



# Members Only Area **Guide Book**

IMCAT

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



## Take Control of Your Membership

[Home](#)[About Us](#)[Membership](#)[Events](#)[Contact Us](#)

Username

Password

☐ Keep me logged in

Login

[Forgot your password?](#) [Forgot your username?](#)

Once you have a Username and Password, you can use it to access any Members-only or restricted items, like event discounts, members events, member directory and the social community features.

If you have forgotten your password, no worries! Click *'forgot your password'* or *'forgot 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?

The screenshot displays the MCU MemberClicks University website interface. At the top, the logo is on the left, and a 'Member Logout' button and a search bar are on the right. Below this is a navigation menu with links: Home, About Us, Membership, Events, Members Only, and Contact Us. A yellow notification box states 'You have logged in successfully'. The main content area features a large 'HELLO my name is' banner for 'Mrs. Sarah Smith', a 'MemberClicks Associate'. To the right, an 'Announcements' section welcomes a new Executive Director, Beth Sanders. Below that, an 'Upcoming Events' section lists several events with dates and categories. At the bottom, a 'Welcome to the Member's Only area!' message is displayed, along with a list of links: Member Directory, My Profile, Event Calendar, Community Forum, and My Community.

MCU MemberClicks University

Member Logout Search our site...

Home About Us Membership Events Members Only Contact Us

You have logged in successfully

HELLO my name is  
**Mrs. Sarah Smith**  
MemberClicks Associate

See something wrong? [Update your profile](#)

[Member Directory](#) [My Profile](#) [Event Calendar](#) [Community Forum](#) [My Community](#)

Welcome to the Member's Only area!

Use the menu above to navigate through the member's only features on our site.

**Announcements**

We are pleased to welcome our new Executive Director, Beth Sanders. Meet Beth at this month's Networking Luncheon!

**Upcoming Events**

Thu Oct 4, 2018  
[Board Meeting](#)  
Category: Board Meetings

Wed Oct 10, 2018  
[Weekly Meeting](#)  
Category: Weekly Meet Ups

Wed Oct 17, 2018  
[2018 Annual Meeting](#)  
Category: Conferences

Wed Oct 17, 2018  
[MC Lunch & Learn](#)  
Category: Seminars

Wed Oct 24, 2018  
[Wednesday Webinar](#)  
Category: Webinar

- View your profile
- View/ Pay Invoices
- Access the Member Directory
- View the Event Calendar
- Access to Social Community Features
- View any members only content on this website
- Interact and connect with other members



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 privacy settings
- Change your password
- Manage how we contact you
- View past emails we have sent to you
- View a list of all your invoices
- View all forms that you have submitted

My Community **My Profile** Connections My Features Inbox Search Directory

Change Profile Picture  
Privacy  
Change Password  
Contact Preferences  
Message History  
Invoices  
Submissions

**My Status**  
Share your thoughts here...

Change Profile Picture Start a new circle Write Message  
Privacy Upload photos View your inbox

**Latest Photos**  
No photos uploaded yet.

**Circles**  
Show all (0)






# 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.

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#)

Your membership will expire at 11:59 PM EST on Aug 28, 2019.

[Renew](#)



**Mary Sue**  
5 hours 1 minutes ago

---

**Last online**  
less than a minute ago


**Profile views**  
0 view(s)

### My Status

Share your thoughts here...

[Change Profile Picture](#) [Start a new circle](#) [Write Message](#)  
[Privacy](#) [Upload photos](#) [View your inbox](#)

### Wall



[Add Comment](#)

[Show All \(0\)](#)

**Username**

Username

[Cancel](#) [Save](#)

**Expiration Date**  
08/28/2019

**Join Date**  
05/14/2015

**Member Type**  
Org Employee

**Group**  
Org Employee



# Message History

The Message History area will show you all of the emails the organization has sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

Having a hard time receiving emails?  
Whitelist our email address.

[Click here to see how.](#)

My Community

My Profile

Connections

My Features

Inbox

Search Directory

Message History

Subject

BEST TIME EVER!!!!

MCU Newsletter

MC LIVE - Test

MC LIVE - BEST TIME EVER PART 2!!!!

MC LIVE - New File Upload

MC LIVE - BEST TIME EVER!!!!

A message has been posted for Where to :

Your June MCU Newsletter is inside!

E-list Moderator Approval Notice

A message has been posted for Test Test

Change Profile Picture

Privacy

Change Password

Contact Preferences

Message History

Invoices

Submissions

Status	Date
Opened	10/11/2018 1:01 PM
Sent	10/10/2018 12:03 PM
Opened	10/09/2018 1:51 PM
Opened	10/09/2018 1:51 PM
Sent	10/09/2018 10:16 AM
Sent	10/09/2018 10:05 AM
Sent	07/25/2018 3:45 PM
Sent	06/20/2018 2:08 PM
Opened	03/29/2018 4:49 PM
Sent	02/14/2018 2:18 PM

10

Per Page of 24

Page 1 of 3

First

Previous

Next

L



# View your Invoices

- Under 'My Profile' you have the ability to display your invoices.
- This area will show you past paid invoices and open invoices that you are able to pay.
- To open any of these invoices, simply click on the Invoice ID to view the invoice.



Home

About Us

Membership

Events

Members Only

Contact Us

My Community

My Profile

Connections

My Features

Inbox

Search Directory



## Invoices

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
<a href="#">435476</a>	Credit Memo	04/12/2016	N/A	Paid	\$-50.00	\$-50.00	\$0.00
<a href="#">1056</a>	Forms	08/10/2015	09/09/2015	Paid	\$75.00	\$75.00	\$0.00
<a href="#">435464</a>	Forms	02/18/2016	03/19/2016	Paid	\$225.00	\$225.00	\$0.00
<a href="#">435515</a>	Forms	06/03/2016	07/03/2016	Paid	\$280.00	\$280.00	\$0.00
<a href="#">435516</a>	Forms	06/03/2016	07/03/2016	Paid	\$50.00	\$50.00	\$0.00
<a href="#">435534</a>	Forms	07/08/2016	08/07/2016	Open	\$-100.00	\$0.00	\$-100.00
<a href="#">435535</a>	Forms	07/12/2016	08/11/2016	Paid	\$-25.00	\$-25.00	\$0.00
<a href="#">435637</a>	Ad Hoc	12/30/2016	01/14/2017	Paid	\$5.00	\$5.00	\$0.00
<a href="#">435747</a>	Forms	04/10/2018	05/10/2018	Open	\$75.00	\$0.00	\$75.00
<a href="#">435745</a>	Forms	04/10/2018	08/18/2018	Open	\$400.00	\$0.00	\$400.00



## 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 on the button at the bottom 'Pay Now'. Our payment area will come up for you to enter your card and billing information.

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#)

Invoices

OPEN

MemberClicks  
Kinsey Mahan  
3495 Piedmont Rd. NE  
Bldg. 12, Ste. 110  
Atlanta, Georgia 30305  
United States

Invoice # 435747  
Invoice Date 04/10/2018  
Invoice Due 05/10/2018

Amount Due \$75.00

Transactions

Description	Amount
Session A	\$25.00
Registration Fee	\$50.00

Total Amount	\$75.00
Amount Paid	-\$0.00
Amount Due	\$75.00

NOTES

Please pay this invoice within 30 days. If you have questions, call 1-800-REFRESH or email [help@memberclicks.com](mailto:help@memberclicks.com). This is a test.

Pay Invoice

Download Invoice



# 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.



Member Logout

Search our site...



Home

About Us

Membership

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50 Results



## MemberClicks Admin

MemberClicks

### Address:

3495 Piedmont Rd. NE  
Bldg. 12, Ste. 110  
Atlanta, Georgia 30305

Email: [fake@memberclicks.com](mailto:fake@memberclicks.com)

Phone 555-555-5555

Website:

Bio:



## Ms. Addy Bauermeister

MemberClicks

### Address:

1234 Test Ave.  
Lubbock, Tennessee 30305

Email:

Phone

Website:

Bio:



## Joeâ Biden

Joe Biden's 2016 Presidential Campaign

### Address:

Email:

Phone

## Announcements



We are pleased to welcome our new Executive Director, Beth Sanders. Meet Beth at this month's Networking Luncheon!

## Upcoming Events

Thu Oct 4, 2018

[Board Meeting](#)

Category: Board Meetings

Wed Oct 10, 2018

[Weekly Meeting](#)

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Category: Seminars

Wed Oct 24, 2018

[Wednesday Webinar](#)

Category: Webinar

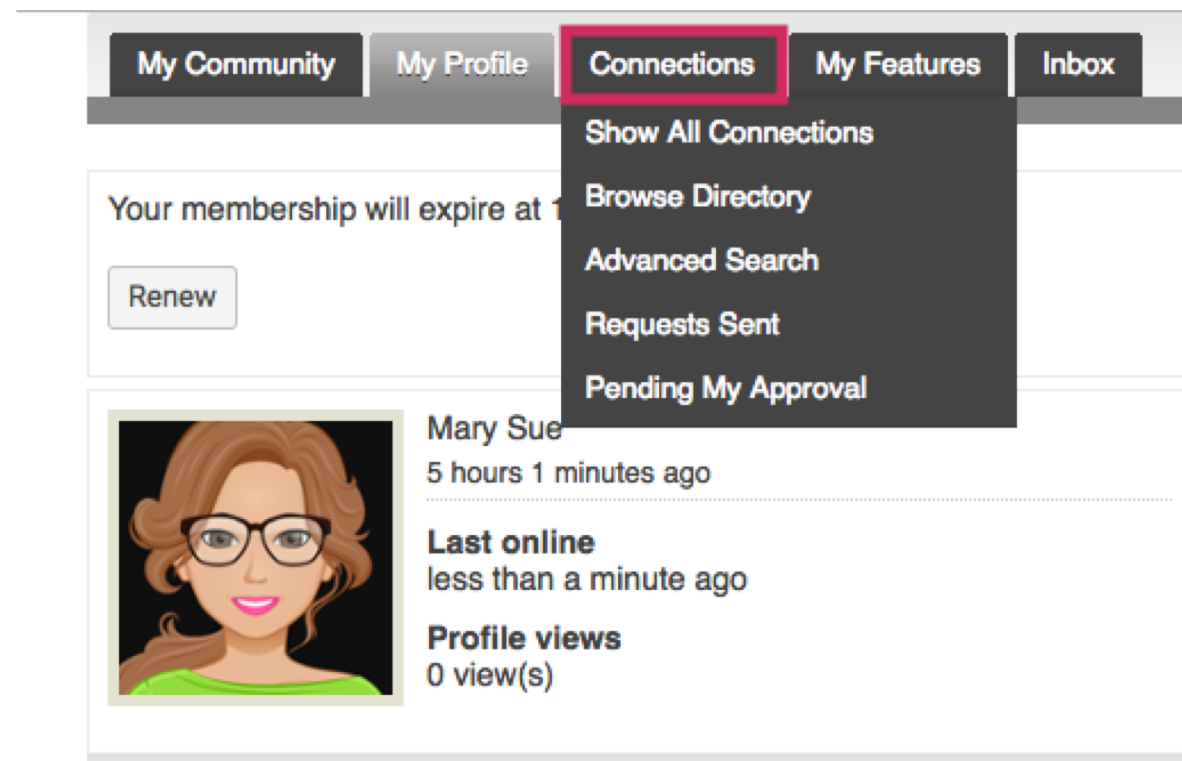
## Our Sponsors



## Connections

This area provides the opportunity to connect and build relationships with other members. You can;

- See all your connections with other members
- Browse the directory
- Search for members
- View your connection requests to other members.
- See requests from other members to connect with you.



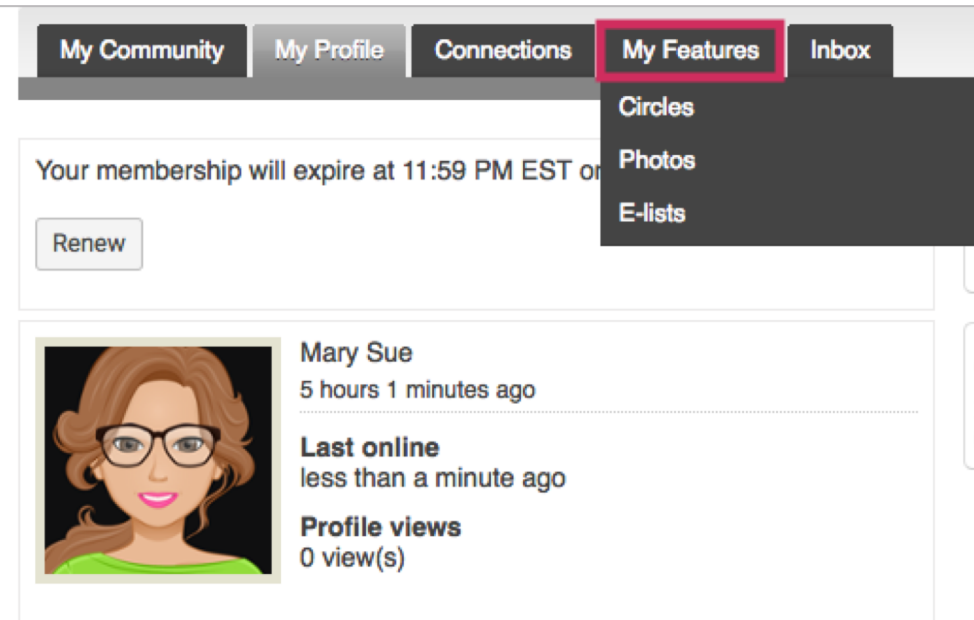


## My Features

Your member profile is now a gateway to connect and engage with other members of our community.

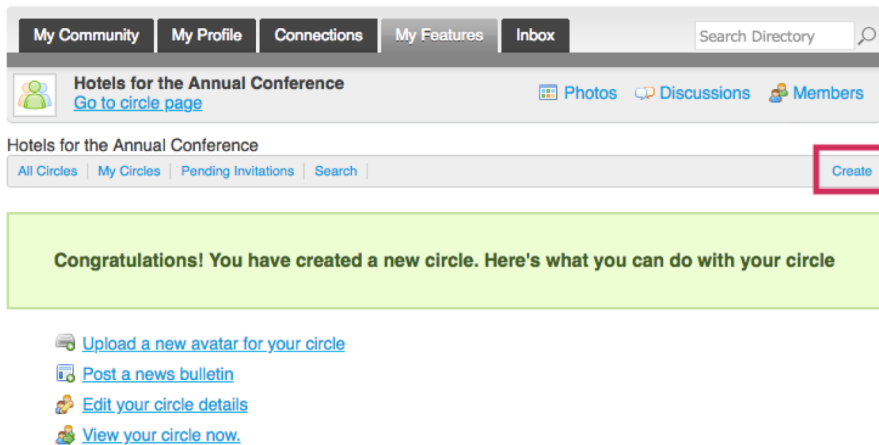
### ADMINS

See: [Ready To-Use Marketing For You Members for](#)  
Customizable collateral to hand out to your members



Some of the new features of our website include:

- Similar to Facebook™ friends or LinkedIn™ connections, you can now form connections with your friends and colleagues.
- Create albums and upload photos to your profile to share with other members.
- Status messages give you a way to share what you're working on with other members.
- Profiles have a "wall" where connections can leave messages for each other.
- Join user driven circles for special interest and discussion groups. You can create photo albums within Circles too!



# Circles

- User driven area for discussions and networking. Circles allow members to create and manage special interest groups within the social community area of their profile. Circle participation allows members to share photo albums, announcements and private discussion forums.



# Photos

Members can add photo albums to their profiles or they can share photos within their circles

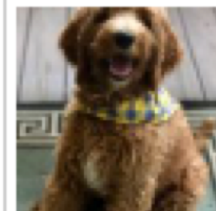
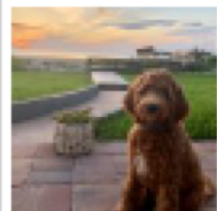
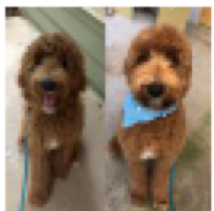
[My Community](#)[My Profile](#)[Connections](#)[My Features](#)[Inbox](#)

## My Dog

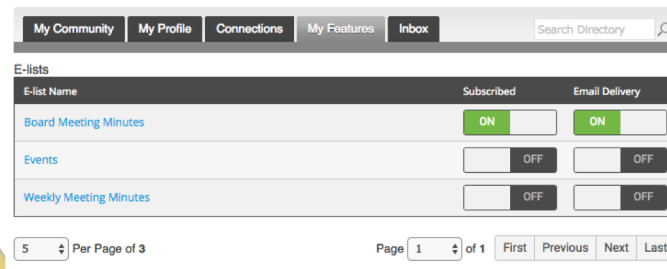
[All Photos](#)[My Photos](#)[Create Album](#)[Edit Album](#)[Upload photos](#)

### Description:

My Dog



# E-List

A screenshot of a web application interface for managing e-lists. At the top, there is a navigation bar with tabs: 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. A search bar labeled 'Search Directory' is on the right. Below the navigation bar, the 'E-lists' section is displayed. It contains a table with columns 'E-list Name', 'Subscribed', and 'Email Delivery'. The table lists three e-lists: 'Board Meeting Minutes' (Subscribed: ON, Email Delivery: ON), 'Events' (Subscribed: OFF, Email Delivery: OFF), and 'Weekly Meeting Minutes' (Subscribed: OFF, Email Delivery: OFF). At the bottom of the table, there is a pagination control showing '5' items per page, 'Page 1 of 1', and navigation buttons for 'First', 'Previous', 'Next', and 'Last'.

**Your membership includes access to our exclusive e-list (AKA, listserv).**

- This tool allows you to distribute messages to all of the members subscribing to the list with a simple email to the list address.
- Communicate with the membership through a single email.
- Manage your subscription and preferences through your member profile.

## To get started:

- Log into your profile.
- In the My Features tab, click E-Lists.
- Make sure you are subscribed to the list.
- Make note of the list address. (Add it as a contact in your personal inbox)
- Click Edit to control your preferences.
- Click the list name to see and search previous posts.

## To start participating:

- (From your profile) Click 'Post a New Message'
- (From your personal Email Inbox) Send an email to the list address using the email address that is listed in your profile.






# Inbox

Your Inbox will show you messages between you and other members. These are private direct messages between you and one other member.

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#)

Inbox  
Sent  
Write

Your membership will expire at 11:59 PM EST on Aug 28, 2019.  
[Renew](#)



**Mary Sue**  
5 hours 1 minutes ago  


---

**Last online**  
less than a minute ago  

---

**Profile views**  
0 view(s)

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#) 2



**Sarah Smith**  
So excited to be p  
1 hours 34 minutes  


---

**Last online**  
52 minutes ago  


---

**Profile views**  
2 view(s)

**My Status**  
Share your thoughts here...

**Notifications**  
**New Message:**  
 **Networking**  
Test 2, 27 Jan 2017, 09:56 AM  

---

**New Connection Request:**  
 Kelly MemberClicks wants to be your connection  
[Approve](#) [Remove](#)  
[Show all \(0\)](#)



## How to Renew Your Membership

- A member can renew their own membership in one of three ways:
- By paying the auto-generated Renewal invoice tied to their renewal notification
- By logging in and submitting a Renewal Form
- By logging in and using the 'Renew' option from the My Profile page

Here's an example of a renewal email that will be sent directly to your personal email inbox.



Kinsey,

We would like to take the opportunity to thank you for your support over the past twelve months. We value all contributions to MCU, and memberships make up the lifeblood of our organization. Your involvement is important and very much appreciated.

We know people have busy lives, so we wanted to take this opportunity to remind you that your membership with MCU will expire on 08/01/2016.

If you are still deciding whether to renew, or just haven't gotten around to it yet, please let us remind you of what you will be missing if you do not renew:

1. Networking Opportunities
2. Membership Directory Visibility
3. Discounted Event Registration
4. CE Opportunities

We hope that you will take the time to renew your membership and remain part of our community. It couldn't be easier - just click the link below to pay the attached invoice.

Your financial contributions truly are vital to our existence, but so is your membership - just knowing that you support what we are doing keeps us going.

[Click here to pay this invoice](#)

# Renew from your personal inbox

- Here's an example of a renewal email that will be sent directly to your personal email inbox.
- Simply click "Click here to pay this invoice" to be taken to your invoice to pay online or download to mail in payment.

MCU <mcu@memberclicks> 12:29 PM (0 minutes ago) ☆  
to kinsey ▾

Kinsey,

We would like to take the opportunity to thank you for your support over the past twelve months. We value all contributions to MCU, and memberships make up the lifeblood of our organization. Your involvement is important and very much appreciated.

We know people have busy lives, so we wanted to take this opportunity to remind you that your membership with MCU will expire on 08/01/2016.

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Your financial contributions truly are vital to our existence, but so is your membership - just knowing that you support what we are doing keeps us going.

[Click here to pay this invoice](#)

# Renewal Form

Please take our renewal form to renew your membership for the next year.

By taking the renewal form, it allows you the opportunity to update your information, and add any linked profiles as needed.

Once you have completed our renewal form, a renewal invoice will be generated and emailed to you.

*Note: In order to renew, you must have received a renewal email notification.*



Member Lc

Home

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Membership

Events

Members Only

Contact Us

## Membership

To update and renew your organization's membership, choose from the membership options below.

### Membership Options

1 period - \$1350.00 (through Aug 28, 2020)

Organization Name\*

MemberClicks

Organization Address

3495 Piedmont Rd. NE

Bldg. 12, Ste. 110

Atlanta

Georgia

30305

United States

Organization Email (this address will receive renewal reminders)\*

msfindlater@memberclicks.com

Organization Phone

404-879-2800

Next

# Renew From Your Profile



Log in



Navigate to 'My profile'



Click 'Renew'

My Community

My Profile

Connections

My Features

Inbox

Your membership will expire at 11:59 PM EST on Aug 28, 2019.

Renew



Addy Bauermeister

3 years ago

**Last online**

less than a minute ago

**Profile views**

30 view(s)



# Pay Your Renewal Invoice

Once you have clicked submit, you will be taken to your renewal invoice to pay.

**Paying an Invoice:** Paying an invoice couldn't be easier. Simply click on the button at the bottom 'Pay Now'. Our payment area will come up for you to enter your card and billing information.

[My Community](#) [My Profile](#) [Connections](#) [My Features](#) [Inbox](#) 2

Transactions

OPEN

MemberClicks  
3495 Piedmont Rd. NE  
Bldg. 12, Ste. 110  
Atlanta, Georgia 30305  
United States

Invoice # 435841

Invoice Date 11/13/2018

Invoice Due 08/28/2019

Amount Due \$1350.00

Transactions

Description	Amount
Membership Renewal - Organization - MemberClicks (through August 28, 2020) Mary Sue Duncan McCreery Kinsey Mahan Jill Mahan Teresa Herman Jay Fitzmaurice Addy Bauermeister	\$1350.00

Total Amount	\$1350.00
Amount Paid	-\$0.00
Amount Due	\$1350.00

NOTES

Thank you for your sponsorship payment! Contact 1-800-REFRESH with questions.

Pay Invoice

Download Invoice