

# List Serve & Members' Portal Activation Email and Set-Up

## Account Activation

Every member needs to activate their account in order to get access to the Members' Portal. In order to get started, email your full name and job title to [info@creativecity.ca](mailto:info@creativecity.ca). Once you receive an activation email, click on the link to set up your log in and password. The link will be active for 2 weeks. If it does not show up in your inbox, please check your trash and spam folders as well.

Then, just follow the instructions in the email to activate your members' portal account.

## Profile Set-Up

### Did you know...?

As the profile administrator for your municipality or organization, you have the ability to set up **two profile pages**. Setting up your municipal/organizational profile page gives you the opportunity to include a photo, and links to policies or plans you wish to highlight.

Including individual profiles allows other members to easily find and contact other members working in the same areas, making connecting with colleagues across Canada that much easier.

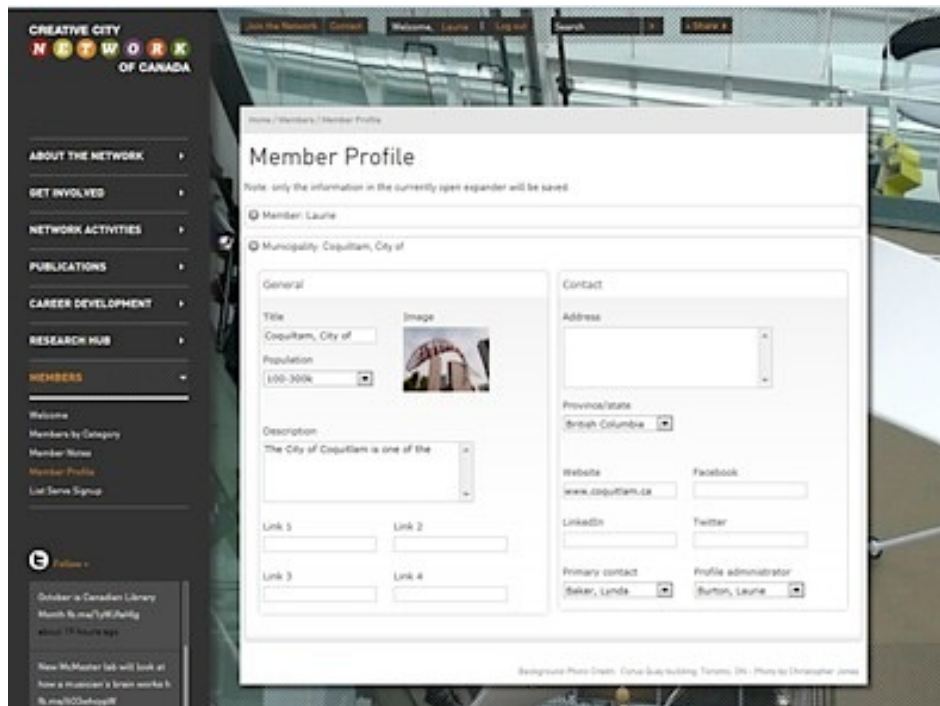
### Setting up your profile pages...

Log into your member's portal, click on '**your name**' at the top of the screen. This will bring you to both your municipal/organizational profile page, and your individual profile page. If you are a primary contact or profile administrator, you will see two profile headings.

- Member: your name
- Member: your municipality/organization

### Profile Set-Up Tips:

- Choose a great photo!
- Select your municipality's population (you can only be searched by items you fill out).
- Make sure to select your department and focus areas.



## List Serve Sign-Up

The **CCNC List Serve Sign Up** is located within the Members' Portal. Once you have activated your account, signed in, and set up your profile pages, you can sign up for the list serve. We have 5 lists for you to choose from, and you can choose as many as you want. The five lists are:

- Open Forum
- Public Art
- Cultural Planning and Placemaking
- Events and Festivals
- Resources and Research

Home / Members' Portal / List Serve Sign-up

### List Serve Sign-Up

Name  Email

Open Forum

Public Art

Cultural Planning and Placemaking

Events and Festivals

Resources and Research

**IMAGE GALLERY**  
Edit Image Gallery

**LIST SERVE HOW-TO-GUIDE**  
Never used a list serve before? That's okay, read through the CCNC's [List Serve How-to-Guide](#) to find out how to subscribe to the lists you want.

**LIST SERVE ETIQUETTE**  
Questions about list serve etiquette, read through the CCNC's [List Serve Etiquette](#)

Background Photo Credit: Splash Mob at Fourth Friday, Quetch, ON - Photo by Lynn Broughton

## Sign in, sign-up, and start chatting!

Please email [info@creativecity.ca](mailto:info@creativecity.ca) if you encounter any issues during the process, or have any questions in general.