



**CPRA**  
COLORADO  
PARKS & RECREATION  
ASSOCIATION

## How to Activate Your Account in the New CPRA System

### STEP 1:

Click the Activate Your Account button below or in the original email from CPRA.

**Activate Your Account**

Enter your name and email as they are listed in your current CPRA account.  
You will then receive an email entitled "Colorado Parks & Recreation Association Account Creation Link"

Colorado Parks & Recreation Association Account Creation Link ➔

Colorado Parks & Recreation Association [cpra@cpra-web.org](mailto:cpra@cpra-web.org) via growthzoneapp.com  
to me ▾

To create your account [click here](#)

Or if the link isn't working the website address is [https://coloradoparksrecreationassociationcpra.growthzoneapp.com/6zVKgzu\\_9W4\\_M](https://coloradoparksrecreationassociationcpra.growthzoneapp.com/6zVKgzu_9W4_M). This link is valid for 72 hours.

**Click the link provided in the email to activate your account.**

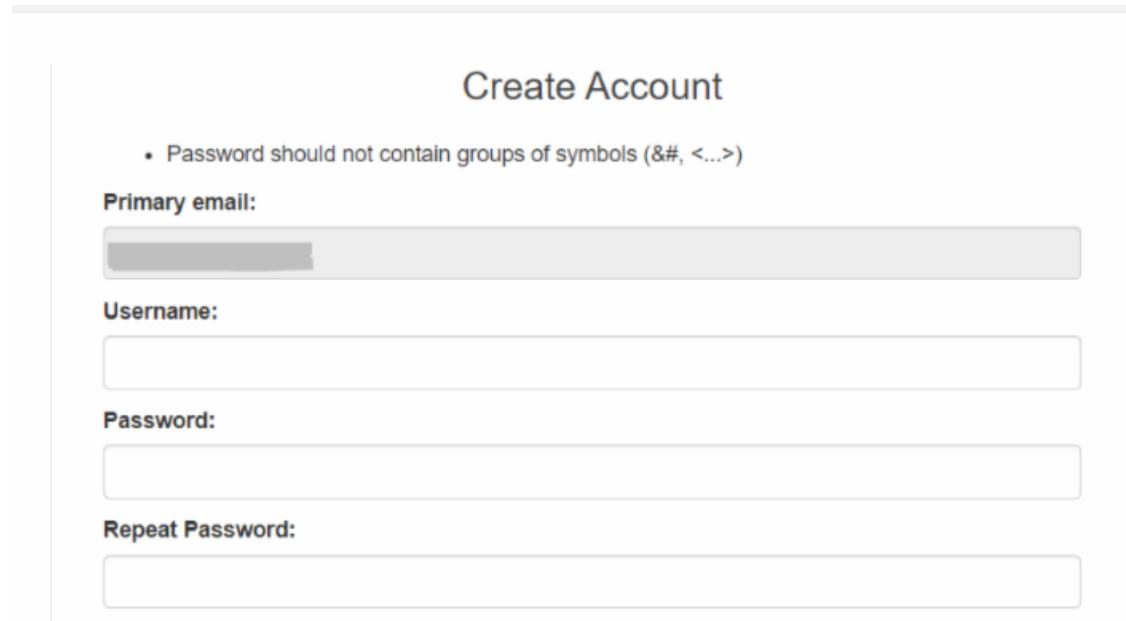
Activation links are only active for 72 hours, so please be sure to **complete this step within 3 days**.

Didn't receive a link or accidentally missed the 72-hour window? No worries! Contact us for assistance.

## Account Creation Assistance

### STEP 2:

**Once you've followed the link for your activation email, you'll be asked to create your personalized login credentials.**



• Password should not contain groups of symbols (&#, <...>)

**Primary email:**

**Username:**

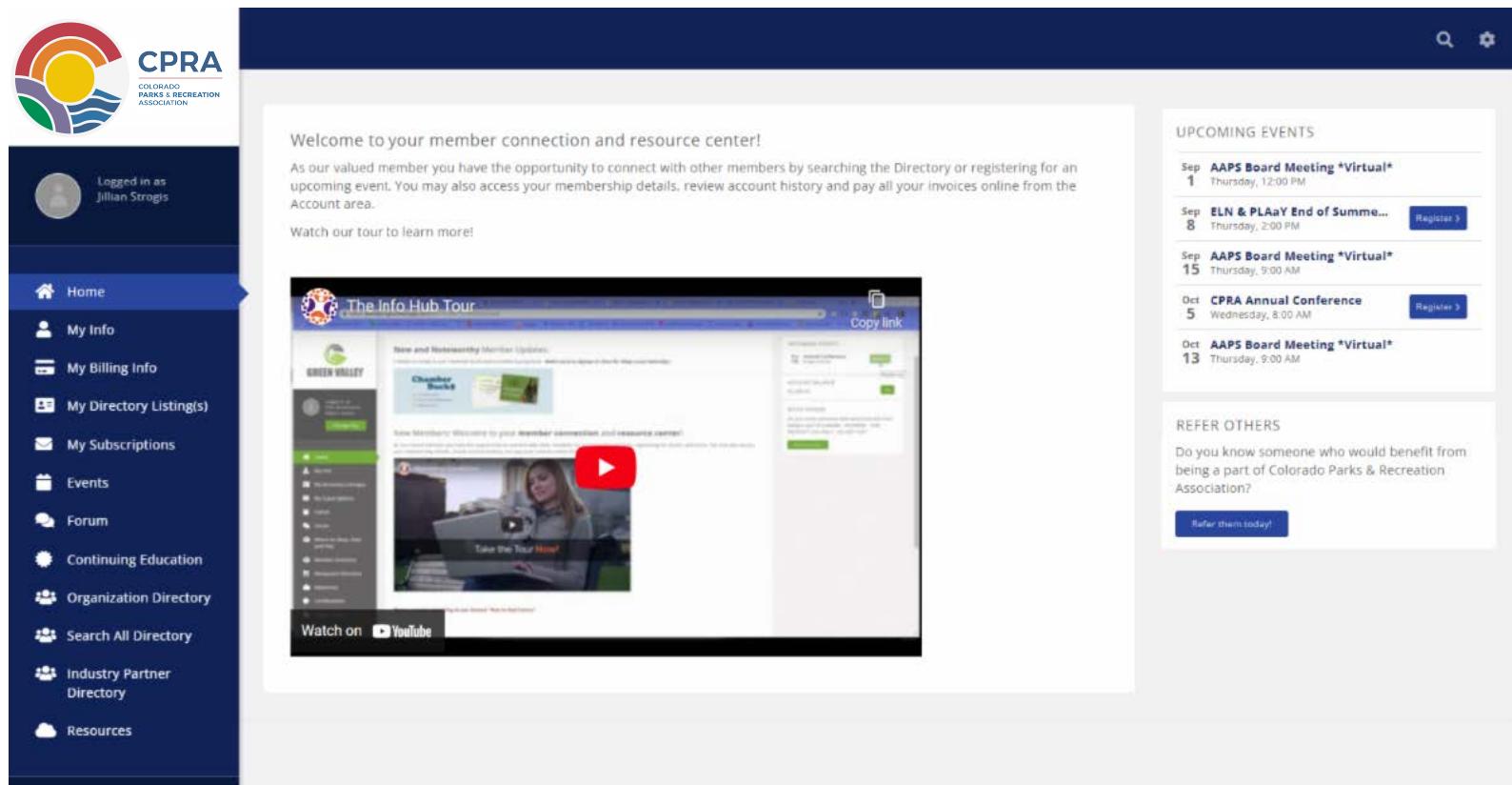
**Password:**

**Repeat Password:**

The primary email listed is the one we have on file for you. You can change this and add any additional details once you are in your account.

## You will then be directed to your new CPRA Member Info Hub!

This is where you will be able to view and manage all of your CPRA Member Benefits. Watch the Info Hub Tour video to get a better understanding of how to navigate the Info Hub.

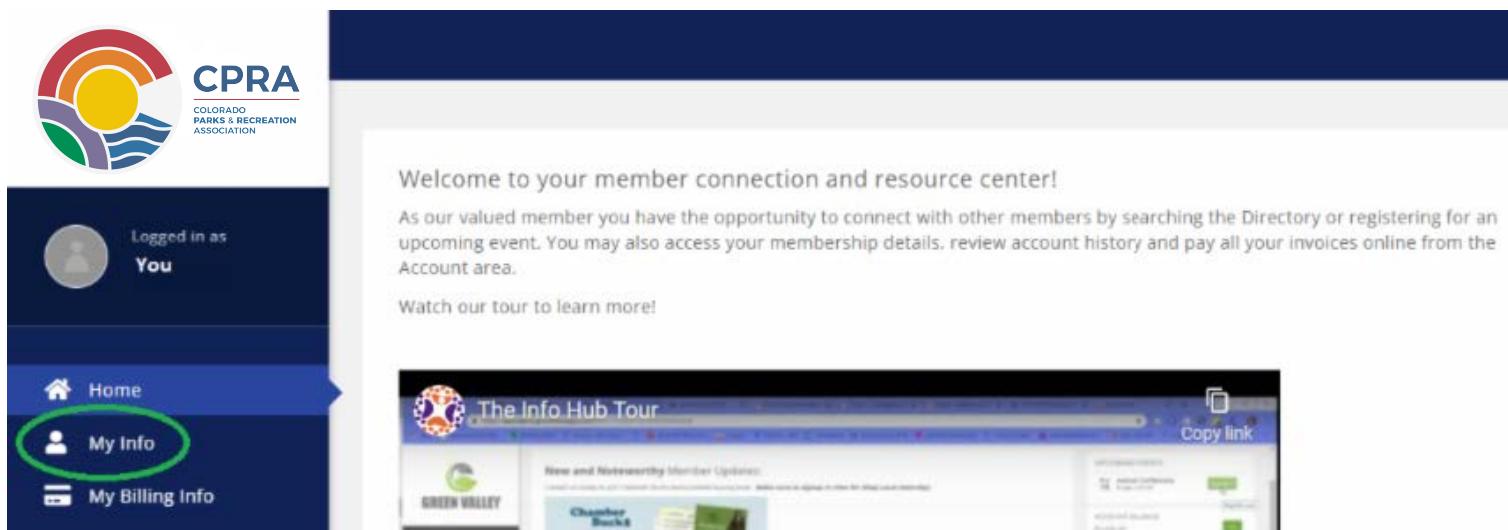


You will now have direct access to any personal billing info, your Section and Committee listings, your email subscriptions, and more! Here are some functions you will have access to through the Info Hub:

- Maintain your personal information
- View and register for upcoming CPRA events
- Join and manage your relevant Sections, Interests Groups, & Committees Post and interact with discussion topics in the new member Forum
- View member directories to stay connected with your peers and our partners

## STEP 3:

**Be sure to check out the My Info tab to ensure all of your information is present and accurate.**



Logged in as You

Home

My Info (highlighted with a green oval)

My Billing Info

Welcome to your member connection and resource center!

As our valued member you have the opportunity to connect with other members by searching the Directory or registering for an upcoming event. You may also access your membership details, review account history and pay all your invoices online from the Account area.

Watch our tour to learn more!

The Info Hub Tour

Green Valley Chamber Bucks

Copy link

Here you can update and add any relevant personal information.

**Go ahead and add an image and a bio!**

Your Name 	
CONTACT INFO	
Physical and mailing	CO 
Personal	_____ @gmail.com 
PROFESSIONAL BIO	
None to display	
BIO	
CATEGORIES	
None to display	

**You will need to be sure you've joined all of the Sections you wish to be a part of. Even if you are already a member of a Section, you will need to join that Section again from your Info Hub.**

You can join a Section with the plus sign to the right of the Lists/Committees section of your My Info tab.



From there, you can easily join any Sections or Interest Groups that are available and of interest to you.

Lists/Committees I can join ×

Search	Category		
Search...	Sections	ACTIONS	CATEGORY
		<input type="checkbox"/>	NAME
		<input type="checkbox"/>	<b>AAPS - Active Adults &amp; Programming Services</b>
		<input type="checkbox"/>	For any CPRA members whose roles relate to active adults & related programming.
		<input type="checkbox"/>	<b>Aquatics</b>
		<input type="checkbox"/>	For any CPRA members whose roles relate to aquatics.
		<input type="checkbox"/>	<b>CARA - CO Association of Recreational Athletics</b>
		<input type="checkbox"/>	For any CPRA members whose roles relate to recreational athletics.
		<input type="checkbox"/>	<b>Directors</b>
		<input type="checkbox"/>	For any CPRA members whose role is a form of Director for their agency.
		<input type="checkbox"/>	<b>Facility Management</b>
		<input type="checkbox"/>	For any CPRA members whose roles relate to facility management.
		<input type="checkbox"/>	<b>Fitness</b>
		<input type="checkbox"/>	For any CPRA members whose roles relate to fitness.
		<input type="checkbox"/>	<b>Parks</b>
		<input type="checkbox"/>	For any CPRA members whose roles relate to parks or open spaces.
		<input type="checkbox"/>	<b>PLAaY - Preschool Licensing Activities &amp; Youth</b>
		<input type="checkbox"/>	For any CPRA members whose roles relate to youth programming and licensing.
		<input type="checkbox"/>	<b>TRSC - Therapeutic Recreation Society of Colorado</b>
		<input type="checkbox"/>	For any CPRA members whose roles relate to therapeutic recreation.

Cancel Done

## Joining a Section or Interest Group will allow you to interact with that group's Forum.

You can ask questions, introduce new topics, and interact with other members' posts from the Forum tab.  
**This will be our new Connected Community.**

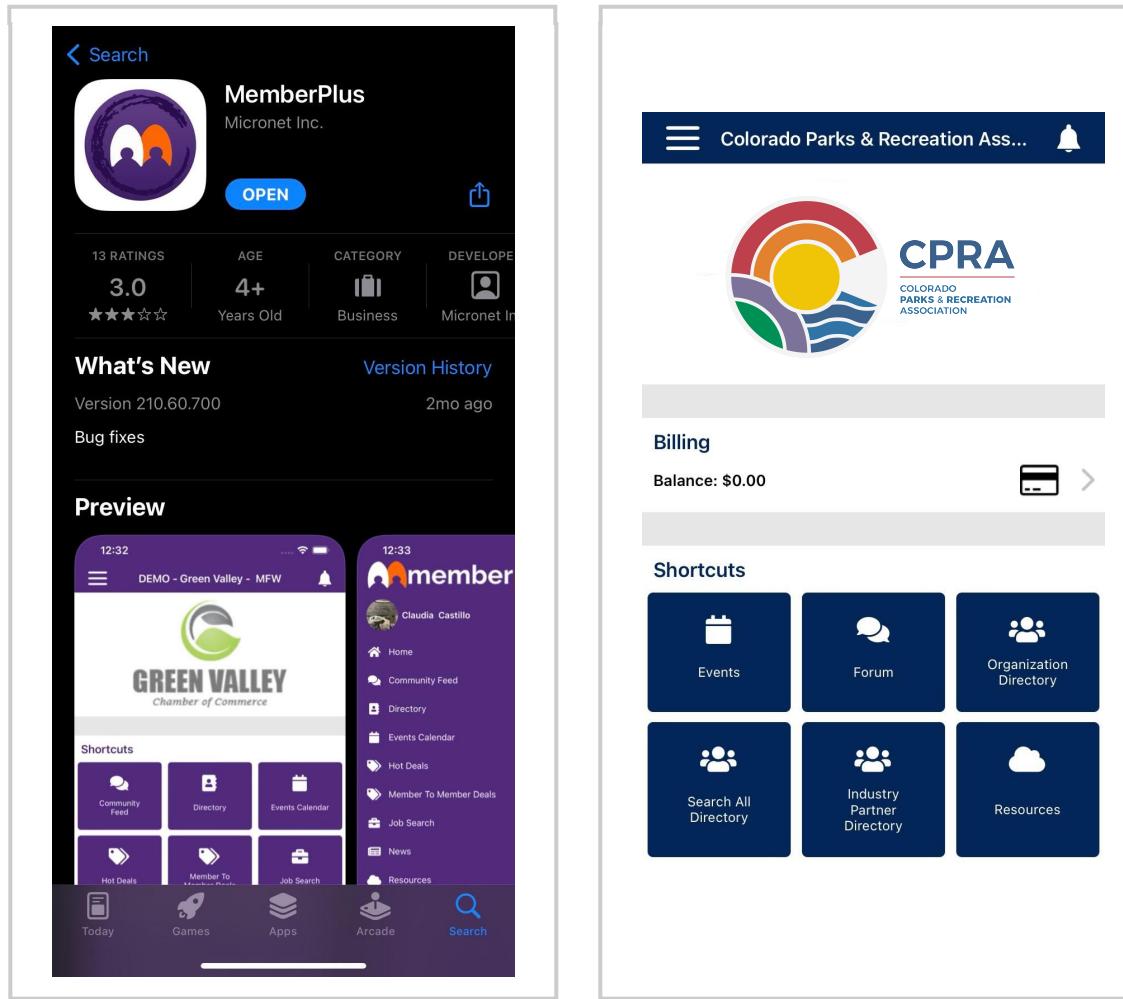
The **General Forum** is available to all members and can be used for any and all posts you would like to share with your fellow members

All Topics	0
Sections	
Active Adults (AAPS)	0
Aquatics	0
Directors	0
Facility Management	0
Fitness	0
Parks	0
Recreational Athletics (CARA)	0
Therapeutic Rec (TRSC)	0
Youth Programming & Licensing (PLAaY)	0
General	
General Discussion	0
Special Interest Groups	
Emerging Leaders (ELN)	0

## Go mobile with all of your Member Benefits with the MemberPlus App!

Search for and download the MemberPlus App in your App Store. Then simply log in with the credentials you just made for your new CPRA account.

Once you log in, you'll have your personalized CPRA Info Hub at your fingertips!



Our hope is that this new system provides some long-awaited ease and empowerment to all of our members. However, we are still always here to help! Feel free to reach out with any questions or concerns about this process or the new system.

Contact us at [cpra@cpra-web.org](mailto:cpra@cpra-web.org).

**Thank you so much for being a member with us. We hope you enjoy the new CPRA experience!**