INSTITUTIONAL MEMBERSHIP INSTRUCTIONS

Your institution will need to pick one member to manage the group account and be the initial set-up member. This member will need to be the first member to sign up through our website membership page and pay the fee or request an invoice.

Once that membership fee has been paid. The group manager will need to log on the website and set up the other members for their institutional membership.

This member will need the following information to register the other members.

Required Information to set up members:

Create a Username:

Create a Password:

First and Last Name:

Organization:

Address:

City:

Zip code:

State:

Phone:

Email:

Step 1: Once you have all the required information, you are now ready to add your new members to your institutional account. The group manager will need to login on the website under the main membership account used to set up the institutional membership.

Step 2:   After you log in to your institutional membership account, you will see the "Manage Group Members" button on the top right-hand side of the page. Click that button and it will take you to the Manage Members page.

Step 3: Click "NEW" to add a member to your institutional membership.

Step 4: Enter all the collected information for the new member then you hit "Apply". Repeat these steps to add additional new members.

The new member you added will then get an email from CAFÉ saying that are registered as a member and that they now can access the CAFÉ website.

After you have registered your new members, they will have full access to the website and all its benefits.

If you have any problems, please contact Mary Young at maryyoung.cafe@gmail.com.