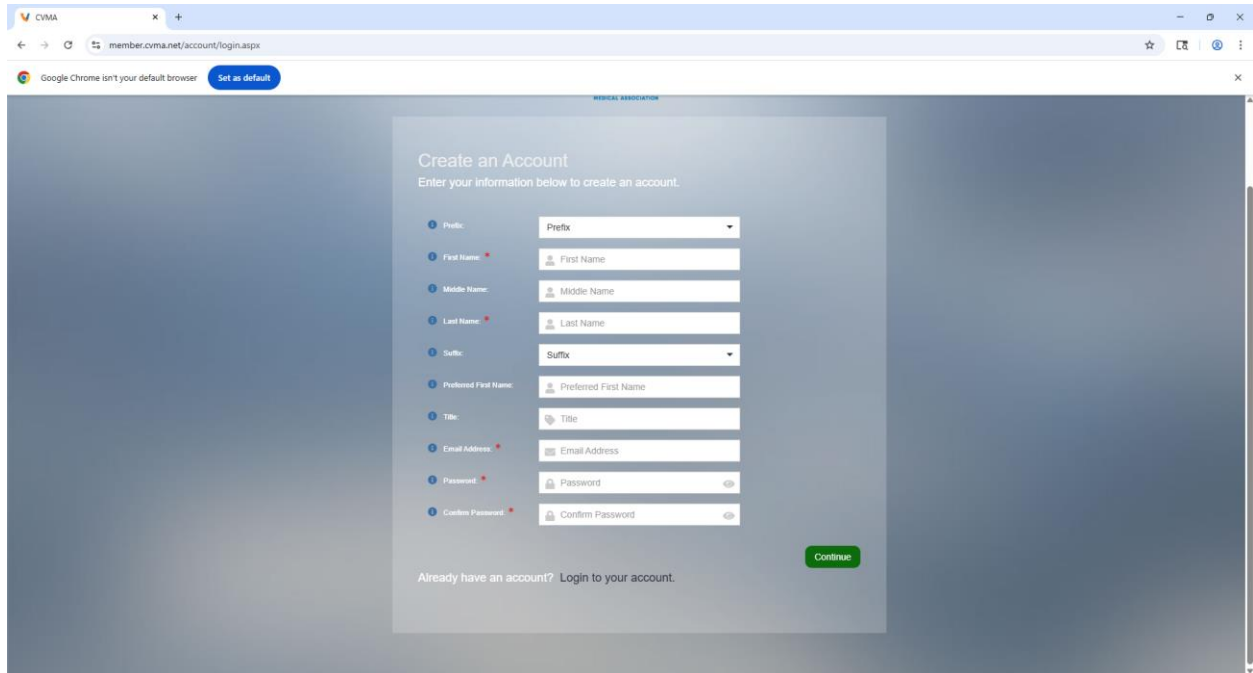


New User Walkthrough

1. Navigate to <https://member.cvma.net/account/login.aspx?reload=timezone>
2. Fill out user information – name, email, and what you would like your password to be

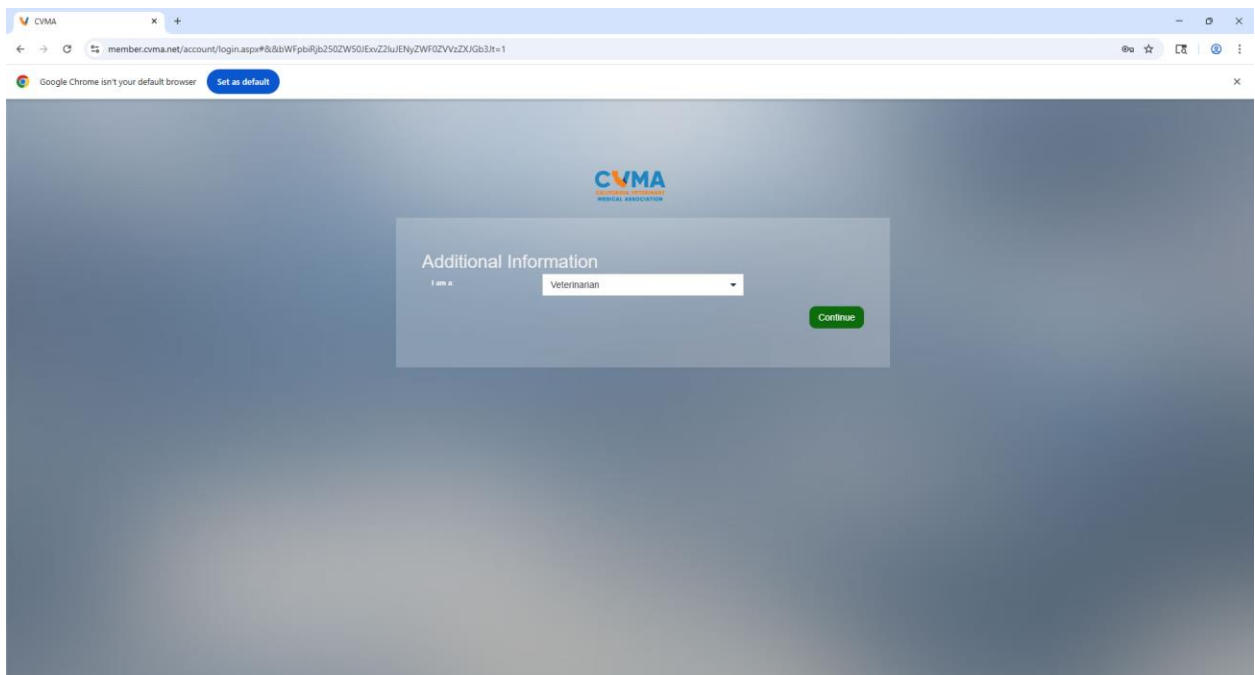


The screenshot shows a web browser window with the URL member.cvma.net/account/login.aspx. The page title is "CVMA" and the subtitle is "VETERINARY MEDICAL ASSOCIATION". The main heading is "Create an Account" with the instruction "Enter your information below to create an account." The form contains the following fields:

- Prefix (dropdown menu)
- First Name (text input)
- Middle Name (text input)
- Last Name (text input)
- Suffix (dropdown menu)
- Preferred First Name (text input)
- Title (text input)
- Email Address (text input)
- Password (text input with eye icon)
- Confirm Password (text input with eye icon)

At the bottom of the form, there is a link: "Already have an account? Login to your account." and a green "Continue" button.

3. Select the category that best describes you

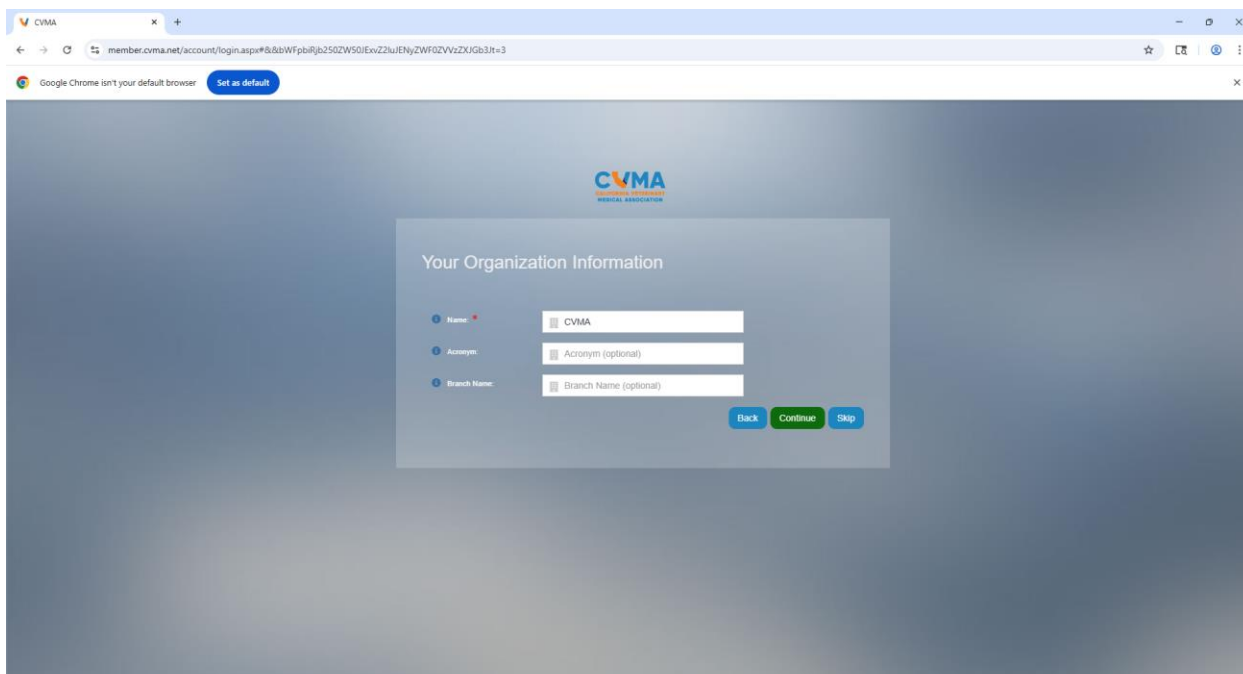


The screenshot shows a web browser window with the URL member.cvma.net/account/login.aspx#b&bWfPbRjB250ZW50IExvZ2luIEh5ZWZvZVZlXG93t=1. The page title is "CVMA" and the subtitle is "VETERINARY MEDICAL ASSOCIATION". The main heading is "Additional Information" with the instruction "I am a". The form contains the following field:

- I am a (dropdown menu with "Veterinarian" selected)

At the bottom of the form, there is a green "Continue" button.

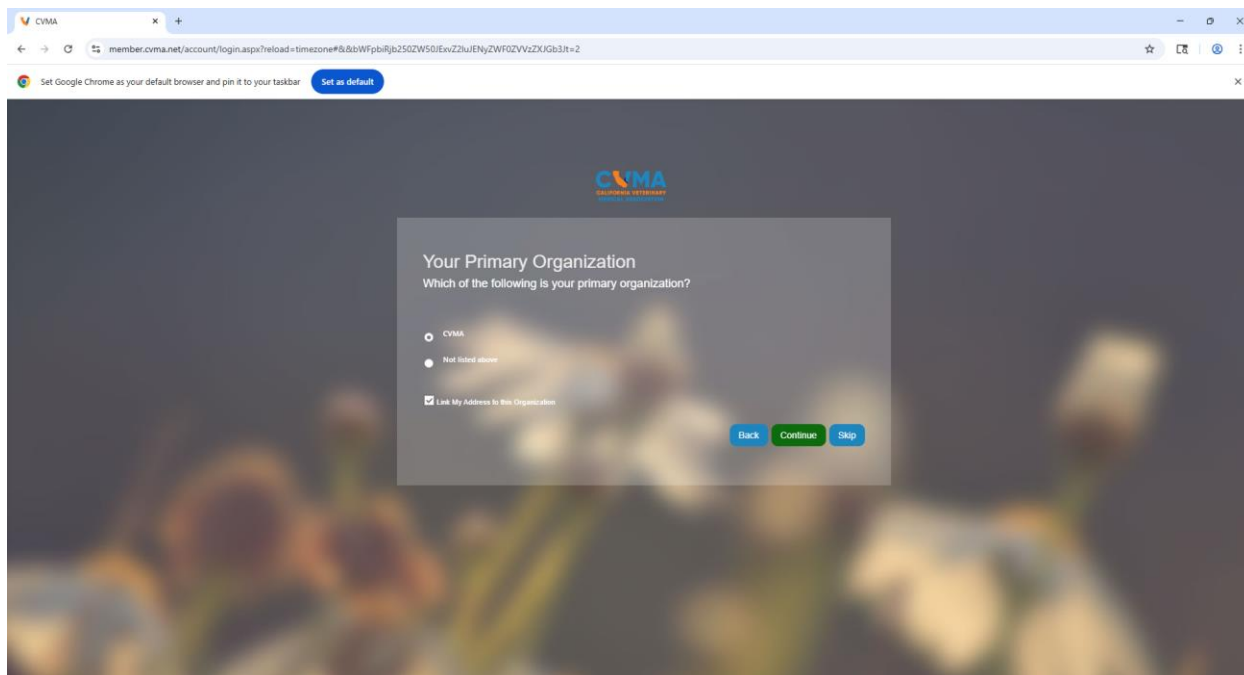
4. If you are associated with a company or organization, input the name here:



The screenshot shows a web browser window with the CVMA Medical Association logo at the top. Below the logo is a form titled "Your Organization Information". The form has three input fields: "Name" (with "CVMA" entered), "Acronym" (with "Acronym (optional)" entered), and "Branch Name" (with "Branch Name (optional)" entered). At the bottom right of the form are three buttons: "Back", "Continue", and "Skip".

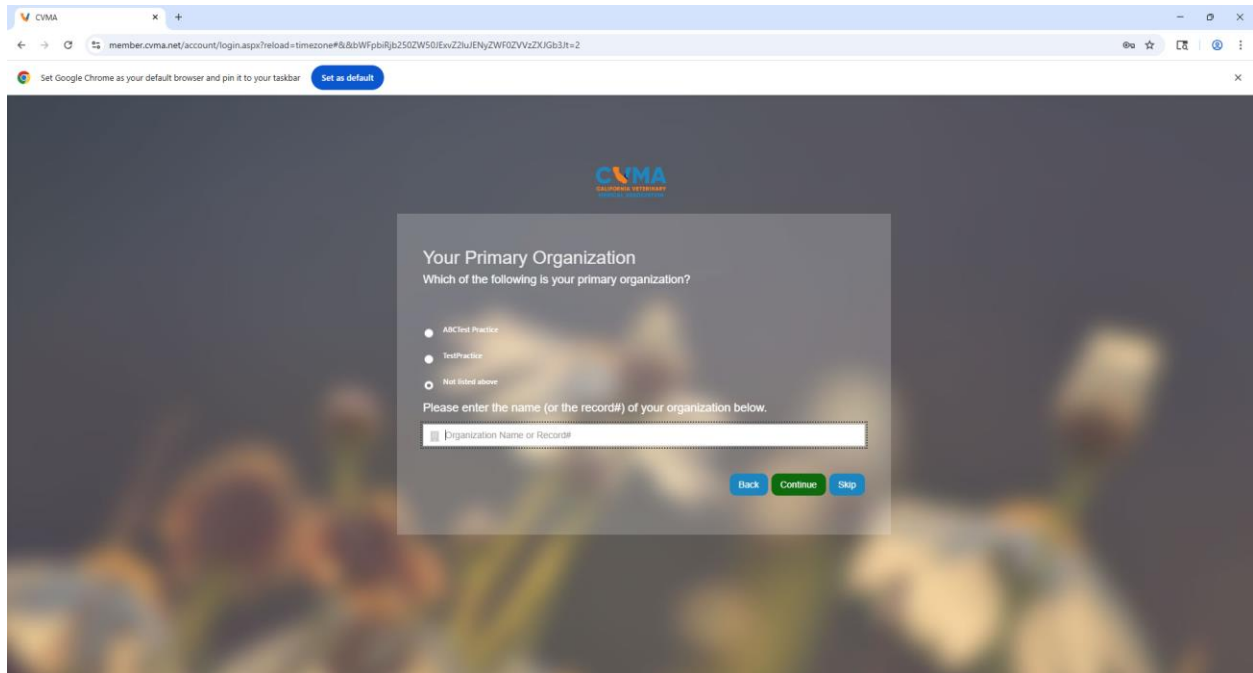
5. A list of all related organizations currently in our system will appear.

- a. If your organization currently has a record in our system, please select it from the list, and check the box to link your address with the selected organization



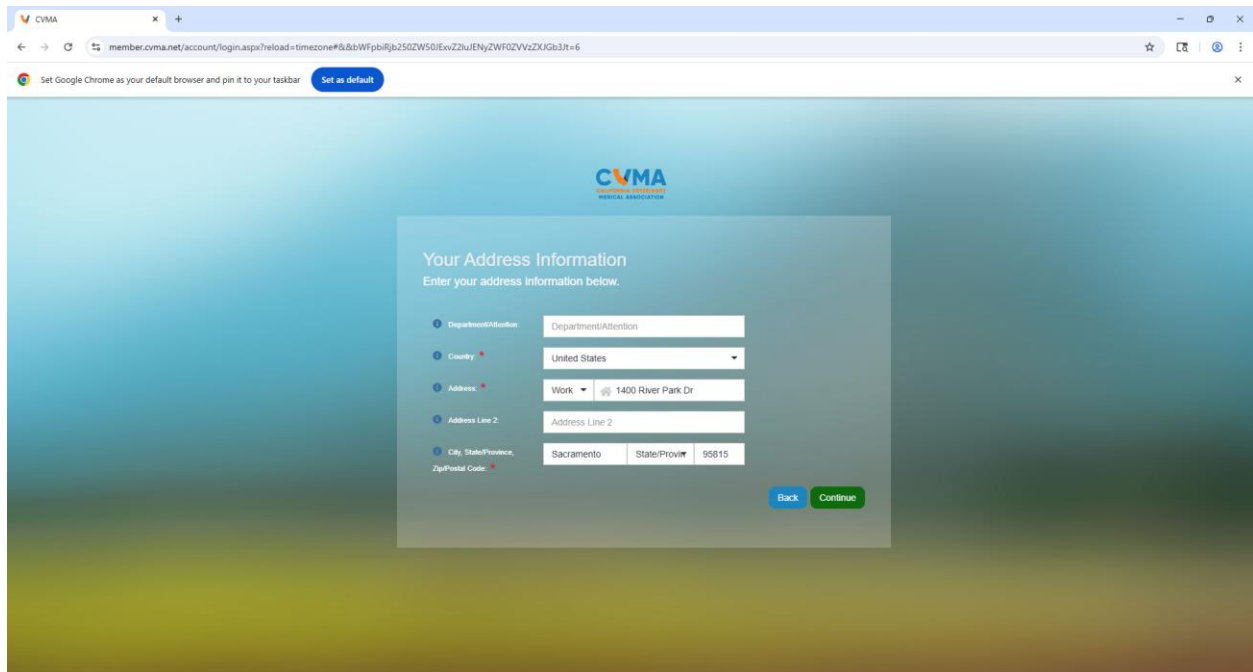
The screenshot shows a web browser window with the CVMA Medical Association logo at the top. Below the logo is a form titled "Your Primary Organization" with the subtitle "Which of the following is your primary organization?". The form has two radio button options: "CVMA" (selected) and "Not listed above". Below these options is a checkbox labeled "Link My Address to this Organization" which is checked. At the bottom right of the form are three buttons: "Back", "Continue", and "Skip".

- b. If you do NOT see your company listed, please select “not listed above”, and enter in the name of your organization



The screenshot shows a web browser window with the CVMA logo at the top. The main heading is "Your Primary Organization" with the subtext "Which of the following is your primary organization?". There are three radio button options: "ABC Test Practice", "Test Practice", and "Not listed above". The "Not listed above" option is selected. Below the options, there is a text input field labeled "Please enter the name (or the record#) of your organization below." and a placeholder "Organization Name or Record#". At the bottom right of the form are three buttons: "Back", "Continue", and "Skip".

6. Enter in your work address and phone number



The screenshot shows a web browser window with the CVMA logo at the top. The main heading is "Your Address Information" with the subtext "Enter your address information below.". The form contains several fields: "Department/Attention" (text input), "Country" (dropdown menu showing "United States"), "Address" (text input with a location pin icon, showing "1400 River Park Dr"), "Address Line 2" (text input), "City, State/Province, Zip/Postal Code" (text input showing "Sacramento", "State/Province" dropdown, and "95815"). At the bottom right of the form are two buttons: "Back" and "Continue".

The screenshot shows a web browser window with the URL `member.cvma.net/account/login.aspx?reload=timezone#&bWfpRjB250ZW50IExvZ2luENyZWFOZVZvZDKGb3R=7`. The page features the CVMA logo at the top center. Below the logo, a form titled "Your Phone Information" prompts the user to "Enter your phone information below." The form includes four fields: "Phone Type" (a dropdown menu with "Work" selected), "Country" (a dropdown menu with "United States" selected), "Phone Number" (a text input field with a "+1" prefix), and "Extension" (a text input field). At the bottom right of the form are two buttons: "Back" and "Continue".

Once this has been completed, you will have a user profile. You can add further information under my info tab.

The screenshot shows the "My Profile" page of the CVMA website. The page has a sidebar on the left with a navigation menu containing links to Home, Memberships, Subscriptions, Events, Exhibits, Online Store, Awards, Sponsorships, Donate to the CVMF, Contribute to the CVMF PAC, Directories, Quick Pay, My Shopping Cart, and My Profile. The main content area is titled "Test Test" and "My Profile". It features a tabbed interface with "Overview", "My Info", "Organizations", "Purchase History", and "Documents". The "My Info" tab is active, displaying a form with various fields for personal information. The fields are organized into two columns. The left column includes "Record Number" (62133), "Prefix" (a dropdown menu), "First Name" (Test), "Middle Name" (Middle Name), "Last Name" (Test), "Second Last Name" (Second Last Name), "Preferred First Name" (Preferred First Name), "Suffix" (a dropdown menu), "Title" (Title), "Disciplines" (Disciplines), "Gender" (a dropdown menu), "Preferred Communication Method" (Unknown), and "Show in Directory" (a checkbox). The right column includes "Record Number" (62133), "Prefix" (a dropdown menu), "First Name" (Test), "Middle Name" (Middle Name), "Last Name" (Test), "Second Last Name" (Second Last Name), "Preferred First Name" (Preferred First Name), "Suffix" (a dropdown menu), "Title" (Title), "Disciplines" (Disciplines), "Gender" (a dropdown menu), "Preferred Communication Method" (Unknown), and "Show in Directory" (a checkbox).

Under the organizations tab, please confirm you are linked to your organization.

The screenshot shows the CVMA member profile page. The 'My Info' tab is selected. On the left is a sidebar with navigation options: Personal Info, Contact Info, Relationships (selected), Committees, Chapters, Job Roles, Speaker Info, Additional Info, Education, Awards, Change Password, Privacy, Opportunities, and Mailing Lists. The main content area has a 'View Chart of Relationships' button. Below it, the 'Organizations' tab is selected, showing a table with one record for 'TEST ORGANIZATION'. The table has columns: Name, Relationship, Primary, Title, Start Date, End Date, Modified, and Edit. The relationship is 'TEST ORGANIZATION is Employer of Test'.

Name	Relationship	Primary	Title	Start Date	End Date	Modified	Edit
TEST ORGANIZATION	TEST ORGANIZATION is Employer of Test	✓		12/9/2025		dilley@cvma.net 12/9/2025 11:47 AM	Edit

Once an account has been created, please navigate to

<https://member.cvma.net/exhibits/upcoming-exhibits>

to view the floorplan, and purchase or reserve a booth of your choice.

The screenshot shows the CVMA member profile page with the 'Exhibits' tab selected. The 'Exhibit Floorplan' is displayed, showing a grid of booths. The booths are color-coded: green for Available, yellow for Reserved, and red for Purchased. The grid shows booths numbered 100 to 800. A legend at the top indicates the color coding. A sidebar on the left contains navigation options: Start, Home, Memberships, Subscriptions, Events, Exhibits (selected), Online Store, Awards, Sponsorships, Donate to the CVMA, Contribute to the CVMA PAC, Directories, Quick Pay, My Shopping Cart, and My Profile. A message at the top of the floorplan area states: 'If a purchase button does not appear or if you are unable to select a booth, please email Erica Ferrier at eferrier@cvma.net'.

