

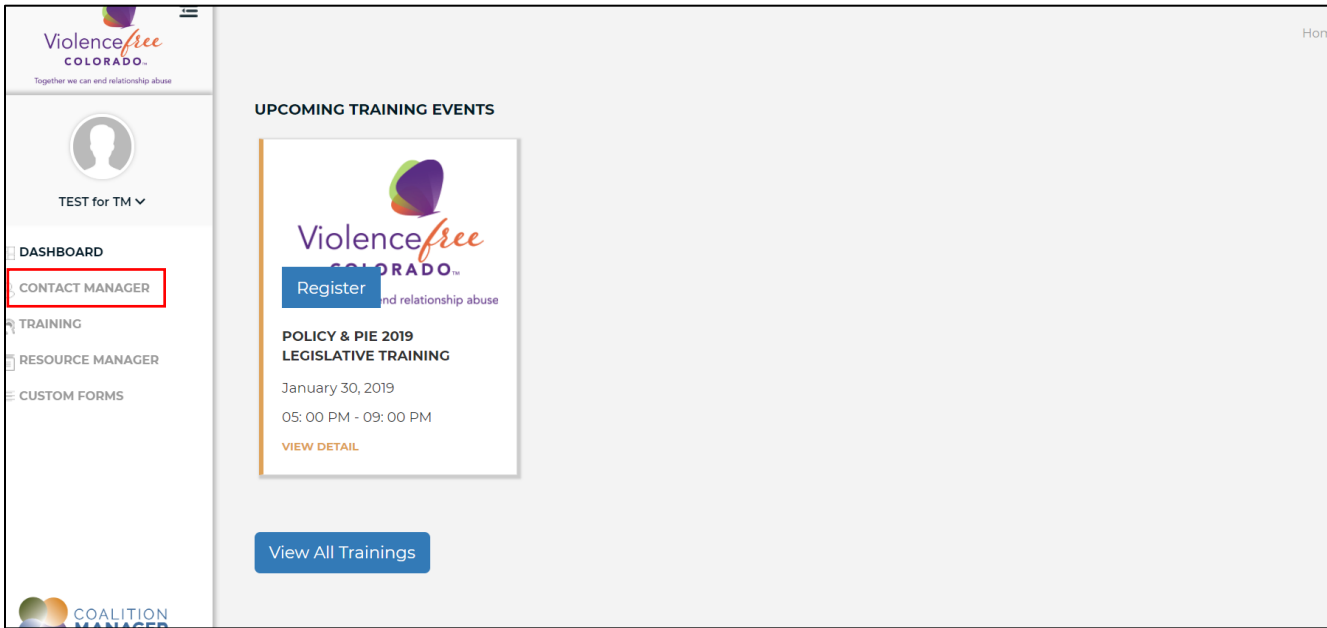


Together we can end relationship abuse

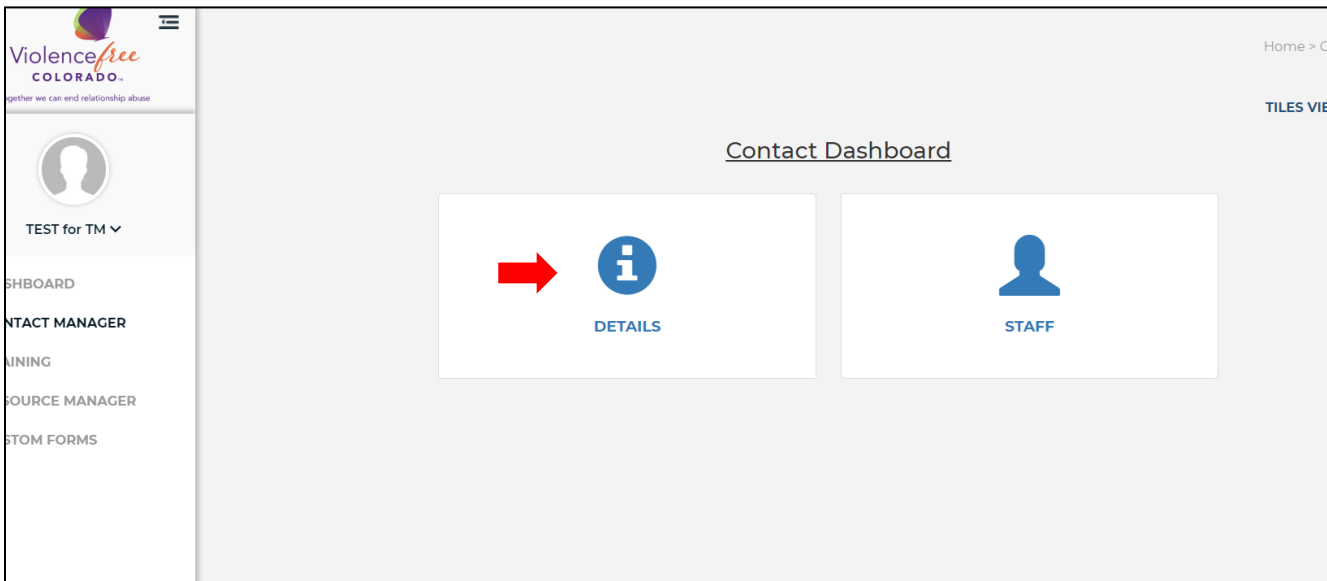
## Membership Renewal using Coalition Manager

# How to renew your membership

1. Login to your Coalition Manager account to view your Dashboard. Select **Contact Manager** from the Dashboard.



2. From the **Contact Dashboard**, select **Details**.



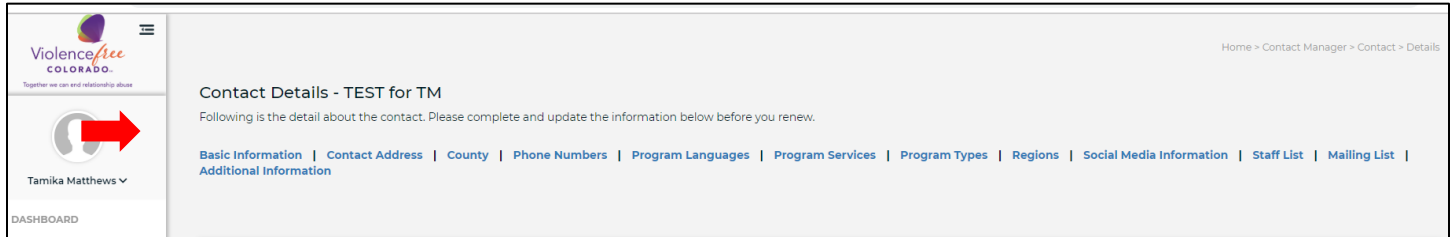
3. If you are a returning member, your previous information should be pre-populated. Click on **Edit Basic Information**.

The screenshot shows a web form titled "BASIC INFORMATION" with a "Hide" link in the top right. The form contains several input fields: "Contact Type" (DV Program Member), "Organization" (TEST for TM), "First Name" (TM), "Last Name" (Test), "Email" (ta [redacted]), "Expiration Date" (1/29/2020 12:00:00 AM), and "Display Name Priority" (Organization). Below these fields is a checkbox for "Display contact in public directory?" which is currently unchecked. At the bottom right, there are two blue buttons: "PAY DUES" and "EDIT BASIC INFORMATION". A red arrow points down to the "EDIT BASIC INFORMATION" button.

4. Edit your **Organization Name**, **First Name**, **Last Name** and **Email**. Click the **Display contact in public directory** if you would like to make your information public. Click **Save** when you're finished.

The screenshot shows a web form titled "CONTACT INFORMATION" with a "Hide" link in the top right. The form contains several input fields: "Organization Name" (TEST for TM), "First Name" (TM), "Last Name" (Test), and "Email" (ta [redacted]). Below these fields is a checkbox for "Display contact in public directory?" which is currently unchecked. At the bottom right, there is a blue button labeled "SAVE". A red arrow points down to the "SAVE" button. In the top left corner, there is a red-bordered box containing the text "Contact" and "Edit Contact information".

5. After saving, you'll be redirected to the **Contact Details** page. Click on the blue links at the top of the page jump to each section and update your information, or scroll down the page to update each section. Click **Save** at the end of each section.



- a. **Contact Address:**
  - i. *Returning members:* select **Edit** to update any new information. Select **Add Address** to add additional office addresses to your profile.
  - ii. *New members:* select **Add Address** to create a new address for your profile.
- b. **County:** Edit or add counties your organization serves using the pulldown menu.
- c. **Phone Numbers:** Edit or add your organization's phone numbers. You may enter multiple phone number types and phone numbers, but you must click **Save** and re-enter the **Phone Number** section to add additional numbers. Click the **Is Public** box to display any phone numbers that you would like to be made public in our directory.
- d. **Program Languages:** Edit or add the languages served by your organization using the pulldown menu.
- e. **Program Services:** Edit or add the program services offered by your organization using the pulldown menu.
- f. **Program Types:** Edit or add the program types offered by your organization using the pulldown menu.
- g. **Regions:** Edit or add the regions served by your organization using the pulldown menu.
- h. **Social Media:** Edit or add any social media channels associated with your organization. You may enter multiple social media profiles, but you must click **Save** and re-enter the **Social Media** section to add additional profiles. Click the **Is Public** box to display any social media platforms that you would like to be made public in our directory.
- i. **Staff List:**
  - i. *Returning members:* Update contact information for each staff member. Check the **Is Administrator** box to give administrator rights to a staff member. Check the **Display Info on Directory** box to make the staff member's information public in our directory. Add new staff members by clicking the **Add Staff** button and complete the contact information your new staff member.
  - ii. *New members:* Click the **Add Staff** button and complete the contact information your new staff member. Check the **Is Administrator** box to give administrator rights to a staff member. Check the **Display Info on Directory** box if you would like to make the staff member's information public in our directory.
- j. **Contact Additional Information:** Click **Update Additional Information** and fill in each field. Click **Save** when you're done.
  - i. To populate the **Membership Fee** field, enter your **Annual DV Budget** and hit **Enter** on your keyboard. The **Membership Fee** will be calculated for you. You will **not** be able to save your changes without entering the **Annual DV Budget** and calculating the **Membership Fee** by pressing **Enter**.

6. You'll be returned to the **Contact Details** page when you've completed and saved all information.

# Paying your membership fee

## To pay by credit card

1. From the **Contact Details** page, scroll down to the **Basic Information** box and click **Pay Dues**.

**BASIC INFORMATION** Hide

**Contact Type**  
DV Program Member

**Organization**  
TEST for TM

**First Name**  
TM

**Last Name**  
Test

**Email**  
tan...

**Expiration Date**  
1/29/2020 6:00:00 AM

**Display Name Priority**  
Organization

**Display contact in public directory?**  
No

**PAY DUES** **EDIT BASIC INFORMATION**

2. You'll be directed to the **Renew Contact** page. The membership fee and membership expiration date will be pre-populated.

**Renew Contact**

Please review and update your contact information before renewing. (For some organizations, this includes your annual budget.)  
Click [here](#) to review and update profile.

Membership Fee **\$300.00**

Expiration Date **1/29/2020**

**PAYMENT OPTIONS** Hide

**Payment Term**  
Monthly

Amount Due **\$25.00**

Next Due Date **2/29/2020**

3. Complete the **Personal Information, Payment Information, and Billing Address.** Click **Submit.**

The screenshot shows a web form with four main sections, each with a red box around its title:

- PERSONAL INFORMATION:** Includes fields for First Name, Last Name, Email, and Phone.
- PAYMENT INFORMATION:** A section header with a dropdown arrow.
- BILLING ADDRESS:** Includes fields for Street Address 1, Street Address 2, City, State (pre-filled with Colorado), and Zip.
- NOTES RELATED TO THIS PAYMENT:** A text area with a rich text editor toolbar. The text inside reads: "Renewal for contact TEST for TM".

A red arrow points down to a blue **SUBMIT** button at the bottom right of the form.

### To pay by check

If you are paying by check, do **NOT** click the **Pay Dues** button in the **Basic Information** box. Follow the instructions below.

1. From the **Contact Details** page, scroll down to the **Contact Additional Information** box and click **Update Additional Information.**
2. Make sure you have completed the **Annual DV Budget** and calculated your **Membership Fee** by pressing **Enter** on your keyboard.
3. Scroll to the **Notes** section and include the following statement: *"My organization is requesting an invoice in order to pay 2019 membership fees by check."*
4. Click **Save.** Violence Free Colorado will provide an invoice for you to mail your payment.

The screenshot shows the **CONTACT ADDITIONAL INFORMATION** form with several fields highlighted by red boxes:

- Annual DV Budget:** A dropdown menu showing "\$100,000.00".
- Membership Fee:** A dropdown menu showing "\$300.00".
- Notes:** A text area with a rich text editor toolbar. The text inside reads: "My organization is requesting an invoice in order to pay 2019 membership fees by check."

Other fields include: Year Incorporated (0), Number of Staff Members (0), Number of Volunteers (0), Number of Shelter Beds (0), and Number of Transitional Housing Beds (0). A red arrow points down to a blue **SAVE** button at the bottom right.