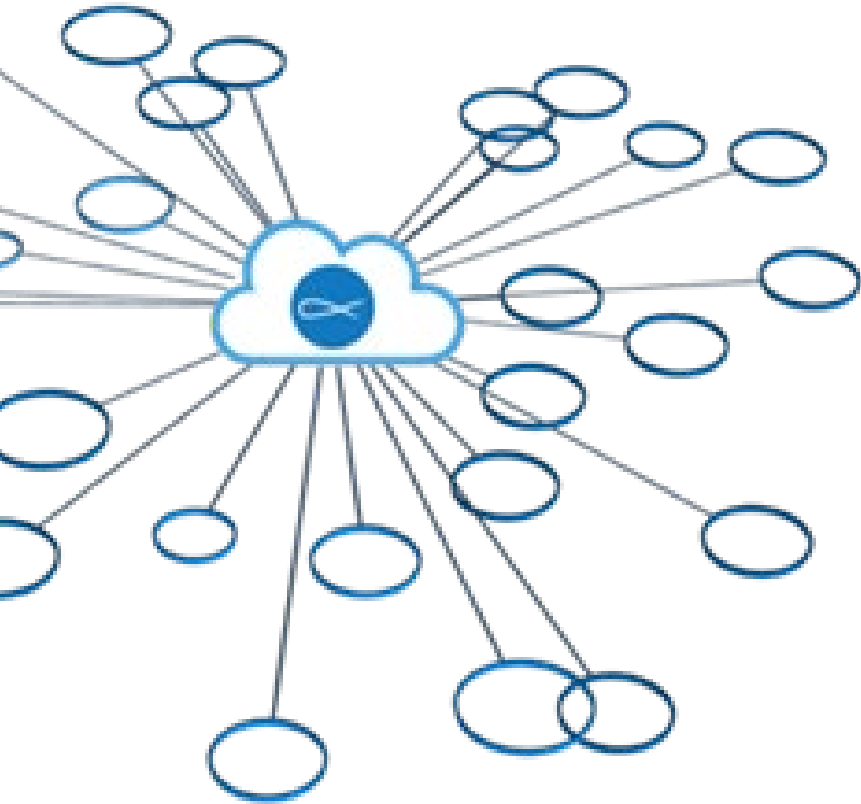


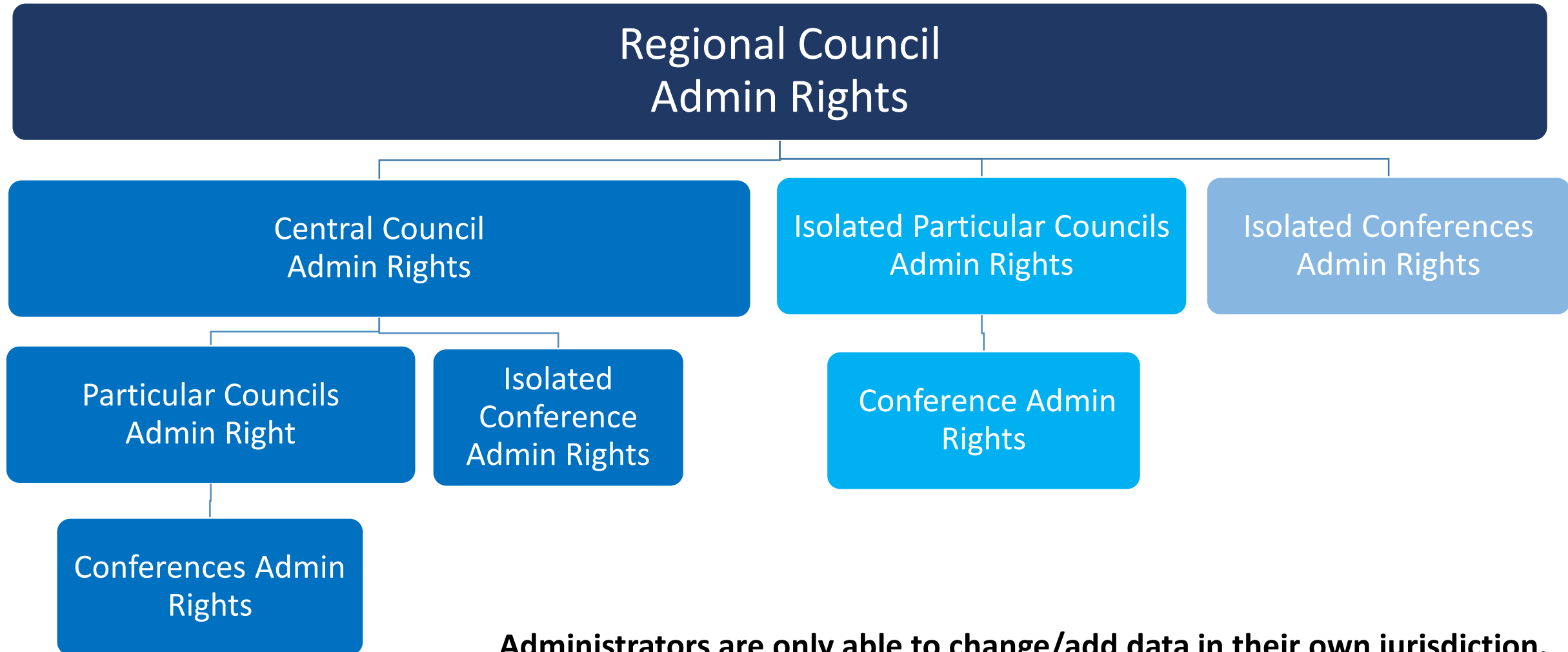
# SSVP Members Portal

## The Database



<https://members.ssvp.ca/>

# The Portal Administrator Rights Structure



**Administrators are only able to change/add data in their own jurisdiction. Administrators and members are able to view all portal data.**

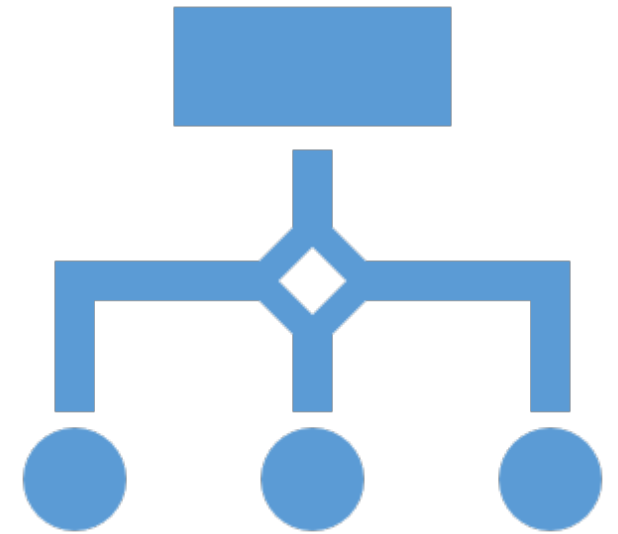
Your Regional  
Members Portal  
Committee is  
here to help

#### Duties of the Members Portal Committee:

- Each Committee Officer will be the main contact for their assigned councils and conferences.
- Appoint administrators for all reporting councils and conferences.
- Conduct a workshop to get them familiar with the portal rollout and portal processes.
- Keep in touch with each council and conference for progress and challenges.

## Choose your administrators wisely

- Administrators should be kept to a minimum
  - One admin for financial input
  - One admin for statistics input
  - Ideally one of these two would update the members contact information.



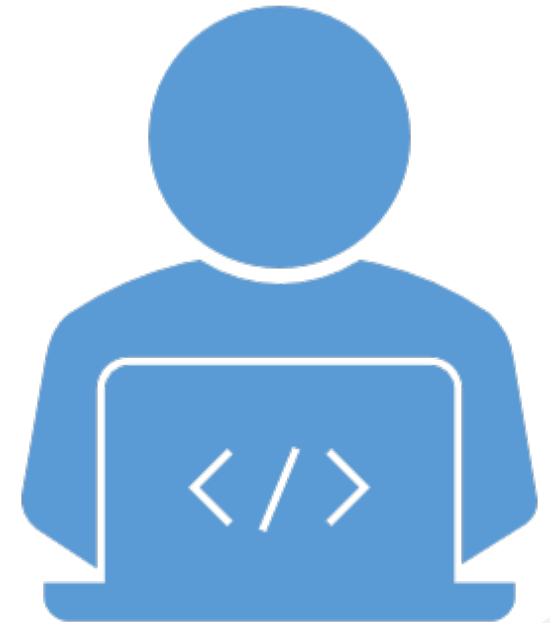
# The Duties of Council Administrators

- Contact the Members Portal Committee to ensure they received all relevant training.
- Review and update their council information.
- Check the list of reporting councils, conferences and isolated conferences to ensure it is accurate. Contact the Members Portal Committee if changes are needed.
- Check the list of members/administrators in their respective council or conference to ensure it is current. Make necessary changes.
- Setup Administrators under their direct jurisdiction.
- Train administrators using the training materials provided.
- Provide the first line of technical support for reporting councils or conferences.
- Complete and review Annual Reports.



# The Duties of Conference Administrators

- Contact their next higher administrator to ensure they received all relevant training.
- Review and update their conference information.
- Check the list of members/Administrators in their respective conference to ensure it is current. Make necessary changes.
- Questions from conferences should be dealt with by their next higher administrator or the Members Portal Committee Officers.
- Complete Annual Reports.





# DASHBOARD



Hi, Josee  
profile  
Log Out

- Dashboard
- Directory >
- Reports >
- Annual Reports >

- Need Help?
- Tech Support
- Tech Support Admin

## Welcome to the Members Portal!

Administrators, what are you looking to accomplish today?

- Find a conference, council or member in the directory
- Add administrators and members to the database
- Update my conference or council's information
- Councils: verify list of all reporting councils and conferences
- Enter data in Annual Reports

For questions related to the Members Portal, please refer to the FAQ section at the bottom of the Members Portal information webpage.

<https://ssvp.ca/members/portal/>

If your question is not covered in the FAQ, please contact you next higher Council Administrator.

*The Society of Saint Vincent de Paul requires its members to observe the highest level of confidentiality with respect to information about its members and users.*

*As an SSVP portal user, you share in the responsibility of safeguarding confidential information stored on the members portal. This information may include, but is not limited to, personal contact information (email, telephone, address) and other personal information about members stored in*

My Contacts View All

My Groups

**National Council Office**

# Review and update your council or conference information.

Find the conference or council using the search box

## Search Box

- Search members and groups (councils and conferences)
- Search using one word in a member or group name.
- Click on a title in the selections.

The screenshot shows a web application interface. At the top right, there is a search bar with a magnifying glass icon and the text 'edmonton' entered. Below the search bar, there is a grid of search results. The results are organized into two rows and four columns. The first row contains four results for councils: 'COUNCIL OF E...', 'EDMONTON EAST PARTI District', 'EDMONTON NORTH PAI District', and 'EDMONTON WEST PAR District'. The second row contains four results for conferences: 'ONTON PAF', 'ALL SAINTS CONFERENC Conference', 'ST. ALPHONSUS CONFEI Conference', and 'ST. ANDREW CONFERE Conference'. Each result card displays contact information such as email addresses, phone numbers, and physical addresses.

Council/Conference Name	Type	Contact Information
COUNCIL OF E...	Council	1532 M.P.O ON, AB T5J 3K7
EDMONTON EAST PARTI	District	EDMONTON, AB T8N 0S9
EDMONTON NORTH PAI	District	EDMONTON, AB
EDMONTON WEST PAR	District	EDMONTON, AB
ONTON PAF	Conference	pedmonton.ca
ALL SAINTS CONFERENC	Conference	EDMONTON, AB T5Y 1P2
ST. ALPHONSUS CONFEI	Conference	EDMONTON, AB T5M 2Z6
ST. ANDREW CONFERE	Conference	EDMONTON, AB T5M 2N7



# View and Edit Group

Edit group General Information by clicking on EDIT GROUP.

View CRA information by clicking on the +

## Group Details

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**GENERAL INFORMATION**

<b>Assistance Phone:</b> <a href="tel:(780)471-5577">(780) 471-5577</a>	<b>Address:</b> P O Box 11532 M.P.O EDMONTON, AB T5J 3K7
<b>Group Type:</b> Diocese	<b>Website:</b> <a href="http://www.ssvpedmonton.ca">http://www.ssvpedmonton.ca</a>
	<b>Diocese:</b> Edmonton
	<b>Council's Institution Date:</b> 2014-02-04
	<b>Aggregation or Institution Number:</b> 14005

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**CRA INFORMATION**



# Check the list of reporting councils, conferences and isolated conferences to ensure it is accurate.

In the Group Explorer on the top of the conference or council's page, click on the small arrow to view the reporting council and conferences.

CENTRAL COUNCIL OF EDMONTON, EDMONTON

Search groups, members, and leaders...

Group Explorer: National Council > Western Regional Council > CENTRAL COUNCIL OF EDMONTON, EDMONTON

Group Details

**GENERAL INFORMATION**

**Assistance Phone:**  
(780) 471-5577

**Address:**  
P O Box 11532 M.P.O  
EDMONTON, AB T5I 3K7

Contact the Members Portal Project Leader if modifications are needed.

Check the list of members/Administrators in your respective council or conference to ensure it is current. Make necessary changes.

Click on a reporting council or conference to view the General Information and the list of members.

**CENTRAL COUNCIL OF EDMONTON, EDMONTON**

Group Explorer: National Council > Western Regional Council > **CENTRAL COUNCIL OF EDMONTON, EDMONTON**

EDMONTON EAST PARTICULAR COUNCIL, EDMONTON  
EDMONTON NORTH PARTICULAR COUNCIL, EDMONTON  
EDMONTON WEST PARTICULAR COUNCIL, EDMONTON  
SOUTH EDMONTON PARTICULAR COUNCIL, EDMONTON

**Group Details**

**GENERAL INFORMATION**

**Assistance Phone:**  
(780) 471-5577

**Address:**  
P O Box 11532 M.P.O  
EDMONTON, AB T5J 3K7

# Directory – Add Member

In the group details page  
Click on +ADD to add  
member.



Search Existing Members  
before adding a New  
Member

Add member with all the  
required information

The 'Add Member' form is divided into two tabs: 'New Member' (active) and 'Existing Member'. Under the 'New Member' tab, there are three main sections. The first is 'Find Existing Member' with a red asterisk and a text input field labeled 'Search First and Last Name'. The second is 'Member Status' with a red asterisk and two radio button options: 'Member' and 'Administrator'. The third is 'Membership Began' with a date input field showing '6/15/2023' and a calendar icon. At the bottom of the form are two buttons: 'Add Member' (blue) and 'Save & Add Another Member' (grey).

\* Administrator Status should only  
be given to members who have the  
authorization to make changes  
to the database.

\* A username can be anything  
(email, variation of the members'  
name, etc.). The password should  
have at least 8 characters and  
include letters, numbers and special  
characters.

# Directory – Change a Member’s Status

Contact	Address	Administrator	Move	Remove
<b>Mary Baskin</b> mary.baskin@ssvp.ca <a href="#">★ Add to My Contacts</a>	..	<input type="checkbox"/>	<a href="#">+</a>	
<b>Philippe Blain</b> 6139796611 exdir-dirigen@ssvp.ca <a href="#">★ Add to My Contacts</a>	142 arthur street, Ottawa, ON K1R 7C2	<input checked="" type="checkbox"/>	<a href="#">+</a>	

Add or remove Administrator rights by clicking on the Box under Administrator.

Click on Red Icon to remove the member form the group. The member will still remain in the database.

# Directory – Assign and Remove Leadership

Click on ADD to assign leadership.  
Enter necessary information in form.

Members **Leaders** Subgroups Special Works Formation Reports

National Council Office - Leaders [Download archived conference \(or council\) leaders](#) **Add**

**Josee Lemieux**  
National Council Administrative Assistant  
national@ssvp.ca

**Alain Talbot**  
Quebec Regional Council Representative

**Ann Massel**  
Ontario Regional Council Representative  
pres.ontario@ssvp.ca

Click on the note pad to edit or remove leadership

National Council Office - Leaders

**Josee Lemieux**  
National Council Administrative Assistant  
national@ssvp.ca

2463 Innes Road  
Ottawa, ON K4A 1N3

613-837-4363

2nd Term: No

Add to My Contacts

**Edit: Josee Lemieux**  
National Council Administrative Assistant

Change Position to:

Mandate Start :

Mandate End

2nd Term:

Save changes

Delete this leader


Cancel

# Profile

Administrators can:

- Update profile information such as name, username and password.
- Manage contact information.

**PROFILE** Search groups, members, and leaders



Update Profile Image:  
Drag & Drop

About me

Test

Languages

English:	<input type="checkbox"/>
Spanish:	<input type="checkbox"/>
French:	<input checked="" type="checkbox"/>

Languages

Name:

Username:  Password:

Impersonation

Map Role(s):

- Administrator
- Member
- National Administrator
- National Administrator Plus
- National Volunteer Admin

Contact Preferences

Contact by Mail:

Contact by Email:

Contact by Phone:

# Profile

Administrators can:

- View the member's groups, set primary group (should be a conference)
- Add formation the member has taken.
- Add verification such as Police Record Check and SSVP member screening.

Contact by Email:

Contact by Phone:

Phone	Email	Address
<input type="text" value="613-837-4"/>	<input type="text" value="national@ssvp.ca"/>	<input type="text" value="2463 Innes Road"/>
		<input type="text" value="Address Number 2"/>
		<input type="text" value="Ottawa"/>
		<input type="text" value="Ontario"/> <input type="text" value="K4A 1N3"/>
		<input type="text" value="Canada"/>

[Groups](#) [Formation](#) [Verification](#) [Other Info](#)

[National Council Office](#)  
Administrator

[Primary Group](#)





# FAQ

For questions related to the Members Portal, please refer to the FAQ section at the bottom of the Members Portal information webpage.

<https://ssvp.ca/members/portal/>

If your question is not covered in the FAQ, please contact your next higher Council Administrator.

Demo

<https://members.ssvp.ca/Dashboard>



Q/A

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