



Member Manual

**This document includes directions on how to edit
your community member profile on our website**

Below you will find information and step by step instructions on how to access the members only section of our site.

To login as a MEMBER

1. Please go to: www.mass-ala.org
2. From the homepage Select **MEMBER LOGIN** on the **top right of the page**



[Education & Events](#) [Job Seekers](#) [Membership](#) [Member Login](#) [Contact Us](#)

[ABOUT](#) [PUBLIC POLICY](#) [FIND A VENDOR](#) [FIND A RESIDENCE](#)

Welcome to Mass-ALA

Proudly serving the assisted living community

[Search For an Assisted Living Residence](#) 🔍



You will then be directed here, the **MEMBER LOGIN** page

3. Enter your **username and password and click SIGN IN**

USERNAME: EMAIL ADDRESS

PW: Massala1234 (capital M only)

(**remember me** is a great way to not have to enter your information each time)

[Print Page](#) [Contact Us](#) [Report Abuse](#) [Sign In](#) [Register](#)

Enter search criteria...



[Sign Up for e-News](#)

[Assisted Living Residences Search](#) | [Career Center](#)

Member Login

Welcome to the online community!

Because of the built-in security features, you must first register and be approved before accessing many site sections.

If you are not a member of the site yet, please register - we'd love you to be part of our online community.

Username

Password

Remember Me

[Sign In](#)

[Forgot your password?](#)

[Click here to reset your password.](#)

[Haven't registered yet?](#)

[Click here to Register](#)

Latest News

[more](#)

There are currently no news items posted.

Calendar

[more](#)

7/20/2017

[Bootcamp Northbridge Burlington](#)

8/15/2017

[Breakfast Member Networking Reception Bridges by EPOCH-Westwood](#)

9/19/2017

[Member Networking Reception Fieldstone at the Overlook, Charlton, MA](#)

9/19/2017

[Bootcamp Benchmark Waltham](#)

10/11/2017

[Member Networking Reception Creative Office Pavilions](#)

TO EDIT YOUR PROFILE

4. To **EDIT your listings amenities**, select **PERSONAL INFORMATION > EDIT** from the right of the light green bar

Brookdale Cushing Park



Last updated: 7/7/2017

Brookdale Cushing Park

Provider

ppotts@brookdale.com

Professional Information

[\[Edit \]](#)

Brookdale Cushing Park
300 West Farm Pond Road
Framingham
Massachusetts
01702 [[Map](#)]

508-628-7700 (Phone)
508-628-7988 (Fax)
[Visit Website »](#)

My Profile

[Profile Home](#)

[Public Profile](#)

[Manage Profile](#)

[Messages](#)

[Membership Info](#)

Latest News


[more](#)

There are currently no news items posted.

Calendar

[more](#)

5. Make your changes in the noted fields and **click SAVE CHANGES** at the bottom of the page when completed

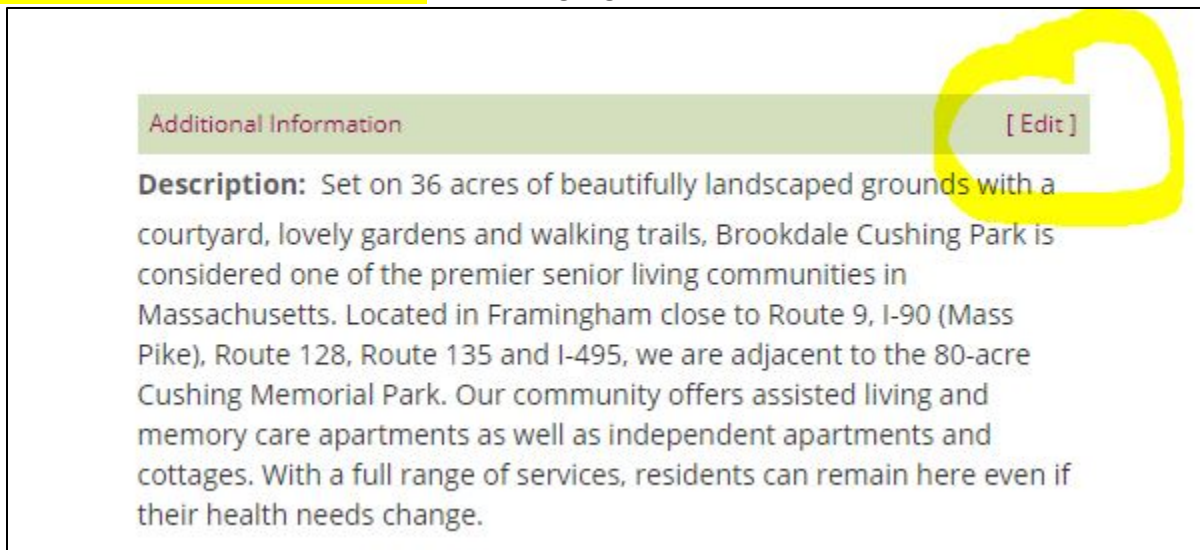
<input type="checkbox"/> Special Care Monthly Cost Maximum	<input type="text"/>
<input type="checkbox"/> Date Opened	<input type="text"/> 
<input type="checkbox"/> Parent Company	<input type="text" value="Brookdale"/>
<input type="checkbox"/> Management Company	<input type="text"/>
<input type="checkbox"/> Financing	<ul style="list-style-type: none"><input type="checkbox"/> (Select All/None)<input type="checkbox"/> All Inclusive Pricing<input type="checkbox"/> Commonwealth Care Alliance<input type="checkbox"/> Companion/Shared Suites
<input type="checkbox"/> Number of Subsidized/Low Income Units	<input type="text"/>

Additional Information

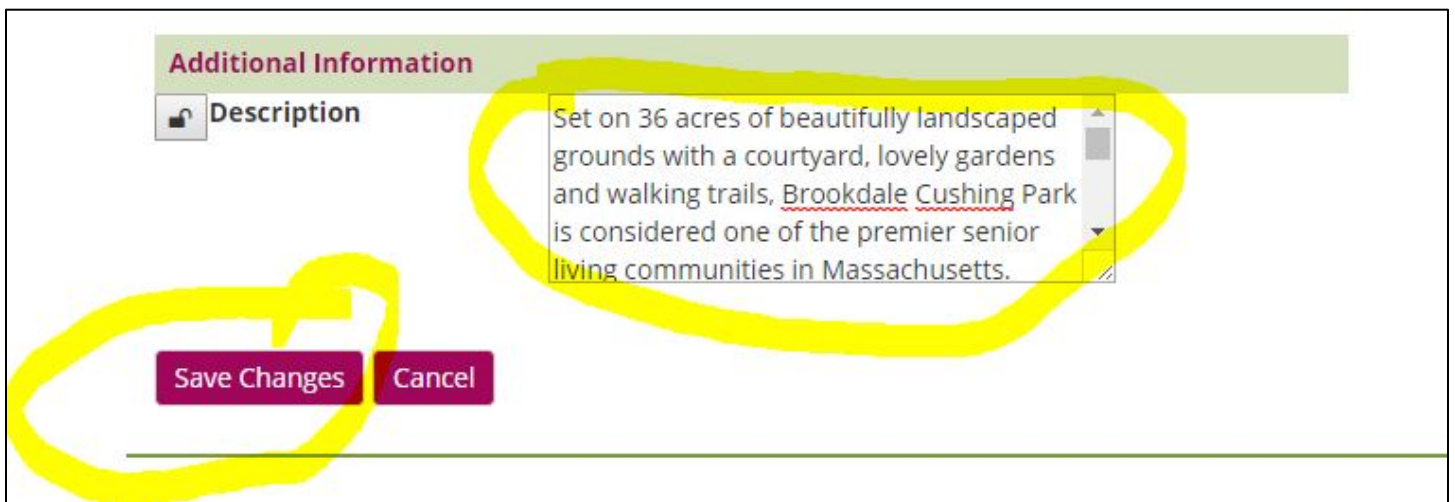
<input type="checkbox"/> Description	<input type="text" value="Set on 36 acres of beautifully landscaped grounds with a courtyard, lovely gardens and walking trails, Brookdale Cushing Park is considered one of the premier senior living communities in Massachusetts."/>
--------------------------------------	---

Save Changes **Cancel**

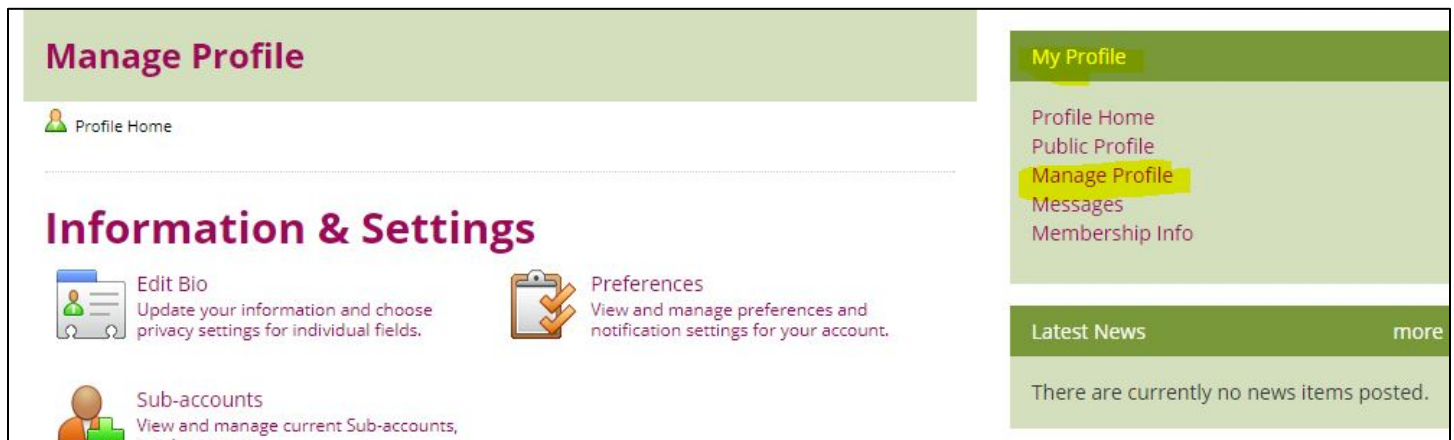
6. To **EDIT your DESCRIPTION**, scroll to the bottom of your member page and select **ADDITIONAL INFORMATION > EDIT** from the light green bar



7. Enter your information in the **DESCRIPTION** area and click **SAVE CHANGES** at the bottom when finished




8. For Additional **MEMBER SETTINGS**, go to the green bar on the right **MY PROFILE** and select **MANAGE PROFILE**. Here, you can **edit your preferences, bio, pay invoices, renew membership etc.**



TO EDIT YOUR PHOTO


9. To edit your photo, select **MANAGE HEADSHOT IMAGE**

Account Information	
Your Personalized URL	(create a personalized url)
Username	ppotts@brookdale.com (change)
 E-Mail Address *	<input type="text" value="ppotts@brookdale.com"/>
Confirm E-Mail *	<input type="text" value="ppotts@brookdale.com"/>
Headshot Image	Manage Headshot Image
Full Name *	<input type="text" value="Philip"/> <input type="text" value="Potts"/>

10. Move your mouse to the **image thumbnail in the corner** and **a small icon of a PAPER/PEN and TRASH CAN** will appear > Select the **PAPER/PEN icon to EDIT**

Brookdale Cushing Park

Profile Pages



Last updated: 7/7/2017
Brookdale Cushing Park
Provider
ppotts@brookdale.com

Professional Information [Edit]

Brookdale Cushing Park 508-628-7700 (Phone)
300 West Farm Pond Road 508-628-7988 (Fax)
Framingham Visit Website »
Massachusetts
01702 [Map]

Number of Units: 100

Management Company: Brookdale

Amenities: Cable TV outlet, Emergency Response System, Individual Climate Control, Internet Jack, Microwave, Pets Allowed, Refrigerator, Shower, Telephone Jack, WIFI, Window Treatments

Common Areas: Activity Room, Beauty / Barber Shop, Cinema Theatre, Community Room, Country Kitchen,

My Profile

- Profile Home
- Public Profile
- Manage Profile
- Create Resumé/CV
- Messages
- Membership info

Latest News more

- 42 minutes ago
Mass-ALA's Conference & Tradeshow
- 45 minutes ago
Martha's Membership News

Calendar more

- 7/20/2017
Bootcamp Northbridge Burlington
- 8/15/2017
Breakfast Member Networking Reception
Bridges by EPOCH-Westwood
- 9/19/2017


11. To upload your photo, **drag it to the box below or upload and select it**
 Once it has been **dragged/uploaded and appears in the left hand thumbnail image, it is saved, you DO NOT have to manually save**

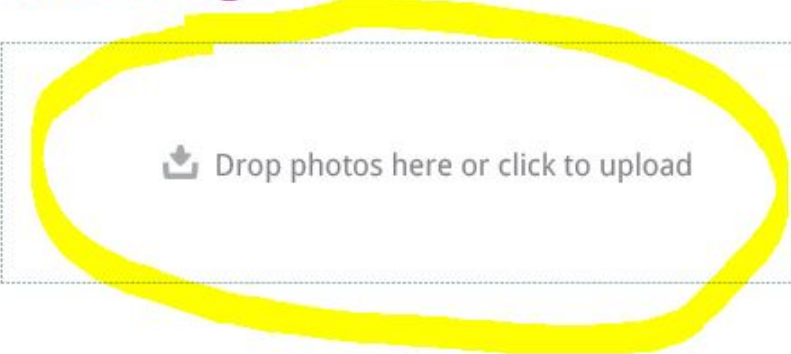
My Profile - Upload Profile Image

This photo will appear next to your contact information on your personal page. Headshots allow for quick member recognition and typically work best. If you have other photos you would like to share, they can be uploaded to your [personal photo album](#).

Upload Profile Image ⊙

Current Profile Image





Drop photos here or click to upload

TO POST A JOB

*Job postings will need to be approved by MASS-ALA before going live on the site
 A reminder email will be sent when your job is expiring and you can choose to renew directly through the site*

12. Select **CAREER CENTER** from the top right

Assisted Living Residences Search | **Career Center**

Brookdale Cushing Park

 Profile Pages



Last updated: 7/7/2017
Brookdale Cushing Park
 Provider
 ppotts@brookdale.com

Professional Information [Edit]

Brookdale Cushing Park 508-628-7700 (Phone)
 300 West Farm Pond Road 508-628-7988 (Fax)
 Framingham Visit Website »
 Massachusetts
 01702 [Map]

My Profile

- [Profile Home](#)
- [Public Profile](#)
- [Manage Profile](#)
- [Create Resumé/CV](#)
- [Messages](#)
- [Membership Info](#)

Latest News more

- 35 minutes ago
Mass-ALA's Conference & Tradeshow
- 39 minutes ago
Martha's Membership News

13. From there, click **SUBMIT AN OPENING**

Career Center

[Search Openings](#) [Resumé/CV Search](#) [Submit an Opening](#) [Subscribe](#)

**Post job openings,
find potential candidates,
search openings and
subscribe to new posting
notifications.**



14. Enter your job opening information in the noted fields and click **SUBMIT at the bottom**

Career Center - Submit an Opening

[Search Openings](#) [Resumé/CV Search](#) [Submit an Opening](#) [Subscribe](#)

To post a current opening in the Career & Volunteer Center, please fill out the form below. In order to attract the best candidate, please be as thorough as possible with the job description. Contact information posted through this form will be visible to all registered members.

* Indicates a required field.

Position *

Date Needed (Format date: 12/31/1999)

Post Opening *

Status Inactive Active

Link to your profile? Yes, link this opening to my profile No

Organization

City