

- My Society Source is our volunteer site designed for leadership volunteers. Built on the Microsoft SharePoint platform, you'll find the most up-to-date Society news, video replays, local stories, and other materials to support your work as a leadership volunteer.

Internet Browsers

Use Chrome, FireFox, or Internet Explorer with My Society Source. Other browsers may display error messages and not allow you access to the site.

Register

- Visit <http://mysocietysource.org>
- Click on the Register button in the top right corner of your screen
- Create a My Society Source account with your email address or your social media credentials
- After creating an account, you will receive a confirmation message within two business days which will grant you access to your Board site

Sign In

- Click on the Sign In button in the top right corner of your screen
- Log in with your email address and password or your social media account

Forgot Your Password?

- Click on the Sign In button in the top right corner of your screen
- Click on the "Forgot Password" link located on the Log In page
- Enter your email address
- Follow the steps to reset your password using the link provided in the message

My Society Source - Home

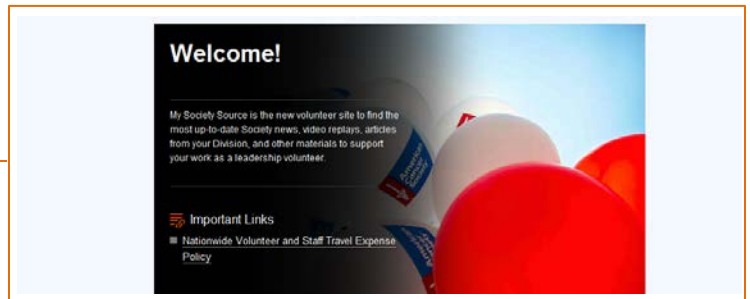
Global Header

A driving force for the new intranet is ease in finding what you need. The header includes the register, sign in and a powerful search tool.



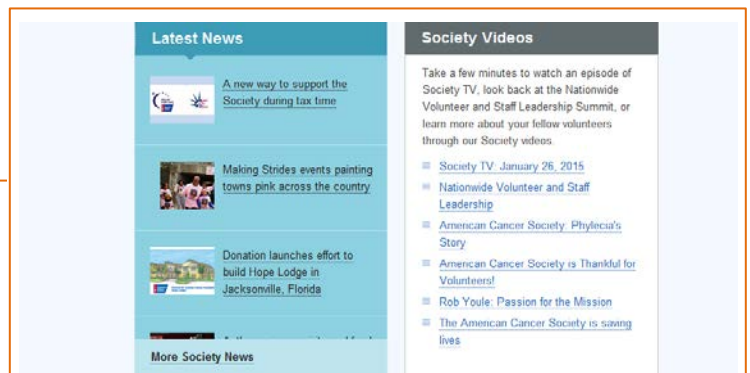
Welcome – Important Links

- A welcome message greets visitors and lists links that are universally important to all frequenting the site.



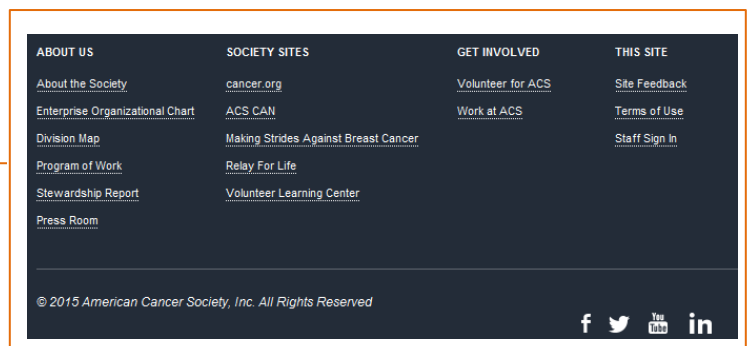
Latest News – Society Videos

- Full length enterprise news stories featured as headlines on the My Society Source **Home**
- Local news stories from the Divisions
- Additional news stories available in **More Society News**
- A list of the latest videos, including Society TV



About Us – Society Sites – Get Involved – This Site

The site footer contains links to additional resources. Submit comments about My Society Source and access the Society on social media. Along with the top Global Header, the site footer will remain available at the bottom of the screen as you travel throughout My Society Source.



News Story

When viewing a news story:

- You can show that you LIKE the story with...
 -
 -
- You can SHARE the story with others by clicking...
 -
 -

Search

Enter keywords and operators (AND, OR, *, "") to describe to the Search the resource(s) you are interested in finding.

Operators:

- AND – to narrow search results to only those that include each keyword
- OR – to expand the search to include more keywords
- * - the asterisk can be used as a wildcard to return variations of the keyword or in place of letters if unsure of the keyword spelling.
- "" – to find an exact phrase

Search

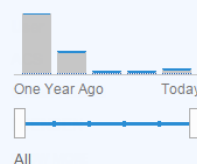
Refine Search Results

Search

Result type

- PDF
- SharePoint Site
- Web page
- Word

Modified date



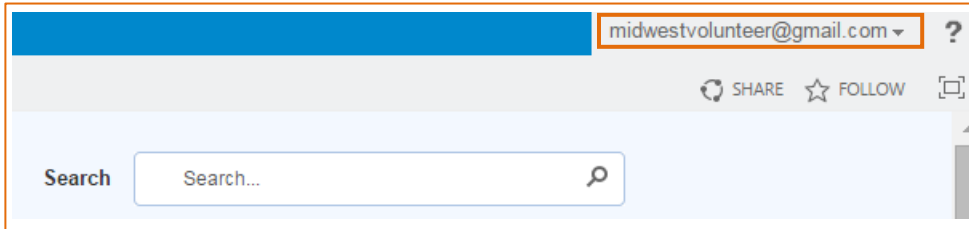
On the Search results screen, the options to further refine the search appear above the results and in the left side navigation.

The left side navigation on the Search results screen contains filters including:

- **Result type** – click the link for which type of resource to include in the results
- **Modified date** – click the timeline to identify the range of time to include

Search will look for resources both on My Society Source and within your Board sites based on the keyword entered.

A look at your Board site...



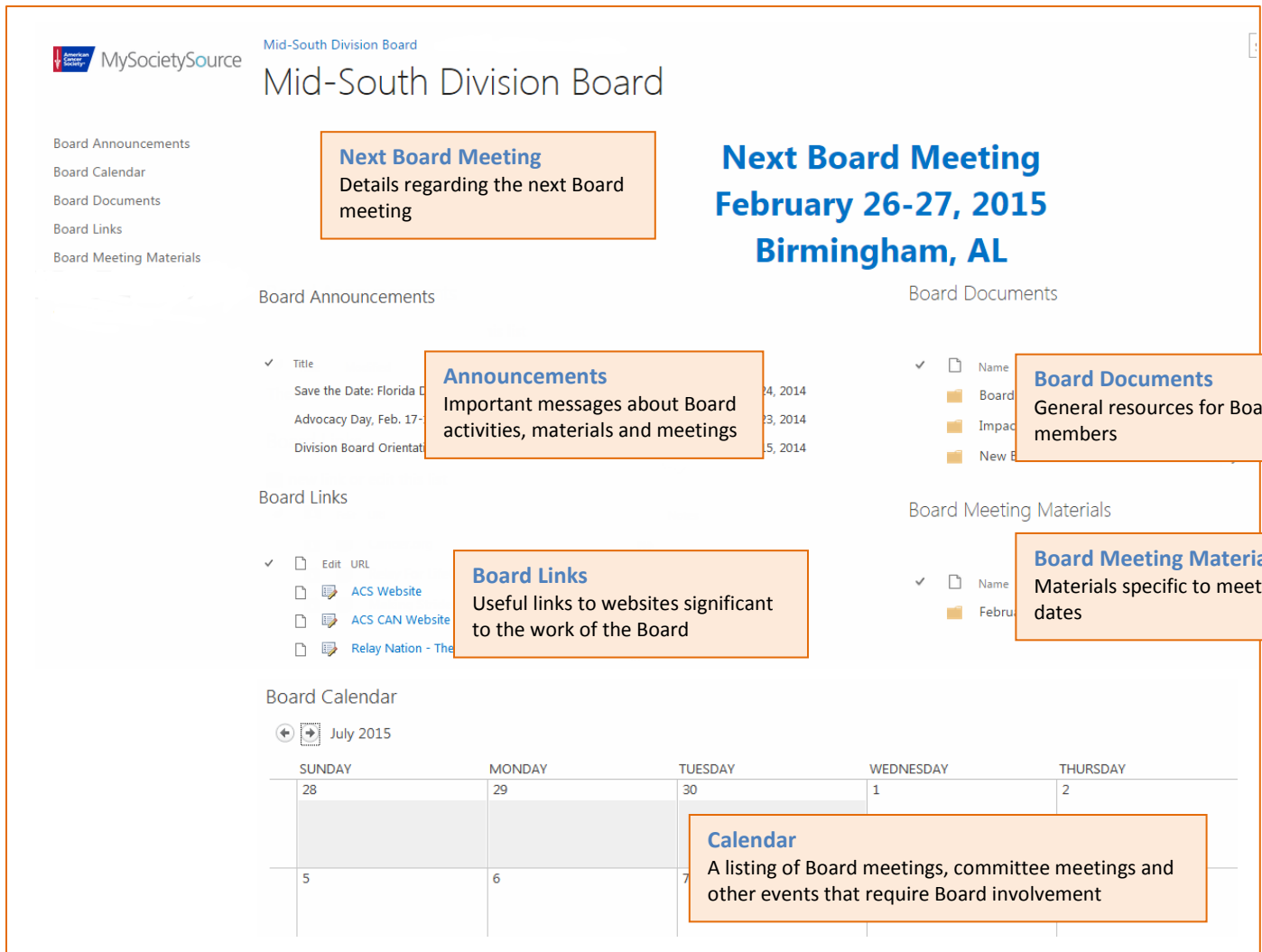
Sign In

If you see your email address in the Global Header, you are signed in!



Your Board Site(s)

Once you've signed in, your Board site(s) will appear on the left side of the screen.



Next Board Meeting
Details regarding the next Board meeting

Next Board Meeting
February 26-27, 2015
Birmingham, AL

Board Announcements

- ✓ Title
- Save the Date: Florida Division Board Meeting, 2015 04, 2014
- Advocacy Day, Feb. 17-18, 2015 03, 2014
- Division Board Orientation, 2015 05, 2014

Announcements
Important messages about Board activities, materials and meetings

Board Documents

- ✓ Name
- Board Documents 04, 2014
- Impact of the Board 03, 2014
- New Board Documents 05, 2014

Board Documents
General resources for Board members

Board Links

- ✓ Edit URL
- ACS Website 04, 2014
- ACS CAN Website 03, 2014
- Relay Nation - The American Cancer Society's 05, 2014

Board Links
Useful links to websites significant to the work of the Board

Board Meeting Materials

- ✓ Name
- February 26-27, 2015 02, 2015

Board Meeting Materials
Materials specific to meeting dates

Board Calendar

July 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	1	2
5	6	7		

Calendar
A listing of Board meetings, committee meetings and other events that require Board involvement