

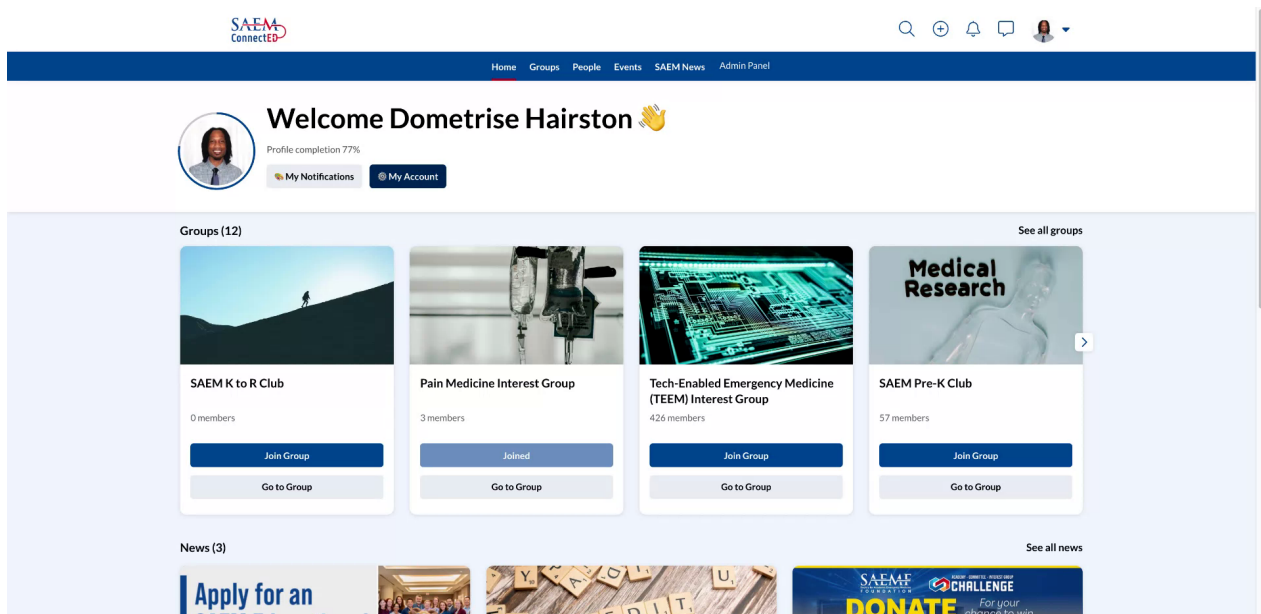
SAEM Connected Platform Overview

This document walks you through key features of SAEM Connected, including updating your profile, managing notifications and privacy, joining and using groups, exploring group content, and networking with members through the people directory and direct messages.

Step 1: Access Your “My Account” Page

After logging in to SAEM Connected, you will land on the welcome page, which includes sections for groups you can join, news, and upcoming events such as webinars and foundation events. To begin customizing your experience, go to your account settings:

Click the **My Account** button to open your account page.



Step 2: Update Your Profile Details

Within the **My Account** page, you can update your personal information and share more about yourself with the community.

Open the **Edit My Details** section.

SAEM Connected

Home Groups People Events SAEM News Admin Panel

Please Note: Some fields within your profile are populated directly from SAEM's membership database and are designated as read-only. As a result, these fields cannot be edited within the SAEM Connected Activation Form. If any of the information displayed in these fields is incorrect or requires updating, please log in to your SAEM member account and make the necessary changes using this [link](#). Once your updates have been saved in the SAEM membership database, the changes will automatically sync and be reflected within SAEM Connected.

The following fields are populated from the SAEM membership database and are read-only:

- First Name
- Last Name
- Professional Title
- Institution

Society for Academic Emergency Medicine

[Edit my details](#)

Dometrise Hairston, MS, AAIP (AMS Manager, IT)

SAEM

Location
Des Plaines, IL, United States

SAEM Member Role
SAEM Staff

[Recent Activity](#)

About [Edit](#)

Summary (Bio):
I was born and raised in the small town of Martinsville, Virginia. I earned my Bachelor of Science degree in Business Information Technology from Old Dominion University and later completed my master's degree in Cyber Security at ECPI University in Virginia Beach.

During my final semester of college, I began my career in IT at ICF International, a management consulting organization. Over the course of eight years with ICF, I developed a strong foundation in systems administration and development while expanding my skills and interests in data management, information security, automation, and project management.

My professional journey has allowed me to combine technical expertise with problem-solving, process improvement, and a passion for using technology to support organizational success. I am excited to bring that same dedication and experience to my work at SAEM.

Areas of Expertise: [Informatics/Data Science/AI](#)

Hobbies & Interests: [Hiking](#) [Database Administration](#) [Automation](#)

SAEM Paid Through Date: 12/31/2099

Contact [Edit](#)

Emails
dhairston@saem.org

Phone number(s)
Work landline: (847) 257-7236

Private field, visible by you and admins only. Editable in your privacy settings.

Postal address(es)
Preferred Mailing Address: 1111 E. Touhy Ave., Ste. 540, Des Plaines, Illinois, 60018, United States

Live location

Here you will find:

- **Summary and Bio** – Add a brief summary and a bio to tell others about yourself.
- **Areas of Expertise** – Use the dropdown to select your professional focus areas.
- **Hobbies and Interests** – Choose your personal interests to help others connect with you.

SAEM Connected

Home Groups People Events SAEM News Admin Panel

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[Recent Activity](#)

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When you finish updating your information, click **Save** to store your changes.

SAEM Connected

Home Groups People Events SAEM News Admin Panel

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- Last Name
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- Institution

About

[Cancel](#) [Save](#)

* Required fields are marked with an asterisk

Summary (Bio)

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Areas of Expertise

Informatics/Data Science/AI

Hobbies & Interests

Hiking Database Administration Automation

SAEM Paid Through Date (MM/DD/YYYY)

12/31/2099

Contact

Emails

dhairston@saem.org

Phone number(s)

Work landline: (847) 257-7236

Private field, visible by you and admins only. Editable in your privacy settings.

Postal address(es)

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Live location

You can also review and update:

- **Experience** – Add your work experience or other relevant roles.
- **Education** – Provide information about your educational background.
- **Groups** – View all groups you are currently part of.

Step 3: Open the Notifications Settings

Next, configure how you want to receive communications from SAEM Connected.

From the main navigation, click **Home**, then select **My Notifications**.

SAEM Connected

Home Groups People Events SAEM News Admin Panel

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- First Name
- Last Name
- Professional Title
- Institution

Hobbies & Interests Hiking Database Administration Automation

SAEM Paid Through Date: 12/31/2099

Member Type: SAEM Staff Member Private field, visible by you and admin only.

Last Sync Date: 04/02/2026

Experience [Create](#)

Association Management Systems (AMS) Manager at Society for Academic Emergency Medicine
Mar 2023 - Present [Remove](#) [Edit](#)

Education [Create](#)

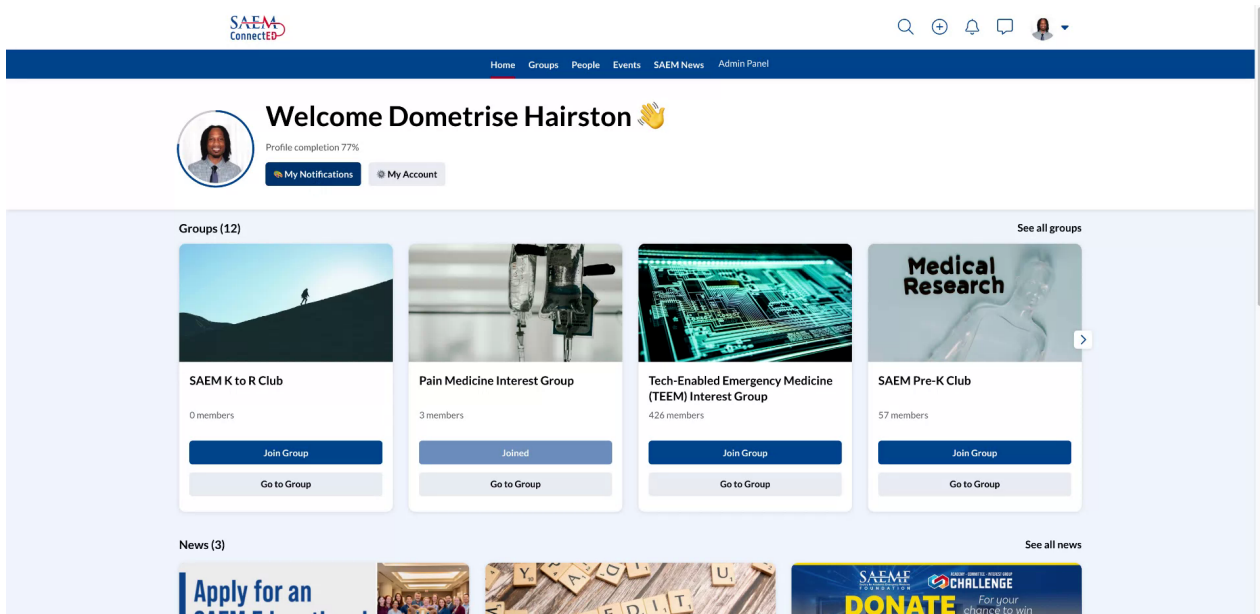
Old Dominion University [Remove](#) [Edit](#)

Live location

Groups

- Climate Change and Health Interest Group
231 members
- Evidence-Based Healthcare and Implementation Interest Group
408 members
- Informatics, Digital Health, Emerging Technologies, and...
405 members

In the **Notifications** section, you will see two tabs: **General** and **Groups**.

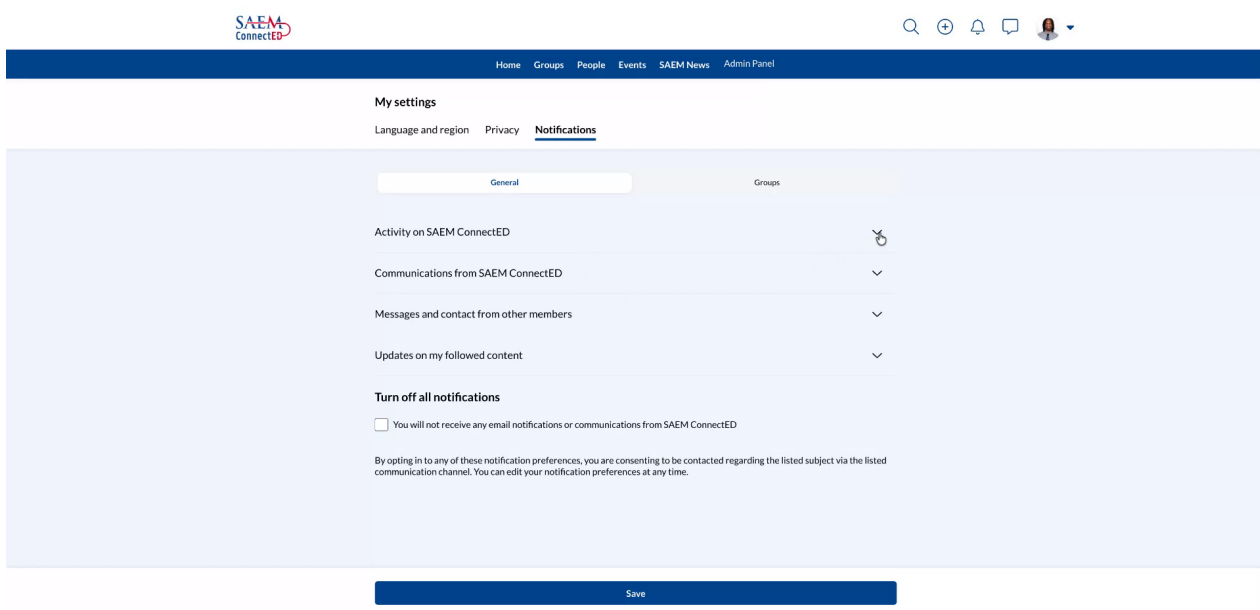


Step 4: Configure General Notifications

Use the **General** tab to control overall communications from SAEM Connected.

Within **General**, you can manage:

- **Activity Digest** – Choose how often you receive summaries of platform activity.



- **Event Notifications and Badges** – Decide whether to receive alerts about events and recognition badges.
- **Newsletters and Other Communications** – Opt in or out of email newsletters and other messages from SAEM Connected.

SAEM
Connected

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HomeGroupsPeopleEventsSAEM NewsAdmin Panel

My settings

Language and regionPrivacyNotifications

GeneralGroups

Activity on SAEM Connected

Activity Digest

Summary of the recent updates on the platform

☒ Email

Event notifications

A member of your network creates an event in your location

☒ Email

Badges

Get notified when you receive a new badge

☒ Email

Communications from SAEM Connected

Messages and contact from other members

Updates on my followed content

Save

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Connected

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HomeGroupsPeopleEventsSAEM NewsAdmin Panel

My settings

Language and regionPrivacyNotifications

GeneralGroups

Activity on SAEM Connected

Communications from SAEM Connected

Messages and contact from other members

Updates on my followed content

Turn off all notifications

☐ You will not receive any email notifications or communications from SAEM Connected

By opting in to any of these notification preferences, you are consenting to be contacted regarding the listed subject via the listed communication channel. You can edit your notification preferences at any time.

Save

You can toggle each communication type on or off as preferred.

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HomeGroupsPeopleEventsSAEM NewsAdmin Panel

GeneralGroups

Activity on SAEM Connected

Communications from SAEM Connected

Email communications

Newsletters, announcements and other communications

☒ Email

Subscribe to additional categories

☒ News and Updates

☒ SAEM Pulse Deadline Reminder

Messages and contact from other members

Updates on my followed content

Turn off all notifications

☐ You will not receive any email notifications or communications from SAEM Connected

By opting in to any of these notification preferences, you are consenting to be contacted regarding the listed subject via the listed communication channel. You can edit your notification preferences at any time.

Save

You can also manage messaging-related notifications here.

SAEM Connected

Home Groups People Events SAEM News Admin Panel

My settings

Language and region Privacy **Notifications**

General Groups

Activity on SAEM Connected

Communications from SAEM Connected

Messages and contact from other members

Updates on my followed content

Turn off all notifications

☐ You will not receive any email notifications or communications from SAEM Connected

By opting in to any of these notification preferences, you are consenting to be contacted regarding the listed subject via the listed communication channel. You can edit your notification preferences at any time.

Save

All your general notification preferences are controlled within this section.

SAEM Connected

Home Groups People Events SAEM News Admin Panel

Language and region Privacy **Notifications**

General Groups

Activity on SAEM Connected

Communications from SAEM Connected

Messages and contact from other members

Private messages from members who wish to connect with you

Email notification when contacted via Private Message

☒ Email

Mentions

Comments in which you're @mentioned

☒ Email

Mentions in forum discussions

Forum discussion you're @mentioned

☒ Email

Tagged in a Live feed post

A user wants to let you know they posted

☒ Email

Tagged in a Trio post

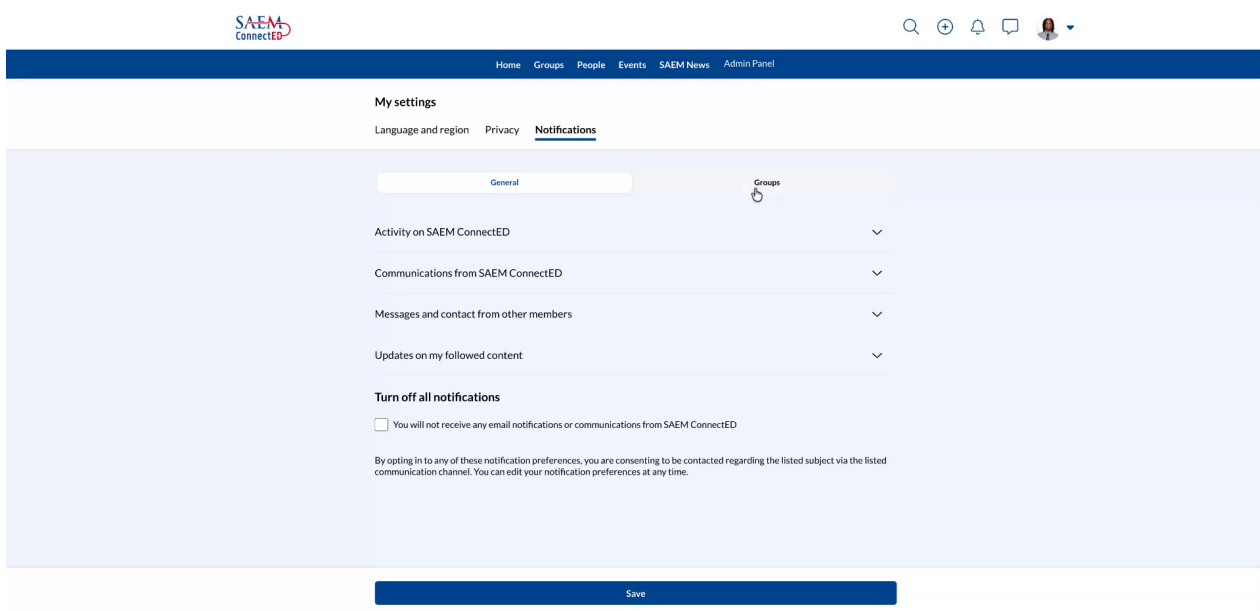
☒

Save

Step 5: Configure Group Notifications

Use the **Groups** tab to manage notifications specifically for your groups.

Go to the **Group** notifications section.



Here you can:

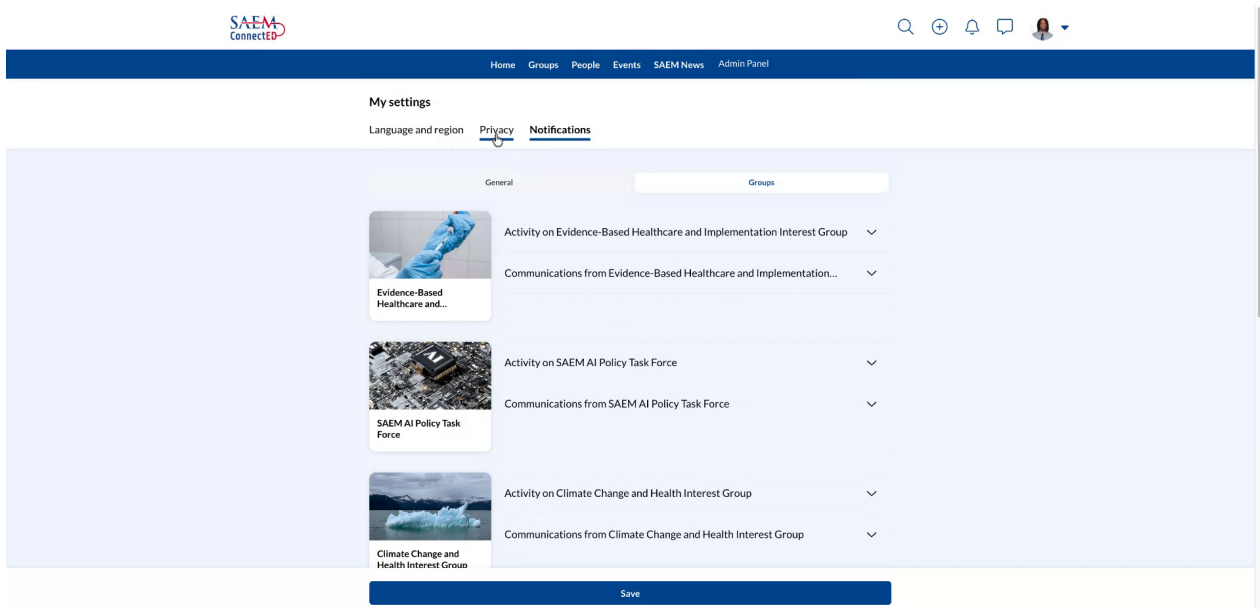
- Turn notifications on or off for individual groups.
- To disable all group notifications at once, select the **Turn Off All Notifications** checkbox.

After making changes, be sure to click **Save**.

Step 6: Manage Your Privacy Settings

Control what information other community members can see about you.

Open the **Privacy** section in your account settings.



From here, you can:

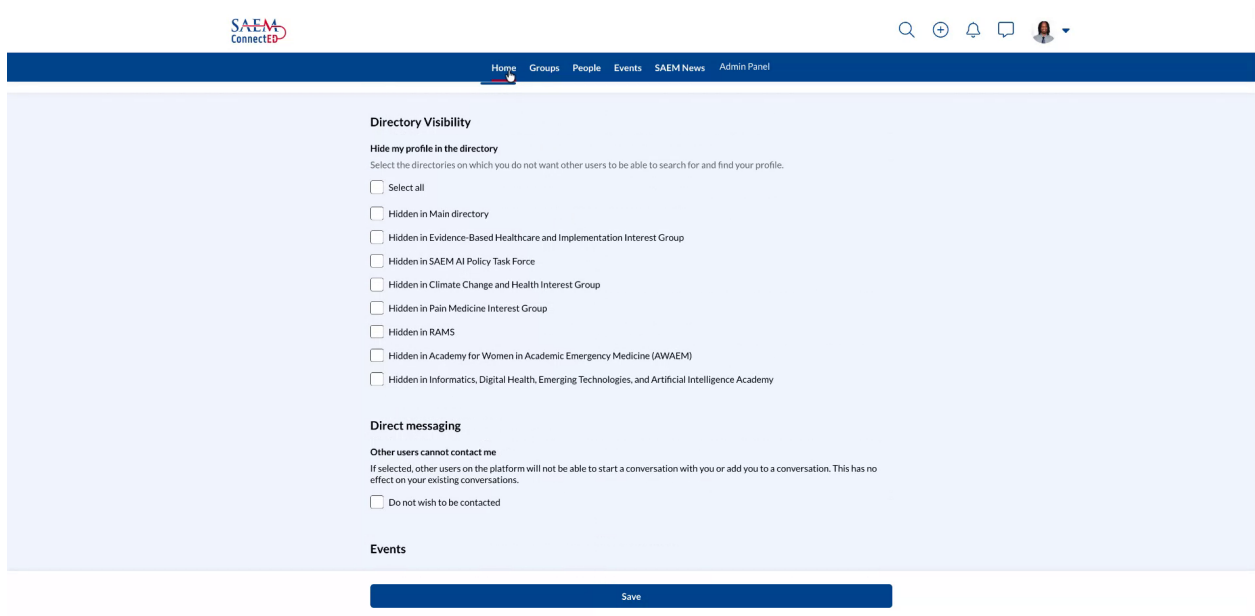
- Adjust your visibility within SAEM Connected.
- Choose which parts of your profile are visible to others.
- Hide your information if you prefer more privacy.

After updating your privacy options, remember to click **Save**.

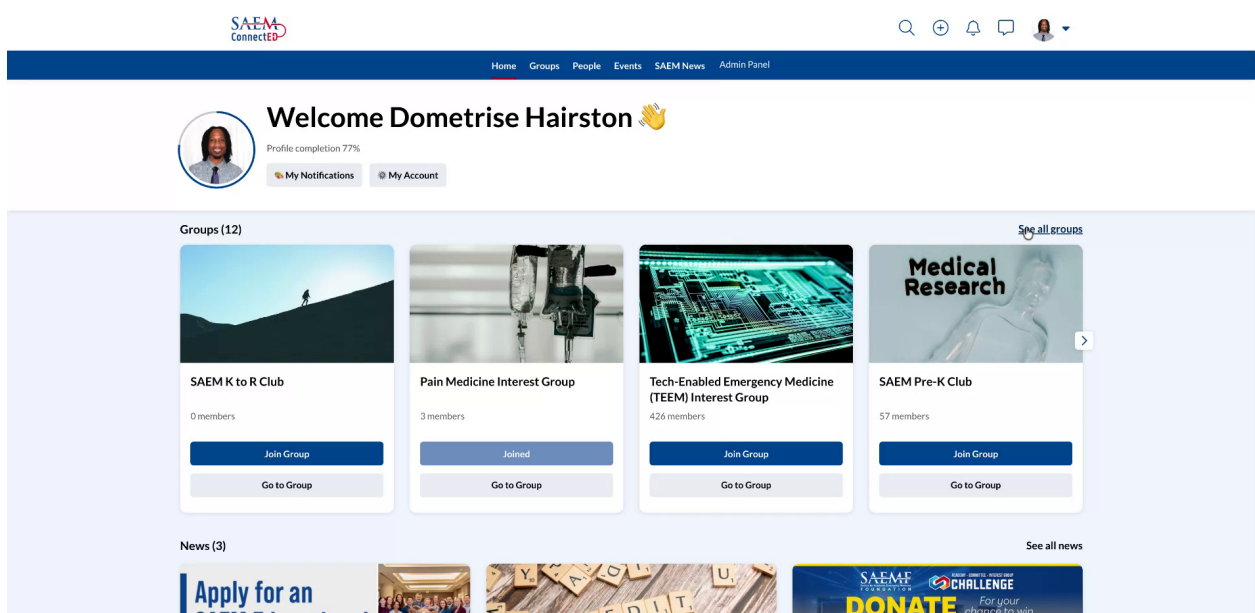
Step 7: View All Available Groups

You can easily join academies and interest groups that match your professional and personal interests.

Start by opening the full list of groups.



Click **All / See All Groups** to view every available group.



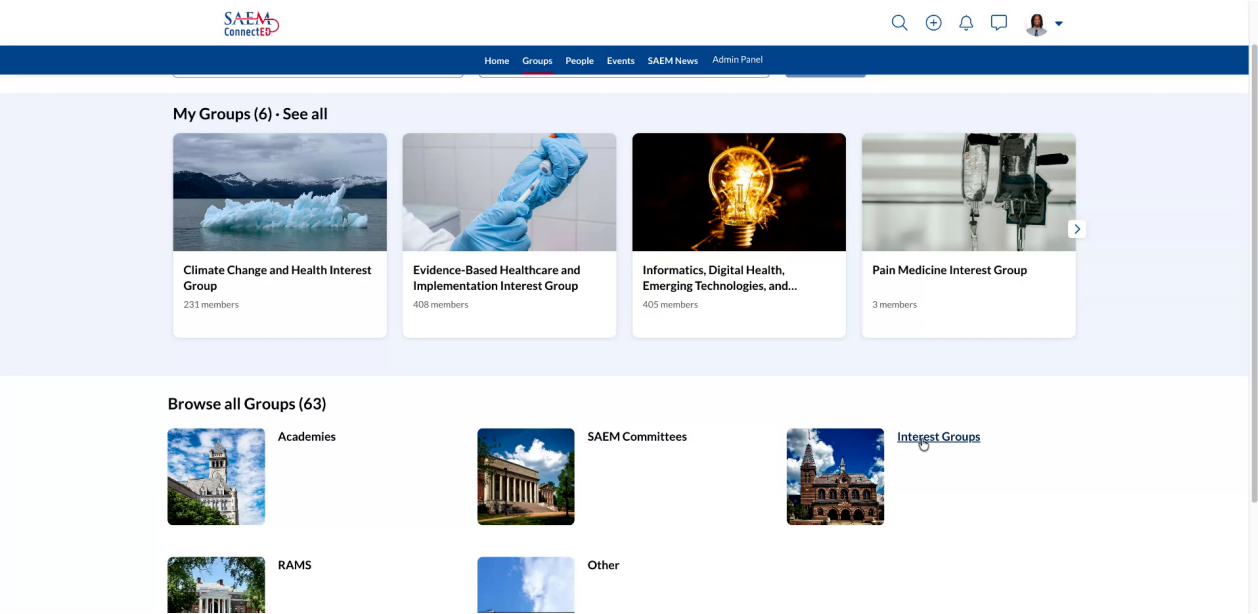
Groups are organized into categories, such as:

- **Academies** – View all academy groups in the Academies section.
- **Interest Groups** – View all interest groups in the Interest Groups section.

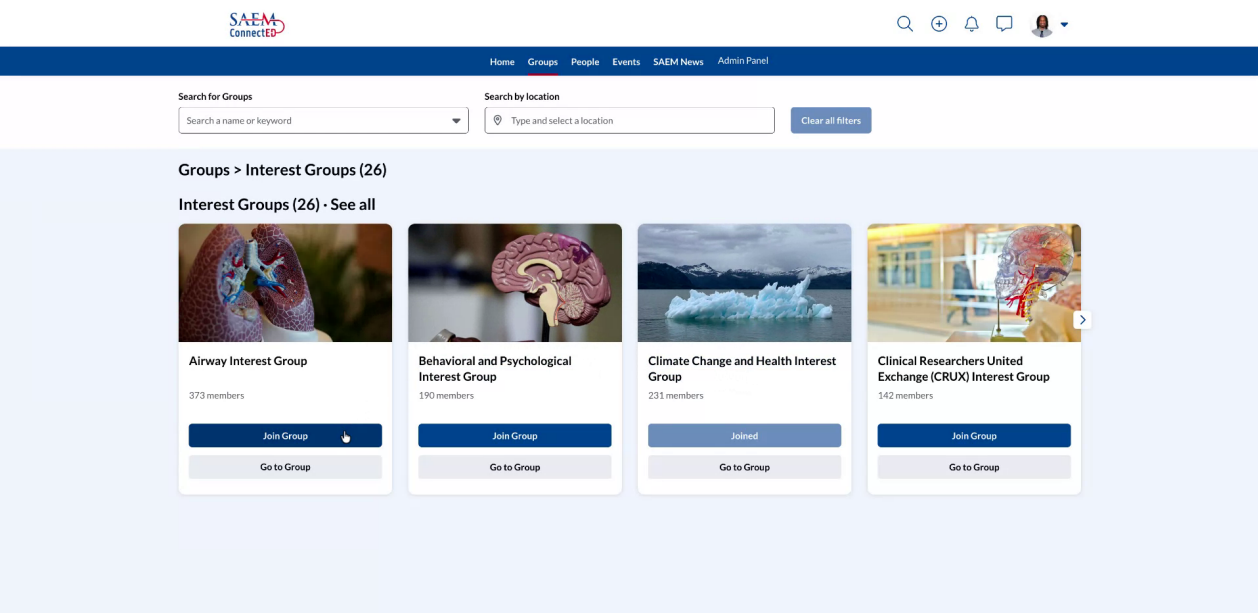
Step 8: Join a Group

Once you locate a group that interests you:

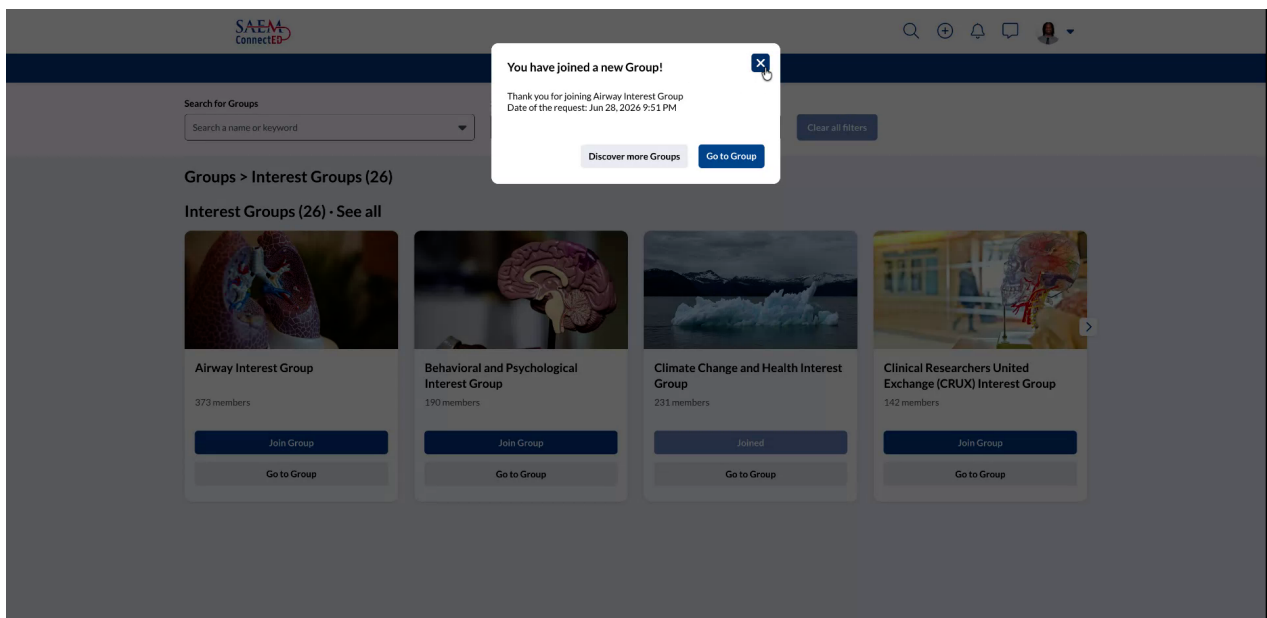
Select the group you would like to join.



Click **Join Group** to add yourself as a member.



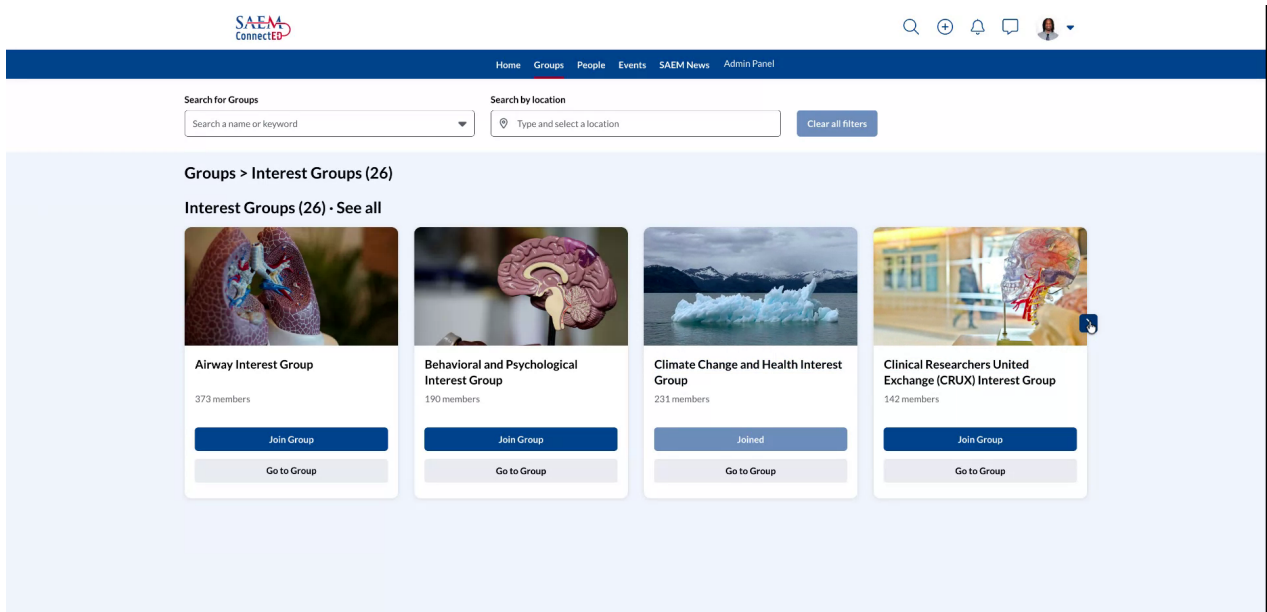
After this, your membership in that group is confirmed.

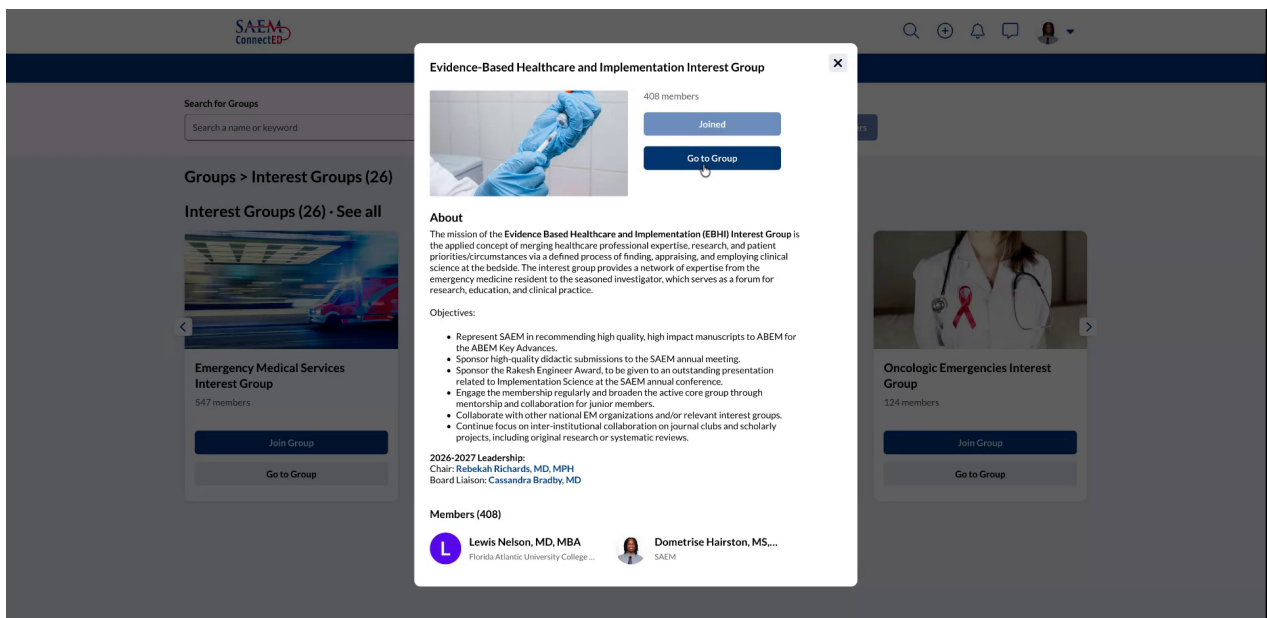


Step 9: Open a Group and Understand Group Tabs

To explore the features within a group you have joined:

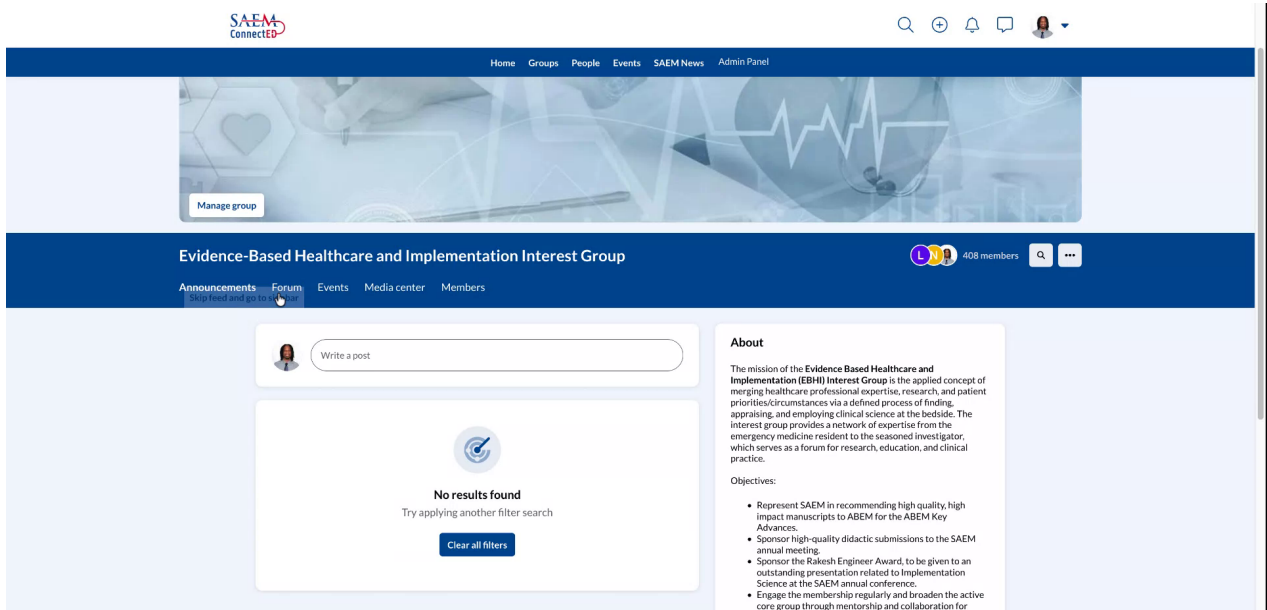
Click on the group name to open the group workspace and navigate into it.

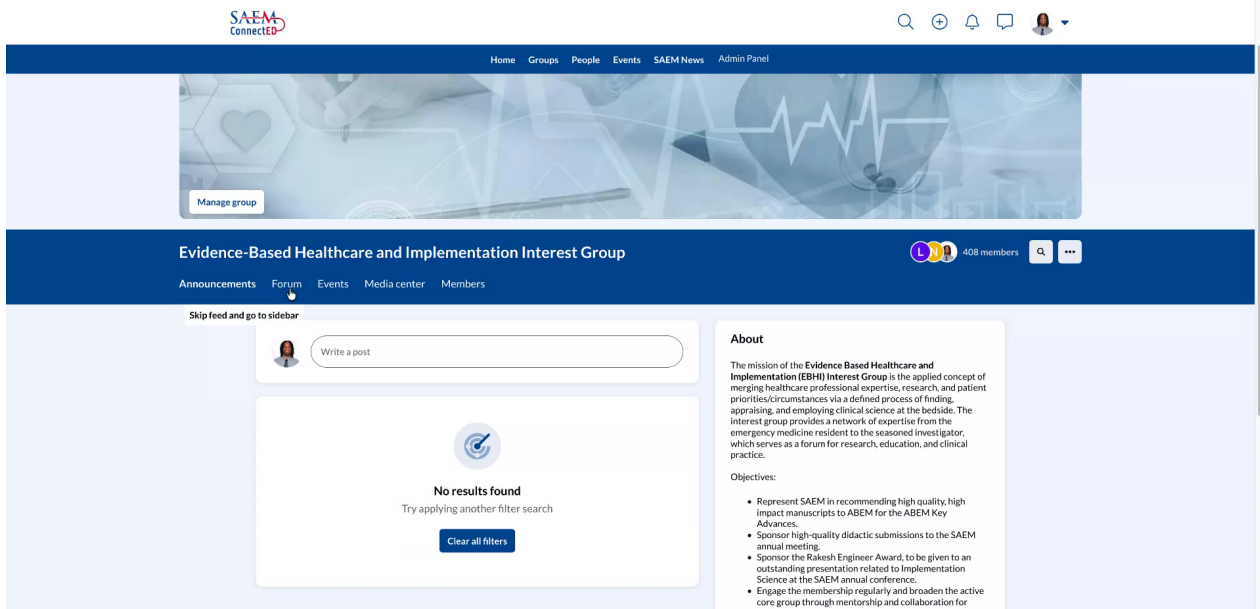




Within the group, you will see several tabs, including:

- **Announcements** – View important updates, including meeting times and group-wide messages.
- **Forum** – Participate in discussions and share information with group members.





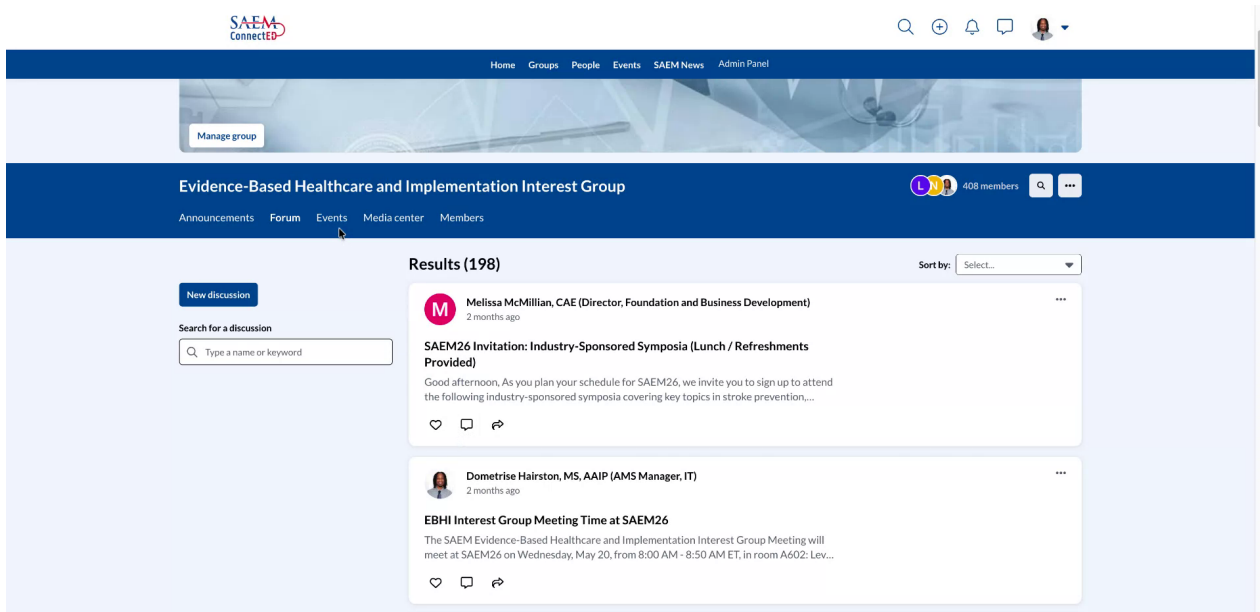
In the Forum, you can:

- Create new discussion posts.
- React to existing posts.
- Comment and engage in ongoing conversations.

Step 10: Explore Group Events and Media

Groups may host their own events and share media resources.

In your group, open the **Events** section to see any events sponsored or organized by that group.



SAEM Connected

Home Groups People Events SAEM News Admin Panel

Manage group

Evidence-Based Healthcare and Implementation Interest Group 408 members

Announcements Forum **Events** Media center Members

Results (198) Sort by: Select...

New discussion

Search for a discussion
Type a name or keyword

Melissa McMillian, CAE (Director, Foundation and Business Development)
2 months ago

SAEM26 Invitation: Industry-Sponsored Symposia (Lunch / Refreshments Provided)
Good afternoon, As you plan your schedule for SAEM26, we invite you to sign up to attend the following industry-sponsored symposia covering key topics in stroke prevention...

Dometrise Hairston, MS, AAIP (AMS Manager, IT)
2 months ago

EBHI Interest Group Meeting Time at SAEM26
The SAEM Evidence-Based Healthcare and Implementation Interest Group Meeting will meet at SAEM26 on Wednesday, May 20, from 8:00 AM - 8:50 AM ET, in room A602: Lev...

Next, go to the **Media Center** to access files and media shared within the group.

SAEM Connected

Home Groups People Events SAEM News Admin Panel

Manage group

Evidence-Based Healthcare and Implementation Interest Group 408 members

Announcements Forum Events **Media center** Members

Search for events
Type a keyword or select one or more options

Search by location
Type and select a location ☐ Online events **Clear all filters** **List**

Past Upcoming Next 7 days Next 30 days

SAEM Connected

Home Groups People Events SAEM News Admin Panel

Manage group

Evidence-Based Healthcare and Implementation Interest Group 408 members

Announcements Forum Events **Media center** Members

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Type and select a location ☐ Online events **Clear all filters** **List**

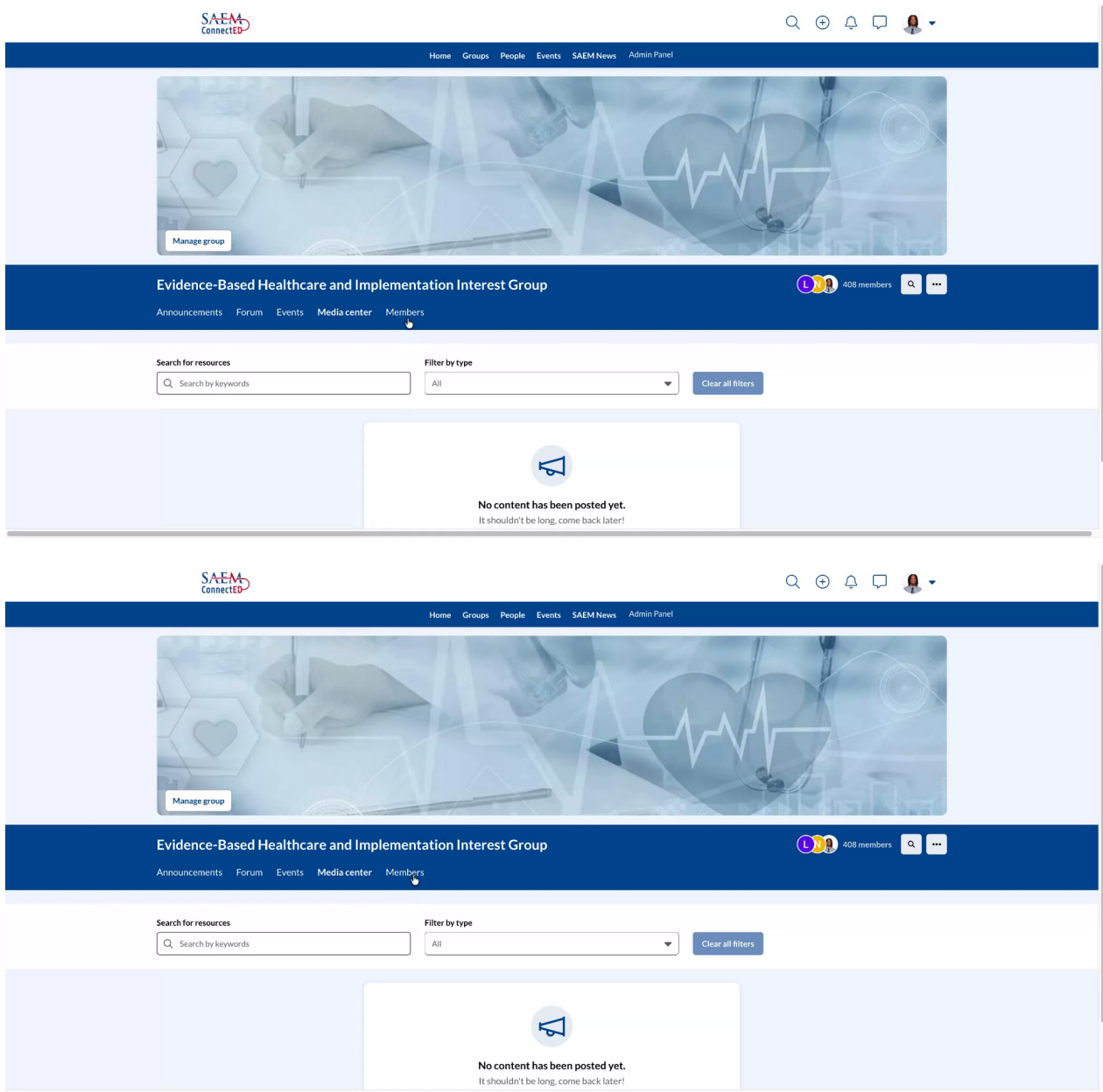
Past Upcoming Next 7 days Next 30 days

The Media Center contains all media files stored for that group.

Step 11: View Group Members

To see who else is in your group and connect with them:

Open the **Members** tab to view a list of all group members.



From here, you can browse and identify members you may want to collaborate or network with.

Step 12: Use the People Directory to Network

You can network with the broader SAEM Connected community using the people directory.

Access the **People Directory**, which offers both a map view and a list view of all members in the community.

SAEM Connected

Home Groups **People** Events SAEM News Admin Panel

Manage group

Evidence-Based Healthcare and Implementation Interest Group 408 members

Announcements Forum Events Media center Members

Search for members Search by location

Type a name or keyword Type and select a location More filters Clear all filters

Members (409) Sort by: Recently active

Dometrise Hairston, MS, AAIP (AMS Manager, IT)
Active today - Des Plaines, IL, United States
SAEM
SAEM Member Role: SAEM Staff
Current position: Association Management Systems (AMS) Manager at Society for Academic Emergency Medicine
Go to profile

Melissa McMillian, CAE (Director, Foundation and Business Development)
Active today - Des Plaines, IL, United States
SAEM
SAEM Member Role: SAEM Staff
Current position: -
Go to profile Send message

Erin Campo, CAE (Director of Governance)
Active today - Chicago, IL, United States
SAEM
SAEM Member Role: SAEM Staff
Current position: -
Go to profile Send message

Nick Mohr, MD, MS (Professor)
Active this month - Iowa City, IA, United States
University of Iowa
SAEM Member Role: Faculty
Current position: -

Cassandra Bradby, MD (Residency Program Director)
Active this month - Greenville, NC, United States
East Carolina University
SAEM Member Role: Faculty
Current position: -

Jody Vogel, MD, MSc, MSW
Active this month - Palo Alto, CA, United States
Stanford
SAEM Member Role: Faculty
Current position: -

Use the available filters to refine your search for members.

SAEM Connected

Home Groups **People** Events SAEM News Admin Panel

Search for members Search by location

Type a name or keyword Type and select a location More filters Clear all filters

Members (11158) Show map: Sort by: Recently active

Dometrise Hairston, MS, AAIP (AMS Manager, IT)
Active today - Des Plaines, IL, United States
SAEM

Rudy Anderson, CAE (Chief Executive Officer)
Active today - Des Plaines, IL, United States
SAEM

Juana Rabulinski (Senior Manager, Governance)
Active today - Des Plaines, IL, United States
SAEM

Demetrius Pritchett (Governance Coordinator)
Active today - Des Plaines, IL, United States
SAEM

Melissa McMillian, CAE (Director, Foundation and Business Development)
Active today - Des Plaines, IL, United States
SAEM

Erin Campo, CAE (Director of Governance)
Active today - Chicago, IL, United States
SAEM

Sara Schulwolf, MD, MPH
Active today - Boston, MA, United States
Brigham & Women's Hospital/Harvard Medical School

Dustin Williams, MD (Associate Professor)
Active today - Dallas, TX, United States
University of Texas Southwestern Medical Center

Ryan Tsuchida, MD
SAEM

HB MobileAppTester
SAEM

Search as I move the map

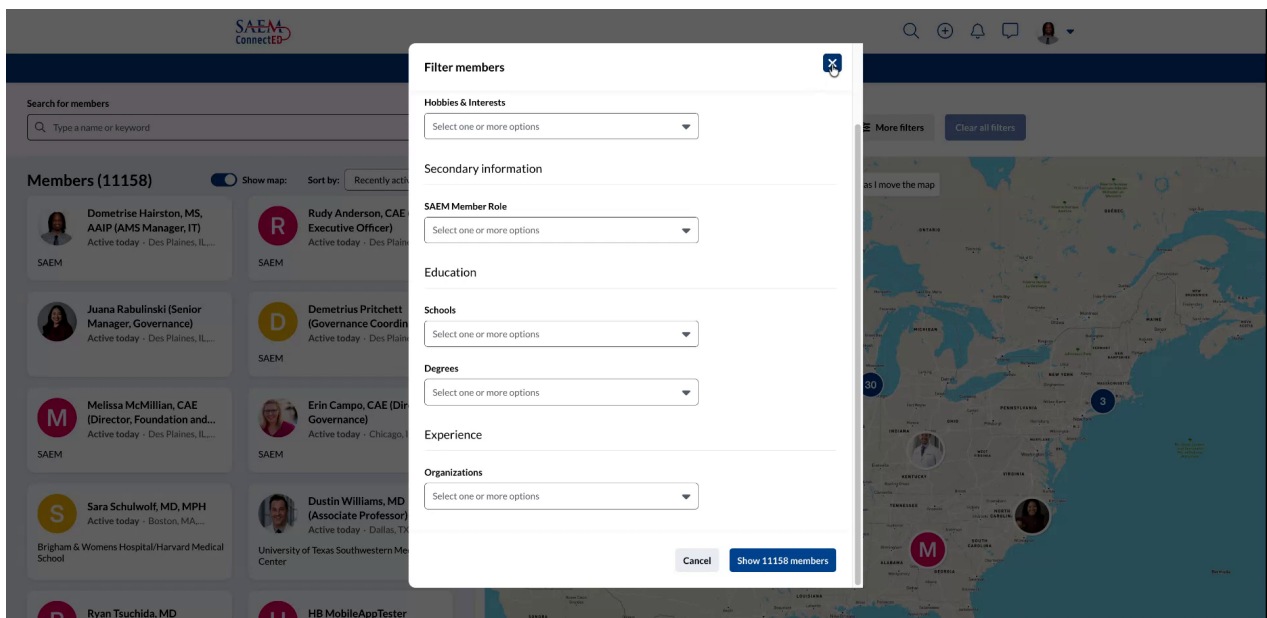
You can filter by:

- Areas of expertise and hobbies (as defined in your **My Account** profile).
- SAEM member role selected when you activated your account.
- School(s), degrees, and organization.

Step 13: Send Direct Messages to Members

Once you find a member you would like to contact:

Select the individual's profile.



Use the messaging option to send them a direct message.

