Moving to the new NMSC CRM

In 2017, the National Main Street Center launched a new membership database to improve 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** and do membership maintenance: 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 your free staff sub-memberships.

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

Note: the username for your individual account **must be different** than the username for your organization's master account. However, the email address may be the same.

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.

2. Click "Add" under "Additional Sub Members & Memberships" (see below).

Membership History

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: <mark>Add</mark>   Remove   Sub-Membership: Join   Renew

	Action	Member ⇕	Membership ⇕	Fee ⇕	Start Date ⇕	End Date ⇕	Enrollment Date ⇕
☐							
☐		Talirenla Jamir					
☐	Set as Non-Current Employee	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:

○ <mark>General Staff Sub-Membership</mark>

Create a Login Name: *

[   ]

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 <u>account homepage</u>. 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 (<mark>Account# 7514</mark>)

[What would you like to do? ▾]

Your membership is currently active. **Details**