A 'how to guide' for...

OMS Circles Online
The guide will help you understand:

- How to sign up to the OMS website and join a Circle
- How to post in a Circle
- How to edit your profile

Please note that this guide is based on using a desktop computer. We recommend trying the area out on desktop first before using mobile.
1 – How to sign up and join a Circle

When you are on the OMS website you will see a blue registration button, located in the top right-hand corner of the page.

Clicking this will bring up a form for you to fill out which will include asking you which Circle you would like to join.

Please note, if you are an existing Circle member, but do not have a web account, you will still need to do this
After completing the form, you will then have an active OMS website account, which will make your page look like below.

However, you will have to wait up to 72 hours before your Circle membership is approved by the Circle's Ambassador.
Once you have been approved, you will receive an email alerting you that you are now a Circle member on the online area.

When logged in to your OMS account you will be able to access your Circle by clicking 'My Circle' on the drop down below your name.
2— How do I join a Circle if I already have a web account?

If you already have a website account, the easiest way to join a Circle is by clicking on 'OMS Circles' which you find in the main navigation bar on the website.

Make sure you are logged in first.
By clicking 'OMS Circles' a map will appear which will be centred to your location. Choose the Circle you would like to join and then click 'View details'. 
The Circle's page will then appear, allowing you to read the description about the Circle and then click 'Join the Circle' to request to join.

As mentioned previously, it can take up to 72 hours for you to be approved.
3– How do I post in a Circle?

To post in your Circle, you will see a box at the top of your Circle page which you can type in and then click 'post'.

This post will be seen by all other approved members of your Circle.

Please note there is no private messaging function.
4– How do I comment on other people's posts?

If you see a post you want to comment on, click on 'comment' underneath the post.

Your comment on the post will be seen by all approved members in the Circle.
5– How do I look at any notifications I have received?

Your notifications can be found through the bell image next to your avatar or picture at the top right-hand side. If you have a new notification a number will appear on the bell to alert you.

By clicking on the bell, you will see a list of all your notifications. Notifications can be for several reasons but are likely to be from other Circle members commenting on your posts.
5– How can I edit which notifications I receive?

If you click on 'Your details' on the drop down under your profile, you will find a section all about notifications. Here you can select exactly what you do and don't want to get notified about.
6— How do I edit my profile?

You can edit your profile at any time by clicking on 'Your details' on the drop down of your photo located on the right-hand side.

Here you can change your profile details, email address, password and contact preferences which are private and visible only to OMS for administration purposes.
This is also where you can change your publicly visible profile information to share with other OMSers.

e.g.
To change your picture, you need to click into 'Edit profile'.

Here you can either upload your own picture, or you have the option to choose one of our OMS avatars.
6– How do I make my profile public?

Your profile visibility can be edited when clicking 'Edit profile' on the drop down. It will automatically be 'private' when you create it.

When your profile is set to public, others can see your picture, your favourite quote and biography (see example on previous page).

Your other information such as MS diagnosis date is optional and never visible to others.