



Member Management System Quick Start Guide for Invited Members Draft of April 14, 2022

Existing LCIA members will receive an e-mail invitation to “claim” their membership data. Invitations are sent to the primary e-mail address on file.

When you respond to the e-mail invitation, you will step through several screens to confirm and update your membership information. Note that all information previously on file with the LCIA has been transferred into the Member Management System and has been verified. This does not mean there are not items in the database that members may wish to change. If your information is correct, you do not need to change anything. Anything you change now will be retained, so please review and update your information carefully.

So let’s get started ...

You will receive an e-mail message that looks something like this. Click on the “Get Started” button to initiate the claiming process using your browser.

Subject: You are invited to join the LCIA Member Management System!

LCIA LCIA

Dear LCIA member,
You are invited to join the LCIA Member Management System! This system will let you maintain your membership, purchase inspections, make donations, and connect with fellow LCIA members

Click the button below to claim your membership and get started. Once you claim your membership, we encourage you to review your membership information and make any necessary changes. We will send instructions for renewing your membership and purchasing inspections in late June.

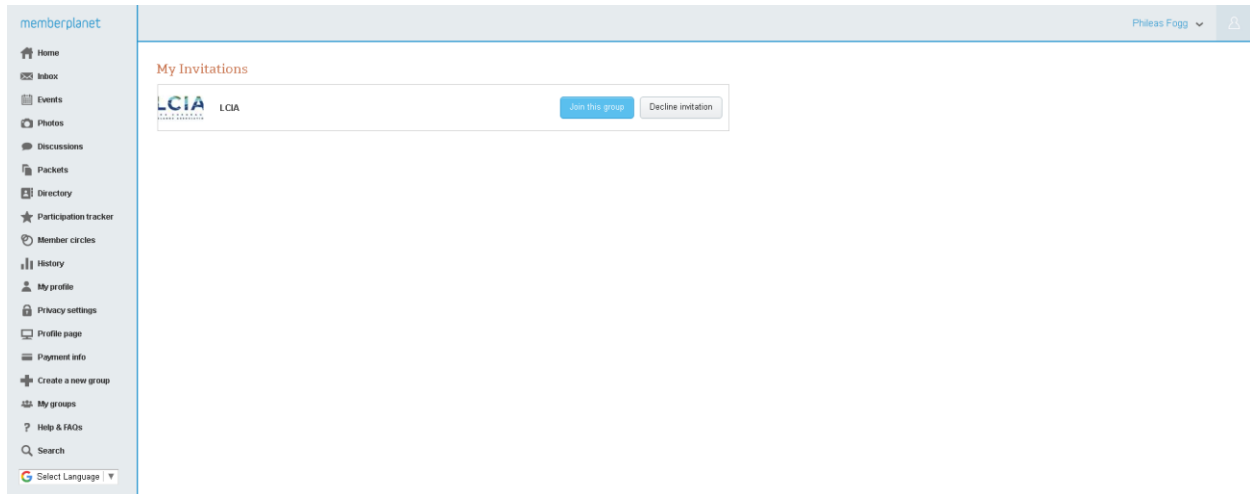
Please see the LCIA website <https://islandsassoc.org> ("Members" tab) for more information about the Member Management System.

Sincerely, LCIA

Get started »

Powered by
memberplanet, LLC 23224 Crestview Boulevard, Torrance, CA 90505
If you'd rather not receive future emails from this group please [opt-out](#) here


You will next see your group invitations on this page. Simply click on the “Join This Group” button to continue.



The screenshot shows a web interface for 'memberplanet'. On the left is a vertical navigation menu with icons and labels for: Home, Inbox, Events, Photos, Discussions, Packets, Directory, Participation tracker, Member circles, History, My profile, Privacy settings, Profile page, Payment info, Create a new group, My groups, Help & FAQs, Search, and a language selection dropdown. The main content area is titled 'My Invitations' and features a single invitation card for 'LCIA'. The card includes the LCIA logo and two buttons: 'Join this group' (highlighted in blue) and 'Decline invitation'.

You will then be able to change your Profile information starting on this screen. Please note that the information we have on file for your membership has already been uploaded, but feel free to change phone numbers or addresses as needed. You cannot “break” anything on these pages. When everything is updated, simply press the “Continue” button.


Phileas Fogg | Log Out

 **Joining LCIA**

Please complete your member profile to help us have the most up-to-date contact information.

My Profile

◀ Go Back



Phileas Fogg
DOB 12/9/1980

✎ Edit

CONTACT

Primary email * alan.mccord@gmail.com
Email address (secondary) *none provided*
Mobile (734) 323-1559
Home * (734) 665-5323


✎ Edit

LOCATION

Lives at * 2530 Gladstone Ave
Ann Arbor, MI 48104
Time zone (GMT-05:00) Eastern Time, US & Canada

✎ Edit


Continue >

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Next you can update the various custom fields we have defined for members. Please refer to the Data Dictionary on the LCIA website which explains each of these fields and their function. When you are finished, simply click the “Continue” button.

Phileas Fogg | [Log Out](#)

 **Joining LCIA**

If you would like family members to receive e-mail messages from the LCIA, please list their names and e-mail addresses below.
Inspections are available only to family memberships. Complete the inspection items if you wish to purchase inspections of your property.

Additional information [« Go Back](#)

Spouse/Partner First Name

Spouse/Partner Last Name

Spouse/Partner Email Address

Spouse/Partner Phone

Commercial Member Business Name

Other Phone

Secondary Street Address

Secondary City

Secondary State

Secondary Zip


LCI Local Street Address

Property Caretaker Name

Next you will confirm your Membership level. Please ignore the “access code” box.

Please note the blue box that says “This level has been pre-assigned to you.” All members have a current expiration date of July 1, 2022, so **no membership payment is needed at this time.** Simply press the “Continue” button to proceed.

Phileas Fogg | Log Out


Joining LCIA

Choose your membership level. If you hold a family membership and wish to purchase inspections, please check the appropriate boxes at the bottom of this form.

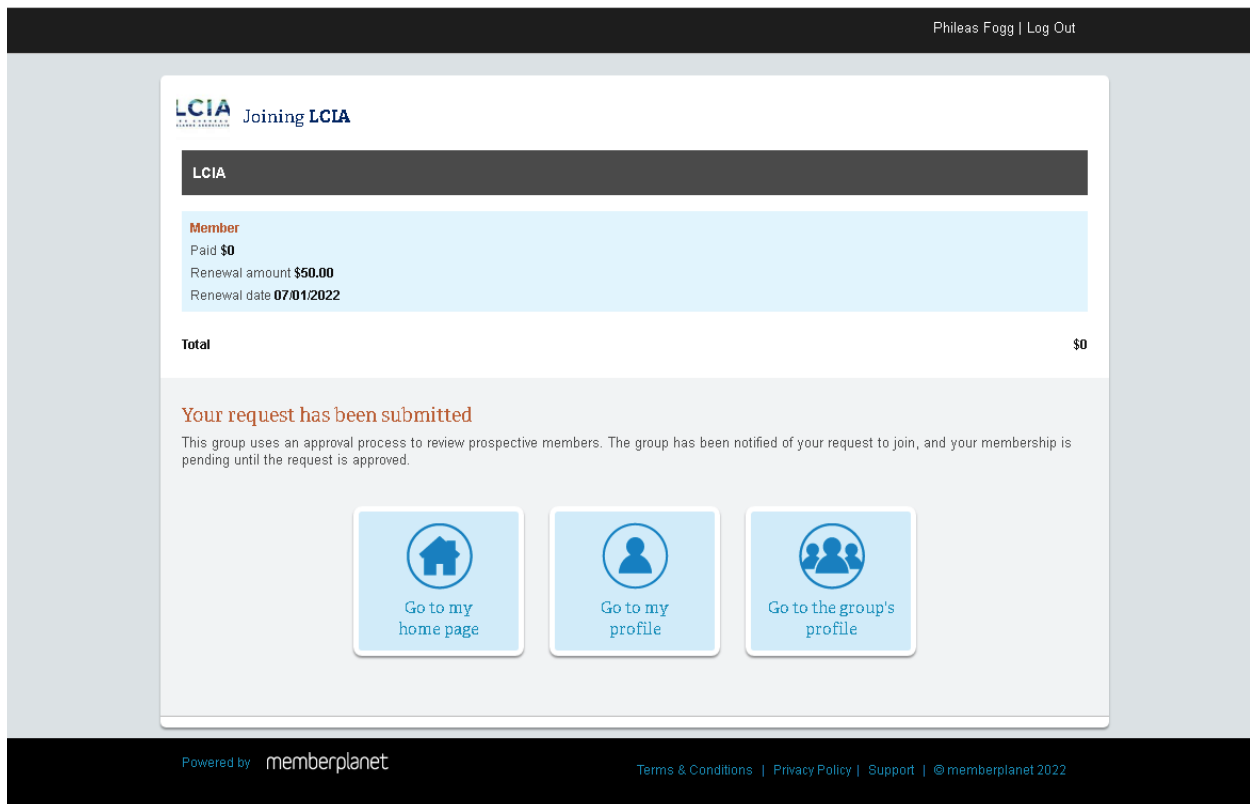
Membership Level « Go Back

If you have a private level access code, type in the box below:

Level *	Price	Subtotal
LCIA		Choose one
Under 40 Membership period: Annually <small>Under 40 memberships are designed for younger members who do not own properties. Under 40 members are not eligible to purchase property inspections.</small>	\$25.00	<input type="button" value="Choose"/>
Member Membership period: Annually <small>Members represent either individuals, families, or businesses. Members are eligible to purchase winter inspections for island and/or mainland properties and associated additional structures.</small>	\$50.00	<input checked="" type="button" value="Selected"/>

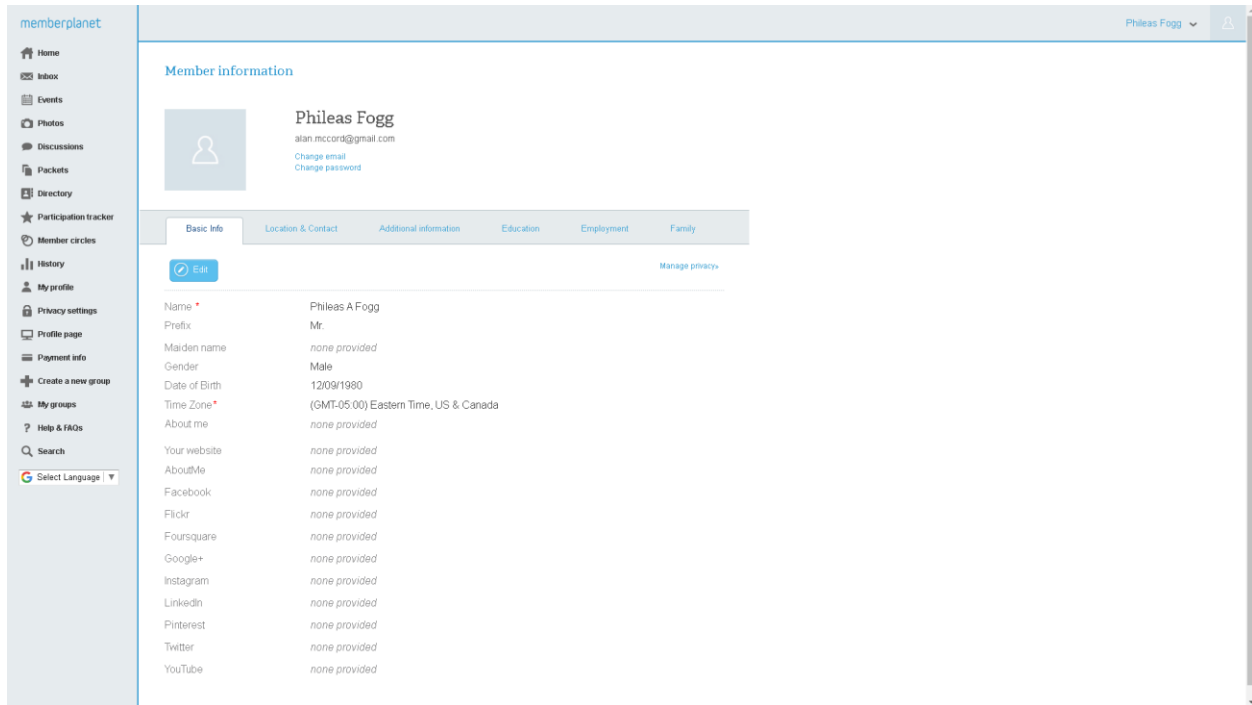
This level has been pre-assigned to you.
 Your renewal date is 7/1/2022. No payment for this level is required today. If you select a different level, you will be charged for that level today.

This screen verifies that you have claimed your membership. We will review the data provided during the claiming process and then accept the claim. At this point you can explore your “Profile” to make more edits, or go to your “Home Page” to see more about the group.



The screenshot shows a web interface for claiming membership. At the top right, it says "Phileas Fogg | Log Out". The main content area is titled "LCIA Joining LCIA". Below this, there is a dark grey bar with "LCIA" in white. A light blue box contains membership details: "Member", "Paid \$0", "Renewal amount \$50.00", and "Renewal date 07/01/2022". Below this, a "Total" of "\$0" is shown. A message states "Your request has been submitted" and explains that the group uses an approval process. At the bottom of the main content area, there are three buttons: "Go to my home page" (with a house icon), "Go to my profile" (with a person icon), and "Go to the group's profile" (with a group of people icon). The footer includes "Powered by memberplanet" and "Terms & Conditions | Privacy Policy | Support | ©memberplanet 2022".

This is your personal profile page. You can visit this page at any time to make profile changes.



memberplanet Phileas Fogg

Member information

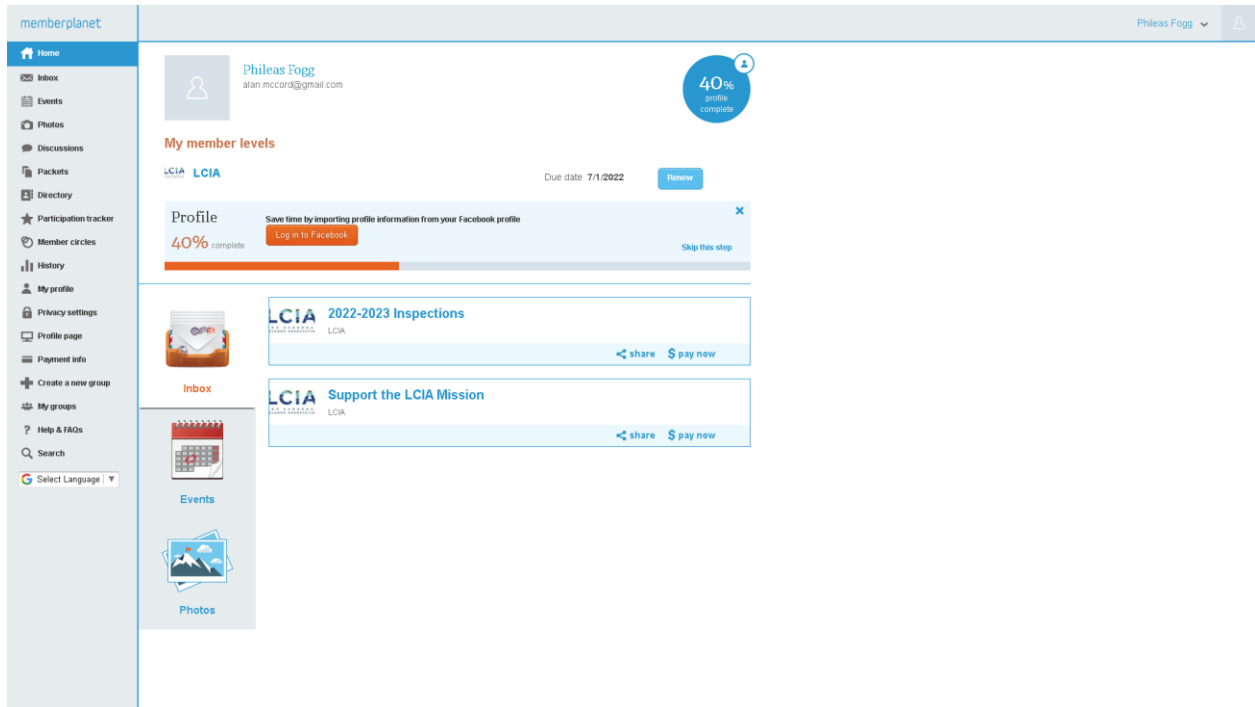
Phileas Fogg
alan.mccord@gmail.com
[Change email](#)
[Change password](#)

Basic Info | Location & Contact | Additional information | Education | Employment | Family

[Edit](#) [Manage privacy](#)

Name *	Phileas A Fogg
Prefix	Mr.
Maiden name	none provided
Gender	Male
Date of Birth	12/09/1980
Time Zone *	(GMT-05:00) Eastern Time, US & Canada
About me	none provided
Your website	none provided
AboutMe	none provided
Facebook	none provided
Flickr	none provided
Foursquare	none provided
Google+	none provided
Instagram	none provided
LinkedIn	none provided
Pinterest	none provided
Twitter	none provided
YouTube	none provided

This is the Home page. Here is where you will purchase property inspections for the 2022-2023 year after you renew your membership in July. You can also make a donation to the LCIA from this page at any time. Special donations and events will also appear on this page. Note the “Directory” and “Privacy Settings” options on the left menu.



The screenshot shows the 'memberplanet' interface. On the left is a navigation menu with options: Home, Inbox, Events, Photos, Discussions, Packets, Directory, Participation tracker, Member circles, History, My profile, Privacy settings, Profile page, Payment info, Create a new group, My groups, Help & FAQs, Search, and a language selector. The main content area displays the user's profile for Phileas Fogg (alan.mccora@gmail.com) with a 40% profile completion badge. Below the profile is a 'My member levels' section for LCIA with a 'Renew' button due 7/1/2022. A 'Profile' section shows a 40% completion bar and a 'Log in to Facebook' button. The 'Inbox' contains two items: 'LCIA 2022-2023 Inspections' and 'LCIA Support the LCIA Mission', each with 'share' and 'pay now' options. At the bottom of the main area are 'Events' and 'Photos' sections.

Here is the LCIA Member Directory. From the directory you can send an e-mail message to any member using the blue “envelope” button. Notice that some members have Twitter, Facebook, and LinkedIn profile links available. Click on a name to show more information about that member. You must adjust their “Privacy Settings” to allow any information other than your name to show in the directory.

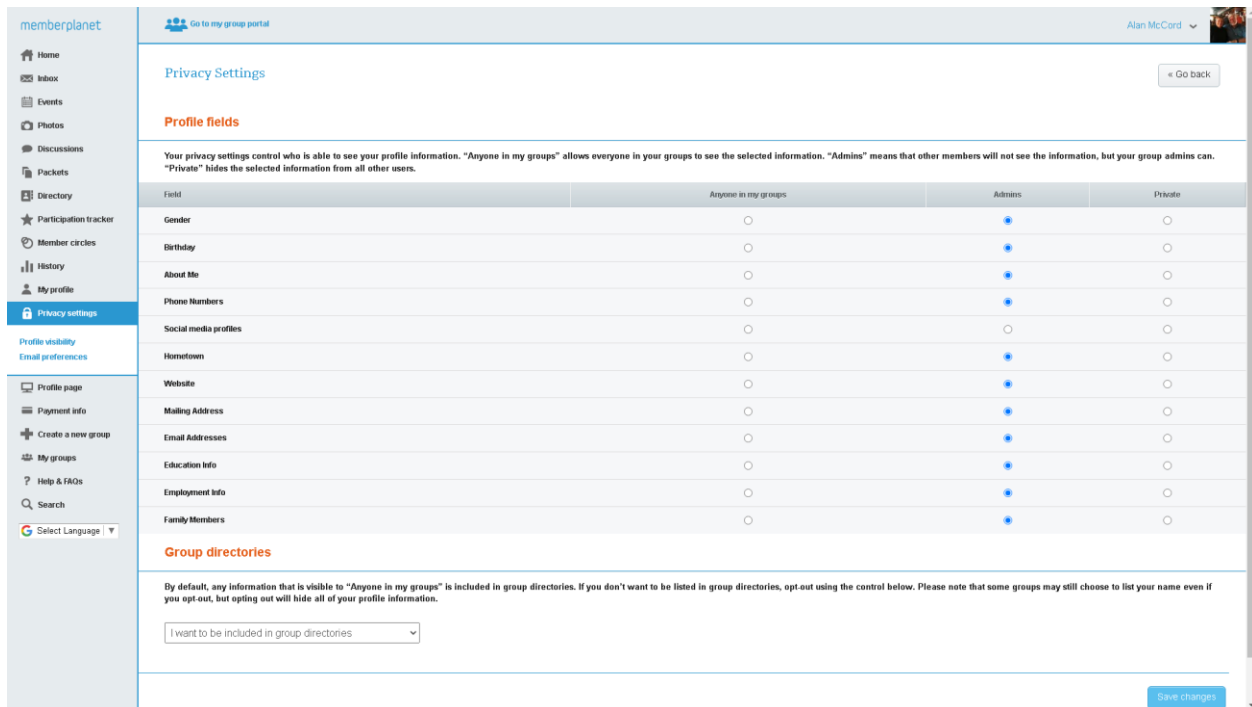
Directory
505 results

SEARCH
SMART SEARCH

All
A
B
C
D
E
F
G
H
I
J
K
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M
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Q
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Z

<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> RA </div> <p style="margin-top: 5px;">Rose Abbott</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ in </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> EA </div> <p style="margin-top: 5px;">Ellen Abnee</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> </div> <p style="margin-top: 5px;">Nina Abnee</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ t f in </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> SA </div> <p style="margin-top: 5px;">Steve Ackley</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> GA </div> <p style="margin-top: 5px;">Garrett & Beth Adams</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> TA </div> <p style="margin-top: 5px;">Troy Ahlstrom</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> BA </div> <p style="margin-top: 5px;">Ben Alcholtz</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> RA </div> <p style="margin-top: 5px;">Richard & Joan Ainsworth</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> CA </div> <p style="margin-top: 5px;">Charles & Lea Albright</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> BA </div> <p style="margin-top: 5px;">Brett Alexander</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> </div> <p style="margin-top: 5px;">Peter & Susan Allen</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ f </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> </div> <p style="margin-top: 5px;">Bruce Amrine</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ f </div>
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> MA </div> <p style="margin-top: 5px;">Michael Anderson</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> SA </div> <p style="margin-top: 5px;">Stephen & Nancy Anderson</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> RA </div> <p style="margin-top: 5px;">Ronald Annelin</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> WA </div> <p style="margin-top: 5px;">William & Patricia Anshutz</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ in </div>
<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> </div> <p style="margin-top: 5px;">Lynn Arnold</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ f </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> JA </div> <p style="margin-top: 5px;">John & Rosemary Ashworth</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> AA </div> <p style="margin-top: 5px;">Amy Augenblick</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> DA </div> <p style="margin-top: 5px;">David Augenblick</p> <div style="display: flex; justify-content: center; gap: 5px;"> ✉ </div>

This is the “Privacy Settings” page. The default privacy setting for all members is that only the two LCIA site administrators can see detailed member information. You can change your privacy settings to allow other members to see your address, phone numbers, etc.



Please refer to the Members tab on the LCIA website <http://islandsassoc.org> for easy-to-use buttons for renewing your membership, purchasing property inspections, and making donations. Information documents and a Q&A section are also provided.

If you have questions about using the Member Management System, please send an e-mail message to ciadirectory@gmail.com and we will help you.

Congratulations on registering in the LCIA Member Management System!