

SGNA Regional Mailing Labels Downloading Labels Online

Step 1: Member login

The screenshot shows a Windows Internet Explorer browser window displaying the SGNA website. The address bar shows <http://www.sgna.org/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar includes a Google search bar, a Go button, and a Settings button. The website header features the SGNA logo, the text "Society of Gastroenterology Nurses and Associates, Inc.", and a "Join Now!" button. Below the header is a navigation menu with links for HOME, ABOUT, MEMBERSHIP, EDUCATION, RESOURCES, and CERTIFICATION. The main content area is divided into several sections:

- Member Login:** A section with fields for Username (Usually Member ID #) and Password, a "Save Password?" checkbox, and buttons for "Login" and "forgot password?".
- Headlines:** A section with several bullet points:
 - NEW! SGNA Advanced Associates Program:** To learn more, [click here](#).
 - NEW SGNA Learning Link:** To purchase Learning Link or find out more information please [click here](#).
 - Pay Dues Online Now:** After logging in, please take a moment to visit the 'Renew Membership' button on the left under user log-in. SGNA wants to ensure that you have uninterrupted access to year-round member benefits. Should you have any questions, please contact SGNA Headquarters at (800) 245-7462.
 - Print My Membership Card:** You can print your Membership Card online after logging in now!
 - ABCGN Exam and Gastroenterology Nursinfo: A Core Curriculum, 3rd Edition**
- Standards & Guidelines:** A section with links to [All Standards and Guidelines](#) and [All Position Statements](#).
- Annual Course:** A section titled "SGNA's 36th Annual Course May 15-20, 2009 St. Louis, Missouri" with the subtitle "SGNA: Your Gateway to Opportunity" and a small image of the Gateway Arch.

The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Office, 147986 Mr. Jeffrey..., The Society of Gas..., PUBS), and a "Regional Mailing La..." window. The system clock shows 11:59 AM.

Step 2: Accessing Member Reports

(*only Regional Presidents, Treasurers and beginning in 2009 President-elects have report access)

Once you have logged in, follow the path below by clicking on the designated links located on the left-hand side of the SGNA Web site.

>> Online Directory



>> Online Services

The screenshot shows a Windows Internet Explorer browser window displaying the SGNA (Society of Gastroenterology Nurses and Associates, Inc.) Online Directory member profile for Kristin Dee. The browser's address bar shows the URL <http://www.sgna.org/source/members/memberhome.cfm?section=customer>. The page features a blue header with the SGNA logo and navigation links: Member Profile, Logout, Site Map, Search, and Contact. A "Join Now!" button is also present. Below the header is a banner image of three women in blue scrubs, with the text "education collaboration research" overlaid. A green bar below the banner says "Welcome, Kristin Dee". The main navigation bar includes links for HOME, ABOUT, MEMBERSHIP, EDUCATION, RESOURCES, and CERTIFICATION. The left sidebar contains a "Profile" section with links for Kristin Dee (ID: 140442), Change Login, Communities, Online Services, Online Directory, Advanced Search, Quick Search, Join Now!, Events, Marketplace, and HELP. Below this is an "Active eLearning Purchases" section with a link for "Vendor Representative Course" (Expires 03/27/2011). The main content area has a heading "Welcome to the SGNA Online Directory!" followed by a paragraph: "The most valuable benefit of SGNA is its members. Follow the instructions below to update your profile, change your password and search for and contact fellow SGNA members." Below this are two sections: "Update your member profile" and "Change your password", each with a numbered list of instructions. The "Update your member profile" instructions are: 1. Click on **Update Member Profile** on the top navigation bar or click your **Name** to the left under **Profile**; 2. Click on **Edit** button at the top of the page; 3. Enter the information you wish to change; 4. Click on the **Submit** button at the top of the page; 5. Log out and log back in to view all updates; 6. * denotes required fields. The "Change your password" instructions are: 1. Click on **Change Login** to the left under **Profile**; 2. Type in your new password. Note the password must be six characters long and contain both alpha and numeric characters. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., 147986 Mr. Jeffrey..., e-Customer - Wind..., PUBS, Regional Mailing La...), and the system clock showing 12:12 PM.

e-Customer - Windows Internet Explorer

http://www.sgna.org/source/members/memberhome.cfm?section=customer

File Edit View Favorites Tools Help

Google cosi restaurant Go cosi restaurant

SGNA Society of Gastroenterology Nurses and Associates, Inc. Join Now!

education collaboration research

Welcome, Kristin Dee

HOME ABOUT MEMBERSHIP EDUCATION RESOURCES CERTIFICATION

SGNA > Source > Members > Print This Page

Profile
[Kristin Dee](#)
ID: 140442
[Change Login](#)

Communities

Online Services

Online Directory
[Advanced Search](#)
[Quick Search](#)
[Join Now!](#)

Events

Marketplace

[HELP](#)

Active eLearning Purchases
[Vendor Representative Course](#)
(Expires 03/27/2011)

Welcome to the SGNA Online Directory!

The most valuable benefit of SGNA is its members. Follow the instructions below to update your profile, change your password and search for and contact fellow SGNA members.

Update your member profile

1. Click on **Update Member Profile** on the top navigation bar or click your **Name** to the left under **Profile**
2. Click on **Edit** button at the top of the page
3. Enter the information you wish to change
4. Click on the **Submit** button at the top of the page
5. Log out and log back in to view all updates
6. * denotes required fields

Change your password

1. Click on **Change Login** to the left under **Profile**.
2. Type in your new password. Note the password must be six characters long and contain both alpha and numeric characters

Internet 100%

start Inbox - Microsoft ... 147986 Mr. Jeffrey ... e-Customer - Wind ... PUBS Regional Mailing La ... 12:12 PM

>> Reports

View Reports Type List - Windows Internet Explorer

https://www.sgna.org/source/Reports/uViewType.cfm

File Edit View Favorites Tools Help

Google G cosi restaurant Go cosi restaurant

View Reports Type List SmithBuddin Corporate Intra...

Member Profile | Logout | Site Map | Search | Contact

Join Now!

education
collaboration research

Welcome, Kristin Dee

HOME ABOUT MEMBERSHIP EDUCATION RESOURCES CERTIFICATION

SGNA > Source > Reports > Print This Page

Profile
Kristin Dee
ID: 140442
[Change Login](#)

Communities

Online Services
[Reports](#)

Online Directory

Events

Marketplace

[HELP](#)

Active eLearning Purchases
[Vendor Representative Course](#)
(Expires 03/27/2011)
[IBD - Quiz](#)
(Expires 11/20/2009)

Reports

Type	Description
Exports	Export reports are designed for exporting to text or Excel, not printing and, therefore, contain minimal formatting.
Labels	Mailing Labels are formatted and suitable for printing directly from your browser.
Membership Cards	Print your membership card.
Reports	These reports are suitable for printing directly from your browser.
Web Certificates	Certificate of Completion

Follow report type to view contents of that directory.

start

Inbox - Microsoft ... 147986 Mr. Jeffrey ... View Reports Type ... PUBS Regional Mailing La...

Internet 100% 12:13 PM

Step 3: Accessing the Regional Mailing Label Report

Once you have reached the reports page on the Web site, select the “Labels” link to download your regional mailing labels. This report generates your mailing labels already formatted to print on Avery 5160 mailing labels. Once you have pulled up this report you are ready to print the labels or save them for a later use.

http://bneo21.sba.com/eimis/sgna/scriptcontent/Reports/Regionallabels.cfm?CHAPTER=&CFID=1224160&CFTOKEN=13801160 - Windows Internet Explorer

http://bneo21.sba.com/eimis/sgna/scriptcontent/Reports/Regionallabels.cfm?CHAPTER=&CFID=1224160&CFTOKEN=13801160

File Edit View Favorites Tools Help

Google G cosi restaurant Go Go cosi restaurant

http://bneo21.sba.com/e... x SmithBucklin Corporate Intra...

100% 1 of 1+

950 W. Pinon	The Scope Exchange, Inc.	Presbyterian Hospital of Dallas	
Stevens Healthcare	Metrex	Minor and James Medical, PLLC	
Integrated Medical Systems, Inc.	Digestive & Liver Disease Consultants	Stryker GI	
Fauquier Hospital	Midsouth Gastroenterology Group - Phillip R.	Manager	
200 Henry Clay Avenue	Olympia Multi-Specialty Clinic APC	Children's Hospital Boston	

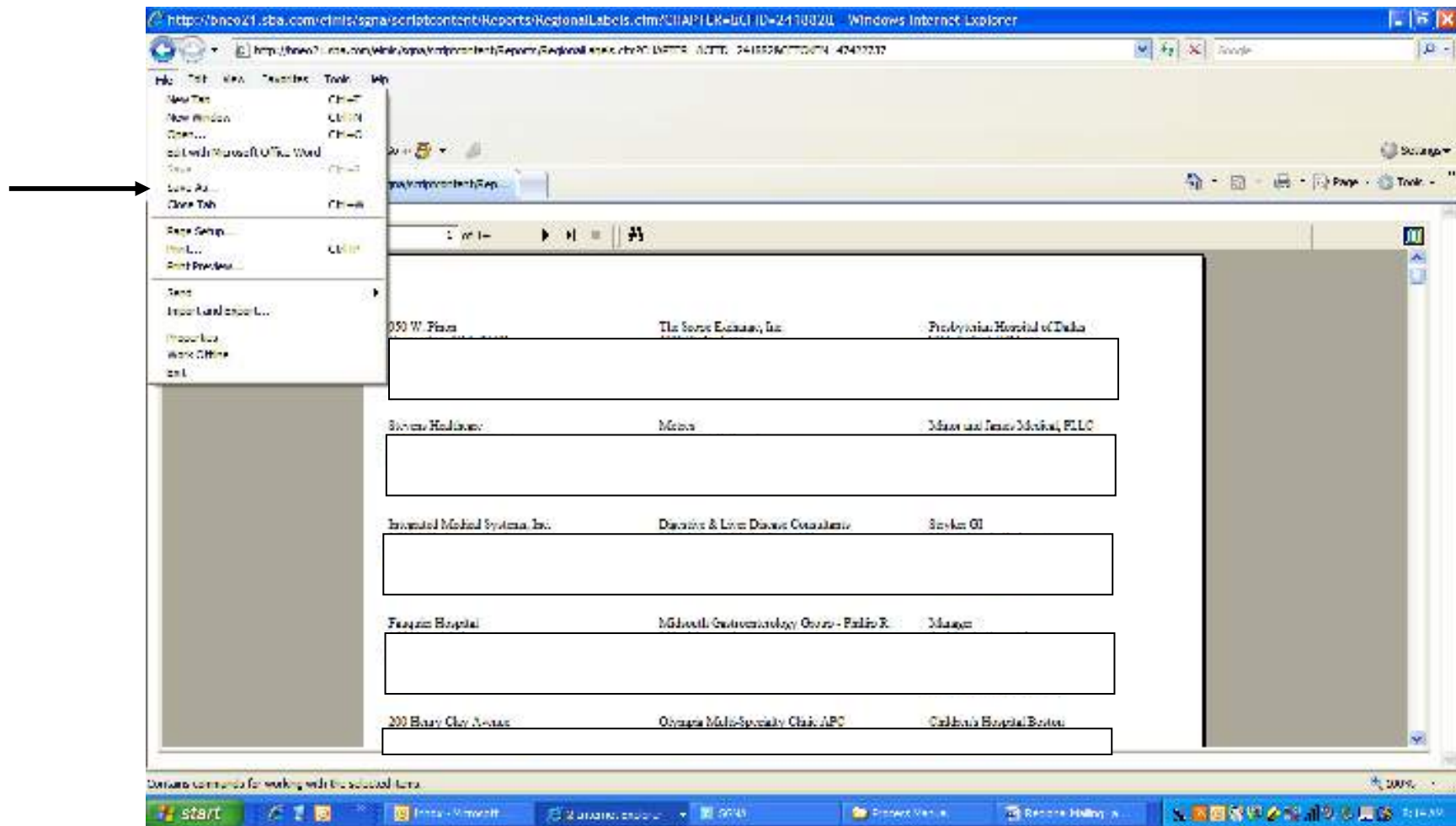
Done Local intranet 100%

start Inbox - Microsoft ... 147986 Mr. Jeffrey ... http://bneo21.sba... PUBS Regional Mailing La... 12:15 PM

Step 4: Saving Mailing Labels

To save the labels to your computer or email them to another individual:

- Select “File” located in the upper left-hand corner
- Once the file menu has expanded, selected “Save As” and save the labels to your computer
- This report will save as an internet explorer file



Step 5: Printing Mailing Labels from Saved File

If have you saved the Regional Mailing Label report and want to print it you will need to open up the report and select the print icon on the report to print correctly.

If you do not use this print icon your labels will not print with any data on them.

