

Accessing the Member Portal



Step 1 — Member Privacy

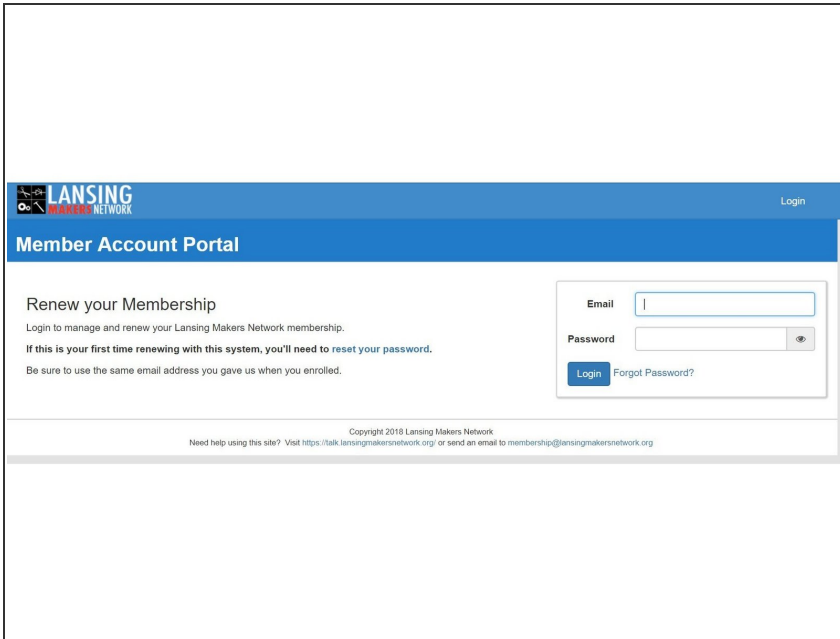


⚠ Once you've been checked out to run the front desk, you'll have access to some sensitive information, particularly contact info for members and their emergency contacts, including addresses, phone numbers, etc.

- Do not share contact info for any member with anyone (including other members) without their permission.
- Don't use contact information for a member to contact them yourself unless it's about LMN business, or you have their contact information from another source (preferably the member themselves).
- Do not share details about when a member uses the space (access logs) with anyone, including other members. If someone needs access to this information, they should already have access to it, or they should go through Brian to get it.

✳ This may seem like we're going a bit overboard, but you may not know any underlying situations and LMN has taken adopted a strict policy regarding this.

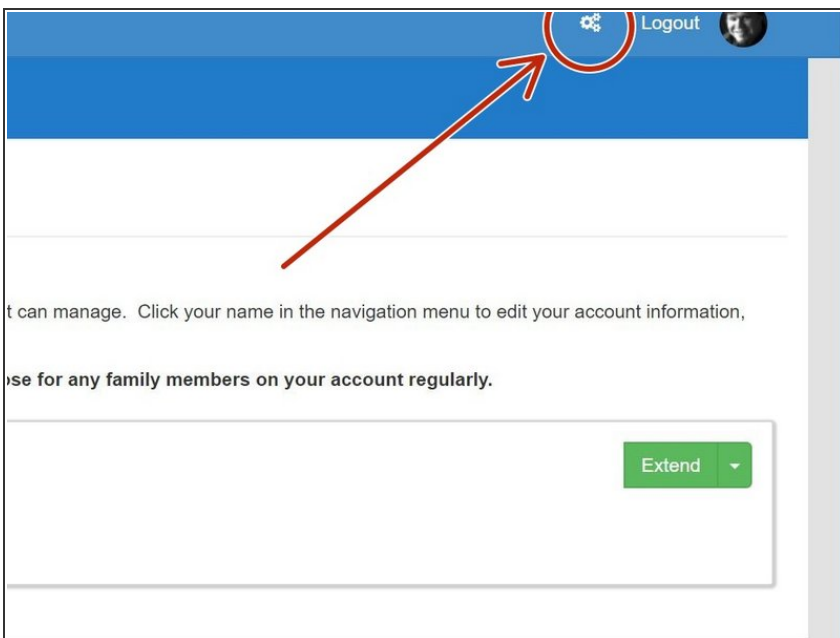
Step 2 — Login to Member Portal



The screenshot shows the 'Member Account Portal' for the Lansing Makers Network. At the top, there is a blue header with the 'LANSING MAKERS NETWORK' logo on the left and a 'Login' link on the right. Below the header, the page title 'Member Account Portal' is displayed. The main content area is titled 'Renew your Membership' and includes instructions: 'Login to manage and renew your Lansing Makers Network membership. If this is your first time renewing with this system, you'll need to reset your password. Be sure to use the same email address you gave us when you enrolled.' To the right of the text is a login form with fields for 'Email' and 'Password', a 'Login' button, and a 'Forgot Password?' link. At the bottom, there is a small copyright notice: 'Copyright 2018 Lansing Makers Network. Need help using this site? Visit https://talk.lansingmakersnetwork.org/ or send an email to membership@lansingmakersnetwork.org.'

- Visit members.lansingmakersnetwork.org and login.

Step 3 — Click the Gear



- Click the gear icon on the navigation bar to access the admin interface.
- ⓘ If the gear doesn't appear, you may need to be "punched in" as a volunteer on shift in order to see the gear icon.