

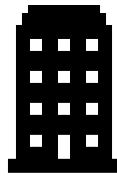


Sub-Membership
Account Set Up and
Management Guide

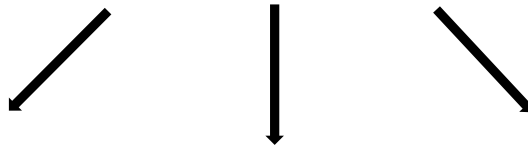
Join the conversation.

To get started on The Point, you'll need an individual staff sub-membership. A sub-membership is a **free** secondary account that allows you to access your organization's member benefits as an individual – almost like an authorized user.

Good news: your organization's membership comes with multiple free sub-memberships! This means additional members of your team can participate on The Point, receive member communications, and access resources – all with their own personal login info.



Your organization is the main member.



The individuals who work there are sub-members.

The number of sub-membership accounts you can depends on your membership type:

- Coordinating Program = 11
- Main Street America Community = 6
- Allied Member = 4
- General Member = 4
- Start-up Member = 2

Follow these three easy steps to get started:



Log into Your Organizational Account.

Your Organizational account acts as a Master account, allowing you to update contact info, check on membership renewals, and manage sub-memberships. This was set up when you joined.

[Login here](#)



Pro Tip: You'll know you've logged into the correct account if the greeting at the top of your screen says, "Welcome [Organization Name]". If it says "Welcome [Your Name]", log out and reenter with your org's username and password.

Troubleshooting:

Not the primary account holder?

Changes to the organizational account can only be made by the primary account holder. In most cases, this is your Program Manager or Executive Director. Reach out to them to request a sub-membership.

Don't know your login info?

Request a reset [here](#) (be sure to select *organization constituent user*).

Does the system not recognize your email address?

We have the incorrect address on file. Please [email us](#) so we can update our records.

Didn't 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. If it's not in your spam folder, please [contact us](#).



Go to “My Membership” from the Drop-Down Menu.

“My Membership” is the place to go to check on your account’s status, see your membership history, and create sub-memberships.

Scroll down to “Additional Sub Members & Memberships”.

Find the person you’re creating a sub-membership for and check the box to the left of their name.

Click “Join.”

Additional Sub Members & Memberships

From

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

	Action	Member	Membership	Fee	Start Date
<input type="checkbox"/>					
<input checked="" type="checkbox"/>		Jane Smith			



Pro Tip: Check make sure your membership is current. Access to The Point requires up-to-date membership.

Troubleshooting:

Don't see the name you need?

Click “Add” and complete the Join form to create the individual sub-membership.

Is your membership no longer active or about to expire?

Click “Renew Now” to reactivate your membership!

Do you already see an active membership listed for this person?

They already have a sub-membership and are enrolled in The Point. They can login [here](#) or reset their login info [here](#).



Complete the join form.

Select the appropriate sub-membership type, create login credentials, and fill out the sub-member's contact information.

Membership Renew

Fill in information below to renew a sub-membership

Membership Information

Membership: *

MSA Community Staff Sub-member (Renew)

If you'd like to join one of our organizational membership levels, [click here](#).

Create a Login Name: *

Login Password: *

Retype Password: *



Pro Tip: You must choose a different username than your organizational account, but the email address may be the same.

You're all set!

You've been enrolled in The Point, and you can log in with your new individual sub-member account [here](#) (you may need to log out of your organizational account first.)

Next: check out [this quick tutorial](#) to learn your way around.

More information

- Sub-memberships are totally **free!**
- You may want to set up sub-memberships for your staff, board, or committee leaders.
- Access to The Point is an exclusive benefit for Main Street American members, so be sure to keep your Organizational membership up-to-date to utilize that resource.
- You can reset your personal or your organization's login info anytime [here](#). Note: if you use the same email for both accounts, you'll be able to choose which one to reset (**Individual** Constituent User vs. **Organizational** Constituent User).
- Your organizational login info belongs to your company. It may be shared and/or passed down to new members of your team as needed. On the other hand, your individual sub-member login belongs just to you. This should remain private.
- Like your Organizational membership, **sub-memberships need to be renewed** each year to stay active. [Learn more here](#).
- Still confused about sub-membership? Check out our step-by-step [video tutorial!](#)

Contact us if you need any assistance:

Mainstreet_membership@savingplaces.org or 312.610.5613