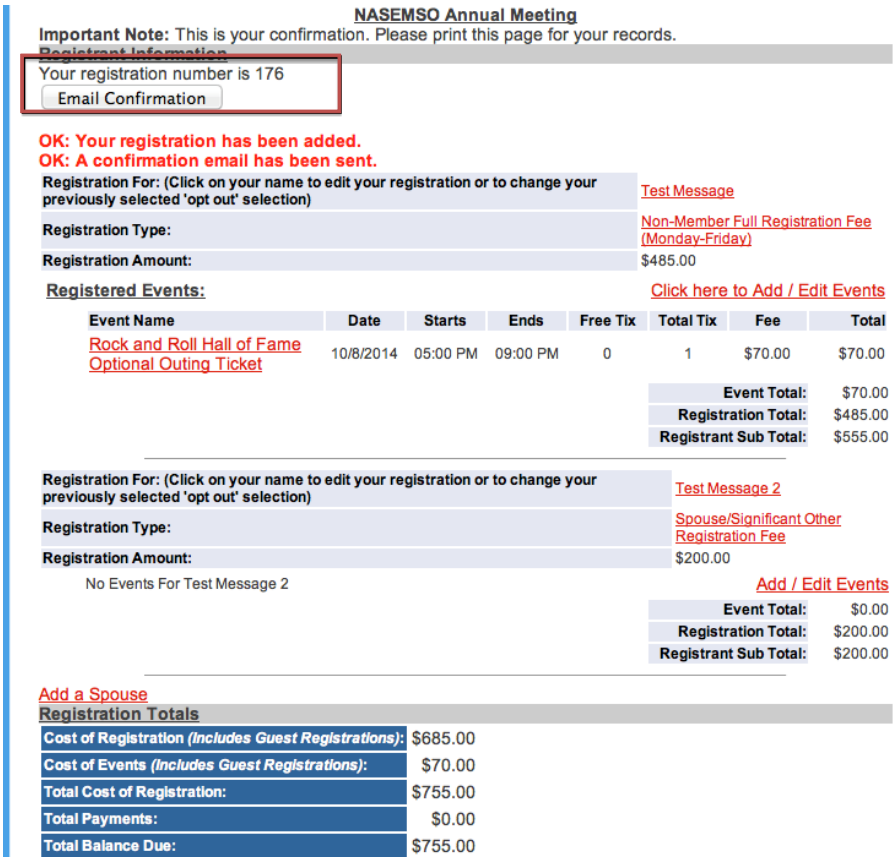
4. To successfully register, you must agree to the cancellation and privacy policies by selecting both check boxes,



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



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
Rock and Roll Hall of Fame Optional Outing Ticket	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

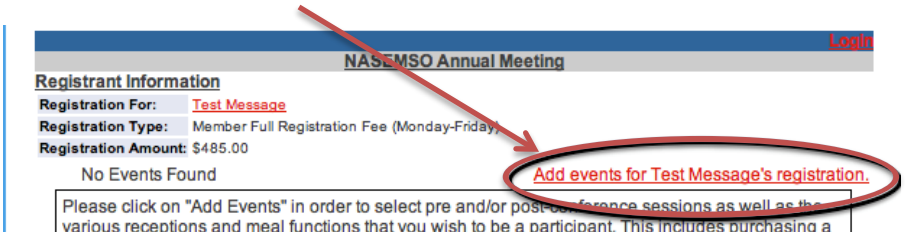
Registration Totals

Cost of Registration *(Includes Guest Registrations)*:	$685.00
Cost of Events *(Includes Guest Registrations)*:	$70.00
Total Cost of Registration:	$755.00
Total Payments:	$0.00
Total Balance Due:	$755.00

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").



Login

NASEMSO Annual Meeting

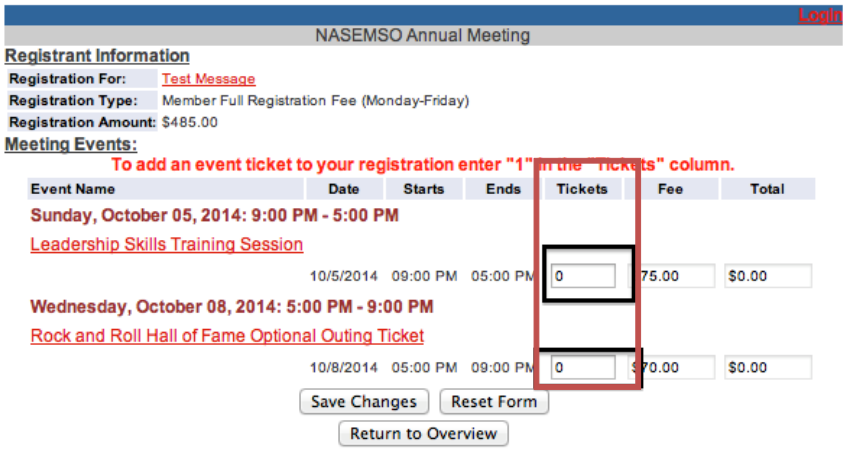
Registrant Information

Registration For:	Test Message
Registration Type:	Member Full Registration Fee (Monday-Friday)
Registration Amount:	$485.00

No Events Found — Add events for Test Message's registration.

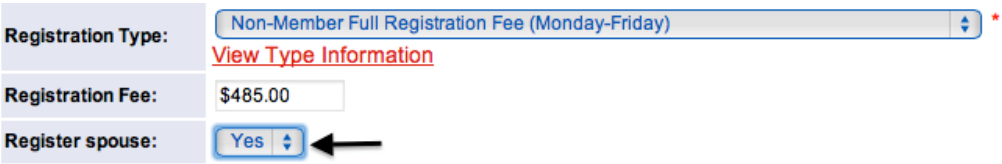
Please click on "Add Events" in order to select pre and/or post conference sessions as well as the various receptions and meal functions that you wish to be a participant. This includes purchasing a

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.



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”.



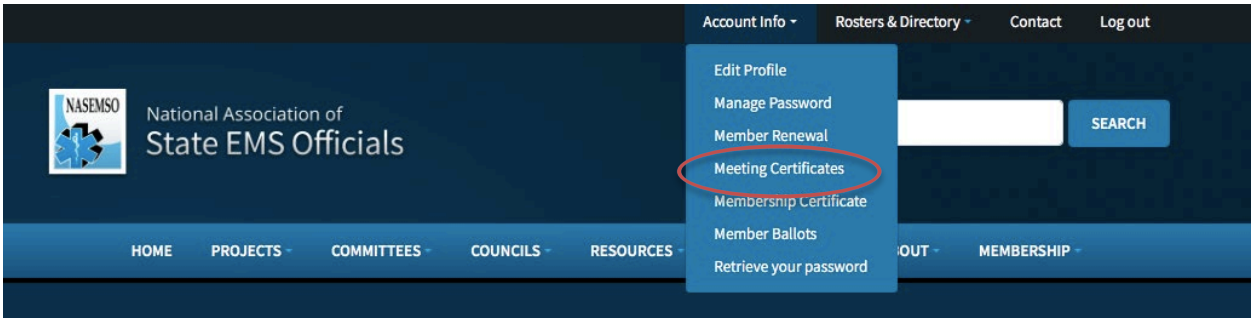
2. Once this information is submitted, you can add events for your guest as described in the Adding an Optional Event section.

3. Complete the registration process as described on pages 5 & 6.

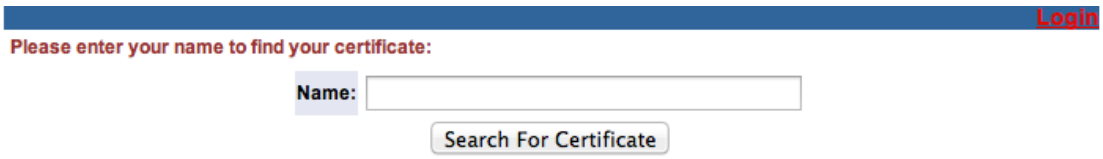
Obtain Attendance Certificate

Members and non-members can print meeting attendance certificates.

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



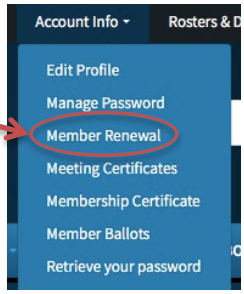
2. Type in your name, click **Search for Certificate,** select the certificate you wish to print.



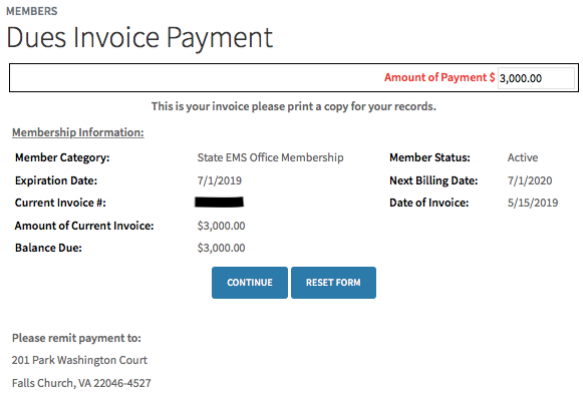
Pay Membership Dues

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.

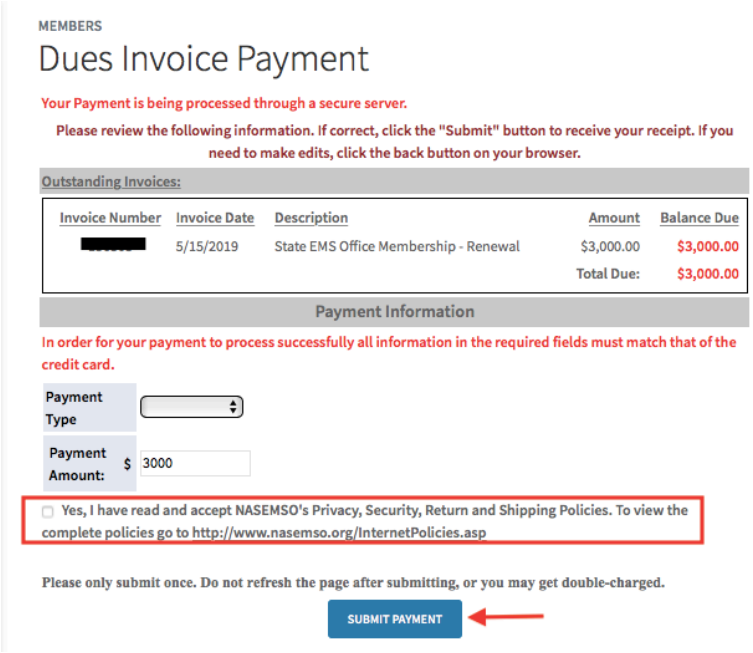
1. Select "Member Renewal" from the drop down menu under **Account Info**.



2. Your membership dues invoice payment page will populate. Click the **Continue** button to make payment online.

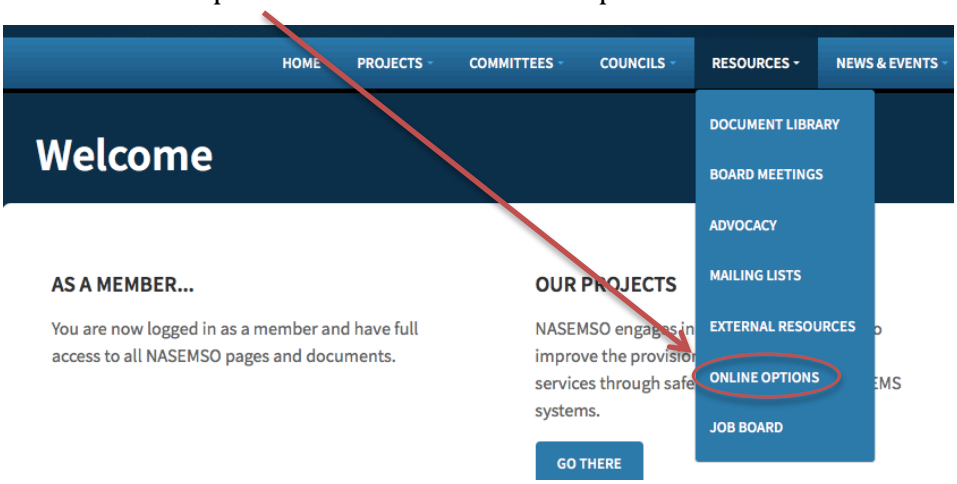


3. Enter the payment type, agree to the Privacy, Security, Return, and Shipping Policies and hit the **Submit Payment** button.

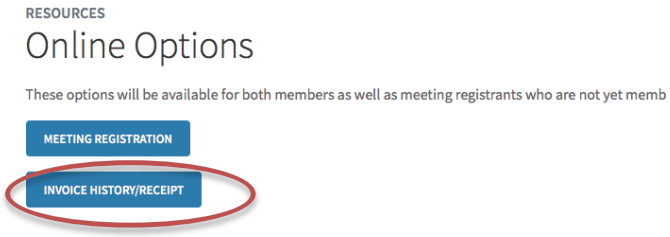


You can also access invoices and invoice history without having to login.

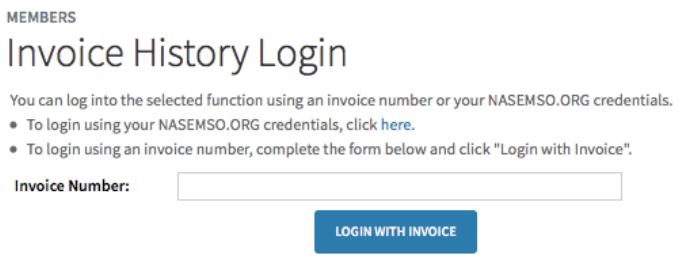
1. Select "Online Options" in the Resources dropdown menu.



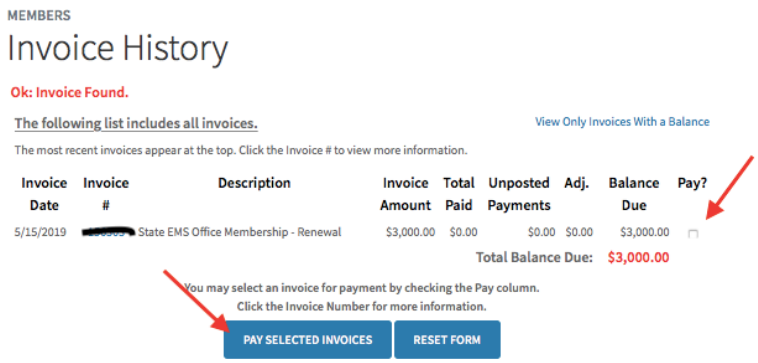
2. Click on the **Invoice History/Receipt** button.



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

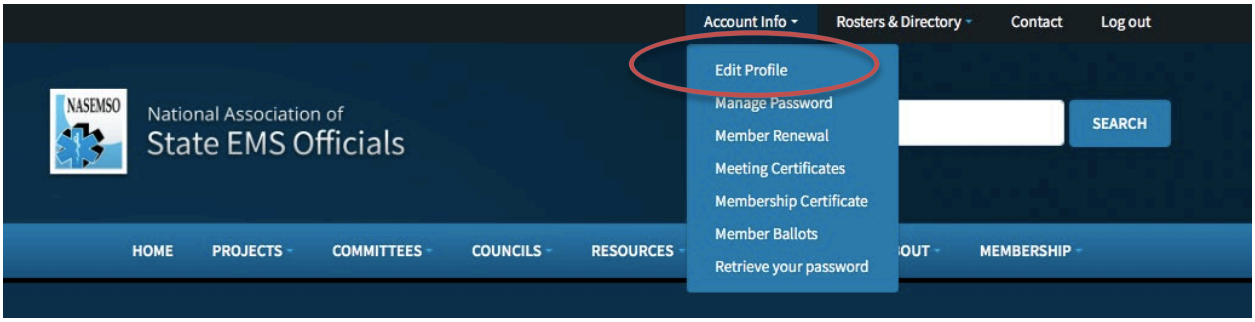


4. Click the box under **Pay?** then the **Pay Selected Invoices** button to complete the payment page. You can also click on the invoice number if you want to print a copy of the invoice or receipt.

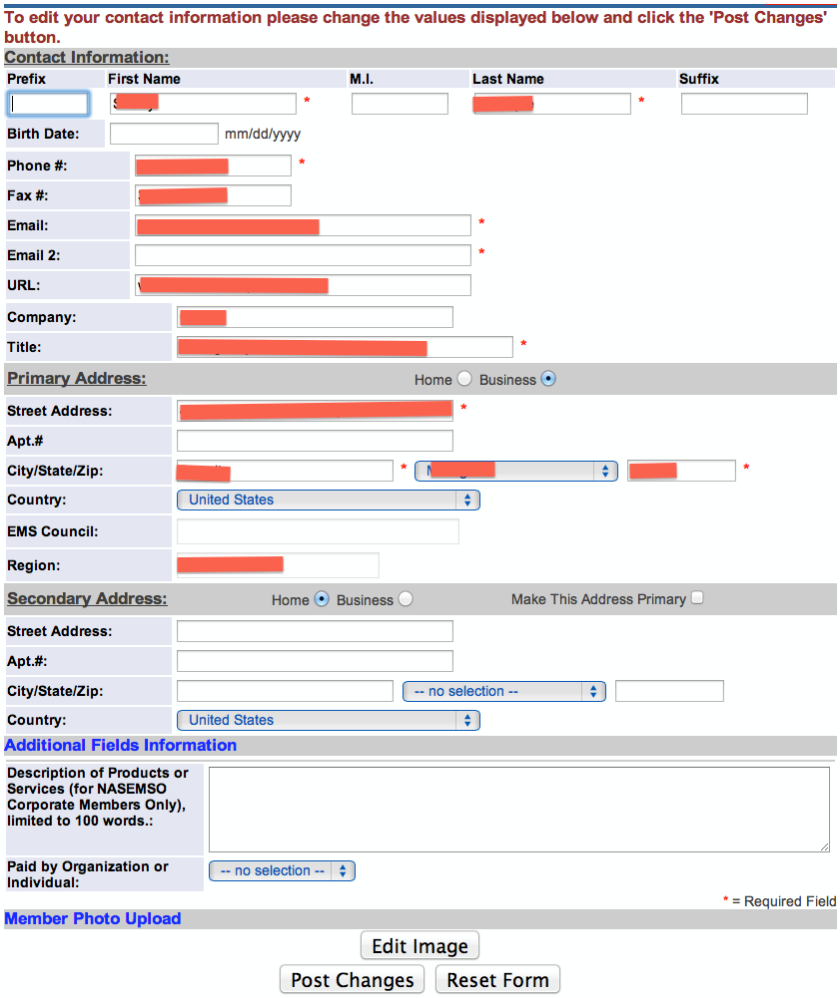


Update Member Profile

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



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.

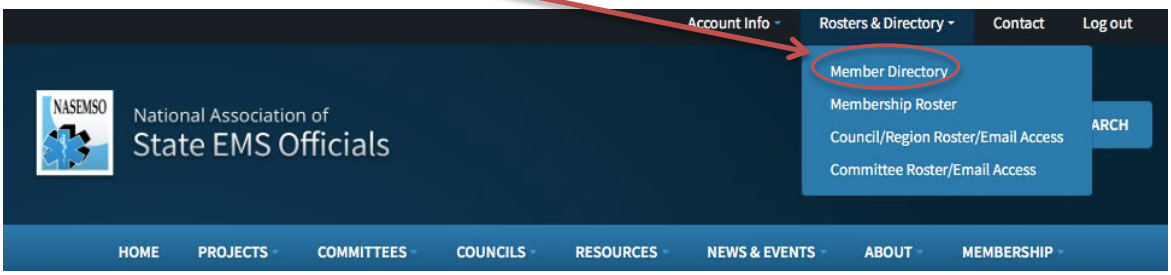


Access Membership Directories

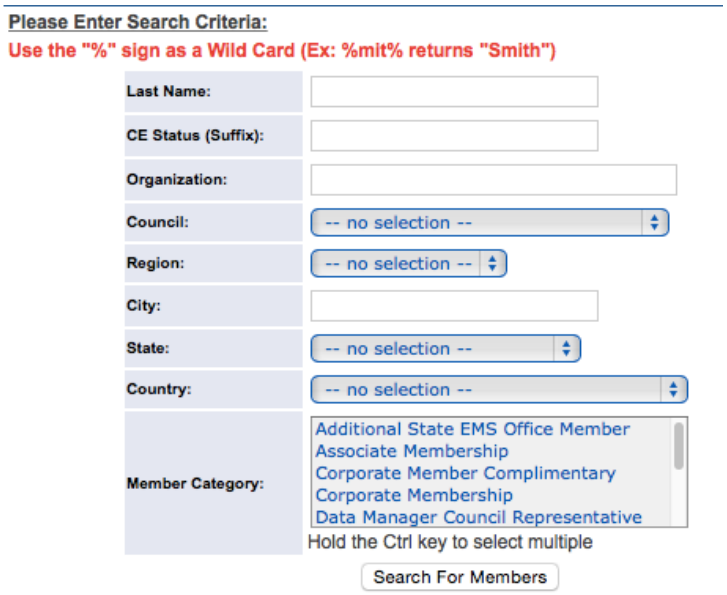
Browse the Online Membership Directory

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

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



2. 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.

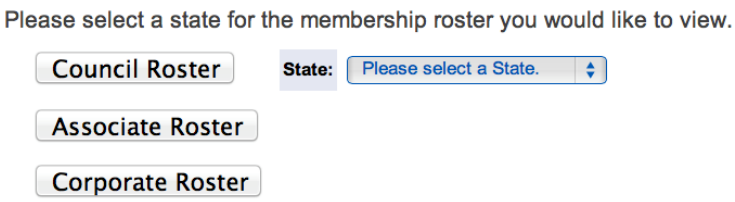


Membership Rosters

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

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

2. 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.

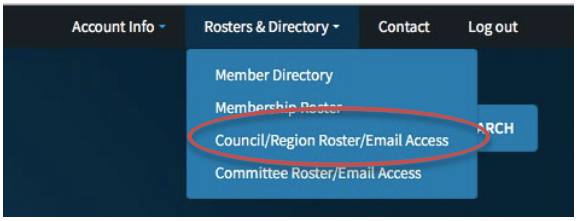


Council or Regional Membership

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.

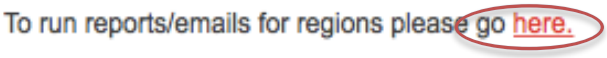
3. Select who you would like included in the report (either *just* the official Council representative or all contacts, which includes non-members).

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).

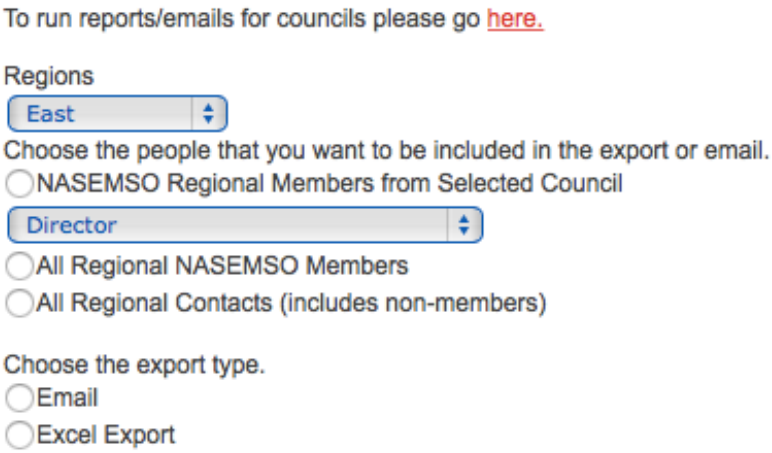
5. Click the **Export** button

For Regions contact information or email export:

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

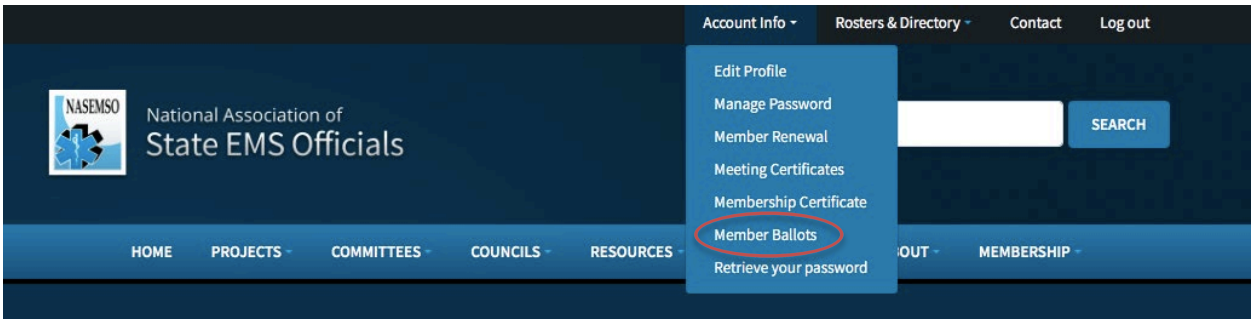


2. You can export:
    - Just regional members from your Council,
    - All NASEMSO members within your region, or
    - All contacts within your region (will include non-members).



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.

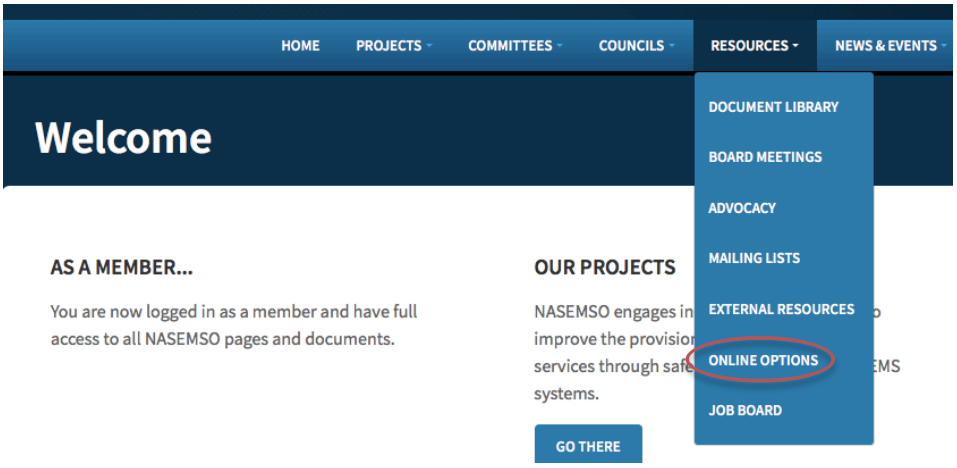


2. If there is more than one open ballot, select the one you wish to access.

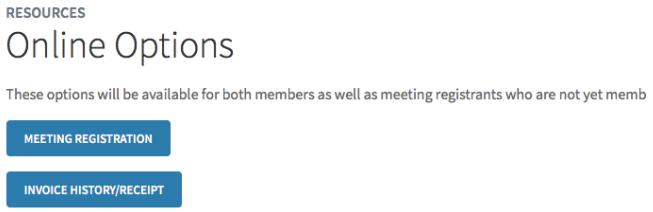
Access Invoices and Receipts

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

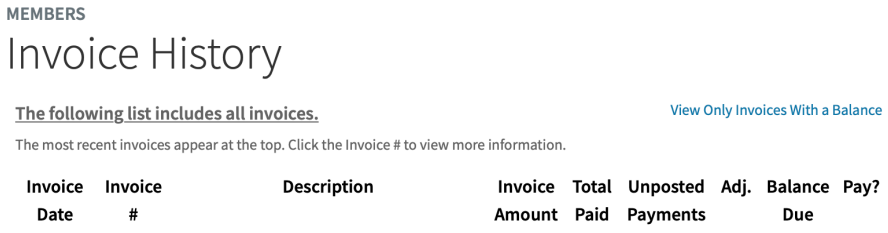
1. Select on "Online Options" from the **Resources** drop down menu.



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.