



## A brief overview of what you will find in the Member Portal.

Welcome to the Hauora Taiwhenua Rural Health Network Portal – a Portal for Members of our rural community.

### PROFILE AND ACCOUNTS

- + **My Profile:** In My Profile you will be able to edit your Contact Details, see the status of your Membership Details, and your Personal Details. You will also be able to add an image or avatar.
- + **My Events:** In My Events you will be able to see any Events that you have registered for. This section is under development.
- + **My Chapters:** In My Chapters you will be able to see the progress of applications to Chapters that you have made.
- + **Finance Module:** In the Finance Module you will be able to see the progress of your Membership subscription payments.

- + **Poll Page:** The Poll Page will be a quick link to respond to Polls and short Surveys.
- + **Organisation Profile:** If you are an Organisation Member you will be able to see and edit the details of your Organizations Membership. You are able to Manage your Named Individual Members and Manage your Membership.
- + **My Organisation Invoices:** Here you will find a payment history.
- + **My School Trips:** My School Trips is under development.
- + **My Events List:** This section is under development.

### NEWSLETTER

The **Newsletter** section hosts the various communications that we send out to Members including our monthly e-newsletter, media releases, and general communications for Members.

### EVENTS

The **Events** tab is where you will be able to book and pay for future Hauora Taiwhenua events. You will also be able to submit an abstract for consideration for any event listed under Events.

for more information, contact: [@enquiries@htrhn.org.nz](mailto:@enquiries@htrhn.org.nz)

## CHAPTERS

The **Chapters** tab has sub sections for all nine Chapters as well as a sub section titled General Forum.

On clicking the **Chapters** tab, you will see the nine Chapters drop down. As you select your preferred Chapter e.g. Rural Hospital, you will see that you are welcomed as a Member of this Chapter, there is a button titled **Make a Post**, and a list of current Posts.

You can **Make a Post** by clicking on the button and filling in the form. You can even add an attachment to share with your Chapter Members. All Chapter Members will be able to **View** the post **Like** and **Comment**.

At the bottom of the drop-down list is General Forum. Under this sub section you can Make a Post for any and all Members to **View**, **Like** or **Comment** on.

## CHAT

The **Chat** tab has two drop down sub sections, **Public Users and Meetings**.

**Public Users** is the list of any Member who has agreed to make public their contact details in the Members Portal. Should you wish to contact another Member, you will be able to do so here.

**Meetings** is our video meeting option. **Meetings** work similarly to Zoom and is very easy to use. You will see all current scheduled meetings on this page that you can join quickly by clicking Join. If you are also a Chapter Chair or Chapter Deputy Co-Chair you will be able to create Meetings for your Chapter here.

## ALL PUBLIC PORTAL USERS

In the Public **Portal Users** tab you will be able to see a list of all Members who have agreed to make their contact details public in the Members Portal.

To see the profile of a Member, just click on **View**. From **View** you can quickly contact this Member using the **Contact** button.

## ENQUIRY

The **Enquiry** tab is self-explanatory. Should you wish to make an enquiry please don't hesitate to contact us using this link. Your email will come directly to us at Hauora Taiwhenua.

## RECRUITMENT

The **Recruitment** tab is under development. You will see the bones of what will eventually, be an interactive space for locum recruitment. We look forward to sharing this with you in the future.

## APPROVALS

The **Approvals** tab with sub sections, Pending Tasks and Completed Tasks, is a quick link for CRM Administrators and is not active for Members.