

ERA South of the River

Guide to New ERA Member Account
(MembershipWorks)

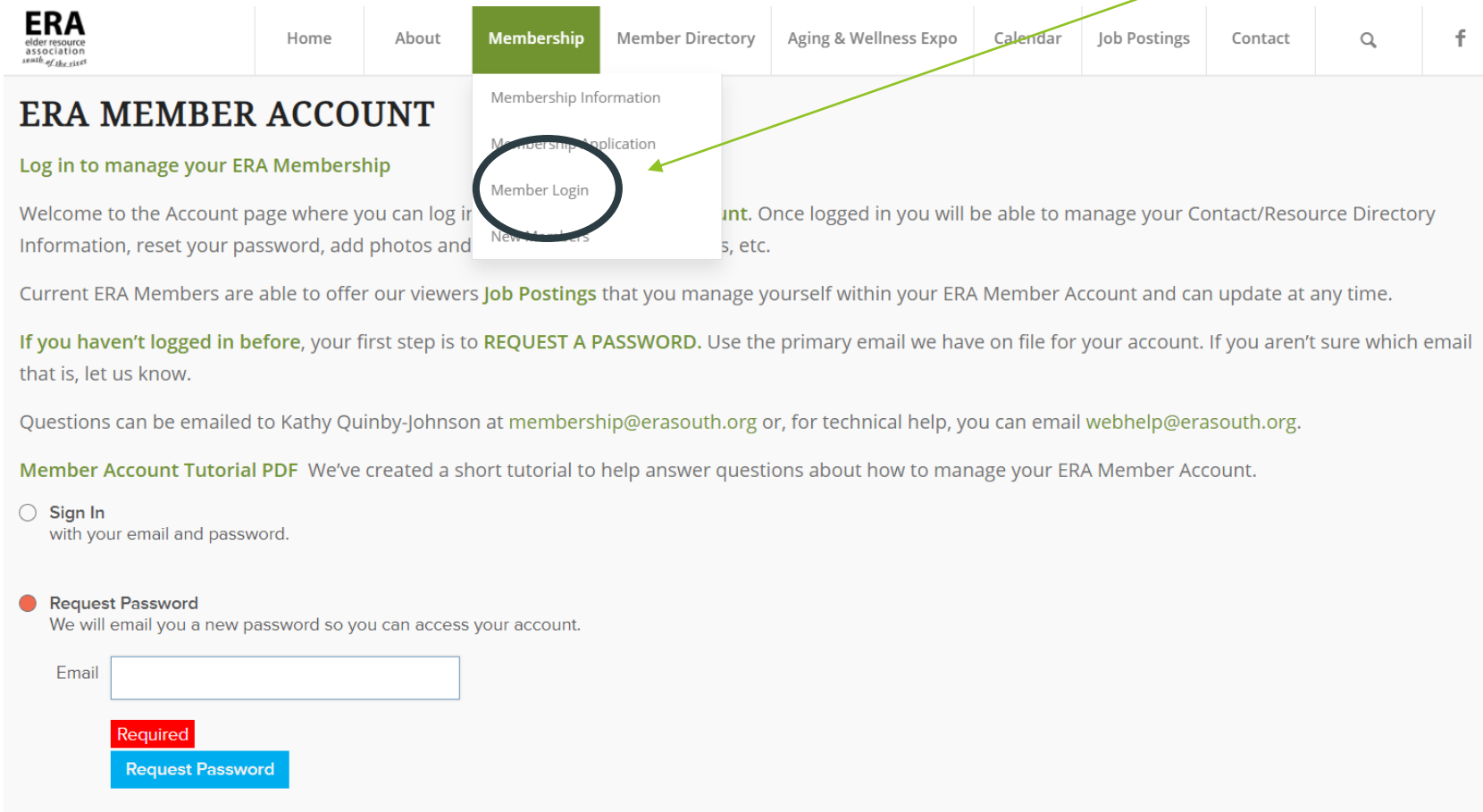
ERA
elder resource
association
south of the river

How to Manage your new ERA Member Account

- ▶ Go to the [Member Login](#) page and click “Request Password”
- ▶ Log into your new ERA Member Account
- ▶ Review the Privacy option regarding displaying your address/phone online
- ▶ Upload your logo for the Member Directory listing, it’s like a “business card”
- ▶ Add your business Tagline like Senior Housing or one your business uses
- ▶ Upload images of your business or organization (your location, events, etc.)
- ▶ Add any links to social media accounts like Facebook, Instagram, Twitter, etc.
- ▶ Add your credit card information to the Billing section
- ▶ Print your ERA Membership Card, cut it out, put it in your wallet
- ▶ Watch your email for membership renewal reminders in December
- ▶ Add Job Postings and remove them once filled

Go to the Member Login page on the ERA website

<https://erasouth.org/member-login/#myaccount>



The screenshot shows the ERA website's Member Account page. The navigation bar includes Home, About, Membership (highlighted), Member Directory, Aging & Wellness Expo, Calendar, Job Postings, Contact, a search icon, and a Facebook icon. The main content area is titled "ERA MEMBER ACCOUNT" and includes a "Log in to manage your ERA Membership" link. A dropdown menu is open under the "Membership" tab, with "Member Login" circled in black and an arrow pointing to it. The page also features a "Request Password" form with an email input field and a "Required" label.

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Home About **Membership** Member Directory Aging & Wellness Expo Calendar Job Postings Contact 🔍 f

ERA MEMBER ACCOUNT

Log in to manage your ERA Membership

Welcome to the Account page where you can log in to manage your account information, reset your password, add photos and more. Once logged in you will be able to manage your Contact/Resource Directory, etc.

Current ERA Members are able to offer our viewers **Job Postings** that you manage yourself within your ERA Member Account and can update at any time.

If you haven't logged in before, your first step is to **REQUEST A PASSWORD**. Use the primary email we have on file for your account. If you aren't sure which email that is, let us know.

Questions can be emailed to Kathy Quinby-Johnson at membership@erasouth.org or, for technical help, you can email webhelp@erasouth.org.

Member Account Tutorial PDF We've created a short tutorial to help answer questions about how to manage your ERA Member Account.

Sign In
with your email and password.

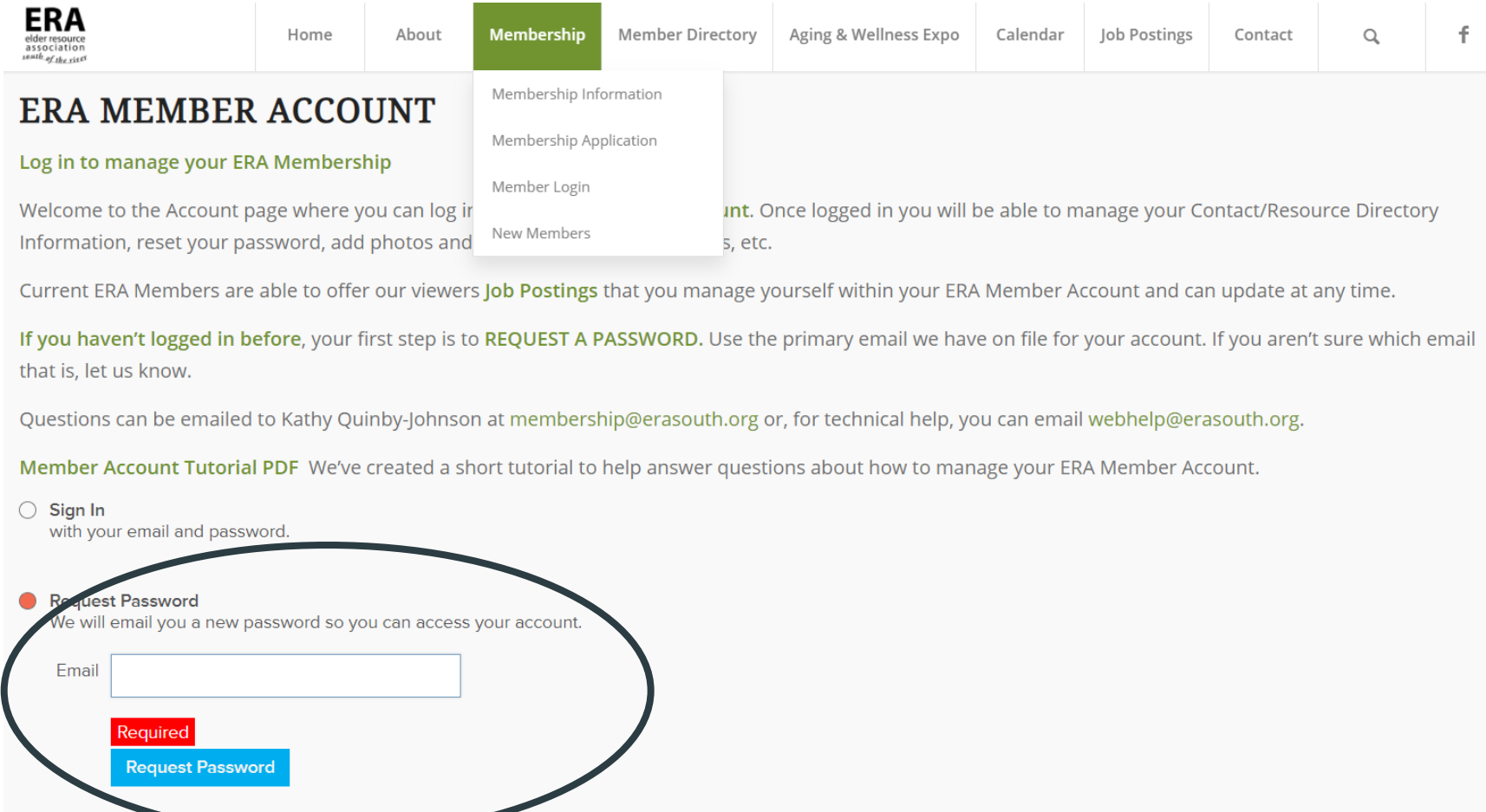
Request Password
We will email you a new password so you can access your account.

Email



Required

Request Password

Request Password



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Home About **Membership** Member Directory Aging & Wellness Expo Calendar Job Postings Contact  

ERA MEMBER ACCOUNT

Log in to manage your ERA Membership

Welcome to the Account page where you can log in, update your profile information, reset your password, add photos and more. Once logged in you will be able to manage your Contact/Resource Directory, Job Postings, etc.

Current ERA Members are able to offer our viewers **Job Postings** that you manage yourself within your ERA Member Account and can update at any time.

If you haven't logged in before, your first step is to **REQUEST A PASSWORD**. Use the primary email we have on file for your account. If you aren't sure which email that is, let us know.

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Member Account Tutorial PDF We've created a short tutorial to help answer questions about how to manage your ERA Member Account.

Sign In
with your email and password.

Request Password
We will email you a new password so you can access your account.

Email

Required

Request Password

Sign-in to your ERA Member Account

ERA MEMBER ACCOUNT

Log in to manage your ERA Membership

Welcome to the Account page where you can log into your **ERA Member Account**. Once logged in you will be able to manage your Contact/Resource Directory Information, reset your password, add photos and your logo, social media links, etc.

Current ERA Members are able to offer our viewers **Job Postings** that you manage yourself within your ERA Member Account and can update at any time.

If you **haven't logged in before**, your first step is to **request a password**. Use the primary email we have on file for your account. If you aren't sure which email that is, let us know.

Questions can be emailed to Kathy Quinby-Johnson at membership@erasouth.org or, for technical help, you can email webhelp@erasouth.org.

Sign In
with your email and password.

Email

Required

Password

Required

Sign In

Review your information under the ABOUT tab

Navigation tabs: About, Additional, Directory, Jobs, Account, Sign Out

Organization Name: Mindshare Marketing & Implementation S

Contact Person: Michelle Aspelin

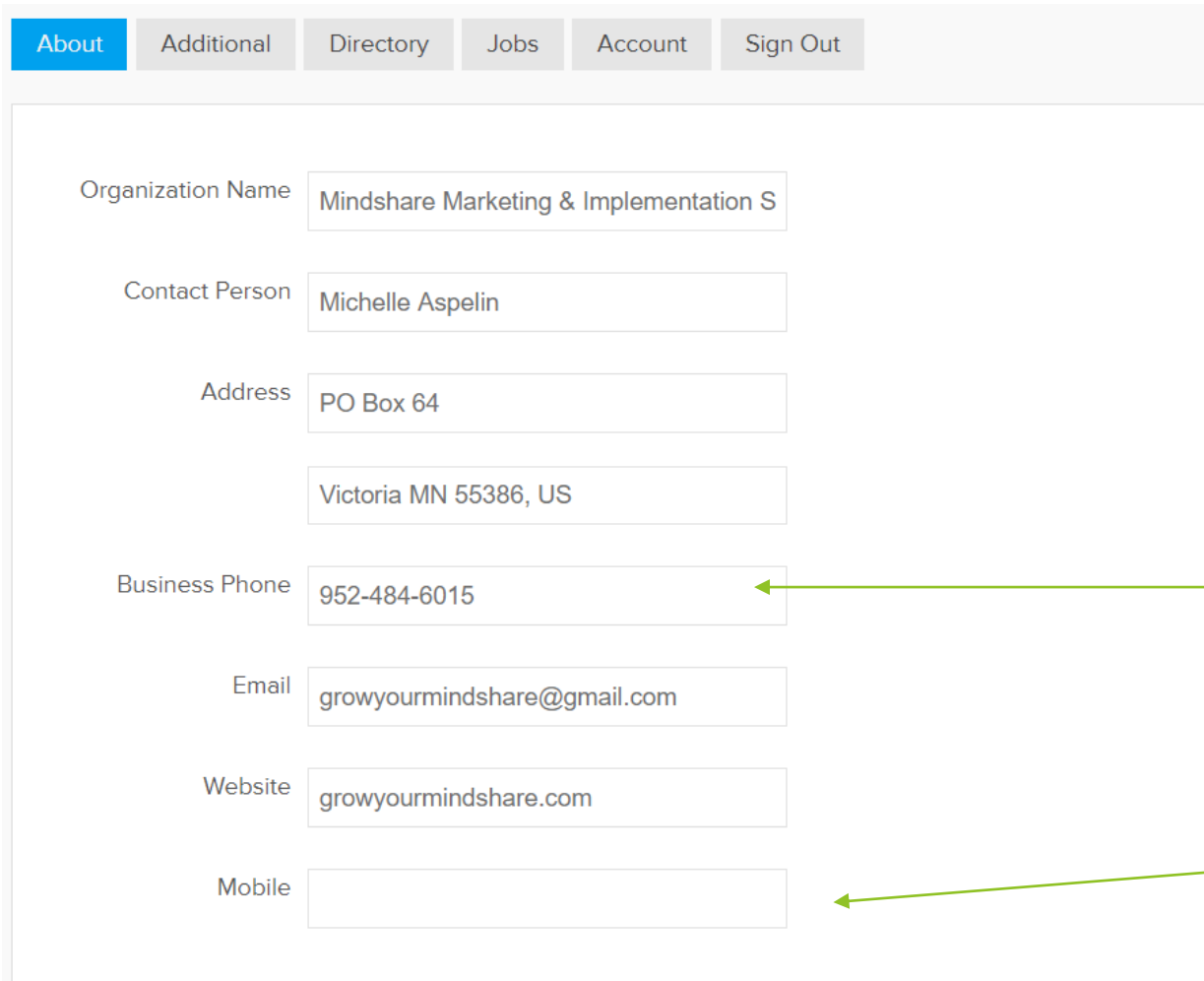
Address: PO Box 64
Victoria MN 55386, US

Business Phone: 952-484-6015

Email: growyourmindshare@gmail.com

Website: growyourmindshare.com

Mobile:



Make any corrections

Add information that's missing

Note the Business Phone

Mobile is for the Contact Person's mobile phone #

About **Additional** Directory Jobs Account Sign Out

Additional Contacts & Locations [? Learn more](#)

Add people or locations for your company or group:

[+ Add New Contact](#)

[✓ Save & Continue](#) [Skip](#)

ADDITIONAL tab

If you have more than one Contact or Location for your organization or business, you can add additional Contacts or Locations on the ADDITIONAL Tab.

Manage Your Business Categories

Please check ALL the categories that best describe the services your organization offers, noting that the ERA Board reserves the right to edit category selections. This information is used to determine your listing in the ERA Resource Guide and on the ERA Member Directory on our website. Current Membership is required by March 1 to guarantee listing in the annual Resource Guide.

- Adult Day Programs
- Community Resources
- Financial and Legal Services
- Home Care
- Home Modification
- Hospice Care
- Hospitals
- Housing Referral Services
- Housing-Assisted Living
- Housing-Care Suites
- Housing-Cooperative Living
- Housing-Independent Living
- Housing-Long Term Care
- Housing-Memory Care
- Housing-Residential Care
- Housing-Respite Care
- Housing-Subsidized Housing and Transitional Care
- Medical Equipment
- Real Estate and Moving Services
- Senior Centers
- Senior Dining and Food Shelves
- Specialty Services
- Spiritual Care
- Transportation

Review your information on the **DIRECTORY** tab

Make sure you check all Categories that apply to your business.

This information will be used for the printed Resource Guide, so make sure it's accurate.

Member Directory Privacy

Your information will AUTOMATICALLY be added to our online Resource Directory unless you choose privacy.

Please indicate if you would like your directory information kept private, in other words, not published on our website Resource Directory.

- Do not list in directory
- Do not show street address in profile
- Privacy: Do not show contact's mobile number
- Privacy: Do not show Business phone number

Manage your Member Directory/Business Card [? Learn more](#)

Upload your logo and add a tagline that will display in the online Member Directory like a business card. Click areas on your card to upload logo or edit tagline. Upload JPG or PNG images, not a PDF.

[Click here to delete the current image.](#)



Mindshare Marketing & Implementation Services

Website and Blog Services,
plus Virtual Marketing and
Admin Services

Review and ADD
your information
under the
DIRECTORY tab

If you want to keep your
information PRIVATE, check
the appropriate boxes

You may keep your address,
Business phone or Contact's
mobile phone numbers
private but show the rest of
your profile in the Directory

Add your logo and Tagline to
the "Business Card" that
will display on the website.
Use a JPG or PNG image file
type, not a PDF for images.

You can also click the Learn More for a video tutorial

Directory: <https://erasouth.org/member-directory>



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Artis Senior Living

Brand new memory care community in Woodbury, MN



Burnsville Senior Center

A community focal point on aging.



Kline Family Caretaking

Kline Family Caretaking provides home maintenance and modification services.



Mindshare Marketing & Implementation Services

Website and Blog Services, plus Virtual Marketing and Admin Services



Senior Care Authority

We offer peace of mind. Eldercare Consulting, Placement Assistance and Advocacy

This is what your “Business Card” looks like on the ERA website.

Users will click on your Business Card to bring up your entire Member Directory listing.

The Member Directory can be sorted by category like Adult Day Programs, Community Resources, Financial and Legal Services, Home Care, etc.

Directory Listing Examples

Share this profile:



SENIOR CARE AUTHORITY

We offer peace of mind. Eldercare Consulting, Placement Assistance and Advocacy



Senior Care Authority

Kathy Quinby-Johnson
Eden Prairie MN, US
☎ (952) 903-5060
☎ (612) 387-0100
🌐 www.seniorcare-minneapolismetro.com
✉ Send a Message

Share this profile:



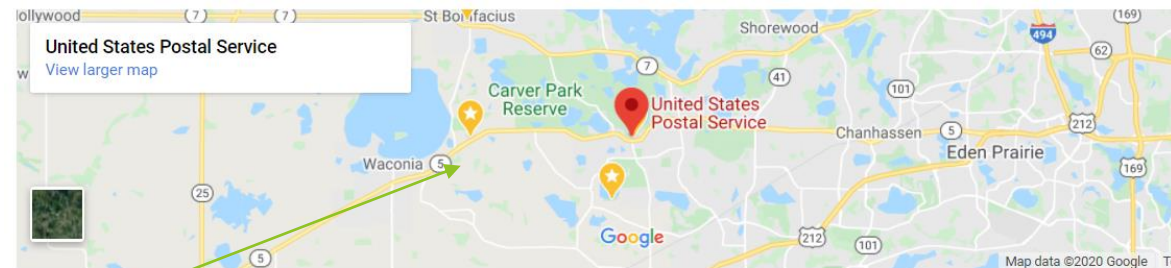
MINDSHARE MARKETING & IMPLEMENTATION SERVICES

Website and Blog Services, plus Virtual Marketing and Admin Services



I primarily create or improve WordPress or Weebly Websites and Blogs. If you already have a Weebly or WordPress website or blog, but it's not working for you, or you want to learn how to edit it yourself I can help. I love to TRAIN my clients to do as much of the editing and maintenance as they'd like. You can learn more on my Website and Blog Consultation Page and set up a free consultation if you'd like. There's also a link to some sites I have created.

In addition to website services, I offer a wide array of marketing and administrative services. See my website for details.



Mindshare Marketing & Implementation Services

Michelle Aspelin
PO Box 64
Victoria MN 55386, US
☎ 952-484-6015
🌐 growyourmindshare.com
✉ Send a Message



Profile above shows Privacy Setting "on" for no address.

Profile on the right includes the address and therefore the map of the location appears.

Manage your Member Directory Profile Gallery [? Learn more](#)

Upload JPG or PNG images to to your profile, or click an image to delete. This can include the contact person's photo, photos of your physical location, photos of events, products, services, etc.



Click or drop file here to upload image

Manage your Profile Description [? Learn more](#)

Describe your products & services:

Edit A set of standard rich text editor icons including bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink.

I primarily create or improve WordPress or Weebly Websites and Blogs. If you already have a Weebly or WordPress website or blog, but it's not working for you, or you want to learn how to edit it yourself I can help. I love to TRAIN my clients to do as much of the editing and maintenance as they'd like. You can learn more on my Website and Blog Consultation Page and set up a free consultation if you'd like. There's also a link to some sites I have created.

In addition to website services, I offer a wide array of marketing and administrative services. See my website for details.

ADD Photos and Description on the DIRECTORY tab

Add 3 or more JPG or PNG images of your workplace to the Member Directory Photo Gallery. These can include the building exterior, your team, images that represent your business or organization.

The Profile Description is where you describe your business for the online Member Directory.

Review, correct any spelling or punctuation.

Manage your Social Links for the online Member Directory

We invite you to add your social media accounts to your Member Directory listing. You can update these any time by logging into your account.

LinkedIn

Facebook

Twitter

BBB

Youtube

Pinterest

Instagram

ADD Links to your
Social Media
Accounts on the
DIRECTORY tab

Manage your Job Postings [Learn more](#)

The ability to post and manage job opening within your organization is another ERA Member benefit. You update and manage the job posting yourself through your account and change them as frequently as you wish. When a position is filled, please remember to come back and update your job posting.

Upload a main image (or click on existing image to replace) and enter the title below:



Title layout:

Enter the description and details below:

This is a sample job posting

Mindshare Marketing & Implementation Services is seeking a part-time Marketing Assistant to work virtually 5-9 hours a week assisting clients with their social media account management. No experience necessary, will train. Position open until filled. Send link to your LinkedIn profile as your resume to michelle@growyourmindshare.com. Learn more about Mindshare Marketing & Implementation Services LLC by browsing our website, <https://growyourmindshare.com>.

Optional: Add a barcode, QR code or other image:

Add Job Postings on the JOBS tab

Post your job opening, along with your logo or other images.

Be sure to include application instructions or a link to your website for details.

After the position is filled, please return to the JOBS tab to delete the Job Posting.

Job Postings appear on our [Job Postings](#) page.

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Account

Sign Out

Manage your Password

Manage Password [Change](#)

Payment/Invoice History

No history

Print Membership Card

You can print your ERA Membership Card

ERA Membership Card

Mindshare Marketing & Implementation Services
Michelle Aspelin

PO Box 64
Victoria MN 55386, US

Review the ACCOUNT tab

This is where you can change your password.

See your Payment/Invoice History

Print your Membership Card

Membership Renewal

Default Billing Method is set to manual for Members we imported directly into the new system.

We want all our Members to **ADD YOUR CREDIT CARD** and pay securely online vs paying by check.

Organization Name

Contact Person

Address

Business Phone

Email

Website

ERA Annual Membership \$50

Business and Individual Membership

[Renew, Upgrade or Update Billing](#)

Annual Credit Card Payment (charges your credit card now)
\$50 / year
\$50 payment due now for period through Jan 1, 2022

Name on card

Billing address

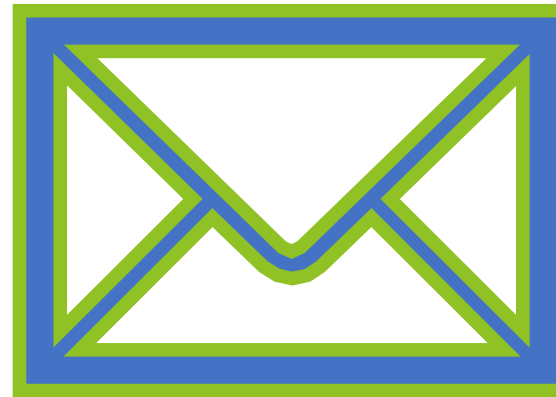
Credit/debit card number

Renewal Reminders

You will receive automatic Email Renewal Reminders from Membership@erasouth.org.

- ▶ 30 Days Prior to our Renewal Date of January 1
- ▶ 10 Days Prior to Renewal Date
- ▶ 10 Days After Renewal Date
- ▶ 30 Days After Renewal Date

Members who are 60 Days Past Due will not have their Member Directory listing displayed on the ERA website.



Other New Pages on the ERA website

<https://erasouth.org>



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Membership Application

Member Login

New Members

WELCOME TO THE ELDER RESOURCE ASSOCIATION - SOUTH OF THE RIVER

For seniors, their caregivers and the professionals that
serve them

LEARN MORE

MEMBERSHIP INFO

Calendar Page

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WELCOME TO OUR EVENT CALENDAR

This is where we list our ERA hosted events and our bi-monthly member networking meeting. We also allow our ERA members to publish their hosted events on our calendar. If you'd like to join the Elder Resource Association, please visit our [Membership](#) page. Thank you for visiting the ERA South of the River website!

Click the "Show" button for a key to the category colors

[Show ▾](#)[Subscribe ▾](#)[Add New Event](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Load Older						
Nov 15	Today	Nov 17 Bi-Monthly Meeting	Nov 18	Nov 19 EXPO 2021 Planning Meeting	Nov 20	Nov 21
Nov 22	Nov 23	Nov 24	Nov 25	Nov 26	Nov 27	Nov 28

Membership Application where New Members Sign Up

The screenshot shows the ERA website's navigation menu with 'Membership' highlighted. A dropdown menu is open, showing options: 'Membership Information', 'Membership Application', 'Member Login', and 'New Members'. The 'Membership Application' option is selected. Below the navigation, the page title is 'ERA MEMBERSHIP AP'. The main content area contains three sections: 'NEW MEMBERS: Please complete all information a... After you join ERA South of the River, you will recei... and responsibility to update your account information.', 'All New Members should use our online ERA Membership Application below. This helps us automate our Membership process and allows us to be as efficient and cost effective as possible. Currently we are only accepting credit card payments, this streamlines our process. If you require and invoice, please send your invoice request to membership@erasouth.org.', and 'CURRENT MEMBERS: If you want to renew your membership or manage your ERA Member Account, please go to our Member Login page.' At the bottom, there is a form with three input fields: 'Organization Name' (with placeholder text 'Full name or company name'), 'Contact Person' (with placeholder text 'If applicable'), and 'Address'.

<https://erasouth.org/membership-application>

New Members Sign Up with
our new Online Application

Automatically Adds new
Members to our
MembershipWorks database

Allows Members to keep their
Member Directory listing
updated themselves

Sends automatic Renewal
Reminders

We can download and print a
spreadsheet of Current
Members anytime

New Member Welcome Page



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Welcome!

Thank you for joining the **Elder Resource Association (ERA)** for the first time or for renewing your Membership.

We are a growing and vibrant organization focused on older adults in the Twin Cities South Metro. The ERA plays a vital role in serving the senior population and their caregivers. People want to have access to local resources. We look for ways to grow and expand, to create a well rounded community with access to desired resources. We welcome you!

[Annual Events](#)



New Members are directed to this New Member Welcome Page after they join.

This information is automatically emailed to them as well, along with a receipt of their payment.

<https://erasouth.org/new-members/>

We invite you to browse the whole website!

<https://erasouth.org>



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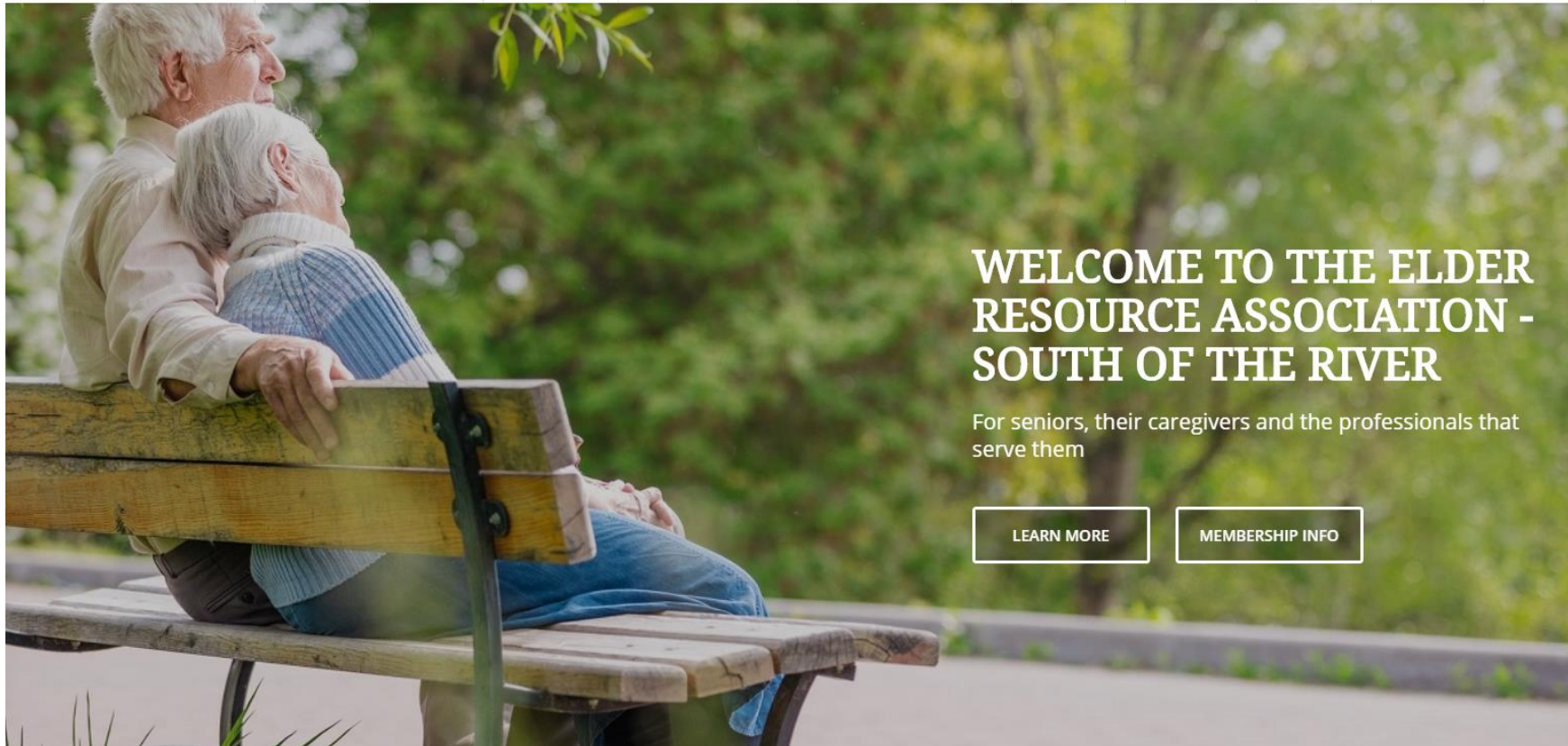
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WELCOME TO THE ELDER RESOURCE ASSOCIATION - SOUTH OF THE RIVER

For seniors, their caregivers and the professionals that
serve them

LEARN MORE

MEMBERSHIP INFO

Thank you!

We appreciate your ERA Membership

Special Thank You to

- ▶ Michele Starkey
info@erasouth.org
- ▶ Kathy Quinby-Johnson
membership@erasouth.org
- ▶ Mollie Lund

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