



**CPRA**

COLORADO  
PARKS & RECREATION  
ASSOCIATION

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# Primary Membership Rep Guide



## **Hello, CPRA Primary Membership Rep!**

Thank you so much for all your help with organizing your agency's Organization and related individual memberships!

Use this guide to navigate the benefits and ease of access you now have in maintaining your agency's CPRA member roster in our new system.

You will be able to see your agency's Professional Organization Membership Tier and monitor and edit the list of employees included in that membership, as well as update any of their personal information.

As an added benefit, all Primary Membership Reps receive a FREE personal membership with Primary access! This means that your account will not take up a seat on your agency's allotted roster, and you will have the necessary permissions to maintain the roster seats occupied by your colleagues.

**Follow the steps below to utilize your Primary access and manage your organization's CPRA memberships:**

## ✓ Step 1

### Activate your new CPRA account.

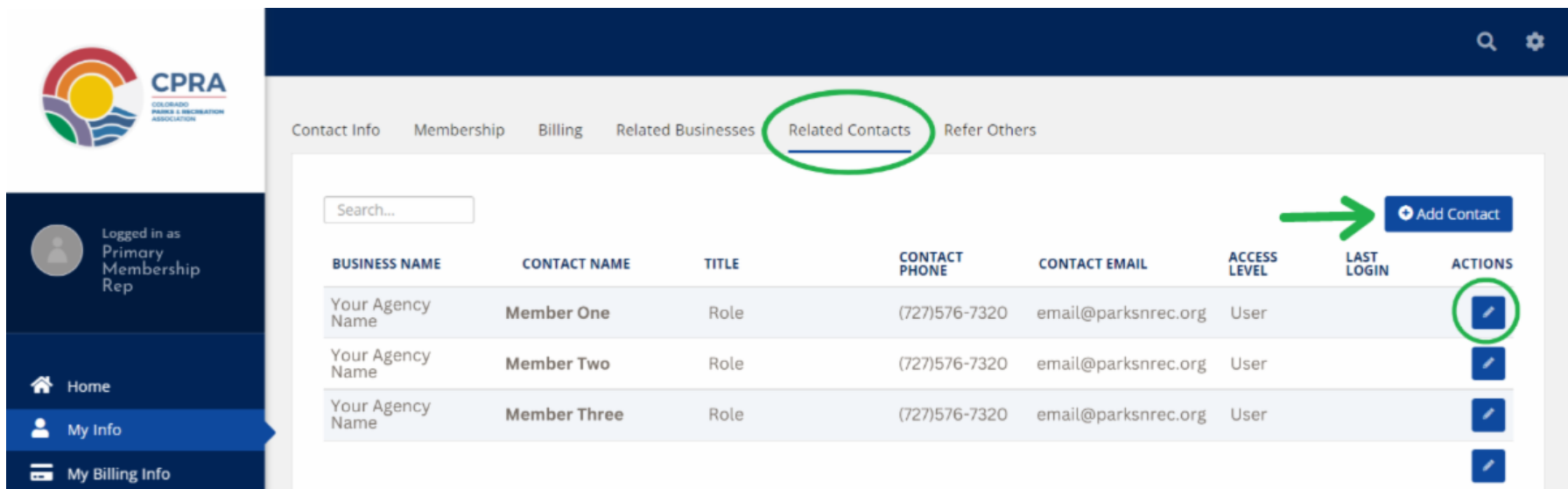
If you haven't already, make sure you follow the guide below to activate your new CPRA account. This is just a new iteration of your existing personal membership with us in our new system.

## How to Activate Your Personal Account




## ✓ Step 2

### Access your Member Hub.

Once your account is activated in the new system, you will have access to the new Member Hub. Here you can manage all of your personal details, billing, Section affiliations, event registrations, and your agency's CPRA **Professional Organization Membership Roster**.



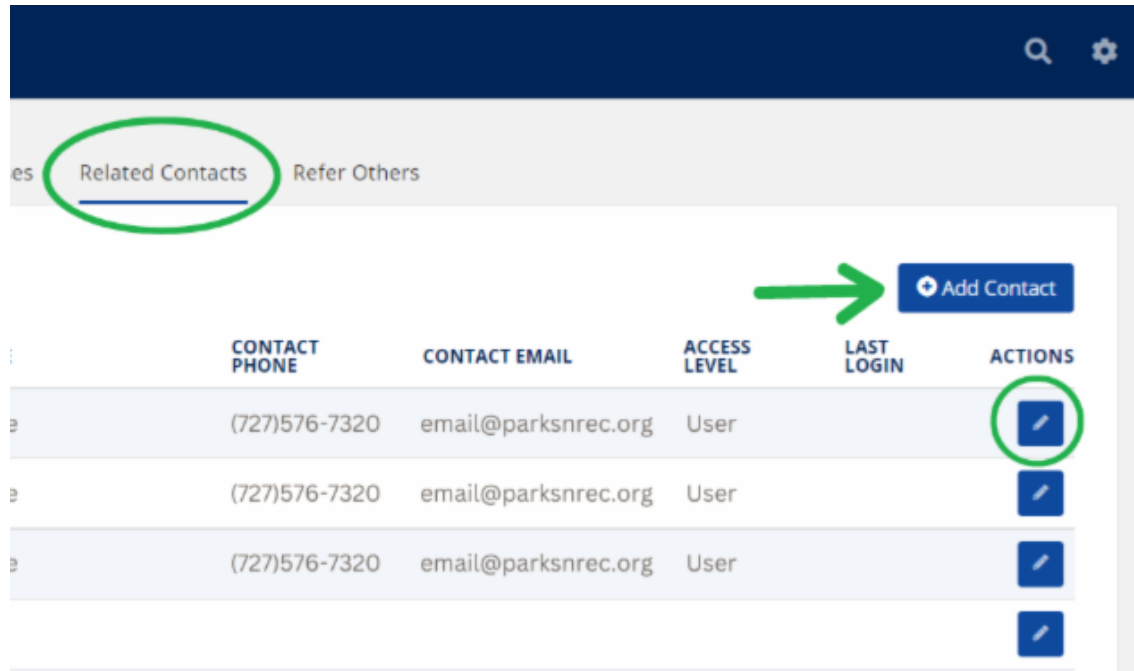
The screenshot displays the CPRA Member Hub interface. On the left, the CPRA logo is visible, and a sidebar shows the user is logged in as 'Primary Membership Rep' with navigation options for Home, My Info, and My Billing Info. The main content area features a navigation menu with 'Related Contacts' highlighted in a green circle. Below this is a search bar and an 'Add Contact' button with a green arrow pointing to it. A table lists agency members with columns for Business Name, Contact Name, Title, Contact Phone, Contact Email, Access Level, Last Login, and Actions. The 'Actions' column for the first member is also circled in green.

BUSINESS NAME	CONTACT NAME	TITLE	CONTACT PHONE	CONTACT EMAIL	ACCESS LEVEL	LAST LOGIN	ACTIONS
Your Agency Name	Member One	Role	(727)576-7320	email@parksnrec.org	User		
Your Agency Name	Member Two	Role	(727)576-7320	email@parksnrec.org	User		
Your Agency Name	Member Three	Role	(727)576-7320	email@parksnrec.org	User		

### Step 3

#### Select the My Info tab.

From this area of the Hub, you will be able to edit your info and the info related to your agency's Professional Organization Membership. Navigate to the **Related Contacts** menu to view your agency's member roster.



### Step 4

#### Edit, add, and remove roster members as needed!

By using the **+Add Contact** and **pencil** buttons, you can add new members to your agency roster, edit their personal details, and remove folks who are no longer in need of a membership.

**Please be sure to keep your roster list within the allotted number of roster seats designated by your agency's membership tier.**

If you need to upgrade or downgrade your agency's Professional Organization Membership Tier, reach out to our [Membership & Communications Coordinator, Jillian!](#)