

New Website and Member Community

Overview, Registration Instructions, and Member Checklist

Hello and welcome! The Municipal Waste Association is excited to announce the launch of our new website and member community in 2022.

Our new website and member community allows you to create and manage your own organizational and individual staff accounts, connect with other members across the MWA network, register for events, post jobs & tenders, join committee groups, access member resources, start forum discussions and get the latest updates and news all within the Member Community feed and blog.

Register, explore and enjoy! We hope this online community continues to serve you and your colleagues as we continue to help advance waste minimization and diversion across our communities.

How to register

- 1. Determine who at your organization will be the designated contact for your membership with the MWA. This person will be responsible for setting up the master account and managing payment information for your organization. They will proceed with the next steps.
- 2. Go to www.municipalwaste.ca and click "Join". Select your membership type and proceed through the account set-up process.
- 3. You can pay for your membership by credit card, EFT*, or <u>mailing a cheque</u>. Membership receipts are automatically created and sent to your account email. Invoices and receipts can also be found under "Payments & History" in "Account + Settings".

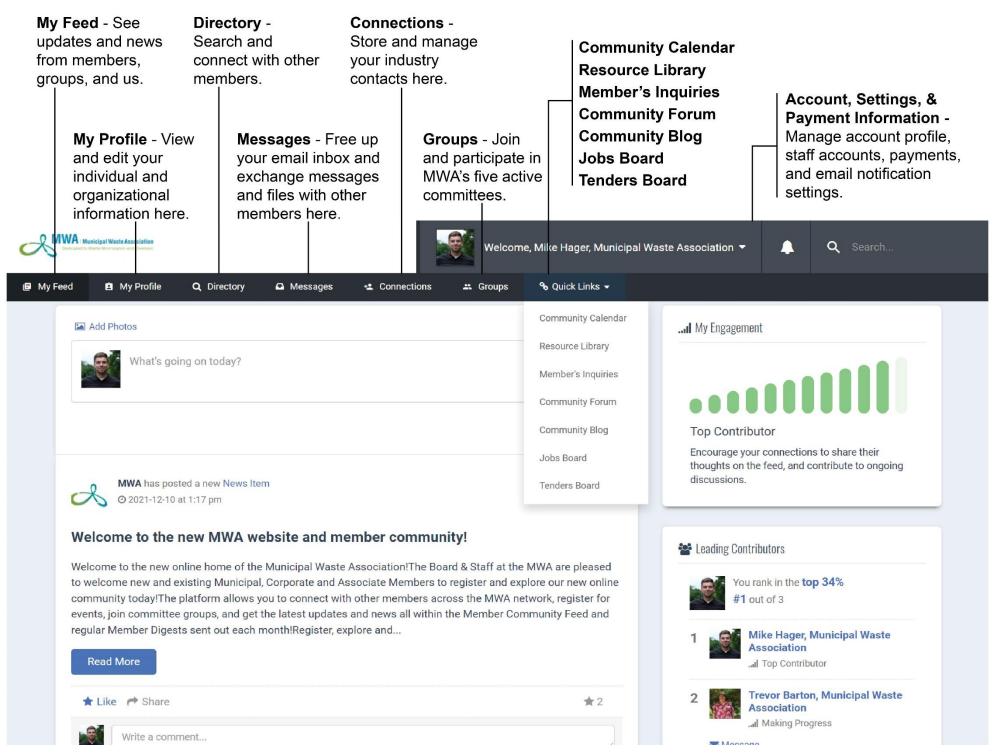
 *Please email us at mwa@municipalwaste.ca to receive an Electronic Funds Transfer (EFT) form.

How to create staff accounts

After creating and activating your master account, log into the Member Community and:

- 1. Select "Account + Settings" from the top drop-down menu.
- 2. Go to "Information & Settings" and select the tab called "Staff".
- 3. From here, you can add up to 20 staff sub-accounts via shared link or by entering their email addresses. They will be required to fill out their own profile to access the Member Community.

Important areas of the new Member Community Portal



Checklist: How to make the most of your membership experience on MWA's new website and Member Community	
	Complete your profile information and upload a profile picture so other members can learn about you and see who you are.
	Connect with other members via the <u>Directory</u> and <u>Connections</u> pages. This will allow you to exchange messages and see their posts.
	Join any of the five active committees on the Groups page and explore the group features: Directory of committee members Calendar displaying committee meetings & events Blogs page for committee-specific news and updates Forums page for discussions Committee files page where you can find agendas, minutes & files
	Subscribe to committee group blogs to receive notifications when new posts are made. Go to Groups and go into your desired committee group page. Then click Blogs, go to the general group blog and hit Subscribe
	Subscribe to committee group forums to receive notifications when new posts are made. Go to Groups and go into your desired committee group page. Then click Forums, go to the General Discussion, click Forum Actions, then Subscribe to Instant Updates.
	See the Community Calendar for upcoming events, webinars and important dates.
	Explore the Resource Library and upload topic specific resources that are relevant to the MWA community.
	Post a Member's Inquiry to the MWA community (if you are seeking information from others on a particular issue or topic). If you have a long list of questions that need more quantified and detailed responses, contact us and we will distribute a survey.
	Subscribe to the Member's Inquiries forum for notifications when new Member's Inquiries are posted. Go to Quick Links , then "Member's Inquiries". Then click Forum Actions , then Subscribe to Instant Updates.
	Post an update, article of interest, or start a general discussion in the Community General Forum.
	Subscribe to the Community General Forum to receive notifications when members post. Go to Quick Links , then "Community Forum". Then click Forum Actions , then Subscribe to Instant Updates.
	Read the latest Community News for updates on MWA news, member news, advocacy & regulatory news, and other information. Go to Quick Links, then "Community News".
	Search for and upload opportunities on MWA's public <u>Jobs Board</u> and <u>Tenders Board</u> .