



New Member Dashboard Guide

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New Member Dashboard Guide (Neon)

Getting Started

Our new website aims to provide a better user experience for our members, making it easier for you to access shared resources, network, and register for events.

- **Log In Creation:** You will receive a welcome email from sarahboorboor@foew.com with a link to reset your password.
 - **Note:** *You already have an account, you will need to use the email address you received the welcome email from to reset your password and access your account.*

GET STARTED

To sign into your Member Dashboard, click the button below to set your password.

1) After clicking on the "Reset Password" button below, enter the email address that you have received this email from to access your account.

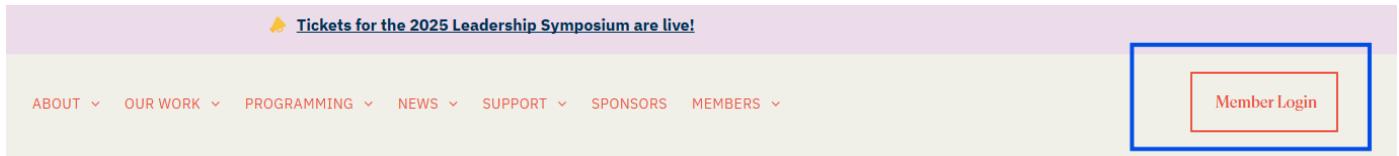
Reset Password

2) You will receive a second email to that same address with a link to reset your password. From there you can access your new Member Dashboard.

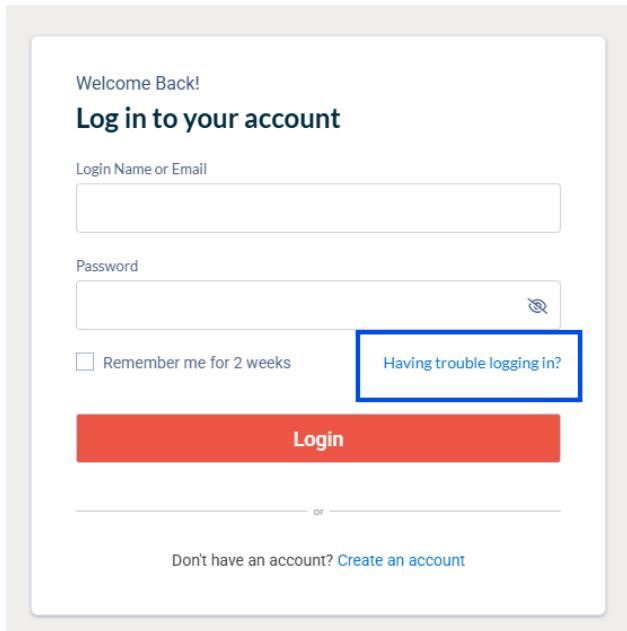
Note: *You have an existing account you just need to set a new password. Please follow the guide below to help you.*

- After clicking "**Reset Password**" you will enter your email address and get a verification email to reset your password.
- Click the link in the confirmation email to set a new password and log into your Member Portal.

- After creating your password, you can always log in through foew.com, click on the **“Member Login”** button at the top right of the homepage to access your Member Dashboard:



- If you have trouble logging in in the future, you can click **“Having Trouble Logging in”** on the login page and follow the prompts to recover your account.



Trouble logging in?

Help with my account

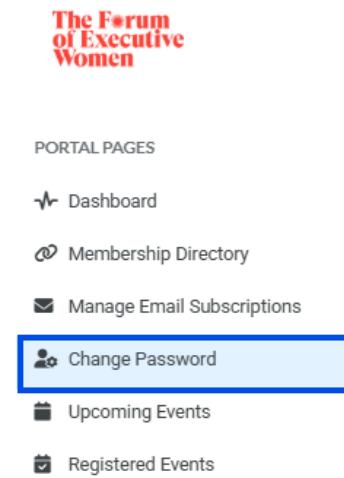
If you forgot your login name or password or have not yet set up a login for your account, enter the email address associated with your account, and we'll email you a link to set up your login.

Email

Continue

[Back to login](#)

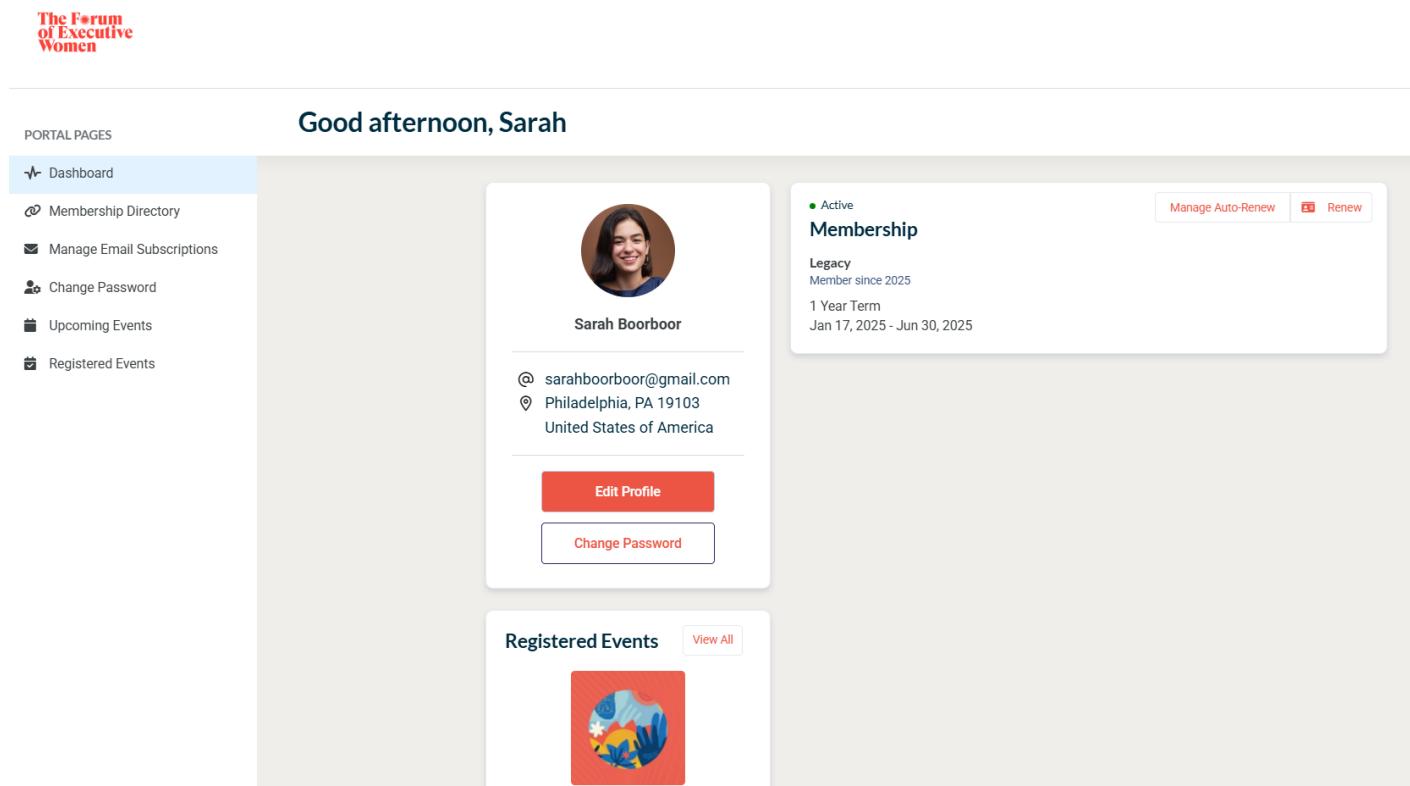
- If you are logged in and would like to change your password, you can do so through your Member Dashboard by selecting the option in the left-hand menu:



If you have tried the steps above but are having trouble logging in, contact our Communications Specialist, Sarah at sarahboorboor@foew.com

Using Your Member Dashboard

Once you've logged in, you'll be taken to your Member Dashboard. We encourage you to bookmark the link so you can return to it easily in future.



The screenshot shows the Member Dashboard for Sarah Boorboor. The top navigation bar includes the logo 'The Forum of Executive Women' and a search bar. The main header says 'Good afternoon, Sarah'. On the left, a sidebar lists 'PORTAL PAGES' with links to Dashboard, Membership Directory, Manage Email Subscriptions, Change Password, Upcoming Events, and Registered Events. The main content area features a profile card for Sarah Boorboor, showing her photo, name, email (sarahboorboor@gmail.com), address (Philadelphia, PA 19103, United States of America), and a 'Edit Profile' button. To the right, a 'Membership' section shows 'Active' status, 'Legacy' membership since 2025, a 1 Year Term from Jan 17, 2025 - Jun 30, 2025, and buttons for 'Manage Auto-Renew' and 'Renew'. Below this is a 'Registered Events' section with a 'View All' button and a thumbnail image of a registered event.

- In your Member Dashboard you can view the **Membership Directory, Upcoming Events, Registered Events** (events you have registered for) and **Manage Email Subscriptions** (email categories may only populate here to unsubscribe from after they are sent).
 - **Note:** You can also renew your membership on this screen under Membership when we prompt your Membership Renewal in May – additional instructions on how to complete your renewal will be provided in May.
- Make sure to click **Edit Profile** to ensure all of your info is up to date. Other members will be able to view your info in the Membership Directory. It is also how other members

can search for you in the Membership Directory, so it is important to ensure all fields are filled out.

- **Note:** Please upload your most current headshot if not there already so we can include it in Member News and share on LinkedIn to amplify your accomplishments. We also encourage you to share your LinkedIn profile with us so you may connect with other members, and we can invite you to our Member's Only LinkedIn group.



Return to the website logged in by clicking the logo.

PORTAL PAGES

Good afternoon, Sarah

The screenshot shows the member portal dashboard for Sarah Boorboor. The top navigation bar includes links for Dashboard, Membership Directory, Manage Email Subscriptions, Change Password, Upcoming Events, and Registered Events. A large profile picture of Sarah Boorboor is on the right, with her name below it. A dark blue sidebar on the left contains three callout boxes with descriptive text and arrows pointing to specific menu items: "Find connections through the Membership Directory." (pointing to Membership Directory), "Manage email communications you receive from The Forum." (pointing to Manage Email Subscriptions), and "Browse all upcoming events and see which ones you are registered for." (pointing to Upcoming Events and Registered Events). A dark blue sidebar on the right contains a callout box with the text "Select 'Edit Profile' to ensure your profile info is complete." with an "Edit Profile" button below it. A "Change Password" button is also present in a white box.

Dashboard

Membership Directory

Manage Email Subscriptions

Change Password

Upcoming Events

Registered Events

Find connections through the Membership Directory.

Manage email communications you receive from The Forum.

Browse all upcoming events and see which ones you are registered for.

Sarah Boorboor

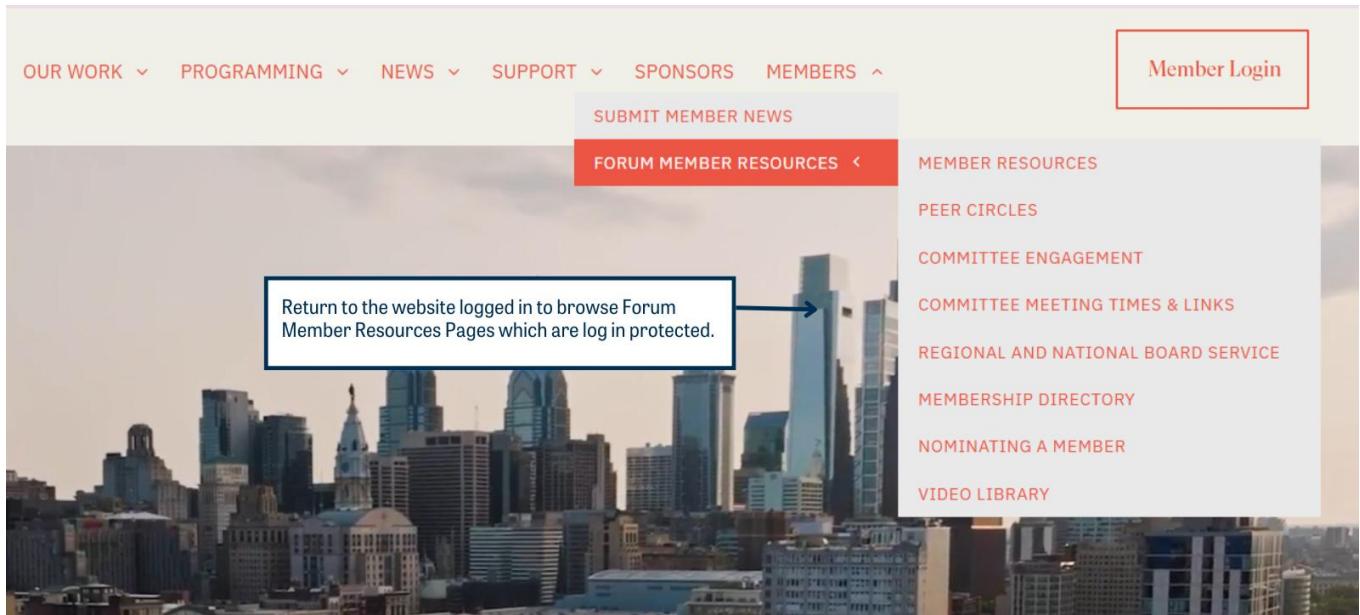
Select "Edit Profile" to ensure your profile info is complete.

Edit Profile

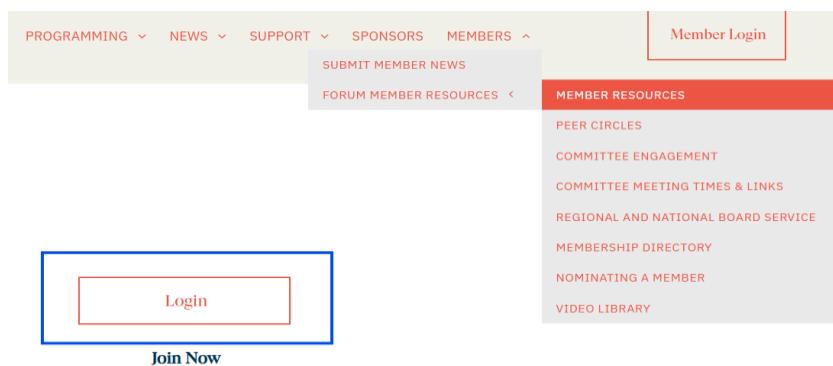
Change Password

- Additional Member Resources are on the foew.com homepage but can only be accessed once logged in including a **Member Resources** page with quick links to **Peer Circle** information, **Committee Engagement** information (on this page, you will find a

Committee Interest Form to fill out and submit), Committee Meeting Times & Links, Regional and National Board Service opportunities, a short cut to the Membership Directory (also available in your Membership Dashboard), how to Nominate a Member, and a Video Library with archived programming.

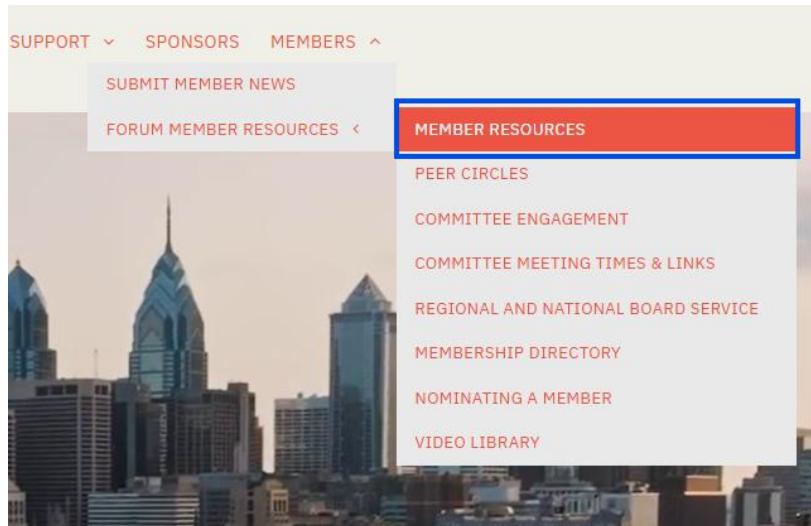


- You can also log in via member pages directly if preferred:



Member Resources

As mentioned above, once logged in, you can access all **Forum Member Resources** through the website.



- On the **Member Resources** page, you will find quick links to important resources, including this Member Dashboard Guide.

Member Resources

We are delighted to have you as a member of The Forum of Executive Women.

This page includes important documents to acquaint you with the operations of the organization. Click on the items below to view each document.

[New Member Dashboard Guide](#)

[Strategic Plan 2024-2027](#)

[Women in Leadership 2024 Report](#)

[2025-2026 Board Recruitment](#)

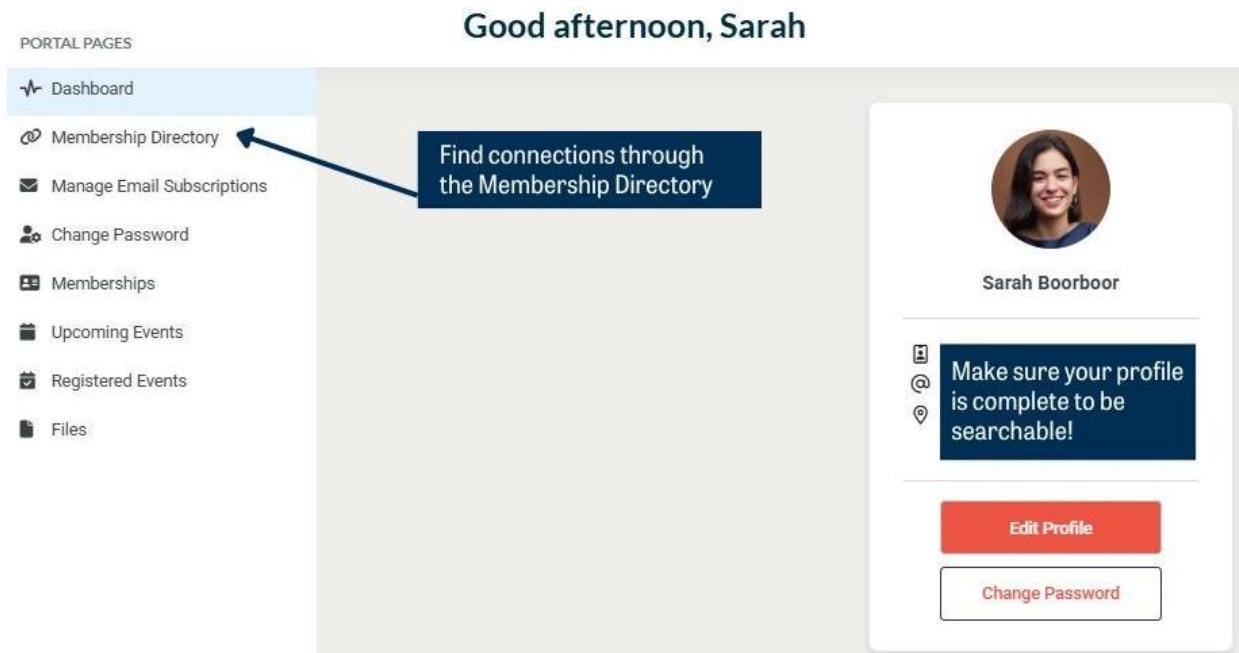
[Bylaws](#)

[Policies & Charters](#)

[Members Only LinkedIn Group](#)

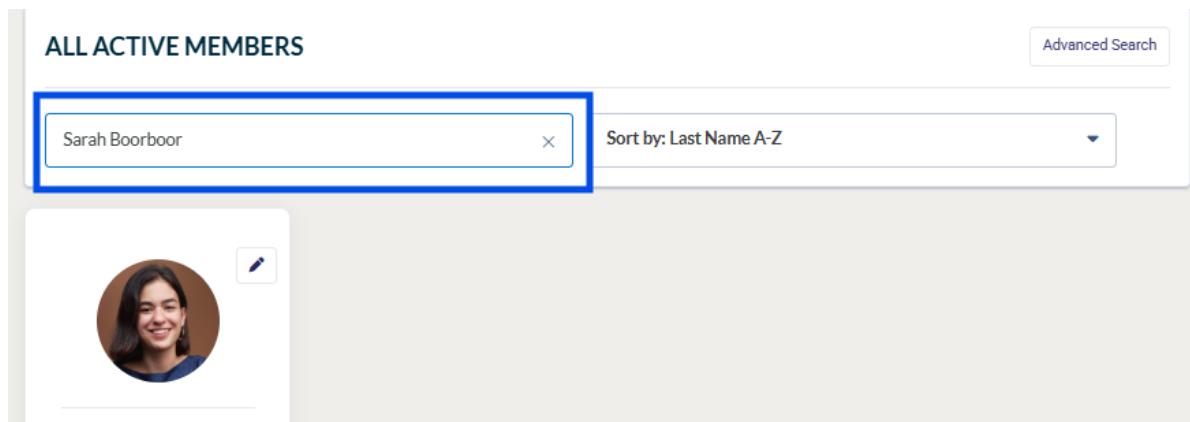
Using The Membership Directory

Access The Membership Directory in your Member Dashboard. You can use the directory to search for Members. Other members can only find you by what is in your profile, so make sure to fill yours out to make the most of the Membership Directory!



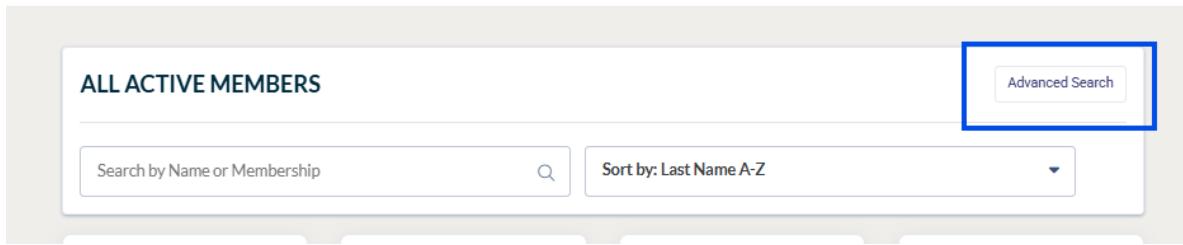
The screenshot shows the Member Dashboard with a sidebar on the left containing links: Dashboard, Membership Directory (which is highlighted with a blue arrow), Manage Email Subscriptions, Change Password, Memberships, Upcoming Events, Registered Events, and Files. The main content area displays a greeting 'Good afternoon, Sarah' and a call-to-action box: 'Find connections through the Membership Directory'. On the right, there is a profile card for 'Sarah Boorboor' with a photo, and a message: 'Make sure your profile is complete to be searchable!'. Buttons for 'Edit Profile' and 'Change Password' are also present.

- Once in the Membership Directory, use the search bar to find members by name.



The screenshot shows the 'ALL ACTIVE MEMBERS' search results. A search bar at the top contains 'Sarah Boorboor' with a blue border. To the right, there is an 'Advanced Search' button. Below the search bar, a list of members is shown, with the first result being 'Sarah Boorboor', whose profile picture and edit icon are visible.

- To search for other information, use the **Advanced Search** feature by clicking the button in the right-hand corner.



- Some fields such as "Company Name" need to be typed and some fields such as "Committee" can be selected.

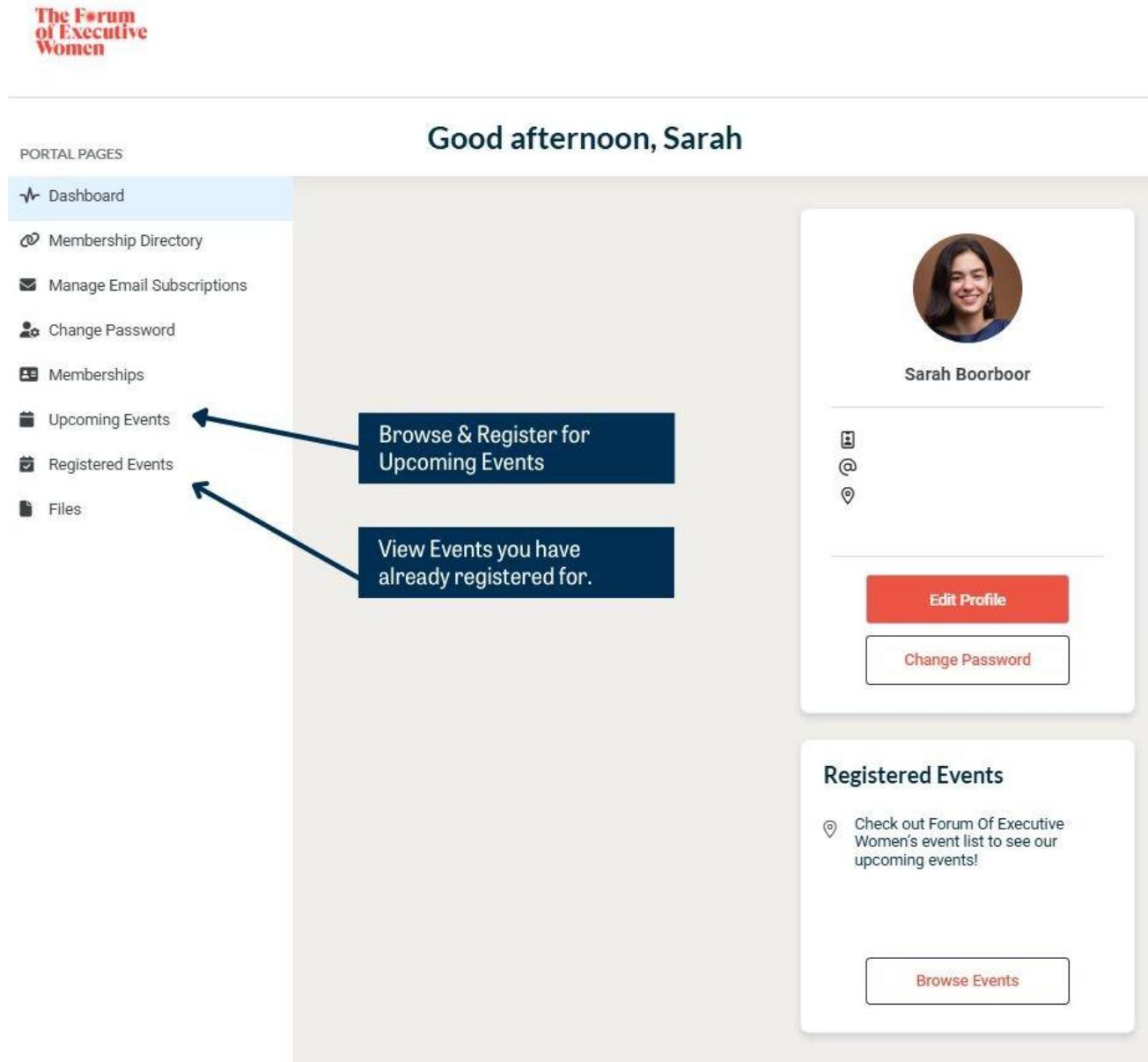
Advanced Settings	
Company Name	The Forum of Executive Women
Industry	Search Industry
Title	Search Title
Committee	Search Committee
<input type="checkbox"/> Select All	
<input type="checkbox"/> Communications	
<input type="checkbox"/> Diversity, Equity & Inclusion	
<input type="checkbox"/> Engagement	
<input type="checkbox"/> Finance	
<input type="checkbox"/> Human Resources	
<input type="checkbox"/> Leadership Events	

- For typed fields hit **ENTER** to search; selected fields automatically search the directory upon selection. To start a new advance search hit the **Clear** button and make a new selection.

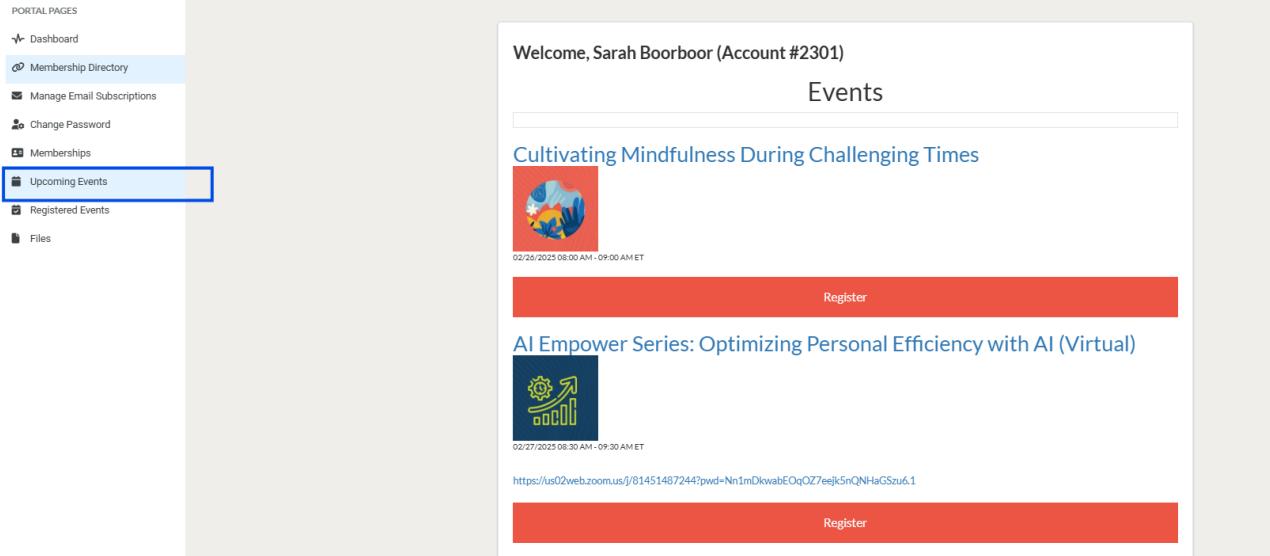
Events

Registering for Events

You can browse events through your Member Portal under **Upcoming Events**.



The screenshot shows the Member Portal interface for The Forum of Executive Women. The top navigation bar displays the organization's logo: "The Forum of Executive Women". The main content area is titled "Good afternoon, Sarah". On the left, a sidebar menu lists "PORTAL PAGES" with options: Dashboard (selected), Membership Directory, Manage Email Subscriptions, Change Password, Memberships, Upcoming Events, Registered Events, and Files. Two arrows point from the "Upcoming Events" and "Registered Events" menu items to two dark blue callout boxes. The top callout box contains the text "Browse & Register for Upcoming Events". The bottom callout box contains the text "View Events you have already registered for.". To the right of the sidebar is a profile card for "Sarah Boorboor" featuring a circular profile picture, the name "Sarah Boorboor", and three small icons (location, email, and phone). Below the profile card are "Edit Profile" and "Change Password" buttons. At the bottom of the page is a "Registered Events" section with a callout box containing the text "Check out Forum Of Executive Women's event list to see our upcoming events!" and a "Browse Events" button.



PORTAL PAGES

- Dashboard
- Membership Directory
- Manage Email Subscriptions
- Change Password
- Memberships
- Upcoming Events
- Registered Events
- Files

Welcome, Sarah Boorbor (Account #2301)

Events

Cultivating Mindfulness During Challenging Times



02/26/2025 08:00 AM - 09:00 AM ET

Register

AI Empower Series: Optimizing Personal Efficiency with AI (Virtual)

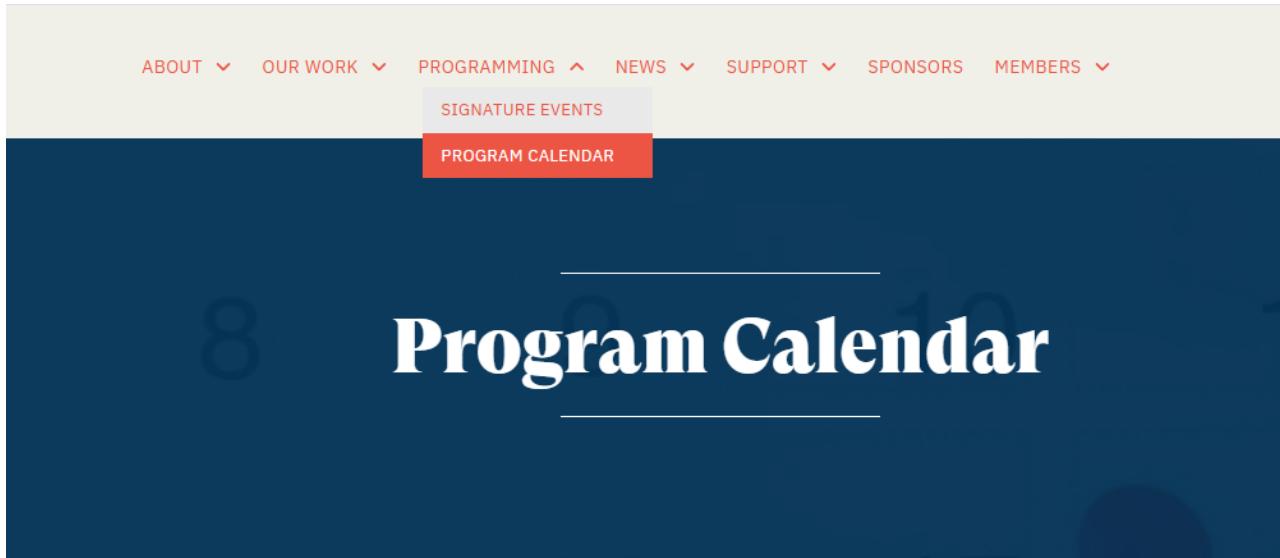


02/27/2025 08:30 AM - 09:30 AM ET

<https://us02web.zoom.us/j/81451487244?pwd=Nn1mDkwbEOqOZ7eejk5nQNHaGSzu6.1>

Register

- For more information, we recommend browsing upcoming events on the website where events have full descriptions; under **Programming → Program Calendar**.



ABOUT ▾ OUR WORK ▾ PROGRAMMING ▾ NEWS ▾ SUPPORT ▾ SPONSORS MEMBERS ▾

SIGNATURE EVENTS

PROGRAM CALENDAR

Program Calendar

- Scroll down on **Program Calendar** page to view all upcoming events.



Cultivating Mindfulness During Challenging Times

Feb 26, 2025 - Feb 26, 2025

08:00 AM

[View Event](#) [Register](#)



AI Empower Series: Optimizing Personal Efficiency with AI (Virtual)

Feb 27, 2025 - Feb 27, 2025

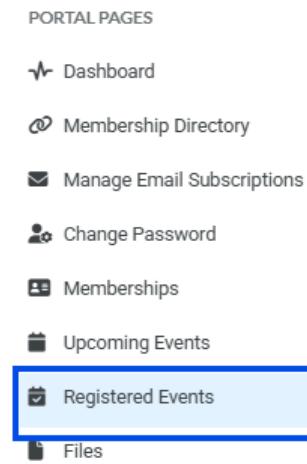
08:30 AM

[View Event](#) [Register](#)

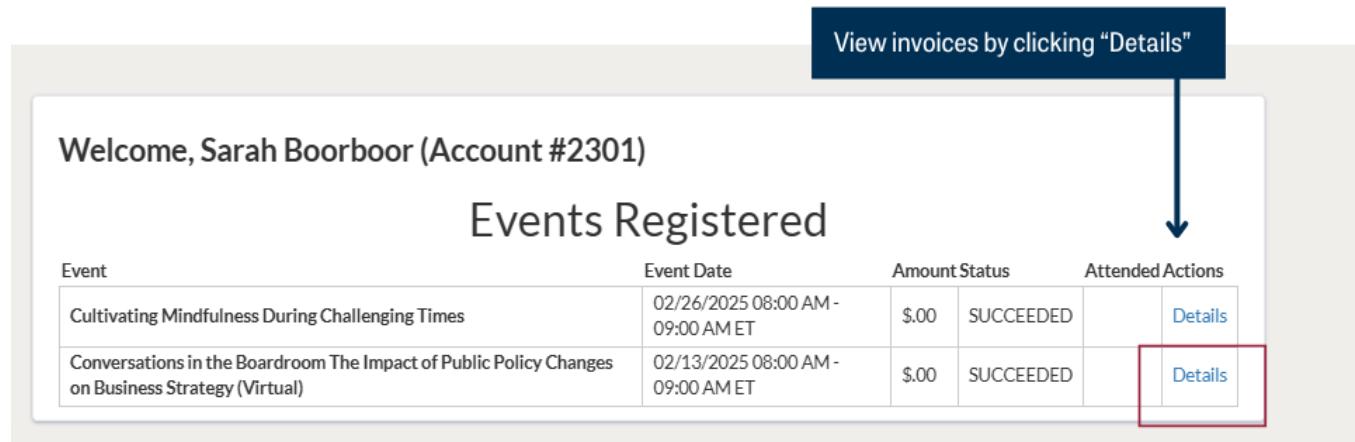
- Click **View Event** for more details. When you click **Register** either on the website or in your Member Dashboard you will be asked to fill out a registration form. Once complete, registered events will be saved in **Registered Events** in your Member Dashboard.
 - **Note:** When you register for an event, be sure to use your email address associated with your account to ensure the information is saved in your Member Dashboard.

View Past Events & Access Event Invoices

In your Member Dashboard easily view events you have registered for by clicking on **Registered Events** in the left-hand menu. Here you can view both upcoming and past registered events.



- You can also access invoices / receipts for events you have paid for by clicking **Details**.



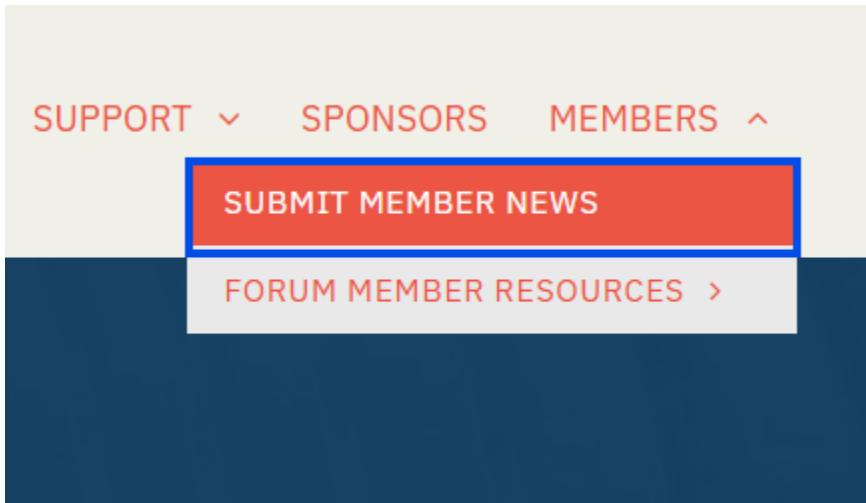
The screenshot shows the 'Events Registered' page. At the top, it says 'Welcome, Sarah Boorboor (Account #2301)'. Below that is the title 'Events Registered'. A table follows, with columns: Event, Event Date, Amount, Status, Attended, and Actions. The 'Actions' column contains 'Details' links for each event. A callout box with the text 'View invoices by clicking "Details"' has a blue arrow pointing to the 'Details' link in the first row. A red box highlights the 'Details' link in the second row.

Event	Event Date	Amount	Status	Attended	Actions
Cultivating Mindfulness During Challenging Times	02/26/2025 08:00 AM - 09:00 AM ET	\$0.00	SUCCEEDED		Details
Conversations in the Boardroom The Impact of Public Policy Changes on Business Strategy (Virtual)	02/13/2025 08:00 AM - 09:00 AM ET	\$0.00	SUCCEEDED		Details

How to Submit Member News

One of the great benefits of Forum membership is the opportunity to showcase the accomplishments, accolades, board appointments, or media highlights of members in The Forum's Member News.

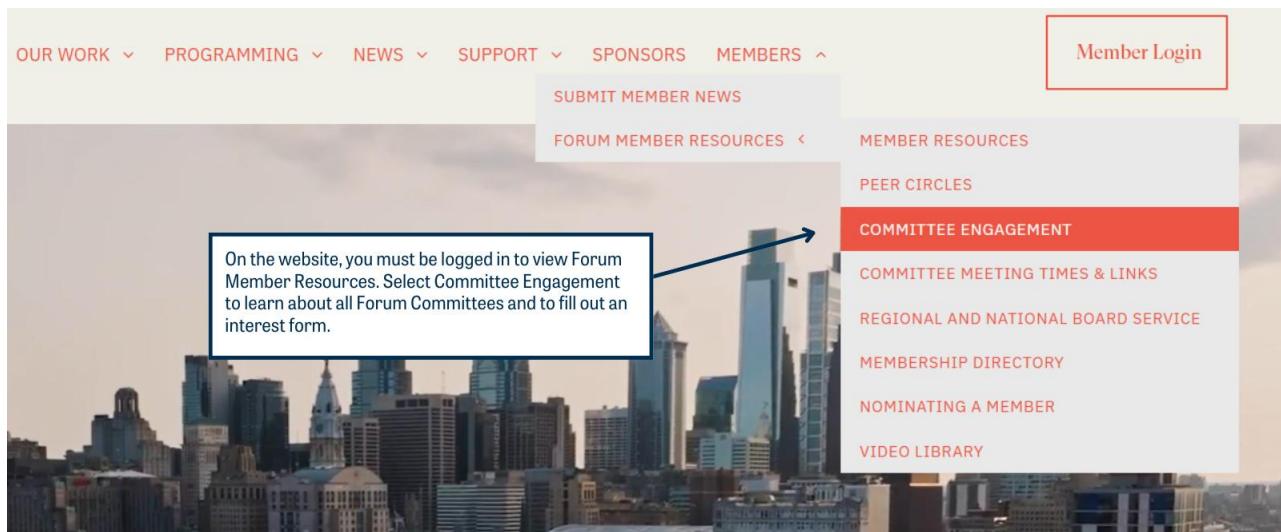
- Submit Member News by hovering your mouse over **Members** and clicking **Member News**. Fill out and submit a form with your news on the page. Follow instructions on the page to ensure the form is completed correctly.



Get Engaged with The Forum

Committees

When logged in and viewing the website, you can access the **Committee Engagement** page to learn more about The Forum's Committees.

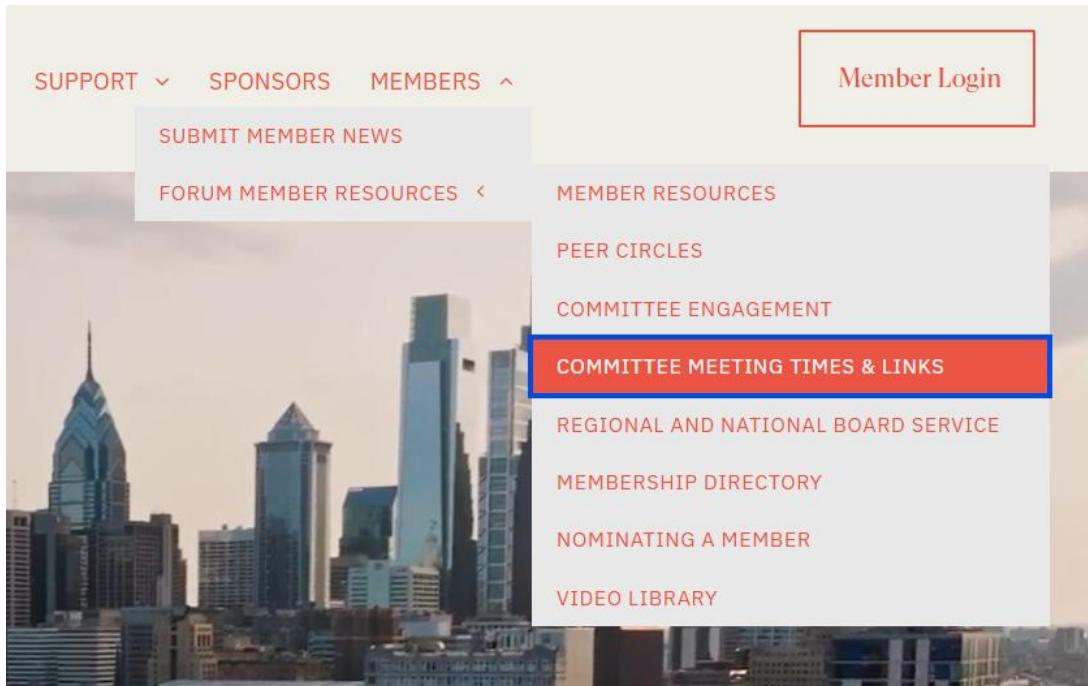


- To join a committee, scroll to the bottom of the Committee Engagement page to fill out an **Interest Form**. A Forum team member will follow up shortly with a confirmation email and connect you with the Committee Chair.

A screenshot of a "Committee Interest Form" page. The title "Committee Interest Form" is at the top. Below it are two input fields: "First Name:" and "Last Name:", each with a grey placeholder box. Below these are two more input fields: "Organization:" and "Email:", each with a grey placeholder box. At the bottom of the form, there is a section titled "Forum Committees" with a list of checkboxes: "Communications", "Diversity, Equity, & Inclusion", "Engagement", "Finance", and "Leadership Events".

Committee Meetings

If you are on a committee or have communicated with a Committee Chair about joining a meeting, you can access all meeting dates and zoom links through the **Committee Meeting Times & Links** page.

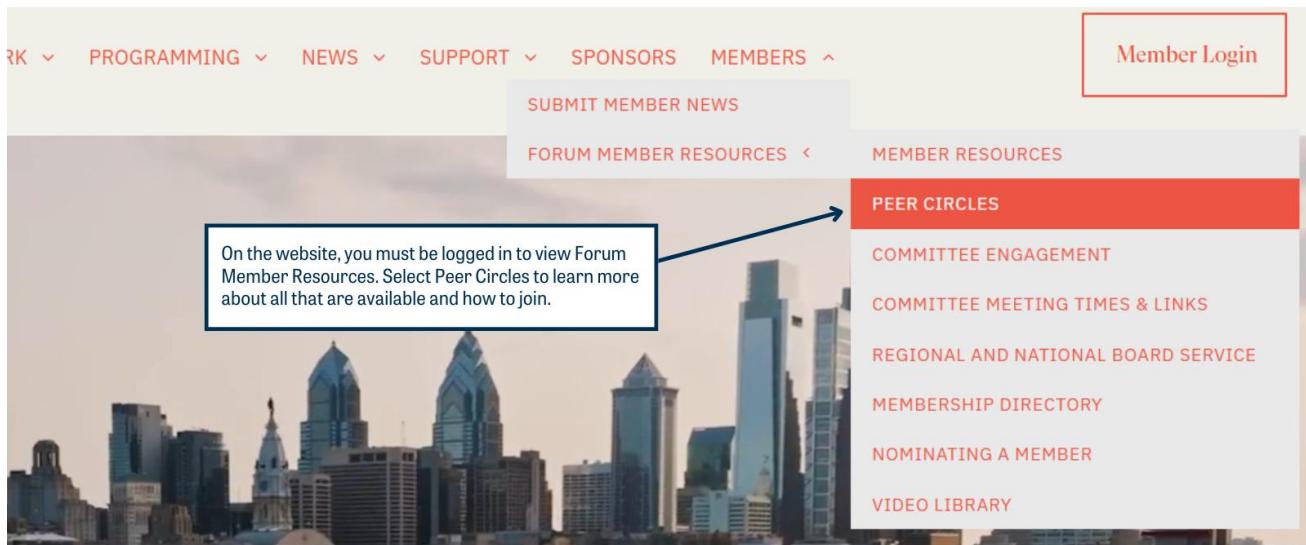


- Each committee meeting date and time will be listed, click the zoom link to join. Committee chairs also typically send reminder emails before the meeting with the zoom link.

Peer Circles

When logged in and viewing the website, you can access the **Peer Circles** Page to learn more about The Forum's Peer Circles.

- To join a Peer Circle, contact the Circle Leader – contact info is available on the page for members who are logged in.



Connect with Forum Members on LinkedIn

When designing the new website, we used Member feedback to guide every decision. That is why we have created a **Members Only LinkedIn Group** for you to connect with other Forum Members without the hassle of navigating a new system.



How to Join

- 1) Go to the group's homepage ([linked here](#)).
- 2) Click "Request to Join" and someone on The Forum team will shortly approve.

Alternative Way

If you are having trouble joining the group, contact Forum Communications Specialist, Sarah Boorboor on LinkedIn.

- 1) Connect with and message [Sarah Boorboor on LinkedIn](#) with a request to join.
- 2) Sarah will send you an invitation and it will go to your notifications.



Purpose of the LinkedIn Group

The Forum's hope is that this can be a space to share ideas, discuss new developments, and support each other. The Forum team will also send info on upcoming events and opportunities here, so you never miss out.

Please feel free to:

- Invite Forum members. Our goal is to get all members in this group.
- Share thoughts and news in this channel relevant to the community.
- Tag us and other members in your professional news, especially your accomplishments.
- Add The Forum to your LinkedIn profile (in "volunteer" section). For assistance with this, reach out to us!

If you have any questions about any information in this guide, reach out to The Forum's Communications Specialist, Sarah at sarahboorboor@foew.com.

If you have any questions or suggestions, please reach out. We love to hear from you!