WISCONSIN ACADEMY OF OPHTHALMOLOGY

THE EYE M.D.s

The new WAO website is an interactive, professional tool designed to keep members connected!

Visit us online at www.wieyemd.org

Benefits of Online Profiles

WAO encourages all members to create their own online user profile. If you are part of a practice membership, you can still create your own account. Simply ask your practice manager to set up a sub-account for you to log in.

Benefits of creating and maintaining your own profile include:
- **Register for events at Member Only rates**
- **Acces member only areas of the website**
- **Connect with other members**
- **Access to online member directory (coming in 2017)**

Set Up Your Profile

As a member of the Wisconsin Academy of Ophthalmology, you can sign into the new website and complete your online profile. You have full control over what information others will see within your profile.

Make sure to create your profile soon and update your bio to reflect your current information.

Not sure if you have an account? Email us at WAO@badgerbay.co to check.

Events Calendar

The events calendar is a great way to stay up to date on all WAO events as well as other offerings.

The new calendar is searchable by Upcoming, Past and Monthly events. You can register and pay for events online all within the online platform. All events that you attend will also be tracked in your online profile.

Once you are signed up for an event, your profile will reflect that information, so you will always know what to keep on your personal calendar!

News and Information

Stay up to date on the latest news! The WAO website will continue to provide news updates and organization-related information. Legislative updates, current events, and opportunities for engagement with WAO-related activities are all available on the site. Stay tuned in!

Submit a News Story - As a Member of WAO you have the ability to submit news stories to appar on the website and E-news. Learn more by clicking on the News/Resources tab and Submit a News Story.

Help Desk

The help desk is free member service that allows you to have your Medicare and billing questions answered by our third party payor consultant.

There is an online help form that you can submit today. Visit us online under News/Resources, then click on Coding Information.

You must SIGN IN as a member to use this service.

Career Center

Take advantage of the online career center. The WAO website is a valuable tool for connecting Ophthalmologists with potential employers.

Please Note - You will need to create a new account through the career center to apply for jobs or post job openings.

How to log in and edit your profile

Manage Profile

👤 Profile Home

Information & Settings

Edit Bio
Update your information and choose privacy settings for individual fields.

Preferences
View and manage preferences and notification settings for your account.

Invoicing, Payments & History

Invoices
View, print and pay your invoices.

My Profile

Profile Home
Manage Profile
Create Resume/CV
Networks
Files & Links
Favorites
Messages
Connections
Refer a Friend

Latest News   more

19 hours ago
Wisconsin Talking Book and Braille Library

View past or upaid invoices - click on Invoices to see any past invoices you've paid for membership dues or events you've attended.

Find the Sign In box on the WAO website and sign in with your username and password. You sould have received an email with this information.

After signing into your account you will find many options under the heading *My Profile* that allow you to personalize and update your online account with WAO.

Below is a list of items that you can manage:

Edit Your Online Profile - navigate to Manage Profile and click on Edit Bio. Here you can update your username and/or password.

Control Emails Received - click on Manage Profile and then Preferences. If you uncheck a box, you will no longer receive those notifications.

How to update your username and password

* Required Fields

Click here to update your username or change your password.

Account Information

Your Personalized URL	(create a personalized url)
Username	minten (change)
Password	(change)

🔒 E-Mail Address *

Confirm E-Mail *

Personal Information

When you need to update your personal or professional information, go to **Manage Profile** and click on **Edit Bio**. You may edit any fields on this page and click *Save at the bottom.*

Lock Symbol: The lock symbol signifies if a field is private or public. If the lock is red, it is a private field, only administrators on the WAO website can see this information. If you click on the lock, you can change it to green, which means that field will be viewable by the public. This will allow users in the future to see specific information through the online member directory (coming 2017).

My Preferences

Customize your member profile options using the form below. Checking the box next to a specific preference turns the preference "on."

On/Off	Category	Description
☑	Career Center	Email me when someone applies for an opening I have posted
☑	Community	Email me when a community event is added
☑	Connections	Allow other members to view my connections
☑	Connections	Email me when I receive a connection invite
☑	Connections	Email me when one of my connections updates their profile *
☑	Connections	Email me when one of my connections uploads a new photo *
☑	Favorites	Share my favorites with other people who can see my profile
☑	Groups	Email me when an event is added to a group of which I am a member
☑	Groups	Email me when someone in one of my groups updates their profile *
☑	Groups	Email me when someone uploads a photo to a group of which I am a member *
☐	Messaging	Email me when I have unread messages older than 30 days in my inbox
☑	Messaging	Email me when new messages arrive
☑	Profile	Display my 'Online Now' status and allow others to start a chat with me
☑	Wall	Turn on my Wall

Highlighted options no longer apply to you. They will be removed once you have de-selected them and clicked the "Save My Settings" button.

You can control what notifications you receive- within Manage Profile and clicking on My Preferences. You will find a list of notifications you will receive through the website. You can turn these on and off at any time. Just click the check box to activate a notification and uncheck the box to inactivate any notifications you wish to disable.