

MAMAS Big Tent Help Sheet

1. I have changed firms and need to change my e-mail address.

When you signed up for Big Tent, you probably used your prior work e-mail address. Until you change it, that e-mail address is still your sign in ID (even if the old e-mail address is no longer valid). Sign in using your prior e-mail address and password. Once signed in, click on “settings” in the upper black bar. On the left side of the page, click on “contact info.” On that page, you can add a new e-mail, set it as primary and then delete the old.

2. I have changed firms and I cannot remember my password.

If you no longer receive e-mail at the address you signed up for Big Tent with and have forgotten your password, send an e-mail to support@bigtent.com to get assistance. Send the following message:

Dear Big Tent Help,

I signed for Big Tent using this address: _____. Since that time I have changed jobs and no longer have access to that e-mail. Unfortunately, I also have forgotten my password. Could you please reset my password and set it to me at this e-mail address.

After you have your new password, follow the steps related to problem 1 above.

3. I am still at my same firm, but I have forgotten my password.

On the Big Tent sign in page (<https://www.bigtent.com>), you can click on “Forgot your password?” and it will be sent to you.

4. I need to add new information regarding my address and family.

Once you are signed in, click on “settings” in the upper black bar. On the left side of the page, click on “contact info.” On that page you can add or update a mailing address. If you click on the “family info” to the left, you can customize your family information.

5. Do I have to sign in to Big Tent to send an e-mail to the membership?

As long as you are sending the e-mail from an e-mail address you have registered in Big Tent , you can send an e-mail directly to any of the forum addresses simply by putting it in the “to” field in your e-mail. The e-mail addresses are:

mamas_general@lists.bigtent.com
mamas_jobs@lists.bigtent.com
mamas_barevents@lists.bigtent.com
mamas_specialneeds@lists.bigtent.com
mamas_services@lists.bigtent.com

6. I would like to change the settings on what type and how frequently I receive e-mails from Big Tent.

Currently, MAMAS has five “forum” addresses. The address we use for most MAMAS business is mamas_general@lists.bigtent.com. We also have mamas_jobs@lists.bigtent.com for job notifications; mamas_barevents@lists.bigtent.com for CLEs, classes and other non-MAMAS sponsored events; mamas_specialneeds@lists.bigtent.com for special needs discussions and mamas_services@lists.bigtent.com for advertising your own services.

Big Tent lets you set your notification levels for each. For example, you can 1.) receive every message and comment, 2.) receive every topic but comments are only viewable on the web, 3.) receive an e-mail daily digest, 4.) have the e-mails summarized in the Big Tent Blink, 5.) view the e-mails only on Big Tent, or 6.) have them hidden.¹ You can choose different levels of notification for different forums. For example, a person without a special needs child may choose to only view those e-mails on the web while receiving every general MAMAS e-mails as they are sent.

To change your notification levels, click on “settings” in the upper black bar. On the left side of the page, click on “e-mail options.” On that page, click in the box next to the forum you would like to change. At the bottom of the page, it says, “Change Notification to.” Click on the arrow to the right and you can change the setting. You can repeat this process for each forum address you want to change.

7. What is the Big Tent Blink?

The Big Tent Blink is a weekly e-mail from Big Tent that summarizes upcoming events. Also, if you have selected your e-mails to be summarized in your Blink, you may also receive the e-mail summaries.

To change your Blink settings, click on “settings” in the upper black bar. On the left side of the page, click on “Big Tent Blink.” There you can select when or if you want to receive the Blink.

8. I attended a Brown Bag. Are the handouts posted on Big Tent?

Most handouts from MAMAS meetings are posted on Big Tent. Click on the “Files” tab on the top third of the Big Tent page. There is a listing of the documents you can access.

9. If none of the above works and I still have questions about Big Tent, who do I contact?

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¹ I don’t recommend ever using this option. Selecting “web only” is a better choice as then you can still search the forum should an unexpected need arise.