



BOPA Website Users Guide

A basic reference guide for members on how to use the BOPA website

British Oncology Pharmacy Association

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1. Introduction

1.1 How to use My Dashboard

- 1.1.1 'My Dashboard' is your profile management area. There is a main menu under your photo placeholder and this main menu has a sub menu.
- 1.1.2 Under 'Settings' then Privacy Settings' you can manage the setting to show your profile under the Member Directory.
- 1.1.3 'Subscriptions' show your expiry date and what membership you have.
- 1.1.4 The Edit profile page will pop up every time you log in until this is completed.
- 1.1.5 In the edit profile page a profile photo can be uploaded. If you are a member of a committee, sub-committee or affiliated group please ensure that your photo is professional and of yourself as this will show in the About BOPA pages.
- 1.1.6 In the edit profile page please view email preferences and it is recommended that you tick **'Membership information - I agree that BOPA and its Secretariat can contact me about my membership (e.g. regarding payment and renewal dates etc) and other essential aspects of being a member of an organisation such as committee elections, annual general meeting etc, as outlined in the T&Cs and / or Privacy Statement.'** So we can email you about important membership information.

1.2 eLearning

- 1.2.1 Each course where there is an assessment available, once completed and passed you can print a pdf certificate. This is also available in 'My Dashboard'.
- 1.2.2 All courses are available to PAID members. There are limited courses available to free members.

1.3 Community

- 1.3.1 Within 'community' are the forums and member directory.
- 1.3.2 In 'My Dashboard' Under 'Settings' then Privacy Settings' you can manage the setting to show your profile under the Member Directory
- 1.3.3 To subscribe to a forum please click the button at the top of the relevant forum page. This will subscribe you to NEW posts within that forum. To subscribe to a thread and therefore to see the replies you need to subscribe to the thread which is the 'subscribe' at the top right or click *'Notify me of follow-up replies via email'* at the bottom.

- 1.3.4 Note: All forum titles are visible but not everyone will have access. The job forum can be seen by the public but they cannot post.

1.4 Resources

- 1.4.1 This contains all documents within the website and can be searched or filtered.

1.5 How to manage my group / corporate account

- 1.5.1 For the group or corporate member co-ordinator go to 'My Dashboard', 'Subscriptions' and 'Sub Accounts'. Here you can add and remove users up to your allocated number of 'Sub Accounts'.
- 1.5.2 If you have a group account and you require more 'Sub Accounts' please email membership@bopa.org.uk.
- 1.5.3 It is vital that if you are a group or corporate member co-ordinator then you must handover the account if you leave that role.
- 1.5.4 You can export and import your 'Sub Accounts'.

1.6 Corporate Accounts

- 1.6.1 All corporate accounts have the ability to upload a logo and have this link to a website. This is managed in the 'My Dashboard' section of the co-ordinator under Edit profile.
- 1.6.2 The logo shows on the About BOPA page and there is a dedicated page in the About BOPA main menu as 'corporate sponsors'. Once the logo is clicked it will take the user to the website link input into the edit profile page in 'My Dashboard' section of the corporate member co-ordinator.

1.7 Subcommittees, working groups and affiliated groups

- 1.7.1 The Subcommittees and Working Groups each have a dedicated page with members of that Subcommittee / Working Group listed. If you are not on this page you will not have access to the specific forum linked to that committee/group. If you should be on this page and are not. Please contact your chair and they will inform the website manager to add you.
- 1.7.2 The subcommittee group pages only show the chairs if the user is not logged in.
- 1.7.3 The affiliated Groups pages only have the chairs shown at all times.
- 1.7.4 In 'My Dashboard' in the edit profile page a profile photo can be uploaded. If you are a member of a committee, sub-committee or affiliated group please ensure that your photo is professional and of yourself as this will show in the About BOPA pages.

1.8 News and Events

- 1.8.1 Anyone can submit an event for the calendar. Please ensure that all details are correctly filled in. These will be moderated by a website administrator before posting live.
- 1.8.2 News items: If you have a news item for the website please contact digital@bopa.org.uk with the text and preferred date. This will also be pushed to social media where appropriate.

2. Document control

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