

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

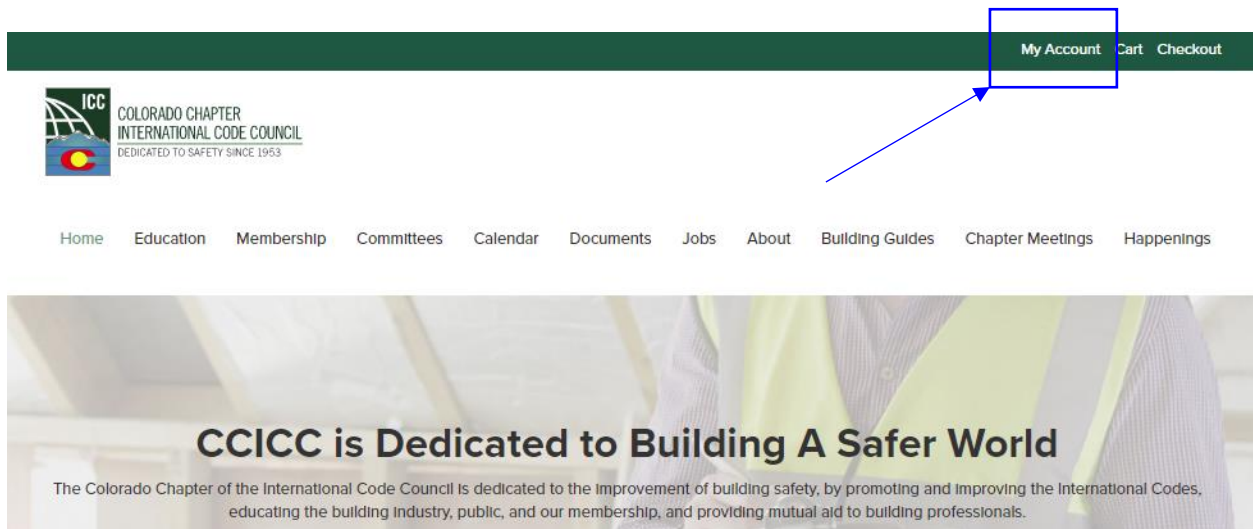
Each Agency can have one or more Managers. Managers can appoint others as managers, add new members (only if there are available seats) and post jobs on the website. If more seats are needed the agency Owner can purchase additional seats and then the Manager can add members.

Please contact a website administrator for help and any questions

Gil Rossmiller gil.rossmiller@shumscoda.com

Cornelia Orzescu aorzescu@yahoo.com

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.

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My Account

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⚠ 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, however you want less than the number of seats shown, you must remove the those who will not be part of your team. In the example below the current number of seats is five. The desired number is 3. Then two members would need to be removed BEFORE you can change the number of seats to a lower number.

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Members (5) | Pending Invitations (0)

Name	Email	Role		
Gary Pringey	gpringey@coloradocode.net	Class B	Remove	Set as manager
Gil Rossmiller	gilrossmiller@coloradocode.net	Owner	Remove	
James Conway	jasac123@earthlink.net	Class B	Remove	Set as manager
Steve Thomas	stthomas@coloradocode.net	Class A	Remove	
Teri Thomas	tthomas@coloradocode.net	Manager	Remove	Set as member

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

Then select Account Settings:

My Account

Home > My Account

Back to Dashboard ↻

Members 👤

Add Member ➕

Agency Settings ⚙️

Westminster, City of

This agency has **2 seats remaining**.

Members (19) | Pending Invitations (0)

Warning: 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.

Then Select Change Seats:

The screenshot shows the 'My Account' page with a navigation sidebar on the left containing 'Back to Dashboard', 'Members', 'Add Member', and 'Agency Settings'. A warning message at the top 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.' Below this is the 'Agency Name' section with a text input field containing 'Westminster, City of' and an 'Update name' button. The 'Agency Details' section is a table with the following data:

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

A blue arrow points to the 'Change Seats' button in the Actions row.

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

This screenshot shows the 'Change Seats' form on the 'My Account' page. The 'Agency Name' and 'Agency Details' sections are identical to the previous screenshot. Below the details is a text input field with the instruction: 'Enter the new seat count to reduce seats or to purchase additional seats.' The number '21' is entered in the field. A blue arrow points to the '21' in the input field. Below the input field is a 'Submit' button and a message that reads 'Seat count unchanged'.

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

My Account

Home > My Account

[Back to Dashboard](#)

[Members](#)

[Add Member](#)

[Agency Settings](#)

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Agency Name

Westminster, City of

[Update name](#)

Agency Details

Select My Agency

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CCICC Benefits

Schedules

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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

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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

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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.

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Members (5) | Pending Invitations (0)

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

My Account

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 *

Add member