

Members Only Area **Guide Book**



*An illustrated guide to getting the most out of
our interactive and self-service website*



Member Login

- Home
- About Us
- Advocacy
- Resources
- Events & Education
- Oral Health
- Support
- Programs

One Clear Powerful Voice

Who We Are and What We Do

The Pennsylvania Head Start Association (PHSA) is a non-profit membership organization. We advocate for Head Start families, programs, and staff in Pennsylvania.

The Pennsylvania Head Start Association creates ONE CLEAR, POWERFUL VOICE for children and families who are economically challenged. We embrace diversity and unify the early childhood community by being a resource, sharing expertise, leading the charge for positive information change, advocacy and

Announcements

We are currently in the process of creating this new and improved website! You'll notice some pages are still under construction, but won't be for long. Expect a welcome letter to help you create and update your

Membership Has its Privileges

Our website is powered by MemberClicks, the association industry's most powerful Association Management Software systems.

Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.

To ensure only Members receive these benefits, these areas of our site require a valid log in.

The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.

The more you update and personalize your membership, the more value you will receive from us.



Member Login  Search our site... 

- Home
- About Us
- Advocacy
- Resources
- Events & Education
- Oral Health
- Support
- Programs

Username

Password

[Retrieve Username](#) | [Reset Password](#)

Keep me logged in

LOG IN

Announcements

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Upcoming Events

Tue Oct 13, 2020

[Strategic Planning Session](#)

Category: Board

[View Full Calendar](#)

What do you think of the new PHSA

Member Log In

If you have forgotten your password, no worries! Click *'reset password'* or *'retrieve username'* and enter the email address associated with your profile. You will then be emailed a link to reset your password.

(HINT: you might want to try your email address as your username.)

Note: To receive the link via email, the email address you enter must be the email address in your membership profile.



Member Logout

Search our site...

Home

About Us

Advocacy

Resources

Events & Education

Oral Health

Support

Programs

LMS

Welcome

Laura Michael
Pennsylvania Head Start Association

Admin

See something wrong? [Update your profile!](#)

[Member Directory](#) | [My Profile](#) | [CEU Credits](#) | [Event Calendar](#)

Welcome to the Members Only Area!

Use the menu above to navigate through the member's only features on our site.

Announcements

Our new website is moving forward! You'll notice some pages are still under construction, but won't be for long. We will be hosting a training session on our LMS to help you create and update your profile. Stay tuned for details!

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Tue Oct 13, 2020
[Strategic Planning Session](#)
Category: Board

Sun Oct 18, 2020
[ECE Summit](#)
Category: Summit

[View Full Calendar](#)

What Can I Do Here?

- ✓ Access the Member Directory
- ✓ View/Edit your profile
- ✓ View and Download a transcript of your CEU credits
- ✓ View the Event Calendar



Member Log

- Home
- About Us
- Advocacy
- Resources
- Events & Education
- Oral Health
- Support

My Profile

- Your Organization
- Change Profile Picture
- Change Password
- Contact Preferences
- Message History
- Invoices
- Submissions

Username
stateoffice@paheadstart.org

Member Type
Program Member

After clicking 'My Profile' from the *Member Home* page (see previous slide), you will be taken to your profile.

If you hover over the words 'My Profile', you can make additional changes to your profile.

In this area you can:

- ✓ Change your profile picture that shows on the Member Directory
- ✓ Edit your privacy settings
- ✓ Change your password
- ✓ Manage how we contact you
- ✓ View past emails we have sent to you
- ✓ View a list of all your invoices
- ✓ View all forms that you have submitted



My Profile

- ▶ These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible.
- ▶ Information here can be used on your Directory listings or for communications we send out.
- ▶ Make sure to click Save at the end of the process.

My Profile

 Laura Michael

Username Cancel **Save**

Member Type
Program Member

Group
Program Member

Member Status
Active

Full Name

Contact Name

Organization

Email

Phone - Preferred Set as Primary Phone

Phone - Direct Set as Primary Phone



Message History

► The Message History area will show you all of the emails the organization has sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

A screenshot of a user profile menu. The menu items are: My Profile, Your Organization, Change Profile Picture, Change Password, Contact Preferences, Message History (highlighted with a red box), Invoices, and Submissions. The name 'Michael' is visible next to the 'Change Profile Picture' option.

Message History

Subject	From	Status	Date
Test	Laura Michael	Opened	09/03/2020 9:58 AM
Registration Successful!	stateoffice@paheadstart.org	Opened	08/13/2020 11:13 AM
Welcome to PHSA's General Mem	PA Head Start Association	Opened	08/12/2020 4:34 PM
Welcome to PHSA's Virtual Confer	PA Head Start Association	Opened	08/07/2020 6:03 PM
Welcome to PHSA's Virtual Confer	PA Head Start Association	Opened	08/07/2020 1:36 PM
Now Open! Exhibitor & Sponsor Re	Laura Michael	Opened	07/29/2020 4:22 PM
Now Open! Exhibitor & Sponsor Re	Laura Michael	Opened	07/29/2020 4:10 PM
Welcome to the New and Improve	Pennsylvania Head Start Associatic	Opened	07/28/2020 10:01 AM
Welcome to the New and Improve	Pennsylvania Head Start Associatic	Opened	07/28/2020 9:29 AM
Past Due Invoice Reminder	PA Head Start Association	Opened	07/20/2020 7:50 AM



My Profile

Your Organization

Change Profile Picture michael

Change Password

Contact Preferences

Message History

Invoices

Submissions

Invoices

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
212	Credit Memo	07/28/2020	N/A	Void	----	\$0.00	----
213	Credit Memo	07/28/2020	N/A	Void	----	\$0.00	----
216	Credit Memo	07/29/2020	N/A	Paid	\$-5.00	\$-5.00	\$0.00
217	Credit Memo	07/29/2020	N/A	Void	----	\$0.00	----
218	Credit Memo	07/30/2020	N/A	Void	----	\$0.00	----
211	Ad Hoc	07/27/2020	07/27/2020	Paid	\$5.00	\$5.00	\$0.00
243	Ad Hoc	09/15/2020	09/15/2020	Open	\$2.00	\$0.00	\$2.00

View Your Invoices

- ▶ Under 'My Profile' you have the ability to display your invoices.
- ▶ This area will show you credit memos, past paid invoices and open invoices that you are able to pay.
- ▶ To open any of these invoices, simply click on the Invoice ID to view the invoice.



OPEN



Pennsylvania Head Start Association
415 Market Street, Suite 206
Harrisburg, PA 17101

Pennsylvania Head Start Association
Laura Michael

Invoice # 243
Invoice Date 09/15/2020
Invoice Due Due Upon Receipt

Amount Due \$2.00

Transactions

Description	Amount
Sample Invoice	\$2.00

Total Amount	\$2.00
Amount Paid	-\$0.00
Amount Due	\$2.00

NOTES

If paying by check, please send payment to:

PA Head Start Association
415 Market St, Ste 206
Harrisburg, PA 17101

Pay Invoice

Download Invoice

Pay Your Invoices

► Once you have clicked on the Invoice ID, you have the option to pay an open invoice or download an invoice.

► **Paying an Invoice:** Paying an invoice couldn't be easier. Simply click on the button at the bottom 'Pay Invoice'. Our payment area will come up for you to enter your card and billing information.



Pennsylvania
Head Start
Association

Home About Us Advocacy Resources Events & Education Oral Health Support Programs LMS

Welcome

Laura Michael
Pennsylvania Head Start Association

Admin

See something wrong? [Update your profile!](#)

[Member Directory](#) | [My Profile](#) | [CEU Credits](#) | [Event Calendar](#)

Welcome to the Members Only Area!

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Category: Summit

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CEU Credits

From the “Member Home” page, you can access your earned credits by selecting “CEU Credits”



- Home
- About Us
- Advocacy
- Resources
- Events & Education
- Oral Health
- Support
- Programs
- LMS

Continuing Education Tracking

SORT

Hours total: 32
Event / Session total: 10

EXPORT PDF

Filter Credits

APPLY FILTERS

RESET FILTERS

Date Range

Choose a start date

To

Choose an end date

Category

- (None)
- Act 48
- PQAS

Date Range	8/6/2020 - 8/6/2020
Event / Session	1.01 Keynote: We Are Family! All Children Come with Grown-Ups Attached
Hours	1.5
Category	Act 48
Added By	Admin
Location	Online
Instructor	
Expiration	
Description	

Date Range	8/6/2020 - 8/6/2020
Event / Session	1.01 Keynote: We Are Family! All Children Come with Grown-Ups Attached
Hours	1.5
Category	PQAS
Added By	Admin
Location	Online
Instructor	
Expiration	

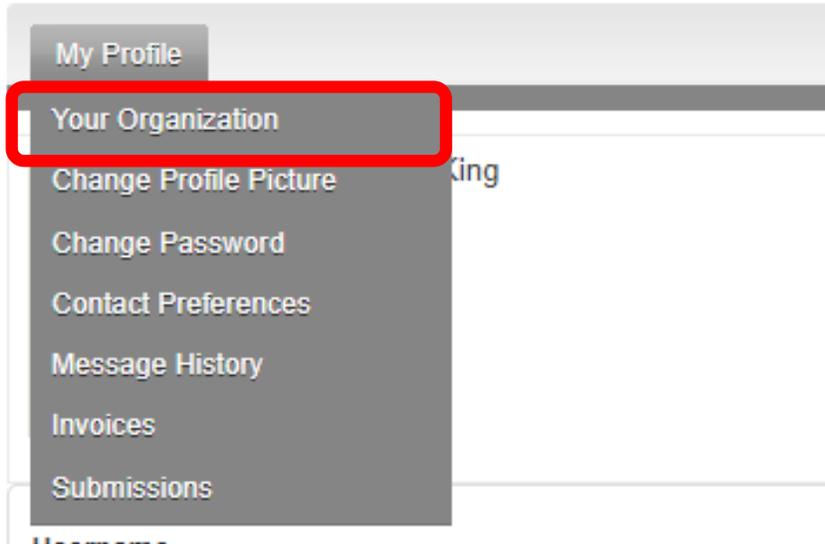
CEU Credits

You can view all of your credits earned, as well as filter by date range or view a specific category.

You also have the ability to export to PDF so you have a downloaded transcript of what you've earned.

Credits earned through online training in PHSA's LMS will be automatically applied to the individual profile of the person receiving the credit.

Credits earned from in-person events will be added by PHSA staff.



Key Contacts can make changes Organizational Profiles



If you are the Key Contact (*aka: admin*) to an Organization, you are able to make changes to the organization profile through your individual profile.

To update your Organization's' profile, hover your mouse over 'My Profile' and click on 'Your Organization'.



Key Contacts

- Information here can be used on your Directory listings or for communications we send.
- These fields show you what information we have now.
- Please take the time to review each field so that you can fill in correct contact information and input funded enrollment numbers.
- The organization profile is dependent upon accurate information.
- *Note: the email field is the email address we will send your renewal notice to.*
- Make sure to click Save at the end of the process

My Profile

Profile | Change Profile Picture | Contact Preferences | Message History | Invoices | Submissions | Individual Profiles

Organization Logo

Expiration Date
12/31/2020 Cancel Save

Member Type
Program

Member Status
Active

Member Number
290

Organization
Mercer County Head Start

Email
wking@mchs-ehs.org

Phone
(724) 346-4482 x1381

Address
John Hetra Child Dev. Center
1901 Memorial Drive
Farrell Pennsylvania 16121
None

Individual Profiles

- Key Contacts also have the ability to add individuals who are associated with their Program (i.e. staff members).
- They can also unlink anyone who is no longer a part of their organization.
- You can also turn on “key contact” to any of the profiles listed if anyone else should have the Key Contact feature to update the organization profile. Generally in addition from the Program Directors, access is typically given to their Administrative Assistant.

My Profile

[Profile](#) |
 [Change Profile Picture](#) |
 [Contact Preferences](#) |
 [Message History](#) |
 [Invoices](#) |
 [Submissions](#) |
 Individual Profiles

Individual Profiles

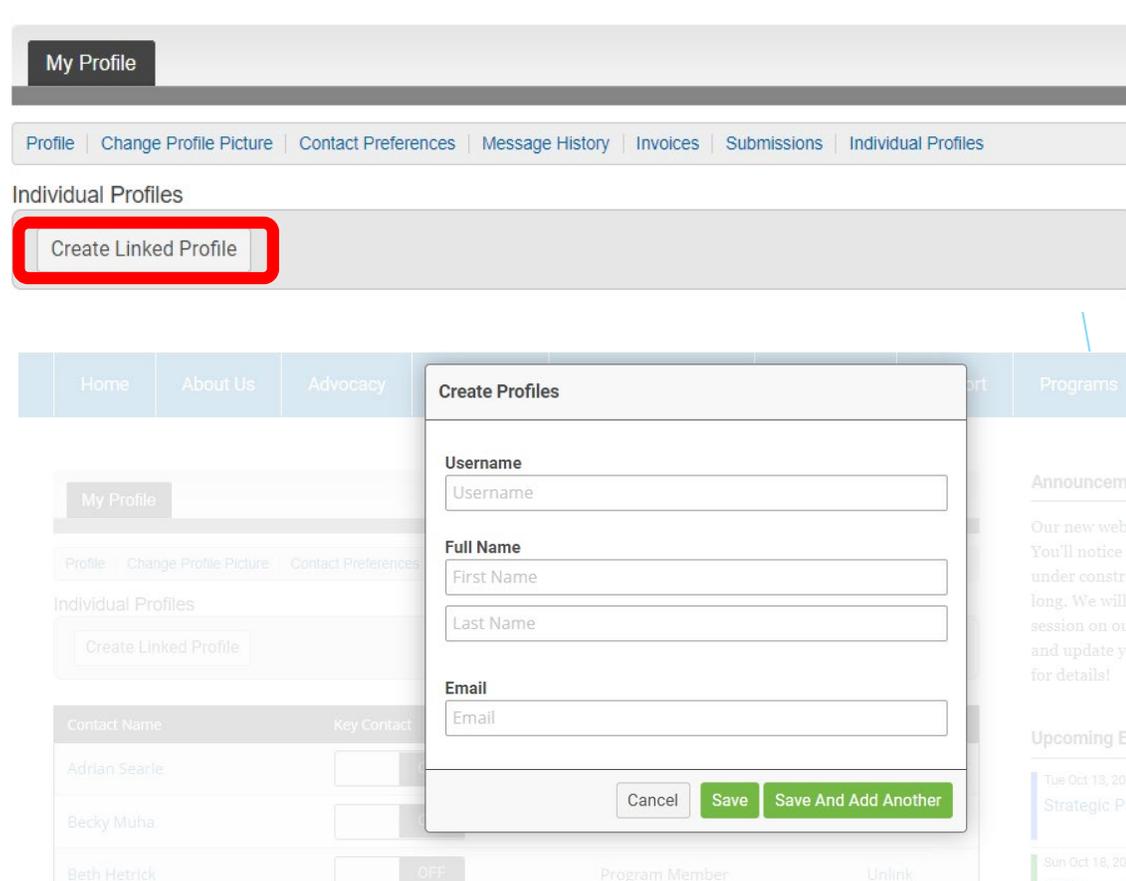
[Create Linked Profile](#)

Contact Name	Key Contact	Member Type	Unlink
Adrian Searle	<input type="checkbox"/> OFF	Program Member	Unlink
Becky Muha	<input type="checkbox"/> OFF	Program Member	Unlink
Beth Hetrick	<input type="checkbox"/> OFF	Program Member	Unlink
Debra Bobish	<input type="checkbox"/> OFF	Program Member	Unlink
Hannah Tomko	<input type="checkbox"/> OFF	Program Member	Unlink
Marlene Roch	<input type="checkbox"/> OFF	Program Member	Unlink
Mary Sternthal	<input checked="" type="checkbox"/> ON	Program Member	Unlink
Michelle Comstock	<input type="checkbox"/> OFF	Program Member	Unlink
Nancy Guiler, RN,BSN	<input type="checkbox"/> OFF	Program Member	Unlink
Ron Shadd	<input type="checkbox"/> OFF	Program Member	Unlink

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 Page 1 ▼ of 2 [First](#) [Previous](#) [Next](#) [Last](#)

Individual Profiles (cont'd)

- To add a staff member to your organization, select “Create Linked Profile”
- You will then be prompted to enter in their username, full name, and email.
- To keep information cohesive, we recommend using their email as a username.
- Once you have the information completed, you can click “save”. If you have more than one person to add, you would select “save and add another”



The screenshot shows a user interface for managing profiles. At the top, there's a 'My Profile' tab. Below it, a navigation bar includes links for Profile, Change Profile Picture, Contact Preferences, Message History, Invoices, Submissions, and Individual Profiles. The 'Individual Profiles' section is active, and the 'Create Linked Profile' button is highlighted with a red box. Below this, a modal window titled 'Create Profiles' is open, containing three sections: 'Username' with a text input field, 'Full Name' with two text input fields for 'First Name' and 'Last Name', and 'Email' with a text input field. At the bottom of the modal are three buttons: 'Cancel', 'Save', and 'Save And Add Another'. In the background, a table of contact information is visible, with columns for 'Contact Name' and 'Key Contact'.

Contact Name	Key Contact
Adrian Searle	<input type="checkbox"/>
Becky Muha	<input type="checkbox"/>
Beth Hetrick	<input type="checkbox"/> OFF



Member Directory

► Our Member Directory can be valuable in connecting you with other members. To update what displays for your profile in the directory listing, please edit your profile that was provided in the earlier steps.

**Note: The information on your profile also displays in our program directory. It's crucial contact information and funded enrollment is accurate so that it reflects correctly on our website.*

Click on your county below to find out who provides Head Start in your community. To see all programs, click search!

Communities Served

- Adams
- Allegheny
- Armstrong
- Beaver

Clear Search

68 Results [Show Search Criteria](#)

A.C.C.E.S.S., Inc.-Adams County H.S.

Program Overview Adams County Head Start programs promote the educational, mental, social, and emotional readiness of young children from low-income families by supporting the comprehensive development of children from age 3- 5. Our Head Start classrooms are located in Biglerville, East Berlin, Gettysburg, Littlestown, McSherrystown, New Oxford, Orrtanna, and York Springs. ACHS recognizes that parents are their child's first and most important teachers and welcome parent involvement in all areas of the program.
Website <http://www.achsaccess.org/>
Counties Served

Primary Contact Jennifer Showers Executive Director 705 Old Harrisburg Road, Suite 5 Gettysburg, PA 17325 (717) 337-1337 jshowers@achsaccess.org	Federal HS Children Funded EHS Funded State Head Start Funded Early Head Start-Child Care Partnerships
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Secondary Contact

Enrollment Contact
Kayla Palmer
ERSEA Coordinator
[\(717\) 337-1337](tel:(717)337-1337)
kfpalmer@achsaccess.org

Oral Health Contact
Johnnie Shindledecker
Health & Nutrition
Coordinator/Assistant Director
jshindledecker@achsaccess.org

Acelero, Inc.