



How to Manage Your CPRA Account

STEP 1:

Need to Activate Your Account? Click the button below to begin.

Activate Your Account

Enter your name and email as they are listed in your current/previous CPRA account. You will then receive an email entitled "Colorado Parks & Recreation Association Account Creation Link"

Colorado Parks & Recreation Association Account Creation Link ➤

Colorado Parks & Recreation Association cpra@cpra-web.org via growthzoneapp.com
to me ▼

To create your account [click here](#)

Or if the link isn't working the website address is https://coloradoparksrecreationassociationcpra.growthzoneapp.cc/6zVKgzu_9W4_M. This link is valid for 72 hours.

Click the link provided in the email to activate your account.

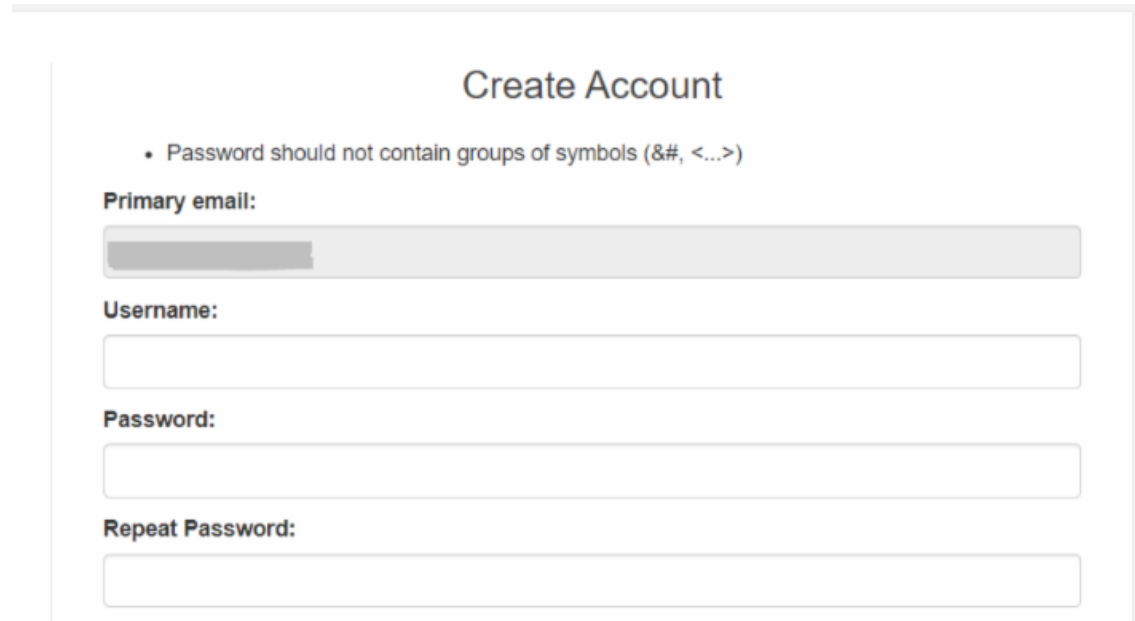
Activation links are only active for 72 hours, so please be sure to **complete this step within 3 days.**

Didn't receive a link or accidentally missed the 72-hour window? No worries! Contact us for assistance.

[Account Creation Assistance](#)

STEP 2:

Once you've followed the link for your activation email, you'll be asked to create your personalized login credentials.



The screenshot shows a 'Create Account' form with the following elements:

- Create Account** (Section Header)
- Password should not contain groups of symbols (&#, <...>)
- Primary email:** (Label) followed by a text input field containing a redacted email address.
- Username:** (Label) followed by an empty text input field.
- Password:** (Label) followed by an empty text input field.
- Repeat Password:** (Label) followed by an empty text input field.

The primary email listed is the one we have on file for you. You can change this and add any additional details once you are in your account.

Your CPRA Member Info Hub!

For all activated accounts, this is where you are able to view and manage all of your CPRA Member Benefits. Watch the Info Hub Tour video to get a better understanding of how to navigate the Info Hub.

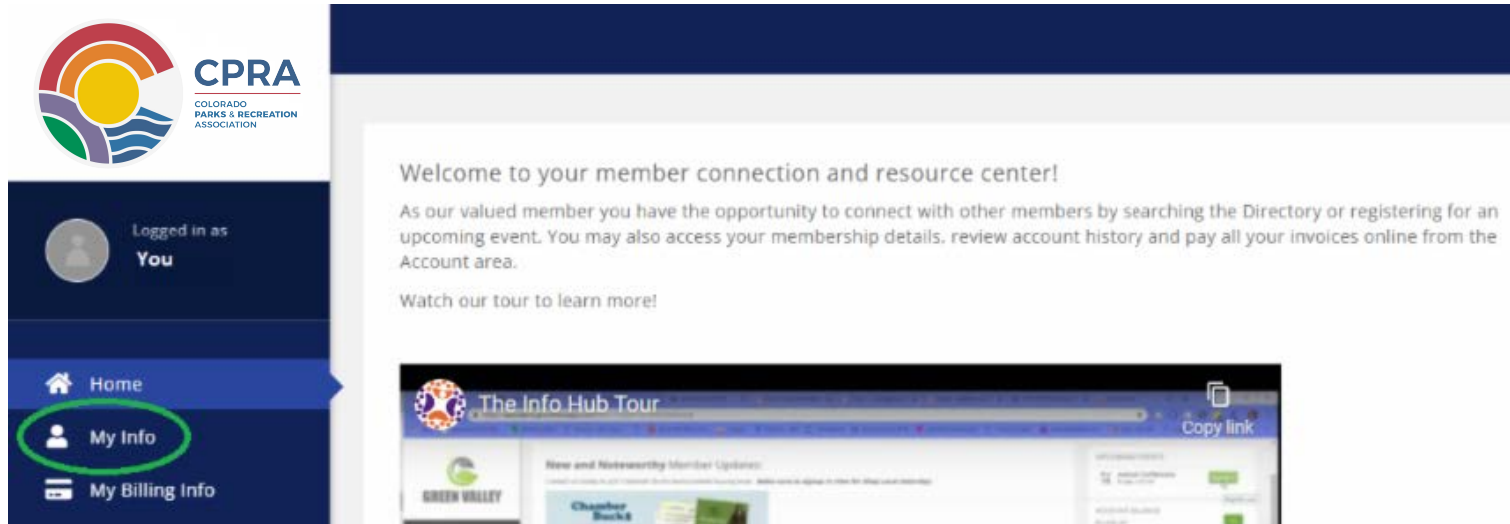
The screenshot displays the CPRA Member Info Hub interface. On the left, a dark blue sidebar contains the CPRA logo and a navigation menu with the following items: Home, My Info, My Billing Info, My Directory Listing(s), My Subscriptions, Events, Forum, Continuing Education, Organization Directory, Search All Directory, Industry Partner Directory, and Resources. The main content area is titled "Welcome to your member connection and resource center!" and includes a video player for "The Info Hub Tour". To the right, there is a section for "UPCOMING EVENTS" listing several virtual meetings and a "REFER OTHERS" section with a "Refer them today!" button.

You have direct access to any personal billing info, your Section and Committee listings, your email subscriptions, and more! Here are some functions you will have access to through the Info Hub:

- Maintain your personal information
- View and register for upcoming CPRA events
- Join and manage your relevant Sections, Interests Groups, & Committees
- Post and interact with discussion topics in the new member Forum
- View member directories to stay connected with your peers and our partners

STEP 3:

My Info tab: Ensure all of your information is present and accurate.



The screenshot shows the CPRA member portal interface. On the left is a dark blue navigation sidebar with the CPRA logo at the top. Below the logo, it says "Logged in as You". The sidebar contains four menu items: "Home", "My Info" (which is circled in green), and "My Billing Info". The main content area has a dark blue header. Below the header, there is a welcome message: "Welcome to your member connection and resource center!". This is followed by a paragraph: "As our valued member you have the opportunity to connect with other members by searching the Directory or registering for an upcoming event. You may also access your membership details, review account history and pay all your invoices online from the Account area." Below this is a link: "Watch our tour to learn more!". At the bottom of the main content area is a video player titled "The Info Hub Tour" with a "Copy link" button.

Here you can update and add any relevant personal information.

Be sure to add an image and a bio!



The screenshot shows the "My Info" profile page. At the top, it says "Your Name" with a pencil icon. Below this are several sections:

- CONTACT INFO**:
 - Physical and mailing**: CO [edit icon]
 - Personal**: _____@gmail.com [edit icon]
- PROFESSIONAL BIO**: None to display [edit icon]
- BIO**: [edit icon]
- CATEGORIES**: None to display
- LISTS/COMMITTEES**: None to display

You will need to be sure you've joined all of the Sections you wish to be a part of. Even if you are already a "member" of a Section, you will need to join that Section from your Info Hub.

You can join a Section with the plus sign to the right of the Lists/Committees section of your My Info tab.



From there, you can easily join any Sections or Interest Groups that are available and of interest to you.

Lists/Committees I can join ✕

Search Category

<input type="checkbox"/>	ACTIONS	CATEGORY	NAME	DESCRIPTION
<input type="checkbox"/>		Sections	AAPS - Active Adults & Programming Services	For any CPRA members whose roles relate to active adults & related programming.
<input type="checkbox"/>		Sections	Aquatics	For any CPRA members whose roles relate to aquatics.
<input type="checkbox"/>		Sections	CARA - CO Association of Recreational Athletics	For any CPRA members whose roles relate to recreational athletics.
<input type="checkbox"/>		Sections	Directors	For any CPRA members whose role is a form of Director for their agency.
<input type="checkbox"/>		Sections	Facility Management	For any CPRA members whose roles relate to facility management.
<input type="checkbox"/>		Sections	Fitness	For any CPRA members whose roles relate to fitness.
<input type="checkbox"/>		Sections	Parks	For any CPRA members whose roles relate to parks or open spaces.
<input type="checkbox"/>		Sections	PLAaY - Preschool Licensing Activities & Youth	For any CPRA members whose roles relate to youth programming and licensing.
<input type="checkbox"/>		Sections	TRSC - Therapeutic Recreation Society of Colorado	For any CPRA members whose roles relate to therapeutic recreation.

Joining a Section or Interest Group will allow you to interact with that group's Forum.

You can ask questions, introduce new topics, and interact with other members' posts from the Forum tab.

This will be our new Connected Community.

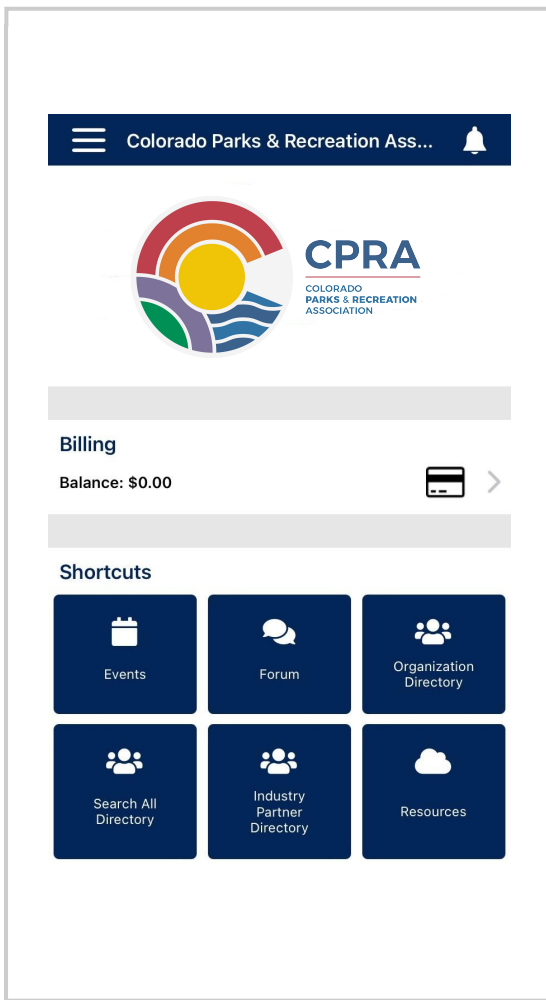
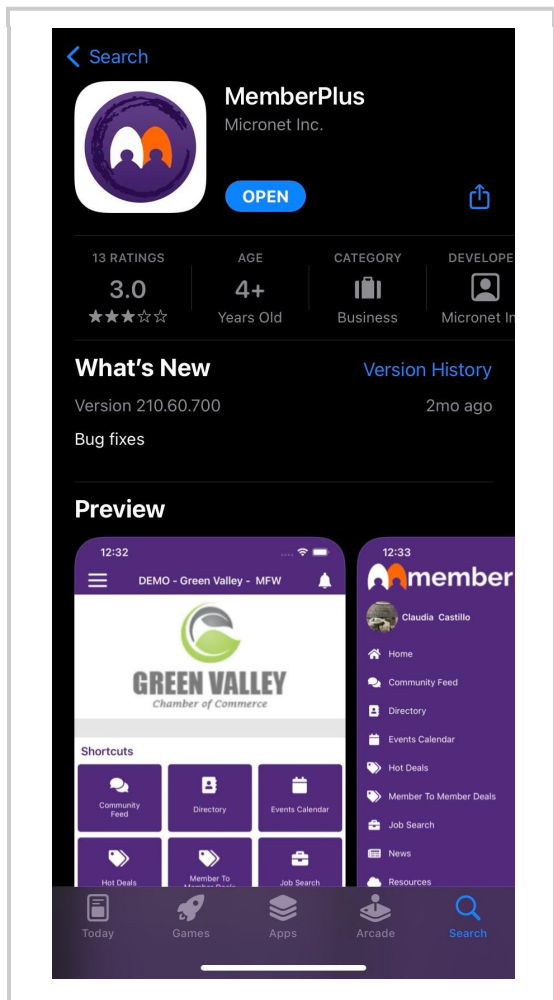
The **General Forum** is available to all members and can be used for any and all posts you would like to share with your fellow members

All Topics	0
Sections	
Active Adults (AAPS)	0
Aquatics	0
Directors	0
Facility Management	0
Fitness	0
Parks	0
Recreational Athletics (CARA)	0
Therapeutic Rec (TRSC)	0
Youth Programming & Licensing (PLAaY)	0
General	
General Discussion	0
Special Interest Groups	
Emerging Leaders (ELN)	0

Go mobile with all of your Member Benefits with the MemberPlus App!

Use the QR code below or search for and download the MemberPlus App in your App Store. Then simply log in with your CPRA account credentials.

Once you log in, you'll have your personalized CPRA Info Hub at your fingertips!



Scan to Download!



Our hope is that this new system provides some long-awaited ease and empowerment to all of our members. However, we are still always here to help! Feel free to reach out with any questions or concerns about this process or the new system.

Contact us at cpra@cpra-web.org.

Thank you so much for being a member with us. We hope you enjoy the new CPRA experience!