

producing association  
**rock stars**  
since 1917



£ for the next 100 years

# GSAE Members-Only Area Guide Book

*An illustrated guide to getting the most out of  
our interactive website*

# Welcome!

Thank you for being a member of Georgia Society of Association Executives! We are excited you are a part of our vibrant community. GSAE membership and active participation is a must-have for those interested in an exceptional career experience, and we want to make sure you take full advantage of all the GSAE connection points. Use this guide to learn more about connecting through the member portal and the E-lists.

Questions or comments about your membership or benefits? Contact us anytime at (404) 577-7850 or email [gsae@gsae.org](mailto:gsae@gsae.org).

We look forward to seeing you soon!

Wendy Kavanagh, CAE  
President

[wendy@gsae.org](mailto:wendy@gsae.org)

Jennie N. Thomas, CAE  
Director of Membership & Communications

[jennie@gsae.org](mailto:jennie@gsae.org)



# Events

We have multiple opportunities to connect with your peers in person:

- ❑ We host six [luncheons](#) throughout the year, all of which include a networking reception. Five of our luncheons feature an educational component worth one CAE hour.
- ❑ [Shared Interest Groups](#) offer the opportunity to connect on a smaller-scale and get practical advice from people who walk in your shoes everyday.
- ❑ Our [Annual Meeting](#) is full of networking opportunities for you to connect with your peers and the people you want to do business with, hear fabulous speakers, and attend educational sessions designed to make you better at your job.
- ❑ View our full [calendar of events](#)

# Resources

We keep you informed about the association management profession and our local community of professionals.

- ❑ Our monthly [GSAE Update](#) e-newsletter
  - ❑ Send notices and press releases to [gsae@gsae.org](mailto:gsae@gsae.org)
  - ❑ Published 2<sup>nd</sup> Thursday each month
- ❑ Quarterly [connections](#) magazine
- ❑ [Models and samples](#) to help your organization run effectively and efficiently

[www.gsae.org](http://www.gsae.org)



[home](#) | [join](#) | [about](#) | [connect](#) | [support](#) | [learn](#) | [publications](#)





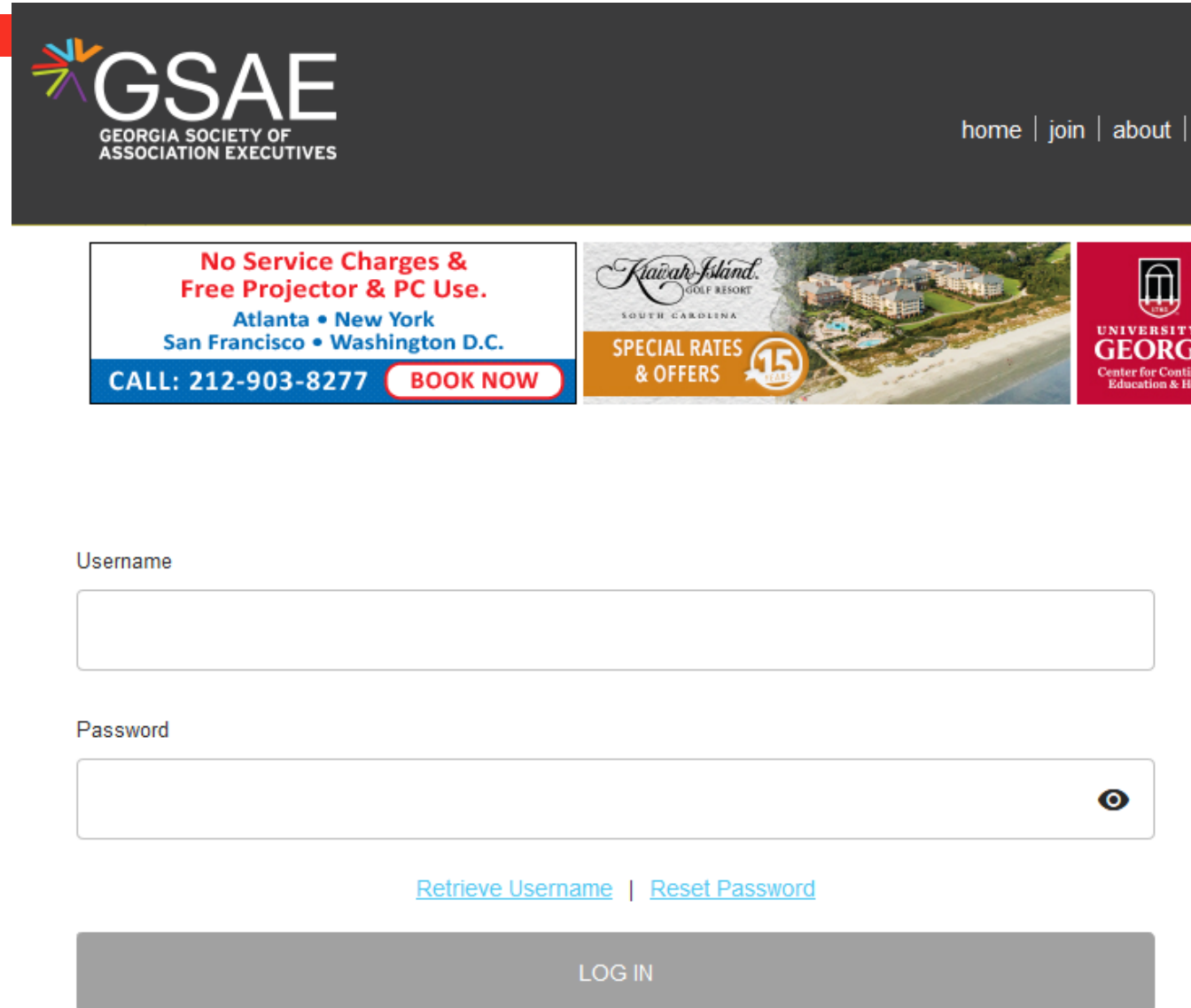
# Membership has its privileges

- ❑ Our website is powered by Oasis, a product of [MemberClicks](#)
  - ❑ exclusive membership benefits
  - ❑ tons of information and links
  - ❑ requires a valid log-in for the members only area
- ❑ This guide will teach you how to log in and update your information, as well as take advantage of all the benefits of membership
- ❑ The more you personalize your member profile, the more value you will receive!

# Take control of your member profile

- ❑ Your username and password allow you to access any members-only area
- ❑ If you have forgotten your password (must be over 8 characters long), no worries! Click 'reset password' or 'retrieve username' and enter the email address associated with your profile.

**Note:** To receive the link via email, the email address you enter must match the email address in your membership profile. Contact us if you have a change.



**GSAE**  
GEORGIA SOCIETY OF  
ASSOCIATION EXECUTIVES

home | join | about |

No Service Charges &  
Free Projector & PC Use.  
Atlanta • New York  
San Francisco • Washington D.C.  
CALL: 212-903-8277 **BOOK NOW**

Kiawah Island  
GOLF RESORT  
SOUTH CAROLINA  
SPECIAL RATES  
& OFFERS **15**

UNIVERSITY  
GEORGIA  
Center for Contin  
Education & Ho

Username

Password

[Retrieve Username](#) | [Reset Password](#)

LOG IN

# Your Profile 101

- ❑ Members-only content
- ❑ CAE hours tracking
- ❑ My community features
- ❑ Interact and connect with other members
- ❑ Online member directory
- ❑ Download and pay invoices
- ❑ Event calendar, including exclusive activities




**welcome!**

Let us help you navigate some fantastic Members Only features from here.



My Community My Profile Connections My Features Inbox Search Directory

 Jennie Nesspor  
11 months ago


Last online  
1 minutes ago

Profile views  
1 view(s)

**My Status**  
Share your thoughts here...

[Change Profile Picture](#) [Start a new circle](#) [Write Message](#)  
[Privacy](#) [Upload photos](#) [View your inbox](#)

**wall**



Show All (0)

**Username**

**Expiration Date**  
12/31/2050

**Join Date**  
10/01/2012

**Member Type**  
Association Executive 2+

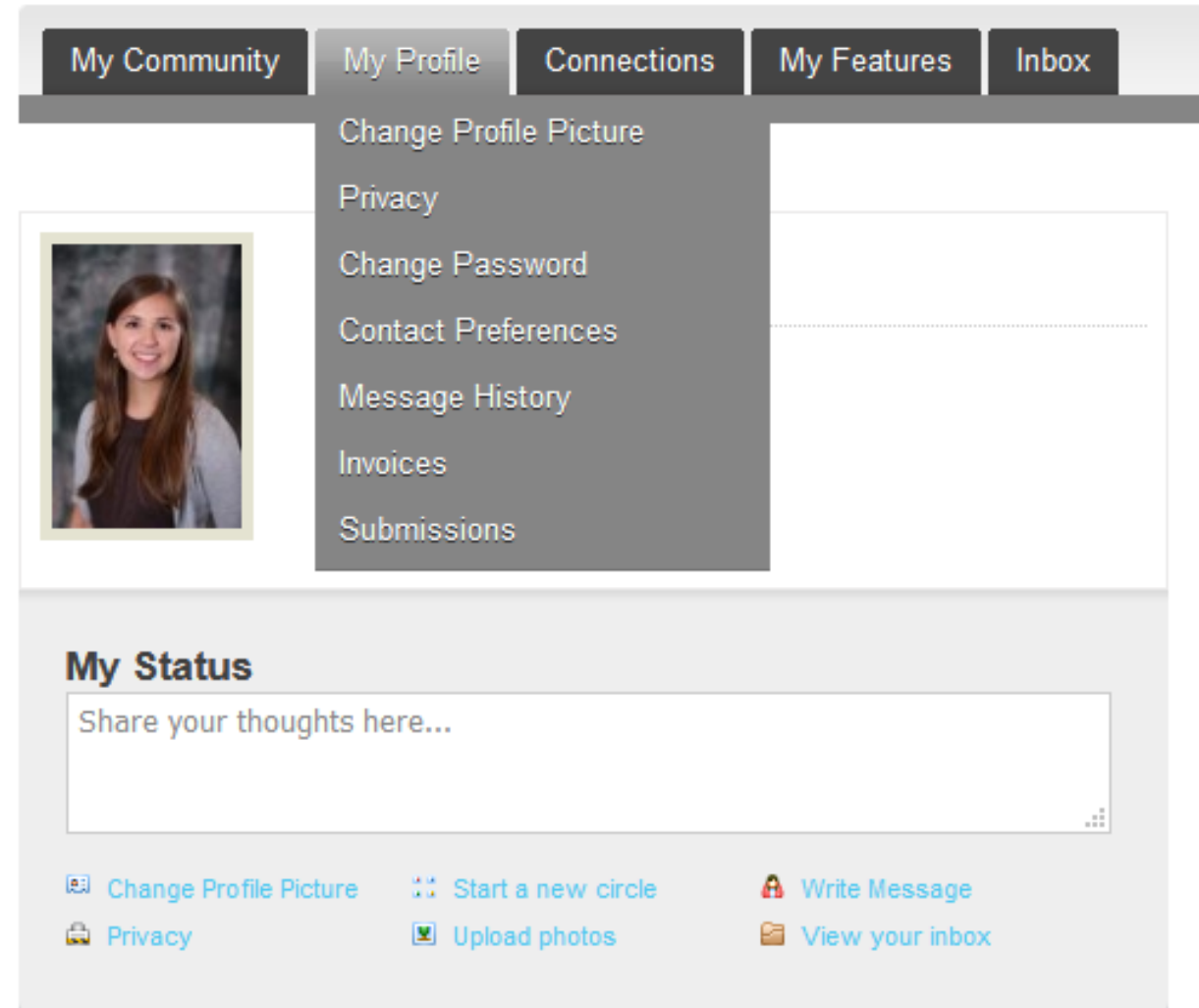
# See What Your Profile Says

- ❑ These fields show you what information we have about you and your organization.
- ❑ Please fill in any blanks so staff and other GSAE members can connect with you easily.
- ❑ You may also join a committee or SIG straight from your profile listing.
- ❑ Information here will be used in your directory listing and for communications we send.
- ❑ Make sure to click 'save' at the end of the review process!

# Your Profile is Info-filled

Hover over the words **'My Profile'** and . .

- ✓ Change your profile picture in the Member Directory
- ✓ Edit your privacy settings
- ✓ Change your password
- ✓ Manage how we contact you
- ✓ View past emails we have sent to you
- ✓ View a list of all your invoices
- ✓ View all forms that you have submitted



The screenshot shows a user interface with a navigation bar at the top containing five tabs: 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. The 'My Profile' tab is selected, and a dropdown menu is open over it, listing the following options: 'Change Profile Picture', 'Privacy', 'Change Password', 'Contact Preferences', 'Message History', 'Invoices', and 'Submissions'. Below the navigation bar is a profile picture of a woman with long brown hair. Underneath the profile picture is a section titled 'My Status' with a text input field containing the placeholder text 'Share your thoughts here...'. At the bottom of the page, there are six action buttons arranged in two rows: 'Change Profile Picture' (with a camera icon), 'Privacy' (with a padlock icon), 'Start a new circle' (with a group of three people icon), 'Upload photos' (with a photo icon), 'Write Message' (with an envelope icon), and 'View your inbox' (with an inbox icon).

# Your Message History

- ❑ Everything we've sent you from the system lives here.
- ❑ If you ever delete an email, we still have a copy for you to access.
- ❑ Simply click on the subject line to open the body of the email.
- ❑ Having a hard time receiving emails? Whitelist our email addresses from the system.
- ❑ [Click here to see how.](#)

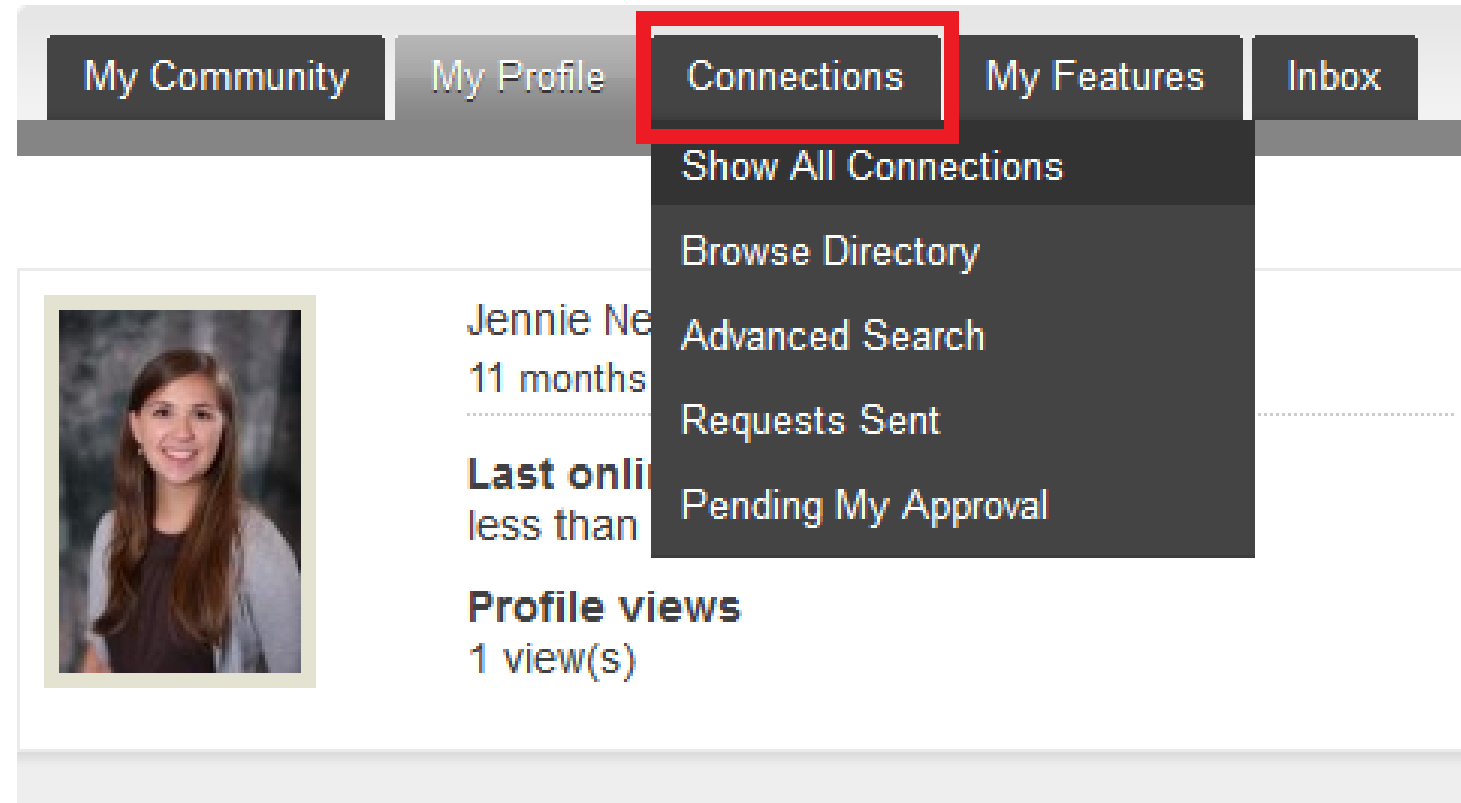
The screenshot shows a user interface with a navigation bar at the top containing tabs for 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. A search bar labeled 'Search Directory' is on the right. A dropdown menu is open under 'My Profile', listing options: 'Change Profile Picture', 'Privacy', 'Change Password', 'Contact Preferences', 'Message History', 'Invoices', and 'Submissions'. Below the menu is a table titled 'Message History' with columns for 'Subject', 'Status', and 'Date'. The table contains several rows of email records.

Subject	Status	Date
<a href="#">Boosting Non-Dues</a>	Sent	10/16/2019 1:56 PM
<a href="#">GSAE CAE Mock Exam</a>	Sent	10/15/2019 10:46 AM
<a href="#">GSAE: Thank You for</a>	Association Exe: Sent	10/11/2019 3:42 PM
<a href="#">GSAE Holiday Luncheon Registrati</a>	Georgia Society of Association Exe: Opened	10/11/2019 3:43 PM
<a href="#">GSAE: Thank You for your Paymen</a>	Georgia Society of Association Exe: Sent	10/11/2019 3:39 PM
<a href="#">GSAE Holiday Luncheon Registrati</a>	Georgia Society of Association Exe: Sent	10/11/2019 3:39 PM
<a href="#">GSAE: Thank You for your Paymen</a>	Georgia Society of Association Exe: Sent	10/11/2019 3:24 PM
<a href="#">GSAE Holiday Luncheon Registrati</a>	Georgia Society of Association Exe: Opened	10/11/2019 3:29 PM
<a href="#">Password Reset Confirmation</a>	Georgia Society of Association Exe: Sent	10/11/2019 3:22 PM
<a href="#">GSAE hours - confirming 9-20 atter</a>	Wendy Kavanagh Sent	10/11/2019 12:14 PM

# Connecting Members

This area provides the opportunity to connect and build relationships with other members in a members-only environment.

- See your connections with other members
- Browse the directory
- Search for members
- View your connection requests
- See requests from other members



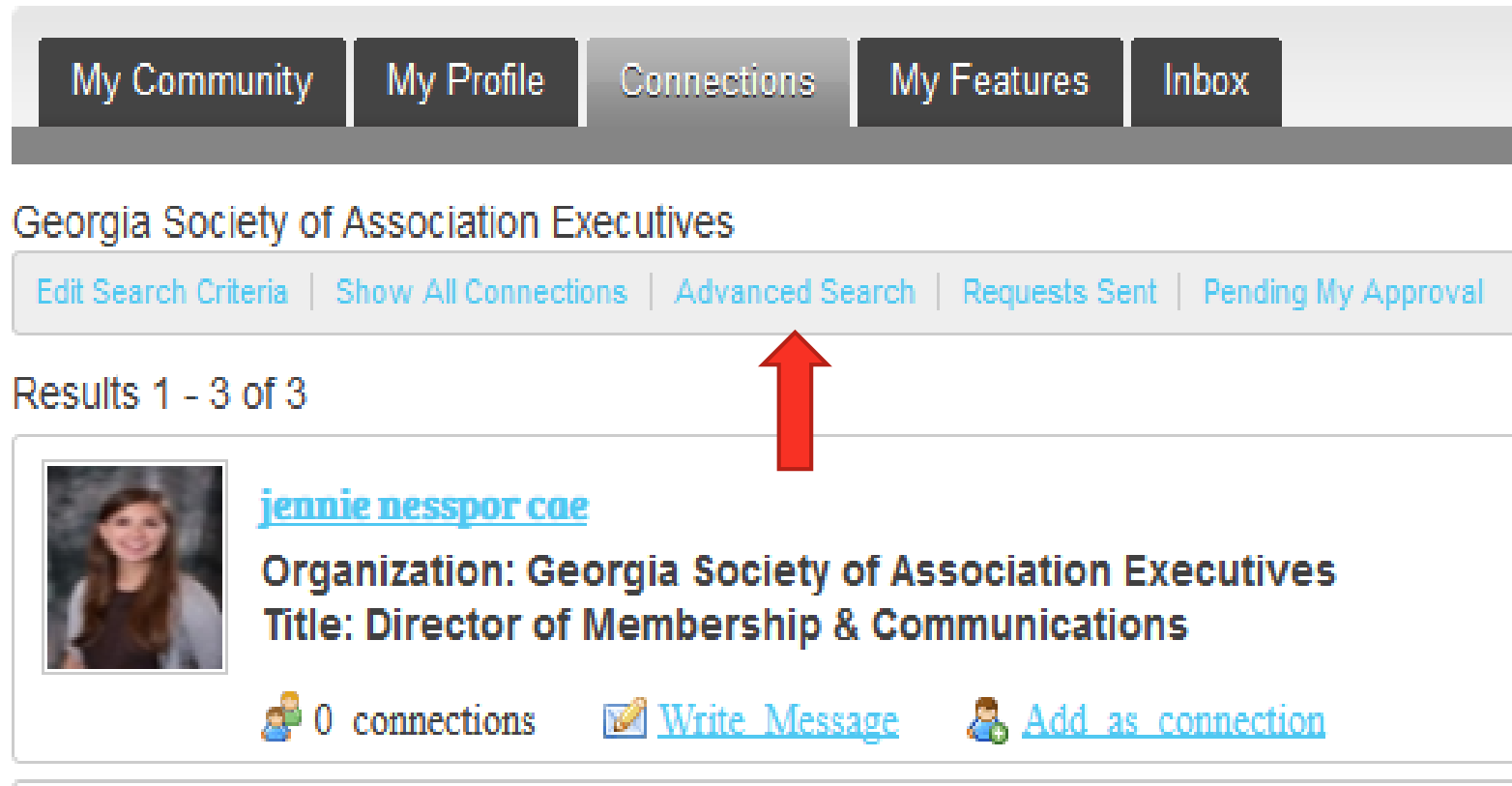
The screenshot shows a user profile interface. At the top, there is a navigation bar with five tabs: 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. The 'Connections' tab is highlighted with a red border. Below the navigation bar, the profile information for 'Jennie Ne' is visible, including a profile picture, the name 'Jennie Ne', and the text '11 months'. Below the name, there is a section for 'Last online' with the text 'less than'. At the bottom of the profile section, it says 'Profile views' and '1 view(s)'. The 'Connections' dropdown menu is open, showing the following options: 'Show All Connections', 'Browse Directory', 'Advanced Search', 'Requests Sent', and 'Pending My Approval'.

# Online Membership Directory

Our Member Directory can be so valuable in connecting you with other members!

Search by variety of items:

- First, Last Name
- Company
- Buyers' Guide
- Areas of Expertise
- Areas of Interest



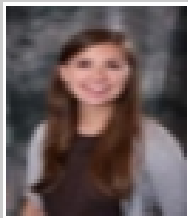
The screenshot displays a navigation bar with five tabs: "My Community", "My Profile", "Connections", "My Features", and "Inbox". Below the navigation bar, the search results are for the "Georgia Society of Association Executives". A secondary navigation bar contains links for "Edit Search Criteria", "Show All Connections", "Advanced Search", "Requests Sent", and "Pending My Approval". A red arrow points to the "Advanced Search" link. The search results show "Results 1 - 3 of 3". The first result is for "jennie nesspor coe", with a profile picture, organization name "Georgia Society of Association Executives", and title "Director of Membership & Communications". Below the profile information are three icons: a group of people for "0 connections", an envelope for "Write Message", and a person with a plus sign for "Add as connection".




My Community | My Profile | Connections | My Features | Inbox

Georgia Society of Association Executives

[Edit Search Criteria](#) | [Show All Connections](#) | [Advanced Search](#) | [Requests Sent](#) | [Pending My Approval](#)

Results 1 - 3 of 3


 [jennie nesspor coe](#)  
Organization: Georgia Society of Association Executives  
Title: Director of Membership & Communications

 0 connections    [Write Message](#)    [Add as connection](#)



# Tracking CEs and Adding Certificates

- Add qualifying credits by clicking 'add credits.'
- For any credits you add, you may edit those details at any time. Just hover over the listing.
- Click 'add certificate' to include a PDF certificate.
- Export a PDF of your educational activity by clicking 'export PDF' and selecting a date range.
- GSAE event credits are added after attendance is confirmed.



See something wrong? [Update your profile!](#)

[Member Directory](#) | [My Profile](#) | [Track Your CAE Hours](#) | [Event Calendar](#) | [My Community](#) | [Community Forum](#)  
[Member Offers](#)

**welcome!**

Let us help you navigate some fantastic Members Only features from here. ....

# Member Partnership Discounts

- Association Laboratory – 25% off
- Motion Picture Licensing Corporation – 10% off annual fee
- Qualified Association Specialist Program – \$199 member pricing
- Human Workspaces - \$199 programming
- Michigan Society of Association Executives CAE products – member pricing



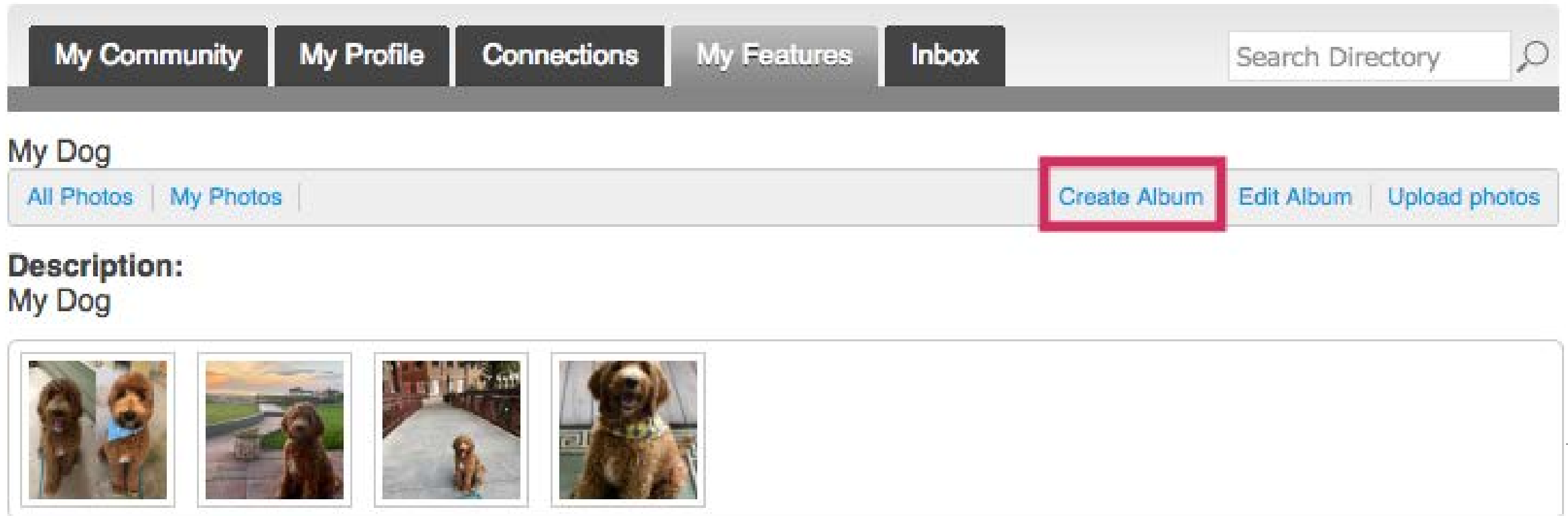
[Member Directory](#) | [My Profile](#) | [Track Your CAE Hours](#) | [Event Calendar](#) | [My Community](#) | [Community Forum](#)  
[Member Offers](#)

welcome!  
↑

Let us help you navigate some fantastic Members Only features from here. ....

# Photos

You may add photo albums to your profile or share photos within your circles



The screenshot shows a social media profile's photo album interface. At the top, there is a navigation bar with buttons for "My Community", "My Profile", "Connections", "My Features", and "Inbox". To the right of these buttons is a search bar labeled "Search Directory" with a magnifying glass icon. Below the navigation bar, the album title "My Dog" is displayed. Underneath the title, there are three tabs: "All Photos", "My Photos", and "Create Album". The "Create Album" tab is highlighted with a red rectangular border. To the right of the "Create Album" tab are two more buttons: "Edit Album" and "Upload photos". Below the tabs, there is a section labeled "Description:" followed by the text "My Dog". At the bottom of the interface, there is a row of four photo thumbnails showing a dog in various settings: two dogs in a close-up, a dog sitting on a path, a dog sitting on a sidewalk, and a dog sitting in a pool.

# E-lists (aka listserves)

Distribute messages to all of the subscribed GSAE members with a simple email to the list address or from your profile

My Community My Profile Connections My Features **Inbox** Search Directory

## E-lists

E-list Name	Subscribed	Email Delivery
<a href="#">Board Meeting Minutes</a>	<input checked="" type="checkbox"/> ON	<input checked="" type="checkbox"/> ON
<a href="#">Events</a>	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
<a href="#">Weekly Meeting Minutes</a>	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF

5 Per Page of 3

Page 1 of 1 First Previous Next Last

# E-lists (aka listserves) cont.

## To get started

- ❑ Log into your profile
- ❑ In the My Features tab, click E-Lists
- ❑ Subscribe to an available list (or double-check your subscriptions)
- ❑ Make note of the list email address
  - ❑ Add as a contact in your preferred email system inbox
  - ❑ Make sure the address is white-listed
- ❑ Click 'edit' to control your contact preferences
- ❑ Click the list name to see and search previous posts

## To participate in a subscribed E-list

- ❑ From your profile, click 'post a new message' OR
- ❑ Send an email *to* the E-list address using the email address listed in your member profile



# Your Invoices – Paid or Due

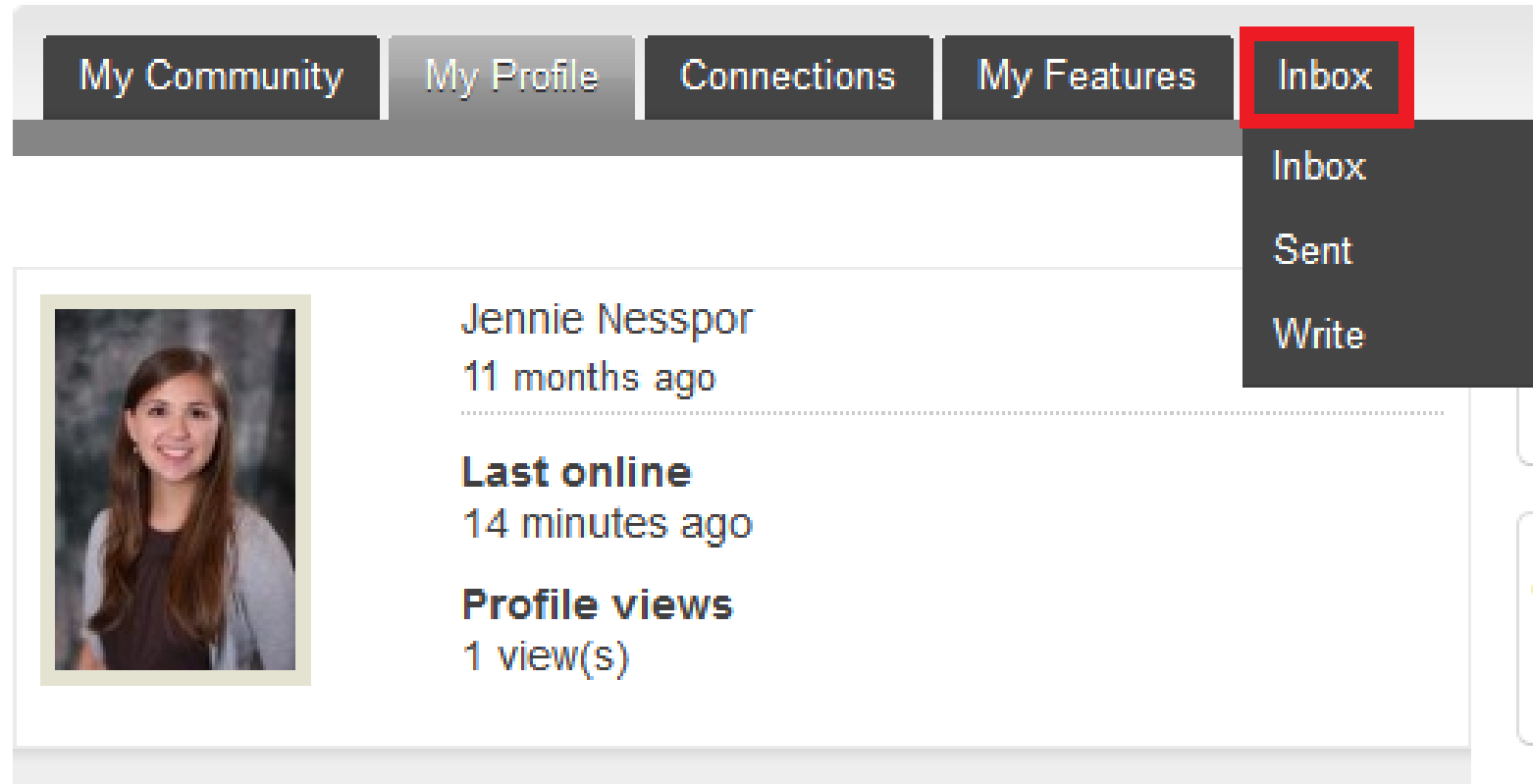
- To open any of these invoices to print or forward, simply click on the Invoice ID in the first column.
- Forms = usually an event or activity
- Dues = auto-generated joining or renewing
- Ad hoc = we made it up for you based on a particular event or service not already in the system

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
<a href="#">435476</a>	Credit Memo	04/12/2016	N/A	Paid	\$-50.00	\$-50.00	\$0.00
<a href="#">1056</a>	Forms	08/10/2015	09/09/2015	Paid	\$75.00	\$75.00	\$0.00
<a href="#">435464</a>	Forms	02/18/2016	03/19/2016	Paid	\$225.00	\$225.00	\$0.00
<a href="#">435515</a>	Forms	06/03/2016	07/03/2016	Paid	\$280.00	\$280.00	\$0.00
<a href="#">435516</a>	Forms	06/03/2016	07/03/2016	Paid	\$50.00	\$50.00	\$0.00
<a href="#">435534</a>	Forms	07/08/2016	08/07/2016	Open	\$-100.00	\$0.00	\$-100.00
<a href="#">435535</a>	Forms	07/12/2016	08/11/2016	Paid	\$-25.00	\$-25.00	\$0.00
<a href="#">435637</a>	Ad Hoc	12/30/2016	01/14/2017	Paid	\$5.00	\$5.00	\$0.00
<a href="#">435747</a>	Forms	04/10/2018	05/10/2018	Open	\$75.00	\$0.00	\$75.00
<a href="#">435745</a>	Forms	04/10/2018	08/18/2018	Open	\$400.00	\$0.00	\$400.00

10 Per Page of 10 Page 1 of 1 First Previous Next Last

# Your Inbox

- ❑ Your profile inbox will show you messages between you and other individual members.
- ❑ These are direct messages between you and one other member.
- ❑ Remember, to send a group-type message, use the E-list system.



The screenshot shows a navigation bar with five tabs: 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. The 'Inbox' tab is highlighted with a red border. A dropdown menu is open under 'Inbox', showing three options: 'Inbox', 'Sent', and 'Write'. Below the navigation bar, a profile card for 'Jennie Nesspor' is displayed. It includes a profile picture of a woman with long brown hair, the name 'Jennie Nesspor', and the text '11 months ago'. Below this, it shows 'Last online 14 minutes ago' and 'Profile views 1 view(s)'. The profile card is separated from the rest of the page by a horizontal dotted line.

# Renewal Time

- Here's an example of a renewal sent directly to your preferred email address.
- Simply “click here to pay this invoice” to pay online or download and print it to mail in a payment.

Dear Jennie,

Thank you for your continued membership and loyalty to your professional organization, GSAE. We hope you see first-hand how GSAE is *connecting leaders, advancing associations*. **Your membership is active until December 31, 2019.**

We currently have you listed as:

**Jennie Nessor**  
**Director of Membership and Communications**  
**Georgia Society of Association Executives**  
**Member Type: Association Executive 2+**

GSAE offers multiple opportunities to **connect with your peers** in meaningful ways:

- All **luncheons** include a networking reception, and five of our six luncheons feature an educational component worth one CAE hour. **Workshops** are often held in conjunction with a luncheon and are typically worth 2-3 CAE hours.
- **Shared Interest Groups** offer the opportunity to connect on a smaller-scale and get practical advice from people who walk in your shoes everyday.
- Our **Annual Meeting** is full of networking opportunities for you to **connect** with your peers and the people you *want* to do business with, hear fabulous speakers, and attend educational sessions designed to make you better at your job.

We'll keep you **informed** about the industry via our monthly GSAE Update e-newsletter, quarterly *connections* magazine, and an informative website full of models and samples to help your organization run effectively and efficiently in a changing and challenging business environment.

Renewing couldn't be easier! Simply click the attached invoice to pay now!

Please contact Jennie Nessor, CAE, GSAE's Director of Membership & Communications, with any questions about your membership or renewal at (404) 577-7850 or [gsae@gsae.org](mailto:gsae@gsae.org). We're always here if you'd like to talk more about how to maximize your GSAE membership.

Best wishes for your continued success. We hope to see you soon and often!

Wendy W. Kavanagh, CAE  
President

Jennie Nessor, CAE  
Director of Membership and Communications

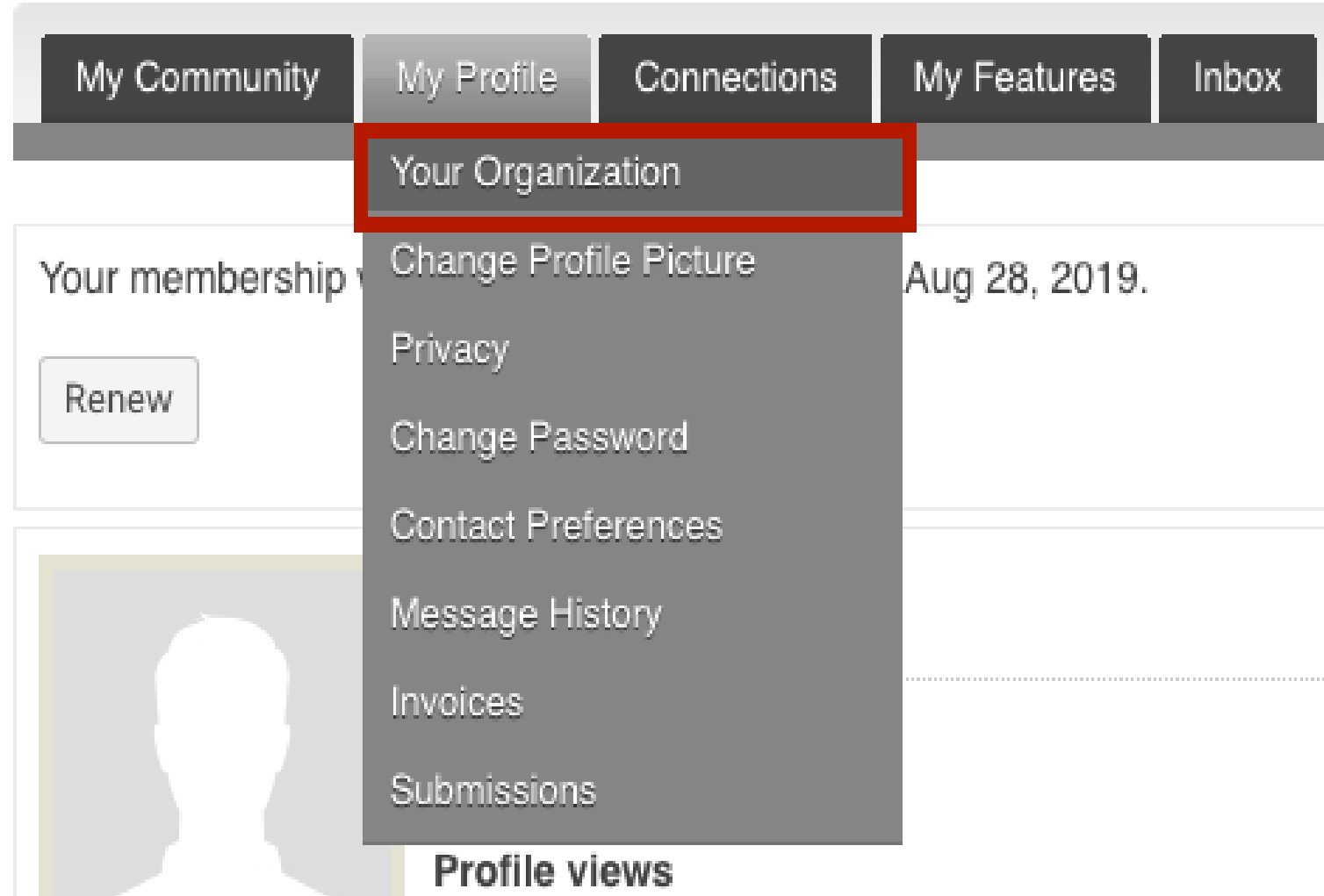
*PS: The GSAE Foundation makes it convenient for you to become a philanthropist! The GSAE Foundation exists to expand GSAE's capacity to advance and promote the association management profession. Your donations assure we can continue to provide grants for interns in Georgia-based association offices, help fund the Clifford M. Clark Award Honorarium and support travel costs associated with the Abit Massey Lecture Series. [Please consider donating today.](#)*

[Click here to pay this invoice](#)

# Managing a Corporate Supplier Membership

If you are the key contact (*aka: admin*) for your company's membership, you are able to make changes to the organization's profile *through* your personal profile.

To access and update your organization's profile, hover your mouse over 'My Profile' and click on 'Your Organization.'



# Managing Company Info

- ❑ These fields show you what information we have for your company and any linked profiles (individual representatives) associated with it.
- ❑ Please fill in any blanks and upload your company logo.

*Note: the email field is the email address to which we will send the renewal notice for the primary membership dues*

- ❑ Make sure to click 'save' when finished!

The screenshot shows a user profile management interface. At the top, there is a navigation bar with tabs for 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. A search bar labeled 'Search Directory' is on the right. Below the navigation bar, there is a secondary bar with links for 'Profile', 'Change Profile Picture', 'Contact Preferences', 'Message History', 'Invoices', 'Submissions', and 'Individual Profiles'. The main content area is titled 'Organization Logo' and contains a form with the following fields:

- Join Date:** 01/01/2019
- Member Type:** Corporate Supplier
- Member Status:** Active
- Organization:** TEST GSAE
- Email:** gsae@gsae.org
- Phone:** (404) 577-7850
- Address:** 233 Peachtree St. NE
- Ste.:** 751
- City:** (empty)
- State:** None
- Zip:** 30303
- Country:** United States

At the top right of the form, there are 'Cancel' and 'Save' buttons.



# Questions? Contact us anytime!

**President**

**Wendy Kavanagh, CAE**  
**wendy@gxae.org**

**Director of Membership &  
Communications**

**Jennie N. Thomas, CAE**  
**jennie@gxae.org**

**Georgia Society of Association Executives**  
**233 Peachtree St. NE, Ste. 751, Atlanta, GA 30303**  
**(404) 577-7850**  
[www.gxae.org](http://www.gxae.org)

