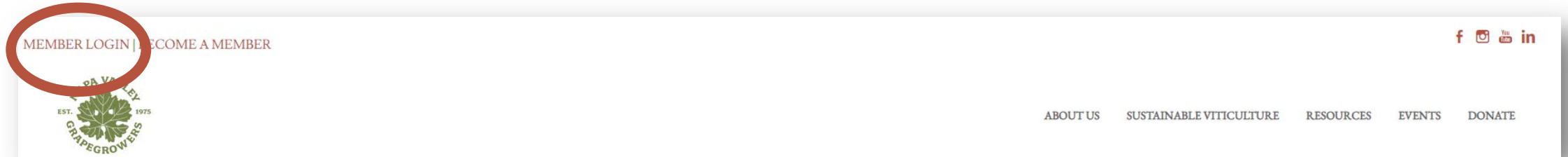




NVG'S MEMBER PORTAL

A member's step-by-step guide

First things first...Log in

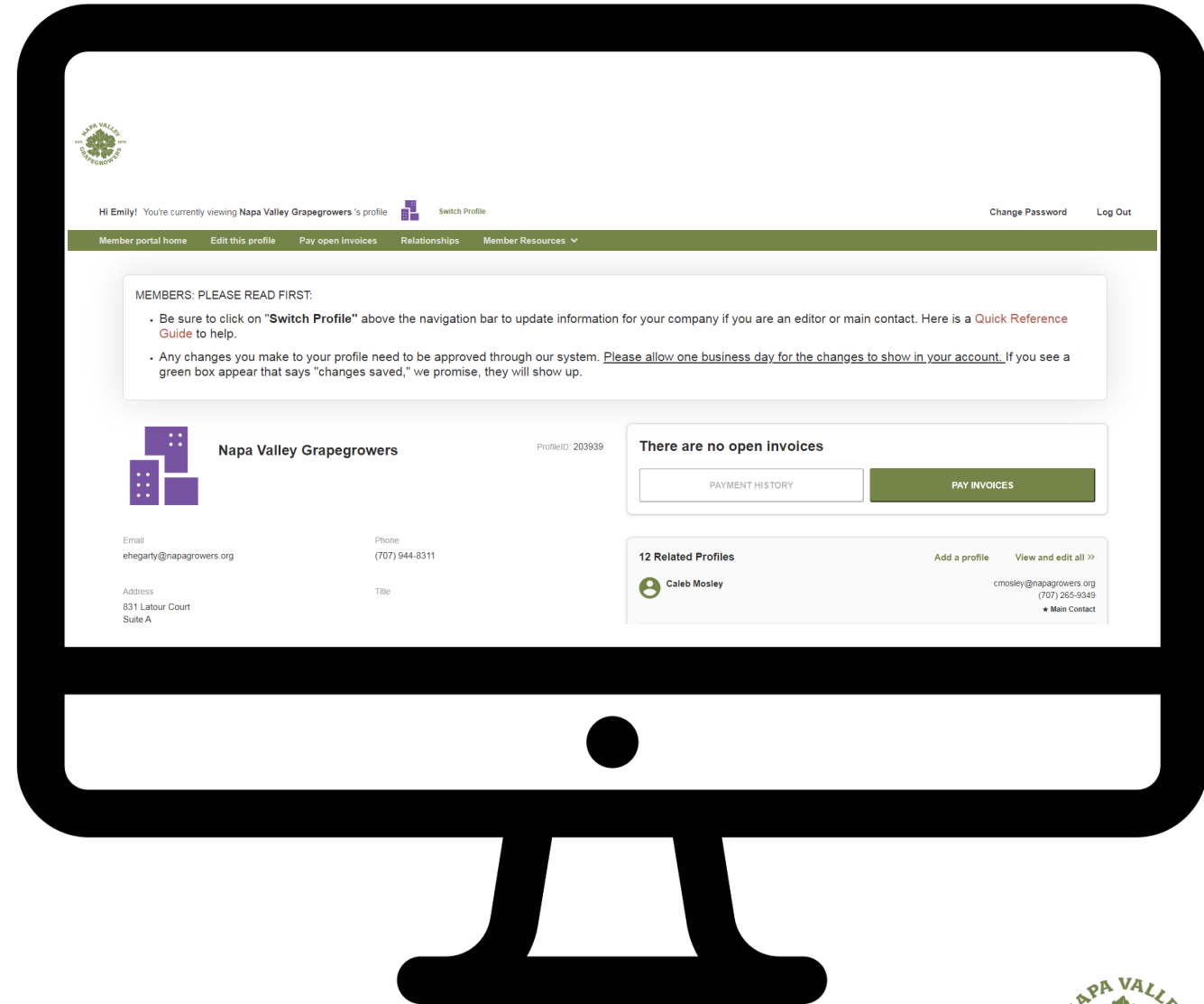


- Go to NapaGrowers.org and click “Member Login” at the top left corner of your desktop.
- You will need to use your username and password to gain access to the Member Portal, or to access members-only content and register for events at the member rate.
- If you ever forget your password, click the ‘Forgot your password?’ link to receive an email with a password reset link.

A screenshot of the login form on the Napa Valley Grape Growers website. The form is titled 'Login' and contains the following elements: a 'Username' input field, a 'Password' input field, a checkbox labeled 'Remember My Login', a blue 'Login' button, and a blue link labeled 'Forgot your password?'.

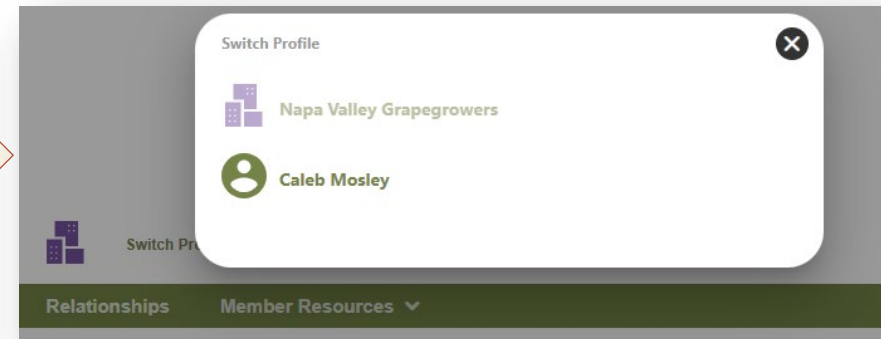
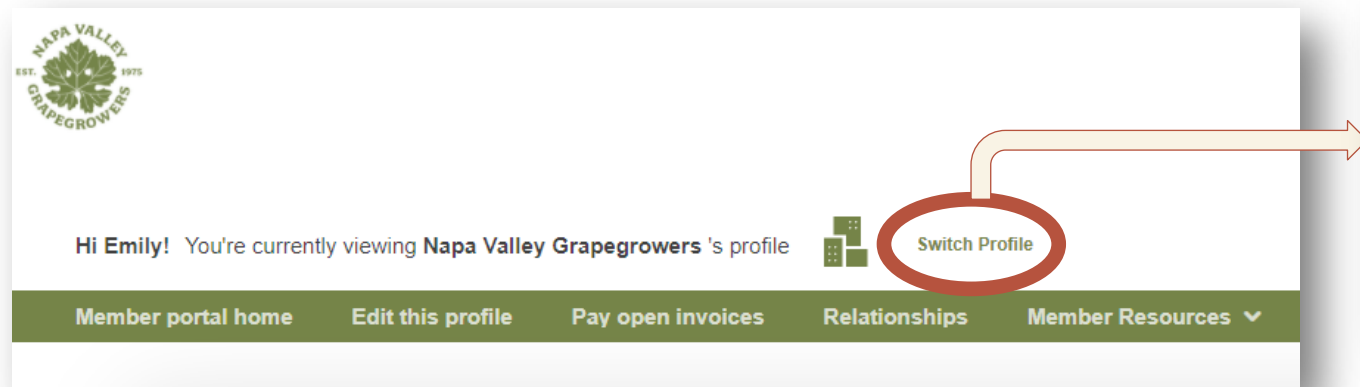
What can I do here?

- Here is where you can take control of your membership!
- There are two possible options to view your Member Portal information:
 1. *If you are an employee of a member company, you can update your personal information.*
 2. *If you are an employee AND the **Main Contact or Editor** of a member company, you can update your personal information AND the company information.*



Switching profiles

- If you are the **Main Contact** or an **Editor** of your company's membership, you will be able to easily switch the profile you are editing at any time from yourself to the company.
- Just be sure to save any edits before you switch to another profile!



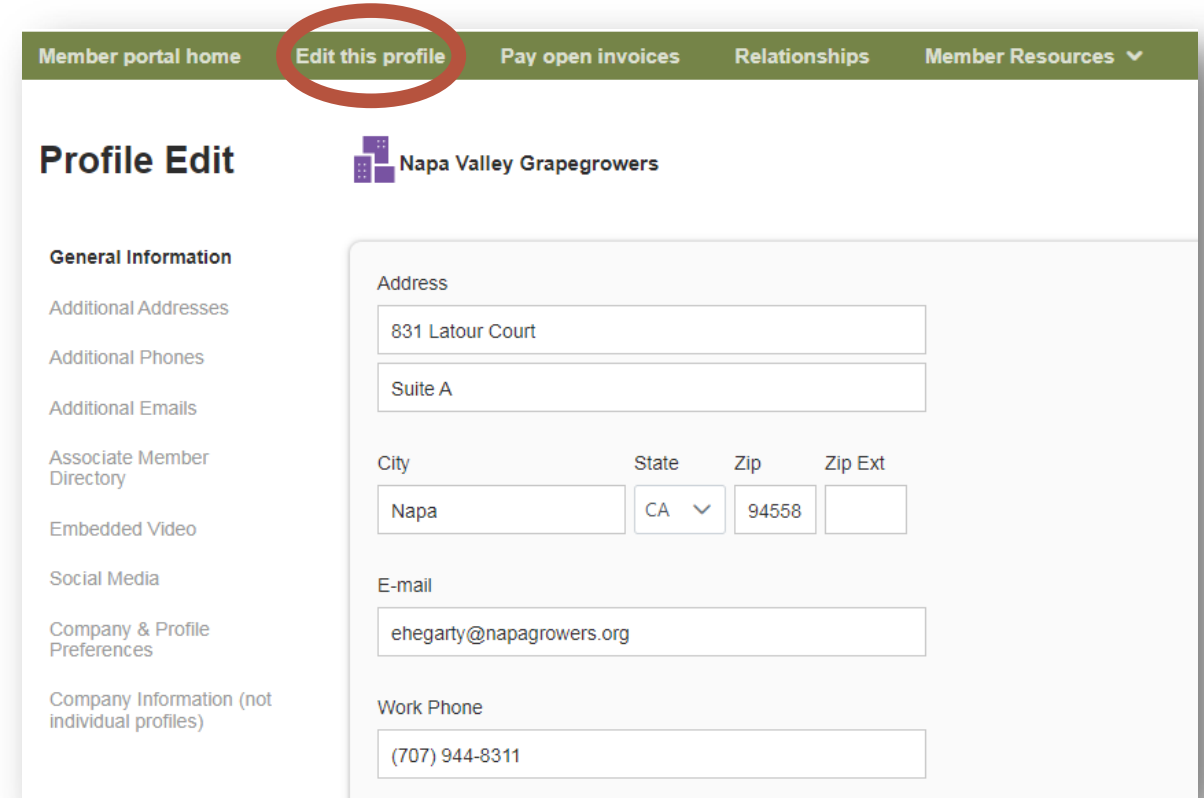
Edit your profile

You can edit the following information for yourself:

- Name, address, and other basic contact information
- Company & Profile Preferences: interested programs


Main Contacts & Editors can edit the following information for the company:

- Name, address, and other basic contact information
- Social media accounts
- Associate Member Directory category, descriptions, keywords, and logo
- Company & Profile Preferences: certifications, and farming practices
- Company Information: acreage, varietals, brands, vineyard managers



Member portal home **Edit this profile** Pay open invoices Relationships Member Resources ▾

Profile Edit

 Napa Valley Grapegrowers

General Information

Additional Addresses

Additional Phones

Additional Emails

Associate Member Directory

Embedded Video

Social Media

Company & Profile Preferences

Company Information (not individual profiles)

Address

831 Latour Court

Suite A

City State Zip Zip Ext

Napa CA 94558

E-mail

ehgart@napagrowers.org

Work Phone

(707) 944-8311

This page allows you to update much of the information on your profile. If you are the **Main Contact or Editor** for your related company, you can click Switch Profile at any time to edit additional profiles.



Relationships

- The Relationships menu item (and Related Profiles area of the home page) shows all profiles related to the profile you're editing.
- You can add new staff or relationships, as well as update existing relationships such as marking staff as former or marking new editors or main contacts for organizations.
- **All updates you make are submitted for approval. Make sure to Save.**

Member portal home Edit this profile Pay open invoices **Relationships** Member Resources

Napa Valley Grapegrowers ADD A PROFILE

Related Profiles

There are 12 relationships

Main Contact	Billing Contact	Editor	Receives Communication	Name	Title	Email	Phone	Relation Type	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Caleb Mosley		cmosley@napagrowers.org	(707) 265-9349	Employee	ACTIONS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kathie Clement		kclement@napagrowers.org	(707) 944-8311	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Caroline Feuchuk		ckeller@napagrowers.org		Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Emily Hegarty		ehegarty@napagrowers.org	(707) 944-8311	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Intern		intern@napagrowers.org	(707) 944-8311	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sue Jones		admin@napagrowers.org	(707) 944-8311	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alexandra Konieczny		akonieczny@napagrowers.org	(707) 944-8311	Employee	ACTIONS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Molly Moran Williams		mwilliams@napagrowers.org		Employee	ACTIONS



View invoices & renewal information

From the Member Portal home page, **Main Contacts and Editors** can view all open invoices for their company profiles as well as renewal information.

You can view Payment History and click to Pay Invoices, [as well as Enable Automatic Recurring Billing even if you don't have an open dues invoice]

1 open invoices

Napa Valley Grapegrowers

\$864.00

PAYMENT HISTORY

PAY INVOICES

Renewals

Grower Membership Dues

Yearly (starting on 01/01/2022)

\$260

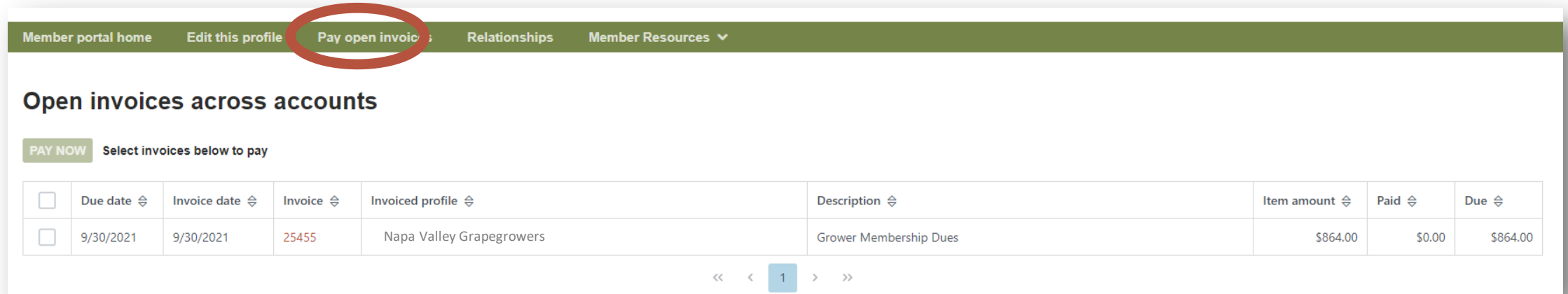
ENABLE AUTOMATIC RECURRING BILLING

Enter credit card details to automatically pay your renewal fee each time



Pay an open invoice

- Click Pay Open Invoices from top navigation menu or the Pay Invoices button on the right side of the home page.
- **Main Contacts and Editors** will see company invoices, other staff will view only invoices connected to their individual profile.
- Select any invoices you would like to pay by checking the box in the first column.
- To print an invoice, click on the Invoice Number link.



Member portal home Edit this profile **Pay open invoices** Relationships Member Resources ▾

Open invoices across accounts

PAY NOW Select invoices below to pay

<input type="checkbox"/>	Due date ⇅	Invoice date ⇅	Invoice ⇅	Invoiced profile ⇅	Description ⇅	Item amount ⇅	Paid ⇅	Due ⇅
<input type="checkbox"/>	9/30/2021	9/30/2021	25455	Napa Valley Grapegrowers	Grower Membership Dues	\$864.00	\$0.00	\$864.00

<< < 1 > >>

Paying invoices

Once you select an invoice/invoices to pay, you will see a Payment details pop up screen, where you will enter your credit card and address payment information.

Payment details **\$864**

Use a new card ▼

Name On Card

Card Num

Security Code Month Year

Address

City State Zip / Postal Code

Country



Additional resources

You can access members-only content under the Member Resources link in the top navigation menu, including:

- Tutorials on the Member Portal
- Member Feedback Form
- NVG's Content Library
- Napa Winegrape Market
- Event Calendar

The screenshot displays the Napa Valley Grapegrowers Member Portal. The top navigation bar includes links for 'Member portal home', 'Edit this profile', 'Pay open invoices', 'Relationships', and 'Member Resources'. The 'Member Resources' dropdown menu is open, showing options: 'Member Portal Tutorial', 'Member Feedback', 'Member Content Library', 'Member Winegrape Market Listing', and 'NVG Events Calendar'. Below the navigation is the Napa Valley Grapegrowers logo and a 'Related Profiles' section. The main content area features a banner for the 'Napa Valley Grapegrowers Content Library' with a background image of hands holding grapes. Below the banner is a section titled 'Grower & Farmworker Resources' with a disclaimer: 'Farmworker Foundation resources are accessible to all. NVG resources are members-only, please log in to access them. If you do not see any resources listed, please email info@napagrowers.org and we will get back to you shortly.' Two resource cards are shown: 'Napa Valley Grapegrowers Resources' with the NVG logo and 'Napa Valley Grapegrowers resources in English and Spanish.', and 'Farmworker Foundation Resources' with the Farmworker Foundation logo and 'Napa Valley Farmworker Foundation resources in Spanish.'. Both cards have a 'DETAILS' button.

