



Dear MECRA current and new members:

We are proud to present the members only section of on www.mecra.info. The key elements of this portion of the website are to serve the following purposes:

- ◆ Allow each member to update your personal information at all times
 - ◆ Access to "The Transcript"
- ◆ Review member messages that are posted along with announcements at your convenience
 - ◆ Access to any future member benefits
- ◆ Access to professional vendor information, contacts and reviews

The public portion of the website will continue to offer a vast array of information regarding educational updates, conference information and activities relative to the court reporting field.

Be sure to contact me with any thoughts or suggestions. I will be happy to answer your questions or address any concerns.

SPECIAL NOTE: If you do not wish to receive mass emails or postings, please email your request to info@mecra.info. Your email will be removed from the mass email and information will be forwarded to you via our Corresponding Secretary.

If you do not wish for any photographs of yourself to be posted on this website, please email your request to info@mecra.info.

ACCESS TO THE MEMBERS ONLY BULLETIN BOARD AND MEMBERS ONLY INFO LOGIN

1. Login to the MECRA website at www.mecra.info.
2. At the top of the screen you will see Members Only Bulletin Board Login - Type in your email address, then password. The password is defaulted to 1234 for your initial login. The email you should use is the email listed in the membership directory or the email listed on your membership renewal. For your convenience, you may look this information up on the MECRA website under the Membership Directory Tab.
3. On the right hand side of the screen you will see "my profile". Click "my profile" to update your personal information at any time.
4. While you are in "my profile", please complete the following steps.
 - a. Change your password to a 4-digit number that only you will know. Do not use your certification number or court number.
 - b. After your last name, modify by adding your certification number. Example: Gordon CER #7932.

NOTE: This will indicate that you have reviewed your personal information and verified by entering in your certification number.

5. To access "The Transcript", bylaws and information geared for members only. Just simply click "members only info" which is located in the members only section on the inner row of boxes on left.

ACCESS TO NOTIFICATIONS ON THE BULLETIN BOARD

The bulletin board also serves as a form of communication for members. This notification area will not email you with updates. It simply allows you to check in on this area at your own time and convenience. The bulletin board will have the same criteria as the Yahoo Group when it comes to content. This will keep the postings professional.

I will post all other information that is public to the website and Yahoo group as needed.

YAHOO GROUP

This form of communication for the MECRA members is a key source of information and networking. Members may post those hard to ask questions to members logged into Yahoo. The group also will send out reminders of deadlines and calendar of events. Forms and documents will continue to be posted simultaneously to the Yahoo Group and the MECRA website.

Thank you again for your interest and participation with this media launch on the MECRA website. Best wishes in 2010!

Sincerely,

MECRA

Jodi Gordon
Media Director