Welcome to the APSNA web site. APSNA is truly a web-based organization. We currently have over 600 members from around the nation and other countries. The website is used as the main means of communication for our members.

This document is intended to help you use the web site more efficiently and effectively, and to answer the more frequently asked questions we receive.
When the general public enters APSNA’s web site, they have access to information about the organization which includes:

- **General Information**, our history, Board of Directors and Bylaws
- **Events Calendar**, information is posted on national events of interest such as our annual Scientific Meeting as well as special interest groups meeting times.
- **Career Opportunities**
- **Continuing Education Offerings** available through the *Journal of Pediatric Surgical Nursing* (APSNA’s publication) produced four times per year
- A link to buy APSNA’s Textbook: *Nursing Care of the General Pediatric Surgery Patient, Third Edition*.
As an APSNA member, you have access to the information as the general public does, but once you log in with your unique user name & password, you will also have access to:

- Customize and manage your profile information
- Subscribe to a variety of networking forums discussions – Special Interest Groups
- Access your colleagues via the Member Directory
- View the current and previous editions of *Journal of Pediatric Surgical Nursing*
- View and contribute to APSNA networking forums

View the following for more details and info . . .
THE APSNA NETWORKING FORUMS

This is a great tool for quick communication with other APSNA members. It allows you to ask a patient care question of a large group of members at one time, & receive quick answers. **You are not automatically subscribed for APSNA’s Networking Forum when you join APSNA.** If you choose to participate in the Forums, you will need to follow the following instructions, otherwise **you will not be able to send or receive** important communications from APSNA members.
Go to *Members Networking* - by hovering over the “Members” section on the top tool bar.
Update Your Profile, then go to Groups to Subscribe the Networking Forum.
MEMBERS NETWORKING FORUM

Choose the Group You Want – “Members”
Click on “Forums,” “General Discussions:”
Go to “Forum Actions,” and hover over this, to get to the drop down menu.
MEMBERS NETWORKING FORUM

Click Subscribe either to: **Instant Updates** or to **Digest** (daily summary)

**Green check mark, means YOU ARE NOT subscribed.**

You will now get notified if a member posts a query, etc., you will need to log onto the website and either look, review, or answer. Remember subscribe (check the green arrow and leave a white “X” in red circle), if you want to get notified that something has been posted.
MEMBERS NETWORKING FORUM

To Post Topic:
MEMBERS NETWORKING FORUM

Please remember to subscribe to this topic, if you want to be notified when someone replies.

How to Reply: If you have subscribed to the forum, you will get the following notification. You will need to follow the link (red arrow) to view the full post, and reply if you want to do so. You will need to subscribe to this topic, if you want to get notifications of replies.

(See second image below)
MEMBERS NETWORKING FORUM

Remember to subscribe to the TOPIC by clicking on the “thread actions” dropdown menu.
How to Choose a SIG:
From the APSNA homepage, go to Members > Special Interest Groups – then choose as many SIGs as you want to belong to and click on the one you want
Once you are in the Group (SIG) you want, click “Join a Group”
Journal of Pediatric Surgical Nursing, our society journal published four times per year, is available to members only. You can read it, print it for future reading, or save it for later. You may also earn free Contact Hours by taking the post-test.
APSNA’s Board of Directors elections are online every year. This allows all members equal access to voting for their Board. We also have online polls.
As a member, you will receive automatic e-mail reminders when it’s time to renew your membership. These come with a direct link to your profile for secure, online renewal.
SECURITY

APSNA does not tolerate SPAM, or other unauthorized use of our web site. This includes, but is not limited to, job postings via any online communication forums, use or sharing of a member’s e-mail address with anyone other than APSNA membership, (without specific consent of the member) or solicitations of any kind not authorized by APSNA.
FAQ’S

Why am I not receiving e-mails or notifications from APSNA?

✗ Make sure your membership is active. Access and entry to the web site can confirm this.

✗ Make sure the e-mail address in your profile is correct, and that it is the account you expect to be receiving notices at. (Remember, for the emails and notifications – e-mails can only be sent / received from the one e-mail account you have indicated in your profile.)

✗ Make sure you’ve added our incoming email addresses to your “safe” lists. Oftentimes sites sending out large numbers of e-mails are viewed as spam and are “junked.” Check your settings & filters. If your e-mail address is through your healthcare institution, contact your IS department and ask them to allow YourMembership (www.yourmembership.com) through.

✗ For more information – please visit our FAQs page

✗ If that doesn’t work, e-mail us at webadmin@apsna.org or infosystemschair@apsna.org
MEMBERS NETWORKING FORUM MESSAGES

Why am I not getting Networking Forum messages?

- Some ISP's or e-mail service providers will block incoming emails from website names that are not familiar to them. This is a valuable service - and effectively filters unwanted spam from making its way to your organization's email service. On occasion, the APSNA organization communications (as well as our messages) are captured by this same filter system. To alleviate the filtering of key organization messages and communications from colleagues, it is best to enter the yourmembership.com domain into any spam filters associated with your network or email client to permit email delivery from APSNA.

- If you are not receiving e-mail messages, be certain to check the trash, junk or bulk mail folders to be certain that mail is not inadvertently delivering to these destinations. This can occur if you do not have yourmembership.com and any associated organization domain in your "trusted senders" listing. This will ensure that APSNA communications are delivered direct to your email accounts.

- Often times, your e-mail provider or internal enterprise IT Department can provide assistance on this topic. APSNA does not distribute or sell your e-mail account to any third party vendor or organization.
Click on the “Forgot your password?” below the sign in area. If you still have trouble – contact our web administrator. The contact e-mail for the administrator is available on every page of the APSNA site.

Don’t forget – you can change your username and password easily. Use one that’s easy for YOU to remember.

Log into website, click on My Profile, then “Manage Profile” – and “Edit Bio”. Simply add new password in pop-up window and submit.
APSNA WEBSITE

As you become more familiar with apsna.org, the site will become more and more useful to you.
Linda Haga, one of our past presidents, said it so well in Weaving Through the Web, Vol. I:

“Remember, this is your organization and your web site. We are always looking for ideas and ways to improve it. We welcome suggestions and comments from you at any time.”

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