# A HOW-TO GUIDE TO SCDRP MEMBER ACCOUNTS AND MEMBER DIRECTORY

Welcome to MEMBER-ONLY ACCESS to exclusive SCDRP resources, databases, and tools!

The exclusive, online SCDRP Member Directory allows you to:

- View your membership status,
- Update your contact information,
- Renew or upgrade your membership,
- Access an increasing variety of member-only features.

To be a part of the SCDRP Member Directory, or to view and search the SCDRP Member Directory, you must **Log In** to your personal **Account Portal** through the SCDRP website, or click this link <u>https://scdrp.app.neoncrm.com/login</u>.

← → C ( ▲ scdp.app.neoncm.com/login	् २ 🔗 ★ 🗯 🖪 📵 🗄
Wricome Back! Log In to your account Lage Name or Deal	
Passer d Passer d Passer for 2 weeks Having trouble togging in 1	
Login Durit have an account? Create an account	1
1111	
Privary Statement   Terms of Service	N :::::

If you have never logged in before, You will first click on the "Create an account" link.

Login Name or Email	
Password	
	Z
Remember me for 2 weeks	Having trouble logging in
Logir	n

Enter in all of your contact information, and click "Submit."

First Name*	Last Name *
Submit as a com	pany
Company Name	
Email *	
Address Line 1	Home Y
Address Line 2	THUR -
City	State/Province
Zip/Postal Code	Country
	Submit

You can upload a **photo** if you like. And **Update** your photo at any time.

If you switch jobs, you can easily log in, and update your contact info yourself.

						•
PORTAL PAGES						
Dashboard	ACCOUNT REG	ISTRATION				
Change Password		-				
Donations						
Memberships		-	B			
SCDRP Online Member Directory		App	proved			
Membership Directory Profile		Update	Delete			
Peer-to-Peer Fundraising	First Name*		Last Name *			
	Heather		McCarthy			1.00
	Company Name				1	1.1
	Southeast and	l Caribbean Disaste	r Resilience Partners	ship		
	Email*					
	heather@secc	ora.org			-	
	SCDRP c/o SE	COORA		Work 🗸		4
						· · //
	Address Line 2	6 Charleston 6C 2	0.400			
	10.000 1000	2, Chair H10001, 202 2				
	City		State/Province			
	Jacksonville		Fiorida	Ŷ		
-	Zip/Postal Code		Country			
-	32210		United States of	fAmerica 👻		
		Su	bmit			
				A Secure Payment		
	This site is protected to	ly reCAPTCHA and the Go	opie Privace Policy and Terr	a of Service works		

Once you have a **Member Account**, you will be able to sign-in using this portal any time, by entering your EMAIL and your newly created PASSWORD.

When you log-in, you will land on THIS page – known as the **DASHBOARD**.

From your **DASHBOARD**, you can:

- Edit Profile
- Check, upgrade, or Renew your SCDRP Membership.
- Make a donation.
- Access exclusive Member-only Resources (you will see more over time) down this lefthand menu.



Through your **Account Portal**, you can double-check or edit what information is being listed in the Member Directory.

Click on "Member Directory Profile" from the left hand menu.

PORTAL PAGES						
Dashboard		ACCOUNT REGISTRATION	4			
Change Password	AAA			à.		
Donations	ALLE					
Memberships						
Some Online Wennes, Costory			Approved	đ		
Membership Directory Profile		Upd	ate	Delete		
Peer-to-Peer Fundration		First Name *	Las	t Name *		
		Heather	•	McCarthy		
		Company Name				
		Southeast and Caribbean	Disaster Res	ilience Partnership		-
		Email *				
		heather@secoora.org			-	
		Address Line 1				H
		SCDRP c/o SECOORA		Work 🗸		
		Address Line 2				
		PO Box 13856, Charlesto	on, SC 29422			
		Jacksonville	F	Florida		
	n ,	Zip/Postal Code	Co	Inited States of America		
	Г					
			Submit	t		

From here, you can use the slider to **OPT IN** or **OPT OUT** on:

- Whether you would like to appear in the SCDRP Member Directory
- If you would like to include your photo in your Member Directory profile.

Additionally, you can choose what information to show or hide in your Member Directory profile.

PORTAL PAGES			^
Dashboard			
Change Password		MEMBERSHIP DIRECTORY PROFILE	
Donations			
Memberships			
SCDRP Online Member Directory	K k		
Membership Directory Profile	N C	Approved	
Peer-to-Peer Fundraising		Update Delete	
		Would you like to endogr in the membership directory?	
		would you like to appear in the membership directory:	
		Appear in Membership Directory	
		Would you like to include your photo in your membership directory	1
		Include Deate in Marsharehin Directory	
		Update your contact information and choose what information to show or hide in your member directory profile.	-
		Member Name	
		Heather McCarthy	
		First Name *	
		Heather	
		Last Name *	
		McCarthy	
		Email	
	Г	heather@secoora.org	
		State/Province	
		Florida	
		CompanyMano	

Your Account Portal is where you can access the online **SCDRP Online Member Directory**.

Let's take a look!

RTAL PAGES					
Dashboard		ACCOUNT REGISTRATIO	N		
Change Password	AA				
Donations	1 1 1				
SCDRP Online Member Directory			Approved		
Membership Directory Profil		Upd	ate Delete		
Peer-to-Peer Fundraising					
		First Name *	Last Name *		
		Heather	McCarthy		
		Company Name			1
		Southeast and Caribbear	Disaster Resilience Partnership	>	1
		Email *			
		heather@secoora.org		-	+ //
		Address Line 1			H
		SCDRP c/o SECOORA	Wo	rk 🗸	
		Address Line 2			
		PO Box 13856, Charlesto	on, SC 29422		
		City	State/Province		
		Jacksonville	Florida	~	
		Zip/Postal Code	Country		
		32210	United States of An	merica 🗸	
			Submit		
	H All		Submit		

Here is what the **SCDRP Member Directory** looks like! You can see that a small "business card" is displayed for each of us. When you add your photo, it will replace the SCDRP logo above your name.

The default is that the Member Directory will display your:

- First and Last Name
- Company Name
- City and State
- Email address

You can choose to display additional information if you like (such as job title, phone number).



### SEARCHING THE SCDRP MEMBER DIRECTORY:

The SCDRP Membership Directory is fully SEARCHABLE. You can "Quick Search" by **Name** or **Membership** type. The Directory can also be **Sorted** by Company Name or Last Name.



## HOW TO USE THE ADVANCED SEARCH:

The Advanced Search is an extremely useful tool for finding other SCDRP partners and how to connect with them.

First, click on the "**Advanced Search**" in the upper righthand corner.

SOUTHEAST & CARIBBEAN DISASTER RESILIENCE PARTNERSHIP				٩				
PORTAL PAGES								
Dashboard	SCDRP MEMBER DIRECT	ORY		Advanced Search				
Change Password								
Donations	Search by Name or Membership	Search by Name or Membership Q Sort by: Company Name A-Z						
Memberships								
SCDRP Online Member Directory								
Membership Directory Profile		والماس	والماسي	وأعاس				
Peer-to-Peer Fundraising								
	Heather McCarthy	Anya Dias-Hawkins	Margaret Walton	Jon Philipsborn				
	Heather	Anya	Margaret	Jon				
	McCarthy Executive Director	Dias-Hawkins axd2@duke.edu	Walton Atkins Global	Philipsborn Climate and Resilience				
	Southeast and Caribbean	Č.	margaret.walton@atkins	Manager				
	Disaster Resilience		global.com	Atlanta Regional				
	Expand			Expand				
	Alan Robertson	Melissa Crane	Cynthia Rolli	Pamela Berkowsky				
	Alan	Melissa	Cynthia	Pamela				
	Robertson AWR Strategic	Crane Black & Veatch	Rolli Black & Veatch	Berkowsky Blue Sapphire Strategies				
	Consulting	cranemm@bv.com	rollic@bv.com	Coral Gables, FL				
	Tybee Island, GA			pberkowsky@bluesapphi				
	Expand			Expand				

After you click on "Advanced Search," you will be able to search the directory by:

- FIRST NAME (e.g., what's the last name of Sarah that I met at lunch?)
- LAST NAME
- STATE/Territory (e.g., who else works in Puerto Rico?)
- COMPANY (e.g., which members work for Miami-Dade County?)
- SECTOR (e.g., who else works for a nonprofit?)

SOUTHEAST & CARIBBEAN DISASTER RESILIENCE PARTNERSHIP						- ي
Dashboard	SCDRP MEMBER DIRECT	ORY			× Advanced Search	
Change Password			Advanced Settings		Clear	
Donations Memberships	Search by Name or Membership	۵ 	First Name	Search First Name		
SCDRP Online Member Directory			Last Name	Search Last Name		
Peer-to-Peer Fundraising			State/Province	Search State/Provi	nce	
	Heather McCarthy	Holly Abeels	Company Name	Search Company N	ame	
	Heather McCarthy Executive Director Southeast and Caribbean	Holly Abeels University of Florida habeels@ufl.edu	Sector:	Search Sector:		
	Disaster Resilience		Sector, other:	Search Sector, othe	er:	/
	Jill Andrews Andrews GA Dept of Natural Resources Jill.andrews@dnr.ga.gov	Ivan Baez Ivan Baez Genera Puerto Rico Ibaez@genera-pr.com	Pamela B Par Berko Blue Sapphi Coral G pberkowsky Expan	erkowsky nela owsky re Strategies ables, FL @bluesapphi nd	Esra Bertani Bertani United Nations sergie@un.org	

### **EXAMPLE 1. QUESTION**

An example of a Directory Advanced Search to answer the question... "Who do we have in SCDRP that works at NOAA?"

Type NOAA into the "Company Name." And click Enter.



### **EXAMPLE 1. RESULTS**

And here they are! We have 5 SCDRP members working at NOAA!



If you haven't already, please "Create your Member Account" and log in to update your contact info and utilize having access to this exclusive SCDRP Member Directory!

The **SCDRP Member Directory** helps us find each other to enhance regional connections and collaborations.

Please email any questions to scdrp@secoora.org.

Thanks so much!