# How to Join a Recycle Colorado Committee or Council Circle

By joining a committee and council's circle, you will be able to receive notifications about meetings and other important information that they send like agendas and meeting notes.

# Circles You Can Join on our Website

- C & D Council
- Composting Council
- Northern Colorado Council
- Policy Committee
- Western Slope Council

For help, please email Ally, Office Manager at Recycle Colorado <u>ally@recyclecolorado.org</u>

## Step 1: Make sure you are a member of Recycle Colorado

- If you or your organization is a part of Recycle Colorado's membership, you are able to join a council or committee circle. Move onto step 2.
  - If your organization has a membership with Recycle Colorado but you do not have a login or profile with your organization, please reach out to <u>Ally</u> to set this up
  - If you forgot your username or password to login, please reach out to <u>Ally</u> to resolve this issue
  - If your organization was previously Recycle Colorado Members and you would like to renew your membership, please reach out to <u>Ally</u> to set this up
- If you are unsure if you or your organization are members of Recycle Colorado, please reach out to <u>Ally</u> before you make a new profile or pay for membership
- If you are sure that you or your organization are not members of Recycle Colorado, but would like to become members, please visit our <u>Join Page</u> to become members or reach out to <u>Ally</u>

# Step 2: Login to the Recycle Colorado Website

- In your internet browser please navigate to the Recycle Colorado website: <u>https://recycleco.memberclicks.net</u>
- On the top right, you should see a login box where you can enter your credentials for our site
- If you forgot your username or password to login, please reach out to <u>Ally</u> to resolve this issue



#### Step 3: Locate the Members Only Tab & Council and Committee's Dropdown Menu Item

- When you are logged in without website, you should see a new **Member Only** tab
- Hovering over this tab, you will be able to click on the **Council and Committees Circles** dropdown tab
- Click on the Council and Committees Circles dropdown tab to access Circles

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	The Members Only will only appear if logged in	/ Tab you are			Log Out	
Home Who We Are Wh	at We Do Membership	Events	Resources	News	Members Only	
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Renewal date: 12/31/2021	Join Now					
when logged in, you can return to this page by clicking 'Members Uniy' on the main tool bar. Click on "My Profile" in the gray menu bar to manage your personal settings and preferences. If you are a Key Contact for an organization, your "My Profile" tab will include an additional "Your Organization" option. This is where you can keep the organization's information updated and access invoices and receipts.					Upcoming Events Twe Dec 7, 2021 Composting Council Meeting	

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Other highlights:						Category: Recycle Colorado Event		

#### Step 4: Find the Circle you want to join on the Circles page

- When you select the **Council and Committees Circles** dropdown tab you should then be on the Circles Page.
  - Occasionally you will need to log in an additional time to access this, but it will bring you to the circles page once you login again.
- On here you will find each of our 5 Council and Committees Circles: Western Slope Council, Policy Committee, Northern Colorado Council, Composting Council, and the C & D Council
- When you click on each of these you will access their circle

					Search our site			Search	
<b>RECYCLE COLORADO</b>			This is the Circles Main Scroll to view all of the you are able to join.			page. circles	Log Out		
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	Sort b	y: Latest Circles Alpl	nabetical Most Discussed	Most Wall Po	osts Most Members	Most Active			
Western Slope Council The Western Slope Council serves multiple counties including but not limited to Delta, La Plata, Mesa, Montrose, San Miguel, Ouray, Pitkin and Gunnison. Chair: Jeff Purdy, Capco; Vice Chair: Jonathan Greenspan (Greeny), W.E.C.A.N.; Recorder: Jennifer Richardson, Mesa County Solid Waste; Board Liaison:; Staff Lead: Ally Byzewski,			Latest Discussion			Upcoming Events Tue Dec 7, 2021 <u>Composting Council Meeting</u> Category: Recycle Colorado Event Wed Dec 8, 2021 <u>National Zero Waste Virtual</u>			



## Step 5: Request to Join a Circle

- Once you have selected the circle you would like to join from the list on the main circle page, you will need to initially request access to join.
- The administrator will allow you to join shortly, please be patient
- Once you have been granted access to join, you will be able to receive any notifications by email for this circle council or committee.
- With access you can follow the same steps above to locate the circles page and then see any information that has bene posted on it previously
- You can join multiple Council and Committees Circle pages; you will just need to request access to every one that you want to join





This is what a Circle page will look like once you have joined. You should be able to view the members, announcements, and discussion posts.

# Hopefully from here you have successfully joined a council or committee circle and are receiving communications from these groups.

For additional help, please email Ally, Office Manager at Recycle Colorado <u>ally@recyclecolorado.org</u>