

# MAHTN MEMBERSHIP MANAGEMENT SYSTEM

## MEMBERS GUIDE

### 1. Logging in

- Go to [www.mahtn.org](http://www.mahtn.org) website and click the **Login** button.
- Enter your email address and a password that you select and then click the **Login** button.



Log-in here:  

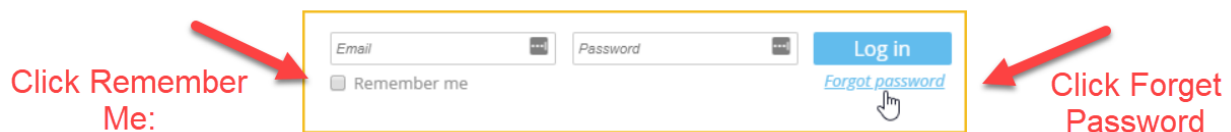
   

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### 2. Forget or Want to Change Password

- Go to [www.mahtn.org](http://www.mahtn.org) website and click the **Login** button.
- Click the **Forget Password** link beneath the **Login** button and follow the instructions.
- Click on the **Remember me** button if you want your email and password saved.



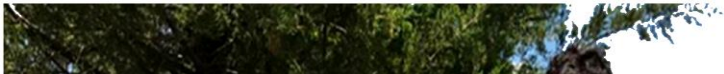
- You can change your password by clicking the **Change Password** link that appears below the link to your profile after you log into [www.mahtn.org](http://www.mahtn.org)

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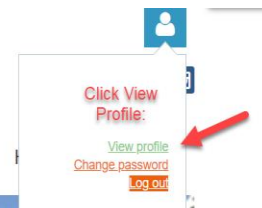


### 3. Updating your profile

Information about you may be visible to other members of MAHTN in the member directory. You can update your personal information from your member profile and control what information is visible to other members. None of your information can be accessed by non-members.



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- Log into your MAHTN account.
- Click on the **View profile** button beneath the Login button. A link will appear to your **MAHTN member profile**.
- Click on the **Edit profile** button to update your personal information.
- Click the **Save** button to save them.



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My profile

Click Edit Profile here:

[EDIT PROFILE](#) [My directory profile](#)

Profile [Privacy](#) [Email subscriptions](#) [Member photo albums](#) [My event registrations](#) [Invoices and payments](#)  
[Donations](#)

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My profile



Click SAVE here:

### 4. Changing your privacy settings

You control which information from your profile will appear to other members in the **Member Directory** and whether your profile photo albums (if enabled) will be visible to other members.

- Log into your MAHTN account and access the **Edit profile** section.
- Click on the **Privacy** button beneath the **My Profile** section.
- Change the privacy level for an item by clicking the circle under the appropriate column to limit access to members only or no one.
- Uncheck the **Show profile to others** button, if you do not want to appear in the MAHTN Member Directory
- Click the **Save** button to save them.



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My profile



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Click Privacy here:

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### My profile

Admin v

SAVE

CANCEL

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Show profile to others  **Uncheck here if you do not want to be listed in the Member Directory**

Members can view:

Where you can limit access:

#### DETAILS TO SHOW

(in member directories, forum and blog posts)

	 Anybody	 Members	 No access
 Photo album	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
 Send message form	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
 Membership level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
User ID	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## 5. Renewing your membership

There are three (3) ways you can renew your membership.

- (1) A membership renewal notice and invoice will be automatically emailed to you a month before your membership renewal date. Within the renewal notice, you can click the link to log into your MAHTN account. Within the invoice, you can click the **View invoice online** link to view and pay the invoice online without logging in.
- (2) You can renew your membership from your member profile in the MAHTN site. To view your member profile, log into [www.mahtn.org](http://www.mahtn.org) and click the link to your member profile. When you log in, the link will appear as **View profile**.

To renew your membership from your member profile, click the **Renew** button on your **Profile** page. You are only able to renew within the month before your membership is due to expire.

- (3) Next time you renew, you will be offered the opportunity to opt for auto-renewal. In this case, subsequent renewals will be handled automatically. You'll be notified of the transaction in advance and can make changes.

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### Membership renewal

<b>Renew to</b>	November 20, 2021
<b>Level</b>	Individual Member - \$25.00 (USD) Subscription period: 1 year Automatic renewal (recurring payments)
<b>Current status</b>	Active

[CANCEL](#) [UPDATE AND NEXT](#)

## 6. Registering for events

The events that you can register to attend appear on the events calendar accessible from the MAHTN landing page. Using the event calendar, you can view event details and register for events.

To view the details for a particular event, click the event name or the **Show details** link. To register for an event, click the **Register** button.

Follow these steps to complete your registration:

1. If you are not already logged in, enter your email address. If you are already logged in, your email will already be filled in (though you can change it, to register another person).
2. If there are multiple registration types, you will be asked to select a registration type. Depending on whether you are logged on or not, some member-only registration types may not be available.
3. Once you select a registration type and click **Next**, the main registration form appears. Fill out the registration form as before and select any additional event options that may be available. If the event is set up with a guest option, you can indicate the number of guests.

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4. Once you are finished filling out the form, click Next. If payment is required, you'll be redirected to the online payment page (now Affinipay, rather than Stripe) to complete your transaction.

Come Grow Horticultural Therapy with Us!



### THE MANY BENEFITS OF HORTICULTURAL THERAPY

The practice of **horticultural therapy** provides the therapist with a unique opportunity to leverage the positive interaction between people, plants and gardens to achieve improvements in cognitive, physical, social, emotional, and spiritual well-being across a variety of healthcare, residential, school, and rehabilitative settings. For more on the benefits of HT, [click here!](#)

### MAHTN'S UPCOMING EVENTS

[Creative Experiences Combining Gardening and Art](#)  
August 22, 2020 10:00 AM | Webinar

[Beautiful, Glorious Fall](#)  
September 26, 2020 10:00 AM | Webinar

[Sowing Seeds for the Future of HT](#)  
October 24, 2020 10:00 AM | Webinar

