Members Only Area
Guide Book

An illustrated guide to getting the most out of our interactive and self-service website

Membership Has its Privileges

Our website is powered by MemberClicks, the association industry's most powerful Association Management Software systems.

Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.

To ensure only Members receive these benefits, these areas of our site require a valid log in.

The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.

The more you update and personalize your membership, the more value you will receive from us.
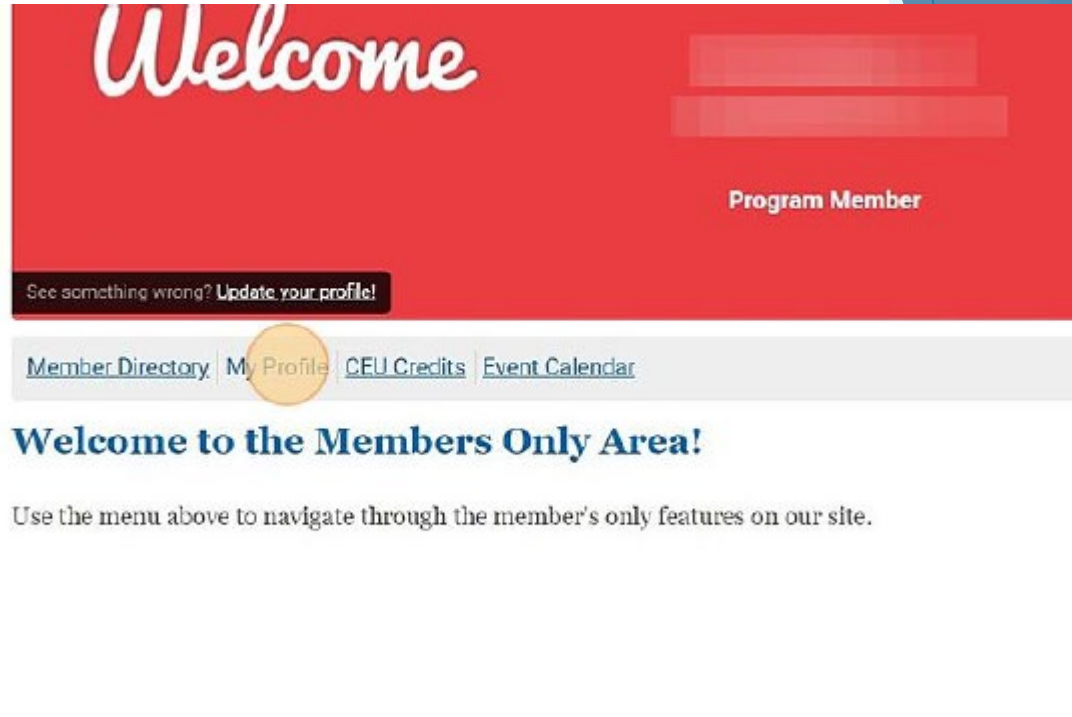
Member Log In

If you have forgotten your password, no worries! Click '*reset password*' or '*retrieve username*' and enter the email address associated with your profile. You will then be emailed a link to reset your password.

(HINT: you might want to try your email address as your username.)

Note: To receive the link via email, the email address you enter must be the email address in your membership profile.
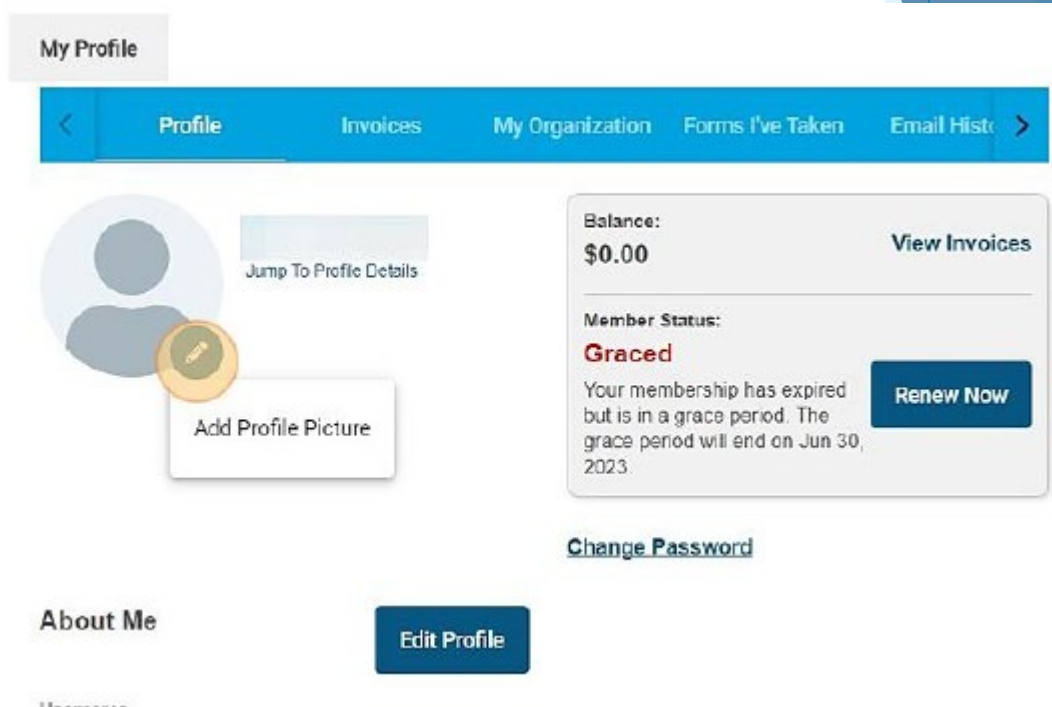
What Can I Do Here?

- ✓ Access the Member Directory
- ✓ View/Edit your profile
- ✓ View and Download a transcript of your CEU credits
- ✓ View the Event Calendar

To get started, click "My Profile".

After clicking '**My Profile**' from the *Member Home* page (see previous slide), you will be taken to your profile.

If you hover over the words '**My Profile**', you can make additional changes to your profile.

In this area you can:

✓ Change your profile picture that shows on the Member Directory

✓ Edit your profile

✓ View/Pay open invoices

✓ Change your password

✓ View a list of all your invoices

✓ View all forms that you have submitted

To start updating your profile, click the pencil icon if you wish to add a picture. Otherwise select "Edit Profile" to update your information.

My Profile

▶ These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible.

▶ Information here can be used on your Directory listings or for communications we send out.

▶ Make sure to click Save at the end of the process.

Last Renewal
3/7/2022

Member Status:
Graced
Your membership has expired but is in a grace period. The grace period will end on Jun 30, 2023.

Renew Now

Change Password

About Me   Cancel   Save Profile

Username *

Contact Name

View Your Invoices

▶ Click "Invoices" on the blue menu bar to display your invoices.

▶ This area will show you credit memos, past paid invoices and open invoices that you are able to pay.

▶ To open any of these invoices, simply click the ellipsis then select "View".

Pay Your Invoices

▶Once you have clicked on the Invoice ID, you have the option to pay an open invoice or download an invoice.

▶**Paying an Invoice:** Paying an invoice couldn't be easier. Simply click 'Pay Invoice'.

Pay Your Invoices

▶ Our payment area will come up for you to enter your card and billing information.
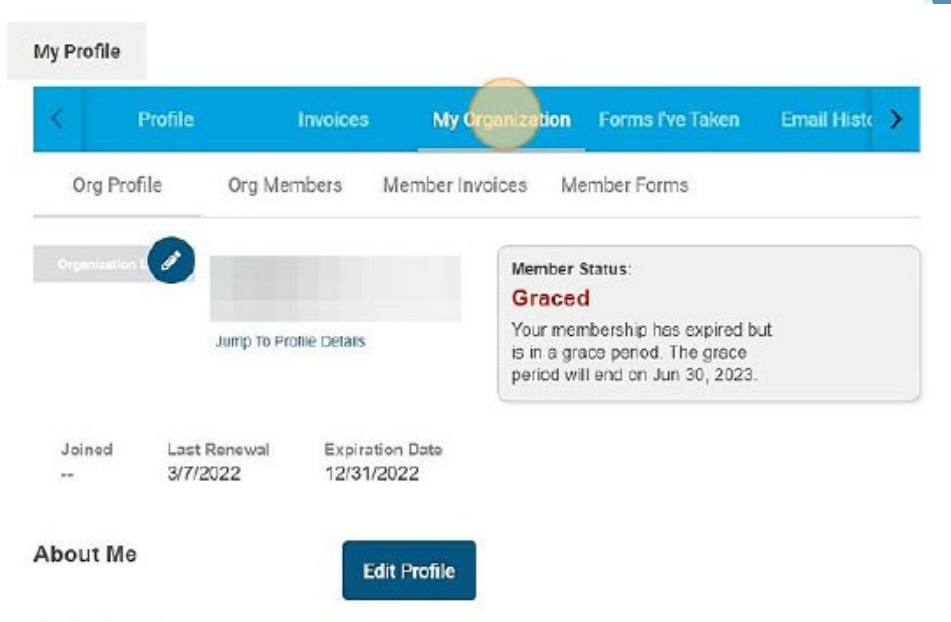
▶ Click "Submit Credit Card Payment" when finished.

Key Contacts can make changes Organizational Profiles

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If you are the Key Contact *(aka: admin)* to an Organization, you are able to make changes to the organization profile through your individual profile.

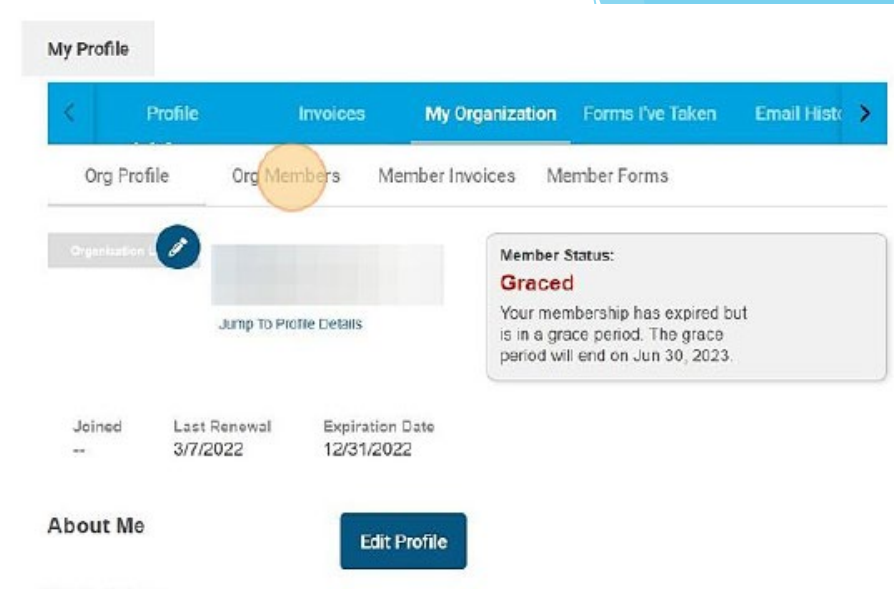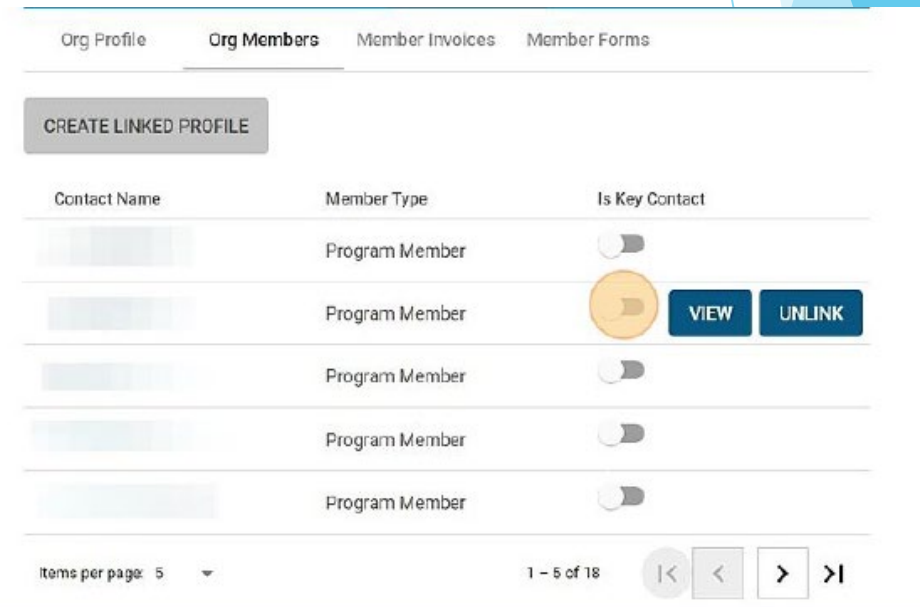To update your Organization's' profile, click on 'My Organization'.

Key Contacts

- Information here can be used on your Directory listings or for communications we send.

- You have the option to add your program's logo as a profile picture by clicking the pencil icon.

- Click "Edit Profile" to make updates.

- Please take the time to review each field so that you can fill in correct contact information and input funded enrollment numbers.

- The organization profile is dependent upon accurate information.

- *Note: the email field is the email address we will send your renewal notice to.*

- Make sure to click Save at the end of the process

Org Members

- Key Contacts also have the ability to add individuals who are associated with their Program (i.e. staff members). Click "Org Members"

  Note: This is helpful to have updated because it will give you the options of linked profiles you wish to register for events on one registration form verses having to submit individual forms for everyone. To view the linked profiles, click "Org Members".
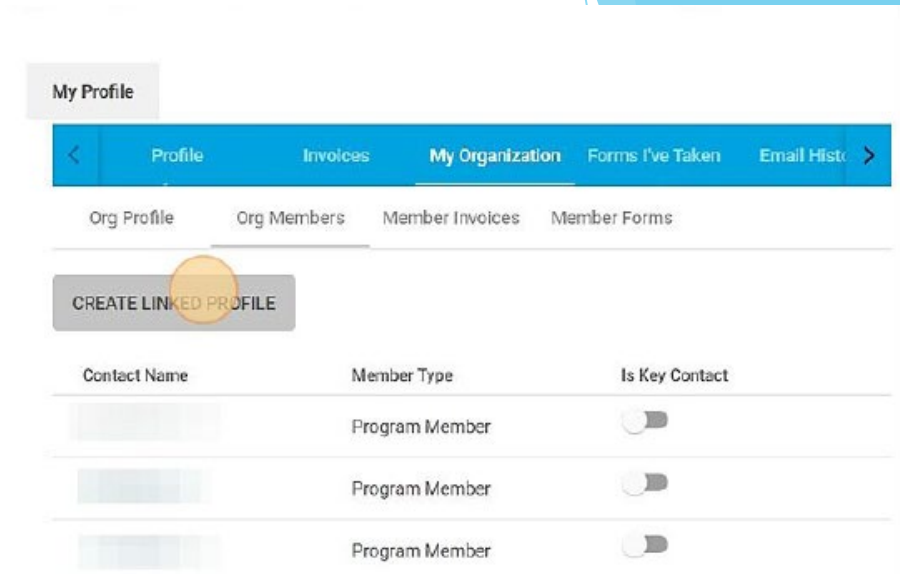
- You can turn on "key contact" by toggling the on/off switch to any of the profiles listed if anyone else should have the Key Contact feature to update the organization profile.

- Unlink anyone who is no longer a part of the organization by clicking "Unlink".

Org Members (cont'd)

- To add a staff member to your organization, select "Create Linked Profile"

- You will then be prompted to enter in their username, full name, and email.

- To keep information cohesive, we recommend using their email as a username.

- Once you have the information completed, you can click "save". If you have more than one person to add, you would select "save and add another"
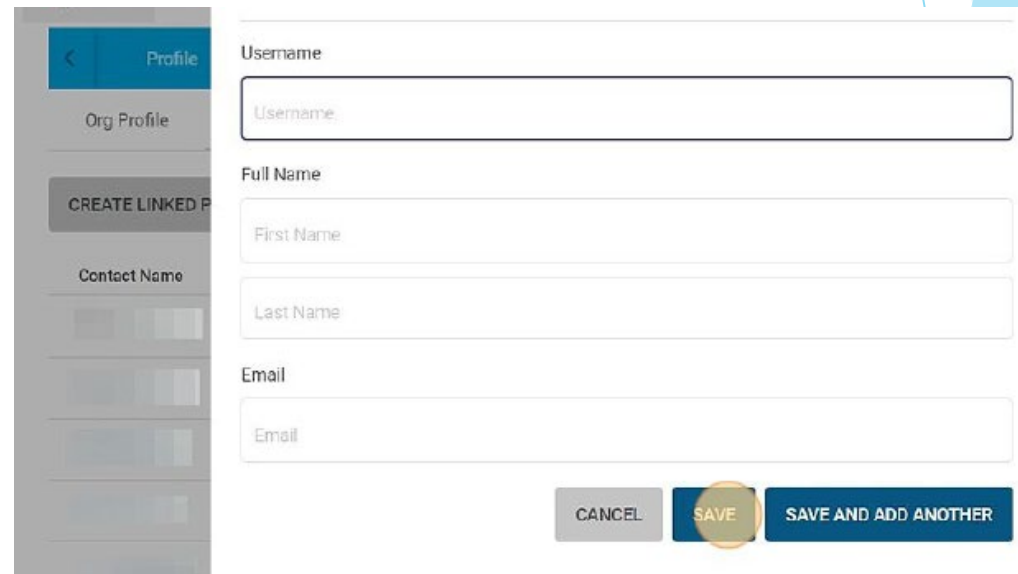
Not sure who your key contact is? Reach out to kim@paheadstart.org for assistance!

Once the key contact creates a linked profile for their staff, the staff member then needs to go on and do a password reset.

From the Member Login page, they will need to select "Reset Password".

They will then be prompted to enter their email address for the password reset link to be sent.

If they don't receive the link, please have them reach out to kim@paheadstart.org for assistance resetting their password.

Reset Password

A link to reset your password will be sent to your email address.

Email Address

SEND PASSWORD RESET EMAIL

Member Directory

▶Our Member Directory can be valuable in connecting you with other members. To update what displays for your profile in the directory listing, please edit your profile that was provided in the earlier steps.

Note: The information on your profile also displays in our program directory. It's crucial contact information and funded enrollment is accurate so that it reflects correctly on our website.