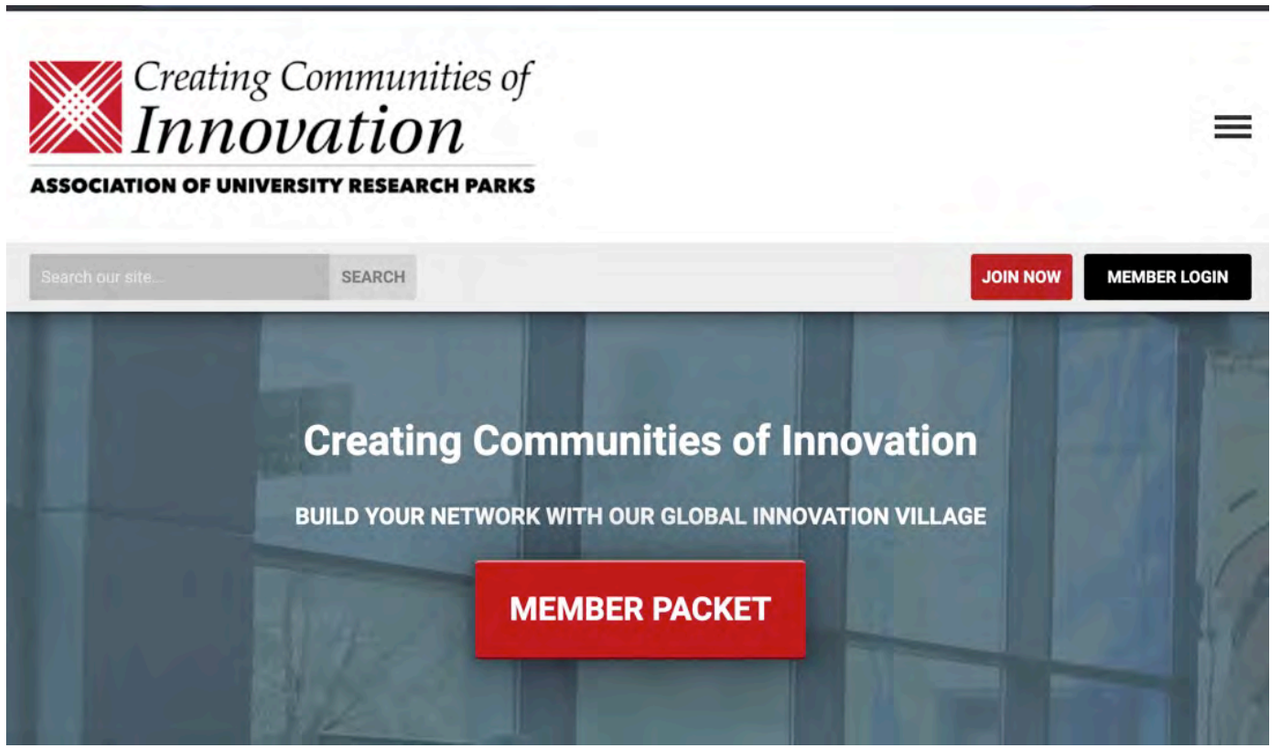
Creating Communities of Innovation

ASSOCIATION OF UNIVERSITY RESEARCH PARKS



AURP New System **Guide Book**

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

Dear Member,

Thank you for your continued AURP support!

To help you get involved, here are a few events we have planned over the next couple of months:

Insights into Research Parks – Research Triangle Park, Oct 2 – 3, 2019
AURP 2019 International Conference, November 4 – 7
Spring Training 2020 – February 24 - 28

You can view our full calendar of events at https://www.aurp.net/calendar-of-events-.
In addition, we want to make sure you're taking full advantage of all the membership benefits available! Here are a few other things to get started with ASAP:

Institutional Members' Map
New Invoices Processing System
Opportunity Zone Accelerator Map
And many more!

Should you need any assistance or have any questions or comments about your membership or benefits, please feel free to contact us at (520) 529-2521 or email us at info@aurp.net.

We look forward to seeing you at our next event!

Sincerely,

The AURP Team

AURP Leadership

Brian Darmody, CEO
briandarmody@aurp.net- (301) 928-0527

Vickie Palmer, Director of Operations and Events
vickiepalmer@aurp.net - (520) 529-2524

Diana Horn, Executive Administrator
dianahorn@aurp.net - (520) 529-2521

Membership Has its Privileges

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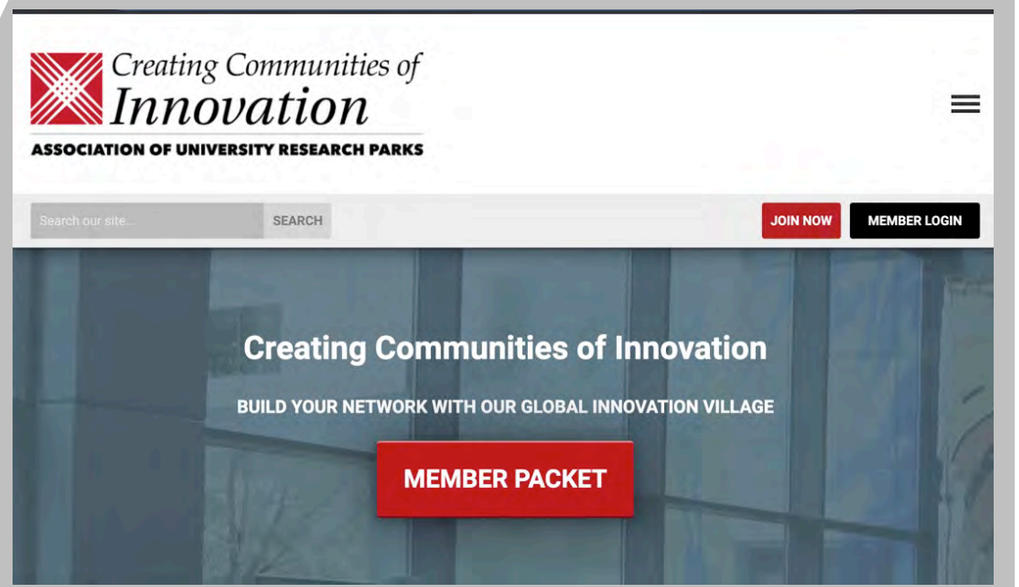
- Our website is powered by Oasis (formerly known as MemberClicks), the association industry's most powerful Association Management Software systems.
- Our website offers many self-service and exclusive benefits that only members can take advantage of
- To ensure only Members receive these benefits, 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



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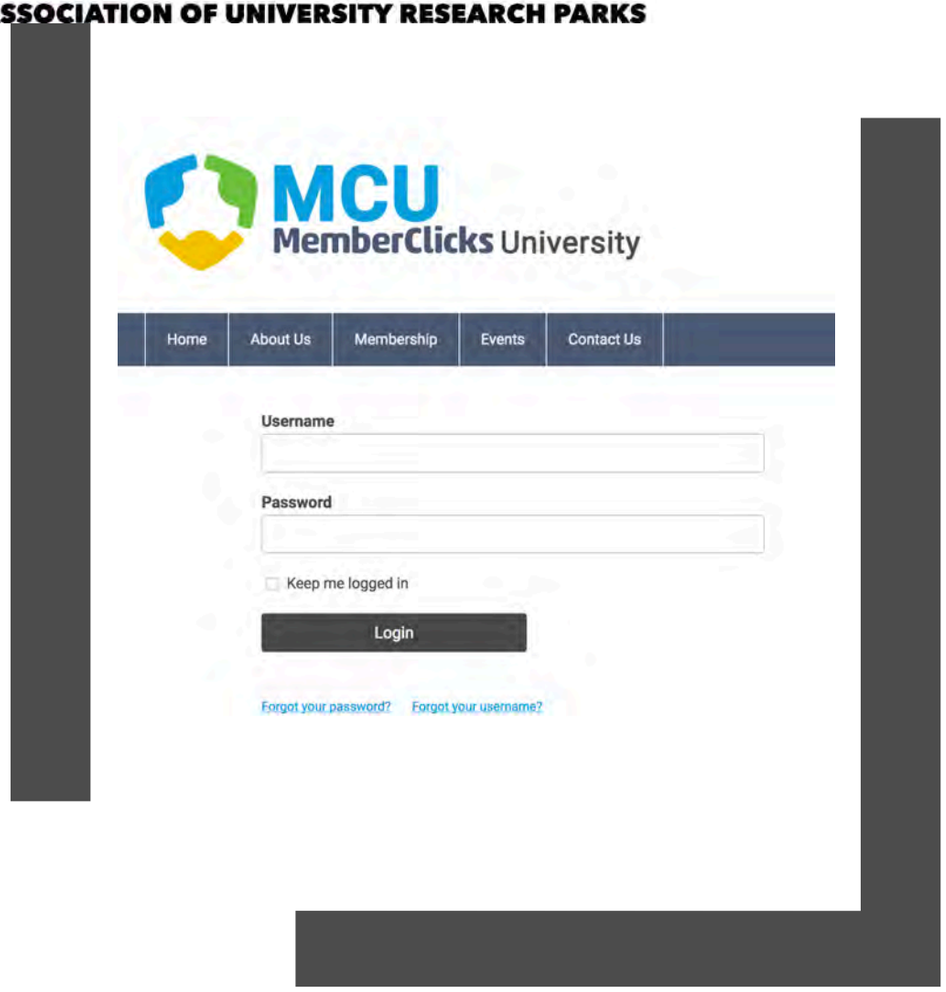

Once you have a Username and Password, you can use it to access any Members-only or restricted items, like event discounts, members events, member directory and the social community features.

If you have forgotten your password, no worries! Click *'forgot your password'* or *'forgot username'* and enter the email address associated with your profile. You will then be emailed a link to reset your password.

(HINT: you might want to try your email address as your username.)

Note: To receive the link via email, the email address you enter must be the email address in your membership profile.

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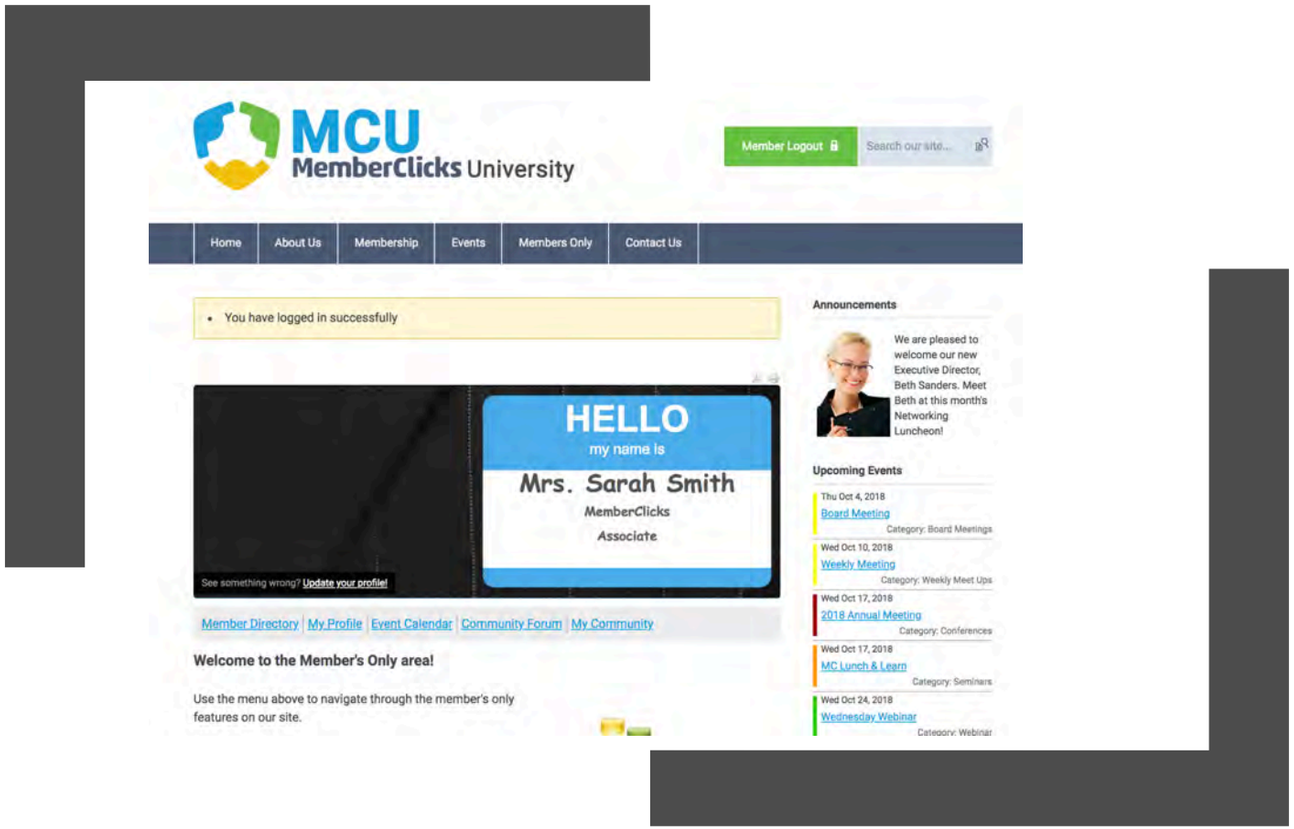
What Can I Do Here?



- View your profile
- View/ Pay Invoices
- Access the Member Directory
- View the Event Calendar
- Access to Social Community Features
- View any members only content on this website
- Interact and connect with other members

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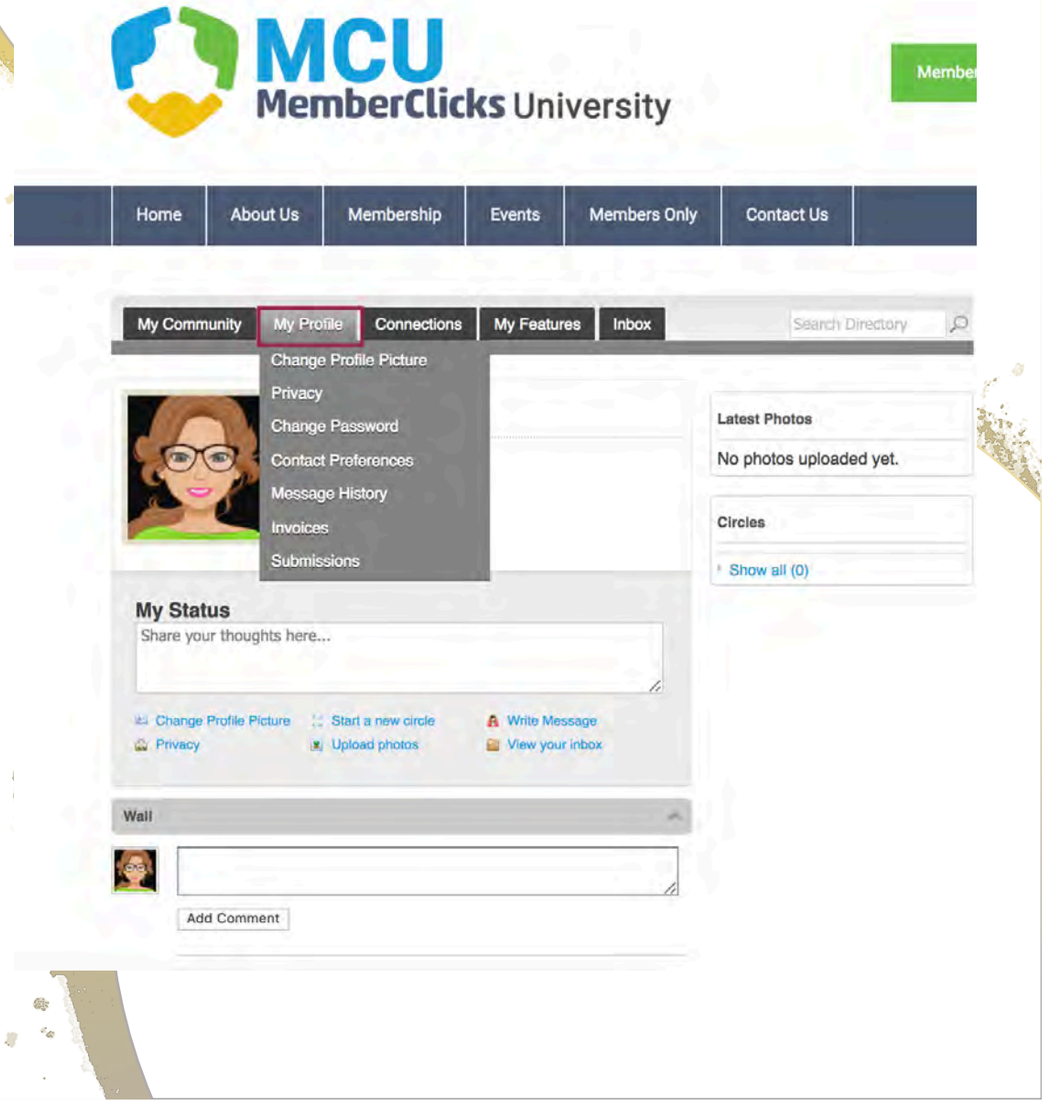
If you hover over the words ‘**My Profile**’, you can make additional changes to your profile.

In this area you can :

- Change your profile picture that shows on the Member Directory
- Edit your privacy settings
- Change your password
- Manage how we contact you
- View past emails we have sent to you
- View a list of all your invoices
- View all forms that you have submitted



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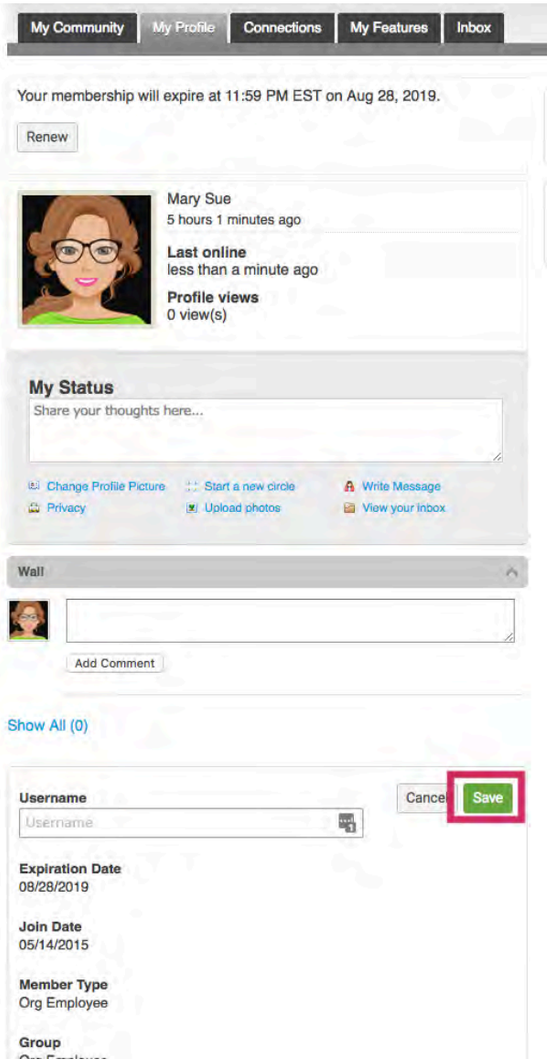

My Profile

- These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible.
- Information here can be used on your Directory listings or for communications we send out.
- Make sure to click Save at the end of the process.

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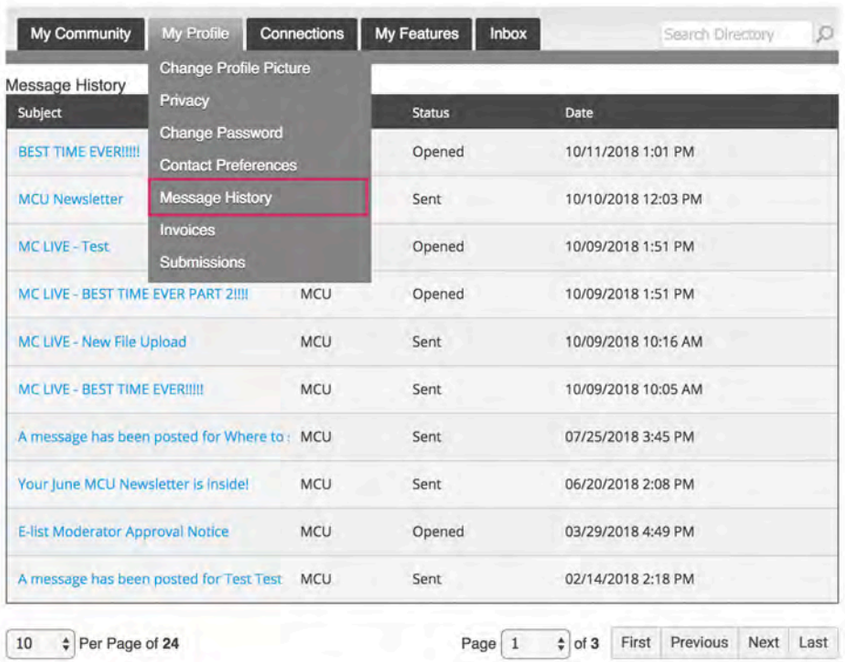

Message History

- The Message History area will show you all of the emails the organization has sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

- Having a hard time receiving emails? White List our email address.
  Click here to see how.

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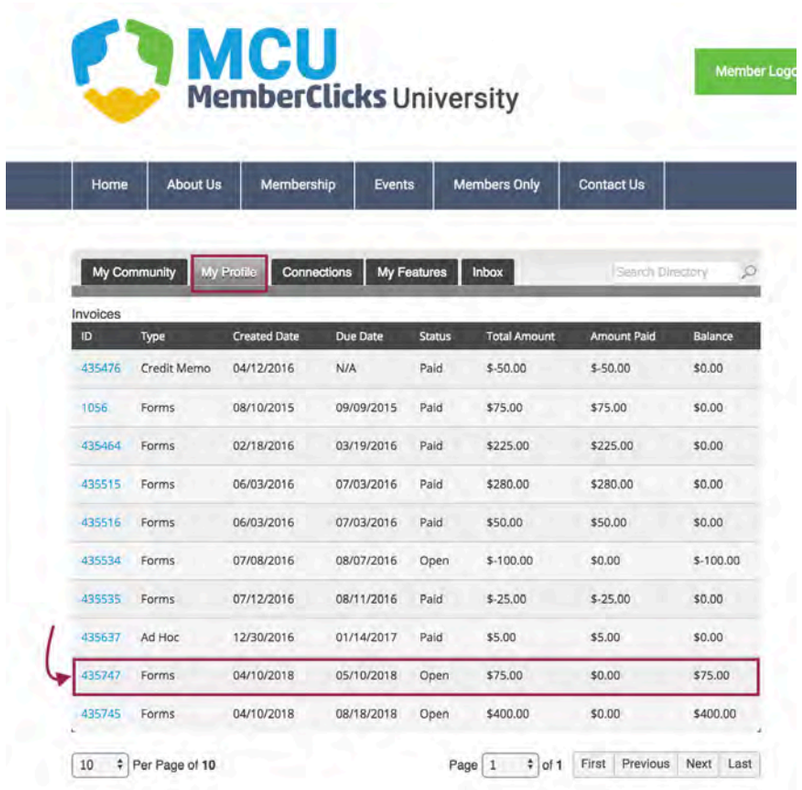

View your Invoices

- Under ‘My Profile’ you have the ability to display your invoices.
- This area will show you past paid invoices and open invoices that you are able to pay.
- To open any of these invoices, simply click on the Invoice ID to view the invoice.

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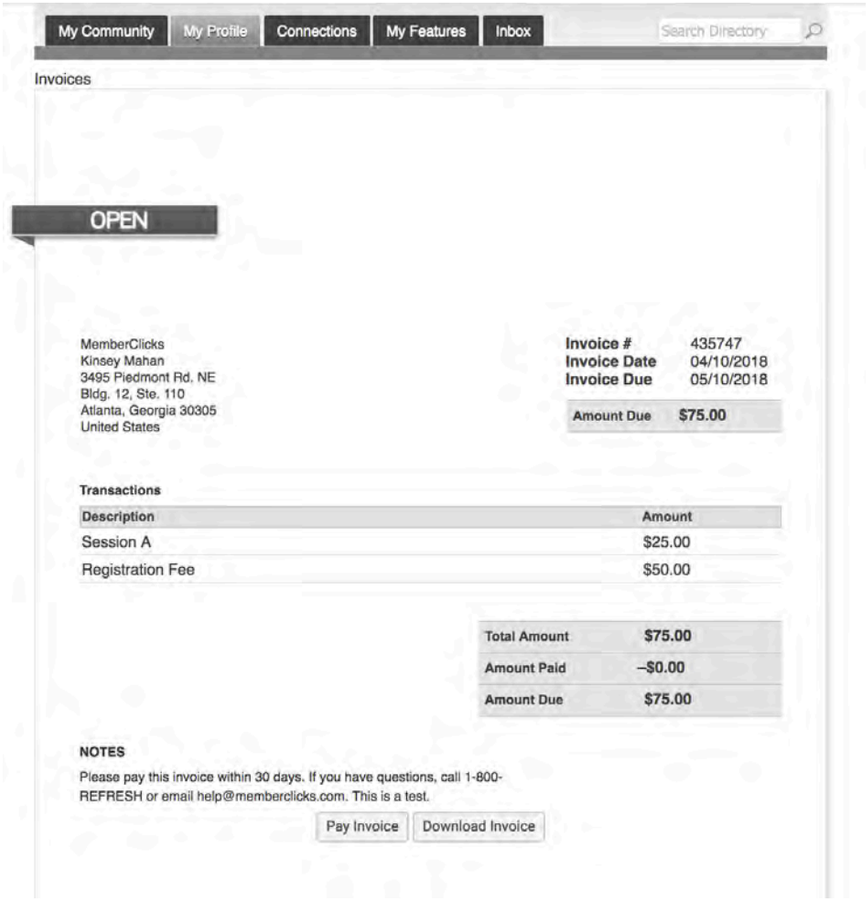

Pay Your Invoices

- Once you have clicked on the Invoice ID
- You have the option to pay an open invoice or download an invoice.

- **Paying an Invoice:** Paying an invoice couldn't be easier. Simply click on the button at the bottom 'Pay Now. Our payment area will come up for you to enter your card and billing information.

Contact Information

Encountered some issues? Let us know!

Contact the AURP Team at info@aurp.net or call our office at

(520)-529-2521