

THE FOUNDATION FOR SHAMANIC STUDIES a nonprofit public 501(c)(3) charitable and educational organization

How to Post a Shamanic Services or Member Bios Listing Save these instructions for future reference.

LOG IN TO THE FSS CIRCLE AND "MY FSS"

1. Go to http://www.shamanism.org/members/index. php

- 2. Enter your FSS ID NUMBER. NOTE: If your membership in the Circle has expired, you may re-enroll easily online at: http://www.shamanism.org/join/
- 3. Enter your PASSWORD.
- 4. Click on the "LOGIN" box.
- 5. You will now see the FSS Circle main page (next page).

6. Click on "My FSS" in the right hand column.

Note: For security, we recommend that you change your password after logging in for the first time. Under "My FSS", click on Account Overview, then "Change Password" under Account Summary.

EDIT YOUR MEMBERS PRINT DIRECTORY & SHAMANIC SERVICES INFORMATION

7. Click on "Create/Edit Members Directory & Resource Guide Listing."

a. Click on the appropriate response for the Directory Listing questions (Yes or No).

b. Insert the number of years of your shamanic healing and/or divination practice.

c. If you want your information to be included in the print directory, *you must select "Yes"* to this statement: "Please include my name, telephone number, and the above information in *The Shamanism Annual.*"

POST YOUR SHAMANIC SERVICES LISTING

8. To add/edit your Shamanic Services Listing, click on "Create/Edit Shamanic Services Listing" under the "My FSS" heading.

a. For your listing to appear online, *you must select "Yes"* to this statement: "Please include my name, a contact link and the above information in the online Shamanic Services Listings."

b. If your membership qualifies you for an image, you will see the "Upload Image" section. You may upload an image by clicking on the "Browse" box and selecting the desired image from your computer files. Be sure to select the box certifying that you have permission/copyright to use the image. c. List your website in the "website" box, if you have one and want it displayed. (A return link to www. shamanism.org on your website is appreciated.)

d. If your membership qualifies you for a written description, type it into the text box called "Describe Your Practice or Other Shamanic Service."

e. Check the "Terms of Use" box.

f. Click on "SUBMIT." Your submission will be reviewed by FSS, then posted on the website, typically in less than 48 hours (more may be required on weekends and holidays).

POST YOUR MEMBER BIOS LISTING

9. To create a Member Bios Listing, click on "Create/Edit Member Bios Listing."

Note: This will appear only if your donation qualifies you for a Member Bio.

a. For your listing to appear online, *you must select "Yes"* to this statement: "Please include my name, a contact link and the information below in the online Bios Listings."

b. You may upload an image by clicking on the "Browse" box and selecting the desired image from your computer files (it may be the same or different than your Shamanic Services image). Be sure to select the box certifying that you have permission/copyright to use the image.

c. List your website in the "website" box, if you have one and want it displayed. (A return link to www. shamanism.org on your website is appreciated.)

d. Type your written description into the text box called "Bio."

e. Check the "Terms of Use" box.

f. Click on "SUBMIT." Your submission will be reviewed by FSS, then posted on the website, typically in less than 48 hours (more may be required on weekends and holidays).

YOU ARE FINISHED. You may return to "My FSS" anytime and update or change your Directory, Shamanic Services Listing, or Member Bio.

FSS Members Circle Home Page

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FOR HELP

First, read the Circle FAQ (frequently asked questions). Click on FAQ in the right hand column. If you need help logging on or have technical questions, contact: info@shamanism.org.