



National Main Street Center

a subsidiary of the
National Trust *for* Historic Preservation



Nationally recognized.
Locally powered.™

Moving to the new NMSC CRM

Coinciding with our website launch is a new, robust CRM (constituent relationship management) system. This new Membership Database will be a huge upgrade for your member experience! A smooth transition to the new system will require just a few simple actions. If you have any questions, please email mainstreet_membership@savingplaces.org.

1. Create a new username and password for your organization's master account.

This master account will be used to **act as an organization**: renew the organization's annual membership, update your organization's profile, and manage your contacts and sub-memberships.

[Click Here](#) and enter the email address registered to your membership. Then, check your email for a password reset link entitled "Password Information from National Main Street Center, Inc." Follow the instructions to create your new username and password.

If the system does not recognize your email address: we have the incorrect address on file. Please [email us](#) so we can update our records.

If you do not receive the password reset email: check your spam folder. Then, please add mainstreet@savingplaces.org to your contacts or "safe senders" list to ensure you receive future system emails.

2. Create free sub-memberships for your team.

First, set up a sub-membership for your organization's primary contact. This individual account will be used to **act as an individual**: access member-exclusive resources, participate in our online member communities, and manage your individual profile and email preferences.

Note: the email address for your individual account **must be different** than the email address for your organization's master account. We recommend using a generic email (i.e. info@mainstreet.org) for your organization's master account, and a personal email (i.e. jsmith@mainstreet.org) for your individual account.

Next, you may set up additional sub-memberships for other staff, board, etc. The number of sub-members (in addition to your primary contact) you can add depends on your membership type:

Main Street America Designated = 5
Allied = 3
General = 3

To add a sub-member to your account:

1. [Log into your organization's master account](#) and select "My Membership" from the dropdown menu.

Membership History

2

Membership	Start Date	End Date	Amount	Status	Transaction Details
General Member	05/31/2017	05/31/2018	\$350.00	SUCCEED	Details

Additional Sub Members & Memberships

Contacts: [Add](#) [Remove](#) Sub-Membership: [Join](#) [Renew](#)

Action	Member	Membership	Fee	Start Date	End Date	Enrollment Date
<input type="checkbox"/>	Talirena Jamir					
<input type="checkbox"/>	Emily Wallrath Schmidt	General Member (Sub-Membership)	\$0.00	05/31/2017	05/31/2018	05/31/2017

3. Fill out a profile for your sub-member, and select a staff sub-membership.

Membership Information

Membership:

General Staff Sub-Membership

Create a Login Name: *

If you have more staff members than your membership type allows: you may add additional **contacts** to your account. They will be listed on your account and receive NMSC emails, but they **will not** have their own login info. To add additional contacts:

1. Click "Add" under "Additional Sub Members & Memberships" (see above).
2. Fill out a profile for your contact, but **do not** select a staff sub-membership (see above).

3. Take note of your new Member ID#.

All members have been assigned new, shorter Member Numbers (also called Account Numbers). You can find your new Member Number on your [account homepage](#). Please keep this new number in your records as NMSC will use this to identify your account going forward (for registration discounts, renewal payments, etc.) Don't worry – we've maintained a list of the old numbers to reference if needed.

Welcome TEST NMSC (**Account# 7514**)

What would you like to do? ▼

Your membership is currently active. [Details](#)