# 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.

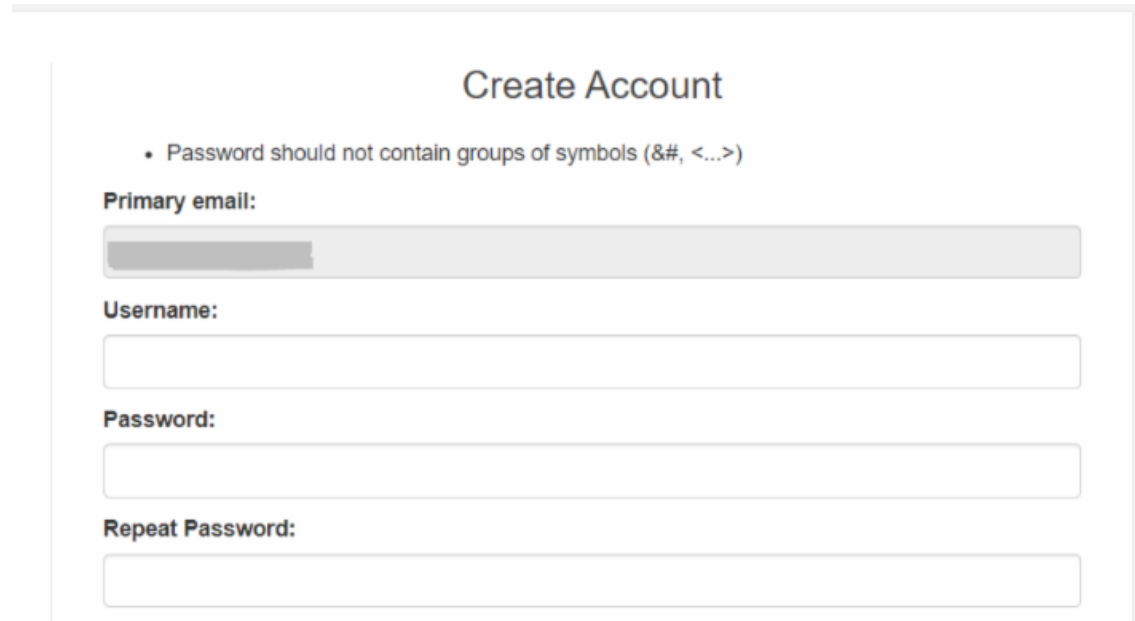**Click the link provided in the email to activate your account.**

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](#)

## <u>STEP 2</u>:

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

Create Account

- Password should not contain groups of symbols (&#, <...>)

**Primary email:**

**Username:**

**Password:**

**Repeat Password:**

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.
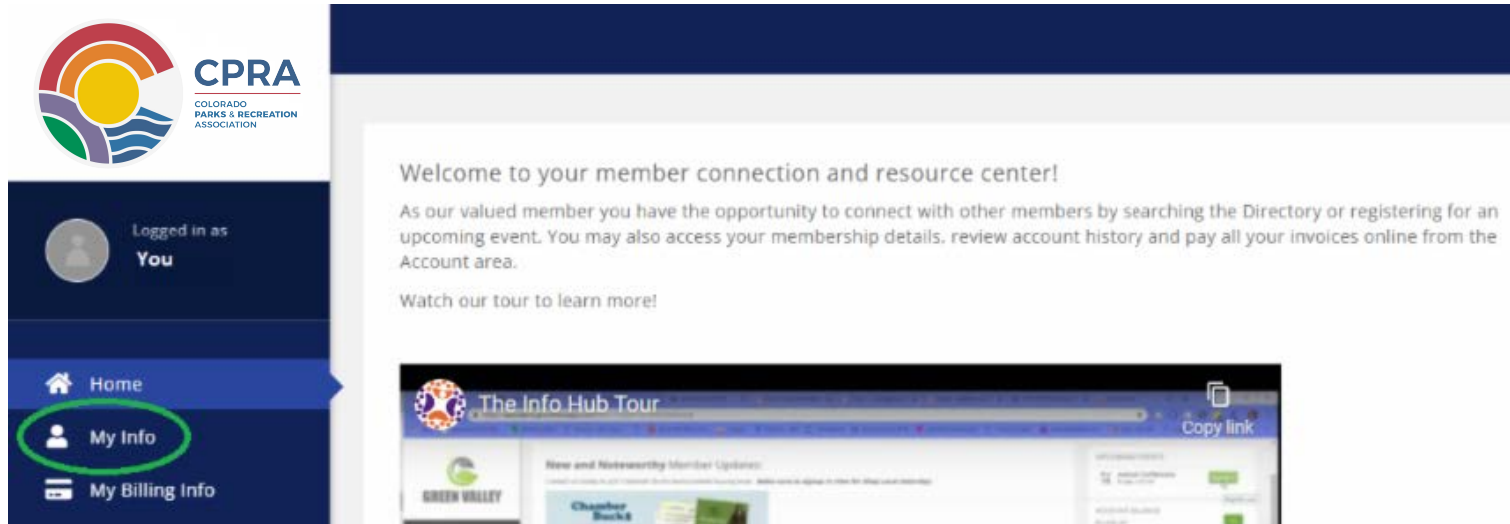


You have direct access to any personal billing info, your Section and Committee listings, your email subscriptions, and more! Here are some functions you will have access to through the Info Hub:

- 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.



Here you can update and add any relevant personal information.

## Be sure to add an image and a bio!

**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
Sections

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

Cancel     Done

**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.
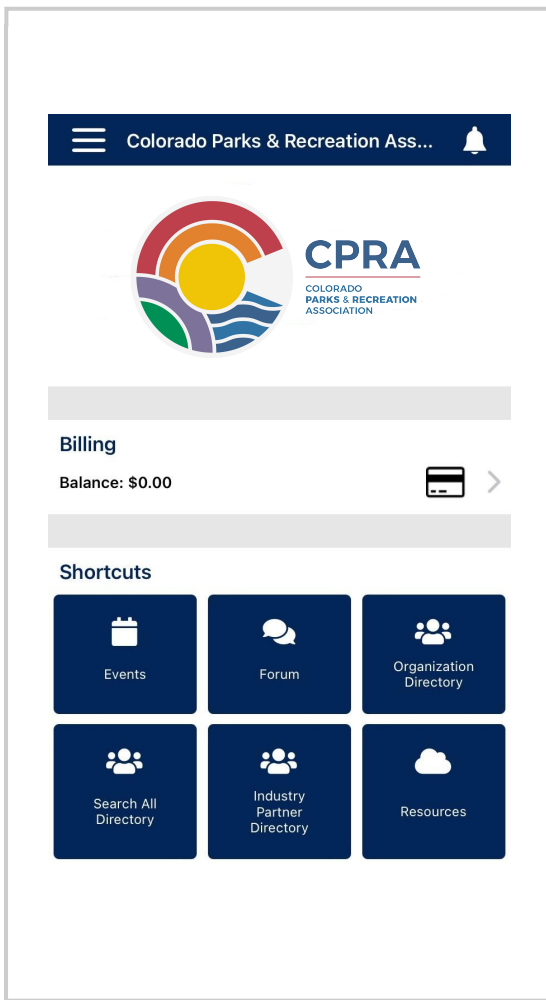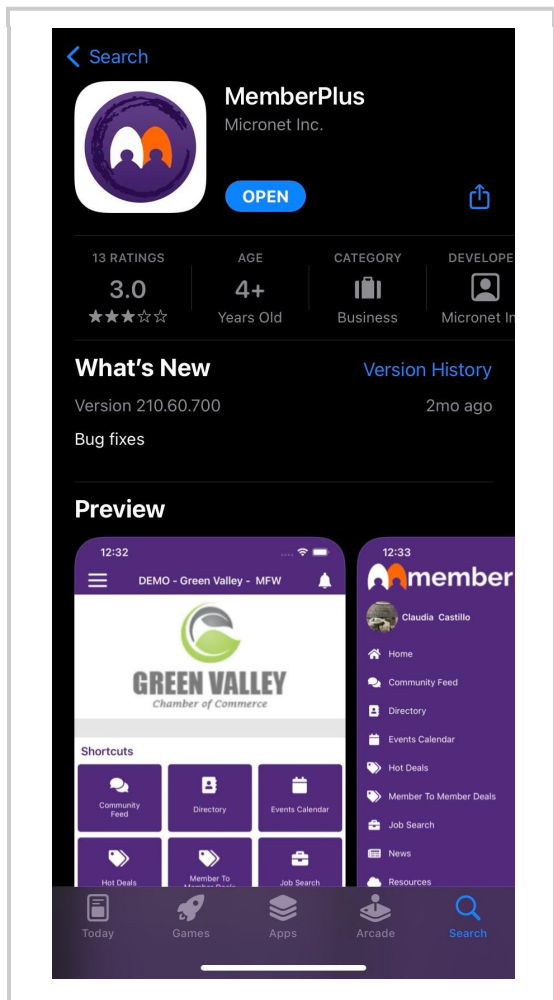**This will be our new Connected Community.**

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!



Member App

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!**