

## **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

City

Zip code

State

Phone

Email

Once you have all the required information you are now ready to add your new members to your account.

After you log in look on the top right-hand corner of the page you will see a "Manage Group Members" button. Once you click that button it takes to the manage page.

Next

Click "NEW" to add a member to your institutional membership

After you enter all the collected information for the new member then you hit "Apply"

The new member you added will then get an email from CAFÉ saying that are registered as a member and that they 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](mailto:maryyoung.cafe@gmail.com).