



Updowntowners Website

www.updowntowners.org

Member's Guide

The Updowntowners Website is the best way to find the most current Updowntowners information. As a member of the Updowntowners, you have access to the entire site, including the Members Only section. This area allows you to get involved in Updowntowners, meet other members and communicate with them.

Your key to success:

Immediately upon arriving to www.updowntowners.org, you should log on as a member of the site. This gives you full access to the Website at all times which means that in registering for events or volunteering, the forms will prepopulate with your information, saving you time.

- From the front page of the site, log in from the Members Bar across the top.
- Your username is the e-mail you have registered with Updowntowners. If you do not remember your e-mail, contact info@updowntowners.org.
- If you have forgotten your password, use the link provided to have it e-mailed to you.

Your Members Only section:

When you visit the Members Only section you can:

- Search the Member Directory by name or company.
- Modify your account information.
- Select the areas of interest so you can be contacted for opportunities.
- Get involved by searching a list of available opportunities.
- Volunteer for events.
- View the Member Spotlight.
- Make suggestions.
- Submit news stories.

Your account information:

Your account information is comprised of several areas. Please keep this information updated so we or other members can contact you.

To modify your account info, follow these steps:

- Click on modify next to Your Account Info.
- Update your e-mail (username), password and name.
- Enter your date of birth (please enter your year for statistical information as this cannot be viewed on the site except by you and the executive director).
- Write a short bio highlighting your work background and hobbies. This can be just a few lines of copy that will help you connect with other members.

- Determine if you want your biography and address information viewed in the Membership Directory. Remember, this password protected area is a great way to network with other Updowntowners.
- Enter employer and address information.
- Select which address you wish information to be sent. This will also be the address that appears in the Membership Directory.
- Enter your phone numbers and select your primary phone as this will be the phone number that appears in the Membership Directory.
- Upload a photograph. This is beneficial as many people remember faces better than names.
- Determine what interests you have in Updowntowners from the list available. This helps committee leaders recruit new talent so you can truly benefit from your membership.

Your committees:

If you sit on a committee with the Updowntowners, you gain special access to a committee area in the Members Only section. From there you can:

- Contact one or all of your committee via e-mail with a few simple clicks.
- Review e-mail communications associated with this committee.
- Download minutes and other electronic file resources generated by the committee.
- Set meetings and view scheduled meetings of the committee.

Volunteering for an event:

As a member you can view your volunteer commitments.

Volunteering for an event as a member is easy:

- Select the event that interests you.
- Review the volunteer opportunity grid.
- Choose the position and timeframe that works for you.

Registering for an event:

Some events, such as membership lunches, have online registration capabilities. Those are denoted with a special button that says Register for this Event. To register, simply click on the button and complete the payment options. You will receive an e-mail notification that you have registered.