



International Society on Scoliosis Orthopaedic and Rehabilitation Treatment

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Hello

Some members have had questions on how to use our new website and membership portal. We apologize for this confusion.

To better assist you, are including instructions on:

- setting a new password
- logging in
- renewing or viewing a current or previous invoice
- editing your profile
- changing your privacy settings
- setting up email privileges.

If you still have any questions or concerns, please contact [info@sosort.org](mailto:info@sosort.org) and we will be happy to assist you.

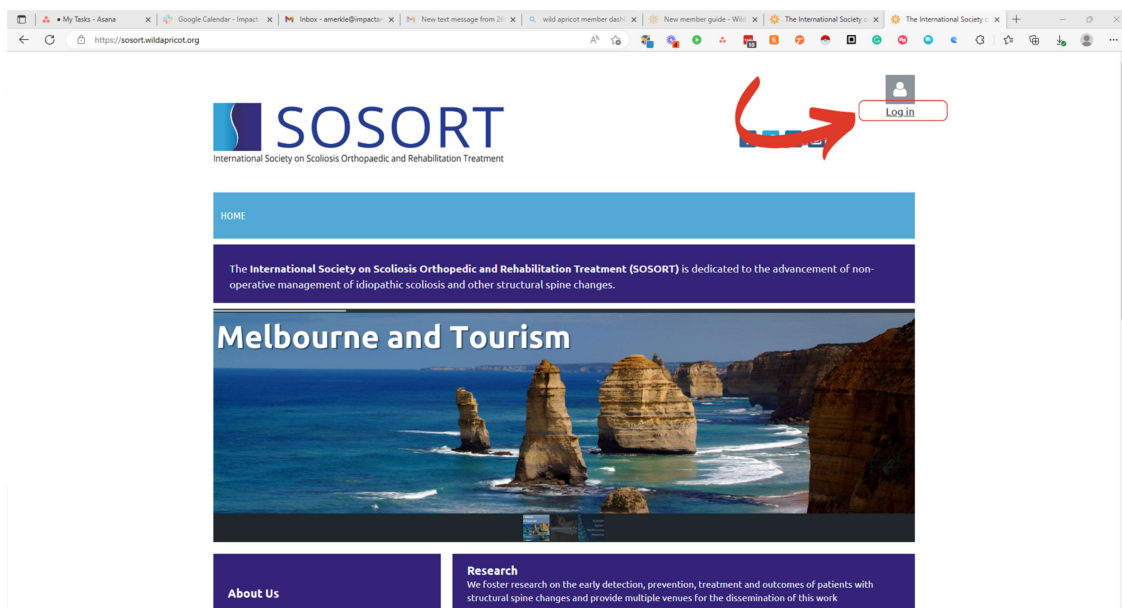
Best,

James H. Wynne  
President, SOSORT

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## Logging In

# SOSORT Membership Portal FAQ



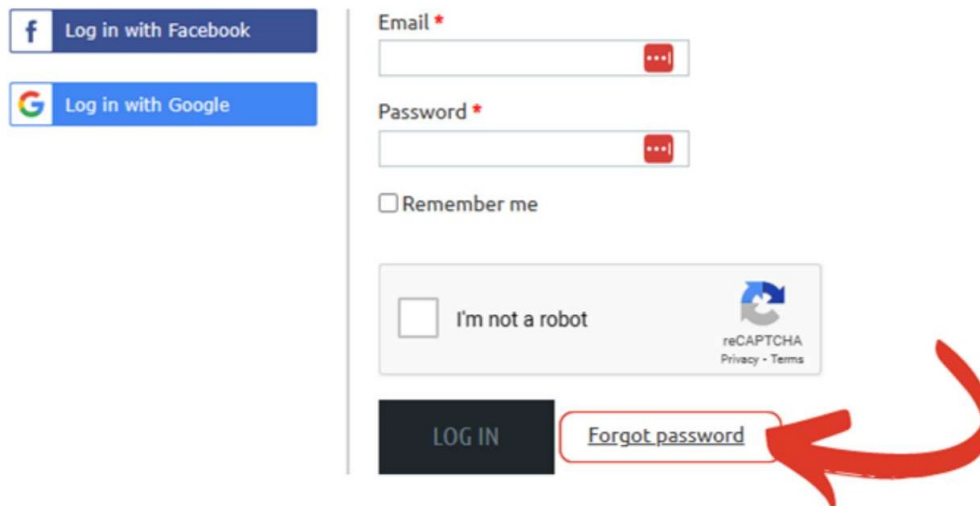
The screenshot shows the SOSORT website homepage. At the top right, there is a "Log In" button with a user icon, which is highlighted by a red arrow. The website header includes the SOSORT logo and the text "International Society on Scoliosis Orthopaedic and Rehabilitation Treatment". Below the header, there is a "HOME" section with a blue background. A purple banner below that contains the text: "The International Society on Scoliosis Orthopaedic and Rehabilitation Treatment (SOSORT) is dedicated to the advancement of non-operative management of idiopathic scoliosis and other structural spine changes." Below the banner is a large image of a coastline with rock formations, titled "Melbourne and Tourism". At the bottom, there are two columns: "About Us" and "Research". The "Research" section states: "We foster research on the early detection, prevention, treatment and outcomes of patients with structural spine changes and provide multiple venues for the dissemination of this work".

If you are logging into your membership portal for the first time, click the "Forgot password" link next to the Login button. On the page that appears, you can enter your email address to receive a reset password link via email.

After you log in, a message will appear with links in the bottom right corner if you have unpaid invoices or incomplete registrations, or are lapsed, overdue, or within a week of your renewal date.

## PLEASE LOG IN TO CONTINUE

Please login to continue to the page you have requested.



The image shows a login form with the following elements:

- Two social login buttons: "Log in with Facebook" and "Log in with Google".
- Input fields for "Email \*" and "Password \*", both with red eye icons for toggling visibility.
- A checkbox labeled "Remember me".
- A reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link.
- A dark "LOG IN" button and a "Forgot password" link.
- A red arrow pointing to the "Forgot password" link.

## After Logging In

After logging in, you are taken to your member profile where you can renew your membership.

You will be taken to the Invoices and payment tab on your member profile, where you can view and pay invoices, and view past payments. You can also access this screen by displaying your member profile then clicking the Invoices and payments link.

Until the payment is made, a *Balance due* notification will be shown on the notification bar, and a message will be displayed on your member profile:

# Paying Your Invoice



Membership renewal initiated, not paid yet.

[View / Pay invoice](#)

Once you click the Pay online button, you will be taken to an online payment screen where you can enter your credit card details.

You may also receive invoices via email. If you click the View invoice online link within the emailed invoice, you can view and pay the invoice online without logging in.

## Turn Off Recurring Payments

Members can stop recurring payments from their Wild Apricot member profile page. To do so, they click the Invoices and payments tab in their profile then click Stop recurring payments button beside the membership renewal transaction.

The member will be asked to confirm their request.

**My profile** Balance: \$0.00

[Edit profile](#) [My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [Invoices and payments](#)

Search  Records found: 3

Date	Transaction	Balance due
18 Jun 2012	Next scheduled payment Membership renewal	\$565.00

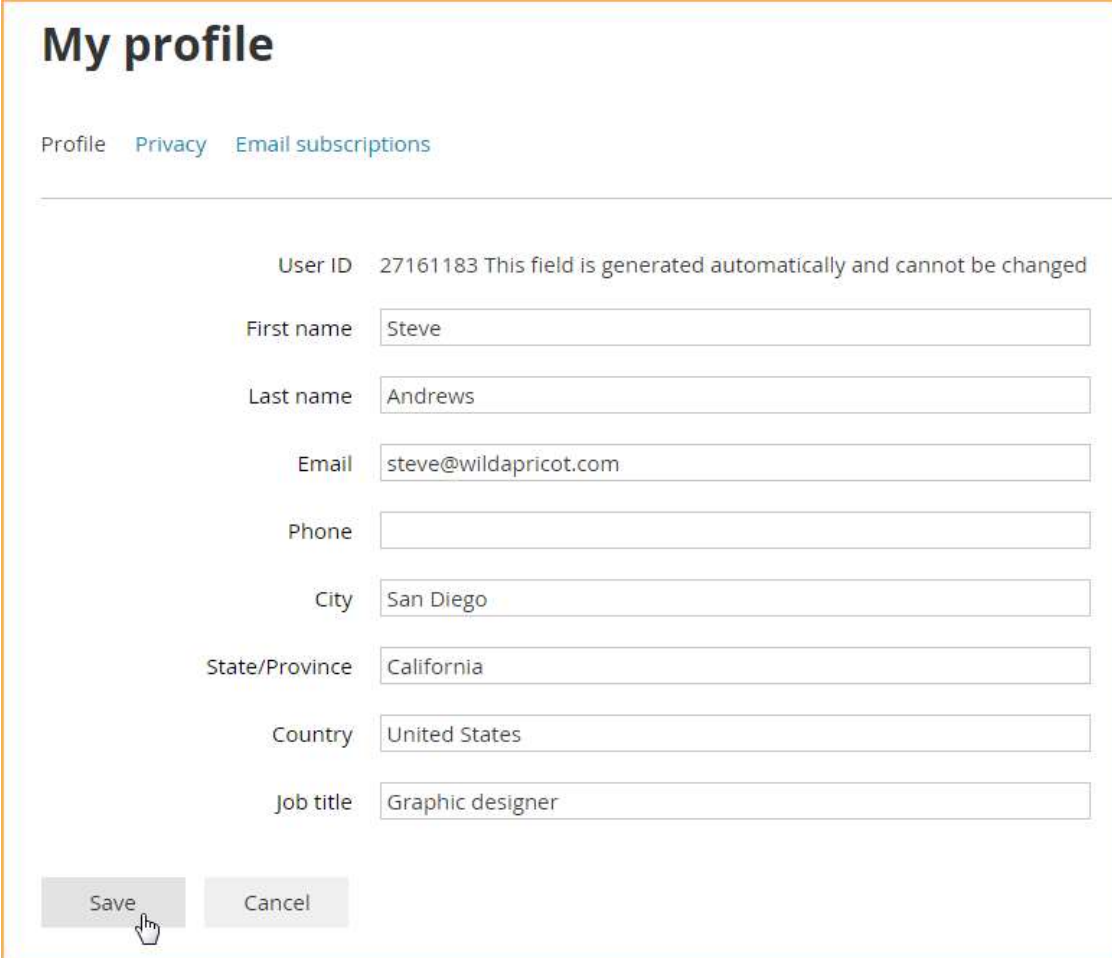
[Stop recurring payments](#)

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## EDITING YOUR MEMBER PROFILE

From the **My profile** screen that appears, click the **Edit profile** button to update your personal information.

Until the payment is made, a *Balance due* notification will be shown on the notification bar, and a message will be displayed on your member profile:



**My profile**

[Profile](#) [Privacy](#) [Email subscriptions](#)

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User ID 27161183 This field is generated automatically and cannot be changed

First name

Last name

Email

Phone

City

State/Province

Country

Job title

**After you've made your changes, click the save button.**

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# EDITING YOUR PRIVACY & EMAIL SETTINGS

## Changing Your Privacy Settings

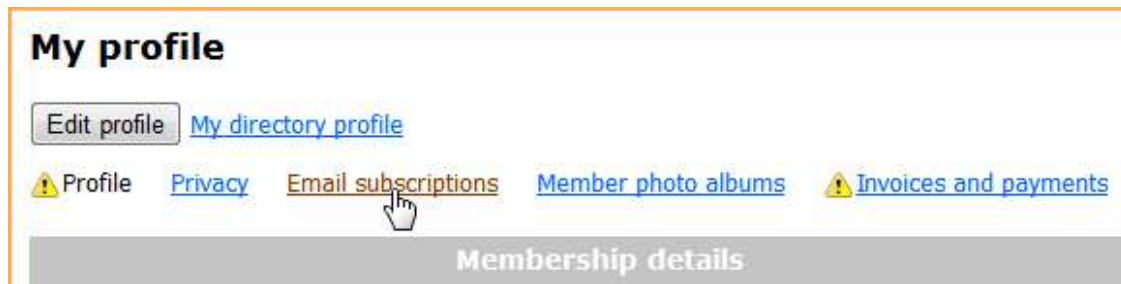
To change your initial privacy settings, click the **Privacy** tab within your member profile then click the **Edit** profile button.

To change the privacy level for an item, click the circle under the appropriate column to limit access to anybody, members only, or no one.

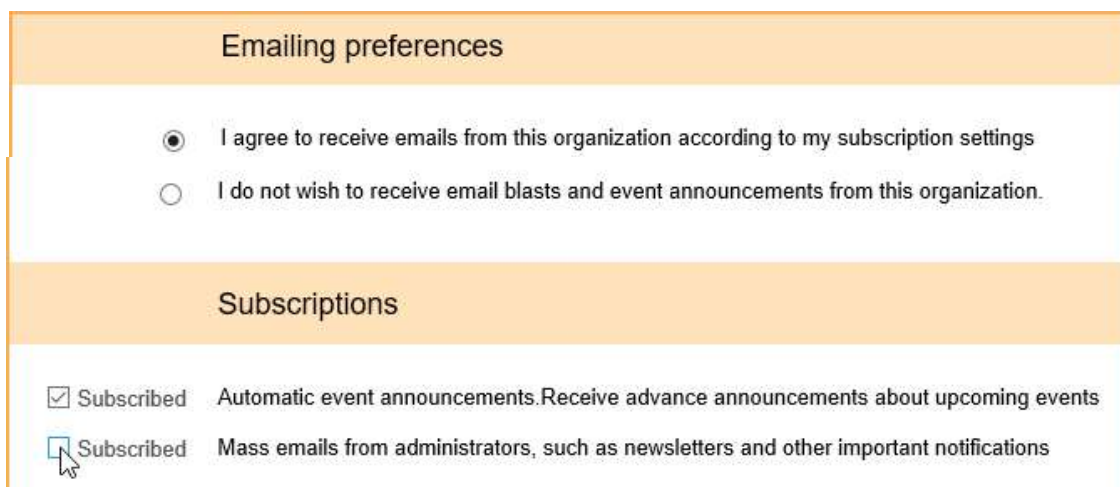
Once you are finished changing your privacy settings, click the Save button.

## Setting Your Email Preferences

From your member profile, you can choose whether you wish to receive emails from your organization, and if so, which kinds of emails you want to receive. To set your email preferences, click the **Email subscriptions** tab within your member profile then click the **Edit profile** button.



You can now indicate whether they consent to receive emails from your organization. If you agree to receive emails from your organization, you can then choose the type of message you want to receive.

A screenshot of the "Emailing preferences" and "Subscriptions" sections. The "Emailing preferences" section has a light orange header and contains two radio button options: "I agree to receive emails from this organization according to my subscription settings" (selected) and "I do not wish to receive email blasts and event announcements from this organization." The "Subscriptions" section also has a light orange header and contains two checked checkbox options: "Subscribed Automatic event announcements.Receive advance announcements about upcoming events" and "Subscribed Mass emails from administrators, such as newsletters and other important notifications".

There are three types of emails you can control:

- **Event notifications** – automatic event emails such as event announcements (sent to people not yet registered) and event reminders (sent to registered attendees only)
- **Manual email blasts** – email blasts sent by site administrators
- **Forum subscriptions** – if you have already subscribed to discussion forum updates

When you first join, you will have event notifications and email blasts turned on. For forum subscriptions, you can also control how frequently you receive forum update notifications.

After you have made your choices, click Save.

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**Need additional Support?**

Email our team at: [info@sosort.org](mailto:info@sosort.org)