# MIA MEMBER PORTAL USER GUIDE

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WELCOME..........................

to the Meetings Industry Associations member portal; a new benefit which we think you will love!

Through the portal you can access member only forums enabling you to debate with industry peers, make recommendations, support colleagues and communicate about industry relevant topics, you can download documents from the library, book events, access surveys, manage your profile, your organisations contact details and your email preferences.

So that you can start enjoying this new benefit without delay we’ve produced this handy user guide to get you started and of course the mia team are always on hand to help you on 0345 230 5508.

So, lets log straight in!!!

1. Go to: https://www.mia-uk.org and click on the ‘sign in’ link (top right hand side of your screen).
2. Enter the user name and password you have been sent.

If you experience any problems logging into the system please call us on 0345 230 5508
MY FEED

My feed is where you’ll see updates and announcements from your connections, special interest groups, regional network and MIA. If you post an update here, it will appear in the feeds of your connections.

‘Announcements’ is where you’ll find important notifications from MIA.

‘My Engagement’ shows how active you’ve been on the site recently.

‘Leading Contributors’ shows the most active members of the MIA community – click on the member’s name to see their profile.
MY PROFILE

The profile pages are very important. This is where you can see the information that you’re sharing with your connections. From the Account + settings dropdown option in the navigation bar you can control what information you share with other members, choose which communications you receive from MIA, which website notifications you want to receive and let us know about any changes to your details.

Here you’ll find links to lists of your connections, groups you’re a member of and any photos you’ve uploaded.

This is where you can update your details and control your privacy and communications settings.
MY PROFILE

Click the About tab to see what details MIA has about you.

Click the Edit icon next to any of the fields to be taken to the profile editor. Here you can:
- Update your details
- Change your password
- Set your mailing preferences

Clicking on the red padlock icon next to a profile field allows you to choose whether to show this information to other members.

Your name and profile picture (if you have chosen to upload one) are shared with other MIA members on SocialLink to enable you to network with them. You can set your details to private or member only, if you would like other members to see this information (e.g. your Twitter handle, employer name, general location) by changing your privacy settings in your profile.

Selecting ‘member only’ will only share your details with MIA members you are already connected to on SocialLink.
MY PROFILE

Information and settings
• Preferences – control which MIA SocialLink notifications you’d like sent to your email address.
• Forum settings – control which notifications you get from the group forums you participate in.
• Blog subscriptions – manage the MIA blogs you subscribe to and the notifications you receive from them.

Payments & History
View your payment history with MIA – you can filter this by membership subscriptions, event registrations, donations and by paid or outstanding invoices. You can also pay any outstanding invoices here.

Content and features
Here you can view and delete other photos you’ve shared on SocialLink
DIRECTORY

Search the mia’s members’ directory, find other members you know and connect with or message them.

Depending on the other members’ privacy settings you will see the option to Connect or Message
MESSAGES

This is where you’ll find messages from your connections and other members – you can read, reply to and send messages from here.

Message preferences enable you to choose whether you receive an email when someone sends you a message. You also have the option to receive a reminder email when you have unread messages older than 30 days in your inbox. You can update these preferences in the Information and settings area of your profile.
CONNECTIONS

Just like Facebook and LinkedIn, Social Link allows you to connect with other MIA members. Updates and posts from your connections will appear in your feed. You’ll find a list of your current connections on the Connections tab, click on their name to view their profile. You can only view the profiles of members you are connected with.
GROUPS

The Groups tab is where you will find special interest groups and regional member networks. Click on the name of one of your groups to be taken to the group feed. To join a group simply click the ‘Join Group’ option under the group name in the available groups section, or click the group name to be taken to their feed and select ‘Join Group’ in the top right hand corner of the page.

Depending on the Group settings you may need to wait for approval to join a group.

If you would like to start a special interest group please contact katiec@mia-uk.org
GROUP FEED

When you have access to a Group you will see the Group Feed and also links to other areas of the group.

If you are a designated Administrator of a Group you will be able to personalise the Welcome section and the layout of the page. You can also had pages, Group events.
QUICK LINKS

Under the Quick Links you will find links that we think you will visit regularly

- Access the mia Document Library
- View the events calendar
- Visit the mia Homepage
- View the mia members community photo library.
Clicking on the bell icon will show you a list of recent notifications from your network, your groups and mia.
SIGN OUT

To sign out click on the Welcome, your name and select sign out