

# Members Only Area **Guide Book**



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



Member Login

- Home
- About Us
- Advocacy
- Resources
- Events & Education
- Oral Health
- Support
- Programs

# One Clear Powerful Voice

## Who We Are and What We Do

The Pennsylvania Head Start Association (PHSA) is a non-profit membership organization. We advocate for Head Start families, programs, and staff in Pennsylvania.

The Pennsylvania Head Start Association creates ONE CLEAR, POWERFUL VOICE for children and families who are economically challenged. We embrace diversity and unify the early childhood community by being a resource, sharing expertise, leading the charge for positive information change, advocacy and

## Announcements

We are currently in the process of creating this new and improved website! You'll notice some pages are still under construction, but won't be for long. Expect a welcome letter to help you create and update your

# 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 Login Search our site...

- Home
- About Us
- Advocacy
- Resources
- Events & Education
- Oral Health
- Support
- Programs

Username

Password

[Retrieve Username](#) | [Reset Password](#)

Keep me logged in

LOG IN

#### Announcements

We are currently in the process of creating this new and improved website! You'll notice some pages are still under construction, but won't be for long. Expect a welcome letter to help you create and update your profile.

#### Upcoming Events

Tue Oct 13, 2020

[Strategic Planning Session](#)

Category: Board

[View Full Calendar](#)

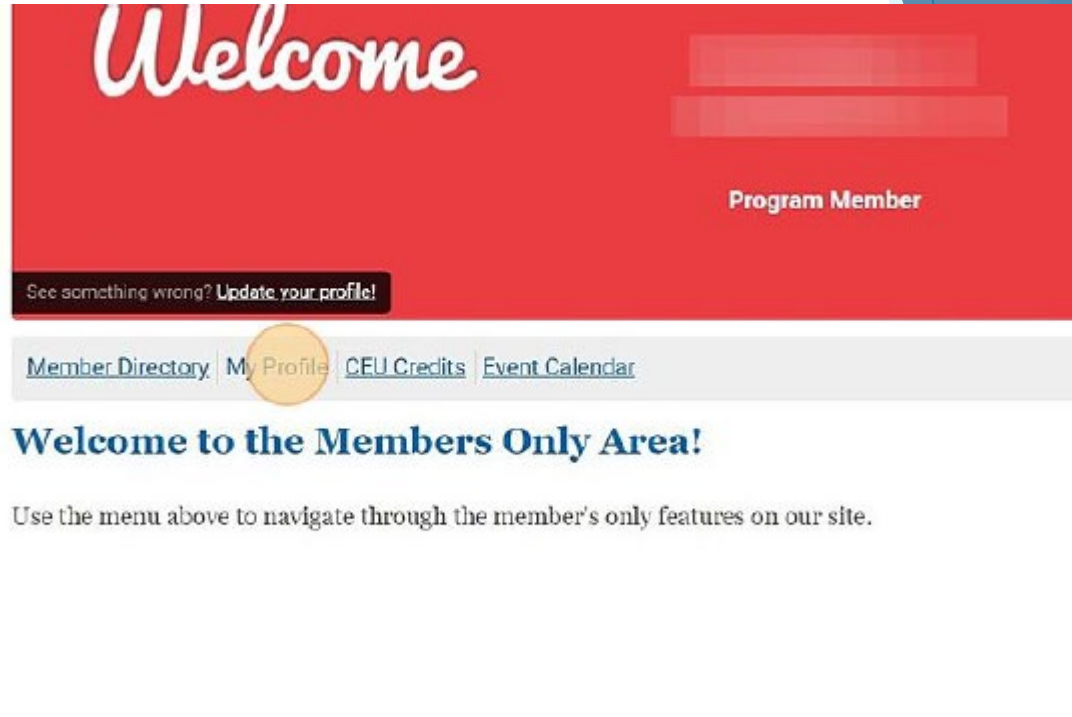
What do you think of the new PHSA

# 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.

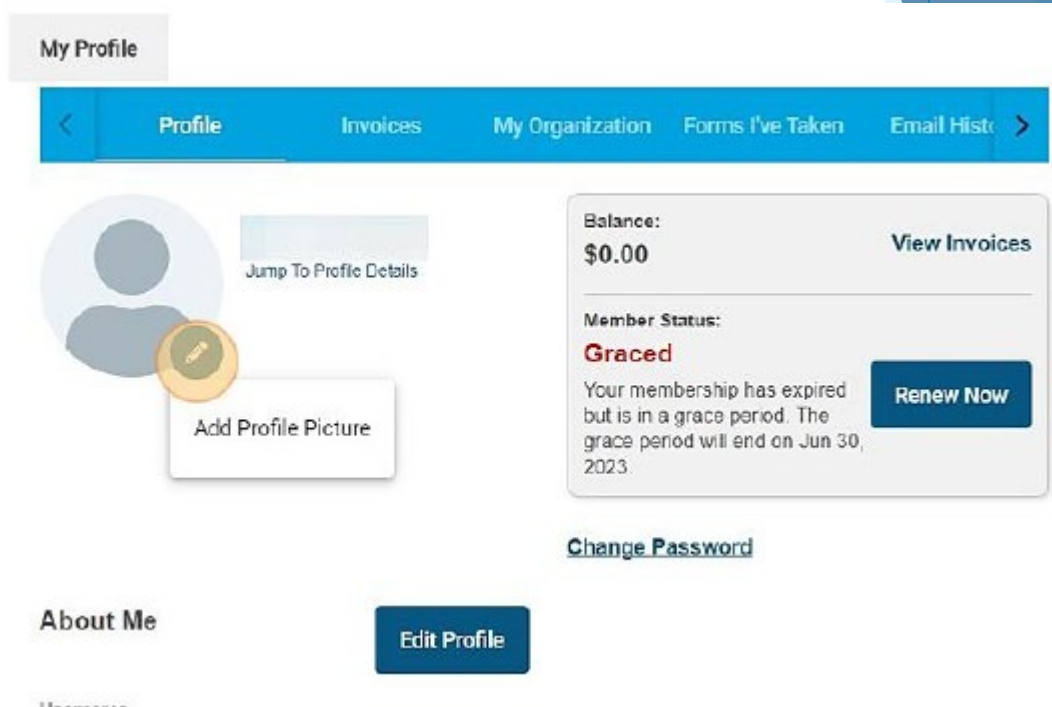


The screenshot shows a member portal interface. At the top, a red banner contains the word "Welcome" in a white script font, followed by a blurred profile picture and the text "Program Member". Below the banner is a black button with the text "See something wrong? Update your profile!". A navigation menu below the button includes links for "Member Directory", "My Profile" (which is highlighted with a gold circle), "CEU Credits", and "Event Calendar". Below the menu, the text reads "Welcome to the Members Only Area!" and "Use the menu above to navigate through the member's only features on our site."

# 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".



My Profile

Profile Invoices My Organization Forms I've Taken Email History

Jump To Profile Details

Balance: \$0.00 View Invoices

Member Status: **Graced** Renew Now

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

Change Password

About Me Edit 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.

The screenshot shows a user profile page. At the top left is a grey profile picture placeholder with a blue edit icon. Below it, the text "Last Renewal" is followed by "3/7/2022". To the right, a grey box displays "Member Status: Graced" in red, with a message: "Your membership has expired but is in a grace period. The grace period will end on Jun 30, 2023." and a blue "Renew Now" button. Below this is a link for "Change Password". The "About Me" section has a "Cancel" button and a blue "Save Profile" button. There are two input fields: "Username" with a red asterisk and "Contact Name".

My Profile

Profile Invoices My Organization Forms I've Taken Email Hist

Jump To Profile Details

Last Renewal 3/7/2022

Balance: \$0.00 View Invoices

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

My Profile

Profile Invoices My Organization Forms I've Taken Email Hist

Invoices

Filter by Invoices with Balance Due All Invoices Name

#	Name	Type	Created	Status	Total	Paid	Balance	
<a href="#">1512</a>		Forms	Nov 15, 2022	Paid	\$125.00	\$125.00	\$0.00	...
<a href="#">1510</a>		Forms	Nov 15, 2022	Paid	\$225.00	\$225.00	\$0.00	View
<a href="#">1363</a>		Forms	Jun 8, 2022	Paid	\$225.00	\$225.00	\$0.00	...
<a href="#">1362</a>		Forms	Jun 8, 2022	Paid	\$125.00	\$125.00	\$0.00	...
<a href="#">1329</a>		Forms	Apr 14, 2022	Paid	\$225.00	\$225.00	\$0.00	...

# 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

← **Back to Invoices**

View Invoice

Invoice Number: 1594  
Amount Due: \$3,960.00

[Download Invoice](#) [Pay Invoice](#)

**OPEN**

Pennsylvania Head Start Association  
PO Box 6445  
Harrisburg, PA 17112

► 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'.





Amount Due: \$3,960.00

**Credit Card Info**

Amount to be paid: \$3,960.00

First Name

Last Name

Company (Optional)

Card Type

Country

United States

Mail

I'm not a robot

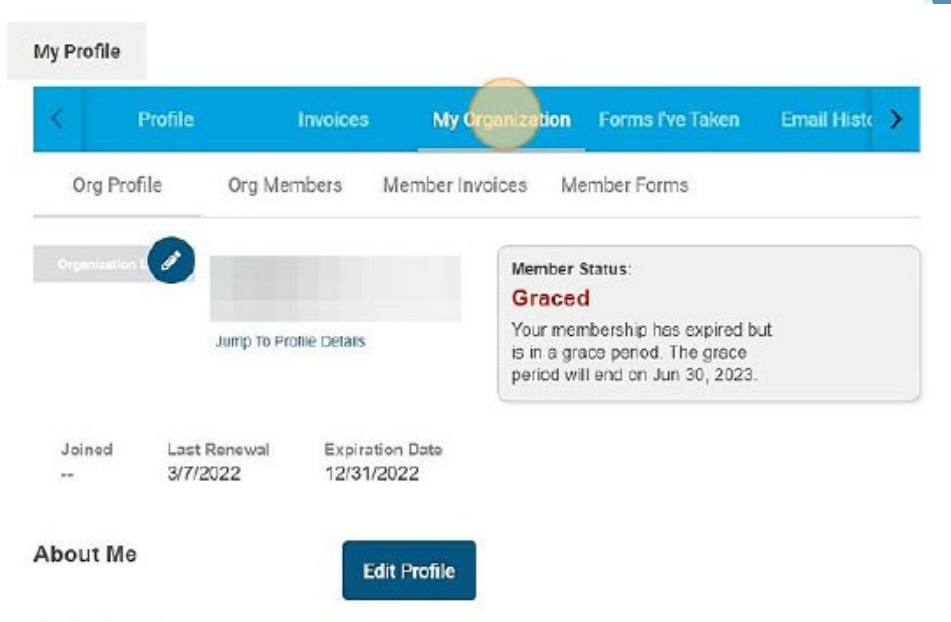


[Cancel and Go Back to Invoices](#)

Submit Credit Card Payment of \$3,960.00

# 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.



My Profile

Profile Invoices **My Organization** Forms I've Taken Email Hist

Org Profile Org Members Member Invoices Member Forms

Organization  

Jump to Profile Details

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

Joined	Last Renewal	Expiration Date
--	3/7/2022	12/31/2022

About Me [Edit Profile](#)



## Key Contacts can make changes Organizational Profiles



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

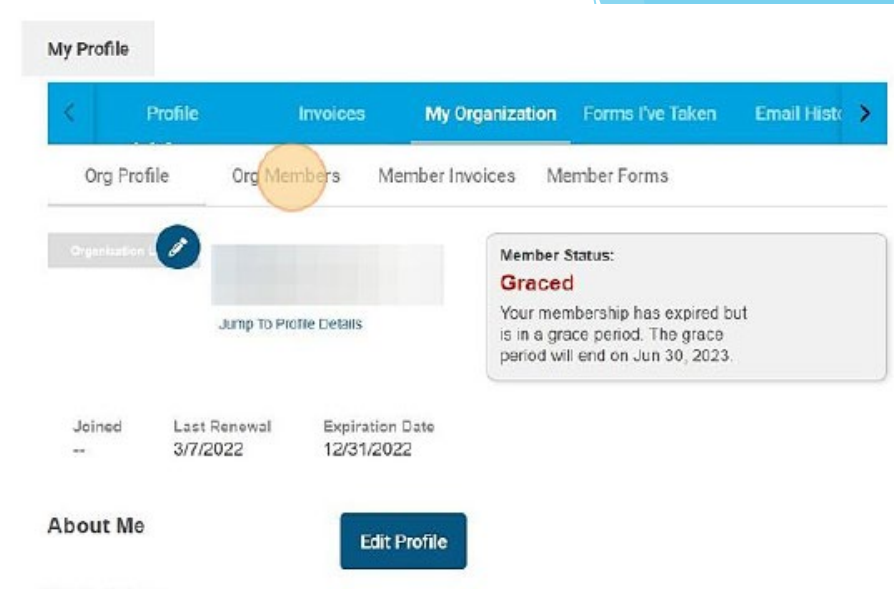
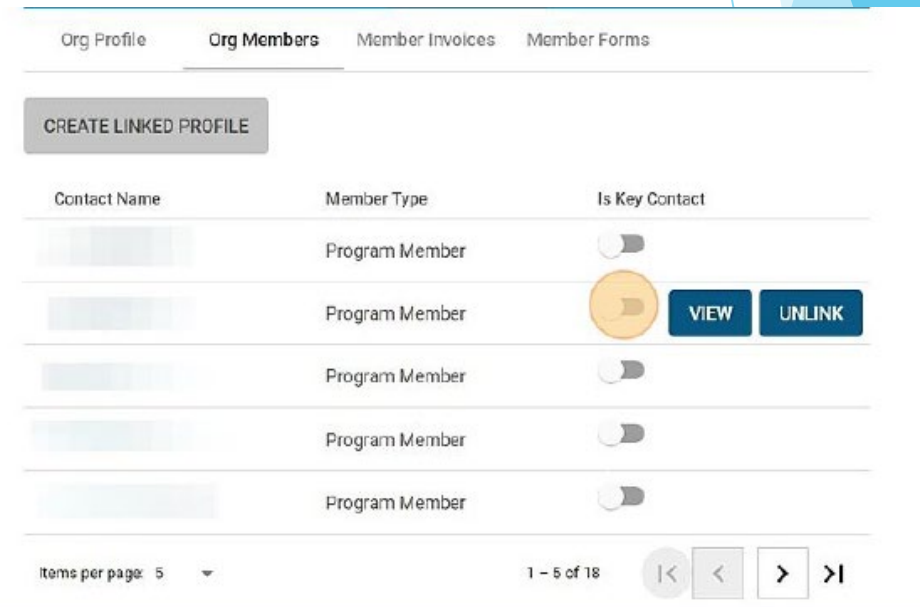
- Information here can be used on your Directory listings or for communications we send.
- You have the option to add your program's logo as a profile picture by clicking the pencil icon.
- Click "Edit Profile" to make updates.
- Please take the time to review each field so that you can fill in correct 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".*

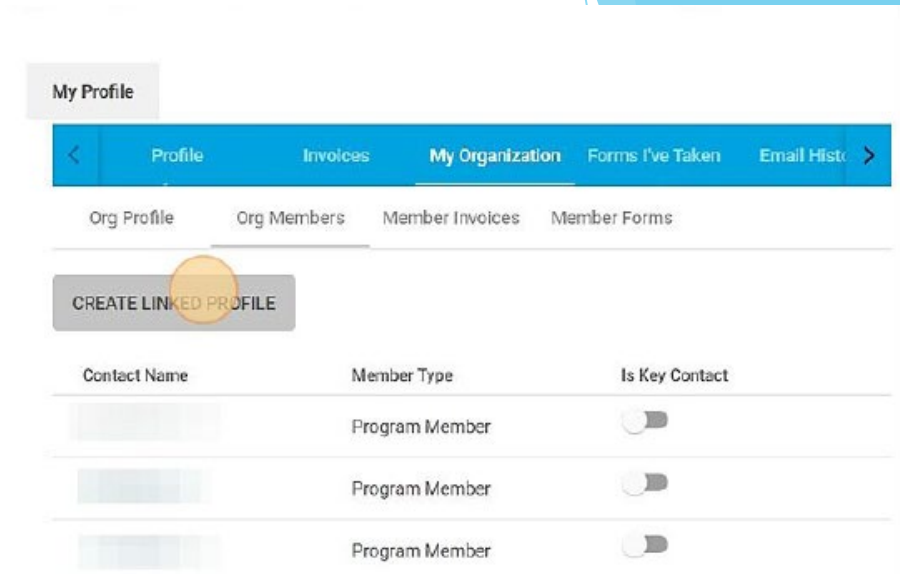
- You can turn on “key contact” by toggling the on/off switch to any of the profiles listed if anyone else should have the Key Contact feature to update the organization profile.
- Unlink anyone who is no longer a part of the organization by clicking “Unlink”.

Contact Name	Member Type	Is Key Contact
[Redacted]	Program Member	<input type="checkbox"/>
[Redacted]	Program Member	<input checked="" type="checkbox"/>
[Redacted]	Program Member	<input type="checkbox"/>
[Redacted]	Program Member	<input type="checkbox"/>
[Redacted]	Program Member	<input type="checkbox"/>

# 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”



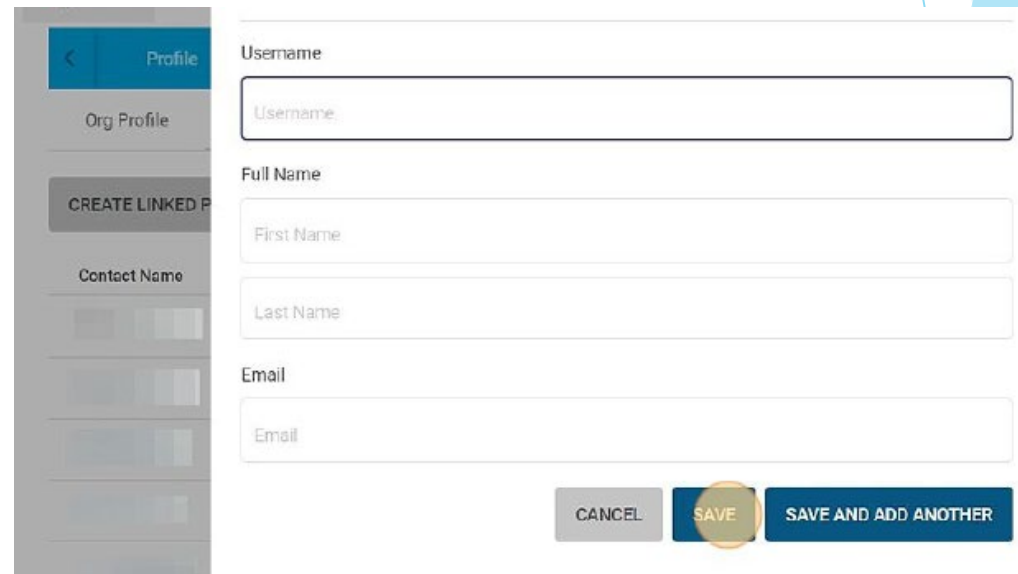
My Profile

< Profile Invoices My Organization Forms I've Taken Email Hist. >

Org Profile Org Members Member Invoices Member Forms

CREATE LINKED PROFILE

Contact Name	Member Type	Is Key Contact
[Redacted]	Program Member	<input type="checkbox"/>
[Redacted]	Program Member	<input type="checkbox"/>
[Redacted]	Program Member	<input type="checkbox"/>



Profile

Org Profile

CREATE LINKED P

Contact Name

Username

Username

Full Name

First Name

Last Name

Email

Email

CANCEL SAVE SAVE AND ADD ANOTHER

***Not sure who your key contact is? Reach out to [kim@paheadstart.org](mailto:kim@paheadstart.org) for assistance!***



Username

Password

[Retrieve Username](#) [Reset Password](#)

Keep me logged in

LOG IN

Google Translate

Select Language

Powered by Google Translate

**Announcements**

The PHSA Board is looking for potential candidates to serve all four membership groups: Administrators, Staff, Parent and Friends. To apply, [click here](#) to view/download the application.

**Upcoming Events**

No events

View Full Calendar

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](mailto: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.*

Click on your county below to find out who provides Head Start in your community. To see all programs, click search!

Communities Served

- Adams
- Allegheny
- Armstrong
- Beaver

Clear Search

68 Results

Show Search Criteria

**A.C.C.E.S.S., Inc.-Adams County H.S.**

**Program Overview** Adams County Head Start programs promote the educational, mental, social, and emotional readiness of young children from low-income families by supporting the comprehensive development of children from age 3- 5. Our Head Start classrooms are located in Biglerville, East Berlin, Gettysburg, Littlestown, McSherrystown, New Oxford, Orrtanna, and York Springs. ACHS recognizes that parents are their child's first and most important teachers and welcome parent involvement in all areas of the program.  
**Website** <http://www.achsaccess.org/>  
**Counties Served**

<b>Primary Contact</b> Jennifer Showers Executive Director 705 Old Harrisburg Road, Suite 5 Gettysburg, PA 17325 (717) 337-1337 <a href="mailto:jshowers@achsaccess.org">jshowers@achsaccess.org</a>	<b>Federal HS Children Funded</b> <b>EHS Funded</b> <b>State Head Start Funded</b> <b>Early Head Start-Child Care Partnerships</b>
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**Secondary Contact**

**Enrollment Contact**  
Kayla Palmer  
ERSEA Coordinator  
(717) 337-1337  
[kfpalmer@achsaccess.org](mailto:kfpalmer@achsaccess.org)

**Oral Health Contact**  
Johnnie Shindledecker  
Health & Nutrition  
Coordinator/Assistant Director  
[jshindledecker@achsaccess.org](mailto:jshindledecker@achsaccess.org)

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