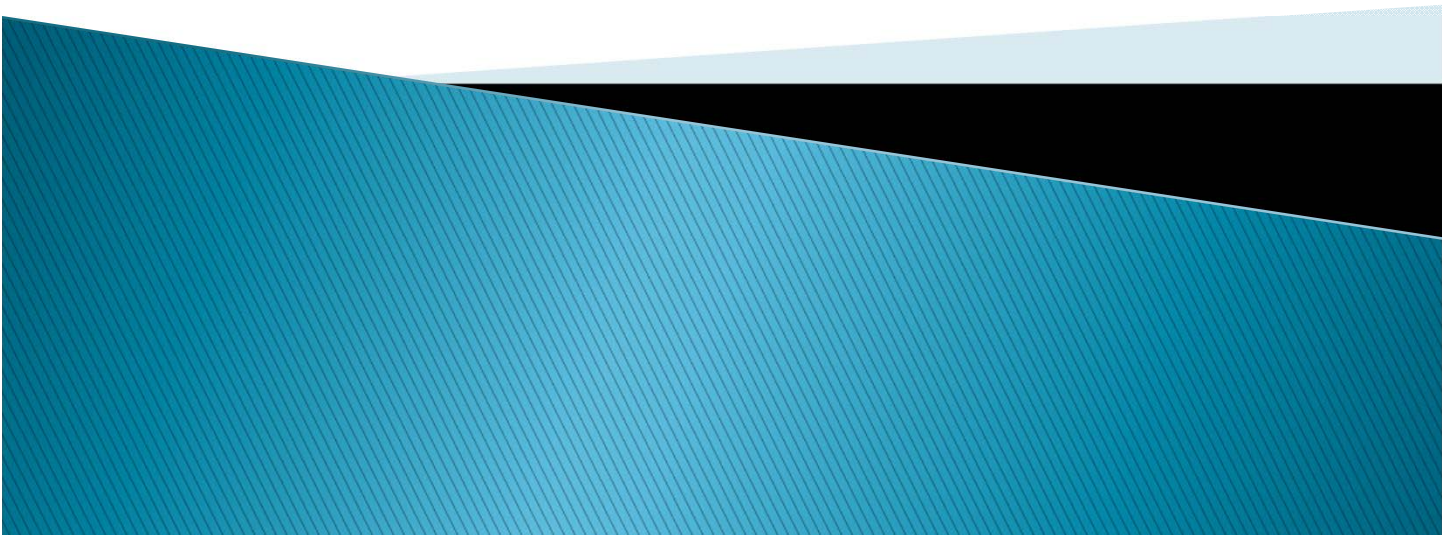


CMRTA Website

Handbook:

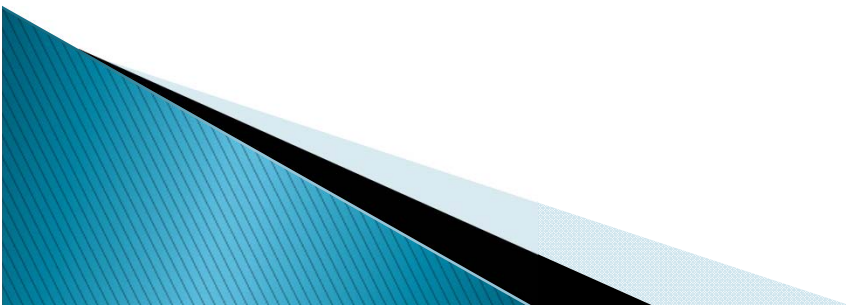


Content

- ▶ Logging In
- ▶ Update Personal Account Information
- ▶ Update City Account Information
- ▶ Looking Up E-List Results
- ▶ Sending an E-List Survey
- ▶ Sending E-List Results to Members
- ▶ Search for City Information
- ▶ Search for Employee Information
- ▶ Associate Member Contact Information
- ▶ How to Renew CMRTA Annual Membership
- ▶ Adding/Removing Employees from the City Profile

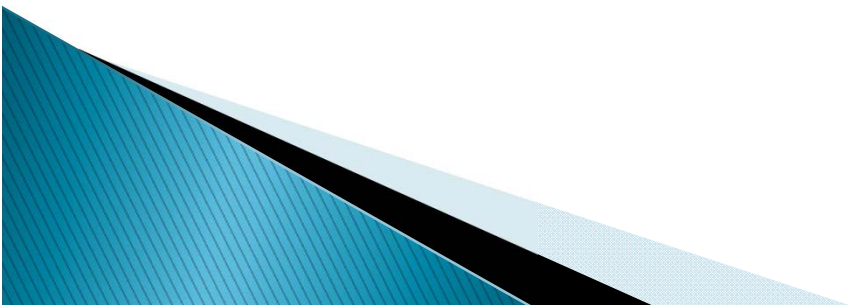
Logging In

- ▶ Go to our website www.cmrrta.org
 - ▶ Enter your username, which is your City email address.
 - ▶ If you have never logged in to the new website you will need to create a password.
 - ▶ Click Password Reset and an email will be sent to you.
 - ▶ Follow the instructions to create your password.
-
- ▶ If you do not receive an email, send a message to Contact CMRTA under the Quick Links header.



Update “Personal” Account Information

- ▶ From the member landing page, click My Profile.
- ▶ Scroll down the page to see your personal information.
- ▶ Click the Edit button to the right of your Username to make any necessary changes.
- ▶ Hovering over the My Profile tab again is where you will go to add a profile picture & change your password.



Update “City” Account Information

To make changes to the City Profile you must be listed as the Key Contact.

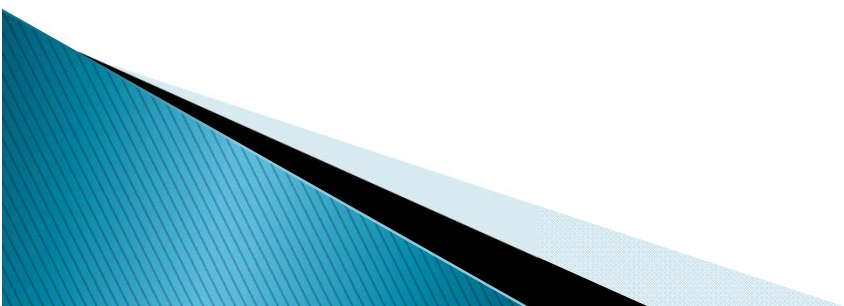
Please make any necessary updates.

- ▶ From the member landing page, click My Profile.
- ▶ Hover over My Profile again and choose Your Organization.
- ▶ Scroll down the page to see the City information.
- ▶ Click the Edit button to the right of the Member Status to make any your changes.

Important:

- ▶ The City email address should be for the individual that is responsible for renewing the CMRTA Annual Membership.

Annual membership emails are sent on December 1st and due by December 31st, each year.

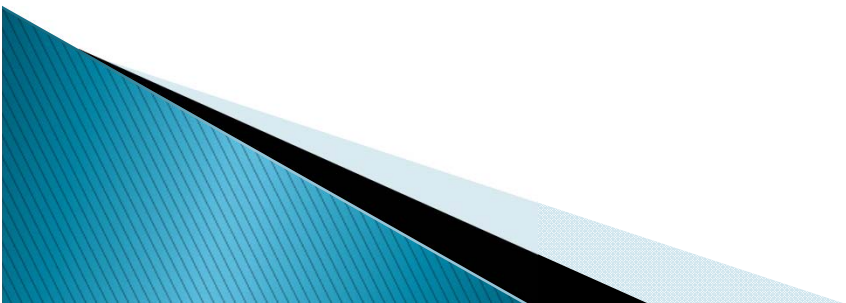


Looking up E-List Results

- ▶ From your Profile page, choose E-Lists under the My Features tab.
- ▶ Choose E-List Survey Results

There are a couple of ways to search the results for the message you are looking for:

1. Search by Author
 2. Search by Subject
- ▶ Type your keyword (name, subject) in the search box
 - ▶ Click Search

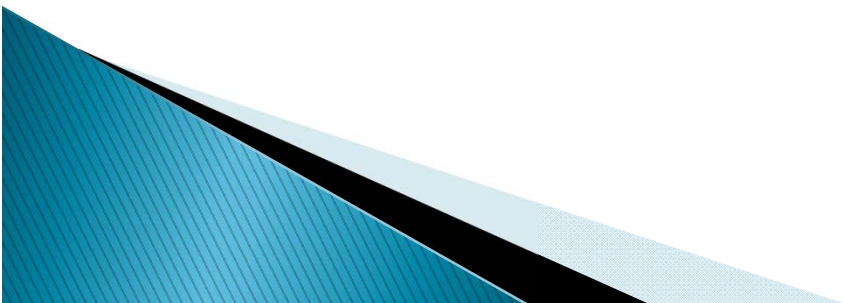


Sending an E-List Survey or Posting a Job

(formerly ListServ)

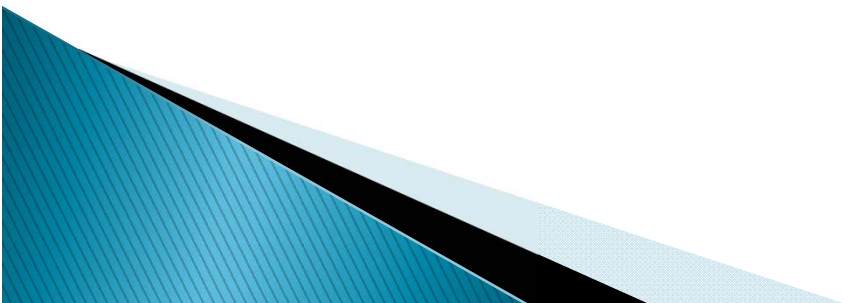
- ▶ From your Profile page, choose E-Lists under the My Features tab.
- ▶ Click on State E-List, for survey or Job Postings, to post a job
- ▶ Click “Post a New Message”
- ▶ Enter your subject
- ▶ Enter your message
 - Attach file, if applicable
- ▶ Click Send Message

- ▶ Remember to compile a list of all the results you receive and send it out to all members.



Sending E-List Results to Members

- ▶ From your Profile page, choose E-Lists under the My Features tab.
- ▶ Click on E-List Survey Results.
 - Make sure you are subscribed to all E-lists that you wish to send or receive messages thru.
 - CMRTA State E-List
 - Messages from CMRTA State Board or E-List questions from other members.
 - Division 1 thru 4
 - Messages from CMRTA Division Boards regarding meetings or announcements.
 - E-List Survey Results
 - Where to find survey results posted by other member cities.
 - Job Postings
 - From other member cities.
- ▶ Click “Post a New Message”
- ▶ Enter your subject
- ▶ Enter your message
- ▶ Upload your results
- ▶ Click Send Message

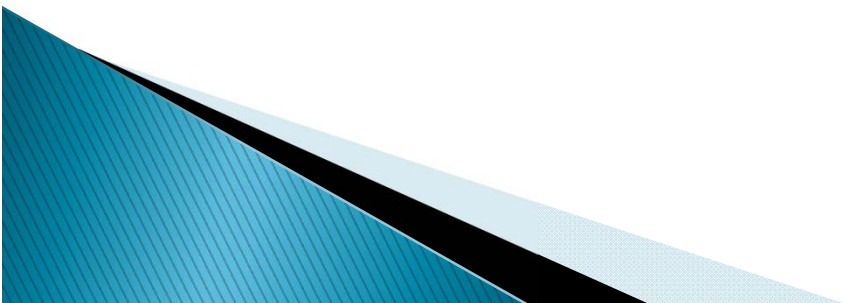


Search for City Information

You can search by Organization (City) Name or Division. The list results will be for Active Member Cities.

- ▶ From the Member Landing Page
(the page where your Name Badge is located)

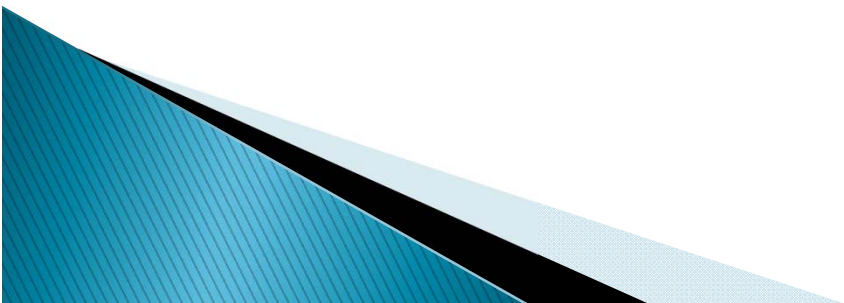
 - ▶ Click Member Directory
 - ▶ Search by Organization, type in just the Name of City
 - Long Beach (correct)
 - City of Long Beach (incorrect)
 - ▶ Click Search
- OR
- ▶ Search by Division, fill in the bubble next to the Division
 - ▶ Click Search



Search for Employee Information

You can search by Organization (City) or Division. The list results will be for Active Member Cities.

- ▶ From the Member Landing Page,
(the page where your Name Badge is located)
 - ▶ Under the Quick Links header, choose Employee Search.
 - ▶ Search by Organization, type in just the Name of City
 - Long Beach (correct)
 - City of Long Beach (incorrect)
 - ▶ Click Search
- OR
- ▶ Search by Division, fill in the bubble next to the Division
 - ▶ Click Search

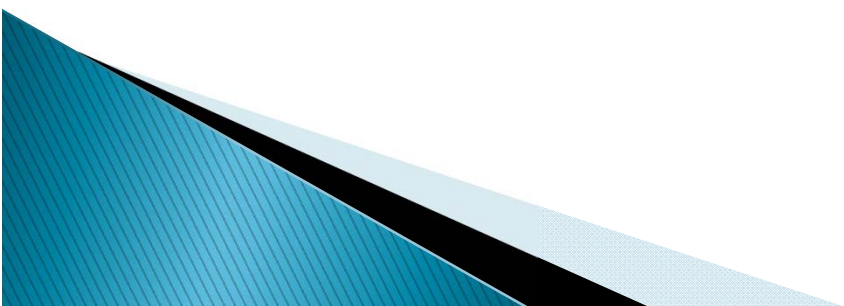


Associate Member Contact Information

To contact one of our Associate Members:

- ▶ From the Member Landing Page
(the page where your Name Badge is located)
- ▶ Click Associate Members

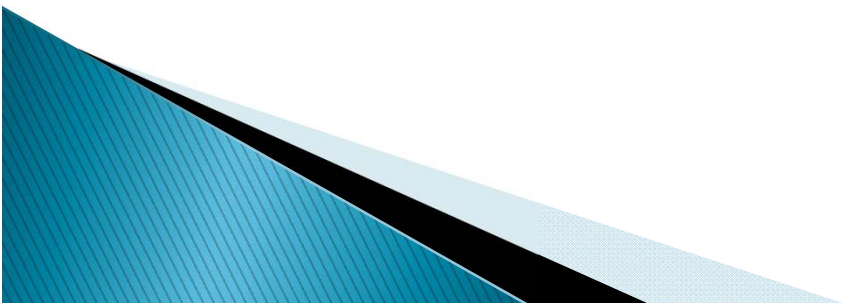
The results will be for our Active Associates.



How to Renew a City Membership

Your CMRTA annual membership renewal invoice is sent each year on December 1st to the email address on file for the City.

- ▶ From the Member Landing Page,
(the page where your Name Badge is located)
- ▶ Click the My Profile tab above your name badge.
- ▶ If your membership needs to be renewed, you will see a message above your photo.
- ▶ Click Renew
- ▶ Click Submit, at the bottom of the page.
- ▶ At the bottom of the invoice you will have the following choices:
 - Pay Invoice, online (credit card only)
 - Download Invoice, to mail in your check



Adding / Removing Employees from the City Profile

To Add or Remove Employees from the City Profile you must be listed as the Key Contact.

- ▶ From the Member Landing Page / My Profile / (hover) Your Organization
- ▶ Choose Individual Profiles, above Organization Logo
- ▶ To Add:
 - Click Create Linked Profile
 - Enter Username = Same as Email
 - Enter First Name / Last Name
 - Enter Email Address
 - Click Save
 - Have the new employee follow the Login Instructions
- ▶ To Remove:
 - Click on Unlink, to the right of the persons name.
 - Confirm choice by clicking on Unlink Profile.

