

Colorado Chapter Membership

YOU ARE AN AGENCY OWNER

AGENCY OWNER

Each Agency (AKA Jurisdiction) will now have only one Owner. The Owner is the only person who can renew membership for the entire agency at the same time. And is also the only person that can add seats (memberships) as needed. Owners can also post jobs on the website.

AGENCY MANAGER

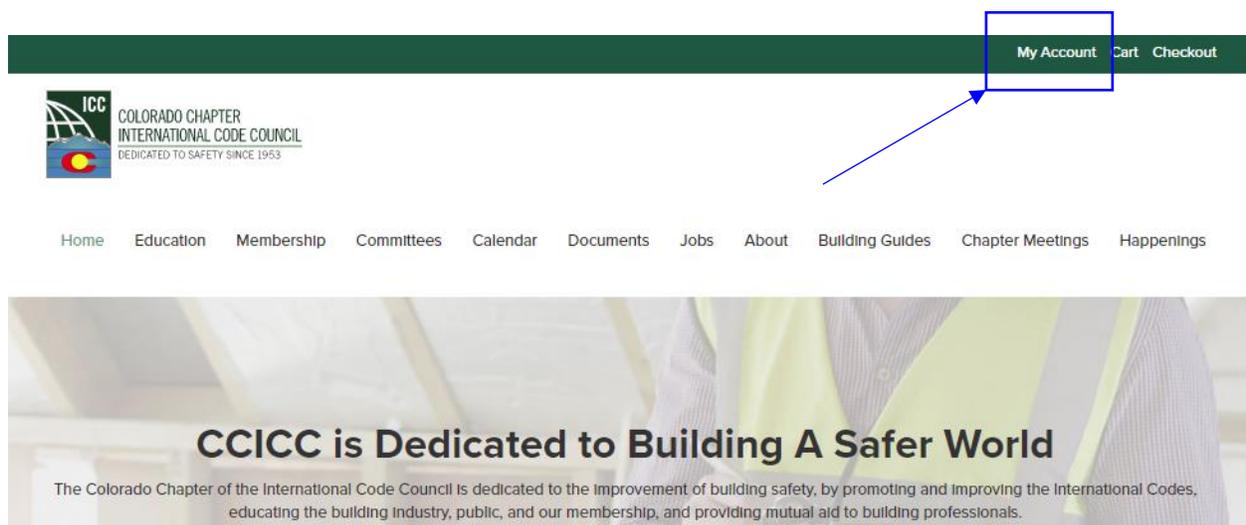
Each Agency can have one or more Managers. Managers can appoint others as managers, add new members (only if there are available seats) and post jobs on the website. If more seats are needed the agency Owner can purchase additional seats and then the Manager can add members.

Please contact a website administrator for help and any questions

Gil Rossmiller gilrossmiller@coloradocode.net

Cornelia Orzescu orzescu@parkeronline.org

Log in to the website and go to your account



THEN

Orders

My Membership

My Agencies

Course Downloads

Address

Account details

Logout

CCICC Benefits

Schedules

View your event schedules.

[View →](#)

Member Directory

Connect with other CCICC members.

[View →](#)

My Membership

Access your membership.

[View →](#)

My Agency

View your agency details.

[View →](#)

My Account

Home > My Account

Dashboard

Schedules

Member Directory

My Certificates

Orders

Memberships

My Agencies

Course Downloads

Address

Account details

Logout

⚠ Your Agency membership for Westminster, City of has expired.

This affects you and all members of your team. As the team owner, you are the only person who can renew your membership. Please **renew your membership** to continue your benefits.

Name	Created On	Members	
Westminster, City of	November 15, 2016	19 of 21 seats	Renew View

This is where you can Renew the entire Agency at the same time. Note that the current agency has 19 of 21 seats. This would typically mean that there are two seats that can be taken for new members. HOWEVER as this is the first time as the red tad states above all memberships have expired.

Why does this agency have 21 seats and only 19 members? Transferring all the old data into the new membership system was a real task and we did the best we could. We now can set up each agency correctly.

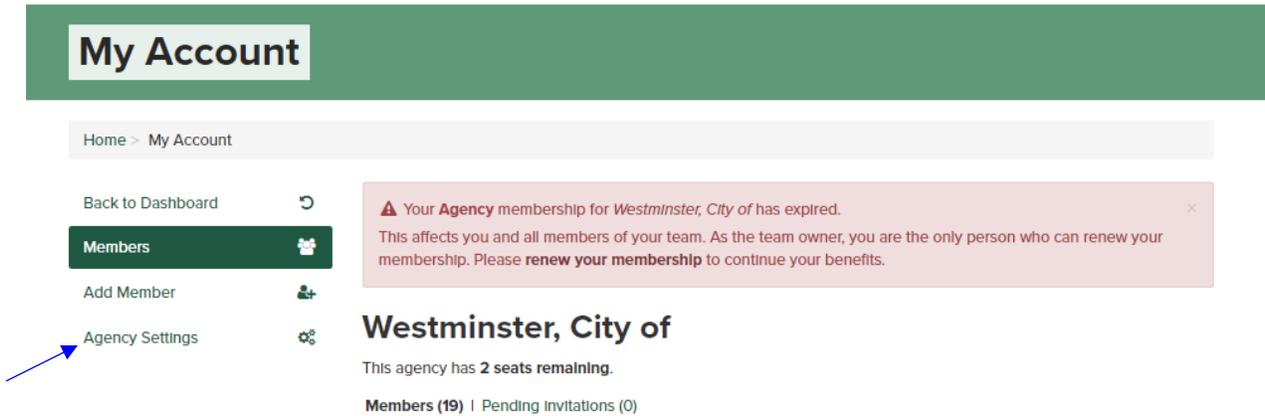
One seat equals one membership.

The first step is to determine how memberships in total you want.

Currently the example has 21 seats (Memberships) and if you were to select the renew button the system would add 21 seats to your cart, and you would proceed to purchase.

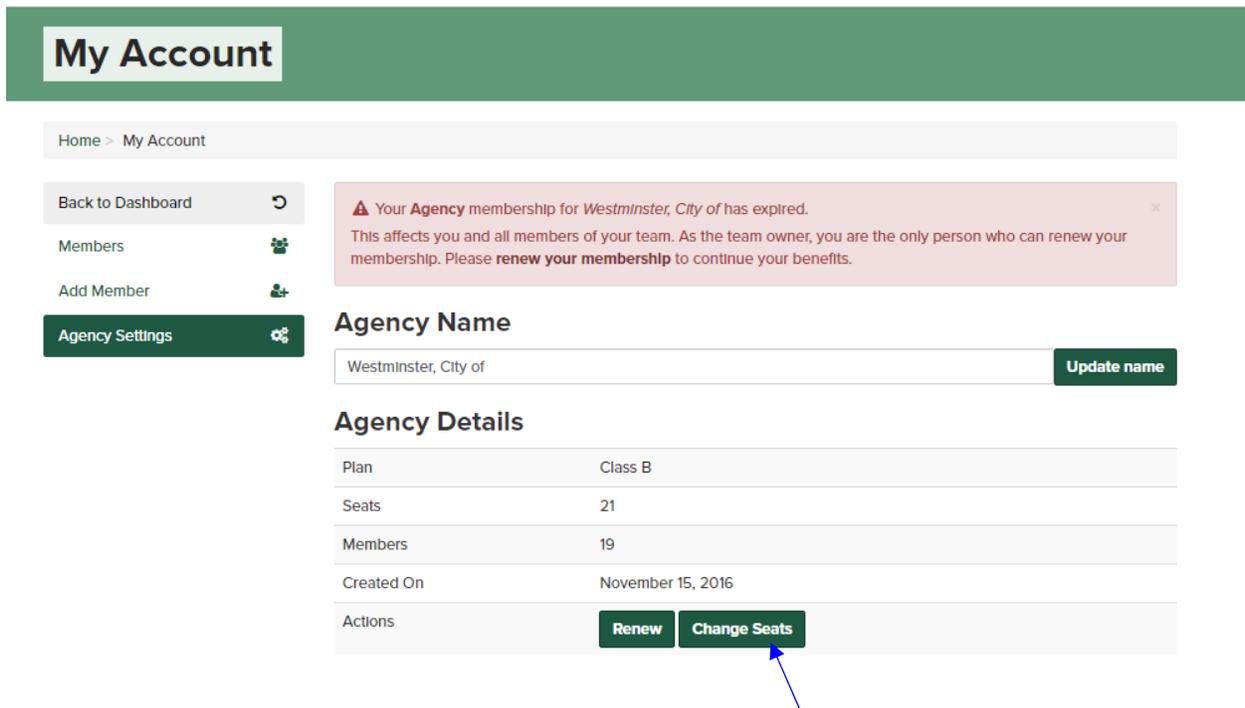
If you need to change the number of seats select the View button:

Then select Account Settings:



The screenshot shows the 'My Account' page for 'Westminster, City of'. The left sidebar contains a menu with 'Agency Settings' highlighted by a blue arrow. A notification banner at the top right states: 'Your Agency membership for Westminster, City of has expired. This affects you and all members of your team. As the team owner, you are the only person who can renew your membership. Please renew your membership to continue your benefits.' The main content area shows the agency name 'Westminster, City of' and a status 'This agency has 2 seats remaining.' Below this, it lists 'Members (19) | Pending Invitations (0)'.

Then Select Change Seats:



The screenshot shows the 'My Account' page for 'Westminster, City of' with the 'Agency Settings' menu item selected. A notification banner at the top right states: 'Your Agency membership for Westminster, City of has expired. This affects you and all members of your team. As the team owner, you are the only person who can renew your membership. Please renew your membership to continue your benefits.' The main content area shows the 'Agency Name' field with the value 'Westminster, City of' and an 'Update name' button. Below this is the 'Agency Details' section, which is a table with the following data:

Agency Details	
Plan	Class B
Seats	21
Members	19
Created On	November 15, 2016
Actions	Renew Change Seats

The 'Change Seats' button is highlighted with a blue arrow.

Then enter the number of seats (Memberships) you want to purchase

Home > My Account

Back to Dashboard
Members
Add Member
Agency Settings

Agency Name
Westminster, City of Update name

Agency Details

Plan	Class B
Seats	21
Members	19
Created On	November 15, 2016
Actions	Renew Change Seats

Enter the new seat count to reduce seats or to purchase additional seats.

21 Submit
Seat count unchanged

After you have the correct number of seats then go back to your dashboard

Home > My Account

Back to Dashboard
Members
Add Member
Agency Settings

Agency Name
Westminster, City of Update name

Agency Details

Select My Agency

Orders

My Membership

My Agencies

Course Downloads

Address

Account details

Logout

CCICC Benefits

Schedules

View your event schedules.

[View →](#)

Member Directory

Connect with other CCICC members.

[View →](#)

My Membership

Access your membership.

[View →](#)

My Agency

View your agency details.

[View →](#)

Select Renew and the system will add the number of seats to your cart. Proceed and pay for the seats. If your jurisdiction does not allow website purchases send a check to the Chapter and mark attention membership.

My Account

Home > My Account

Dashboard

Schedules

Member Directory

My Certificates

Orders

Memberships

My Agencies

Course Downloads

Address

Account details

Logout

⚠ Your Agency membership for Westminster, City of has expired.

This affects you and all members of your team. As the team owner, you are the only person who can renew your membership. Please **renew your membership** to continue your benefits.

Name	Created On	Members		
Westminster, City of	November 15, 2016	19 of 21 seats	Renew	View

Now the correct number of seats has been established you can add or remove members as you need. Go back to View your Agency

My Account

Home > My Account

- Dashboard
- Schedules
- Member Directory
- My Certificates
- Orders
- Memberships
- My Agencies
- Course Downloads
- Address
- Account details
- Logout

⚠ Your **Agency** membership for *Westminster, City of* has expired. This affects you and all members of your team. As the team owner, you are the only person who can renew your membership. Please **renew your membership** to continue your benefits.

Name	Created On	Members		
Westminster, City of	November 15, 2016	19 of 21 seats	Renew	View

You now can remove anyone who is not a member and add those add those that are. To remove select the remove button. You can also set any member to be a Manager. You can have as many managers as you want. You can also remove someone as a manager. Notice one member has a 'Set to Member' button. This means the person is currently a Manager. Select this button and the person will have only membership permissions.

Colorado Code Consulting, LLC

Members (5) | Pending Invitations (0)

Now to add a member if you have available seats select Add Member.

Home > My Account

Back to Dashboard

Members

Add Member

Agency Settings

Colorado Code Consulting, LLC

Members (5) | Pending Invitations (0)

Name	Email	Role		
Gary Pringey	gpringey@coloradocode.net	Class B	Remove	Set as manager
Cl Decemiller	cldecemiller@coloradocode.net	Owner		

This agency has one seat remaining so you can add one member. Start to enter their email in the email field and if they are in the system their name will show up. Select them and hit the add member button. The system will not send an email to them, they will automatically be part of your agency and a member. If the email does not appear, enter their email and the system will send an email to them asking them to create an account. They will not be required to pay any fees just create an account. All new members will automatically become a Class B. If you want one person to be the Class A member (only one allowed per jurisdiction) contact a website administrator and they can give that person a Class A designation for that Agency.

This agency has **1 seat remaining**. You can share your agency registration link or manually add new members below.

Registration Link

This registration link will allow members to register themselves for your agency. Please use caution when sharing this, as it allows any visitor to add themselves to your agency.

Add Member

Enter member details - your agency member will be added automatically if they are registered, or receive an invitation via email.

Email *

Role *