



# AIHA Potomac Local Section Member Information

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## Website

### Public View

The website is located at [AIHA Potomac Local Section - Home \(potomacaiha.org\)](http://potomacaiha.org)

We are always seeking to improve our website. Please send feedback to the website director.

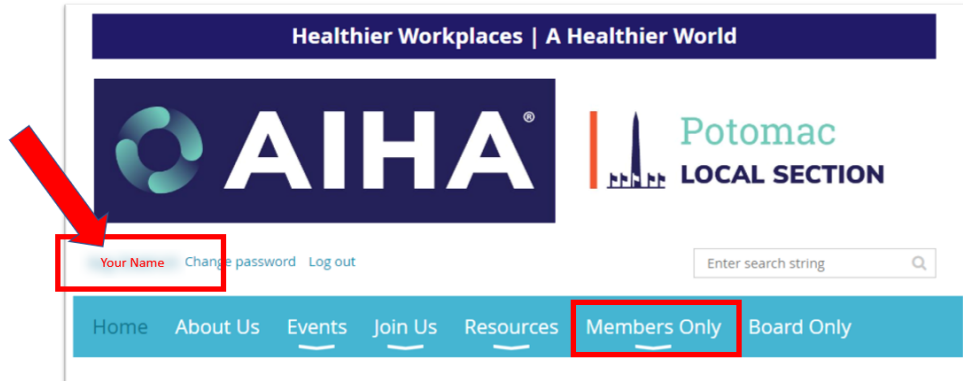
## Membership

Renewal of membership is annual (January 1 – December 31). This changed from a rolling renewal cycle in 2022. Current members are due can renew at any time during the year - the membership is \$30 or \$10 for students. Proration for new members may be available.

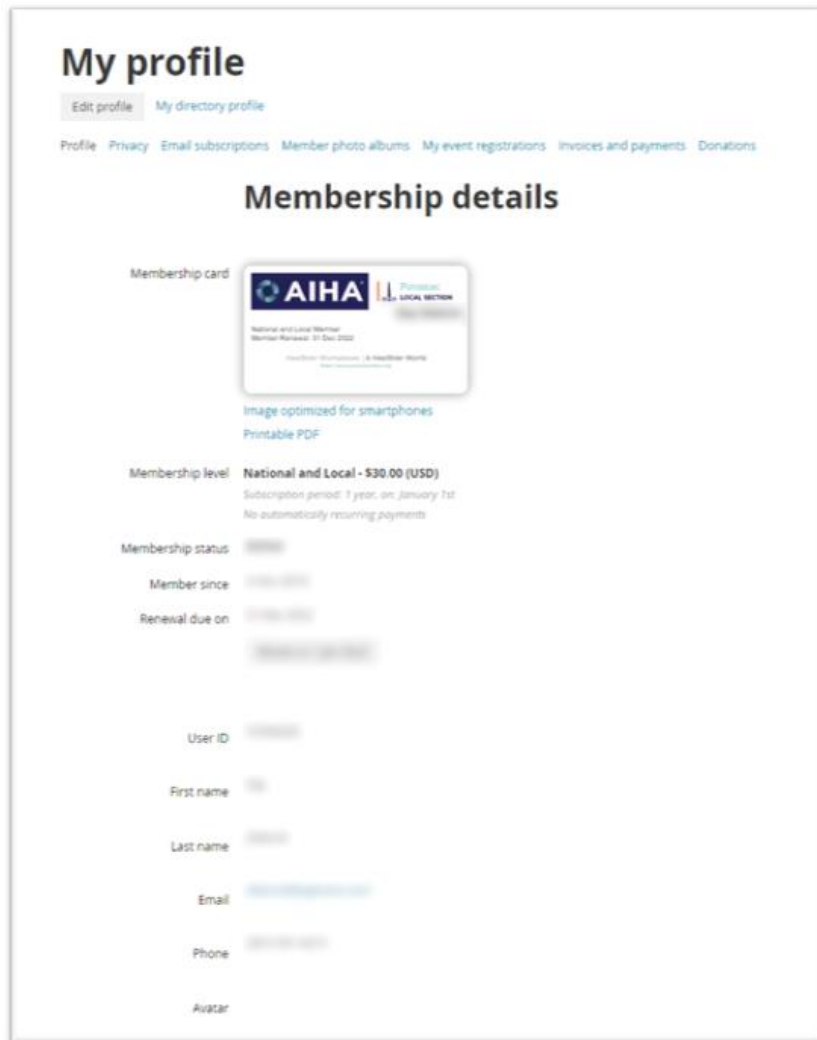
## Website Member View and Capabilities

**Login to access the member area and directory. If you have not logged in before use forgot password and the email associated with your membership.** You must login to view the member areas or make changes to your profile.

After you log in you can click on your name to see your member profile, past events and manage what emails notifications are sent to you. You will also see the “Members Only” tab. In addition , you will be able to post on the jobs or member forum under resources.

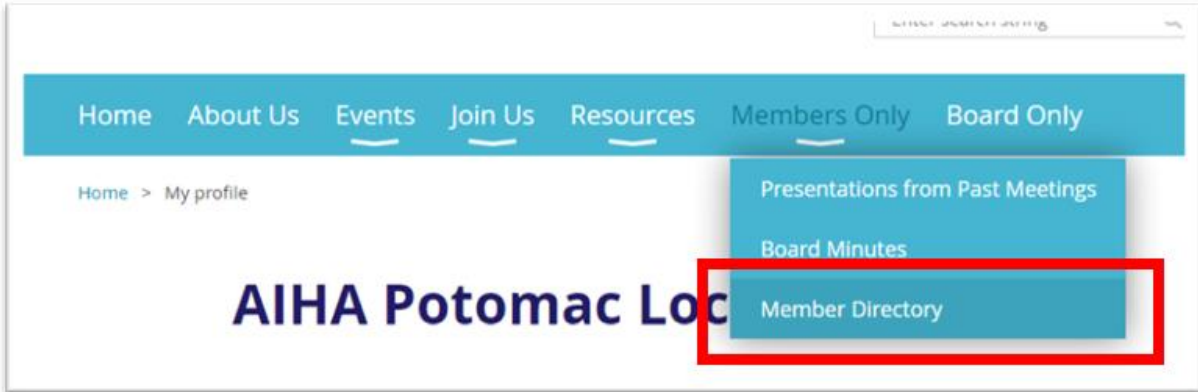


Add an additional email or change your privacy settings.

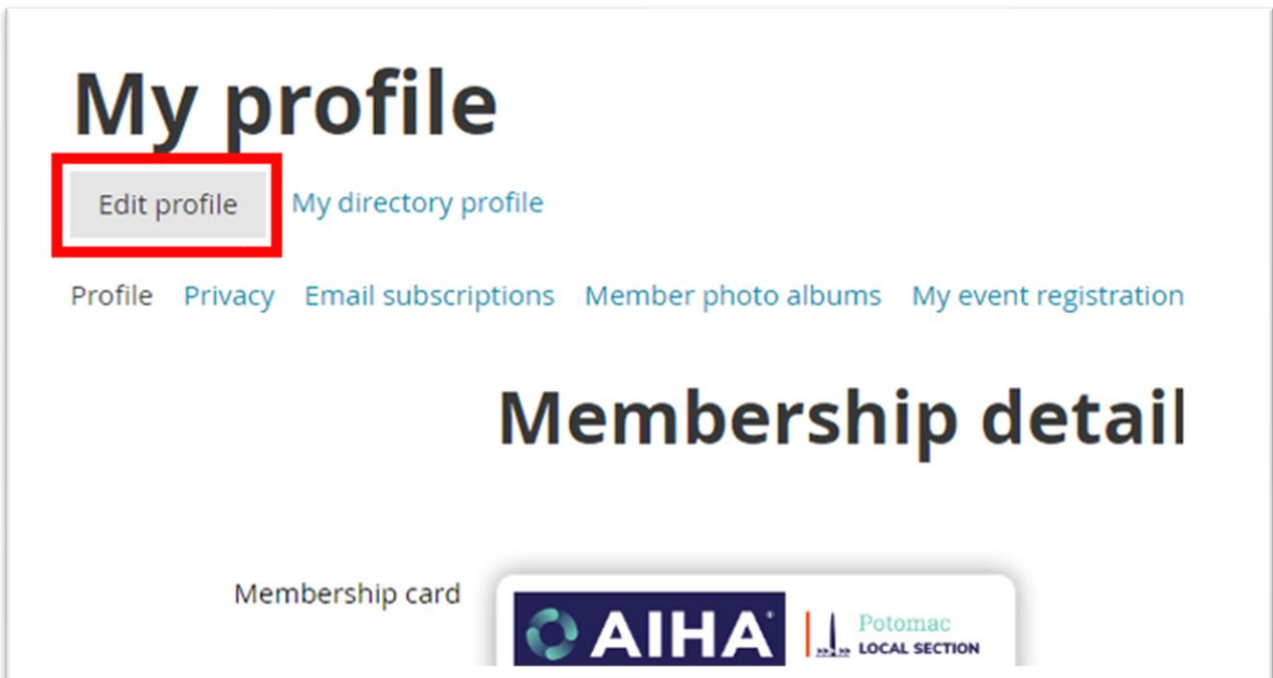


## Directory

As a member you are added to our membership directory – there are over 100 members in the local section! Members can search the directory but this information is not public. Login FIRST.



You can update your profile once you log in. To access, just click on your name. In your profile area, you can change your contact information, add a second email, review your privacy settings, email subscriptions (do you want an email every time a job is posted?), view prior events attended and more.



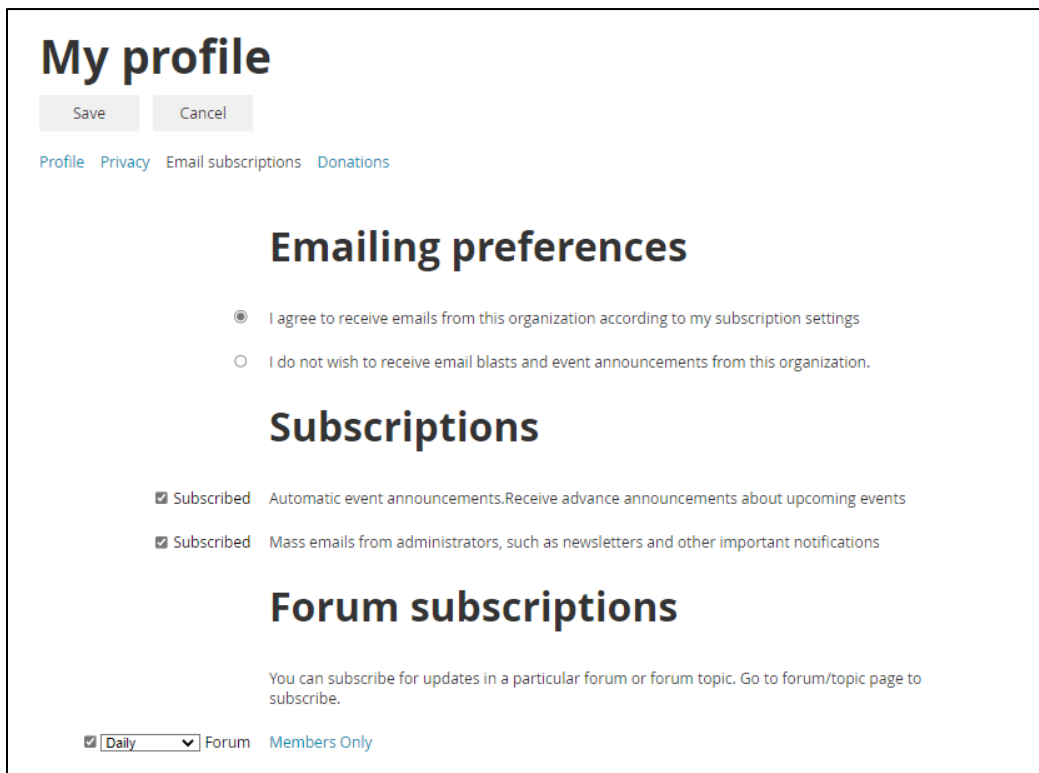
## Email

### [Change or add an email address](#)

As a member you are added to our membership directory. Members can search the directory but this information is not public.

### [Set Email Preferences](#)

When you are in your membership area you can set your preferences regarding emails. You will always receive emails regarding your membership/voting but others can be adjusted according to your interest.



**My profile**

Save Cancel

[Profile](#) [Privacy](#) [Email subscriptions](#) [Donations](#)

### Emailing preferences

I agree to receive emails from this organization according to my subscription settings

I do not wish to receive email blasts and event announcements from this organization.

### Subscriptions

Subscribed Automatic event announcements. Receive advance announcements about upcoming events

Subscribed Mass emails from administrators, such as newsletters and other important notifications

### Forum subscriptions

You can subscribe for updates in a particular forum or forum topic. Go to forum/topic page to subscribe.

Daily Forum Members Only

### [Post a job or subscribe to job feed](#)

If you have a job that you want to post you can add it to the Jobs page. The job posting will be deleted after 2 months (or you can delete earlier if you want).

### [Post events or information of general member interest](#)

Please use our forum to post to other members and the wider community. These posting will be removed after 6 months (or you can delete earlier if you want).

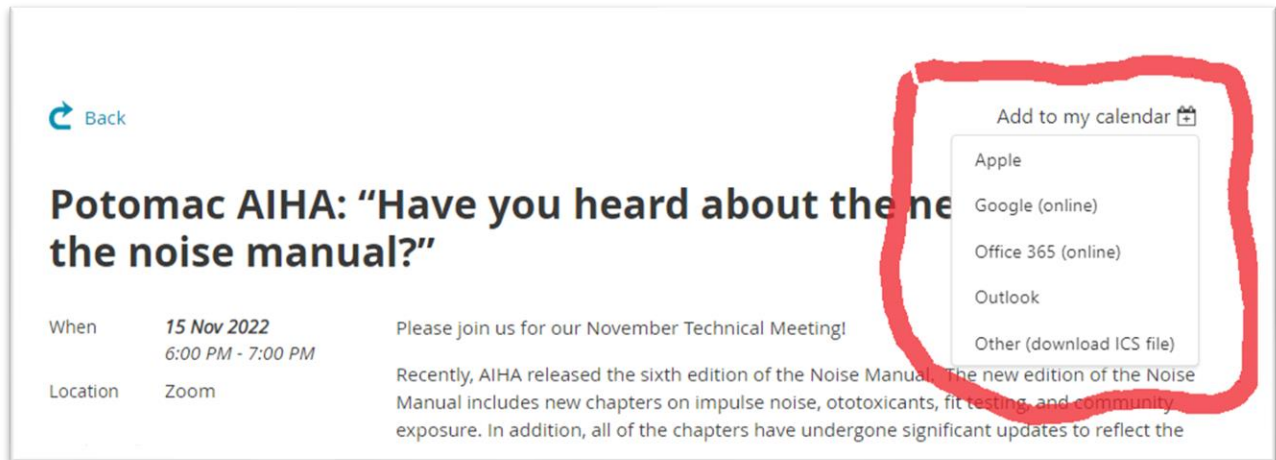
## Events

The section sponsors events for the benefit of our members and the local community. It is best that you sign into the event using the same email address as your membership.

### Add an event to my calendar

When you have signed up for an event, add it to your calendar!

On the website, open the event and add it to your calendar. Sometimes the user must download the “ics” file and open it from your calendar program.



### Record of Past Event Attendance

For the record of attendance at events or participation in science fairs (this is used by some members to support certification maintenance requirements)

The screenshot shows the "My profile" page for the AIHA Potomac Local Section. The "My event registrations" tab is selected and highlighted with a red box. Below the navigation tabs, there is a search bar and a table of event registrations.

Event	Registration type	Status
Potomac AIHA: "Have you heard about the new edition of the noise manual?" 15 Nov 2022 6:00 PM	Contacts & Members \$0.00	Confirmed
American Chemistry Council and AIHA Potomac LS Heat Stress Joint Meeting 27 Sep 2022 10:00 AM	General Registration \$0.00	Confirmed
Potomac Local Section Meet the Board, Social, and Networking Meeting 7 Jun 2022 6:00 PM	General Admission \$5.00	Confirmed
The Benefits to Networking between Regional Conservation Groups and Industrial Hygiene Local Sections 7 Apr 2022 6:00 PM	RSVP \$0.00	Confirmed

For historic attendance (prior to 2020 and the new website) there is a PDF file found near the bottom of your membership page.

The screenshot shows a user profile page with the following elements:

- Avatar**: A placeholder for the user's profile picture.
- Instructions**: A section for user instructions.
- File Upload Area**: A yellow box containing the text "Historic Local Section Event Attendance" and "1 file". Below this, a file named "Your Name pdf (25.8 KB)" is listed.
- Secondary email**: A section for adding a secondary email address.
- Social network login**: A heading for social media login options.
- Facebook Connect**: A button with the Facebook logo and the text "Connect".
- Google Connect**: A button with the Google logo and the text "Connect".