

FOR
TRUSTEESHIP
MEMBERS ONLY

WEBSITE GUIDE

Welcome to The Trusteeship Website!

THE TRUSTEESHIP



INTERNATIONAL WOMEN'S FORUM
Southern California

LOG IN



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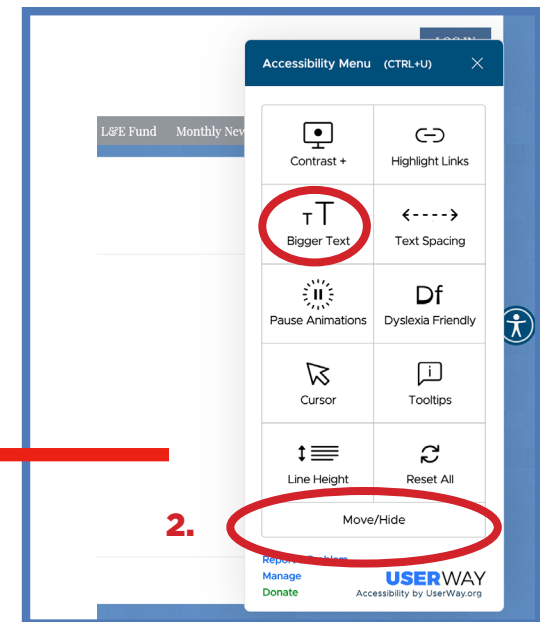
Since 1979, The Trusteeship has linked preeminent women leaders from diverse fields and industries in Southern California to engage and connect.



Membership Dues Renewal

RENEW MEMBERSHIP
DUES HERE

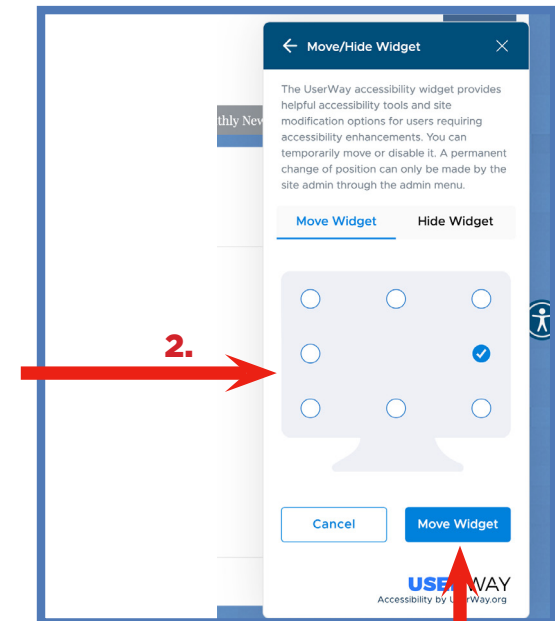
HOME PAGE



Accessibility Feature

Our website features an Accessibility Menu for members who need adjustments to the site.

1. One of the features that could be beneficial to all is the “Bigger Text” menu. It allows you to view the pages in larger type size should you need it.
2. If the Accessibility icon is in the way of your viewing, you may move it to any of the corners of your screen or hide it completely. Click on Move/Hide.



Be sure to click this button to confirm selection.

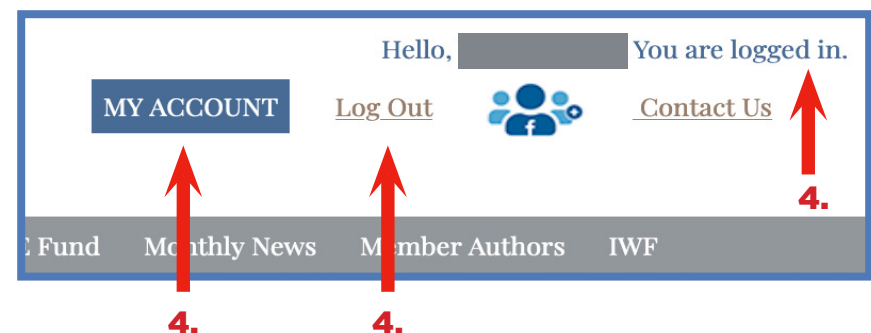
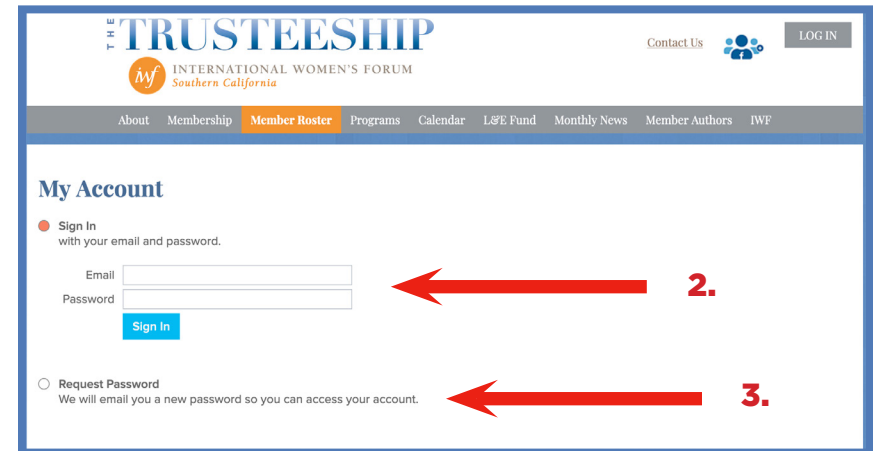
HOME PAGE



To protect the privacy of our members, some critical pages in this website are only available to members. Members have the privilege to view these pages:

- Board of Directors and Committees
- Member Roster
- Calendar
- Programs
- Past Events Recordings
- Monthly and Archived News
- Member Author List
- Member Account

1. Be sure to log in to the website for complete access.
2. Enter the email that you have supplied to The Trusteeship and your password.
3. If you have not logged in recently, have not signed in before, or forgot your password, click on “Request Password,” and a new password will be emailed to you instantly.
4. Once you’re logged in, you’ll see a “Hello” message and a Log Out button at the top right of the home page. You now have full access to the website and may log out from any page you visit. You will also be able to go to your member account page by clicking on the “My Account” button.



MEMBER ACCOUNT

Once you are logged in, you will see the “My Account” window. This is your online account with The Trusteeship. My Account is where your personal information is stored. As a member, you have full access to your account and you may update your information any time you wish. The information you enter here will be displayed on the online Member Roster. The first tab is “About.”

1. Password Change

Click on CHANGE under Password to change your password. Be sure to scroll to the bottom of the page to select SAVE & CONTINUE to confirm your password change. If you do not select SAVE & CONTINUE, your password change will not be completed.

2. Personal Information

Currently, the administration has entered members' information based on the current 2021 Roster. You are welcome to update or change any information here, including Positions, Boards, Accolades, Publications, etc. (Please always list in chronological order — latest first.) For changes to be recorded, be sure to scroll to the bottom of the page to select SAVE & CONTINUE.

Note that the information entered here will be picked up for the printed Roster at the end of the year.

3. Annual Membership Billing

You may renew your membership dues and update billing information here. For your convenience, we strongly suggest that you set up Auto Renewal for your dues.

IMPORTANT: For changes to be recorded, be sure to scroll to the bottom of the page to select SAVE & CONTINUE.

Need help? Email admin@thetrusteeship.org or call (626) 360-0676.

The screenshot shows the 'My Account' page with a navigation bar at the top containing 'About', 'Membership', 'Member Roster' (highlighted), 'Programs', 'Calendar', 'L&E Fund', and 'Monthly News'. Below the navigation bar, the 'My Account' section has three tabs: 'About' (circled in red), 'Profile', and 'Sign Out'. A red arrow labeled '1.' points to the 'About' tab. The main content area is divided into sections: 'Password' with a 'Change' link (a red arrow labeled '2.' points to this link), 'Prefix', 'Full Name (as you would like it to appear in the Roster)', 'Suffix', and 'CURRENT Position(s) / Title (if retired, please list "Retired")'. Below these are sections for 'CURRENT Boards / Committees / Affiliations' and 'Accolades / Awards / Recognitions', each with an 'Edit' button and a rich text editor. At the bottom, the 'Trusteeship Annual Membership' section shows the expiration date 'Oct 31, 2021' and a 'Renew, Upgrade or Update Billing' button. A red arrow labeled '3.' points to the 'Save & Continue' button at the very bottom, which is also circled in red.

MEMBER ACCOUNT

The second tab is “Profile.”

1. Bio

You may enter your short bio here.

Please note: Due to space limitation, the administration reserves the right to list only pertinent information in the printed roster.

2. Roster Photo

Please do not attempt to change your headshot photo in this area. If you would like to update your photo, email your high resolution photo to admin@thetrusteeship.org and the administrator will process this for you.

3. Social Links

You may enter your social links here. This will be displayed in the online roster. Copy the full URL address of the link and paste it into the respective platform.

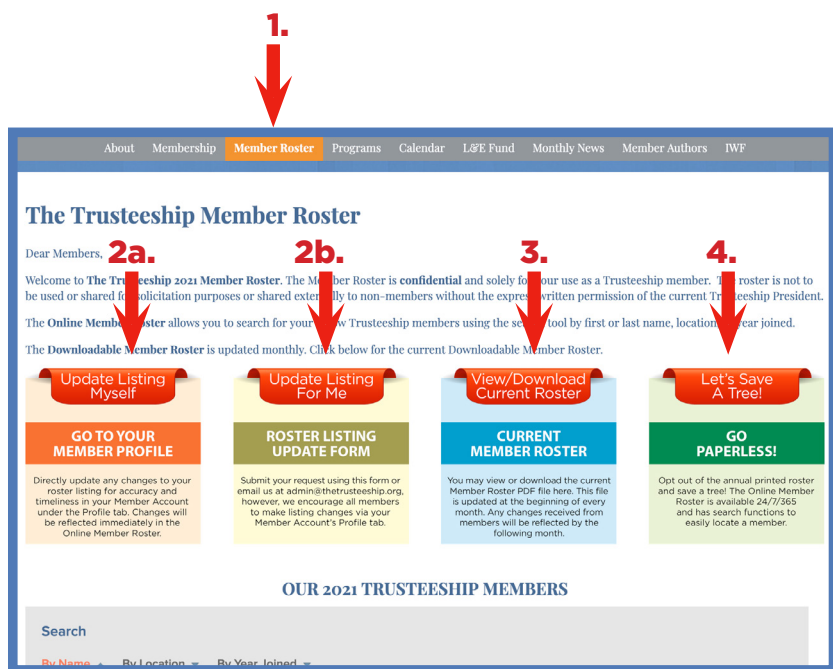
IMPORTANT: For changes to be recorded, be sure to scroll to the bottom of the page to select **SAVE & CONTINUE.**

The screenshot shows the 'My Account' page with three main sections: Bio, Roster Photo, and Social Links. Red arrows and circles highlight key elements:

- 1.** Points to the 'Profile' tab in the top navigation bar.
- 2.** Points to the 'Roster Photo' section, which includes a placeholder image and instructions to email a high-resolution photo to admin@thetrusteeship.org.
- 3.** Points to the 'Social Links' section, which contains input fields for LinkedIn, Facebook, Twitter, BBB, Yelp, Youtube, Pinterest, and Instagram. The Facebook URL <https://www.facebook.com/jayne.wood.48/> is entered and circled in red.

At the bottom of the page, there are two buttons: 'Save & Continue' (with a checkmark icon) and 'Skip', both of which are circled in red.

MEMBER ROSTER



1. The Online Member Roster is the newest feature on our website. This feature allows you to update your information any time you wish. You may also look up information about other members online.

2. Roster Listing Update

Members who wish to update their listing may do so in 2 ways:

- a. Update your information directly on your Member Account. Your changes, if saved correctly, will be reflected on the online Member Roster instantly.
- b. Request assistance from our Administrative office to update your information by filling out a request form. Please allow 7 - 10 days for updates to take place.

3. Downloadable Roster

You may also view or download a PDF version of the Roster. Information here is updated monthly. Please note that this downloadable roster contains 230 pages of member listings. You may not want to print this version. Should you need a copy of the printed annual Roster, please reach out to our office, admin@thetrusteeship.org.

4. Printed Roster Opt-Out

Since we now have a Member Roster that is kept up to date electronically, you have the option to opt out of the annual printed copy and save a tree!

IMPORTANT: Please note that the updates you make on your Member Account will **NOT** be reflected on our Monthly News that we email to members. You will need to contact our Administrative office for any important updates that you'd like us to announce in the Monthly News such as change of address, new positions/titles, new accolades/awards/recognition. Please email admin@thetrusteeship.org or call (626) 360-0676.

MEMBER ROSTER

The screenshot displays the 'OUR 2021 TRUSTEESHIP MEMBERS' web interface. At the top, there is a search bar with the text 'Search' and three dropdown menus: 'By Name', 'By Location', and 'By Year Joined'. A red arrow labeled '2.' points to the 'By Name' dropdown. Below the search bar is a text input field labeled 'Partial or Full Name' with three buttons: 'Search', 'Clear', and 'Cancel'. A red circle highlights these buttons, with a red arrow labeled '3.' pointing to the 'Search' button. Below the search bar is a map of the United States with blue dots indicating member locations. A red arrow labeled '1.' points to one of these dots. Below the map is a grid of member profiles. Each profile includes a photo and a name. A red arrow labeled '4.' points to the 'About' button in the profile of Joan Abrahamson, which is circled in red. The profile of Joan Abrahamson is expanded, showing her photo, name, a large blank space, a map of Los Angeles with a red pin at 10575 Fontenale Way, and sections for 'Company Information' and 'Company Address'.

1. Trusteeship Members List

All Trusteeship members are listed on this page. Click on a member's photo and you will be able to view her profile.

2. Members Search

You can search for members by using the Search Function either by NAME, LOCATION or by YEAR JOINED. Be sure to click on CLEAR before starting a new search.

3. Location Map

Members' residence locations are shown on the map.

4. Member Profile

A member's profile including personal information, contact information, position/title, boards, accolades, publications, and more are listed here. Select the CLOSE button to continue viewing other members.

IMPORTANT: Please note that the Member Roster List is for the exclusive use of The Trusteeship members and is not to be given to or used by any outside persons, organizations, or for solicitation.

PROGRAMS

THE TRUSTEESHIP



INTERNATIONAL WOMEN'S FORUM
Southern California

Hello, [redacted] You are logged in.

MY ACCOUNT

[Log Out](#)



[Contact Us](#)

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[Member Authors](#)

[IWF](#)

Past Event Recordings

1. All our events are recorded. Members have full access to all past event recordings.
2. You may watch each event directly on this page or watch on youtube.com.

IMPORTANT: Please note that the event recordings are for the exclusive use of The Trusteeship members and are not to be given to or used by any outside persons or organizations.

Upcoming Programs

Past Event Recordings

Past Programs

Conversations

Virtual Dine-Arounds

Member Spotlight

New Members' Party

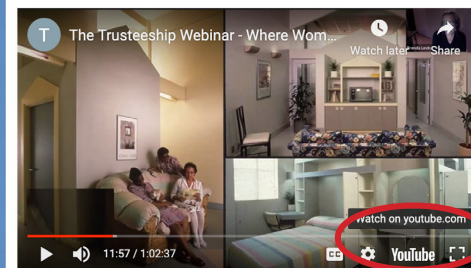
Special Access

Trusteeship Retreats

Past Event Recordings

The IWF Trusteeship Event Recordings are for members viewing only. Please do not share publicly.

The Trusteeship Conversations Event: Where Women Made History, 3-4-2021



The Trusteeship Conversations Event: The Social Dilemma, 2-25-2021



Membership Dues
Renewal

[RENEW MEMBERSHIP
DUES HERE](#)

Upcoming Events

Healthcare - Lessons We Are Learning During COVID
Thu, Apr 8 2021, 12:30pm PDT - Apr 8 2021

The Trusteeship Board of Directors Meeting
Sat Apr 10 2021, 10:00am PDT - 12:00pm PDT

IWF Event: Denise Brosseau's Thought Leadership Workshop
Tue, Apr 27 2021, 5:00pm PDT - Apr 27 2021

April Dine Around
Wed Apr 28 2021, 06:00pm PDT - 07:00pm PDT

PROGRAMS

THE TRUSTEESHIP
INTERNATIONAL WOMEN'S FORUM
Southern California

Hello, [Name] You are logged in.

[MY ACCOUNT](#) [Log Out](#) [Contact Us](#)

[About](#) [Membership](#) [Member Roster](#) [Programs](#) [Calendar](#) [L&E Fund](#) [Monthly News](#) [Member Authors](#) [IWF](#)

Events

1. All our events are listed under the "Upcoming Programs" and the "Calendar" tabs.
2. Click on each event title to view its page for more information that includes descriptions, speakers, and sign-up information. We indicate whether events are hosted by The Trusteeship or IWF.
3. You can also search events by clicking on the "Show" tab and select the event category you are looking for.

Events

[Load Older Events](#) [Show](#)

The Economy Post – Pandemic: What Lies Ahead?
May 12, 2021
12:30 – 1:30 pm
VIA ZOOM
THE TRUSTEESHIP
INTERNATIONAL WOMEN'S FORUM
Southern California

IWF: DC Fixer Judy Smith's Personal Take on Leadership
Tue May 18 2021, 02:30pm PDT to 03:30pm PDT

Events

[Show](#)

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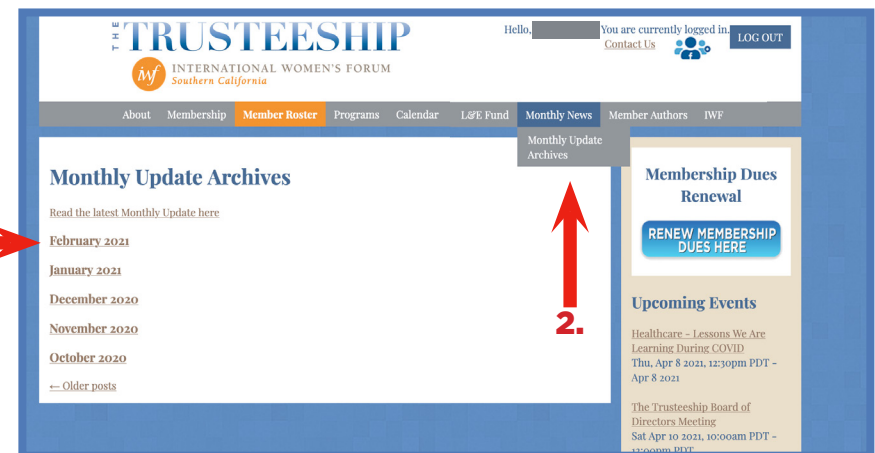
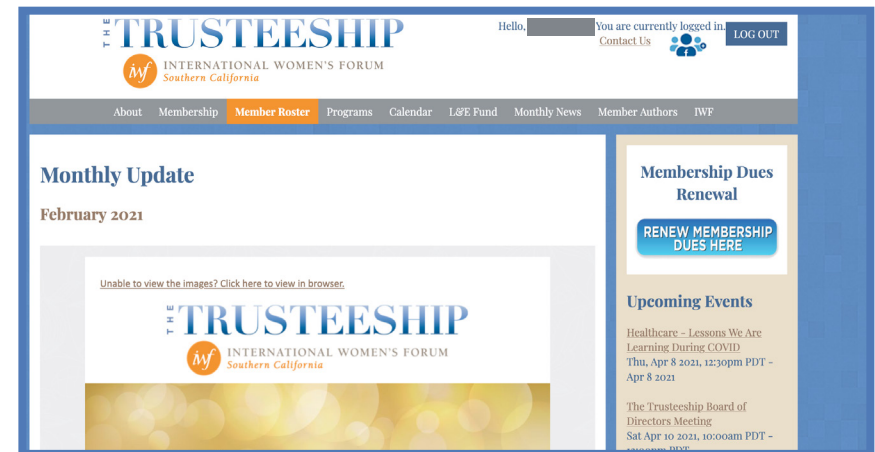
IWF: DC Fixer Judy Smith's Personal Take on Leadership
Tue May 18 2021, 02:30pm PDT to 03:30pm PDT

MONTHLY NEWS

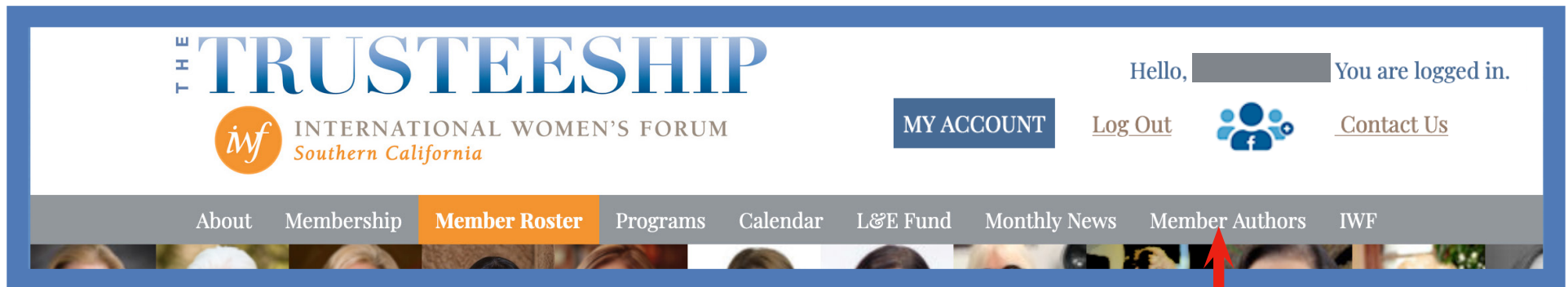


Monthly News

1. At the beginning of each month, The Trusteeship sends out Monthly News to all members via email. Monthly News includes announcements of events, members' achievements, accolades garnered, and much more! Members may view the Monthly News here as well.
2. For those who wish to view back issues, we archive previous Monthly News here.



MEMBER AUTHORS

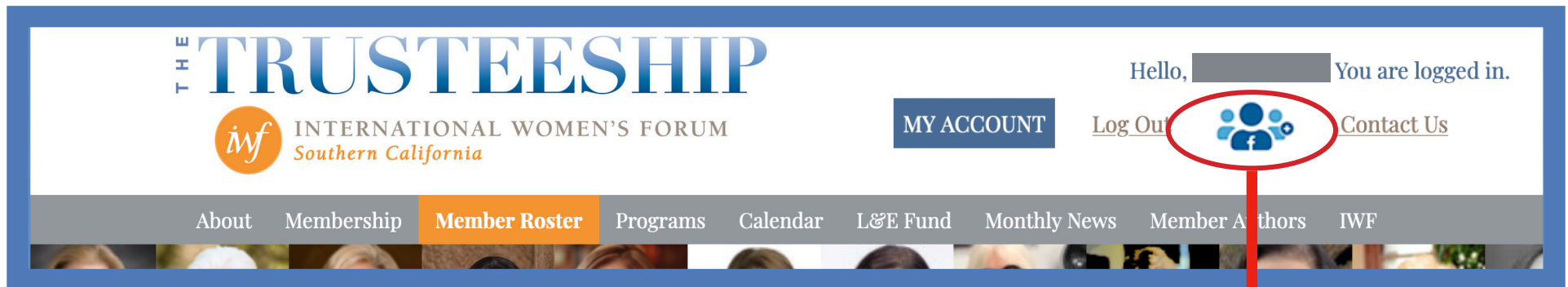


Member Authors

1. We list members who are published authors. If you have published a book(s), you may request to be listed. Titles must be published and searchable.
2. You may submit your request by filling out the form at the bottom of this page with links to your book(s). Please allow 2 weeks for your titles to be listed.

The screenshot shows the 'Member Authors' page. It features a header with the website logo and navigation links. The main content area is titled 'Member Authors' and 'THE TRUSTEESHIP MEMBER/BOOK AUTHOR LIST'. It lists authors with their photos and book titles: Gloria Allred ('Flight Back and Win: My Thirty-Year Fight Against Injustice-And How You Can Win Your Own Battles'), Loreen Arbus ('Test Your Trivia IQ'), Diane Wittenberg ('California Goes Green: A Roadmap to Climate Leadership'), and Mahvash Yazdi ('6060 - Celebrating Sixty Years with Sixty Acts of Kindness: A Memoir in Charitable Work'). On the right, there are sections for 'Membership Dues Renewal' and 'Upcoming Events'. At the bottom, there is a form to request to be listed, with fields for 'First and Last Name', 'Email Address', and 'Title, publisher, and distribution channel(s) of your book(s)'. A red arrow points to the form, labeled with a red '2'.

FACEBOOK GROUP



The Trusteeship Facebook Group

The Trusteeship has a Facebook Group. This is a private platform for members only. You may access it through the Facebook Group icon on the homepage or the link below:

<https://www.facebook.com/groups/584940345000954>

If you have not joined our Facebook Group, click on the blue “Join Group” button on the right, then follow the prompts. Please allow 48 hours for our administrator to accept and grant you access.

Facebook Group provides a great space for group communication – for us to share interests and ideas, post photos, discuss related content, and get event notifications. Come join us!

