



USER GUIDE

PRIVATE AREA

Find out how to access and navigate within your private area to take advantage of all your benefits as an SPX member.



WELCOME TO YOUR SPX PRIVATE AREA

What is the SPX private area?

This is a space reserved for all our members with an active membership, whether individual (individual member) or institutional (club members). As an **SPX member**, you can enjoy **exclusive content** related to the association's activities by accessing your private area.

This private area is located on our website and is currently organised into 3 folders:

- **Thursday Club** | Find all the replays of the Thursday's Club.
- **Colloquiums** | Access the abstracts and replays of previous SPX Colloquium presentations.
- **Library** | Consult or download for free all our position papers and other documents of the organisation in various languages.

The content of this space as well as its organisation may change according to the activities of the association.

User Guide

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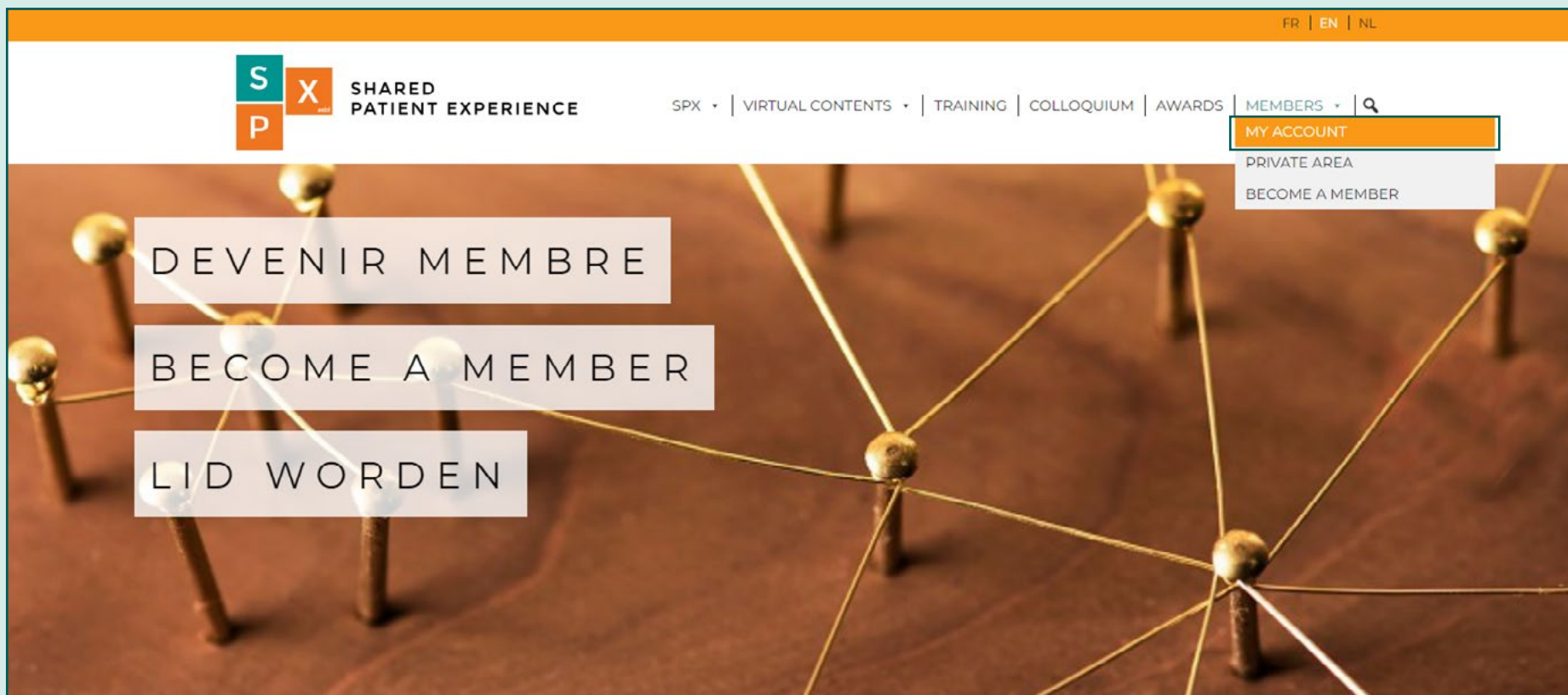
[Need help?](#)

How to check if you are an active member?



You have an SPX account but you are not sure if you are an **active member**? You can **check the status of your membership** by going to «My account».

Click directly on [this link](#) or go to spexperience.org and click on Members > My Account in the menu.



How to check if you are an active member?



Please enter the **username** or **email address** you used to create your account and your password. If you want this information to be saved in your browser to make it easier for you to log in next time, check the «Remember me» box.

Then click on the «**Login**» button to log in.

The screenshot shows the 'PRIVATE AREA' login page. At the top right, there are language options: FR | EN | NL. The main header features the SPX logo and the text 'SHARED PATIENT EXPERIENCE'. Below this is a navigation menu with links: SPX • | VIRTUAL CONTENTS • | TRAINING | COLLOQUIUM | AWARDS | MEMBERS • | Q. The central heading is 'PRIVATE AREA'. Below that is the 'Login' section, which contains a form with the following elements: a text input field labeled 'Username or email address *', a password input field labeled 'Password *' with a toggle icon, a checkbox labeled 'Remember me', a 'Log in' button, and a link labeled 'Lost your password?'.

How to check if you are an active member?



Once logged in, click on «**Membership**» in the left-hand menu to check whether you have a membership and, if so, whether it is active. The different cases are as follows:

- **Your individual or institutional membership is active**

Your membership status will read «**Active**».

The screenshot shows the SPX Private Area interface. At the top left is the SPX logo and the text "SHARED PATIENT EXPERIENCE". To the right is a navigation menu with items: SPX, VIRTUAL CONTENTS, FORMATION, COLLOQUE, AWARDS, MEMBRES, and a search icon. Below the navigation is a large grey banner with the text "PRIVATE AREA". On the left side, there is a vertical menu with the following items: Tableau de bord, Commandes, My Membership, Téléchargements, Adresses, Détails du compte, and Déconnexion. In the center, there is a table with the following data:

| Plan | Start | Expires | Status | |
|-----------------------|-------------------|------------------|--------|-------------|
| Individual Membership | 1 septembre, 2019 | 1 décembre, 2023 | Active | Cancel View |

How to check if you are an active member?



- **Your individual membership has expired**

The status of your membership will say «**Expired**». You can renew it directly by clicking on the «Renew» button.

The screenshot shows the SPX Private Area interface. At the top left is the SPX logo and the text "SHARED PATIENT EXPERIENCE". To the right is a navigation menu with items: SPX, VIRTUAL CONTENTS, FORMATION, COLLOQUE, AWARDS, MEMBRES, and a search icon. Below the navigation is a light blue header with the text "PRIVATE AREA". On the left side, there is a vertical menu with the following items: Tableau de bord, Commandes, My Membership, Téléchargements, Adresses, Détails du compte, and Déconnexion. The main content area displays a table with the following data:

| Plan | Start | Expires | Status | |
|-----------------------|-------------------|------------------|---------|-----------------------|
| Individual Membership | 1 septembre, 2019 | 1 décembre, 2022 | Expired | Renew |

How to check if you are an active member?



- **Your institutional membership has expired**

The status of your membership will say «**Expired**». The renewal will have to be handled directly by your institution.

The screenshot displays the SPX (Shared Patient Experience) Private Area. At the top left is the SPX logo and the text "SHARED PATIENT EXPERIENCE". To the right is a navigation menu with links for "SPX", "VIRTUAL CONTENTS", "FORMATION", "COLLOQUE", "AWARDS", "MEMBRES", and a search icon. Below the navigation is a large grey header with the text "PRIVATE AREA". On the left side, there is a vertical list of menu items: "Tableau de bord", "Commandes", "My Membership", "Téléchargements", "Adresses", "Détails du compte", and "Déconnexion". On the right side, there is a table with the following data:

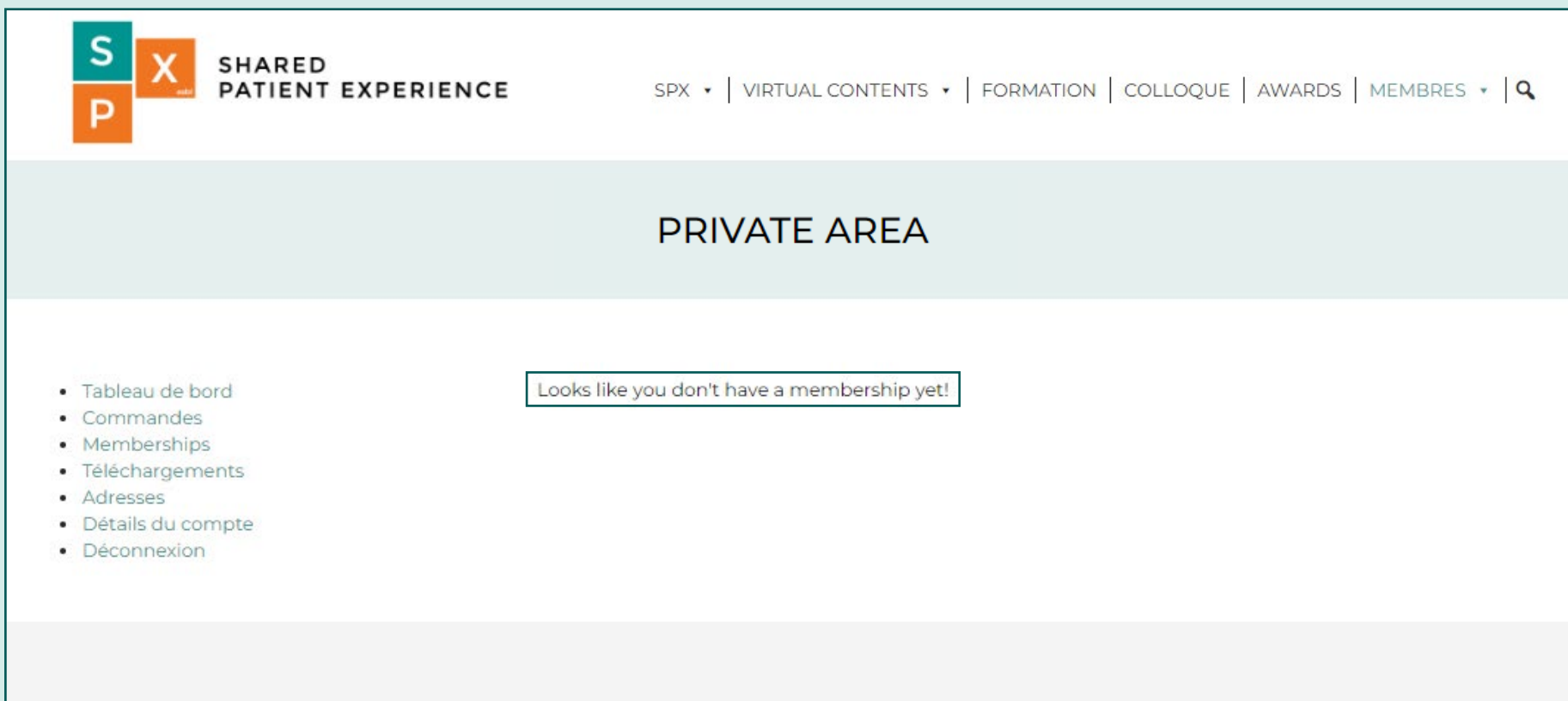
| Plan | Start | Expires | Status | |
|-----------------|------------------|------------------|---------|--|
| Club membership | 1 décembre, 2022 | 1 décembre, 2022 | Expired | |

How to check if you are an active member?



• You've never been a member

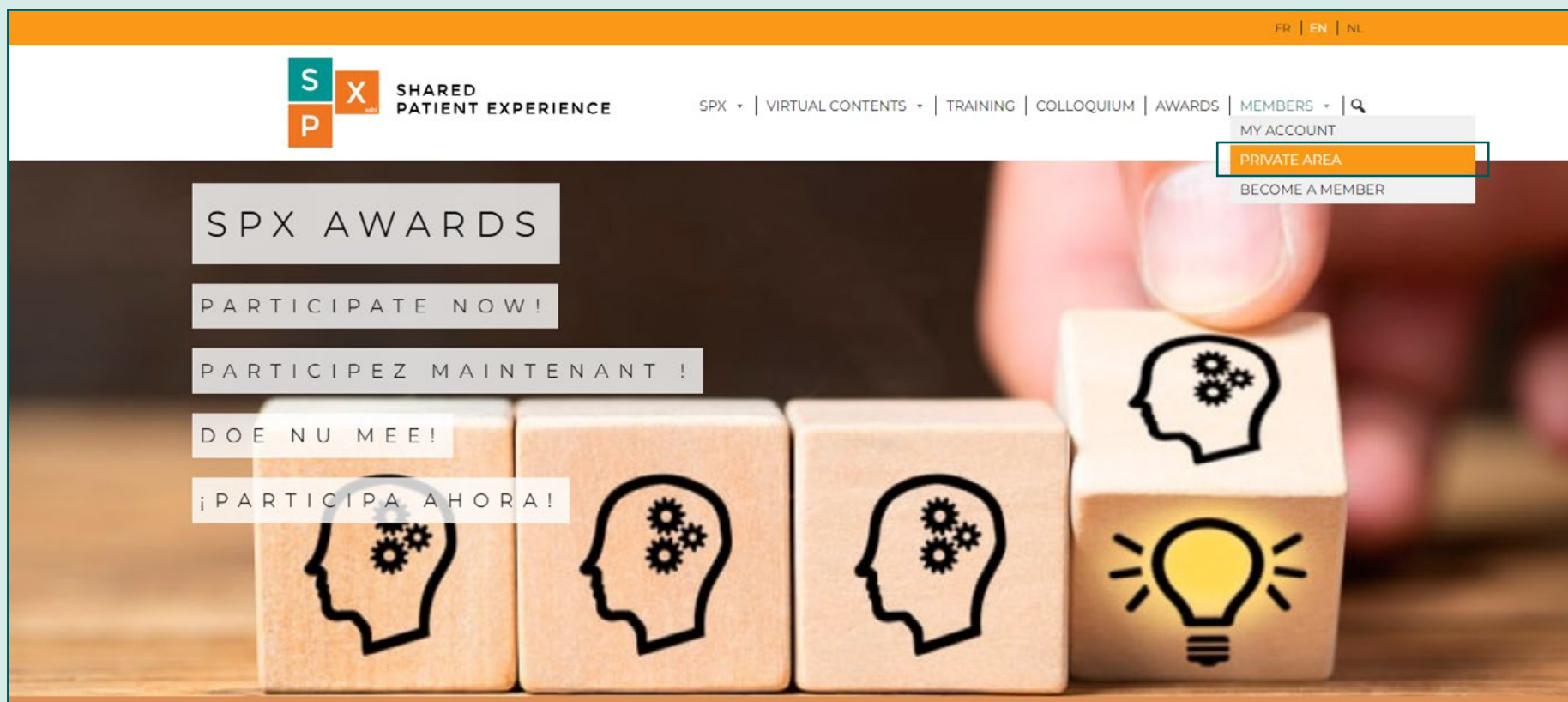
If you have never been a member of SPX, your space will say «**Looks like you don't have a membership yet!**». Want to join SPX? Check out our [membership offers](#).



How to access your private area?



To access your private area on the SPX website, click directly on [this link](#) or go to spexperience.org and click on **Members > Private Area** in the menu.



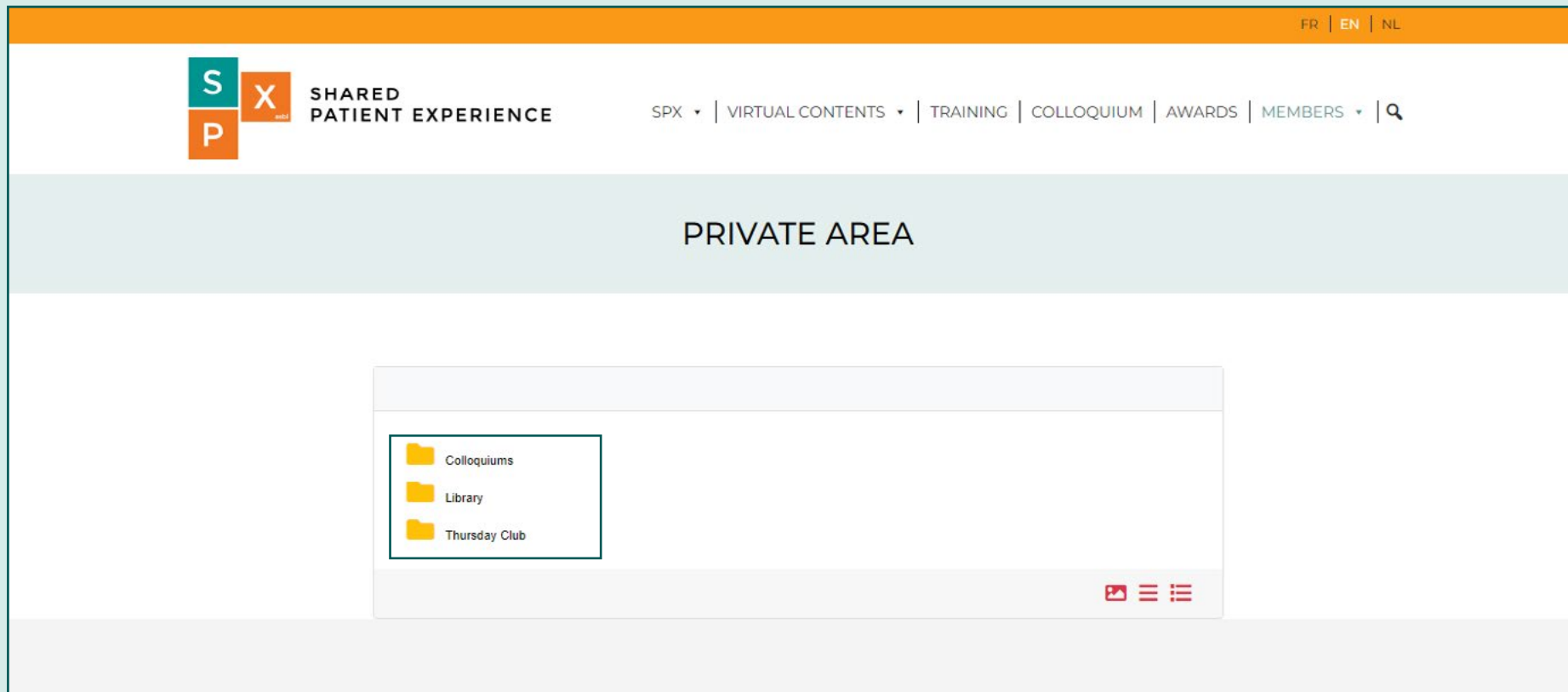
How to access your private area?



There are two possible scenarios:

- **You are already logged in**

If you have already logged in in the past and your browser has saved your login and password, you will see the different folders in your private area directly.

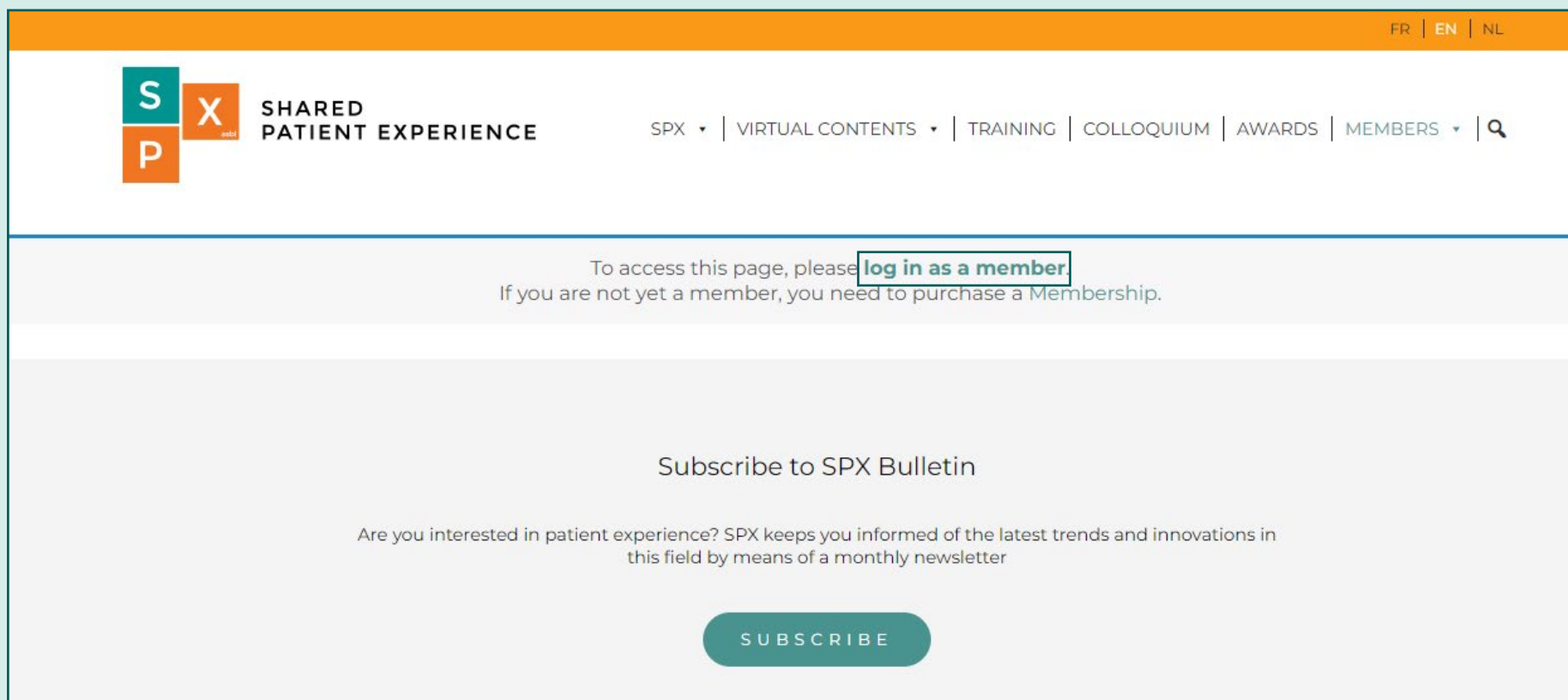


How to access your private area?



- **You are not logged in**

If you are logging in for the first time or your browser has not saved your login details, you will need to click on «**Please log in**».



How to access your private area?



You will then be redirected to the «My Account» page where you will be asked to enter your login details.

Enter the **username** or **email address** you used when you registered with SPX and your **password**. If you want this information to be saved in your browser to make it easier for you to log in again, check the «Remember me» box. Then click on the «**Login**» button to log in.

A screenshot of the SPX website's 'MY ACCOUNT' page. The page has a light blue header with the SPX logo and navigation links. Below the header is a grey bar with the text 'MY ACCOUNT'. The main content area is white and contains a 'Login' section. This section includes a form with two input fields: 'Username or email address' and 'Password'. There is a 'Remember me' checkbox and a 'Log in' button. A link for 'Lost your password?' is also present.

FR | EN | NL

S **X**
P SHARED PATIENT EXPERIENCE

SPX | VIRTUAL CONTENTS | TRAINING | COLLOQUIUM | AWARDS | MEMBERS | 🔍

MY ACCOUNT

Login

Username or email address *

Password *

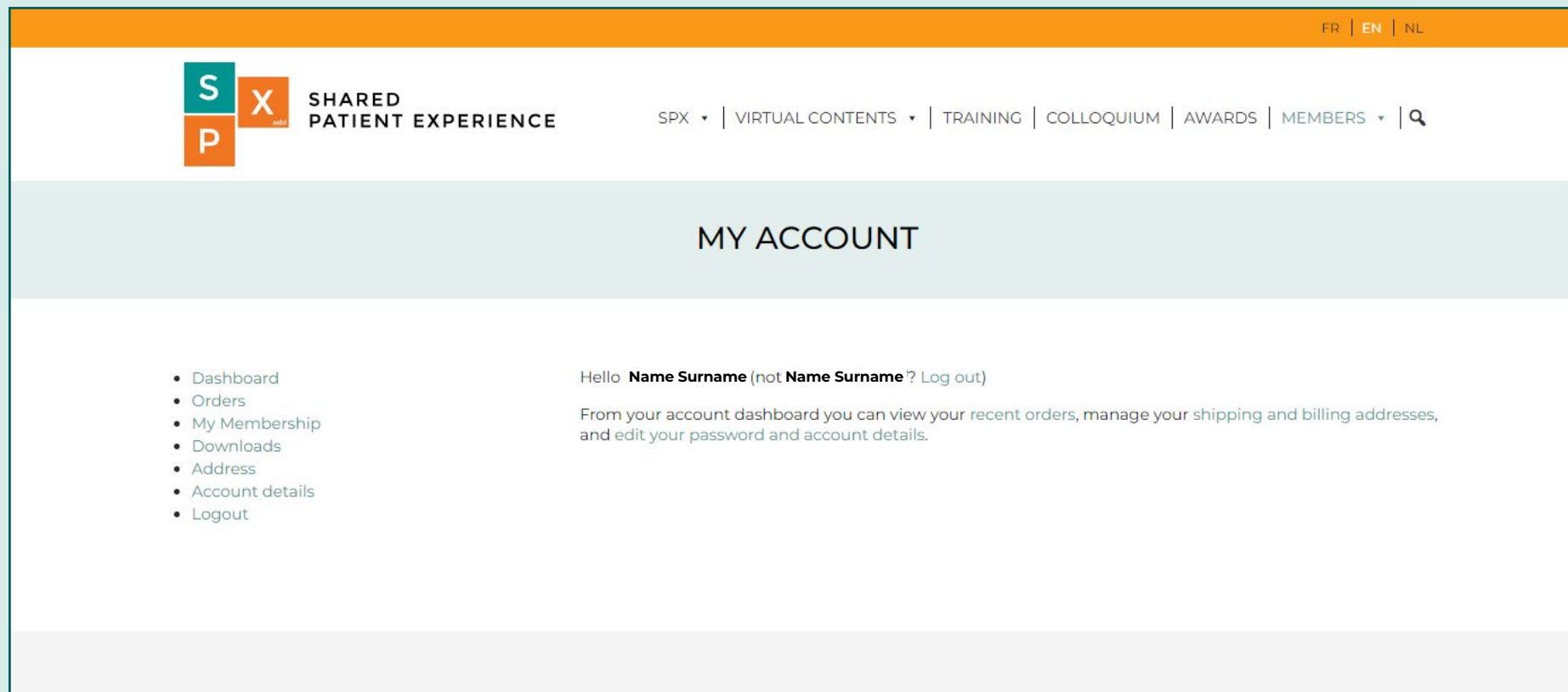
Remember me **Log in**

[Lost your password?](#)

How to access your private area?



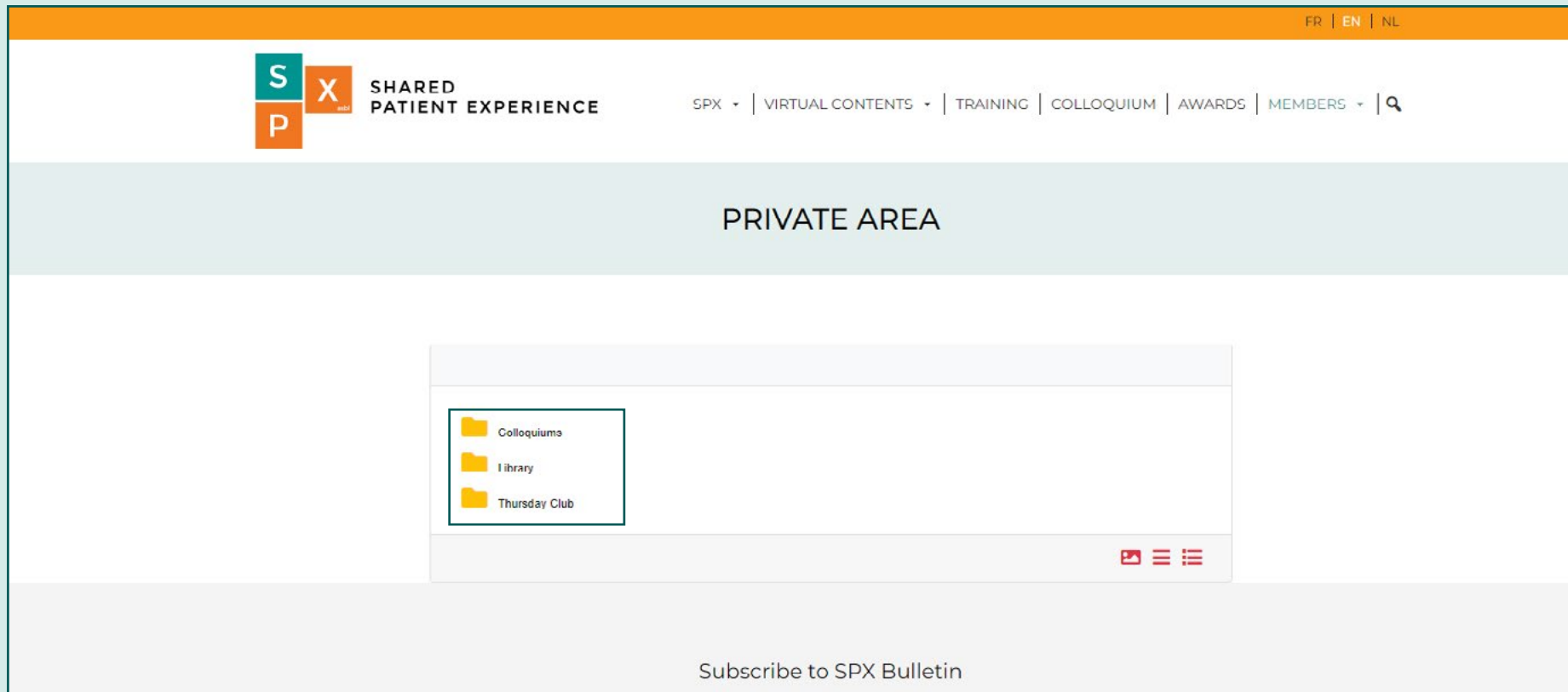
Once logged in, the home page of your «My Account» section will appear. In order to access your private area, you will need to click on **Members > Private Area** in the menu.



How to access your private area?



You will then see the different folders in your private area.



What to do if you have forgotten your password?



Forgot your password? Don't panic, just click on [this link](#) or on «**Lost your password?**» and then enter your login or the email address linked to your SPX account. A link will be sent to the address you entered.

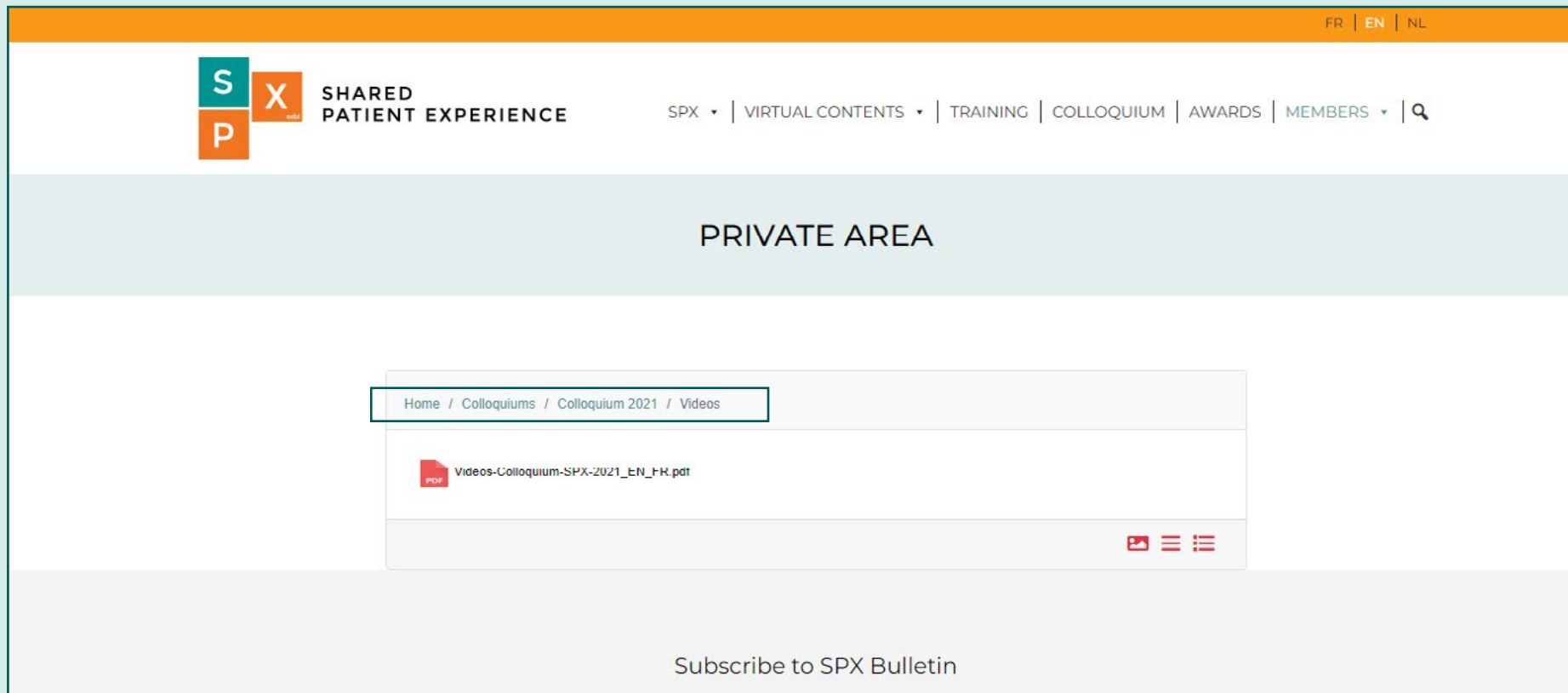
Please note that this email may take a few minutes to arrive in your mailbox. If you do not receive it, please check your junk mail. If after several minutes you still do not receive anything, please contact info@spexperience.org.

A screenshot of the SPX website's 'MY ACCOUNT' page. The page has a white background with a light blue header bar. The header bar contains the text 'FR | EN | NL' on the right. Below the header bar is the SPX logo and the text 'SHARED PATIENT EXPERIENCE'. To the right of the logo is a navigation menu with links: 'SPX', 'VIRTUAL CONTENTS', 'TRAINING', 'COLLOQUIUM', 'AWARDS', 'MEMBERS', and a search icon. The main content area is titled 'MY ACCOUNT' in a light blue bar. Below this, there is a text prompt: 'Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.' Underneath this prompt is a text input field labeled 'Username or email'. Below the input field is a button labeled 'Reset password'.

How to navigate within the private area?



Once you have logged in to your private area, you can navigate by clicking on the different folders. To go back, simply click on the desired folder in the menu located in the green frame in the image below.

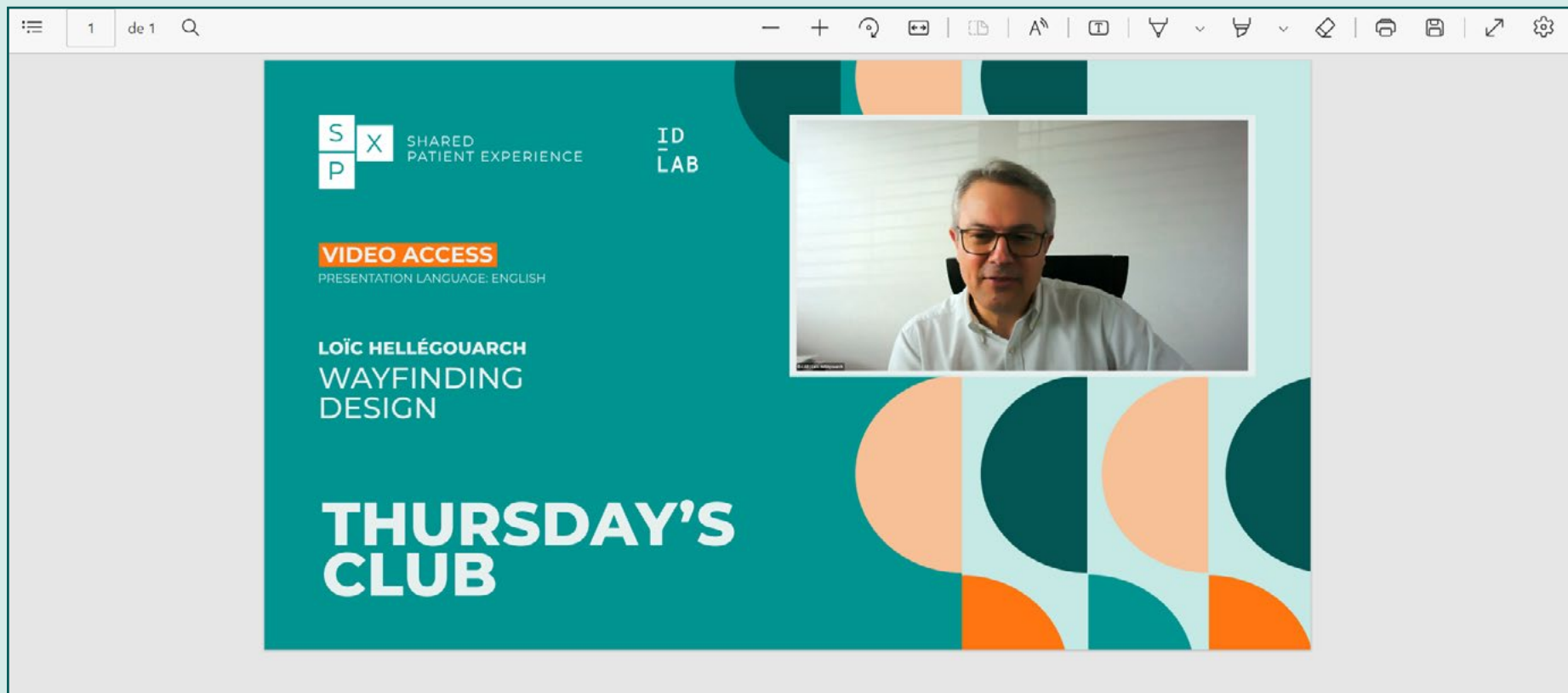


How to navigate within the private area?



To view a document, simply click on its name. It will automatically open in a new tab. Once opened, you can also download it. To watch the videos, simply click on the link displayed on the document.

Please note that an internet connection is required in order to access and view the content of your private area.



How to update your personal information?



Want to update your personal information? Go to [My Account](#) and click on the «**Account details**» tab in the left-hand menu. Once you have changed your information, don't forget to click on the «**Save Changes**» button.

The screenshot shows the 'MY ACCOUNT' page with the following elements:

- Top navigation: FR | EN | NL
- Logo: S X SHARED PATIENT EXPERIENCE
- Menu: SPX • | VIRTUAL CONTENTS • | TRAINING | COLLOQUIUM | AWARDS | MEMBERS • | Q
- Section: MY ACCOUNT
- Left-hand menu:
 - Dashboard
 - Orders
 - My Membership
 - Downloads
 - Address
 - **Account details**
 - Logout
- Form fields:
 - First name * (Name)
 - Last name * (Surname)
 - Display name * (Name Surname)
This will be how your name will be displayed in the account section and in reviews
 - Email address * (name.surname@gmail.com)
 - Password change section:
 - Current password (leave blank to leave unchanged)
 - New password (leave blank to leave unchanged)

Need help?



If you encounter a problem connecting to the private area, posting or downloading documents, do not hesitate to send us an e-mail to info@spexperience.org.



ENJOY ALL
THE CONTENT
ON YOUR
PRIVATE AREA!

