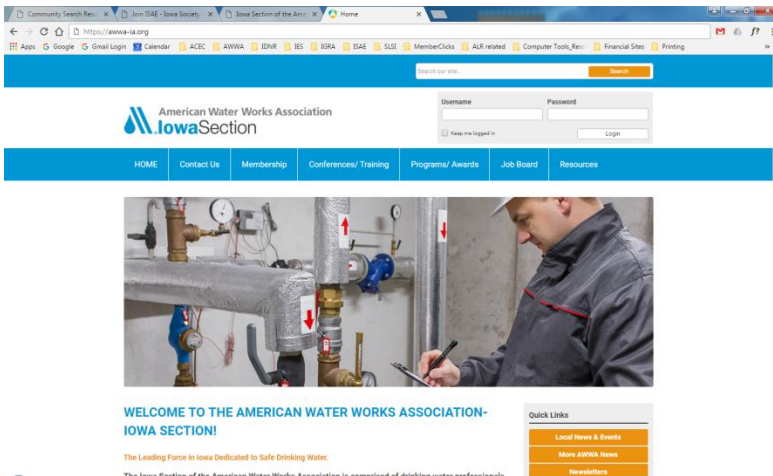
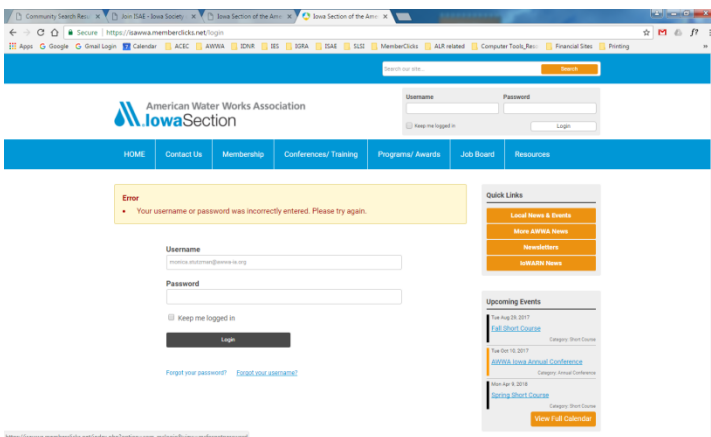


Welcome to the NEW AWWA- Iowa Section Website!

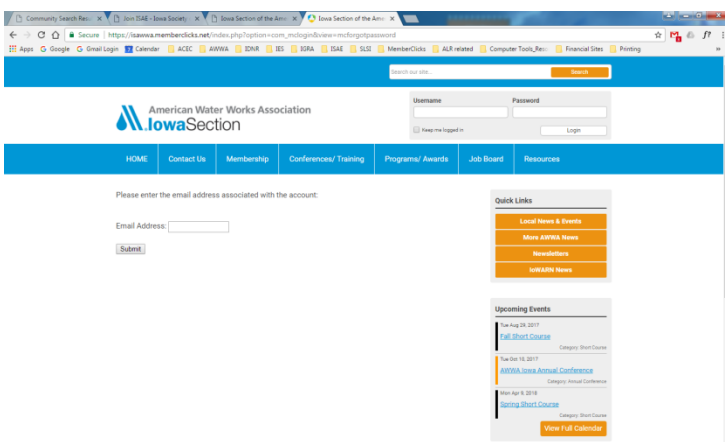
To log in, visit the AWWA-IA website at www.awwa-ia.org. At the top right side of the page, you will find the empty fields for your Username & Password for you to complete in order to login to the member's only site.



*If this is your FIRST time logging in, your Username is the current email address we have on file for you. Your Password has not yet been set so you can click on the login button and it will direct you to the next page. You will be directed to this page where you can click on the "Forgot Your Password?" link below the Login box.



You will be asked to enter your Email Address in the blank field. Please use the one that AWWA-IA should have on file for you in your AWWA membership records. Then an automated email should be sent to this email address with a link to reset your password to a secure one that you will remember.

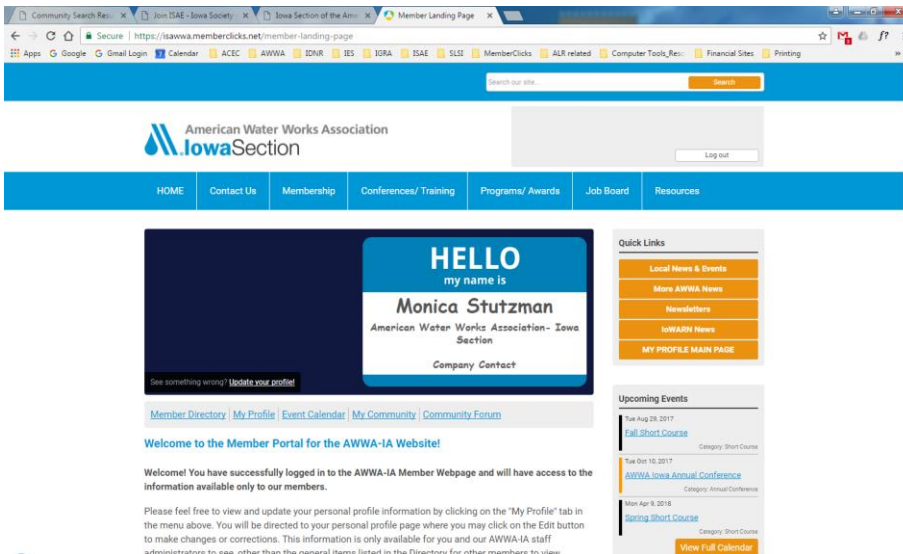


Once you have successfully logged in, you should be directed to your personal “My Profile” page with your name, organization & member type on a name badge.

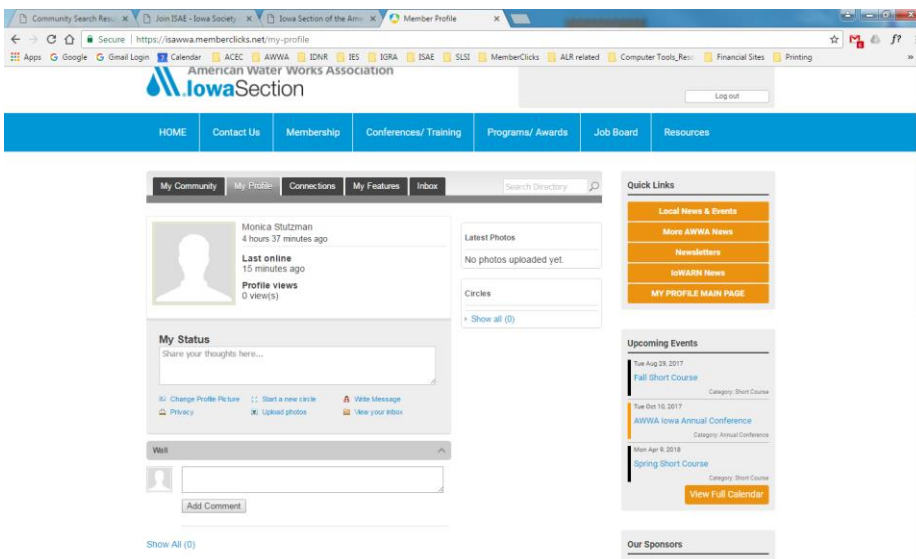
Please notice the **Members Only Menu bar** located under your name badge and explore all the options and features there. Menu options include access to:

- **Member Directory:** Access to all the AWWA-IA Members in the current database (Find the Search engine for members located in the Membership Directory link found under the Membership Tab at the top of the page)
- **My Profile:** Access to your profile information and many other features described below
- **Event Calendar:** Will direct you to the calendar of events
- **My Community:** Directs you to your Community features which include your connections, features and inbox under your profile
- **Community Forum:** Will take you to the Community Forum page showing current topics and discussions among your AWWA-IA Community

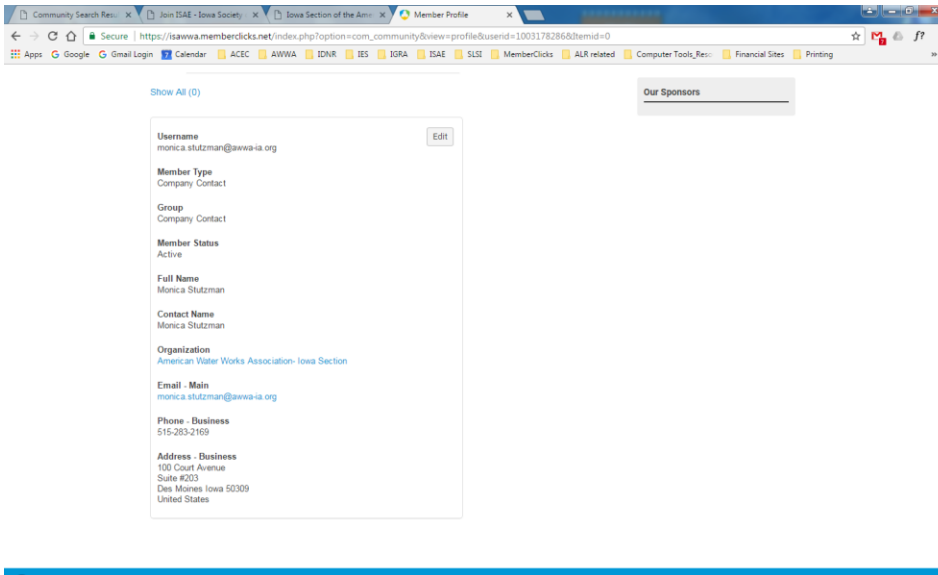
You may view and update information in your profile by clicking on the “My Profile” tab.



This will direct you to your personal profile on the AWWA-IA website. Please **scroll down** to see the information we have on file for you.

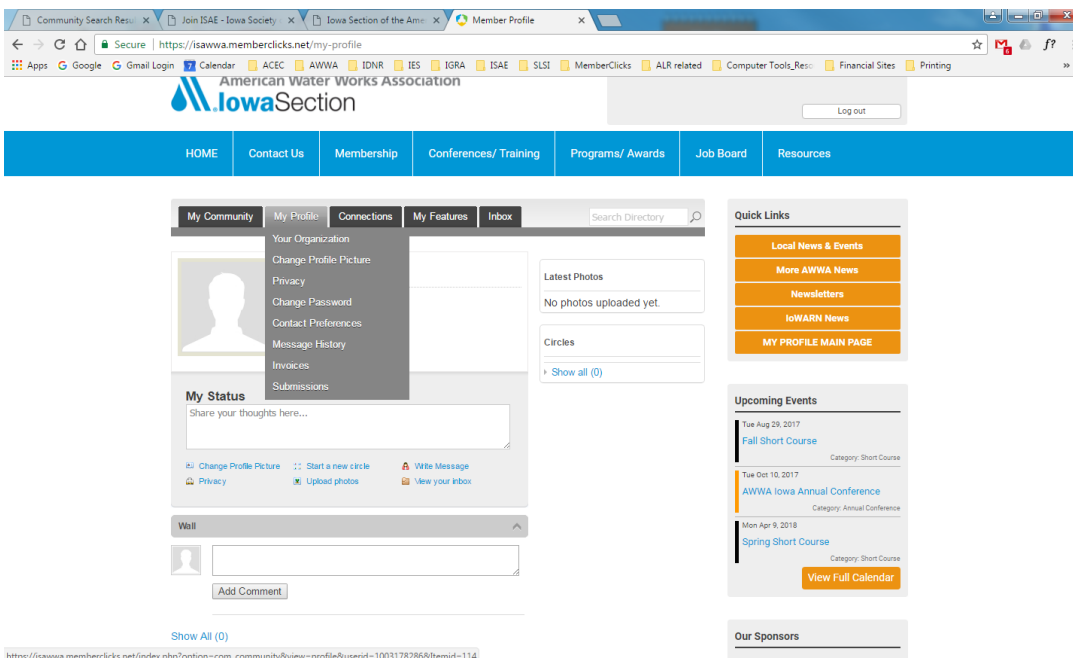


If you wish to make any changes, click on the **Edit** button on the right of the box where your Username is shown and it will bring up the fields you are able to edit.



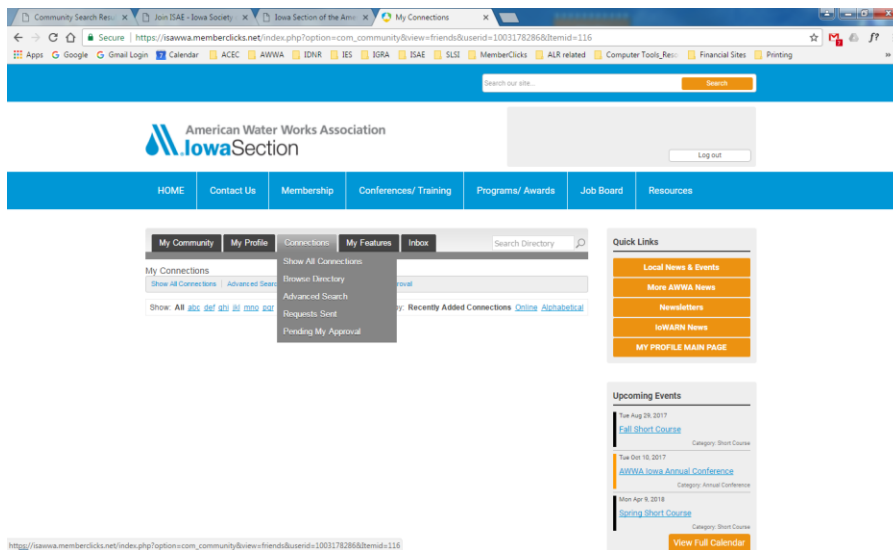
If you hover your cursor over the **My Profile** menu item, you will see drop-down menu items such as:

- **Your Organization:** This ONLY appears if you have been designated as a Key Contact for your organization. This gives you access to the main organization page. Click on this link to view and update information listed for your organization (more information on this below). If you are NOT a Key contact, this link will not be visible.
- **Change Profile Picture:** You may add, change or delete your profile picture here.
- **Privacy:** You have access to control your connections and photo privacy controls.
- **Change Passwords:** Click here to change/update your password for this site.
- **Contact Preference:** You may find your notification and forum subscription controls here.
- **Message History:** Any messages you send/receive through the system will show here.
- **Invoices:** You may access, print or pay any invoices/receipts generated through this site here.
- **Submissions:** You may view any forms or submissions created here.



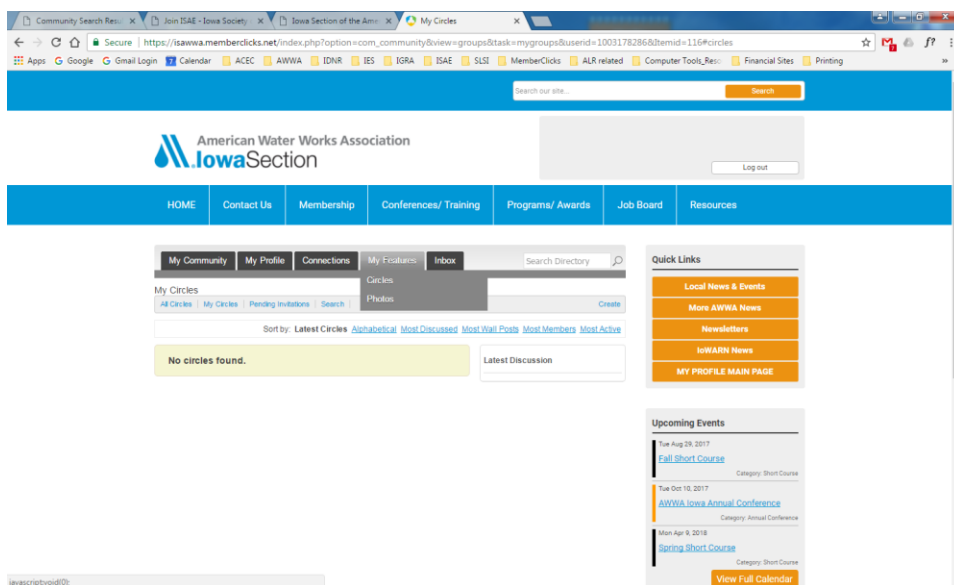
If you hover your cursor over the **Connections** menu item, you will see drop-down menu items such as:

- **Show Connections:** This is where you will see any Connections you have created under your profile. This is similar to creating “Friends” on your FaceBook account.
- **Browse Directory:** This will bring up the AWWA-IA Directory listings where you can search for members, write a message to them or request to add them as a connection.
- **Advance Search:** You may search for members based on a listed set of criteria.
- **Requests Sent:** A list of connection requests you’ve sent.
- **Pending My Approval:** A list of connection requests you’ve received and need to approve.



If you hover your cursor over the **Features** menu item, you will see drop-down menu items such as:

- **Circles:** Circles are a way for you to make connections and communicate with other groups of members. This is a member driven format that each member has the ability to create. You may create one by clicking on the “Create” link at the top right of this box.



That will direct you to a form that you will need to complete and specify the Name, Description, Type of Circle (Open or Private), as well as some permission/notification requirements. Once this Circle has been created and approved by the administrator, you may use this to communicate and dispense information to other members like other social media vehicles but specifically geared toward the AWWA-IA members.

The screenshot shows a web browser window with the URL https://sawwa.memberclicks.net/index.php?option=com_community&view=groups&task=create&Itemid=116#create. The page title is "Create new circle". Below the title, there are navigation links: "All Circles", "My Circles", "Pending Invitations", and "Search". A "Create" button is visible. The main content area contains the following fields and options:

- *Circle name**: A text input field.
- *Description**: A large text area.
- *Category**: A dropdown menu with "Main" selected.
- Circle type**: Radio buttons for "Open" (selected) and "Private".
- Discussion ordering**: Radio buttons for "Order by last replied" and "Order by creation date".
- Photos**: Radio buttons for "Disable circle photos", "Allow members to upload photos and create albums", and "Allow only circle admins to upload photos and create albums".
- Circle Albums**: A text input field with the value "6".
- New member notification**: Radio buttons for "Enable" and "Disable".
- Join request notification**: Radio buttons for "Enable" and "Disable".
- Wall post notification**: Radio buttons for "Enable" and "Disable".

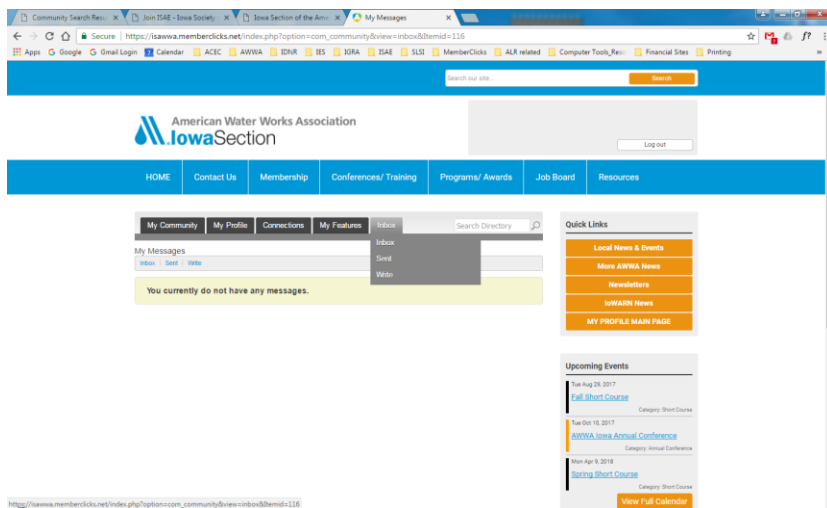
At the bottom of the form, there is a note: "Fields marked with an asterisk (*) are required." and two buttons: "Create Circle" and "Cancel".

- **Photos:** You may create Photo Albums and upload photos here to share with others in the AWWA-IA Community.

The screenshot shows a web browser window with the URL https://sawwa.memberclicks.net/index.php?option=com_community&view=photos&task=myphotos&userid=1003178286&Itemid=116#photos. The page title is "My Photos". The header includes the American Water Works Association logo and "Iowa Section". A navigation menu contains: HOME, Contact Us, Membership, Conferences/ Training, Programs/ Awards, Job Board, Resources. Below the menu, there are tabs for "My Community", "My Profile", "Connections", "My Features", and "Inbox". A "Search Directory" field is present. The "My Photos" section shows "44 Photos" and "My Photos" tabs, with "Photos" selected. A message states: "No album created yet. [Create one now](#)". On the right side, there is a "Quick Links" section with buttons for "Local News & Events", "More AWWA News", "Newsletters", "IoWARN News", and "MY PROFILE MAIN PAGE". Below that is an "Upcoming Events" section listing events like "Fall Short Course", "AWWA Iowa Annual Conference", and "Spring Short Course".

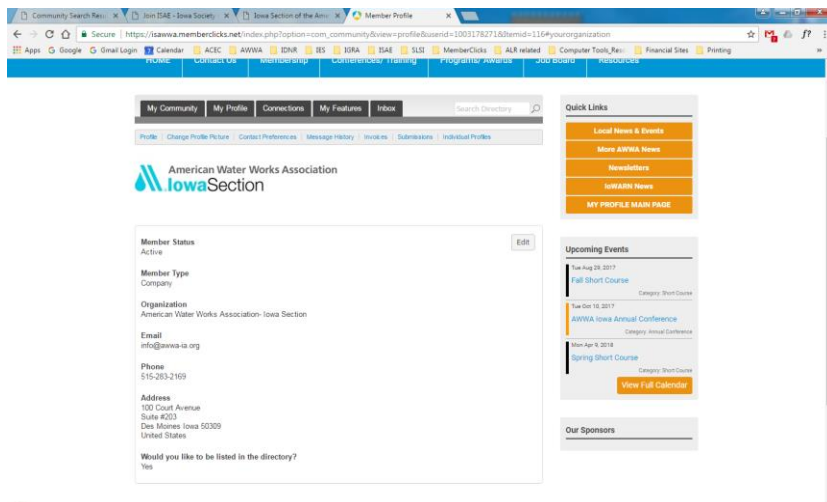
If you hover your cursor over the **Inbox** menu item, you will see drop-down menu items such as:

- **Inbox:** Message that have been sent to you.
- **Sent:** Message that you have sent.
- **Write:** A format to complete in order to send a message to someone.



Organization: IF you are the Company Contact for your organization, you will find similar features and menu items in the “Organization” link under your profile:

- **Profile:** You may update and change data here.
- **Profile Picture:** Upload a logo or picture.
- **Contact Preferences:** Notifications and Forum Subscription controls
- **Message History:** A message log for the organization.
- **Invoices:** Access to any invoices for the organization.
- **Submissions:** Record of any submissions.
- **Individual Profiles:** A list (with links) to any individual members listed under your company profile with the ability to unlink any members or create a new linked profile.



We hope you enjoy the features and benefits associated with this new AWWA-IA website. If you have any questions, please contact the AWWA-IA Section office at info@awwa-ia.org or 515-283-2169. Thank you!