

Training for Members

The videos and PDF's will walk members through the day to day processes of the Member Information Center (MIC).



Click on video icon to view video instructions



Click on PDF icon to view the PDF instructions

How to Pay Bills Online



Members can learn how to pay their open invoices online from within the MIC. Length ~6 minutes

How to Post a Member to Member Discount/Hot Deal



Members can learn how to access, create and manage their Hot Deals and Member to Member Deals from within the MIC. Length 6:40

How to Add a Job Posting



Members can learn how to access, create and manage their Job Postings from within the MIC.

How to Update Your Personal Profile



Members can update all of their personal information from within the MIC. This video explains how.

How to Update Your Company Profile



Members can update all of their company information, including logos and contact details, from within the MIC.

How to Store Your Credit Card in the MIC



Members can easily store their credit card information via the MIC for use when registering or events, and even use in paying recurring fees & dues.

How to Manage and Use Events



Members can learn how to use, manage, submit, and register for events from within the MIC. Length 13:00

How to Submit a News Release



Members can submit a News Release for approval through the Member Information Center