

SSA New Member Application Walkthrough

Contents

SSA New Member Application Walkthrough..... 1

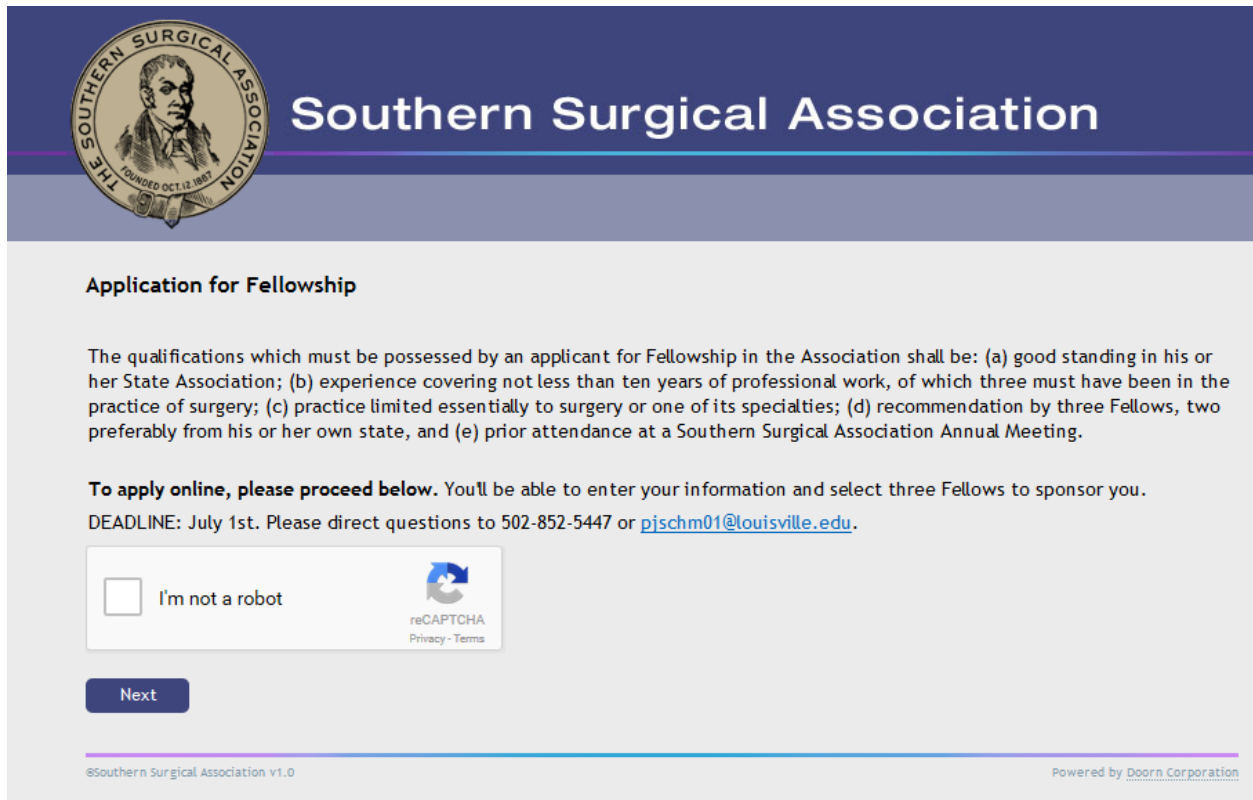
 For Applicants:..... 2

 For Sponsors: 7

For Applicants:

1. Applicants can apply for membership to the Southern Surgical Association by going directly to <https://apps.doornsa.com/ssa/apply/> or by visiting <http://southern surg.org/members.aspx> and clicking the link to “Complete the Application.”

You will see the page below as you begin the process.



The screenshot shows the top of a web page for the Southern Surgical Association. On the left is a circular seal with a portrait of a man and the text "THE SOUTHERN SURGICAL ASSOCIATION" and "FOUNDED OCT. 12, 1887". To the right of the seal, the text "Southern Surgical Association" is displayed in a large, white, serif font against a dark blue background. Below this header, the page has a light gray background. The main heading is "Application for Fellowship". Below the heading is a paragraph of text describing the qualifications for a Fellowship. This is followed by a bolded instruction: "To apply online, please proceed below. You'll be able to enter your information and select three Fellows to sponsor you." Below this is the deadline information: "DEADLINE: July 1st. Please direct questions to 502-852-5447 or pjschm01@louisville.edu." The next section contains a reCAPTCHA form with an "I'm not a robot" checkbox and a reCAPTCHA logo. Below the form is a dark blue "Next" button. At the bottom of the page, there is a footer with "©Southern Surgical Association v1.0" on the left and "Powered by Doorn Corporation" on the right.

2. Click I'm not a robot and complete the reCAPTCHA.
3. Click Next.

4. Complete the **application form**.

Application for Fellowship

Step 1: Application Form > Step 2: Select Sponsors

First name MI

Last name Sr., Jr, III... Title

Name exactly as you would wish it to appear on Certificate of Fellowship (with or without degree)

Year of birth

Year(s) attended SSA annual meeting

Spouse first name Mrs.

Spouse last name

Please check this box if spouse would like to receive SSA social information

Spouse email

Nickname (if any) or names as you and your spouse wish to be addressed by your friends. Your names would be listed in the Family Register as such.

Business address 1
2
3
4

- All yellow fields are required and validated.
- There is validation to prevent you from using the same email address of someone who's already a member.
- You can copy and paste a CV or upload a PDF.

5. Click [**Save**].

6. **Select 3 members** from the SSA to act as sponsors.

- Council members and officers will not show up in the selection list. A note reminds applicants of this.

Application for Fellowship

[Step 1: Application Form](#) > [Step 2: Select Sponsors](#)

Current sponsors:

Please select 3 sponsors to support your application for fellowship. We will contact these sponsors for letters of recommendation. Current council members and officers cannot be selected as sponsors.

Search for sponsors:

Search by:

State:

©Southern Surgical Association v1.0

Powered by Doorn Corporation

- When searching for sponsors, you can search by last name or state.

Application for Fellowship

[Step 1: Application Form](#) > [Step 2: Select Sponsors](#)

Current sponsors:

Please select 3 sponsors to support your application for fellowship. We will contact these sponsors for letters of recommendation. Current council members and officers cannot be selected as sponsors.

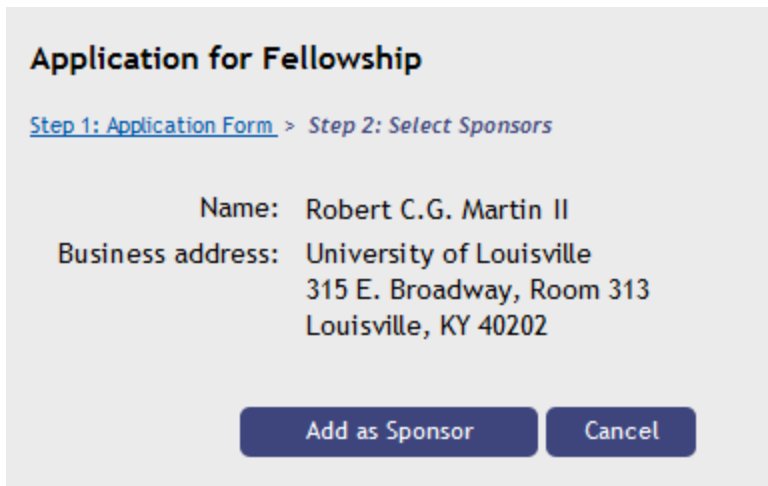
Search for sponsors:

Search by:

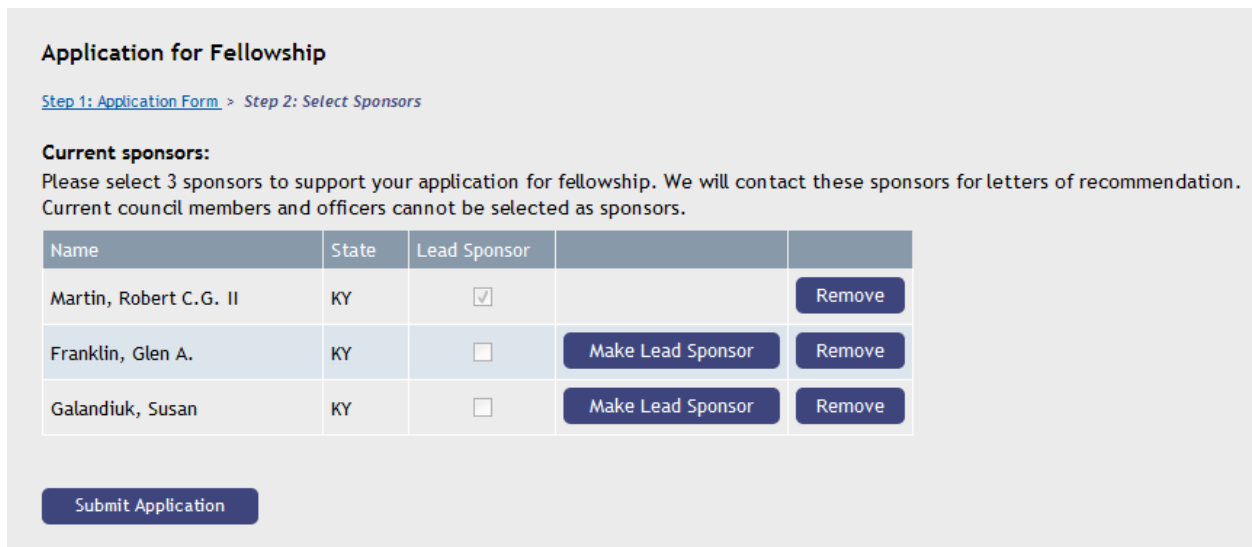
State:

	Name	State
	Austin, Erle H. III	KY
	Bernard, Andrew C.	KY
	Cheadle, William G.	KY
	Downard, Cynthia D.	KY
	Endean, Eric D.	KY
	Floyd, Richard D.	KY
	Franklin, Glen A.	KY
	Galandiuk, Susan	KY
	Garrison, Richard Neal	KY
	Gray, Laman A. Jr.	KY
	Harbrecht, Brian G.	KY
	Kearney, Paul A.	KY
	Kenady, Daniel Edward. Sr.	KY
	Martin, Robert C.G. II	KY

7. Click a row to select the sponsor.
 - Note, helpful text also pops up on hover to explain selection.
8. A detail page about the sponsor will be shown.



9. Click **[Add as Sponsor]** to add the member as a sponsor.
10. Each Sponsor will be added to a grid as a selected sponsor.
 - By default, the first sponsor chosen will be marked as the **lead sponsor**.
11. Once **3 sponsors have been selected**, the search form will disappear and the **[Submit Application]** button will be shown.
 - The lead sponsor can be changed by clicking the **[Make Lead Sponsor]** button next to the desired lead sponsor.



- If a sponsor is removed, the search form will be shown again.
12. Click **[Submit Application]** to submit the application.



Southern Surgical Association

Thank you! We have received your application. We will contact you after review.

[Back to Main Page](#)

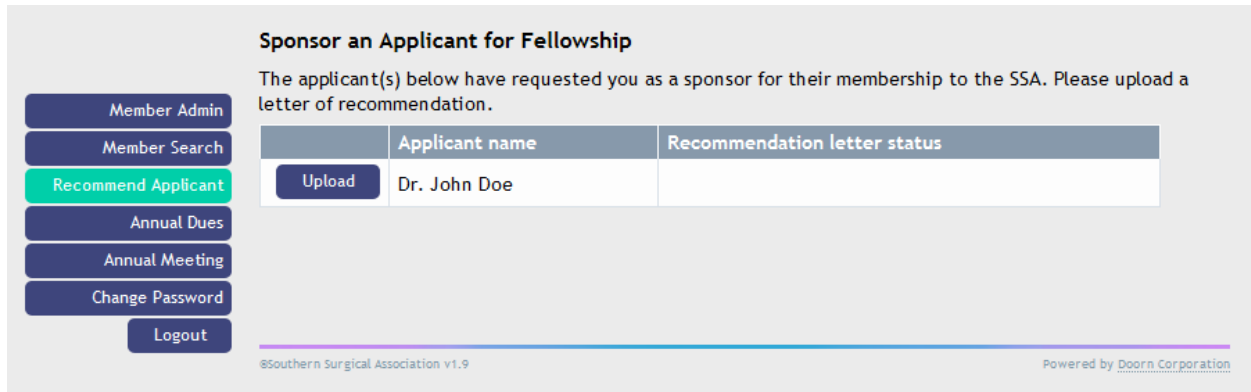
©Southern Surgical Association v1.0

Powered by Doorn Corporation

- If you try to go back and edit after submission, you will be redirected to the reCAPTCHA page.
13. Once submitted, the system will **send emails** to all 3 sponsors and a confirmation email to the applicant.

For Sponsors:

1. As a sponsor, you can login to the SSA Membership system by following the link in the sponsorship email you receive or by logging into the SSA Membership system at <https://apps.doornsa.com/SSA/Members>, and choosing the **Recommend Applicant** section from the left-hand menu.



Sponsor an Applicant for Fellowship

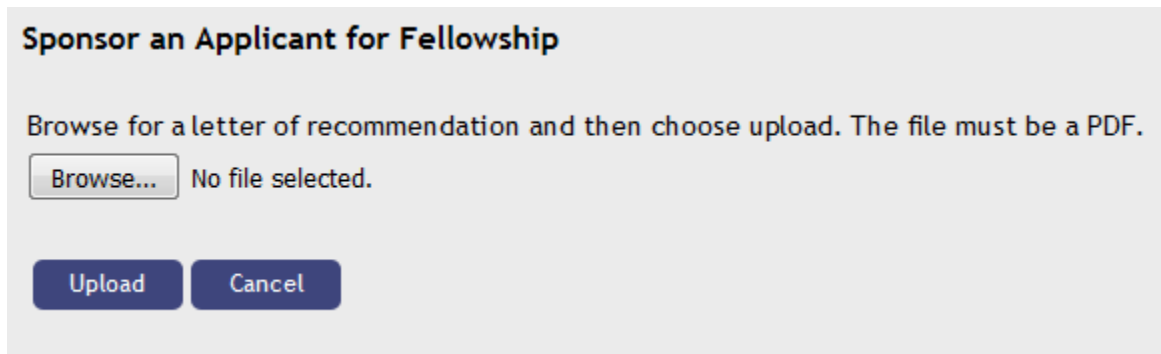
The applicant(s) below have requested you as a sponsor for their membership to the SSA. Please upload a letter of recommendation.

	Applicant name	Recommendation letter status
<input type="button" value="Upload"/>	Dr. John Doe	

Member Admin
Member Search
Recommend Applicant
Annual Dues
Annual Meeting
Change Password
Logout

©Southern Surgical Association v1.9 Powered by Doorn Corporation

2. Click [**Upload**] to upload a PDF letter of recommendation.

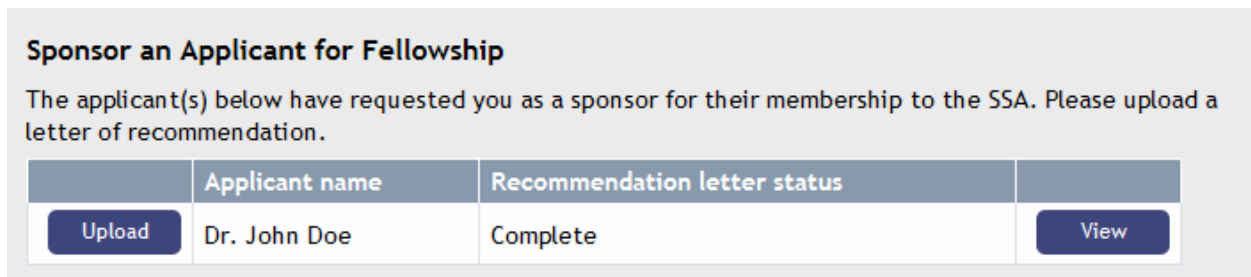


Sponsor an Applicant for Fellowship

Browse for a letter of recommendation and then choose upload. The file must be a PDF.

No file selected.

3. **Browse** for a file and then **upload** the PDF.
 - a. The system will validate the file and scan for viruses.
4. Once uploaded, the screen will look like this:



Sponsor an Applicant for Fellowship

The applicant(s) below have requested you as a sponsor for their membership to the SSA. Please upload a letter of recommendation.

	Applicant name	Recommendation letter status	
<input type="button" value="Upload"/>	Dr. John Doe	Complete	<input type="button" value="View"/>

5. As a sponsor, you are done.
 - a. If more than one applicant has selected you as a sponsor, please repeat the process for the additional applicants.

- b. The section will remain visible for you, as the sponsor, until the applicant is approved or disapproved for membership.