

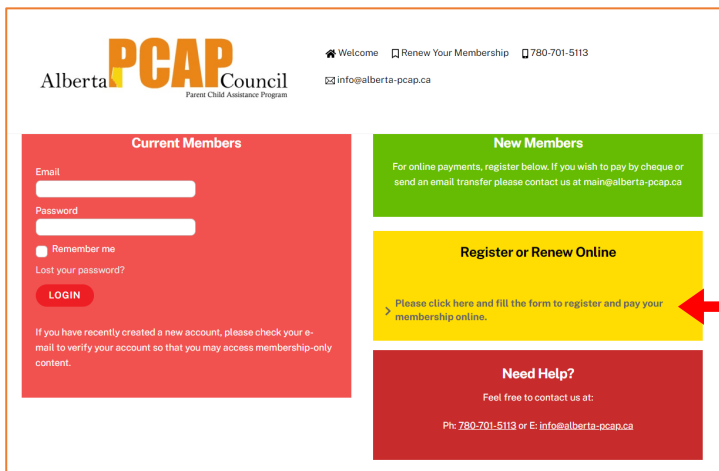
Alberta PCAP Members Website: Procedures

1. Overview and Register

Please follow this link to the PCAP Membership Website:

<https://members.alberta-pcap.ca/>

This domain will bring you the landing page for the Members' Section of the Alberta PCAP official website. All existing and new members will need to register their first time on the website.

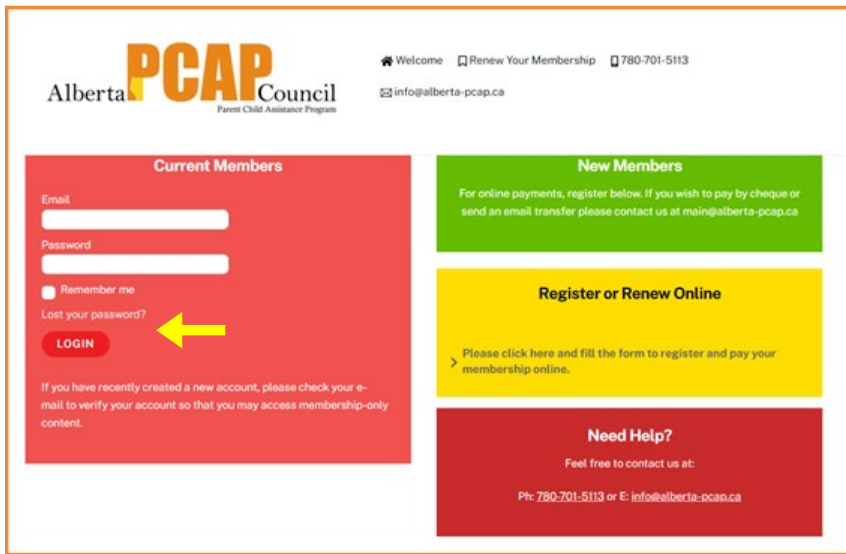


1. The first time visiting, you will need to register. Select 'Register or Renew Online.' For returning users, see page 2.

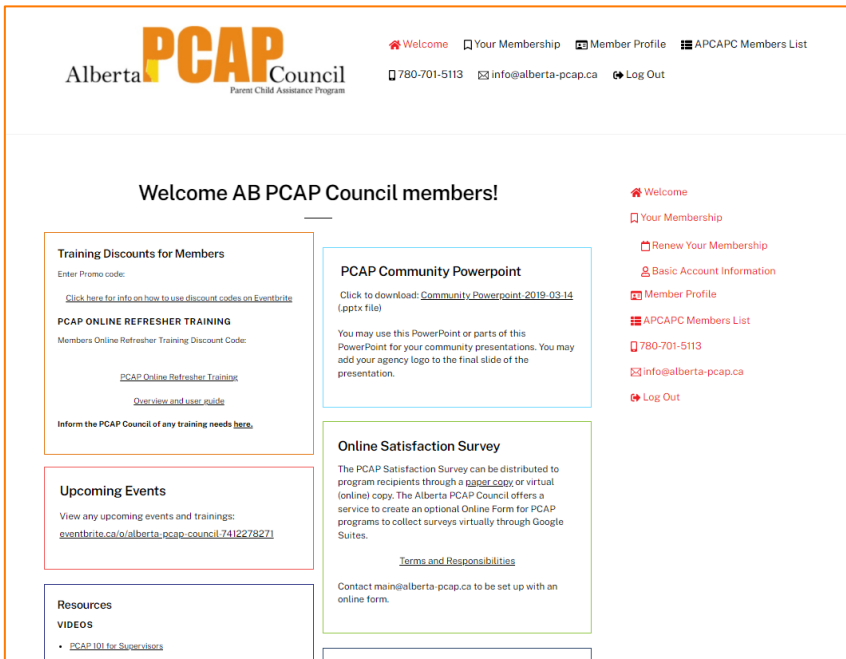
2. After selecting *Register or Renew Online*, proceed to filling out the necessary information, and click 'Register':

3. This information will be used to create a Member Account and make a payment. For the following year, you will be reminded of the membership renewal process and be able to use the existing information or update it.

2. Logging in and Returning Members



1. After the initial set-up, you can access the site by signing in on the main page.



2. Once signed in, you will be brought to the Home page, which includes information on PCAP and other trainings, events, Supervisors Teleconference, and archived PCAP newsletters. As well as options in the side bar to renew your membership, edit profile information, and log out.

3. Renewing Annual Membership

Welcome AB PCAP Council members!

Training Discounts for Members
Enter Promo code:
[Click here for info on how to use discount codes on Eventbrite](#)

PCAP ONLINE REFRESHER TRAINING
Members Online Refresher Training Discount Code:
[PCAP Online Refresher Training](#)
[Overview and user guide](#)
Inform the PCAP Council of any training needs [here](#).

Upcoming Events
View any upcoming events and trainings:
eventbrite.ca/o/alberta-pcap-council-741278271

PCAP Community Powerpoint
Click to download: [Community Powerpoint 2019_03-14](#) (pptx file)
You may use this PowerPoint or parts of this PowerPoint for your community presentations. You may add your agency logo to the final slide of the presentation.

Online Satisfaction Survey
The PCAP Satisfaction Survey can be distributed to program recipients through a [paper copy](#) or virtual (online) copy. The Alberta PCAP Council offers a service to create an optional Online Form for PCAP programs to collect surveys virtually through Google Suites.
[Terms and Responsibilities](#)
Contact main@alberta-pcap.ca to be set up with an

- Welcome
- Your Membership
- Renew Your Membership
- Basic Account Information
- Member Profile
- APCAPC Members List
- 780-701-5113
- info@alberta-pcap.ca
- Log Out

1. Once logged in you will see the main page. To renew memberships, select 'Your Membership' and then 'Renew Your Membership,' or select 'Renew Your Membership' from the sidebar.

Or, scroll to the bottom and select 'Renew Your Membership Here.'

PCAP Council Vendor Discounts

[Renew Your Membership Here](#)

Register

Change or Renew Your Subscription

Choose your membership level

- AB PCAP Council Annual Membership-Agency - \$103.29 -
Membership for one agency. Most membership benefits can be shared among staff from the registered agency.
- AB PCAP Council Annual Membership-Government - \$103.29 -
Membership for a government organization. Most benefits can be shared among staff within the registered government organization.
- AB PCAP Council Annual Membership-Individual - \$20.91 -
Memberships for individuals, not associated with an organization (agency or government). This membership is non-transferable.

Discount Code [APPLY](#)

Membership	Amount
AB PCAP Council Annual Membership-Agency	\$103.29
Total Today	\$103.29

Name on Card

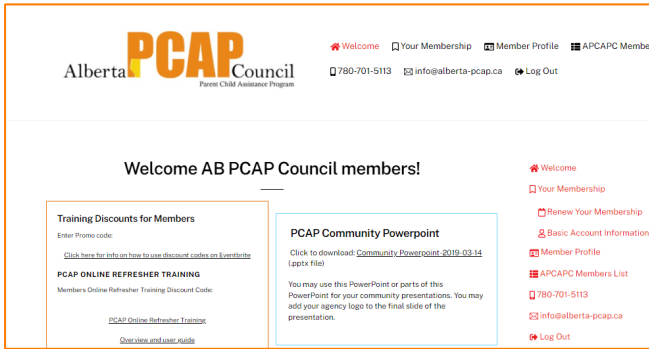
Credit Card

Card number MM / YY CVC

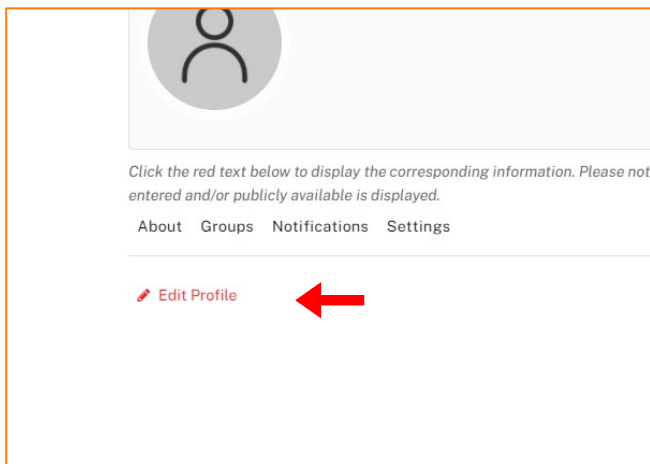
[REGISTER](#)

2. This will bring you to the registration page where you can select your membership type, fill out the payment information, and select 'Register' to complete. Your program will be automatically notified when it is time to renew the annual PCAP membership.

4. Editing Member Profile



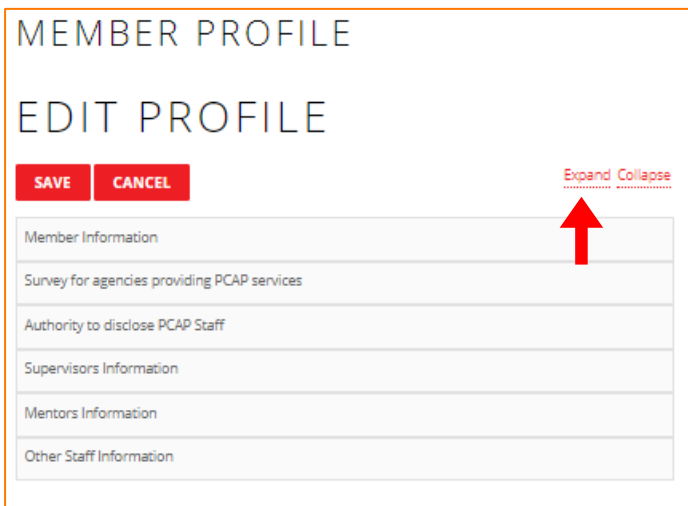
1. Once logged in you will see the main page. To edit member profile, select 'Member Profile' from either the top bar or side bar options.



2. This will bring you to your profile page, where you can review profile information by selecting a topic from the left sidebar or selecting 'Edit Profile' to add or change information. Member profiles should be updated with the mentor, address, and contact information changes.

3. If in the "Authority to disclose PCAP Staff" you have answered NO to the statement "I choose to provide information of staff in the following sections:" please make sure you don't add staff information in the topic sections.

4. Please notice that only information entered and/or publicly available is displayed on the right of the topics.



5. Once you have selected 'Edit Profile,' you can fill out the information in each expandable section, and select 'Save' once completed.

5. Changing Account Password

Welcome AB PCAP Council members!

Training Discounts for Members
Enter Promo code:
[Click here for info on how to use discount codes on Eventbrite](#)
PCAP ONLINE REFRESHER TRAINING
Members Online Refresher Training Discount Code:
[PCAP Online Refresher Training](#)
[Overview and user guide](#)
Inform the PCAP Council of any training needs [here](#).

PCAP Community Powerpoint
Click to download: [Community Powerpoint.2019-03.14](#) (pptx file)
You may use this PowerPoint or parts of this PowerPoint for your community presentations. You may add your agency logo to the final slide of the presentation.

Online Satisfaction Survey
The PCAP Satisfaction Survey can be distributed to program recipients through a [paper copy](#) or virtual (online) copy. The Alberta PCAP Council offers a service to create an optional Online Form for PCAP programs to collect surveys virtually through Google Suites.
[Terms and Responsibilities](#)
Contact main@alberta-pcap.ca to be set up with an

- Welcome
- Your Membership
- Renew Your Membership
- Basic Account Information
- Member Profile
- APCAPC Members List
- 780-701-5113
- info@alberta-pcap.ca
- Log Out

1. Once logged in you will see the main page. To change your password, select 'Basic Account Information' from either the top bar or side bar options.

BASIC ACCOUNT INFORMATION

Change your Name

First Name

Last Name

Display Name

Email Address

Agency Name

Agency/Individual Mailing Address

Change your Password

New Password

Re-enter Password

Please note after changing your password, you must log back in.

SAVE CHANGES

2. This will bring you to your basic account information, where you can change the account holder name and mailing address. Once you have entered the new password, select 'Save Changes' to complete.

6. Viewing APCAPC Members List and Members Profiles

APCAPC Members List

APCAPC Members List

Members: 15
Note: Click the member name to see more details

Sort by: Oldest

Select a Field Search

- Welcome
- Your Membership
- Renew Your Membership
- Basic Account Information
- Member Profile
- APCAPC Members List
- 780-701-5113
- info@alberta-pcap.ca
- Log Out

1. To view the list of members, select 'APCAPC members list' from either top bar or side bar options. Once in the page with the list, click the member name in red to see more details.

MEMBER PROFILE

APCAPC

APCAPC MEMBERS LIST

Click the red text below to display the corresponding information. Please notice that only information entered and/or publicly available is displayed.

About

Member Information

EMAIL

info@alberta-pcap.ca

2. This will bring you to the members profile page. This is similar to your own profile page, just not editable and please notice that only information entered and/or publicly available is displayed.