# GOTA Website: Crash Course

#### Kristen Webber, MOT, OTR/L, BCPR, ATP

Membership Chair

**Communication Chair** 



HOME

SCHOOLS

MY PROFILE	RECO	GNITIONS AWARDS	NEWS & EVENTS	JOIN GOTA	ABOUT US	RESOURCES	
RESEARCH PROJE	JECTS GOTA CONNECT »						

Q

Search our Articles...

# **Contact Information**

Kristen Webber, MOT, OTR/L, BCPR, ATP <u>Kristen.Jean.Webber@gmail.com</u> <u>Kristen.Lueck@shepherd.org</u>

414-232-6430

If you have any questions- please do not hesitate to call, email, or text me.

### Objectives

- 1. Ensure members can update their basic information on the website.
- 2. Inform members about GOTA Website basics.
- 3. Increase usability of website through education.
- 4. Increase number of website users.

### 10 things you didn't know about the GOTA Website:

- 1. You need to have an updated email address in your Profile to receive emails from GOTA.
- 2. Logging into the website allows users to see more information than if they had not done so.
- 3. Guests to the website are unable to view regional information among other things.
- 4. The My Profile feature can act like Facebook, Google Circles, &/or LinkedIn.
- 5. You can see when your membership expires.
- 6. You can designate which region of GOTA you reside in.
- 7. You can manage your membership dues.
- 8. You can register for conference.
- 9. You can check a yearly calendar.
- 10. You can choose what kind of information you receive from GOTA.

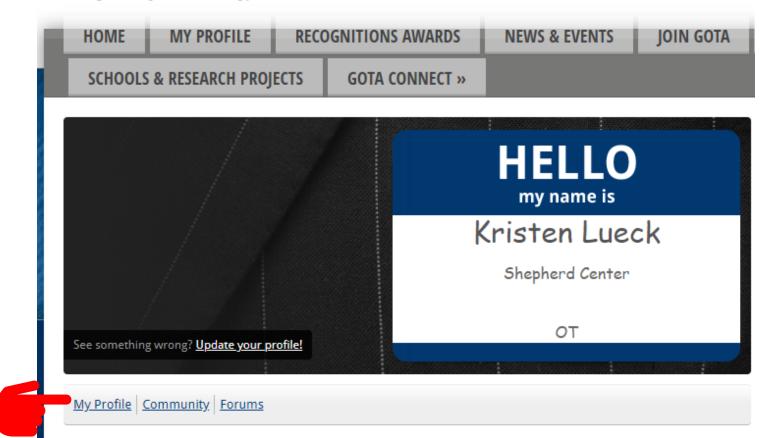


# This PowerPoint can be used as a reference guide:

Update profile information	<u>slide 6</u>
To control what you receive	<u>slide 12</u>
Regional updates	<u>slide 14</u>
Calendar	<u>slide 17</u>
My Profile features	<u>slide 20</u>
Membership Applications (new or renewal)	<u>slide 23</u>



Georgia Occupational Therapy Association, Inc.



#### Welcome to the GOTA Website

Please click the link above to update/access your membership information. To navigate to our home page please <u>click here</u>.

Once you log in. Click on "my profile" Already logged in and wanting to navigate to your profile to update information?



Search our Articles...

#### Click on the "My Profile" tab from any page on the website.





**REGISTER NOW FOR THE** 

**2019 GOTA ANNUAL CONFERENCE** 

**Member Logout** 

**Upcoming Events** 

Wed Sep 11, 2019 Atlanta Region Meeting Category: Regiona Fri Sep 13, 2019 #320 Brain Gym Catego Thu Sep 19, 2019 GOTA Executive Board Meeting Category: GOTA Executive Board Sat Sep 28, 2019

#206 Innovative Stroke and Neurological Rehab Treatment Approaches

The GOTA My Profile feature is the GOTA's way of connecting to members via "Facebook" like features, email, and ensures the GOTA can communicate with members via email and general delivery mail.

When joining GOTA members are not "forced" to assign an email or general delivery address.

To ensure members receive emails, they must update their profile information.

	ional Therapy Associatio	n, Inc. OGNITIONS AWARDS	NEWS & E	VENTS	JOIN GOTA	ABOUT US RESOURCES	
SCHOOLS &	RESEARCH PROJECTS	GOTA CONNECT »					
My Community	/ My Profile Conne	ctions My Features	Inbox	Searc	h Directory	Our Sponsors	
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#### Georgia Occupational Therapy Association, Inc.

HOME	MY PROFILE	RECO	GNITIONS AWARDS	NEWS & EVENTS	JOIN GOTA	ABOUT US	RESOURCE
SCHOOLS	& RESEARCH PROJ	ECTS GOTA CONNECT »					

Our Sponsors My Community My Pro Connections My Features Inbox NFI **Change Profile Picture** NORTHSIDE HOSPITAL Kristen Lueck 16 minutes ago Privacy I work at the REHABILITATION SERVICES Shepherd Alpharetta \* Atlanta \* Canton \* Cur hter as a dual spinal Center as a alist in Atlanta Contact Preferences So you can live inpatient therapy dual spinal cord and life to the fullest injury program. I Message History brain injury Occupational Science Physical Therapy specialist in a graduate certificate Invoices Audiology d Accessible Design Atlanta Occupational Therapy Georgia. I am onsin-Milwaukee. Submissions Speech/Language Therapy currently an inpatient Last online therapy · 0 6 minutes ago manager in the spinal Profile views cord injury 1 view(s) program. I received my Member Logout BS and MS in Occupational My Status Science and Share your thoughts here... Technology; Upcoming Events along with a graduate Wed Sep 11, 2019 certificate in Atlanta Region Meeting Assistive El Change Profile Picture ::: Start a new circle A Write Message Category: Regional N Technology Privacy Upload photos View your inbox and Fri Sep 13, 2019 Accessible #320 Brain Gym Design from Category Wall the University of Wisconsin-Thu Sep 19, 2019 Milwaukee. GOTA Executive Board Meeting 0 Category: GOTA Executive Board N Sat Sep 28, 2019 Add Comment Latest Photos #206 Innovative Stroke and Neurological Rehab Treatment No photos uploaded yet. Approaches Show All (0) Category Wed Oct 9, 2019 Circles Atlanta Region Meeting Category: Regional N Edit Username Show all (0) Wed Nov 6, 2019 kristen.j.lueck@gmail.com Atlanta Region Meeting Category: Regional N Expiration Date 07/16/2020 Thu Nov 7, 2019

Members can update the My Profile information in by selecting Edit in the lower text box.

By Selecting Edit in the lower text box members can update:

- Username
- Full Name
- Contact Name
- Organization
- Email Address
- Phone Number
- Mailing Address
- Work Address
- Region Selection

If only updating a few items. Please ensure your email address and home address is up-to-date.

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Add Comment	
how All (0)	Latest Photos
	No photos u
Username Cancel Save	Gircles
kristen.j.lueck@gmail.com	+ Show all (0)
Expiration Date 07/16/2020	
Member Type OT	
Group OT	
Member Status Active	
Full Name Kristen Jean Lueck	
None V	
Contact Name Kristen Lueck	
Organization	
Shepherd Center	
Email - Main Set as Primary Email kristen.j.lueck@gmail.com	
Email - Secondary Set as Primary Email	
kristen.lueck@shepherd.org	
Phone - Main         Set as Primary Phone           414-232-6430	
Phone - Other Set as Primary Phone Phone	
Address - Main Set as Primary Address	
Line 2	
atlanta GA V	
30306	
United States	
Address - Work Set as Primary Address Shepherd Center	
2020 Peachtree Rd NW	
Atlanta GA V	
30309	
United States V	
Region Selection Metro Atlanta and Surrounding Areas South Region North Region	

Once you have updated your information. Simply hit Save.

#### Completing this step ensures you receive:

- GOTA Member Emails
- Newsletters
- Regional News

### Failure to update your profile when first joining GOTA results in members not receiving emails.

GOTA does not require that members engage via My Profile because GOTA does not want technology to be a hurtle to membership.

		Cancel Save	
kristen.jean.webber@gm	ail.com		
Expiration Date 07/16/2020			
<b>Member Type</b> OT			
<b>Group</b> OT			
Member Status Active			
Full Name			
Kristen	Webber		
None 🔻			
Contact Name			
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Shepherd Center			
Email - Main	Set as Primary Email		
Kristen.Jean.Webber@gm	nail.com		
Email - Secondary	Set as Primary Email		
	org		
kristen.lueck@shepherd.			
kristen.lueck@shepherd.	Set as Primary Phone		ck her

Click here to return to reference slide.

### Contact Preferences

Now let's focus on what you want to receive!

- 1. Hoover over My Profile.
- 2. Select Contact Preferences.

MY PROFILE **RECOGNITIONS AWARDS** RESOURCE HOME **NEWS & EVENTS IOIN GOTA** ABOUT US **SCHOOLS & RESEARCH PROJECTS GOTA CONNECT »** Our Sponsors My Community My Prof Connections My Features Inbox NFI Change Profile Picture NORTHSIDE HOSPITAL Kristen Lueck 16 minutes ago Privacy I work at the REHABILITATION SERVICES Shepherd Alpharetta \* Atlanta \* Canton \* Cur hter as a dual spinal Center as a alist in Atlanta Contact Preferences So you can live inpatient therapy dual spinal life to the fullest injury program. I cord and Message History brain injury Occupational Science Physical Therapy specialist in a graduate certificate 171 Invoices Audiology Atlanta d Accessible Design Occupational Therapy Georgia. I am onsin-Milwaukee. Submissions Speech/Language Therapy currently an inpatient Last online therapy 6 minutes ago manager in the spinal Profile views cord injury 1 view(s) program. I received my Member Logout BS and MS in Occupational My Status Science and Share your thoughts here ... Technology; Upcoming Events along with a graduate Wed Sep 11, 2019 certificate in Atlanta Region Meeting Assistive El Change Profile Picture :: Start a new circle A Write Message Category: Regional N Technology Privacy Upload photos View your inbox and Fri Sep 13, 2019 Accessible #320 Brain Gym Design from Category Wall the University  $\wedge$ of Wisconsin-Thu Sep 19, 2019 Milwaukee. GOTA Executive Board Meeting 0 Category: GOTA Executive Board N Sat Sep 28, 2019 Add Comment Latest Photos #206 Innovative Stroke and Neurological Rehab Treatment No photos uploaded yet. Approaches Category Show All (0) Wed Oct 9, 2019 Circles Atlanta Region Meeting Category: Regional N Username Edit Show all (0) Wed Nov 6, 2019 kristen.j.lueck@gmail.com Atlanta Region Meeting Category: Regional N Expiration Date 07/16/2020 Thu Nov 7, 2019

Georgia Occupational Therapy Association, Inc.

The Contact Preferences Section allows members to select:

- Mailing List
- Social Community Emails
- Globally Unsubscribe for an email address

To receive general email from GOTA you must have "ON" selected for Receive newsletters, announcements, and updates from this organization.

The Contact Preferences Section allows members to reduce the number of emails and mail received from GOTA.

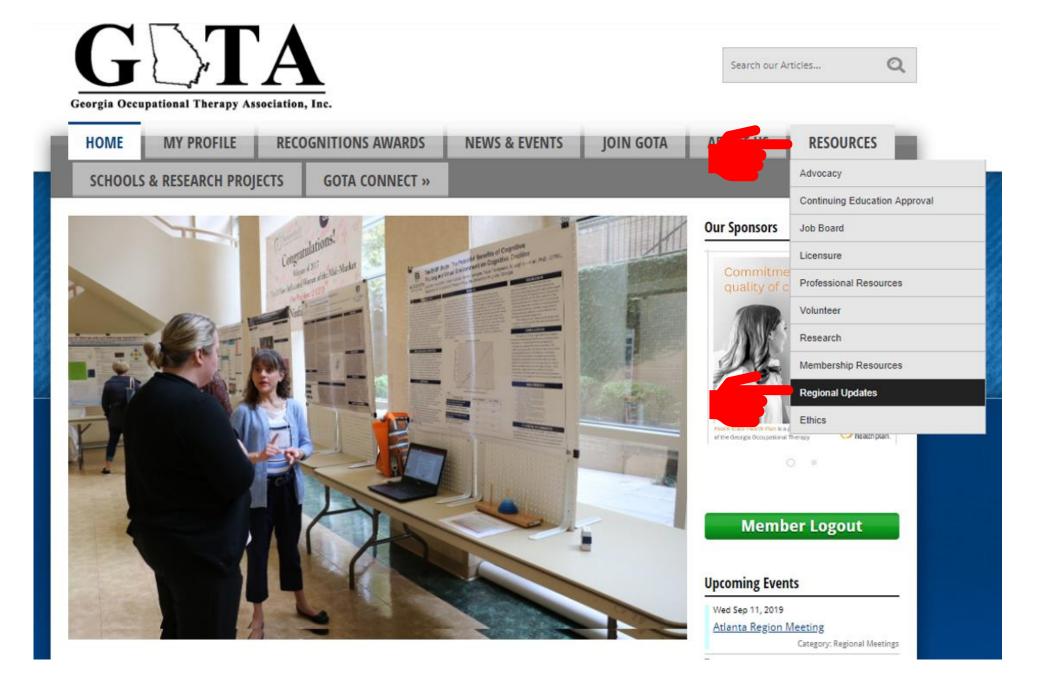


HOME	MY PROFILE	RECOGNITIONS AWARDS	NEWS & EVENTS	JOIN GOTA
SCHOOLS	& RESEARCH PROJE	GOTA CONNECT »		
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Contact Prefe	rences			
Mailing L	ist Preference			
ON	Receive newslet	tters, announcements and upda	tes from this organization	
Social Co	ommunity Emails			
ON	Receive connec	tion & message notification ema	ails	
ON	Receive wall cor	mment emails		
ON	Receive circle w	all post emails		
ON	Receive circle p	hoto emails		
ON	Receive circle d	iscussion emails		
ON	Receive circle b	ulletin emails		
Forum Su	ubscriptions			
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Email Addre	ss	Status	Actions	
Kristen.Jear	n.Webber@gmail.com	Receiving all emails	Unsubscribe	
kristen.lued	:k@shepherd.org	Receiving all emails	Unsubscribe	Click here to retur
				to reference slide.

### Regional Updates

Members must be logged-in to access the regional updates tab.

Navigate here by hoovering over Resources and selecting Regional Updates.



### **Regional Updates**

The Regional Updates includes:

- Georgia state map to view regions by county.
- Region specific update section



#### **North Region**

Region Chair: Ben Keeling, OTR/L (benkeeling33@gmail.com)

#### Upcoming Meetings:

The North District of GOTA would like to invite you to our meet and greet networking event Tuesday June 25th at 6pm at Wild Wings located at 311 Jesse Jewell Pkwy, Gainesville, GA 30501. We will be providing food! Come visit and meet your fellow Occupational Therapists in your district. It will be a fun opportunity to network and eat some free food. A 5 question survey will be provided at dinner to gather information on how GOTA can better serve you and what sort of events or speakers interest you. We look forward to

### **Regional Updates**

The Regional Sections:

- Provides a location for members to see who their current regional chair is.
- Allows Upcoming meeting details to be featured.
- Can include meeting minutes for members to receive information disseminated when they could not attend onsite meetings.
- Provides region chairs the broadcast information as frequently as they choose.
  - Yearly calendar
  - Call for volunteers
  - General updates

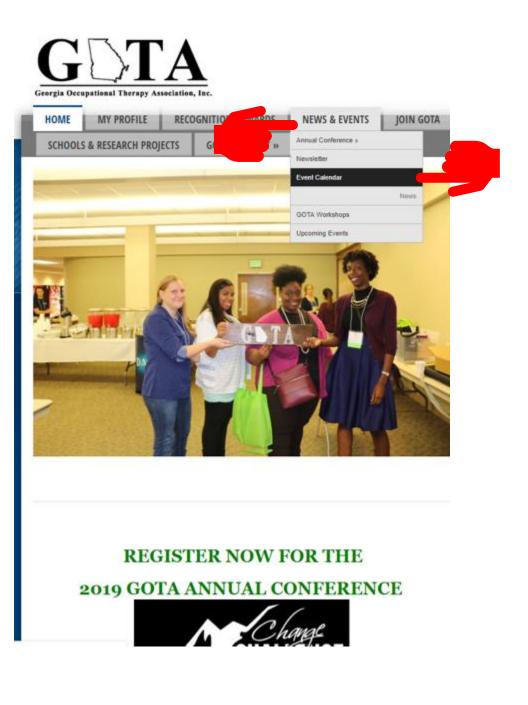
Region C	nair: Ben Keeling, OTR	/L ( <u>benkeeling33@gmail.com</u> )	)
• Upcomi	ng Meetings:		
25t foc to i on	h at 6pm at Wild Wings located at 311 Je: d! Come visit and meet your fellow Occu etwork and eat some free food. A 5 que	ite you to our meet and greet networking event Tuesd sse Jewell Pkwy, Gainesville, GA 30501. We will be pro- pational Therapists in your district. It will be a fun opp stion survey will be provided at dinner to gather infor t sort of events or speakers interest you. We look forw <u>small.com</u> with any questions.	viding portunity mation
• Meeting	Minutes		
East Regio	1		
Region C	nair: Laurie Cordaro, C	) TR/L (valcor@bellsouth.net)	
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### Event Calendar

- 1. Hoover over News & Events.
- 2. Select Event Calendar.

Please note the Event Calendar and Upcoming Events are two different things.

- The Event Calendar allows users to access all scheduled events throughout the year via a calendar view.
- The Upcoming Events is a list of workshops and continuing education opportunities currently featured by GOTA.



### Event Calendar

The Event Calendar allows users to access all scheduled events throughout the year via a calendar view.

Hoovering over the event provides a popup box including full date and event time.

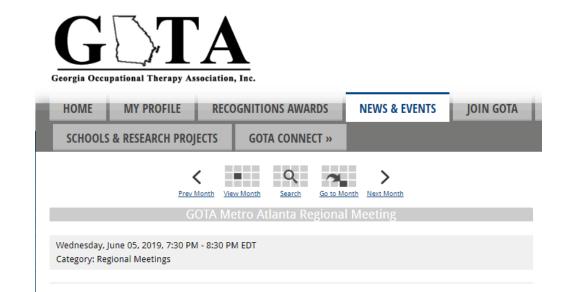
Members can click on the event to get pulled to a page with more information on the event.

HOME	MY PROFILE	RECOG	NITIONS AWARD	S NEWS	& EVENTS	JOIN GOTA
SCHOOLS	& RESEARCH P	ROJECTS	GOTA CONNECT	»		
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Fall GOTA A	nnual Conference	Regional	Meetings GO	TA Executive Boa	ard Meetings	Events
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28	Monday	Tuesday	Wednesday	1	2	3
4	5	6	7 Atlanta	8	9	10
			Region Meeting			
11	12	13	14	Atlanta Regi	on Meeting	
				Wednesday, Au		
18	19	20	21	7:30 PM - 8:30 P	23	24
10	13	20	-1		2	24
	26	27	28	29	30	31

### Event Calendar

Event Hosts Choose the amount of detail that users find when they click on the meeting from the calendar view.

Here is an example of what the Atlanta Region posted with the June meeting.



#### **GOTA Metro Atlanta Regional Meeting**

Do you want to learn practical and relevant information on family and community centered inclusion while earning a FREE contact hour? If so, join your GOTA friends at the Atlanta Region meeting on June 5, 2019 at 7:30 to listen to our guest speaker Mr. Mark Crenshaw! Mr. Crenshaw is the director of interdisciplinary training at Georgia State's School of Public Health, and will be discussing the Leadership Education in Neurodevelopmental and Related Disabilities (GaLEND) program in Georgia.

Please click the link to learn more on this program:

https://disability.publichealth.gsu.edu/programs/galend/

https://aucd.org/template/page.cfm?id=473

We will be offering free food at this event, so bring your OT students for a fun night! As always, this is a great way to meet new people and find ways to get involved.

I would like to thank Dr. Teal Benevides for helping me connect our chapter with Mr. Crenshaw. We will be updating the Facebook page and <u>GAOTA.com</u> with this information.

Meeting Details:

Date: 06/05/2019

Time: 7:30pm-8:30PM

Topic: Community and Family Centered practice

FREE Contact Hour: 1 contact hour

Meeting Location Information:

Click here to return to reference slide.

### My Profile Features

My Profile is the default location. From here you can select any of the following sub-tabs.

- My Community
- My Profile
- Connections
- My Features
- Inbox

HOME	IY PROFILE	RECOG	NITIONS AWARDS	NEWS & EVE	NTS JOIN	GOTA
SCHOOLS & R	ESEARCH PROJE	CTS	GOTA CONNECT »			
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	cord and br Georgia. I a manager in received my and Techno in Assistive	e Shepher ain injury s im current the spinal / BS and N logy; alon Technolog iversity of inutes ago		nce	Kristen Webber I work at the Shepherd Center as a dual spinal cord and brain injury specialist in Atlanta Georgia. I am currently an inpatient therapy manager in the spinal cord injury	1 hour ag
My Status Share your thou	ahta hara				program. I received my BS and MS in Occupational	
Share your thou	gnis nere			,	Science and Technology; along with a	
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### My Profile Features

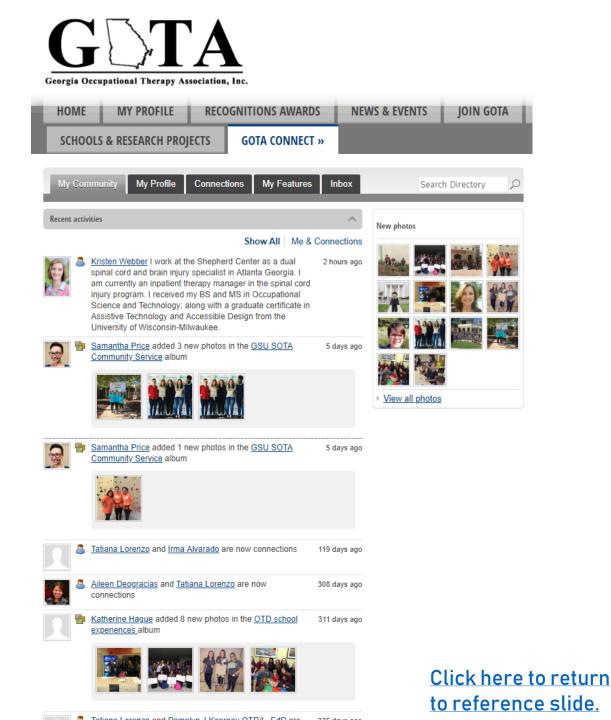
#### • My Profile

- My Status- blurb provided next to your profile picture.
- Wall- an interactive way to comment daily.
- **Profile Picture-** personalization option.
- User Information Edit Section-as reviewed slide 5.
- **Recent Updates**-any personal status, message, etc. updates will appear here.
- Latest Photos-allow you to share event photos with others.
- **Circles**-allows you to see groups of people you want to interact with easily. This is similar to CommunOT from AOTA.

HOME	MY PROFILE RE	COGNITIONS AWARDS	NEWS & EVE	NTS JOIN GOT
SCHOOLS &	RESEARCH PROJECTS	GOTA CONNECT »		
My Communit	y My Profile Conne	ections My Features	Inbox	Search Directory
	cord and brain in Georgia. I am cui manager in the s received my BS a and Technology; in Assistive Techi	pherd Center as a dual sp jury specialist in Atlanta rrently an inpatient therapy pinal cord injury program. and MS in Occupational S along with a graduate cert nology and Accessible De ty of Wisconsin-Milwaukee ago	/ I cience tificate sign	Kristen 1 ho Webber I work at the Shepherd Center as a dual spinal cord and brain injury specialist in Atlanta Georgia. I am currently an
	Last online 1 hours 40 minut Profile views 1 view(s)	es ago		inpatient inpatient therapy manager in the spinal cord injury program. I received my
My Status	oughts here			BS and MS in Occupational Science and
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Add Co	omment		Latest Pho	tos
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### My Profile Features

- **My Community**-highlights recent activities to people you choose to connect with.
- My Profile-see slide 20.
- Connections
  - Approve and ask for connections with other Members.
  - View all connections & their connections.
  - Search connections.
- My Features
  - Create a "Circle" of professional connections to interact with via messages.
  - Post photos and albums.
  - Control e-lists: subscribe to specific e-lists.
- Inbox
  - Inbox
  - Sent messages
  - Write messages



### **Membership Application**

- First time members
- Renewing membership

- 1. Hover over Join GOTA.
- 2. Select Membership Application.
- 3. Choose the appropriate level of membership.



OTR - \$90 / COTA - \$70 Georgia Licensed OT/OTA

#### JOIN NOW!

#### Active membership benefits include all the benefits listed below plus:

- · Active members receive a free listing in the OT Locator.
- Colleagues and visitors can search for areas of specialty and by name.
- Event Postings One online event posting during the calendar year at no charge. (\$50 value!).
- Jobline Posting One 30-day online job posting during the calendar year at no charge. (\$25 value!)
- Voting member of GOTA.

#### Student - \$40

Active student membership benefits include all the benefits listed below plus:

ns://gocta.memberclicks.net/membership-application

#### **Upcoming Events**

Wed Sep 11, 2019 Atlanta Region Meeting Category

Fri Sep 13, 2019 #320 Brain Gym

Thu Sep 19, 2019 GOTA Executive Board Me Category: GOTA Executi

Fri Sep 27, 2019

GOTA 2019 Annual Confe Category: Fall GOTA /

#### Sat Sep 28, 2019

. . . . . . . . . .

#206 Innovative Stroke a Neurological Rehab Treat Approaches

### **New Membership Application**

- If you are not a current member or if you have not set up a profile-
  - Supply an email.
  - Create a password.

GDTA
Georgia Occupational Therapy Association, Inc.

HOME	RECOGNITIONS AWARD	S	NEWS & EVENTS	JOIN GOTA	ABOUT US	R
SCHOOL	S & RESEARCH PROJECTS	G	OTA CONNECT »			

Login

#### Existing Users

If you already have an account, sign in here.

Username

Password

......

Forgot Password Forgot Username

Login

#### New Users

If you are a new user, enter your email address below to login.

Email

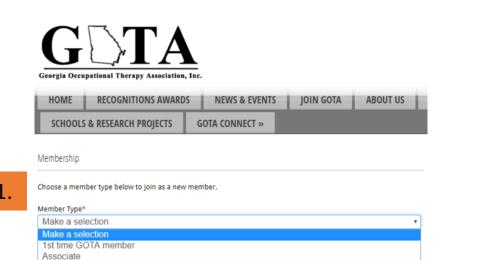


By providing your email address, you agree to receive emails from Georgia Occupational Therapy Association.

This comment is only referring to your invoice! The GOTA is confirming you are agreeing to have your invoice emailed to you following the completion of your application.

#### **New Membership Application**

- 1. Select membership type & supply your full name.
- 2. Next you are taken to the estimated cost summary.
- 3. With the page on the right, you have the opportunity to insert any discount codes.



Organization OT OTA Student

G	<b>TA</b>			
Georgia Occu	pational Therapy Association, I	inc.		
HOME	RECOGNITIONS AWARDS	NEWS & EVENTS	JOIN GOTA	ABOUT US
SCHOOLS	& RESEARCH PROJECTS	GOTA CONNECT »		
Summary				
Discount Co Enter a discou	2			
Discount Co	ode			Apply
Members	hip			
Member Type 1st time GOTA				
Membership ( 1 period - \$45.	<b>Options:</b> 00 (through Aug 14, 2020)			\$45.00
Applicant				
<u>Example GC</u> Individua Example o	l Name:			
Total:				<b>2.</b> \$45.00
		Previous Next		

### **New Membership Application**

• Next page is the payment page.

HOME	RECOGNITIONS AWARDS	NEWS & EVENTS	JOIN GOTA	ABOUT U
SCHOOLS	& RESEARCH PROJECTS	GOTA CONNECT »		
Payment				
Total: \$45.0	0			
Credit Card	Payment			
	-			
First Name				
Example				
Last Name				
GOTA				
Company				
(Optional)				
Credit Card Nu	mber			
Cue dit Could Tue				
Credit Card Typ	De la construcción de la			
cvv				
What is my CVV co	ode?			
-				
Expiration Mon	*h			

#### Membership Application: Renewal

- If you are a current member with a profile.
- You are directed to log in.
- After selecting the type of membership to complete, you are directed immediately to a questionnaire.
- At the end of the questionnaire, current members are brought to the submit payment page.

H	OME MY PROFILE	RECOGNITIONS AWARDS	NEWS & EVENTS	JOIN GO
S	CHOOLS & RESEARCH PROJEC	GOTA CONNECT »		
Gana	ral Section			
Gene				
Work	place/ Organization Name*			
Pract	ice Area(s)-Check all that apply*			
	Acute Care			
	Inpatient /Outpatient Rehabilitat	ion		
	Home Health			
	Skilled Nursing Facility/ LTAC			
	Assisted/Independent Living Faci	lity		
	Vocational Rehab			
	Administration/Management			
	School System			
	Pediatric Outpatient or Early Inte	ervention		
	NICU/Acute Pediatric Care			
	Mental Health			
_	Academia Hand and UE Rehabilitation			
	nand and be Kenabilitation			
Years	in practice*			
$\bigcirc$	Less than one year			
$\bigcirc$	1-3 years			
۲	4-6 years			
$\bigcirc$	7-10 years			
$\bigcirc$	11-15 years			
$\bigcirc$	16-20 years			

### **Membership Application**

- After completing the application successfully members are emailed their invoice.
- Any <u>new member or member who submitted an</u> <u>email address for the first time</u> should create a profile within the GOTA website to ensure they receive the full benefits GOTA has to offer.

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	GOTA A to krister			a@m	ember	clicks-r	nail.n	iet>		e	Wed, Jul 3,	9:33 AN	N Z	<u>کر</u>	4	:
	Kristen,															

Thank you for renewing your membership with [ [Georgia Occupational Therapy Association (GOTA)]]! Your membership is making a difference in the lives of Georgians.

Your payment has been received. Your membership is now valid through 07/16/2020.

Click here to view this invoice

Privacy Policy



invoice.pdf

INVOICE 328

GDTA

Forward

Click here to return to reference slide.

### GOTA Website: Crash Course

# Georgia Occupational Therapy Association, Inc. Things to Remember:

- Do not hesitate to contact Kristen Webber directly with questions.
- Have an updated email address on the My Profile page.
- Log into the website to get the most robust view possible.
- Have fun with features:
  - Region specific pages
  - Detailed calendar
  - My Profile features



## Questions?

Kristen Webber, MOT, OTR/L, BCPR, ATP <u>Kristen.Jean.Webber@gmail.com</u> <u>Kristen.Lueck@shepherd.org</u>

414-232-6430

If you have any questions- please do not hesitate to call, email, or text me.