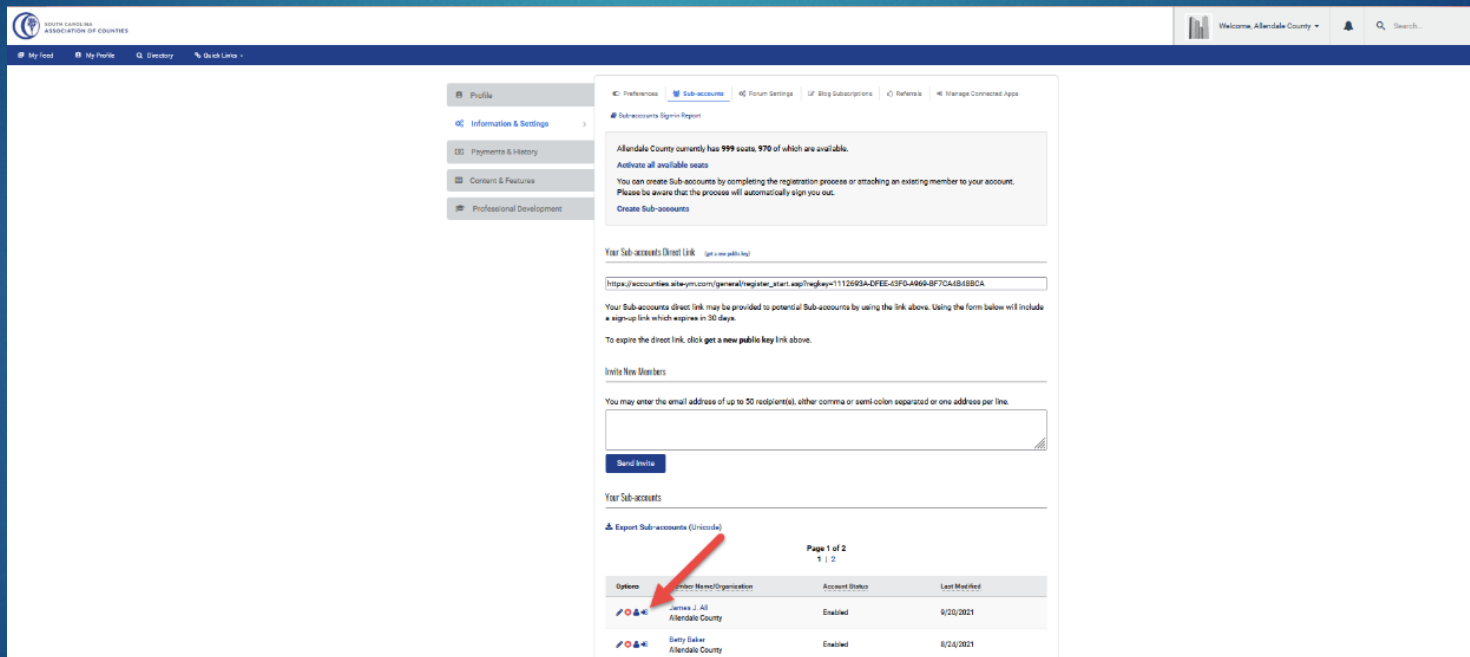






SCAC Member Portal

- ▶ REGISTERING COUNCILMEMBERS FOR EVENTS
 - ▶ Sign in to the county master account
 - ▶ Click on Information & Settings, then the Sub-accounts tab



The screenshot displays the SCAC Member Portal interface. The top navigation bar includes the SCAC logo, user information for "Welcome, Allendale County", and a search bar. The left sidebar contains a menu with options: Profile, Information & Settings (selected), Payments & History, Content & Features, and Professional Development. The main content area shows the "Sub-accounts" tab selected. It displays a message stating "Allendale County currently has 999 seats, 970 of which are available." and provides a "Create Sub-accounts" button. Below this, there is a section for "Your Sub-accounts Direct Link" with a URL and a "Get a new public key" button. A "Your Sub-accounts Direct Link" section follows, explaining the link's purpose and providing a form to enter email addresses for invitations. The "Your Sub-accounts" section shows a table of existing sub-accounts, with a red arrow pointing to the "Options" column for the first entry.

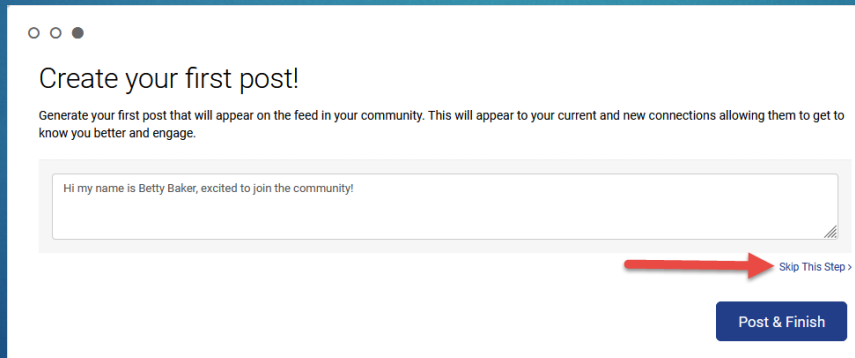
Options	Member Name/Organization	Account Status	Last Modified
 	James J. All Allendale County	Enabled	6/20/2021
 	Betty Baker Allendale County	Enabled	6/24/2021



SCAC Member Portal

▶ REGISTERING COUNCILMEMBERS FOR EVENTS (CON'T)

- ▶ Scroll to FIRST councilmember you want to register and click the blue arrow icon to “Sign in as this member”, then click “OK”
- ▶ If the person hasn’t logged in before, an option pops up to complete the profile
 - ▶ On photo page, click “Continue”
 - ▶ On connect page, click “One More Step...”
 - ▶ On first post page, click “Skip This Step”



Create your first post!

Generate your first post that will appear on the feed in your community. This will appear to your current and new connections allowing them to get to know you better and engage.

Hi my name is Betty Baker, excited to join the community!

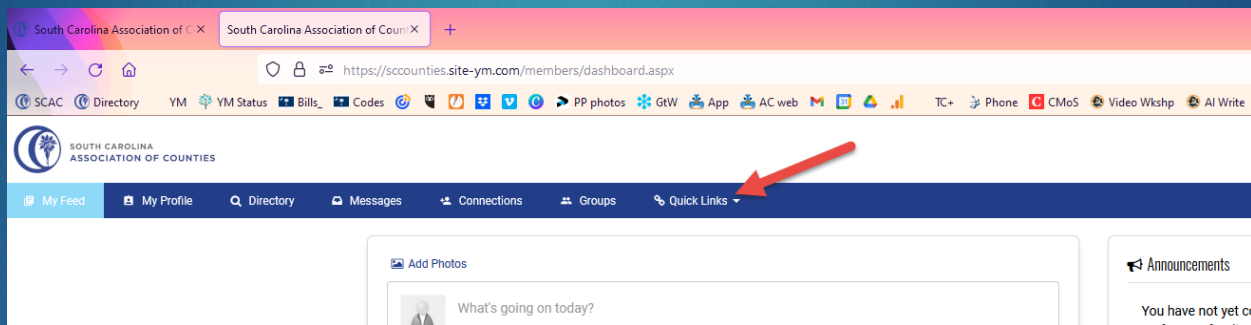
[Skip This Step >](#)

[Post & Finish](#)



SCAC Member Portal

- ▶ REGISTERING COUNCILMEMBERS FOR EVENTS (CON'T)
 - ▶ Click on “Quick Links” and “Register for Conferences/Meetings”



- ▶ Find the meeting, click “Register”



SCAC Member Portal

- ▶ REGISTERING COUNCILMEMBERS FOR EVENTS (CON'T)
 - ▶ Please do not use all caps when completing the registration form
 - ▶ The dropdown box for professional titles includes the most common titles (Ex. Chairman/Chairwoman, County Council, Administrator). Please scroll carefully to select the correct title. If the appropriate title is listed, please do not select "Other".
 - ▶ Please enter the county name (ex. Marion County) as the County/Organization.
 - ▶ Double check registrations for correct information entered, including name, nickname, spouse, title, etc. before submitting.
 - ▶ When done, select either "Save & Add Another Attendee" OR "Save & Finalize Registration"
 - ▶ When sending a check after registering online, please do not send in another registration form – indicate on the check which registrants apply

