



Website Information
Member-Only Access

Website Address: www.brcofoundation.org

Creating A Member Account

Here are the instructions for creating an account and logging on:

1. In the upper right corner of the home page click "Member Login"
2. Complete the Account Request Form
3. Click "Add User" at the bottom of the form.
4. The following message will appear on screen:
Your Branch County Community Foundation member profile has been submitted and is currently pending approval. When your profile information has been approved by the site administrator, you will receive an e-mail notifying you that your login information has been activated.
5. You'll also be sent an email stating that your account request is waiting for approval and another email once your request is approved. If you have any problems or do not receive a confirmation within 24 hours, please contact:

Colleen Knight
Home: 517.736.328
Work: 517.278.4517
Personal email: clhk_2000@yahoo.com
Work email: colleen@brcofoundation.org

Accessing Meeting Documents from the Website

Once logged in to the Member Only section of the website:

1. Click on "Member Login" at the upper right corner of the Welcome page.
2. Username: [username you created]
3. Password: [password you created]
4. Click on 'Log In'. (The system will verify your login information.)
5. Click on the "**Youth Advisory Council Resources**" link.
6. On the new page, click "Documents" to access meeting documents.
7. To read and/or print, click on the link for separate documents.

Web Administrator Contact

Trouble logging in or reviewing documents:
Contact either Colleen or Amy

Printed Copies of Documents

We are happy to print copies for you. If you let us know, we can mail you a copy of the documents or have a packet available for you prior to or at the meeting.