



Macomb County Osteopathic Medical Association

"Growing stronger everyday as we advocate for our patients and our profession"

MCOMA has been *VERY* active! Have you?

[Join the MCOMA](#)

Internet Site User's Manual

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Joining MCOMA

1. Using the web site click the Join the MCOMA link.
2. From there the prospective member will receive instructions on how to join.
3. Basically, click the link to view the PDF application. The new member should fill that out and send it to the MCOMA administrative offices.
4. Once the application has been filled out click the Register Now! link from any page.
5. Fill out the form and click Save Changes.

Having an email address is required to register online! You may still submit your application for membership, but will not be able to utilize the web site without an email address

6. Your application will be processed by MCOMA and any additional information emailed to the new member.

Signing in to the web site

1. To sign in to the web site just enter your email address and password and click login.

What can I do on the web site?

Registration on the web site allows you to:

1. Modify your information such as your address, phone numbers and select any specialties you might have. These are all items that are searchable using the Find A Doctor! Function.
2. Renew My Membership; using the web site you can renew your membership online using PayPal! Quick, easy and convenient. No longer do you need to send a check or call with a credit card.

If you wish to renew in person or by sending a check you may still do so. Members that are not registered online will need to send a check.

How do I change my information?

Changing your information is quick and easy.

1. Login using your email and password (required to change information via web site)
2. Click the Modify My Info link
3. You will be taken to the Member Information page where you can make changes in your data.
4. Click Save Changes button at the bottom of the page to complete saving your changes.

How can I renew my membership online?

1. Login to the web site using your email address and password
2. Click the Renew My Membership in the More Information box.
3. If your membership requires annual payment you will see the button to Add To Cart.
4. Click the Add To Cart button and you will be take to the PayPal website for payment.
5. Once you have paid online you will be returned to a confirmation web page.
6. That's it!

What if I forgot my password?

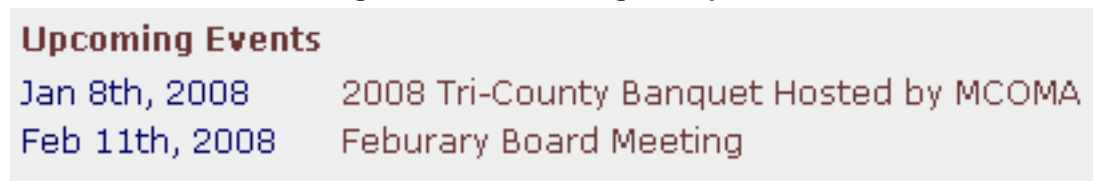
1. If you forgot your password for logging in, just click the Forgot Password? link.
2. The next page will ask you for your email address. Enter your email address and click Retrieve Password.
3. Your password will be sent to you via email.
4. If your new email is different and you can't retrieve that message you must call the MCOMA administration office to have them change your email address and password for you.

RSVP to an event

You may now RSVP to an event online. You do NOT have to be logged in.

1. From any page that displays the events (see sample below) click the event title to go to the event.

Figure 1. Events Listing Example



Upcoming Events	
Jan 8th, 2008	2008 Tri-County Banquet Hosted by MCOMA
Feb 11th, 2008	Feburary Board Meeting

2. From the event page you can click the RSVP button to let MCOMA know if you will be attending and the names of the attendees.
3. If you click the "Upcoming Events" title you will see all available events that are listed on this web site.
4. The Events and Meeting Calendar will list all events and meetings on a separate web site, but you can't RSVP or pay for them from that site.

Pay for events online

You may now pay for events online! You do NOT have to be logged in to the site.

1. Click any event title to view the event
2. If the event has a cost associated with it you will see an Add To Cart button.
3. Enter the number of guests that will be attending. The default is 1 for yourself.
4. Click the Add To Cart button when ready to pay.
5. You will be taken to the PayPal website for payment.
6. When done paying you will be returned to a confirmation page.
7. There is no need to RSVP in any other way.

Find A Macomb Doctor!

1. Using the Find A Macomb Doctor! Feature is easy.
2. You can click the "Find A Macomb Doctor!" link on almost any page.
3. Using any combination of First Name, Last Name, City, Zip Code, Location, or Specialties to search for a doctor.
4. The more fields you fill out the fewer results will be returned. Use fewer fields for a more general search.
5. You can search in multiple cities or zip codes at one time. Just enter each city or zip on a separate line.

6. Searching for specialties you can include all specialties (default) or specific specialties, but un-checking the All Specialties check box and checking specific specialties.
7. Click the Submit button to begin the search.
8. If any doctors are found they will be listed in the search results page.
9. The results page will list the doctor's name, address, phone number, email address and any specialties.