

A Member's Guide to the Members-Only Area

Maryland Tourism Coalition

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

Brought to you by



The screenshot displays the user interface of the Maryland Tourism Coalition's members-only portal. At the top, the MTC logo is on the left, and a navigation menu includes links for Home, About, Join, Government Affairs, Event Calendar, Directory of MTC members, Gallery, Contact Us, and Contact. Below this is a red banner with a welcome message to "Mock Up Company", a user profile icon, and links for "Change Password" and "Log Out". A secondary navigation bar contains links for "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Resources". The main content area is divided into three sections: 1) A profile section for "Mock Up Company" showing contact details (Email: stuart@mdtourism.org, Phone: (443) 563-1315, Address: 123 Main, Annapolis, MD 21401) and a "Pay open invoices" section with a "PAYMENT HISTORY" button and a "PAY INVOICES" button. 2) A "1 open invoices" section showing an invoice for "Mock Up Company" for \$1100.00. 3) A "3 Related Profiles" section listing "Stuart Rice" as an Admin Assistant with a "Main Contact" link.



Membership has its privileges

- Our website is powered by MemberClicks by Personify, the association industry's most powerful Association Management Software system.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us!

What can I do here?

- Update your contact information (plus organization information if you're the main contact or an editor)
- Pay invoices for any related profiles (main contacts/editors)
- Access members only content
- Upload media (company logo, staff pictures, directory photo gallery and video)
- Change your password



Mock Up Company

Email: stuart@indtourism.org Phone: (443) 563-1315

Address: 123 Main, Annapolis, MD 21401 Title:

1 open invoices

Mock Up Company \$100.00

[PAYMENT HISTORY](#) [PAY INVOICES](#)

My Events

[View all events »](#)

August 11, 2022
Summer Soiree - Membership Appreciation & Legislative Reception 2022

Committees

Membership

Stuart Rice
2/28/2022

3 Related Profiles

[Add a profile](#) [View and edit all »](#)

**Stuart Rice**
Admin Assistant

stuart@indtourism.org
★ Main Contact

**Bill Bigbucks**
Billing Manager

news@indtourism.org
(443) 563-1315
Billing Contact

**Ruth Toomey**
Executive Director

ruth@indtourism.org



Log in to take control of your membership

- You will need to use your username and password to gain access to our private Members Only Area, or to receive special discounts on event registrations.
- If you ever forget your password, click the 'Forgot your password?' link to receive an email with a password reset link

Login

Username

Username

Password

Password

☐ Remember My Login

Login

[Forgot your password?](#)



Edit This Profile

This link will open a page that allows you to update much of the information on your profile. If you are an Editor for your related organization(s), you can click Switch Profile at any time to edit additional profiles. This helps us ensure we always have the latest information about you and your business.

You can edit the following information:

- Name, address, and other basic contact information
- Directory Listing category and descriptions
- Relationships you have to other profiles (including adding new profiles you are related to)
- Social media accounts

Edit This Profile

- You have the ability to edit your profile. Staff marked as Main Contact or Editor are able to edit their related Organization(s) as well.
- Once you make changes, they are submitted for approval by our association.
- If you have the right permissions, you can also edit the profiles related to your organization.

Hi Mock Up Company! You're currently viewing your organization profile

[Change Password](#) [Log Out](#)

[Member portal home](#) [Edit this profile](#) [Pay open invoices](#) [Relationships](#) [Additional Resources](#) ▼

Profile Edit

General information

Additional Addresses

Additional Phones

Additional Emails

Directory Listing

Social Media

Update Your Preferences

 Mock Up Company

CANCEL

SAVE AND CONTINUE EDITING

SAVE THIS PROFILE

Report Name

Mock Up Company

Title

Address

123 Main

City

State/Province

Zip Ext

Annapolis

MD ▼

21401

County

Anne Arundel

Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations
- All updates you make are submitted for approval.
- Make sure to Save.


Mock Up Company

ADD A PROFILE

Related Profiles

There are 3 relationships

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
Filter	Filter	Filter	Filter	Filter by name	Filter by title	Filter by email	Filter by	Filter By Type	
☒	☐	☐	☒	 Stuart Rice	Admin Assistant	stuart@mockup.com		Employee	ACTIONS
☐	☒	☐	☐	 Bill Bigbucks	Billing Manager	new@mockup.com	(842) 343-1111	Employee	Edit Delete
☐	☐	☒	☐	 Ruth Turney	Executive Director	ruth@mockup.com		Employee	ACTIONS

Show 20

1



View Invoices

- From the Members Only home page, Main Contacts and Editors can view all open invoices for their related profiles as well as renewal information
- You can view Payment History and click to Pay Invoices.

1 open invoices

Mock Up Company \$100.00

[PAYMENT HISTORY](#)[PAY INVOICES](#)

Open invoices across accounts

PAY NOW Select invoices below to pay

☐	Due date ↕	Invoice date ↕	Invoice ↕	Invoiced profile ↕	Description	Item amount ↕	Paid ↕	Due ↕
☐	2/08/2022	2/08/2022	2018912	Mock Up Company	Spring Seminar Sponsorship	\$100.00	\$0.00	\$100.00

1

Pay Open Invoices

- Click Pay Open Invoices from top Navigation menu or the Pay Invoices button on the right side of the home page
- Main Contacts and Editors will see company invoices, other staff will view only invoices connected to their individual profile
- Select any invoices you would like to pay by checking the box in the first column
- To print an invoice, click on the Invoice Number link.



Paying Invoices

- Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information

The screenshot shows a 'Payment details' pop-up window with a purple border. The title 'Payment details' is in the top left, and the amount '\$450' is in the top right. The form contains the following fields:

- Name On Card:** A text input field.
- Card Number:** A text input field.
- Security Code:** A text input field.
- Month:** A dropdown menu showing '4'.
- Year:** A dropdown menu showing '2021'.
- Address:** Two stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu showing 'AZ'.
- Zip / Postal Code:** A text input field.
- Country:** A text input field.

At the bottom right, there are two buttons: a grey 'CANCEL' button and a blue 'SUBMIT PAYMENT' button.

Additional Resources – Members Only Content

- You can access members only content and resources under the Additional Resources link in the top navigation menu.
- Add your events to the MTC calendar
- Add Coupons for Members only

The screenshot shows a web interface for a member profile. At the top, a red navigation bar contains the text "Hi Mock Up Company! You're currently viewing your organization profile" on the left, a user icon in the center, and "Change Password" and "Log Out" on the right. Below this, a secondary red bar has links: "Member portal home", "Edit this profile", "Pay open invoices", "Relationships", and "Additional Resources" (which is highlighted with a dropdown menu). The dropdown menu lists "Add a coupon for MTC members" and "Add an event to MTC's calendar".

The main content area is white. On the left, the "Mock Up Company" profile is displayed with a logo of three red squares. Contact information includes an email "stuart@mockup.com", a phone "(443) 563-1218", an address "123 Main, Annapolis, MD 21401", and a title. Below this is a "My Events" section showing an event for "August 17, 2022: Summer Soiree - Membership Appreciation & Legislative Reception 2022" with a "View all events" link.

On the right, there are two sections. The first is "1 open invoices" for "Mock Up Company" with a balance of "\$100.00", featuring buttons for "INVOICE HISTORY" and "PAY INVOICES". The second is "3 Related Profiles" with links to "Add a profile" and "View and edit all". It lists three members: Stuart Rice (Account Executive), Bill Bigbucks (Billing Manager), and Ruth Thomey (Executive Director), each with their email and phone number.



View MTC events you registered for, Committees you are on and Upload your logo.

- From the home page of your profile and any related profiles (for main contacts and editors), you can view event history, committee involvement.

The screenshot displays a user profile interface. At the top, the user's name 'Andrew' and address '123 Main, Anytown, MD 21401' are shown. Below this, the 'My Events' section lists an event titled 'Summer Soiree - Membership Appreciation & Legislative Reception 2022' on August 17, 2022, with a 'View all events' link. The 'Committees' section shows the user is on the 'Membership' committee, with a 'Show inactive committees' checkbox. On the right, the '3 Related Profiles' section lists Stuart Rice (Main Contact), Bill Bigbucks (Billing Contact), and Ruth Towner (Executive Director), each with their email address and a 'View and edit all' link.

Related Profiles	Add a profile	View and edit all
 Stuart Rice Main Contact stuart@mtcusa.org		
 Bill Bigbucks Billing Contact bills@mtcusa.org		
 Ruth Towner Executive Director ruth@mtcusa.org		

Upload media

You have the ability to upload logos, pictures, and documents directly to your account, as well as images and videos for your directory listing, if you have an enhanced membership level.

Our Online Member Directory can display images and videos on your listing, depending on your membership level. When accessed, this section of your members-only area will allow you to upload this media directly to your listing on the directory, so you can promote yourself as best as possible.

If you have the right member level, the images or video will display automatically on your directory listing; if you don't have the right level it will not appear (but it will be stored in your profile).

Click the '+ Add new' button to add new content!

Upload Media

[+ Add new](#)



Change your password

- The best parts of our website are restricted to only be used by members and their approved employees or related profiles. You can change your password at any time on the top right menu of the Members Only page.
- Once you have a username and password, you can use it to access any members-only or restricted items, like event discounts and other self-service items we offer.

Current Password

New Password

Repeat Password

CANCEL

CHANGE PASSWORD

Enjoy discounts for event registration

- Many of our events offer exclusive discounts for members and their employees.
- Look for the login information to ensure you get every discount you deserve

www.mdtourism.org



[Home](#) [About](#) [Join](#) [Member Listings](#) [Government Affairs](#) [Events®](#) [Gallery](#) [Contact](#) [Member Login](#) 

Check out other areas of our website

- To access any of the public resources on our site and check out your Directory listing, you can use the links at the top of the portal



[Home](#) [About](#) [Join](#) [Member Listings](#) [Government Affairs](#) [Events®](#) [Gallery](#) [Contact](#) [Member Login](#) 



Need More Assistance?

Contact one of the following to set up a one-on-one:

Ruth Toomey, MTC Executive Director: Ruth@mdtourism.org

Stuart Rice, MTC Administrative Assistant: Stuart@mdtourism.org

Michelle Torres, MTC Membership Chair: mtorres@phillipsfoods.com

Andrew Ponti, MTC Membership Co-Chair: andrew.ponti@stmarysmd.com