



Texas
Association of
Orthodontists

Activate Appointment Forms on Your Practice Listing

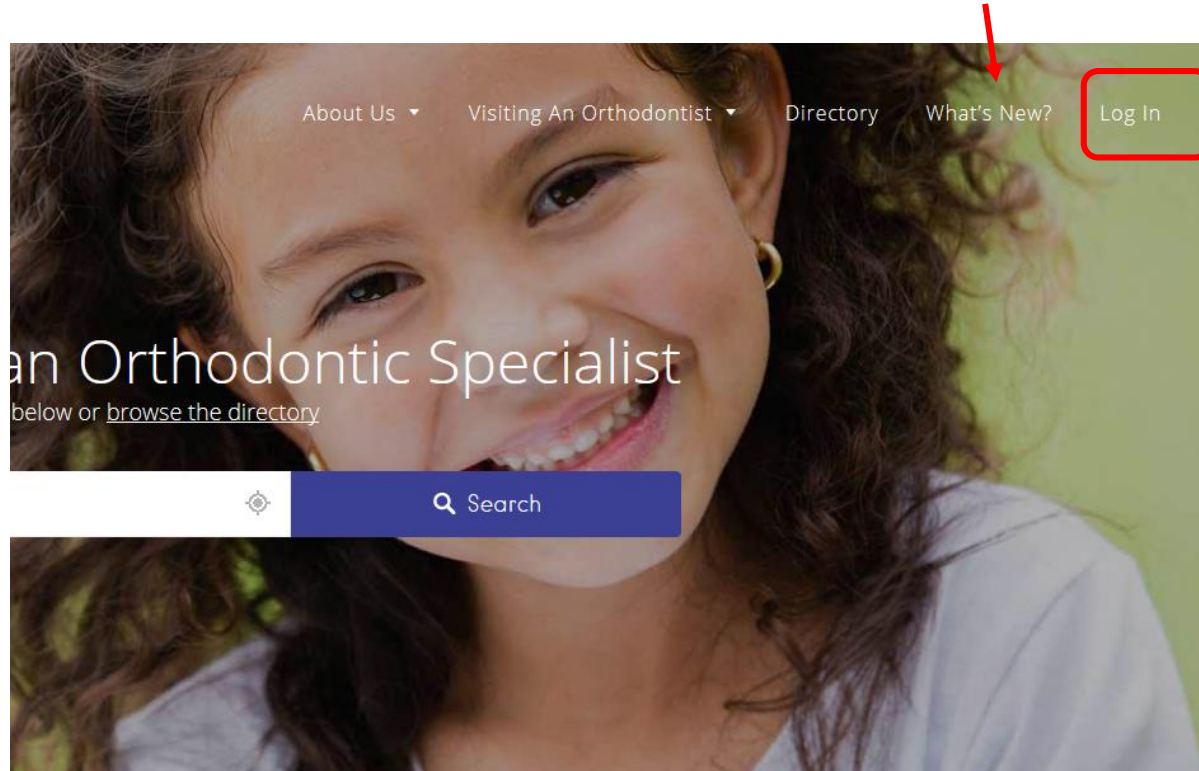
Enable users to request an appointment directly from your TAO practice listing page.

A screenshot of a TAO practice listing page for 'Test Doctor'. The page includes a breadcrumb 'Listings > TAO Member', the practice name 'Test Doctor', a phone number '832-316-2531', and a website 'www.yourwebsite.com'. A map shows the location at 'Katy Freeway 9575, Houston 77055' with a 'Get directions' link. A 'Share' button is visible. The main text describes the office's technology and welcoming atmosphere. A 'Request appointment' form is highlighted with a red border, containing fields for 'Full Name (required)', 'Your phone (required)', 'Your Email (required)', and 'Optional comments', with a 'Send' button at the bottom. A red arrow points from the top right towards the form.

Need Help? Contact web support at support@hhpage.com

Get Started

Visit www.texasortho.org and click login



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Login to your profile

Username is your AAO email address



Username or Email Address *

testdoc@texasortho.org

Password is your AAO Member ID



Password *

.....

To find your member ID, login to www.aaoinfo.org, click on My AAO and then click on the Member Profile tab.

Remember me [Lost your password?](#)

You can always reset your password here
Just make sure to enter your AAO email (AKA your username)



Log In ▶

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Member Section – Edit your listing

After you have logged in, click on “Edit Your Listings”

About Us ▾

Visiting An Orthodontist ▾

Directory

Welcome

Organization ▾

Documents ▾

Resources ▾

Edit Your Listings



Welcome TAO Member




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Edit your listing

To edit your listing, click on the pencil icon

Bulk Actions Apply All dates Select category Filter 1 item

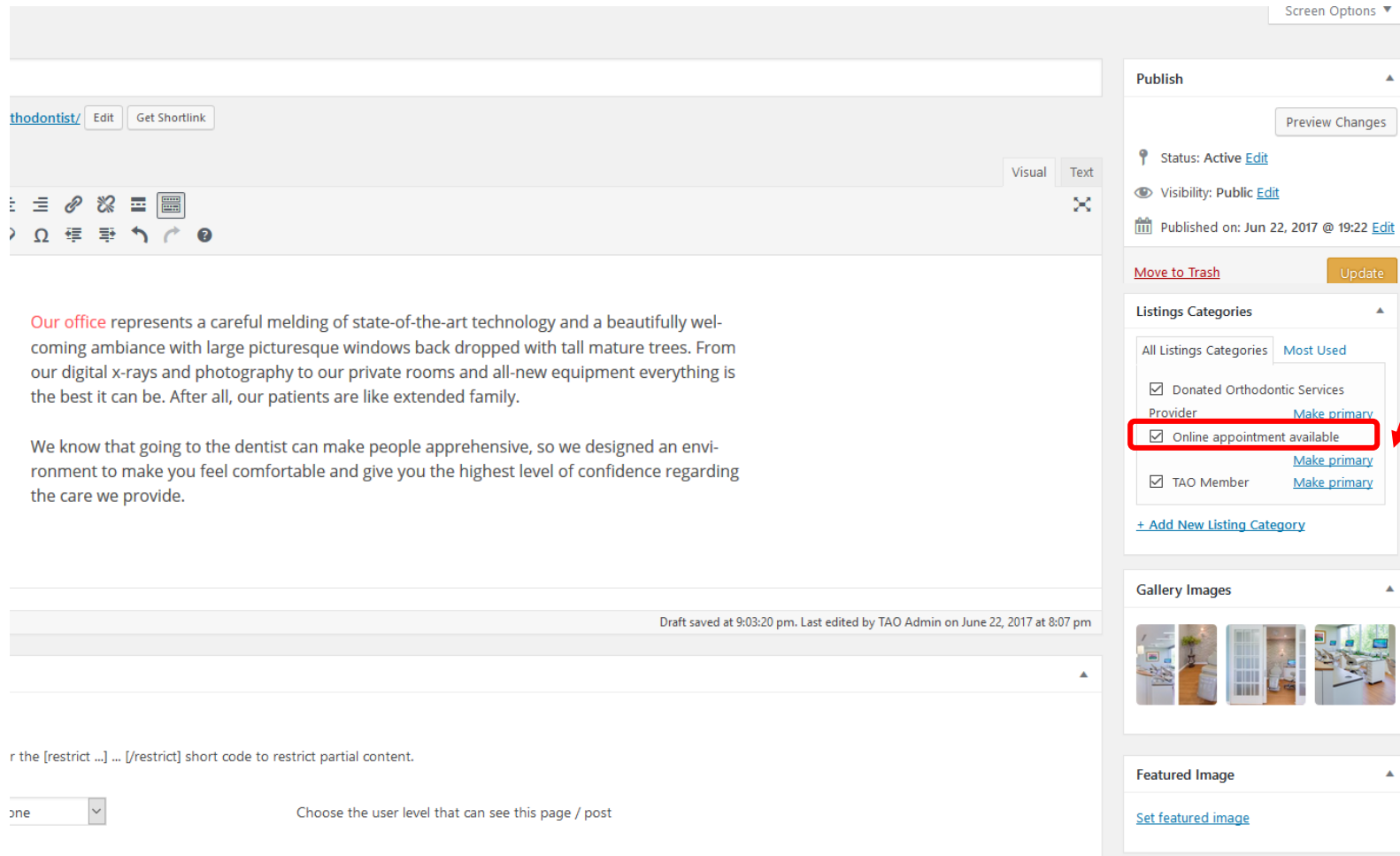
<input type="checkbox"/>	Position	Image	Location	<input type="checkbox"/> Posted	Expires	Categories	<input type="checkbox"/> ★ <input type="checkbox"/> 👤	Actions
<input type="checkbox"/>	TD Orthodontics		9575 Katy Freeway, Houston, TX 77024	<input checked="" type="checkbox"/> Jul 5, 2017 by Test Doctor	-	TAO Member	- -	<input type="checkbox"/> <input checked="" type="checkbox"/>

Bulk Actions Apply 1 item

If you do not see your location listed, there is a chance that the TAO database does not have your practice address. Please email TAO or web support for assistance.

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Enable Online Appointments



The screenshot shows a WordPress editor interface. The main content area contains two paragraphs of text. The right sidebar is open to the 'Listings Categories' section. In this section, there is a list of categories with checkboxes. The 'Online appointment available' checkbox is checked and highlighted with a red box. A red arrow points from the text 'Place a check-mark next to "Online appointment available"' to this checkbox. Other categories include 'Donated Orthodontic Services' and 'TAO Member'. The 'Publish' section at the top of the sidebar shows 'Status: Active' and 'Visibility: Public'. The 'Gallery Images' section shows three image thumbnails. The 'Featured Image' section has a 'Set featured image' link. At the bottom of the editor, there is a dropdown menu for user levels and a note about the [restrict] short code.

Place a check-mark next to
"Online appointment available"



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Enter Your Practice Email Address under the Listing Data Section

Listing Data ▲

Company Tagline: <input type="text" value="Brief description about the company"/>	Location: [?] <input type="text" value="9575 Katy Freeway, Suite 395"/>
Hours: <input type="text" value="Monday - Thursday: 8 am - 5 pm"/>	Phone: <input type="text" value="832-316-2531"/>
Company Website: <input type="text" value="www.texasortho.org"/>	Office Email: <input type="text" value="info@your-practice-email.com"/>

Position Filled
 Filled listings will no longer accept applications.

Listing Expiry Date:

Enter the email address that you would like to receive your new patient appointment requests.

Need Help? Contact web support at support@hhpage.com



Save and view your updated listing

A screenshot of a web editor interface for updating a listing. At the top, a green notification bar says "Listing updated. [View](#)". Below this, the listing title "TD Orthodontics" is shown in a text box. Underneath the title, there is a "Permalink" field containing the URL "http://www.texasortho.org/listings/td-orthodontics/" and buttons for "Edit" and "Get Shortlink". To the left of the main text area are buttons for "Add Media" and "Add Contact Form". The main text area has a rich text editor toolbar with options for "Paragraph", bold, italic, bulleted list, numbered list, quote, indent, link, unlink, and table. On the right side, there is a "Publish" sidebar with a "Preview Changes" button, "Status: Active" with an "Edit" link, and "Visibility: Public". At the bottom of the sidebar is a blue "Update" button. Red arrows point from the "View" link in the notification bar to the "Update" button.

2 After updating your listing, click on
"View" to see your changes

1 When you have completed your edits,
press the "Update" button



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Help & Support

Help is one email or phone call away. If you have any questions or need to add a secondary location, email us and we'll be happy to help.

Email: support@hhpage.com

Phone: 832-316-2531 (M-F 9a – 5p)