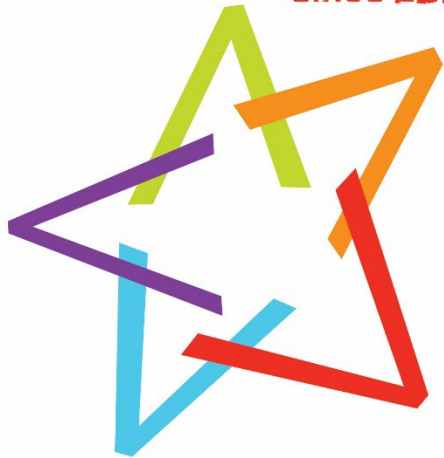


producing association
rock stars
since 1917



& 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.

We look forward to seeing you soon!



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
 - ❑ Published 2nd Thursday each month
- ❑ Quarterly [connections](#) magazine
- ❑ [Models and samples](#) to help your organization run effectively and efficiently

www.gsae.org



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



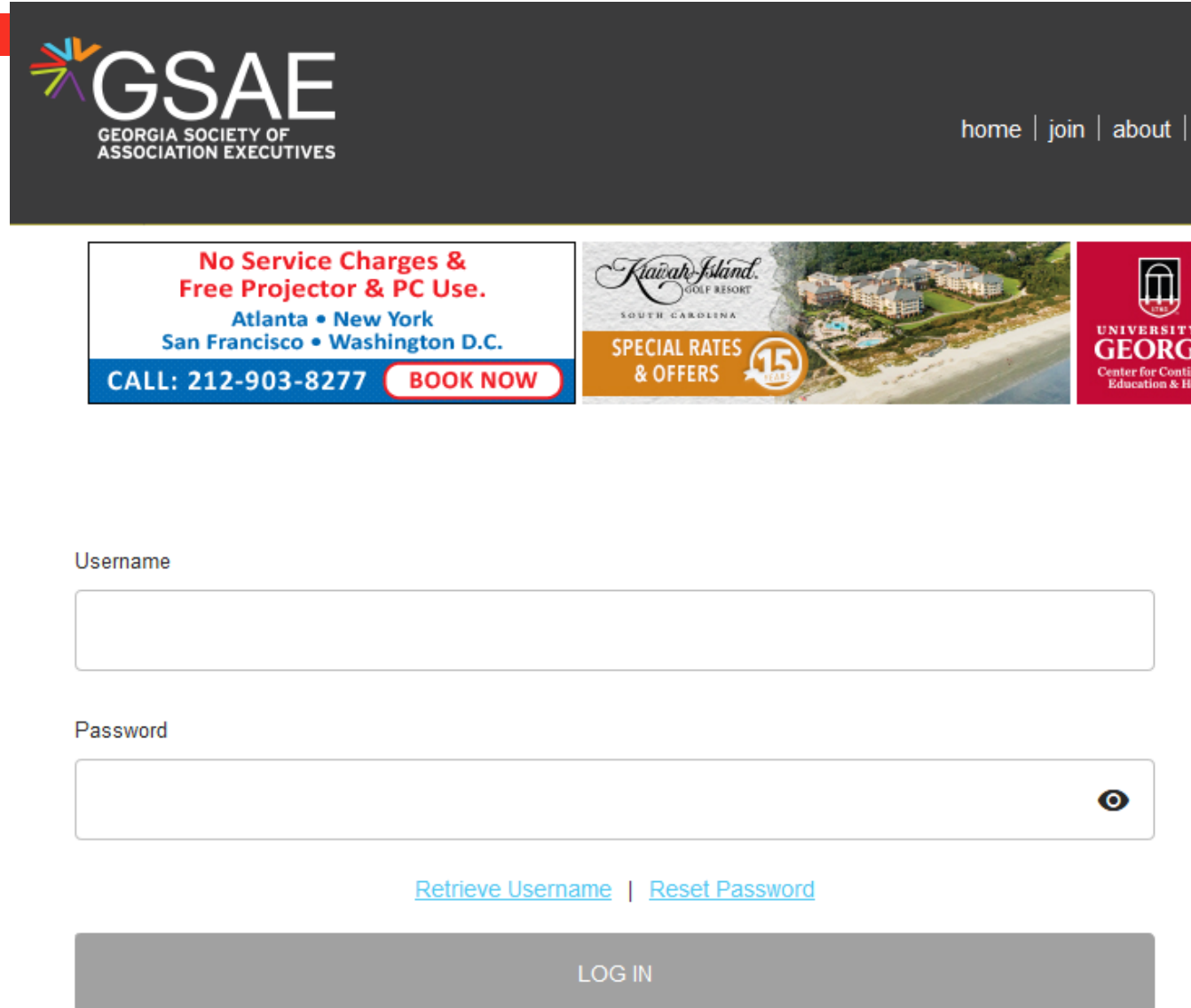
Membership has its privileges

- ❑ Our website is a product of [MemberClicks](#), A Personify Company
 - ❑ 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.



The screenshot shows the GSAE (Georgia Society of Association Executives) website. The header features the GSAE logo and navigation links: home | join | about. Below the header is a banner with three advertisements: 'No Service Charges & Free Projector & PC Use.' for Atlanta, New York, San Francisco, and Washington D.C.; 'Kauai Island Golf Resort' with 'SPECIAL RATES & OFFERS' and a '15 YEARS' anniversary badge; and 'UNIVERSITY GEORGIA' Center for Continuing Education & Health. The login section includes a 'Username' label and a text input field, a 'Password' label and a text input field with a toggle eye icon, and links for 'Retrieve Username' and 'Reset Password'. A 'LOG IN' button is at the bottom.

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**

Kauai Island
GOLF RESORT
SOUTH CAROLINA
SPECIAL RATES
& OFFERS **15 YEARS**

UNIVERSITY
GEORGIA
Center for Continuing
Education & Health

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



jennie nesspor cae
georgia society of association
executives
association executive 2+

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.

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



Add Comment

Show All (0)

Username

JennieNesspor

Cancel

Save

Expiration Date

12/31/2050

Join Date

10/01/2012

Member Type

Association Executive 2+

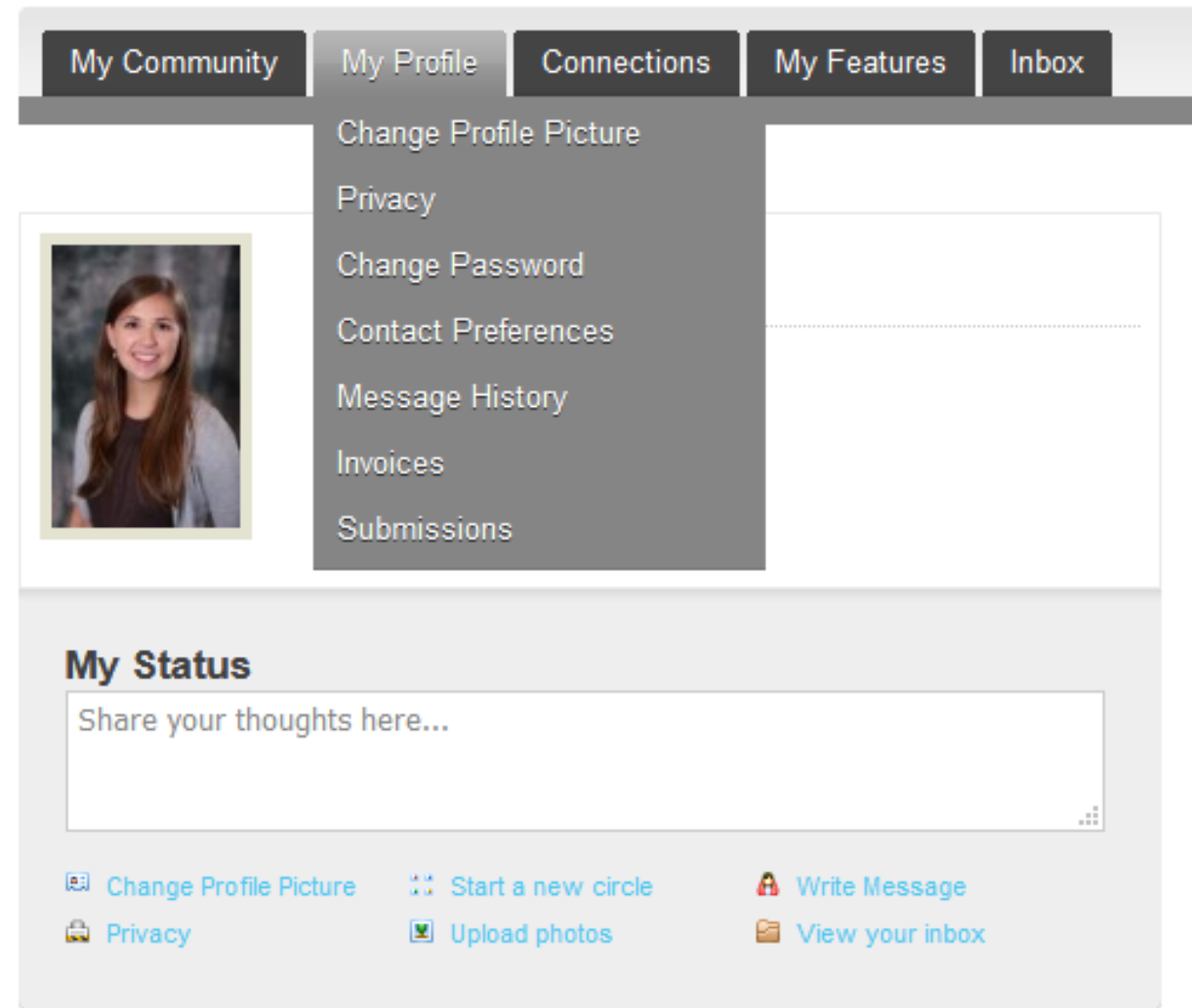
See What Your Profile Says

- ❑ 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



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.

My Community		My Profile	Connections	My Features	Inbox	Search Directory	
Message History		Change Profile Picture					
Subject		Privacy				Status	Date
Boosting Non-Dues		Change Password				Sent	10/16/2019 1:56 PM
GSAE CAE Mock Exam		Contact Preferences				Sent	10/15/2019 10:46 AM
GSAE: Thank You for		Message History				Association Exe	Sent 10/11/2019 3:42 PM
GSAE Holiday Luncheon Registrati		Invoices				Opened	10/11/2019 3:43 PM
GSAE: Thank You for your Payment		Submissions				Sent	10/11/2019 3:39 PM
GSAE Holiday Luncheon Registrati						Sent	10/11/2019 3:39 PM
GSAE: Thank You for your Payment						Sent	10/11/2019 3:24 PM
GSAE Holiday Luncheon Registrati						Opened	10/11/2019 3:29 PM
Password Reset Confirmation						Sent	10/11/2019 3:22 PM
GSAE hours - confirming 9-20 after						Sent	10/11/2019 12:14 PM

10

▼

Per Page of 88

Page 1

▼

of 9

First

Previous

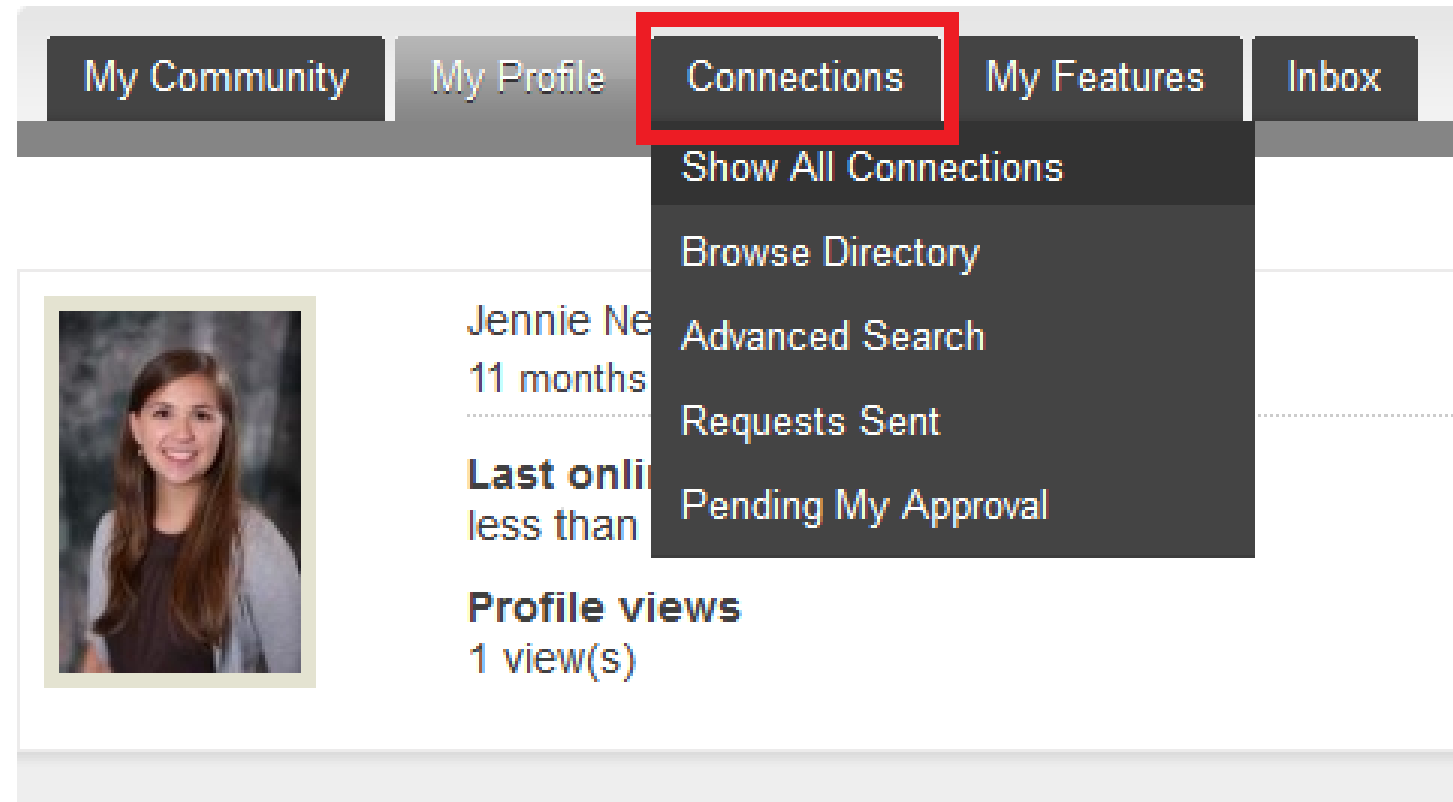
Next

Last

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

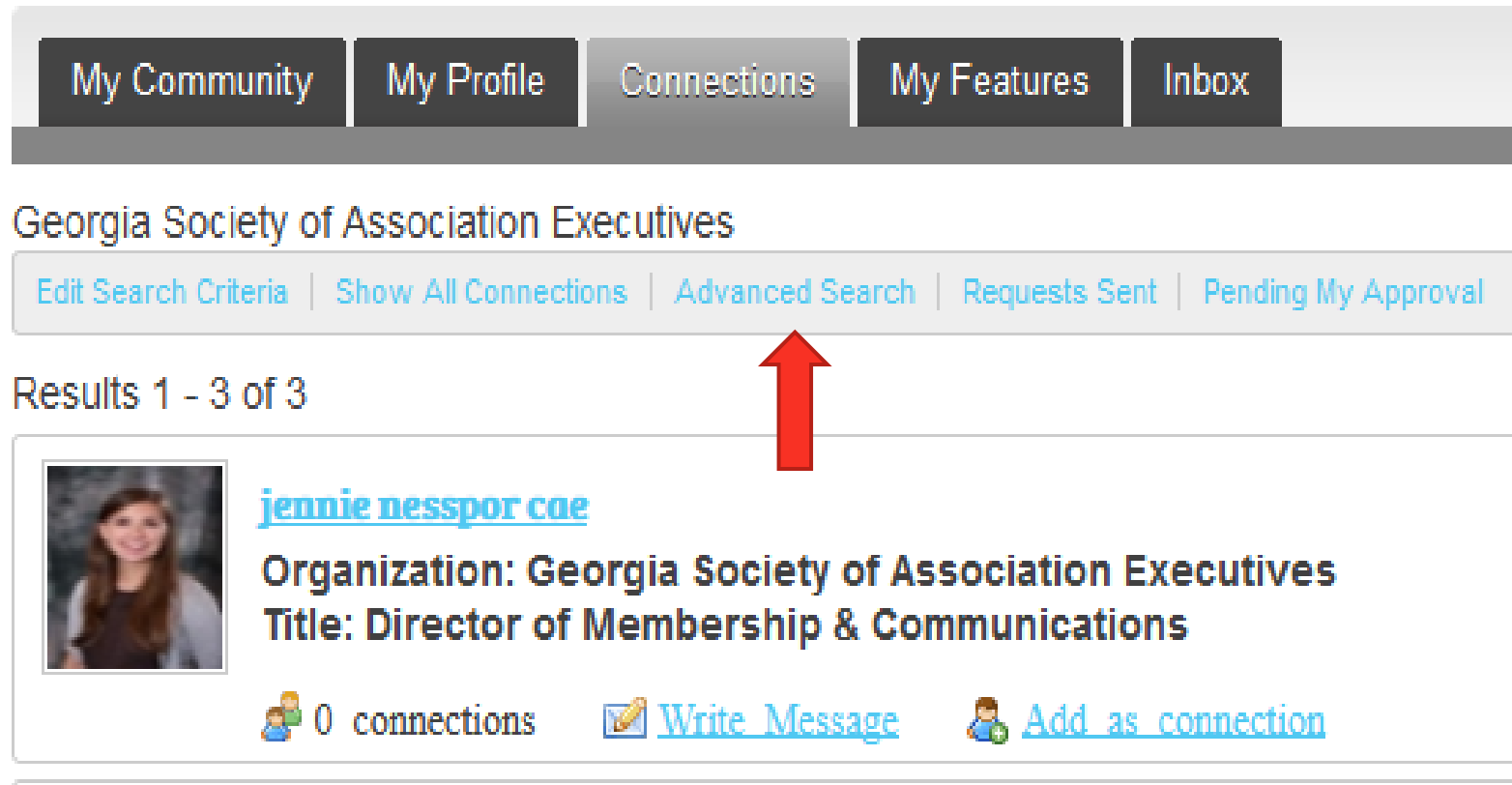


Online Membership Directory

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



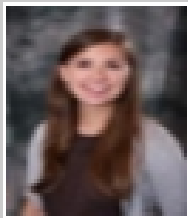
The screenshot displays the user interface of an online membership directory. At the top, there is a navigation bar with five buttons: "My Community", "My Profile", "Connections", "My Features", and "Inbox". Below this, the search results are for the "Georgia Society of Association Executives". A secondary navigation bar contains links: "Edit Search Criteria", "Show All Connections", "Advanced Search", "Requests Sent", and "Pending My Approval". A red arrow points to the "Advanced Search" link. Below the links, it shows "Results 1 - 3 of 3". The first result is for "jennie nesspor cae", with a profile picture. To the right of the picture, the text reads "Organization: Georgia Society of Association Executives" and "Title: Director of Membership & Communications". At the bottom of the result, there are three icons: a group of people, a message icon, and a person icon. Next to the group icon is "0 connections". Next to the message icon is a link "Write Message". Next to the person icon is a link "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

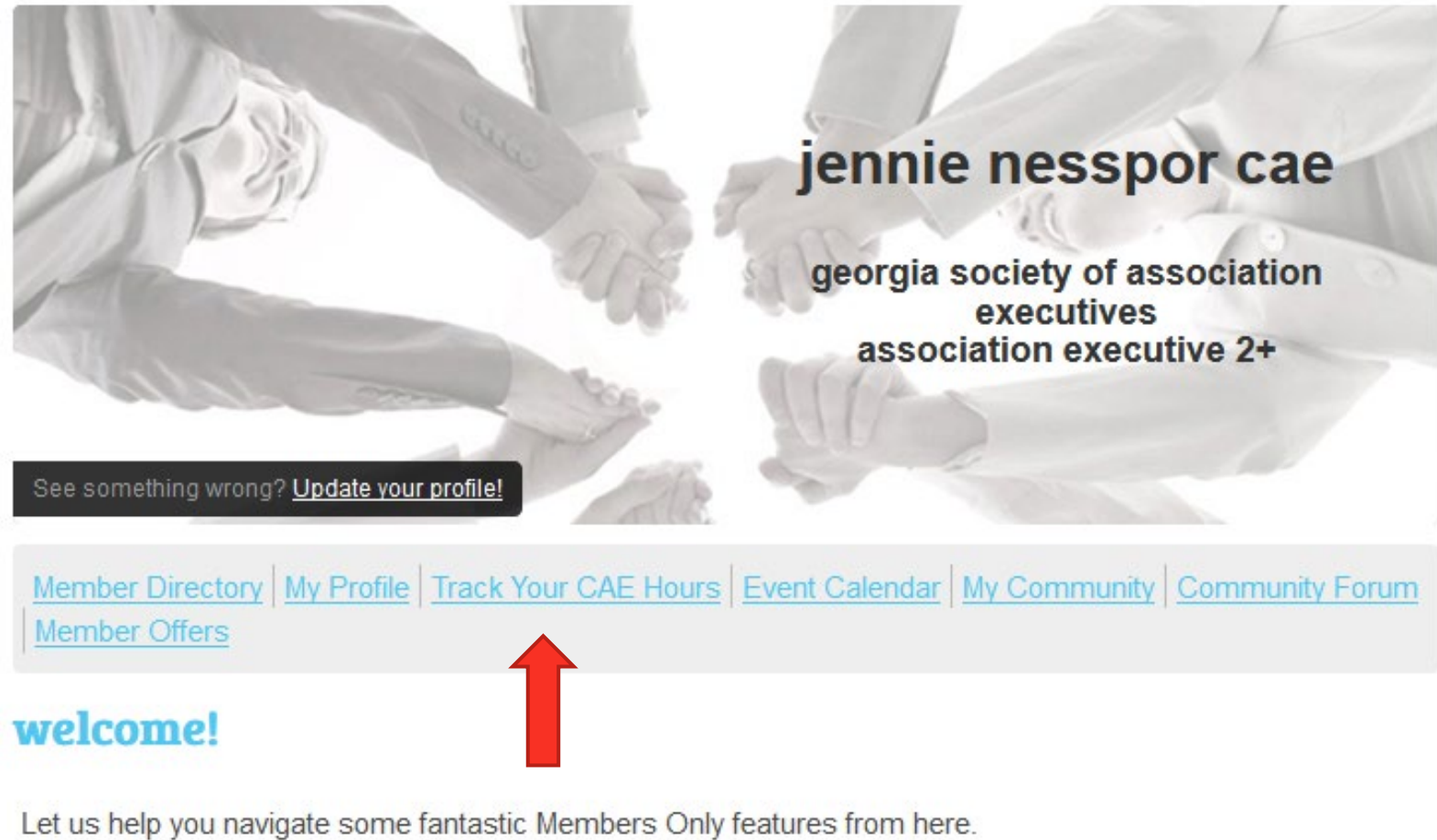
 [jennie nesspor cae](#)

Organization: Georgia Society of Association Executives
Title: Director of Membership & Communications

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

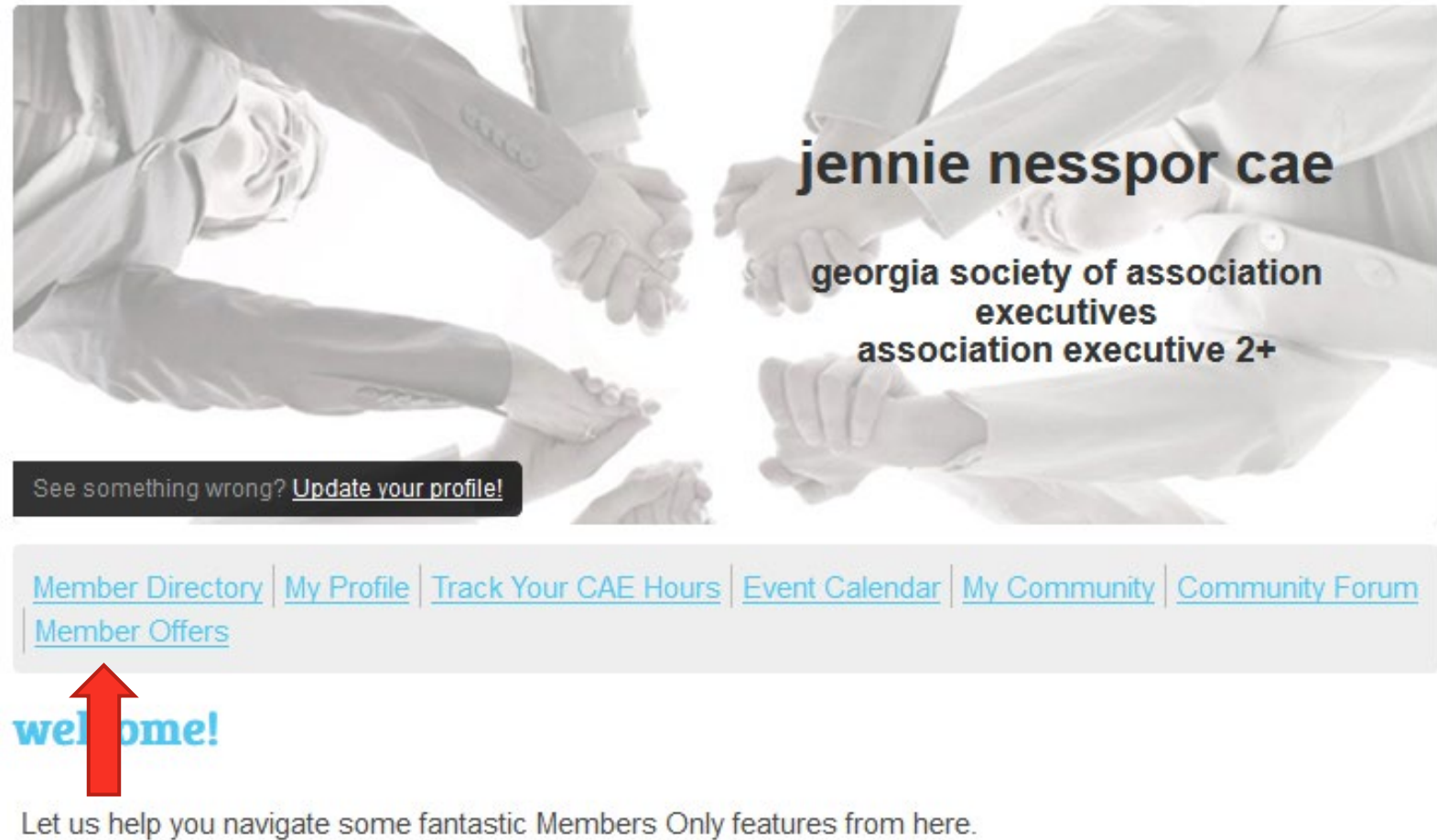
Tracking CEs and Adding Certificates

- 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.



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



Photos

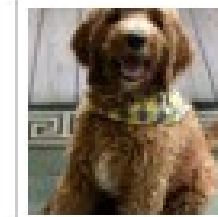
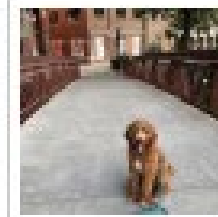
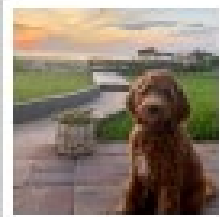
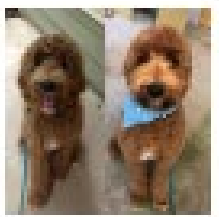
You may add photo albums to your profile or share photos within your circles

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#)

My Dog

[All Photos](#) [My Photos](#) [Create Album](#) [Edit Album](#) [Upload photos](#)

Description:
My Dog



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

E-lists

E-list Name	Subscribed	Email Delivery
Board Meeting Minutes	<div>ON</div>	<div>ON</div>
Events	<div>OFF</div>	<div>OFF</div>
Weekly Meeting Minutes	<div>OFF</div>	<div>OFF</div>

5

⬆

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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


My Community

My Profile

Connections

My Features

Inbox



Invoices

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

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Page 1

of 1

First

Previous

Next

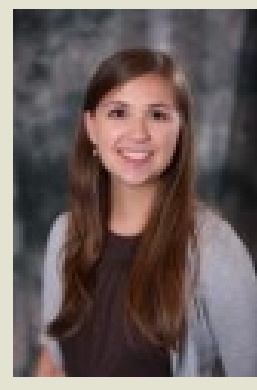
Last

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.

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#)

[Inbox](#)
[Sent](#)
[Write](#)



Jennie Nesspor

11 months ago

Last online

14 minutes ago

Profile views

1 view(s)

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. 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

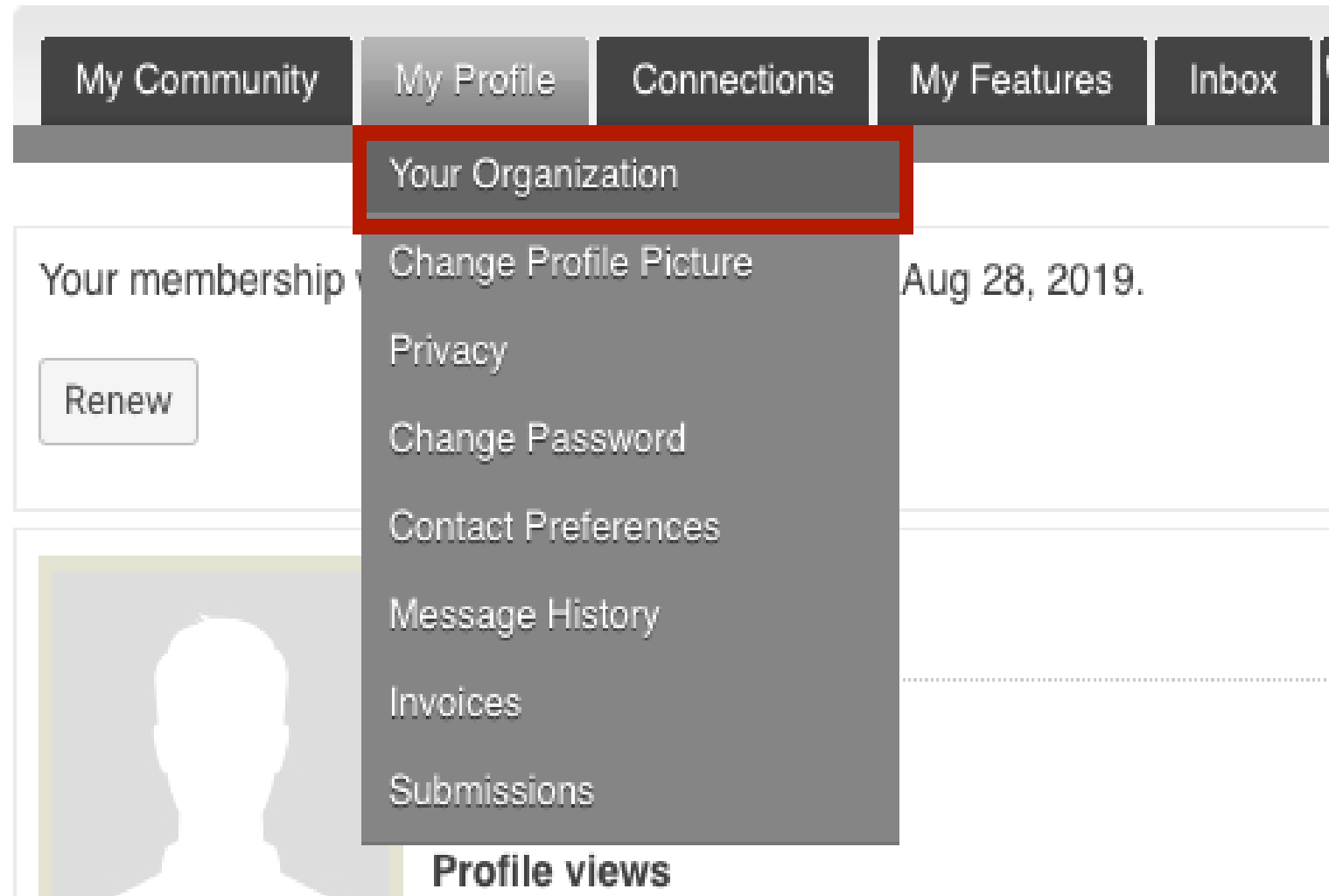
PS: The GSAE Foundation makes it convenient for you to become a philanthropist! The GSAE Foundation exists to expand GSAE's capacity to advance and promote the association management profession. Your donations assure we can continue to provide grants for interns in Georgia-based association offices, 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!

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#)

[Profile](#) | [Change Profile Picture](#) | [Contact Preferences](#) | [Message History](#) | [Invoices](#) | [Submissions](#) | [Individual Profiles](#)

Organization Logo

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
None 30303
United States

Cancel

Save

Questions? Contact us anytime!

President

Wendy Kavanagh, CAE
wendy@gsae.org

**Manager of Membership &
Communications**

Corrin M. Wagnon
corrin@gsae.org

Georgia Society of Association Executives
1270 Caroline St. NE Ste. D120 #359 Atlanta, GA 30307
(404) 577-7850
www.gsae.org

