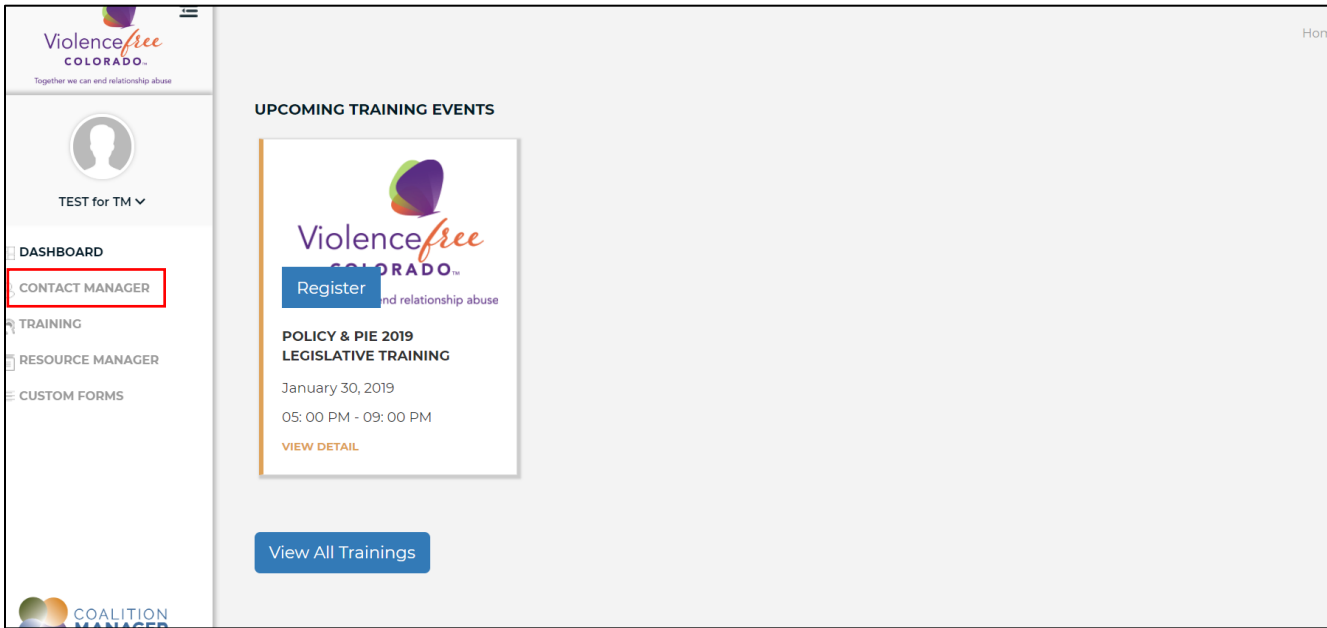Together we can end relationship abuse
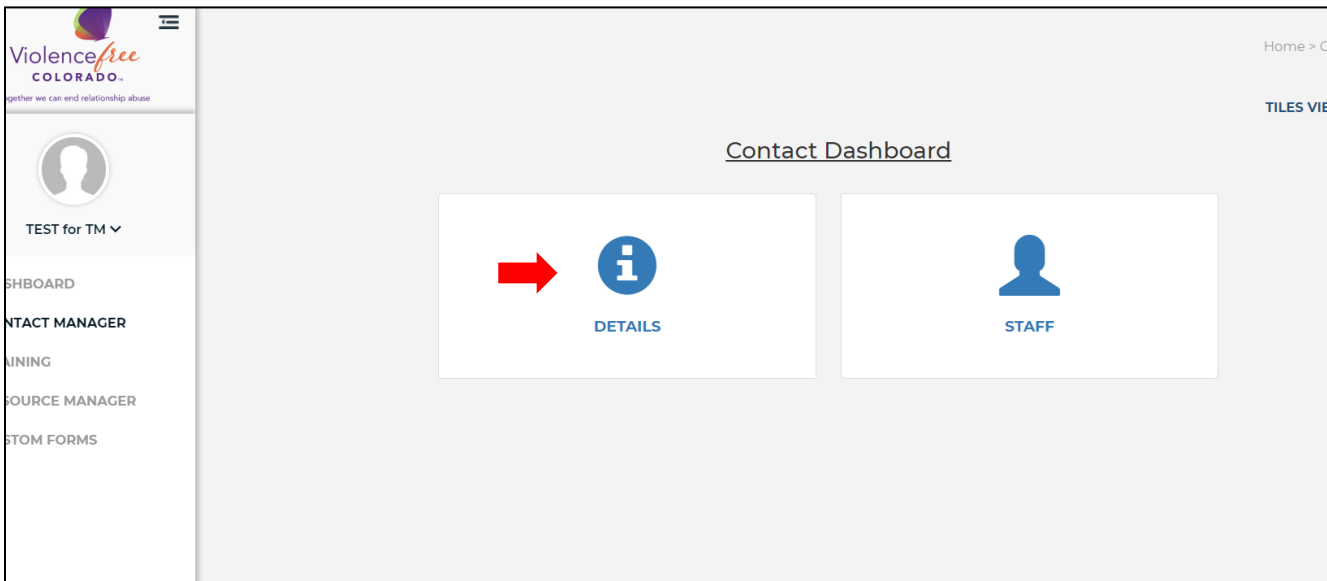
# Membership Renewal using Coalition Manager

# How to renew your membership

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



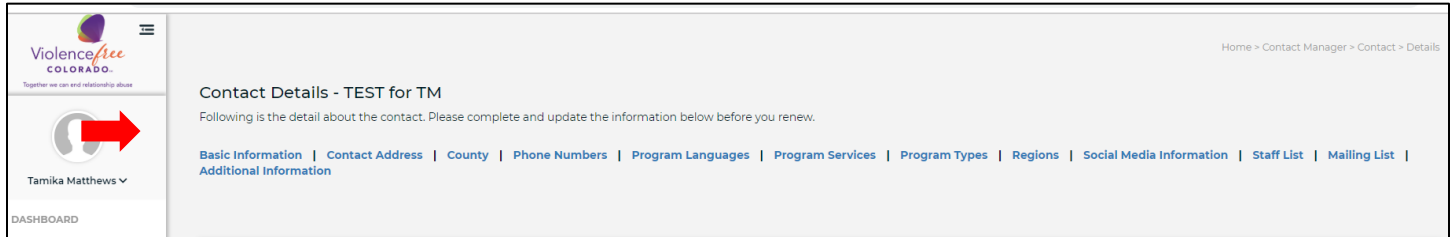2. From the **Contact Dashboard,** select **Details.**

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



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**.**

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.

**Violence*free* COLORADO.**
*Together we can end relationship abuse*

Tamika Matthews ⌄

DASHBOARD

**Contact Details - TEST for TM**
Following is the detail about the contact. Please complete and update the information below before you renew.

Basic Information | Contact Address | County | Phone Numbers | Program Languages | Program Services | Program Types | Regions | Social Media Information | Staff List | Mailing List | Additional Information

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.**



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

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



## 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.