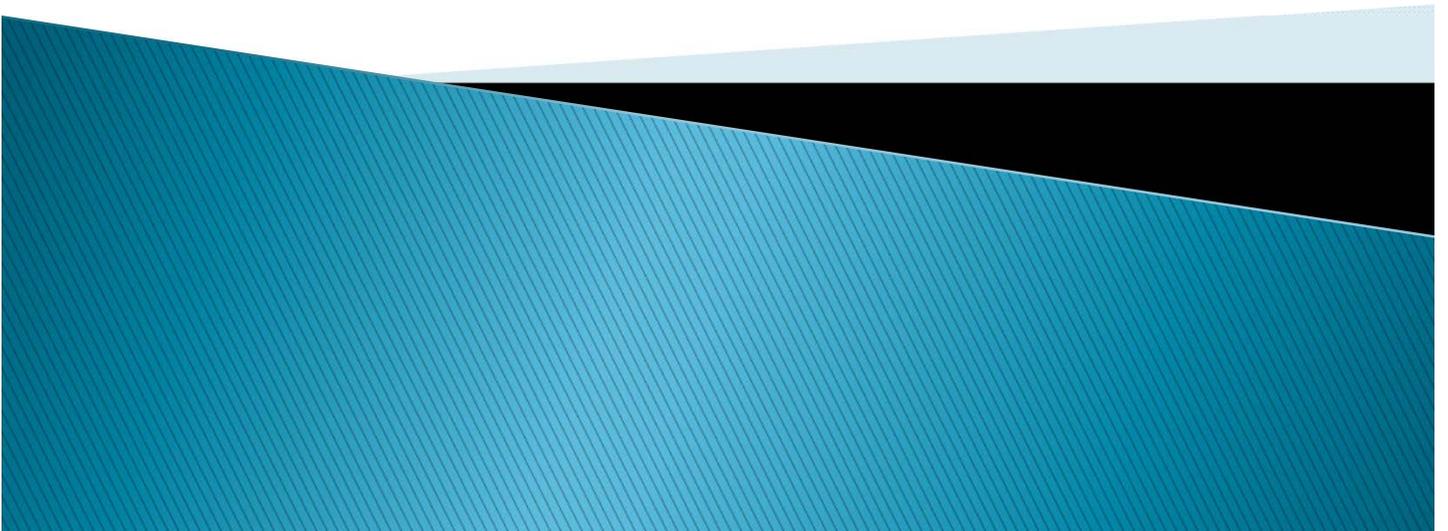


# CMRTA Website

Handbook:

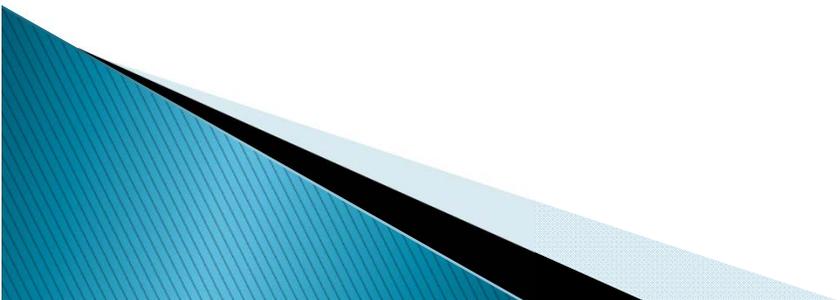


# Content

- ▶ Logging In
- ▶ Update Personal Account Information
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- ▶ 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
- ▶ Contact CMRTA

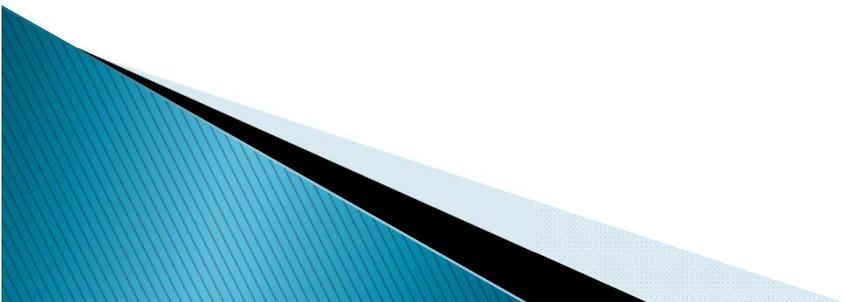
# Logging In

- ▶ Go to our website [www.cmrrta.org](http://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.

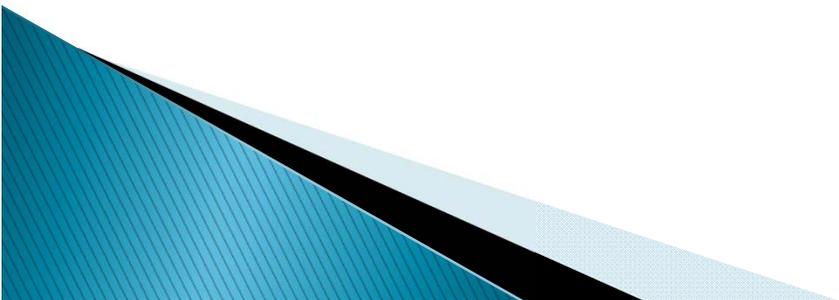
Please make any necessary updates.

- ▶ 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 1<sup>st</sup> and due by December 31<sup>st</sup>, each year.

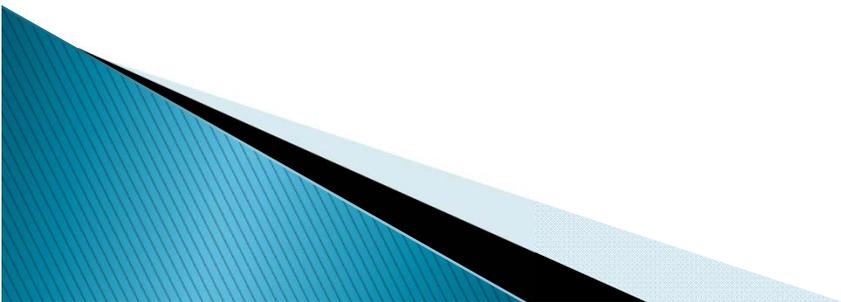


# Looking up E-List Results

- ▶ 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:

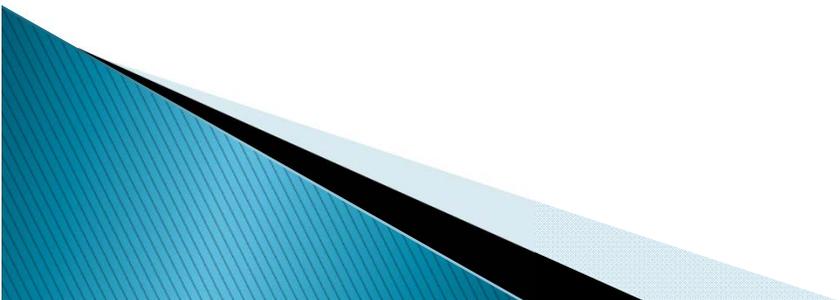
1. Search by Author
  2. Search by Subject
- ▶ Type your keyword (name, subject) in the search box
  - ▶ Click Search



# Sending an E-List Survey or Posting a Job

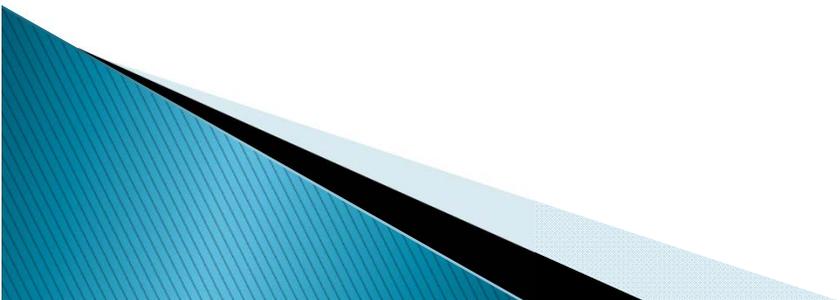
(formerly ListServ)

- ▶ 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

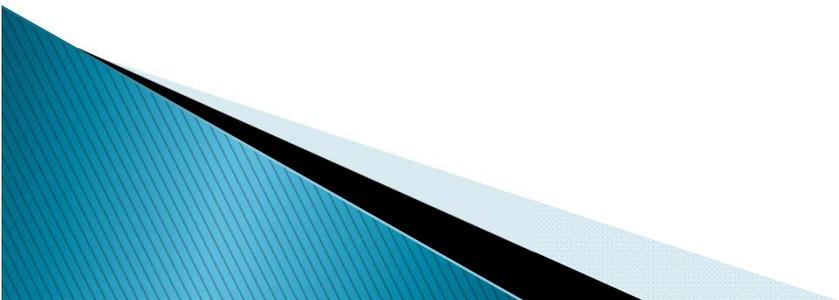
- ▶ From your Profile page, choose E-Lists under the My Features tab.
- ▶ Click on E-List Survey Results.
  - Make sure you are subscribed to all E-lists that you wish to send or receive messages thru.
    - CMRTA State E-List
      - Messages from CMRTA State Board or E-List questions from other members.
    - 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.

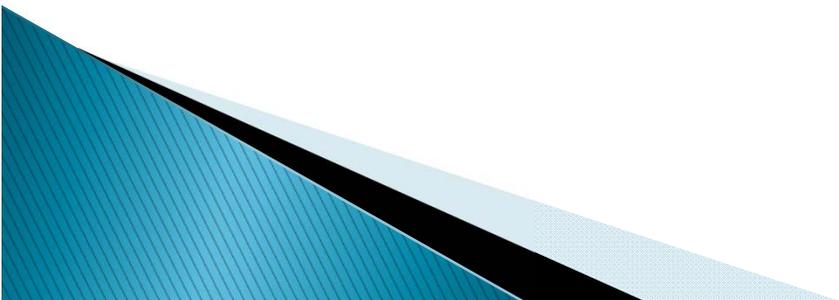
- ▶ From the Member Landing Page  
(the page where your Name Badge is located)
  
  - ▶ Click Member Directory
  - ▶ Search by Organization, type in just the Name of City
    - Long Beach (correct)
    - City of Long Beach (incorrect)
  - ▶ Click Search
- OR
- ▶ Search by Division, fill in the bubble 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

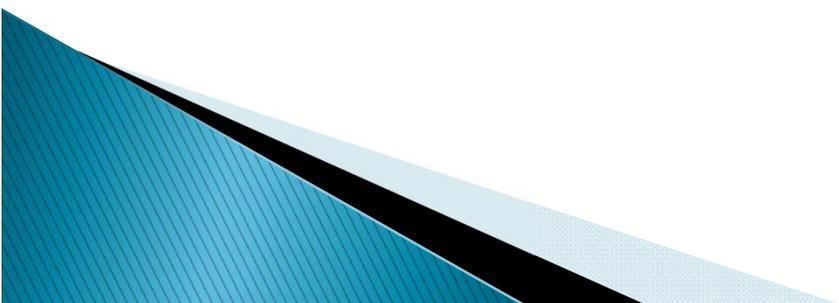


# Associate Member Contact Information

To contact one of our Associate Members:

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

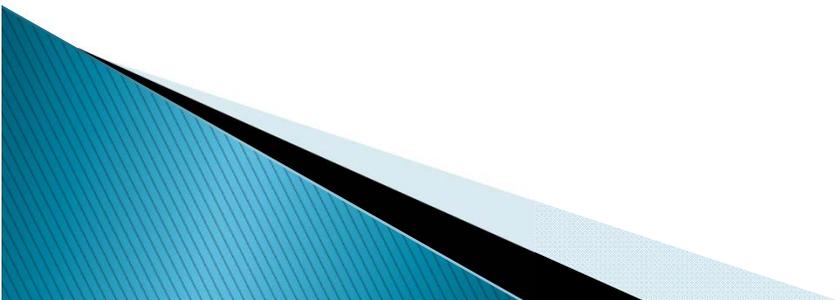
The results will be for our Active Associates.



# How to Renew a City Membership

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

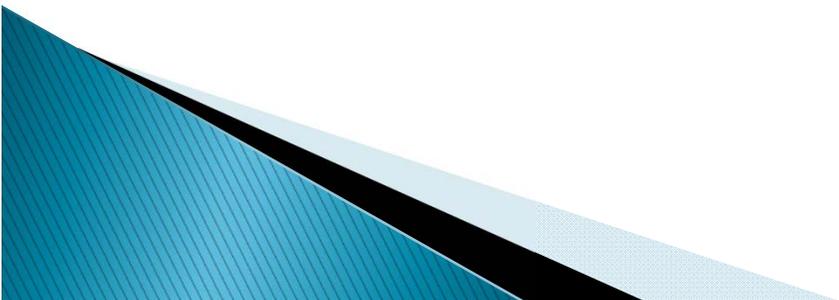
- ▶ From the Member Landing Page,  
(the page where your Name Badge is located)
- ▶ Click the My Profile tab above your name badge.
- ▶ If your membership needs to be renewed, you will see a message above your photo.
- ▶ Click Renew
- ▶ Click Submit, at the bottom of the page.
- ▶ At the bottom of the 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.



# Questions?

## Contact:

Sheri Lund

CMRTA State Web Chair

925/943-5873

[statewebchair@cmrta.org](mailto:statewebchair@cmrta.org)

