



**Manitoba Child Care  
Association**

*and*

“YourMembership.com”  
present:

## ***Online Staff Management***

(continuation of online membership database management)

While logged in to your account, to manage your staff's accounts, suspend staff, and add employees, you will click on "Employees"

Manitoba Child Care Association

ASSOCIATION

Member Home Forums Events Guides Forms Child Care Centres Family Child Care

### Manage Profile

Profile Home

From this page, you can navigate to change your account information such as mailing address, email or contact information, by selecting "Edit Bio"

To Manage your employees information, select "Employees"

To pay for, or print your employees dues for MCCA, select "Invoices, Payments & History"

Enter search criteria...

My Profile

- Profile Home
- Manage Profile
- Groups
- Messages
- Membership Info

Join MCCA Today!

Benefits

#### Information & Settings

- Edit Bio**  
Update your information and choose privacy settings for individual fields.
- Preferences**  
View and manage preferences and notification settings for your account.
- Employees**  
View and manage current Employees, send invitations.

#### Invoicing, Payments & History

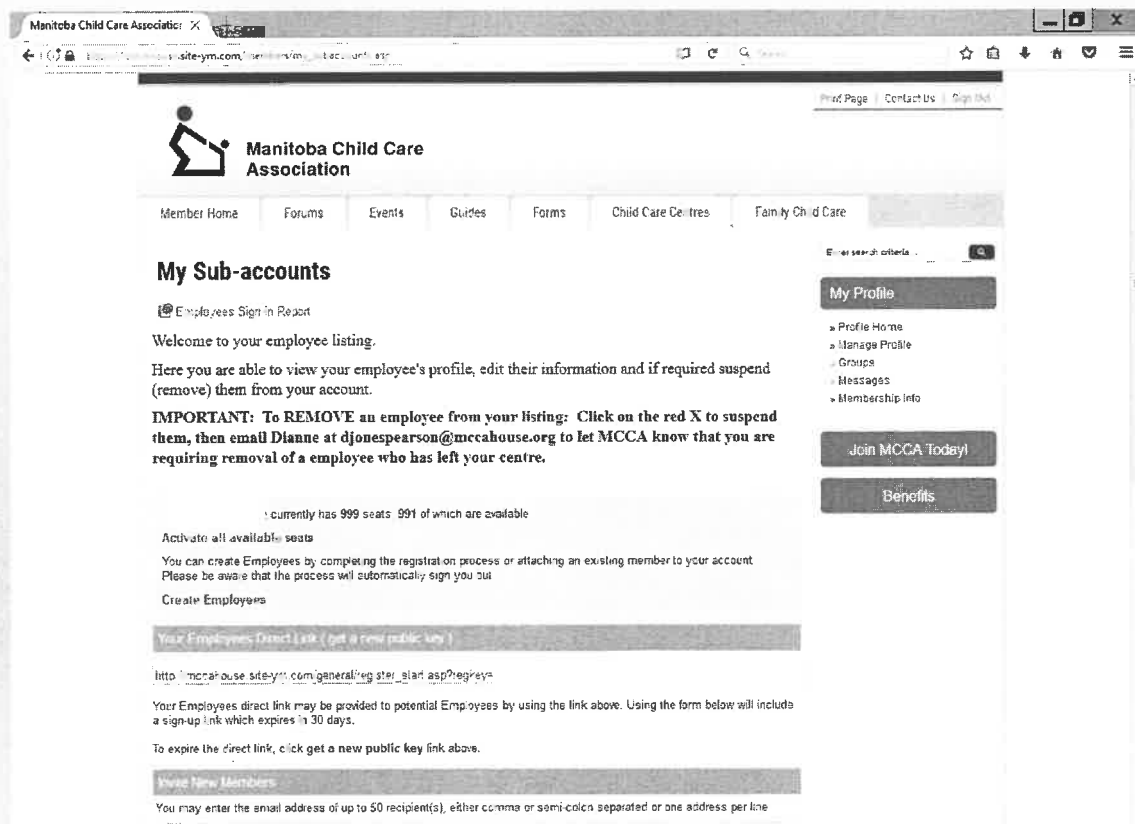
- Invoices**  
View, print and pay your invoices
- Membership**  
View your membership status and view membership renewal options.

#### Community

- Messaging**  
Read and manage messages, create and organize message folders.
- Groups**  
View and manage group membership, configure group options.
- Forum Settings**  
Manage your forum preferences and subscriptions to email notifications.
- Blog Subscriptions**  
Manage your subscriptions to email notifications for blogs.

YOU ARE SIGNED IN AS: LITTLE PEOPLE'S PLACE (SIGN OUT) ADMIN DASHBOARD | RETURN TO PREVIOUS ADMIN PAGE | SITE RESOURCE

You will see this screen.  
Scroll down to see your list of employees.



The screenshot shows a web browser window with the URL <https://mcca-house.site-ym.com/users/mcca/employees>. The page header includes the Manitoba Child Care Association logo and navigation links: Member Home, Forums, Events, Guides, Forms, Child Care Centres, and Family Child Care. The main content area is titled "My Sub-accounts" and contains the following text:

**My Sub-accounts**

Employees Sign In Report

Welcome to your employee listing.

Here you are able to view your employee's profile, edit their information and if required suspend (remove) them from your account.

**IMPORTANT: To REMOVE an employee from your listing: Click on the red X to suspend them, then email Dianne at [djonespearson@mccahouse.org](mailto:djonespearson@mccahouse.org) to let MCCA know that you are requiring removal of an employee who has left your centre.**

currently has 999 seats 991 of which are available

Activate all available seats

You can create Employees by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Employees

Your Employees Direct Link (get a new public key)

[https://mcca-house.site-ym.com/general/regster\\_alan.asp?egreys](https://mcca-house.site-ym.com/general/regster_alan.asp?egreys)

Your Employees direct link may be provided to potential Employees by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click get a new public key link above.

Invite New Members

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line

The right sidebar contains a search bar, a "My Profile" section with links to Profile Home, Manage Profile, Groups, Messages, and Membership Info, and buttons for "Join MCCA Today!" and "Benefits".

Your employees will be listed here.

1. Suspend them if they are no longer working for you by clicking here (red X)

2. Manage their accounts, ie: address, emails, phone numbers, name changes by clicking here (pencil)

3. To completely remove a staff, suspend them, then email Dianne at [djonespearson@mccahouse.org](mailto:djonespearson@mccahouse.org), let her know they are no longer at your centre and that MCCA can remove them.

4. If they are on leave you can just suspend them until they return (ie: short term leave, mat leave)

Manitoba Child Care Association

YOU CAN create employees by contacting the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Employees

Your Employees Direct Link (get a new public key)

[http://mccahouse.sib-ym.com/general/register\\_start.asp?regkey=](http://mccahouse.sib-ym.com/general/register_start.asp?regkey=)

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Send Invite

Your Employees

Options	Member Name / Organization	Account Status	Last Modified
[Icons]	[Redacted]	Enabled, Expires 2017-10-01	2017-07-21
[Icons]	[Redacted]	Enabled, Expires 2019-07-01	2017-07-31
[Icons]	[Redacted]	Enabled, Expires 2017-12-01	2017-07-21
[Icons]	[Redacted]	Enabled, Expires 2017-12-01	2017-07-31
[Icons]	[Redacted]	Enabled, Expires 2017-12-01	2017-07-31
[Icons]	[Redacted]	Enabled, Expires 2017-12-01	2017-07-31
[Icons]	[Redacted]	Enabled, Expires 2018-01-01	2017-08-02
[Icons]	[Redacted]	Enabled	2015-09-01

About MCCA  
The Manitoba Child Care Association (MCCA) is a non-profit, membership-funded, non-partisan organization.

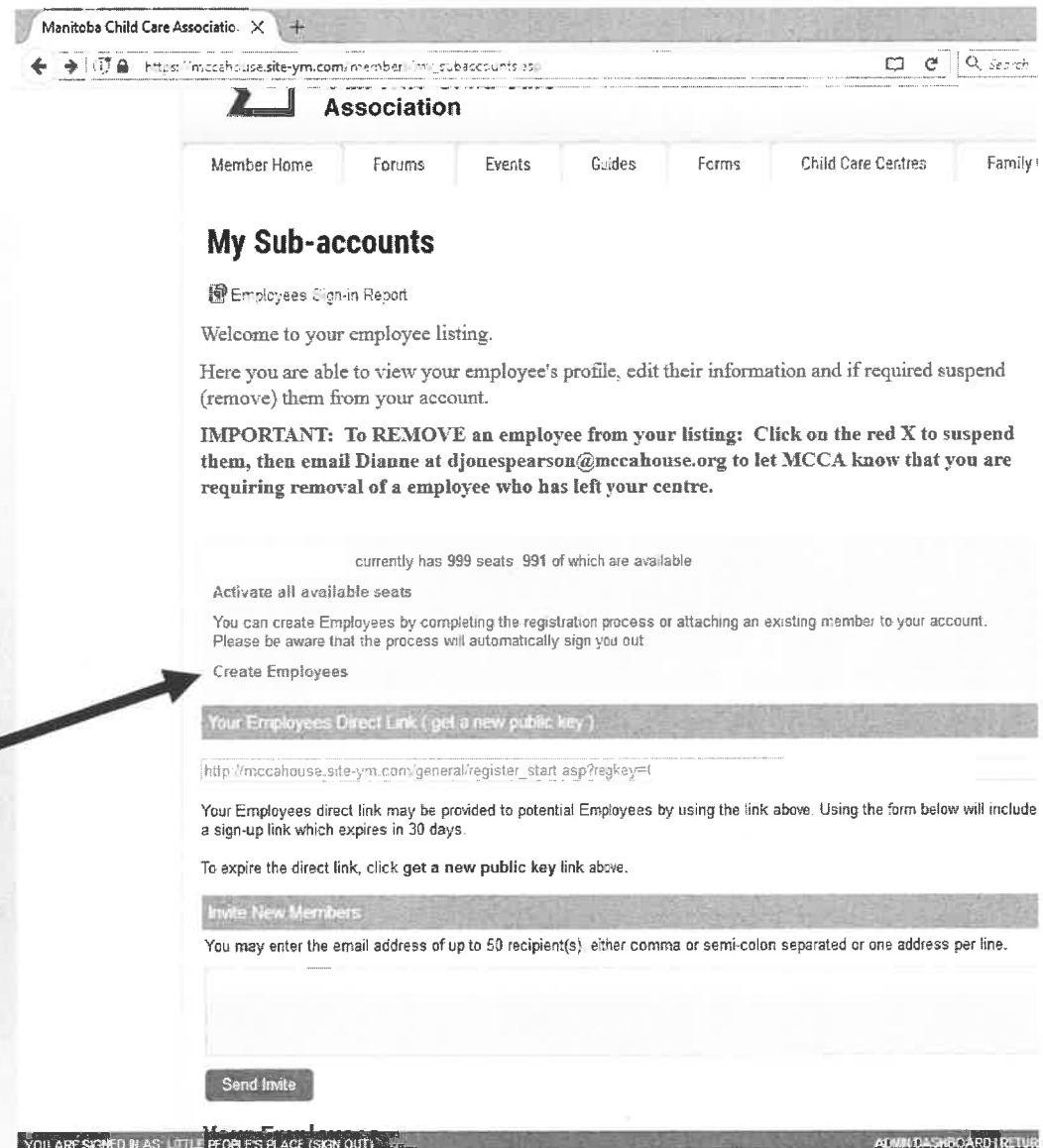
Regional Branches  
Central Region  
Parklands Region

YOU ARE SIGNED IN AS: LITTLE PEOPLE'S PLACE (SIGN OUT)

ADMIN DASHBOARD | RETURN TO PREVIOUS ADMIN PAGE | SITE RESOURCE MANAGER

To Add an employee,  
scroll back up the  
screen from your list of  
staff.

Click on  
“Create Employees”



Manitoba Child Care Associatio. X +

https://mccahouse.site-ym.com/member/my\_subaccounts.asp

Association

Member Home Forums Events Guides Forms Child Care Centres Family

### My Sub-accounts

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Welcome to your employee listing.

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currently has 999 seats 991 of which are available

Activate all available seats

You can create Employees by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Employees

Your Employees Direct Link ( get a new public key )

[http://mccahouse.site-ym.com/general/register\\_start.asp?regkey=](http://mccahouse.site-ym.com/general/register_start.asp?regkey=)

Your Employees direct link may be provided to potential Employees by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click [get a new public key link](#) above.

Invite New Members

You may enter the email address of up to 50 recipient(s) either comma or semi-colon separated or one address per line.

Send Invite

YOU ARE SIGNED IN AS: LITTLE PEOPLE'S PLACE (SIGN OUT) ADMIN DASHBOARD RETURN

You will see this  
box, and it will  
Ask if you want  
to continue?  
“Click Yes”

## My Sub-accounts

 Employees Sign-in Report

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You can create Employees by completing the registra  
Please be aware that the process will automatically si

**Create Employees**

**Your Employee's Direct Link (get a new public key)**

[http://mccahouse-site-ym.com/general/register\\_start.asp?regkey=](http://mccahouse-site-ym.com/general/register_start.asp?regkey=)

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**Invite New Members**

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one a

Next screen, Select Your Member Type.

Choose one of the options.

Then "Continue"

My Sub-accounts - Manitoba C

https://mcca.mb.ca/site-ym.com/general/legitmer\_member\_type.asp?regkey=12444A05F40C3488F790AA1A78FF38C056

Print Page Contact Us

Manitoba Child Care Association

Member Home Forums Events Guides Forms Child Care Centres Family Child Care

Enter search criteria...

**Select Your Member Type**

Join MCCA Today!

Benefits

You have received a membership invitation from

- Sign in here to attach your existing account to
- Or, create a new account. Begin your registration by completing the form below.

Professional ECE  
 Child Care Assistant

Continue >

**About MCCA**  
The Manitoba Child Care Association (MCCA) is a non-profit, membership-funded, non-partisan organization incorporated in 1974. Our mission is to advocate for a quality system of child care, to advance early childhood education as a profession, and to provide services to our members.  
MCCA's vision is to promote and support an exceptional early learning and child care system by fueling our members to be proud and excited to belong to a progressive, respected profession.  
[Learn More](#)

**Regional Branches**

Central Region	Parklands Region
Thompson Region	Norman Region
Interlake Region	South Central Region
Westman Region	Eastman Region
	Winnipeg Region

[Join MCCA Today](#)

This screen is not as intimidating as it looks.

This information you will only need this time, as after this, you will log into the Centre account and you can access your staff's profiles there.

But for today, you will create a username

Username could be their email, [janedoe2017@hotmail.com](mailto:janedoe2017@hotmail.com)

answer the validation code and click continue

The screenshot shows a web browser window with the URL [https://mcca.ca/site-ym.com/general/pick\\_username.asp](https://mcca.ca/site-ym.com/general/pick_username.asp). The page header includes the logo for the Manitoba Child Care Association and a navigation menu with links for Member Home, Forums, Events, Guides, Forms, Child Care Centres, and Family Child Care. The main content area is titled "Join Now!" and contains the following text: "Please create a username for your account. It should include only letters and/or numbers with no special characters or spaces. You may also enter a valid email address. Example: 'smith123' or 'smith123@yourdomain.com'. Note: All fields are required." Below this is a "Registration Information" section with three input fields: "Username" (containing "janedoe2017@hotmail.com"), "First Name" (containing "Jane"), and "Last Name" (containing "Doe"). A "Validation Code" section follows, with the instruction "Answer this simple math problem to validate your submission" and a math problem "3 + 3 =". A "Continue" button is located below the math problem. On the right side of the page, there are buttons for "Join MCCA Today" and "Benefits". The footer contains an "About MCCA" section with text about the organization's mission and vision, and a "Regional Branches" section listing various regions.





## Membership Selection

- Full Time Child Care Assistant - Monthly — \$9.34  
*Any person classified a Child Care Assistant employed in a child care centre on payroll remittance.*
- Full Time Child Care Assistant - Annual — \$112.00  
*Any person not classified as an ECE II or III employed in a child care centre or employed by member licensed family child care providers. The membership year is from January 1 to December 31. Membership will be prorated until the end of the membership year.*
- Part Time Child Care Assistant - Annual — \$76.00  
*Any person classified as a Child Care Assistant employed in a child care centre or employed by member licensed family child care providers. The membership year is from January 1 to December 31. Membership will be prorated to the end of the membership year.*  
*Please select this membership if you work 25 hours or less per week.*
- Part Time Child Care Assistant - Monthly — \$6.34  
*Any person classified as a Child Care Assistant employed in a child care centre on payroll remittance this part time membership if you working 25 hours or less per week.*

Continue with the Selected Membership »

« Start Over

### About MCCA

The Manitoba Child Care Association (MCCA) is a non-profit, membership-funded, non-partisan organization

Here you will choose your membership category. It is very VERY important that you choose “Monthly” or “Annual” as this will determine your invoicing for your staff.  
le – Full Time Child Care Assistant – 9.34 per month  
Click Continue....



Fill in the required information.  
And continue to the next page

Manitoba Child Care Association

http://mcca.youvisite-ym.com/general/register.asp

Manitoba Child Care Association

Member Home Forums Events Guides Forms Child Care Centres Family Child Ca

### Step 2 - Member Information

Please fill out the following information in order to become a member.  
Please Note: All information entered below will be visible to site administrators.  
[Click here to view our privacy policies](#)

*\* Required Fields*

Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)


#### Account Information

Username *	janedoe@hotmail.com
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
E-Mail Address *	<input type="text"/>
Confirm E-Mail *	<input type="text"/>

#### Personal Information

Full Name *	Jane	Doe
Address *	<input type="text"/>	
Address Cont.	<input type="text"/>	
City/Town *	<input type="text"/>	
Country*	Canada	<input type="button" value="v"/>
Province/Territory*	<input type="text"/>	<input type="button" value="v"/>
Postal Code *	<input type="text"/>	
Phone *	<input type="text"/>	
Alternate E-Mail	<input type="text"/>	

Scroll down this page to see the Payment information. And choose "Bill to: (which should be the director's name.) This is important, as the invoices will then appear under the centre. Then click submit securely.

Province/Territory\*  

Postal Code

Phone\*

PO Number

Update the Personal Information section of my profile with the address and organization information entered at

**Additional Comments**

**Payment Information**


Payment Amount \$9.34

Payment Type\*  Bill Me (Admin-only)

ACH/E-Check (US banks only)

Credit Card

Bill to:



### About MCCA

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MCCA's vision is to promote and support an exceptional early learning and child care system by fueling our members to be proud and excited to belong to a progressive, respected profession.

[Learn More](#)

[Join MCCA Today](#)



Proud to be



You will see this pop up,  
click "OK"

The screenshot shows a web browser window with the address bar displaying "http://mcca.house.site-ym.com/donations/membership.asp?id=628EEC10-9AF1-462C-10CE-B34EF7C28CF66&mship=".

The main content area is divided into sections:

- Billing Information:** Includes fields for Organization, Address\*, Address Cont., City/Town\* (Winnipeg), Country\* (Canada), Province/Territory\* (Manitoba), Postal Code, Phone\*, and PO Number. There is an unchecked checkbox for "Update the Personal".
- Additional Comments:** A text area with a "Submit" button.
- Payment Information:** Shows a "Payment Amount" of \$9.34 and "Payment Type\*" options: "Bill Me (Admin-only)", "ACH/E-Check (US banks only)", "Credit Card", and "Bill to" (selected). A "Submit Securely" button is at the bottom.

A confirmation pop-up is overlaid on the form, containing the text: "You are about to submit a Bill to: [redacted] transaction in the amount of \$9.34. Are you sure you want to continue?". The pop-up has "OK" and "Cancel" buttons.

At the bottom of the page, there is a footer with "About MCCA" (The Manitoba Child Care Association (MCCA) is a non-profit, membership-funded, non-partisan organization incorporated in 1974. Our mission is to advocate for a quality system of child care, to advance early childhood education as a profession, and to provide services to our members.) and "Regional Branch" (Central Region, Thompson Region, Interlake Region).

This will be your next screen.  
You will have to log back in to the centre as you have been logged out.

The screenshot shows a web browser window with the address bar displaying [https://mcca.house.site-ym.com/general/register\\_thank\\_you.asp](https://mcca.house.site-ym.com/general/register_thank_you.asp). The page header features the Manitoba Child Care Association logo and a navigation menu with links for Member Home, Forums, Events, Guides, Forms, Child Care Centres, and Family Child Care. The main content area displays a 'Thank You for Registering' message with a 'View Invoice Receipt' link. Below the message, it states: 'Thank you for registering as a member. Your membership will be processed after your payment is received.' On the right side of the page, there is a search bar and a vertical column of buttons including 'Sign In', a dropdown menu, another 'Sign In' button, 'Forgot your', 'Haven't reg', and 'Join'. The footer contains links for 'About MCCA' and 'Regional Branch'.

Remember!

If you are wanting to remove someone permanently, you will have to contact Dianne at [djonespearson@mccahouse.org](mailto:djonespearson@mccahouse.org)



If you have made a mistake, or unsure if you have done your steps correctly, email Dianne.

Every mistake can be fixed! So don't panic!