



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 receive 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.



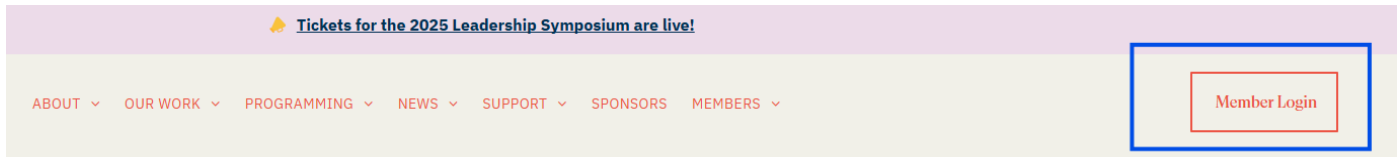
Reset Password

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.

A screenshot of a login page. At the top, it says "Welcome Back!" followed by "Log in to your account". Below this are two input fields: "Login Name or Email" and "Password". The password field has a small eye icon to its right. Below the password field is a checkbox labeled "Remember me for 2 weeks". To the right of the checkbox is a link that says "Having trouble logging in?". This link is highlighted with a blue rectangular border. Below these elements is a large red button labeled "Login". At the bottom, there is a horizontal line with the word "or" in the center. Below the line, it says "Don't have an account? Create an account".

Trouble logging in?

Help with my account

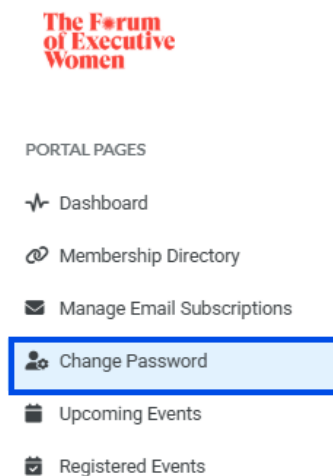
If you forgot your login name or password or have not yet set up a login for your account, enter the email address associated with your account, and we'll email you a link to set up your login.

Email

Continue

[Back to login](#)

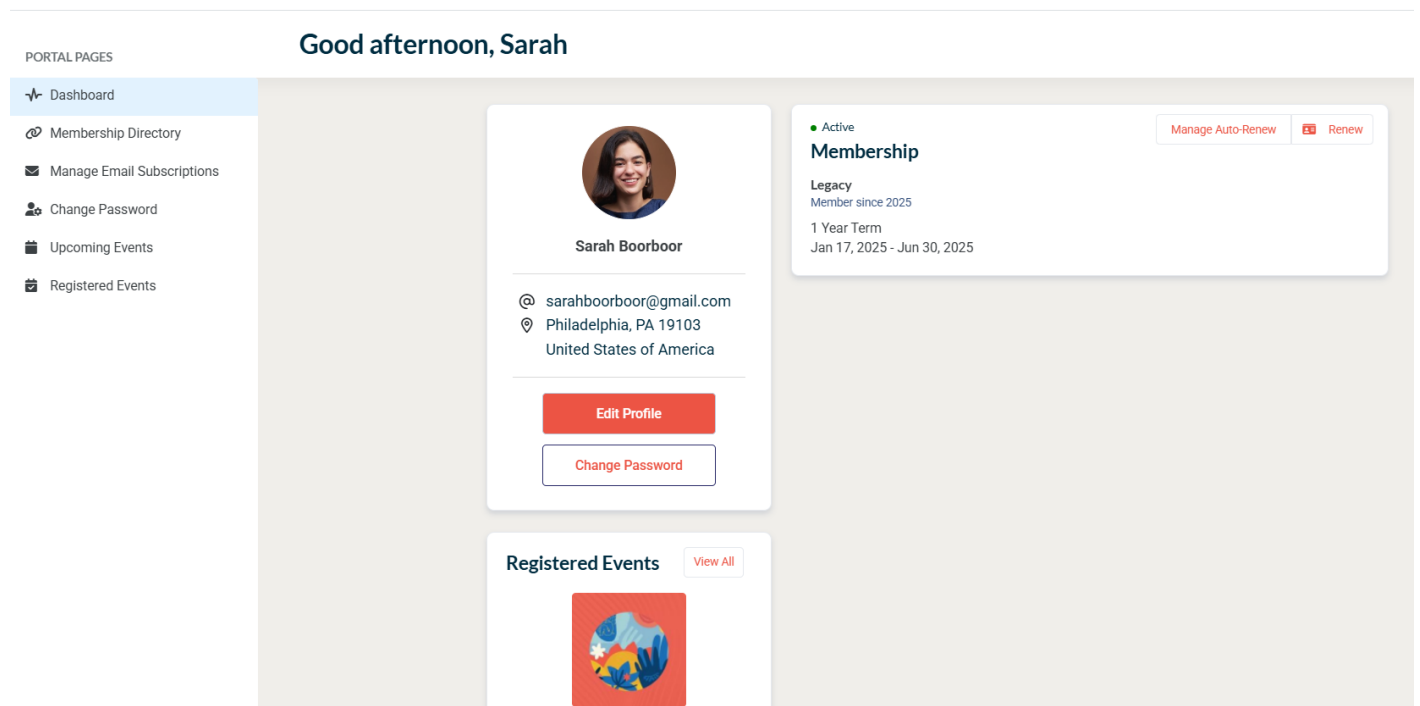
- If you are logged in and would like to change your password, you can do so through you Member Dashboard by selecting the option in the left-hand menu:



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.



- 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

- 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.

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

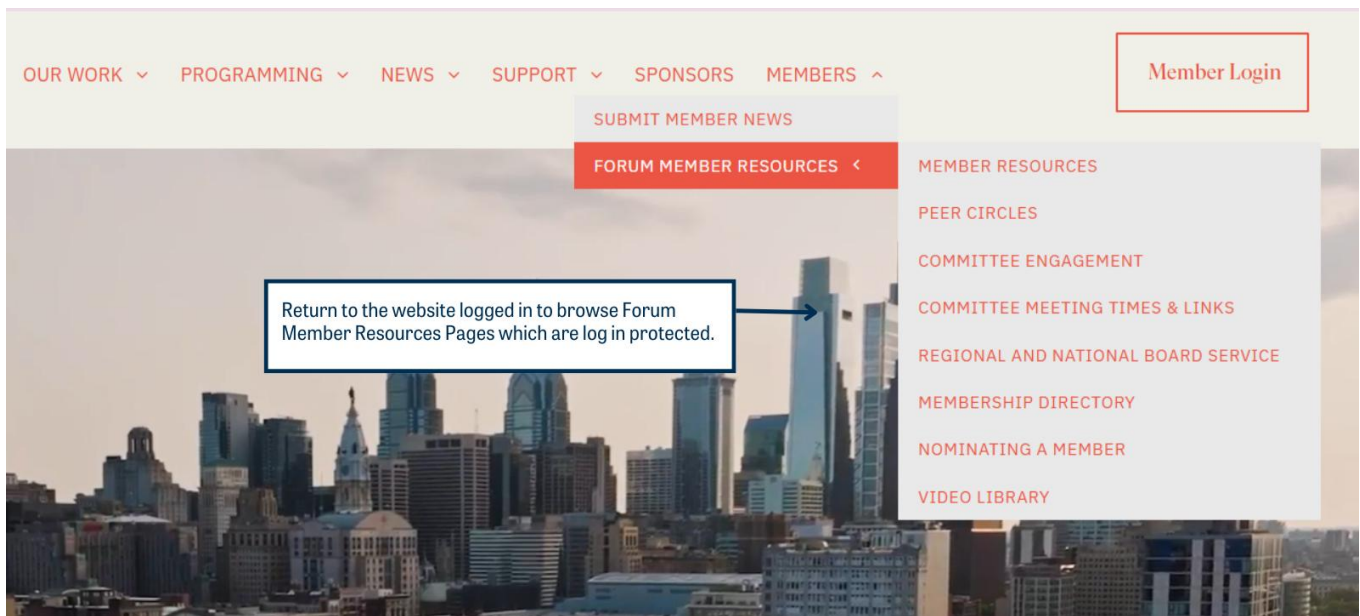
Edit Profile

Change Password

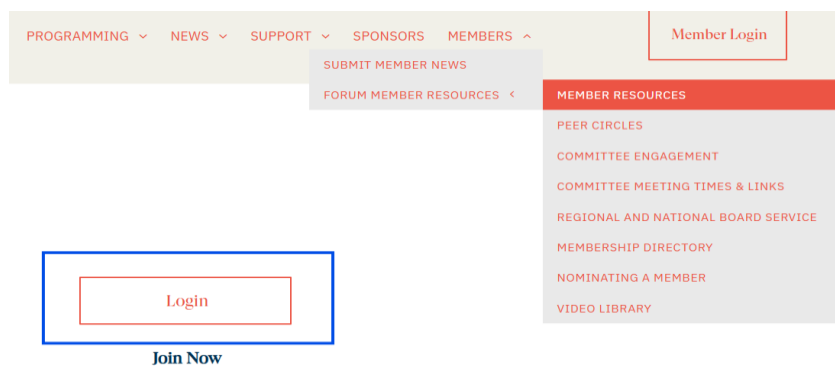
Sarah Boorboor

- 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.

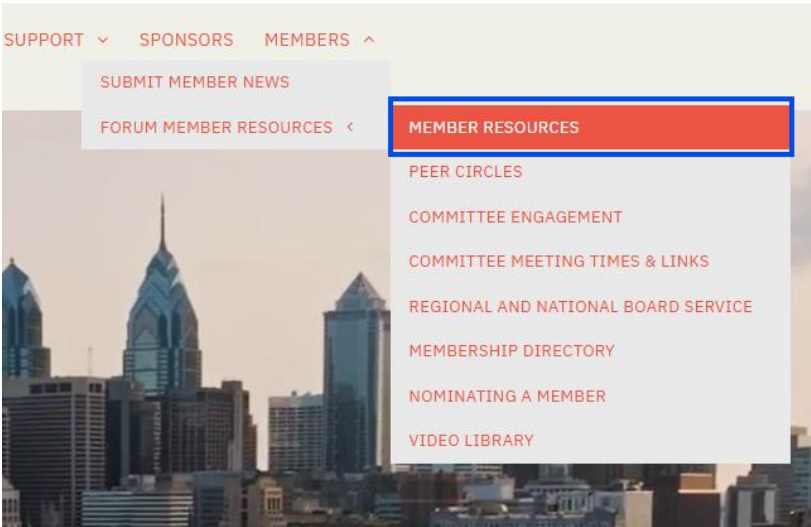


- You can also log in via member pages directly if preferred:



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.

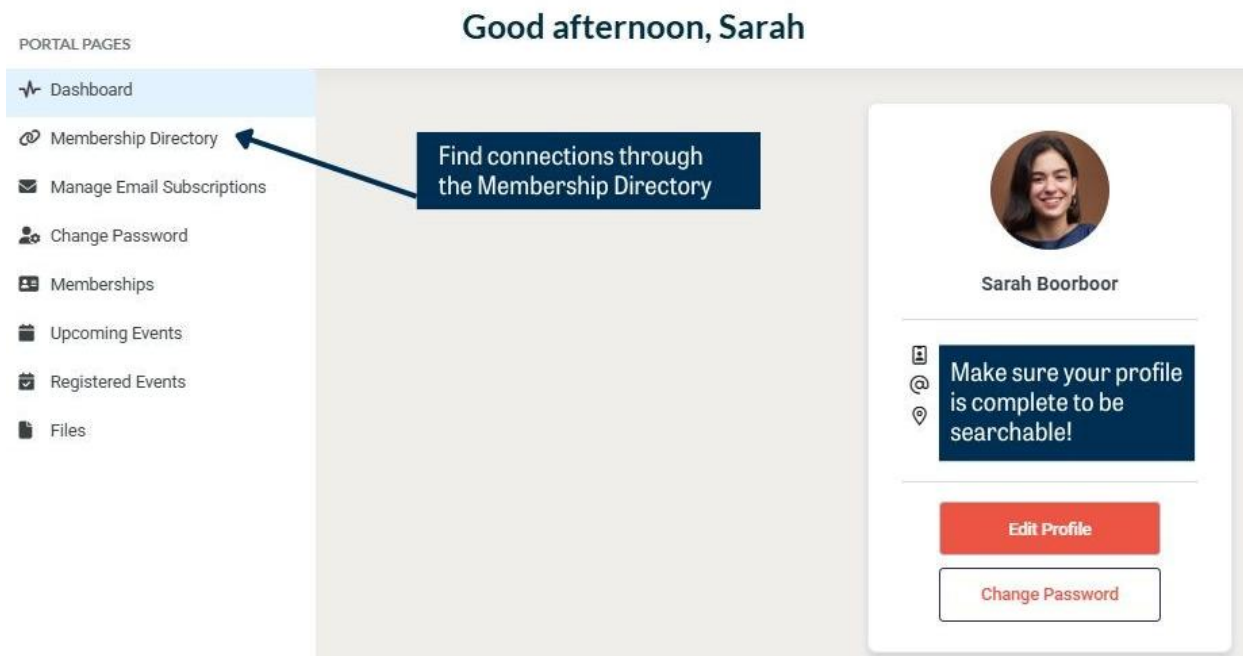
Member Resources

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.

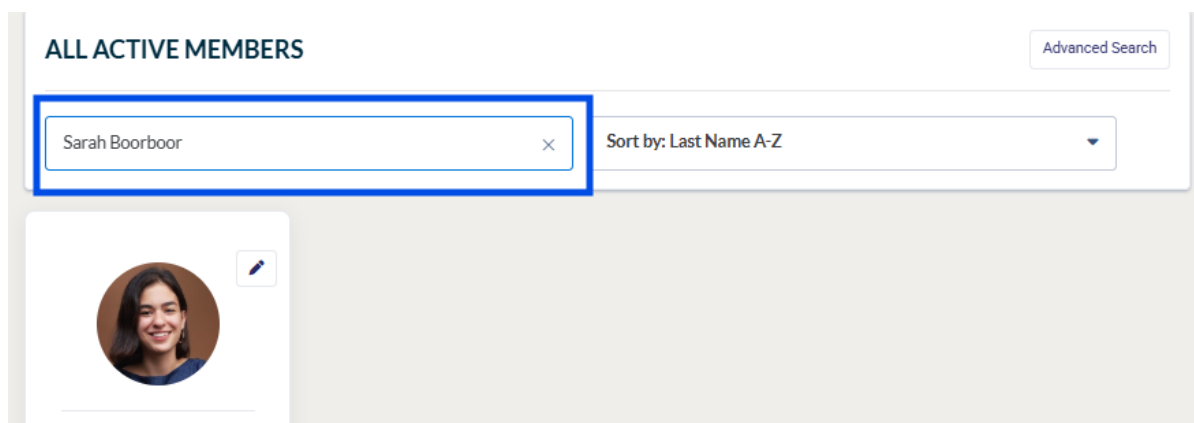
New Member Dashboard Guide	Strategic Plan 2024-2027	Women in Leadership 2024 Report	2025-2026 Board Recruitment
Bylaws	Policies & Charters	Members Only LinkedIn Group	

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!



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



- 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.

- 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 displays the Member Portal for The Forum of Executive Women. The header includes the logo and a greeting: "Good afternoon, Sarah". A left sidebar lists "PORTAL PAGES" with options: Dashboard, Membership Directory, Manage Email Subscriptions, Change Password, Memberships, Upcoming Events, Registered Events, and Files. Two callout boxes with arrows point to the "Upcoming Events" and "Registered Events" links in the sidebar. The "Upcoming Events" box says "Browse & Register for Upcoming Events". The "Registered Events" box says "View Events you have already registered for.". On the right, a user profile for Sarah Boorboor is shown with a circular profile picture, name, and buttons for "Edit Profile" and "Change Password". Below the profile is a "Registered Events" section with a location pin icon, a message: "Check out Forum Of Executive Women's event list to see our upcoming events!", and a "Browse Events" button.

The Forum of Executive Women

Good afternoon, Sarah

PORTAL PAGES

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

Browse & Register for Upcoming Events

View Events you have already registered for.

Sarah Boorboor

Edit Profile

Change Password

Registered Events

Check out Forum Of Executive Women's event list to see our upcoming events!

Browse Events

PORTAL PAGES

Dashboard

Membership Directory

Manage Email Subscriptions

Change Password

Memberships

Upcoming Events

Registered Events

Files

Welcome, Sarah Boorboor (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=Nn1mDkwabEOqOZ7eekj5nQNH4GSzu6.1>

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**.

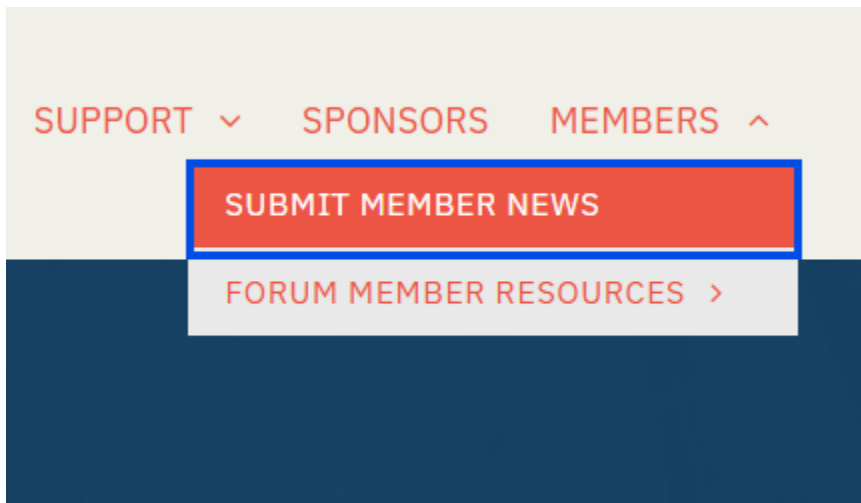
A screenshot of the 'Events Registered' section in the Member Dashboard. At the top, it says 'Welcome, Sarah Boorboor (Account #2301)'. Below this is the title 'Events Registered'. A table lists two events. The first event is 'Cultivating Mindfulness During Challenging Times' with an event date of '02/26/2025 08:00 AM - 09:00 AM ET', an amount of '\$.00', and a status of 'SUCCEEDED'. The second event is 'Conversations in the Boardroom The Impact of Public Policy Changes on Business Strategy (Virtual)' with an event date of '02/13/2025 08:00 AM - 09:00 AM ET', an amount of '\$.00', and a status of 'SUCCEEDED'. Both events have a 'Details' link in the 'Attended Actions' column. A blue arrow points from a callout box 'View invoices by clicking "Details"' to the 'Details' link of the second event, which is also highlighted with a red box.

Event	Event Date	Amount	Status	Attended Actions
Cultivating Mindfulness During Challenging Times	02/26/2025 08:00 AM - 09:00 AM ET	\$.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	\$.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.

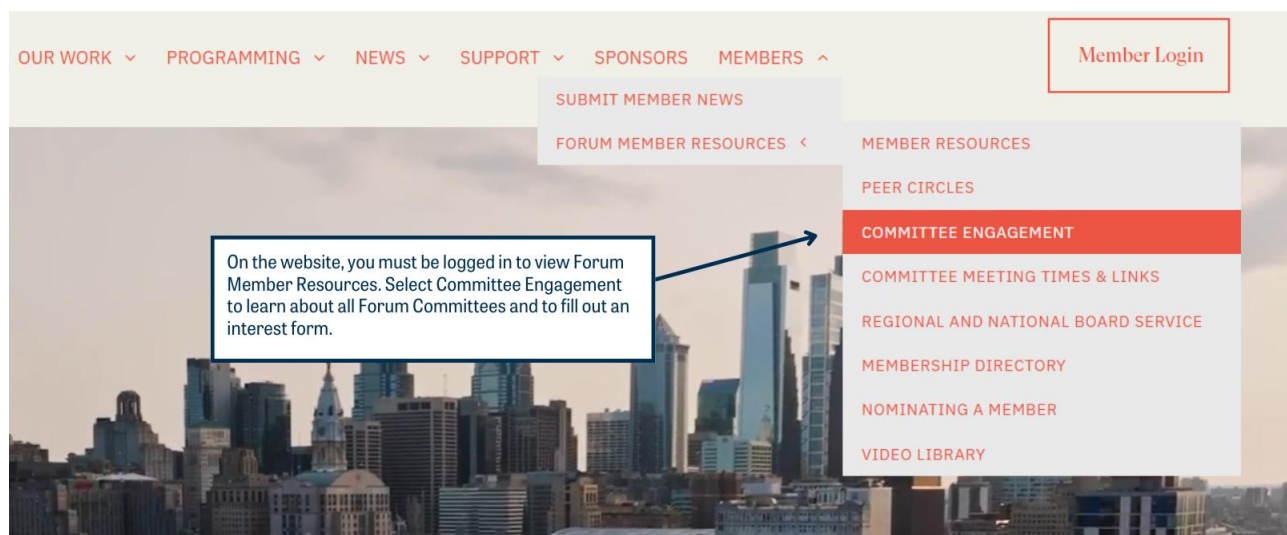
- Submit Member News by hovering your mouse over **Members** and clicking **Member News**. Fill out and submit a form with your news on the page. Follow instructions on the page to ensure the form is completed correctly.



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.

Committee Interest Form

First Name: Last Name:

Organization: Email:

Forum Committees

☐ Communications

☐ Diversity, Equity, & Inclusion

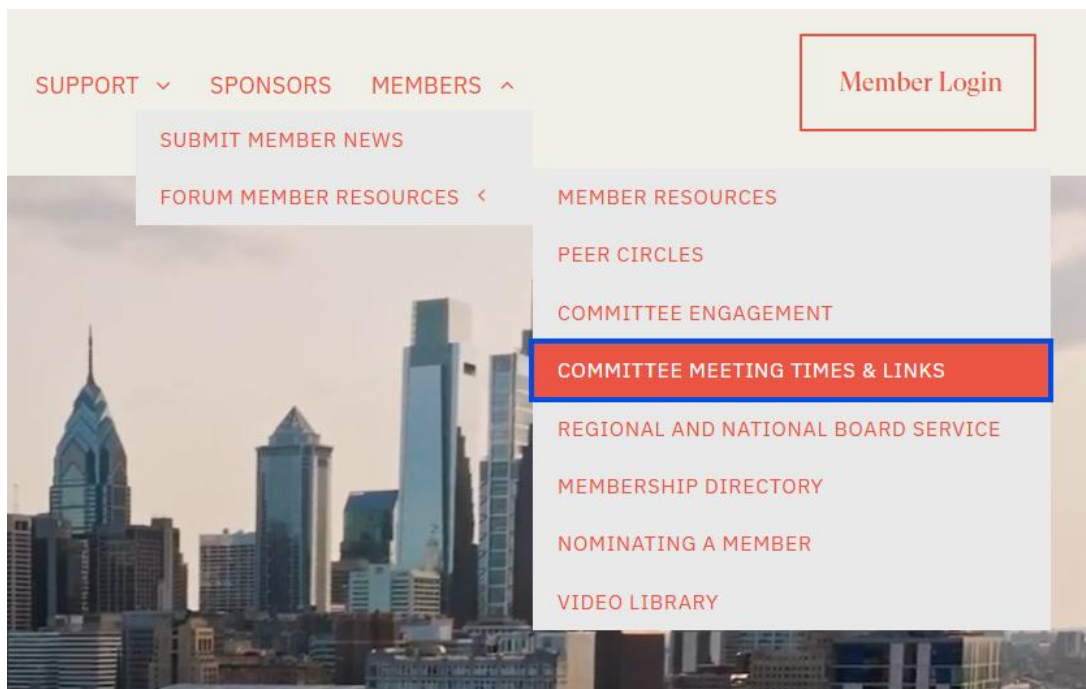
☐ Engagement

☐ Finance

☐ 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.

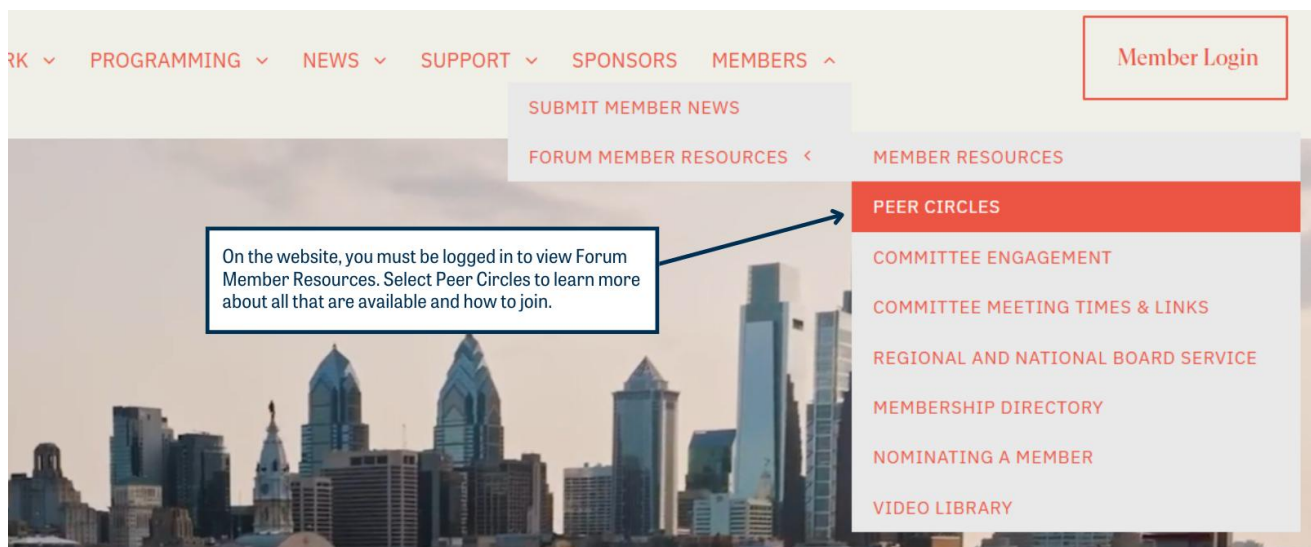


- Each committee meeting date and time will be listed, click the zoom link to join. Committee chairs also typically send reminder emails before the meeting with the zoom link.

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!