



NATIONAL PLASTERERS COUNCIL

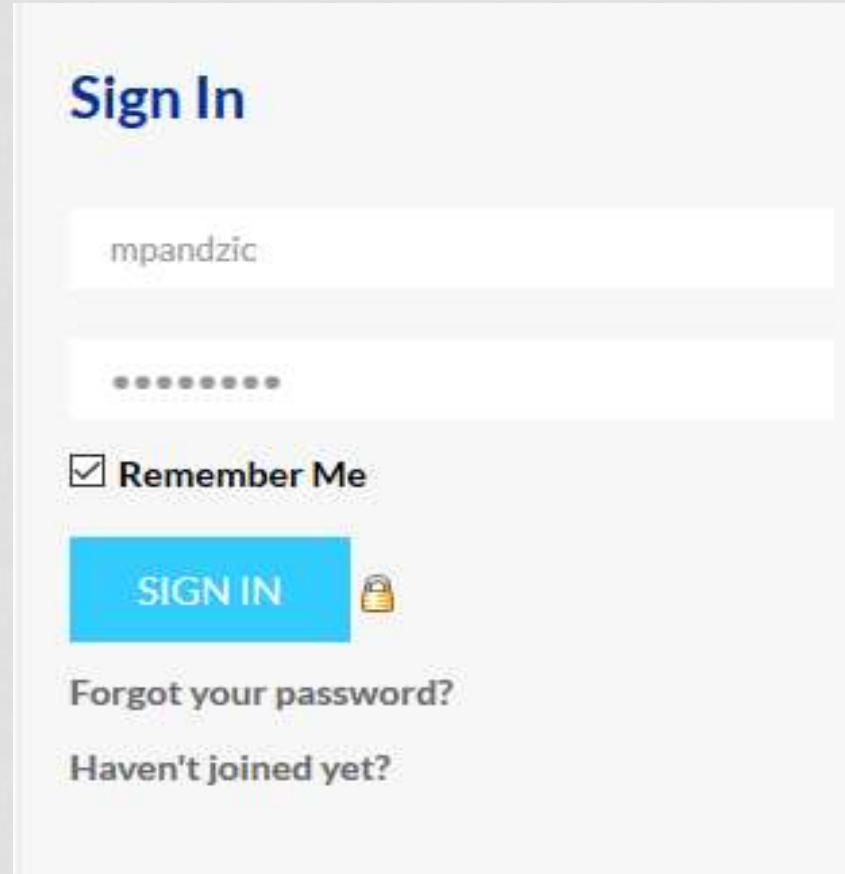
MANAGING YOUR NPC ACCOUNT

[WWW.NPConline.org](http://WWW.NPConline.org)

# WHAT IS YOURMEMBERSHIP (YM)?

- YourMembership (YM) is the association management software we use to manage:
  - Your website design and hosting
  - New member registration
  - Member renewals, invoices and reminders
  - Payments
  - Event registrations
  - General reporting
  - Committee members
  - And most importantly, the information about your company that appears in searches

# STEP ONE - SIGN IN



A screenshot of a 'Sign In' form. The form has a light gray background with a white input field. The text 'Sign In' is in blue at the top left. Below it is a text input field containing 'mpandzic'. Below that is a password input field with six asterisks. To the right of the password field is a 'Remember Me' checkbox followed by the text 'Remember Me'. Below these are two buttons: a blue 'SIGN IN' button with a lock icon to its right, and a smaller 'Forgot your password?' link below it. At the bottom of the form is a link 'Haven't joined yet?'. The entire form is set against a light gray background.

**Sign In**

mpandzic

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Remember Me

**SIGN IN** 

[Forgot your password?](#)

[Haven't joined yet?](#)

If you do not remember your username, please contact the NPC Office.

If you have forgotten your password, click forgot password to re-set.

*IMPORTANT – The re-set instructions will be sent to the email address on file. If you do not receive re-set instructions, that means the email address does not match. Please call the office for assistance.*

# MANAGE PROFILE

**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.
- Sub-accounts**  
View and manage current Sub-accounts, send invitations.

**INVOICING, PAYMENTS & HISTORY**

- Invoices**  
View, print and pay your invoices.
- Event Registrations**  
View and print existing registrations and view past events and photos.
- Membership**  
View your membership status and view membership renewal options.

Edit personal information, company information and what's visible to the public. Why is it important to keep this updated? **IT IS WHAT THE PUBLIC WILL SEE.** Be sure your company is reflected the way you want it to be.

Add sub-accounts (if activated) and provide access to others in your company

View past and current invoices that appear under your profile.

View past and current event registrations made under your account

# ADDITIONAL FEATURES

## CONTENT & FEATURES



### Networks

View and manage social/professional networks.



### Files & Links

Upload files and create links in your file library.



### Photo Gallery

Post photos, manage albums, update captions and view your photos.



### Professional Development

View current entries and professional development journal.

Link to popular social networks – LinkedIn, Facebook, Twitter, Google, etc.

Keep track of CEU's and Professional Development credits, all in one place

# COMMUNITY FEATURES

## COMMUNITY



### Messaging

Read and manage messages, create and organize message folders.



### Referrals

View referrals, track referral history and send invitations.



### Blog Subscriptions

Manage your subscriptions to email notifications for blogs.



### Groups

View and manage group membership, configure group options.



### Forum Settings

Manage your forum preferences and subscriptions to email notifications.

View your Committee Membership, Committee Member Directory, Photo Gallery, etc.

# FOR ASSISTANCE

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