

FSOMA's Webpage Member Benefit

1.) Important Information About Your Personal Web Page

One of your benefits as a member of FSOMA is that you are given a FREE web page on (and in) the FSOMA website. Most of you know about this and are utilizing it, but there are many of you that don't seem to be aware of this or utilizing it. As well, there are many that do not understand how to use it and that you must manage it and keep it up to date. The most important thing to know is that the FSOMA office DOES NOT go in and update your contact information as it changes, or add the detailed description of your practice. These are both YOUR responsibility.

As well, the membership information you provide the FSOMA office when you join or renew does NOT link or "sync" with these web pages. They exist and survive INDEPENDENTLY from each other.

Your web page on the website is exactly that, YOUR webpage. You are in complete control of it, and it is only as accurate and up to date as you keep it.

Accessing it and managing it is very SIMPLE. You only need to know your password and where to go. Then it is very simple and easy. You can change things in there any time you want and from any computer with internet access.

To find your CURRENT page (to check it): On the front page, click on "Find An Acupuncturist Near You", then click on "Find An Acupuncturist Near You". There are three search fields and you can be found through either of these fields. This is where the information is seen by the public and fellow Acupuncturists, and where you go to check your information.

You make changes to it in another area of the website. And you will need your user name and password to set up or to make changes.

Your password is your responsibility to set up and to keep. You are given a temporary password when FSOMA sets this up for you, but it is highly recommended that you change it and make up one on your own. The temporary one is very simple and can easily be figured out by others. Also- you need to manage your usernames and passwords, not the FSOMA office. We do what we can as a courtesy, but cannot manage and maintain everyone's passwords. The website can send you your password if you forget it, using that button.

If you do not remember your password, click on "Forgot My Password" -- the website will send a message to the Email address it has—NOTE: this may be out of date, also. So if you do not get a return email with your password, this is probably the reason. You will have to email the FSOMA office to ask for your password. Then PLEASE RECORD IT for future use.

On the front page, click on "Member Login", this brings up a page that asks your user name and password. Enter them and click "Log In". Then Click on "Create/Modify Your Webpage on the far right.

From there it is simple. You can make any changes or updates to the address you would like prospective patients to see and use, you can also create three separate sections of information. If you would like an example of what is meant about these "sections", you are welcome to go to listing of Amy Sear or Annie Sturman and see how others have used the page. You may title your sections anything you want and you create all the wording inside the sections you create. And you can make changes anytime you want. But you must save your password as you will need it each time you want to go in there.

2.) FAQ's (Frequently Asked Questions)

Q. When I join FSOMA, I get a webpage for myself and my practice?

A. Yes this is one of your member benefits. You can promote your practice through your webpage on FSOMA's website.

Q. How do I get on my webpage?

A. When you join, you are given a temporary username and a temporary password. When you go onto FSOMA's website (fsoma.com), enter into OM Professionals,

then click on Members. You will be prompted for your username and password. Log into that and then you will be able to click on Create/Modify Your Home Page.

Q. What happens to the temporary username and password?

A. When you log into your web page, you can change your username and password to whatever works for you.

Q. Will FSOMA have my permanent username and password?

A. Yes, we can access that information if you have a need for us to. Otherwise, we don't go there.

Q. What do you mean you don't go there? Doesn't FSOMA keep up our webpage for us?

A. No! You are responsible for maintaining your webpage.

Q. How will I know how to do that?

A. There are instructions that can be clicked on at the top of your web page. We suggest you read them before getting started. It's simple, really.

Q. How does FSOMA then know when I have contact information changes?

A. We don't. Not until you inform us. We do not search member webpages for changes in contact information. FSOMA keeps an administrative database, separate from members' web page listings. Our administrative database helps us to keep track of members' contact info, allows us to include you in e-blasts, allows us to mail you conference registrations and Journals, etc. So, it is important when you have changes to not only place them on your webpage, but also to alert FSOMA's business office (info@fsoma.com).

Q. How much can I put on my home page?

A. Not a ton of stuff, but you will be able to direct patients to your office, give the contact information you want the world and prospective patients to have. And there are some categories where you can fill in other information about your practice, such as if you specialize and/or have particular experience with particular types of health problems, if you have advanced degrees, special education, etc.

Q. Do I have any choices when it comes to the design of my webpage?

A. Yes, there are 8 different choices for graphics.....you play with them and choose.

Q. How do prospective patients find me through my webpage?

A. First of all, they go to the FSOMA website. Then they click on Patient Resources, then on Acupuncture Physicians Near You. FSOMA has three different ways for them to find you: by entering your last name, by entering the city in which they are interested in finding an acupuncture physician, or by entering a zip code to see if there are any in their area.