Hello,

I have created an account for you to access the SSVP Members Portal.

You can access the Portal online here: <https://members.ssvp.ca/Dashboard>

Here is your login information:

Username: -------

Password: --------

The tutorial documents are available on our website; <https://ssvp.ca/members/portal/> and in the portal on the welcome page; <https://members.ssvp.ca/Dashboard>.

Please read these documents as they were created to help you navigate the system.

Your administrator rights are limited to the ----------------------- Council and all its reporting councils and conferences.

**Duties of the Members Portal Council Administrator:**

1. Database:
	1. Contact the Members Portal Committee to ensure they received all relevant training.
	2. Review and update their council information.
	3. Check the list of reporting councils, conferences and isolated conferences to ensure it is accurate. Contact the Members Portal Project Leader if modifications are needed.
	4. Check the list of members/Administrators in their respective council or conference to ensure it is current. Make necessary changes.
	5. Setup Administrators under their direct jurisdiction.
	6. Train administrators using the training materials provided.
	7. Provide the first line of technical support for reporting councils or conferences.
	8. Questions from councils and conferences should be dealt with by their next higher administrator or the Members Portal Committee Officers.
2. Annual Reports:
3. Contact the Members Portal Committee to ensure they received all annual reports training.
4. Complete annual financial and statistics reports
5. When completed, check financial and stat reports from councils and conferences under their direct jurisdiction for integrity
6. Provide support and training to Administrators to complete annual reports.
7. Ensure all their groups have completed relevant reports.

Please don’t hesitate to contact me if you have any questions or concerns.